**Academic Calendar**

**Fall 2015**
- Last day to drop with 100% refund in person: August 28
- Last day to drop with 100% refund, online, mail or fax*: August 30
- Classes begin: August 31
- Drop/Add: August 31 - Sept. 4
- Labor Day, College closed: September 7
- Last day to drop with 50% refund: September 14
- Last day to drop with Withdraw grade: October 30
- Thanksgiving break: November 26 - 28
- Registration dates for Winter and Spring 2016: see web site
- Last day of classes: December 12
- Final examinations: December 14 - 19
- Academy of Culinary Arts Graduation: December 17
- College closed: December 24 - January 1

**Winter 2016** — January 4 through 16**
- (Classes meet for 11 days. No classes will be held on Sundays.)
- Last day to drop with 100% refund in person: December 23
- Last day to drop with 100% refund, online, mail or fax*: January 3
- Classes begin: January 4
- Last day to drop with 50% refund: January 4
- Last day to drop with Withdraw grade: January 5
- Last day of classes: January 16**

**Spring 2016**
- Last day to drop with 100% refund: January 15
- Last day to drop with 100% refund, online, mail or fax*: January 18
- Martin Luther King, Jr. Day, College closed: January 18
- Classes begin: January 19
- Drop/Add: January 19 - 25
- Last day to drop with 50% refund: February 1
- Spring break: March 14 - 19
- Last day to drop with Withdraw grade: March 25
- Registration dates for Summer and Fall 2016: see web site
- Last day of classes: May 7
- Final examinations: May 9 - 14
- Academy of Culinary Arts Graduation: May 16
- Commencement: May 19

**Summer 2016** (There are no Friday classes.)
- Memorial Day, College closed: May 30
- Full Summer Session, 13 weeks: May 23 - August 18
- Accelerated Session “A”: May 23 - June 9
- First session, 6 weeks: May 23 - June 30
- Accelerated Session “B”: June 13 - June 29
- Second session, 8 weeks: June 27 - August 18
- Independence Day, College closed: July 4
- Third session, 6 weeks: July 11 - August 18

**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 Atlantic Cape 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 Atlantic Cape. 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 is nearing completion of the master facilities plan, Blueprint 2020: Building a Better Future for Atlantic Cape Community College, is implementing a comprehensive energy and sustainability plan, The Green Campus Initiative, and a college-wide Safe Campus Initiative.

In addition to these initiatives, we are excited to host Rutgers University at their 22,000 square foot degree-completion facility at the Mays Landing Campus. This facility strengthens the already robust degree-completion agreement between and Atlantic Cape and Rutgers University and provides even greater opportunity for graduates of Atlantic Cape to obtain a bachelor’s degree without ever having to leave the Mays Landing campus.

I’m also pleased to share that Atlantic Cape welcomed scholar and author Fred Schaaf as the “Beacons by the Sea” visiting professor. Schaaf, the author of 13 books, and contributing editor for Sky and Telescope magazine, taught courses in fundamentals of astronomy. The visiting professor program is funded by the Atlantic Cape 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 2016 term!

Atlantic Cape Community College is committed to the success of our students and our region. Fittingly, Atlantic Cape Community College participated in the Achieving the Dream consortium of community colleges dedicated to student success, and is a leader in the state sector with respect to developing innovative strategies designed to promote greater student retention and success.

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 Atlantic Cape’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.

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President
Otto Hernandez, Ph.D.
Vice President of Academic Affairs
  Ronald McArthur, Ed.D.
  Dean of Liberal Studies
  Janet Brown Marler, M.S.
  Associate Dean of Academic Support Services
Donna Vassallo, M.S.
Dean of Career Education
  Associate Dean of Continuing Education
  Operations and Business Development – TBA
Elmer Godeny, Ph.D.
Dean of Science, Technology, Engineering and Math Programs
Patricia McClay, C.E.C., C.C.E., B.S.
Dean of the Academy of Culinary Arts
August Daquila, M.B.A.
Dean of Administration and Business Services
Eileen Curristine, M.S.
Dean of Human Resources, Public Safety and Compliance
Douglas Hedges, M.Ed.
Dean of Information Technology Services
Leslie Jamison, C.P.A.
Dean of Finance
Mitchell A. Levy, Ph.D.
Vice President, Student Affairs & Branch Campus Management
Richard Perniciaro, Ph.D.
Vice President, Facilities, Planning, Research and Executive Support
Andre Richburg, M.S.
Dean, Enrollment Management and College Relations
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- Business Leadership Professional ...................... 105
- Catering Specialization ........................................ 48
- Child Development Associate (CDA) ....................... 106

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**MISSION**
Atlantic Cape Community College creates opportunity by providing access to superior educational programs.

**VALUES**
- Integrity
- Caring
- Accountability
- Respect
- Excellence

**VISION**
Atlantic Cape Community College will be the region’s preferred choice for higher education and professional training and a leading catalyst for economic and workforce development. The college will anticipate and fulfill regional educational needs, strengthen our community’s economy, and partner with K-12 and higher education institutions to create seamless educational pathways.

**GOALS**
- Maximize student success
- Strengthen community partnerships
- Demonstrate effectiveness, continuous improvement, and efficient use of resources

**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 Atlantic Cape Community College an A rating which indicates that the credits for Atlantic Cape students transferring to other institutions should be given full value.
- The Culinary Arts programs are accredited by the American Culinary Federation Education Foundation Accrediting Commission.
- The Hospitality Management program is accredited by the Accreditation Commission for Programs in Hospitality Administration.
- The Preschool-Grade 3 Education program is accredited by the National Association for the Education of Young Children.
- The Nursing program is accredited by the N.J. Board of Nursing and the Accrediting Commission for Education in Nursing.
- The Respiratory Care program, offered in cooperation with the Rutgers-School of Health-Related Professions (Rutgers-SHRP), is accredited by the Committee on Accreditation for Respiratory Care. Upon successful completion of the program, students receive a joint Associate in Applied Science degree from Atlantic Cape and Rutgers-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**
Atlantic Cape is a member of the American Association of Colleges and Universities, the American Association of Community Colleges, the Association of Community College Trustees, the Atlantic City Hotel and Lodging Association, the Cape May County Chamber of Commerce, the College Board, the Council for Advancement and Support of Education, the Council for Higher Education Accreditation, the Greater Atlantic City Chamber of Commerce, the League for Innovation in the Community College, the Metropolitan Business and Citizens Association, the New Jersey Alliance for Action, the New Jersey Business and Industry Association, the New Jersey Council of County Colleges, the New Jersey Presidents’ Council, the Rotary Club of Atlantic City and the Southern New Jersey Development Council.

**COLLEGE HISTORY**
In December 1963, the N.J. State Department of Education granted approval for the establishment of Atlantic Community College, 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. Atlantic Cape 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
The Atlantic Cape Community College often uses photographic and electronic images and video of public campus life, events, ceremonies and other activities to advance the mission of the institution through College publications and marketing efforts, including social media channels (e.g., Facebook.)

By registering at, visiting or being employed by Atlantic Cape and being present in public settings, you authorize the use and reproduction by the College, or anyone authorized by the College, to any photographs or video taken while at Atlantic Cape, without compensation. All negatives and positives, photographic prints, digital photo and video files shall constitute Atlantic Cape property, solely and completely.
Admission to Atlantic Cape is available to applicants who have graduated from a regionally 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 Atlantic Cape’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. Programs such as Air Traffic Control Terminal, Professional Pilot, Flight Instructor, Respiratory Therapy and 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
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 or 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 Atlantic Cape. Do not mail cash.

RE-ENTRY TO ATLANTIC CAPE
Students who have withdrawn in good academic standing from Atlantic Cape may re-enter by registering for classes through the Enrollment Services Office. Students do not have to complete another application for admission or pay the application fee again. 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 Division Chair, Nursing & Allied Health Programs.

OUT-OF-COUNTY STUDENTS
Students who reside outside Atlantic and Cape May counties are eligible to apply for admission to Atlantic Cape but will be required to provide a chargeback form when registering or pay the out-of-county tuition rate. See Tuition/Fees page for more information.

STUDENTS SEEKING A DEGREE
- Complete an application, indicate the desired program of study, and submit the $35 non-refundable application fee.
- Send a final official high school 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 ACCUPLACER. If you took the test at another NJ college, send the results to Atlantic Cape’s Testing Office or provide proof of completion of a college-level English or mathematics course. You may also provide proof of SAT scores of at least 540 Critical Reading/530 Mathematics or ACT scores of at least 47 English/Reading and 22 Mathematics in order to be waived from the ACCUPLACER. Scores must have been earned within the last four years in order to be valid.

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.

Visiting Students
Students from other colleges attending Atlantic Cape for one semester are considered to be Visiting Students. Visiting Students who want to waive a prerequisite without officially transferring the course may submit a copy of an unofficial transcript or have their home college provide them with a Permission to Take Courses form before registering. Unofficial transcripts can be e-mailed (preferred method) to accadmit@atlantic.edu or faxed to the Admissions Office at (609)343-4921. There is no charge for reviewing an unofficial transcript. Visiting Students do NOT have to complete the Evaluation of Transfer Credits form or pay the evaluation fee.

ACCUPLACER REQUIREMENTS
Students are required to take the ACCUPLACER prior to registering for a mathematics, English or other course requiring a demonstrated level of ability. A student will be exempt from the ACCUPLACER if the student identifies as a Professional Series seeking student. A student who identifies as non-credential seeking will be allowed to take up to 4 credits before being required to take the ACCUPLACER test. If the student wants to take a class that has a prerequisite, the student must receive the area Dean’s approval prior to registration. See the Testing section on page XX for other waivers of the ACCUPLACER.
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 ATLANTIC CAPE
Students transferring to Atlantic Cape may seek credit for Atlantic Cape courses when equivalent courses, practical training, or exams have been previously completed. A maximum of 32 credits is accepted for transfer. Evaluation of the following may be reviewed for transfer credit: Coursework completed at a regionally accredited U.S. college or university, American Council on Education (ACE), Advanced Placement exam scores, CLEP, military training, New Jersey Police Academy/Corrections Academy training, high school articulation agreement coursework, international education, and Prior Learning Assessment (PLA).

• Official transcripts must be received by the Admissions Office in a sealed envelope or be transmitted electronically directly to Atlantic Cape from the sending institution to be eligible for evaluation. Transcripts that have been sent from another institution to Atlantic Cape for the purpose of transferring credits will not be released.

• Only courses with a minimum grade of "C" or 2.0 GPA are accepted for transfer credit. A grade of "C-" is not transferable. Courses approved for transfer will not replace Atlantic Cape courses nor will those grades be calculated into the Atlantic Cape grade point average. Grades earned for transfer courses will only be used to satisfy prerequisite course eligibility for specific Allied Health programs.

• All possible transfer credits will be evaluated toward your declared degree program up to a maximum of 32 credits. If you change your program of study, you must complete a new evaluation transfer credit request to the Admissions Office. No additional fee is required.

• Official transcripts from regionally accredited institutions will be evaluated on a course-by-course basis. Credits may be applied to either general education or program courses. Mathematics courses completed 10 or more years ago, or technology courses completed more than five years ago, are only accepted with the approval of the appropriate academic Dean. Students pursuing an Allied Health-related degree at Atlantic Cape must have completed both Mathematics and Science courses less than 10 years ago.

• Transcripts from foreign colleges or secondary schools must be translated to English and submitted for formal evaluation to an agency approved by the National Association of Credential Evaluation Services (NACES). A student in need of this service can visit www.naces.org/members.html to find and select a member approved by NACES to perform their foreign credential evaluation.

Procedures for Evaluation of Transfer Credits
• Apply for admission to Atlantic Cape.
• Have all official transcripts, formal foreign credential evaluations (if applicable), or other necessary documentation sent directly from the sending institution to the Admissions Office. Hand delivered transcripts must be in a sealed envelope to be accepted for official evaluation. Transcripts that have been opened will not be officially evaluated.
• Students seeking credit by virtue of Prior Learning Assessment must meet additional requirements. Please refer to the “Credit for Prior Learning” section of the catalog for additional information.
• Complete the Transfer Evaluation Form and return to the Admissions Office with the $20 non-refundable processing fee. Fee must be paid prior to evaluation. Make check or money order payable to Atlantic Cape. Return form with check/money order to: Admissions Office, Atlantic Cape Community College, 5100 Black Horse Pike, Mays Landing, NJ 08330-2699. Please allow 6-8 weeks for processing.

Transferring into the Paralegal Studies program
Students transferring courses toward the Paralegal Studies program may only transfer three courses with a maximum of 10 credits with the following conditions:

• Courses must be from an ABA approved program.

• The following legal specialty courses must have covered NJ law: Legal Research and Writing, Family Law, Wills and Estates, Litigation Assistant Procedures, Torts, Real Estate Transactions.

• The following courses need not have covered NJ law in order to transfer: Introduction to Law and Litigation, Trial Advocacy and Bankruptcy Transactions.

Military Training
Credits may be awarded for military training based on an evaluation by the American Council on Education (ACE). Students are responsible for submitting a Joint Services Transcript (JST). Transcripts may be requested through http://jst.doded.mil and should be sent directly to Atlantic Cape Community College. Once transcripts are requested, students must complete and submit the Transfer Evaluation Form and the $20 processing fee to the Admissions Office. Military training may also be reviewed through Prior Learning Assessment (PLA). See section below on PLA for additional information.
Police Academy/Corrections Academy Training
Graduates of a New Jersey Police Academy may be eligible for up to 15 credits toward the Criminal Justice, A.S. degree. Graduates of a New Jersey Corrections Academy may be eligible for up to 10 credits toward the Criminal Justice, A.S. degree. Students must enroll in the Criminal Justice, A.S. degree program and submit a copy of their Police Academy Certificate or proof of completion to the Admissions Office in addition to a completed Transfer Evaluation Form and the $20 processing fee.

CREDIT FOR PRIOR LEARNING
Prior Learning Assessment (PLA) allows students the opportunity to seek credit for life and professional experience and previously earned credentials. Students who can demonstrate college-level knowledge and competencies from experiences outside of a traditional post-secondary education may be awarded up to 25 college credits toward a Technical Studies, Associate in Applied Science degree. These competencies can include military training, employer training programs, union apprenticeships, professional certifications and licenses, independent study, or volunteer/community service. A separate application is required for admission to this program. For admission information and an application, contact the Admissions Office at 609-343-5006 or bclark@atlantic.edu.

International Education
Transcripts from foreign colleges or secondary schools must be translated to English and submitted for formal evaluation to an agency approved by the National Association of Credential Evaluation Services (NACES). A student in need of this service can visit www.naces.org/members.html to find and select a member approved by NACES to perform their foreign credential evaluation. Upon completion of the evaluation, the student must submit the official evaluation report along with a completed Transfer Evaluation Form and the $20 processing fee to the Admissions Office to determine transferability of courses.

THE ACADEMY OF CULINARY ARTS
Academy of Culinary Arts applicants must:
• Submit an application with a $35 non-refundable fee.
• Take the ACCUPLACER by contacting the Testing Office at (609)343-5099/(609)463-3775 or provide the appropriate waiver.
• Transfer students must submit a transcript showing current English and mathematics levels. See Transferring Courses to Atlantic Cape for more information.

Students may attend the ACA on either a full-time or part-time basis. Contact the Admissions Office for an information packet. Students are admitted to the Academy for the fall or spring term only.

NURSING PROGRAM
The New Jersey Board of Nursing
124 Halsey Street, 6th Floor
Newark, New Jersey 07102
1-973-504-6430 and in NJ 1-800-242-5846
Accrediting Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE, Suite 850
Atlanta, Georgia 30326
Telephone (404) 975-5000

The goal of the admission process is to admit qualified students who will be successful in their pursuit of a professional nursing career. Acceptance to the program is on a competitive basis. Successful completion of all prerequisites does not guarantee acceptance into the program. 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 Atlantic Cape.
• Have (if applicable) all international high school and college level course work evaluated (see “International Students” section of the catalog for more information).
• Complete the following prerequisite courses: BIOL120, ENGL101, PSYC101 and SOCL101 with a grade of “C” or better.
• Complete all prerequisite courses with a minimum GPA of 3.0 and an overall GPA of 2.5 to be eligible to apply to the nursing program.
• Have all science courses completed within the last 10 years or courses 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.
• Submit the completed Nursing Application Form together with the non-refundable fee to the Admissions Office by June 1.
• Applicants must take the TEAS V exam. The test is a general comprehensive tool which evaluates several areas including reading comprehension, mathematics, science and English/language usage. In order to qualify for Atlantic Cape’s Nursing program, you must achieve a score of 58.7 or higher. The admission process for the Nursing program is very competitive. Applicants are ranked according to a composite score of the prerequisite GPA and their TEAS V score.

The TEAS V is administered to Atlantic Cape students only. Students must have successfully completed two prerequisites required for the Nursing program before registering for the TEAS V. Candidates may retest once per academic year at Atlantic Cape, after a 30-day time period has lapsed.
Individuals taking this test can only register for one location, one testing time. Each individual must purchase his or her own testing reservation. For more information on the TEAS V you may call (609)343-5099 or (609)463-3775 or email at testing@atlantic.edu.

When all criteria have been met, applicants should submit their credentials to the Admissions Office with the completed Nursing Program Admissions Application form, available online or from the Admissions Office at any site. Credentials must be presented by June 1 for admission to the program the following fall. Only completed applications will be accepted, and may not be changed and/or updated after submission. For more information, contact the Admissions Office at (609)343-4922 or 463-4774, ext. 4922.

**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. 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 TEAS V Test score and the prerequisite GPA. The highest ranking students are offered the available program seats.

Admission to the Nursing program is offered only to students who meet the stated admission criteria and is based on the number of seats available and the applicant’s overall ranking on June 1. Students admitted to the program receive conditional acceptance. Conditional acceptances apply only to September of the year in which the student has 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 TEAS V Test 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.

**Post Selection Process**

Students admitted into the nursing program will receive a conditional acceptance as students are not considered accepted to the Nursing Program until all the following requirements are met. Student’s conditional acceptance letter will contain the information needed to comply with all requirements. Failure to comply with the Nursing Program requirements within the time frames allocated will result in a forfeit of the conditional acceptance.

**Nursing Program Requirements**

- Students must begin the program in the fall of the year they receive the conditional acceptance. Students who are unable to do so must reapply to the program for a future class.
- Students must complete the Nursing program within a five-year period.
- Students must meet the health requirements of the State of New Jersey and the clinical agencies that are used for clinical experiences.
- Nursing Student Health Requirements include:
  - Physical Examination
  - Immunization requirements: MMR, Varicella, and Hepatitis B (proof of injections and titers)
  - Tuberculin Skin Test (TST) or equivalent (PPD) required annually
  - Influenza Vaccination (Flu Shot) required annually during the influenza (Flu) season
- Additional student requirements include:
  - Completion of an Assumption of Risk and Release form, which indicates an understanding of hazards inherent in the health care field.
  - Completion of a Criminal History Background Check (CHBC). Any student, who fails to pass the criminal background check, or is refused by a clinical facility due to results of his/her criminal background check, will be unable to continue in the Nursing program.
  - Completion of Urine for Drug Screening (UDS). Any student who fails to produce a negative Urine for Drug Screening (UDS) will be unable to continue in the Nursing program. Students who produce a diluted urine sample will be allowed one additional attempt to produce a negative Urine for Drug Screening (UDS). If the second urine sample remains a diluted sample and/or produces a positive finding, the student will be unable to continue in the Nursing program.
  - Completion of CPR certification. 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.

For more information on Nursing & Allied Health programs, you are strongly encouraged to attend a Health Career Planning Session and/or contact Glenda Stogel, College Recruiter, at (609)343-5048, (609)463-4774, ext. 5048 or email stogel@atlantic.edu.

You may also contact the Admissions Office, (609)343-4922 or (609)463-4774 ext. 4922 for more information or e-mail accadmit@atlantic.edu.
Licensed Practical Nurses
Licensed Practical Nurses (LPNs) currently licensed in the State of New Jersey, who qualify for admission, may be eligible for advanced placement. To be eligible, LPNs must meet the same admission criteria as all RN applicants and complete, with a grade of "C" or better, BIOL121-Human Anatomy & Physiology II prior to submitting the program application. The program application deadline for LPNs is June 1. All LPN candidates selected, on a space limited basis, must take the LPN Nursing Transition course, NURS109, offered in the fall, and must complete that course with a grade of "C" or better. Successful applicants who pass the NURS109 Transition course will be admitted for the spring term in NURS112. You may also contact the Admissions Office, (609)343-4922 or (609)463-4774 ext. 4922 for more information or e-mail accadmit@atlantic.edu.

Optional Nursing Program
(On-Site Online Nursing Program at SOMC)
The Atlantic Cape Nursing program, in collaboration with Ocean County College and Burlington County College, offers an online, on-site with faculty, A.A.S. degree in Nursing. The clinical portion of the program is completed at various locations throughout Southern New Jersey in a one-day a week (12 hour) format. The didactic 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 the On-Site Online Nursing Program can be found on the Ocean County College website (www.ocean.edu).

RADIOLOGIC TECHNOLOGY PROGRAM
Radiologic Technology is a cooperative program designed with the Shore Medical Center School of Radiologic Technology (SMCSRT). The program meets the needs of those students desiring licensing and employment in the community as a Radiologic Technologist. Current licensing updates require students on this career path to have a minimum degree from an accredited institution for eligibility to sit for the American Registry of Radiologic Technologists (ARRT) licensing examination. The prerequisite course phase of the program is completed at Atlantic Cape. The core radiologic technology courses and clinical phase of the program is completed at the Shore Medical Center. Only those students who complete the program training under the SMCSRT are eligible to graduate from the Radiologic Technology Program and apply for the ARRT examination and state license.

Upon having completed 65 college credits and receiving a certificate of all program requirements from SMCSRT, Atlantic Cape Community College will grant an Associate in Applied Science degree.

Acceptance into the Radiologic Technology program at SMCSRT is competitive. All college course requirements must be completed and appear on an Atlantic Cape transcript for an application to SMCSRT to be considered. A minimum 3.0 GPA is required for admission. Acceptance to the program is on a competitive basis. Successful completion of all prerequisites does not guarantee acceptance into the program.

Please see the Radiologic Technology program page in this catalog for degree requirements and contact information. For detailed information on SMCSRT’s application process, please visit http://shoremedicalcenter.org/radiologyschool.

RESPIRATORY THERAPY PROGRAM
Atlantic Cape Community College offers a Respiratory Therapy program in conjunction with Rutgers, The State University of New Jersey. Pre-program courses are completed at Atlantic Cape, by residents of Atlantic and Cape May counties, and all clinical courses are completed at Rutgers. Admission to Rutgers is conditional upon successful completion of prerequisites and specific competitive selection criteria established by Rutgers that includes health and immunization requirements and a satisfactory criminal background check. The application deadline for Rutgers is May 15. All prerequisite courses must be completed and appear on the applicant’s Atlantic Cape transcript with final grades by the May 15 application deadline.

Interested students must:
• Contact Atlantic Cape Admissions Office for an application to the program.
• Apply and be accepted to Atlantic Cape 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 Therapy 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 Atlantic Cape.
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 Rutgers. A joint diploma will be issued upon successful completion of the program requirements.

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

For Atlantic Cape program requirements and additional information, please see the Respiratory Therapy program page in this catalog. For information, visit the Rutgers School of Health Related Professions Website at http://shrp.rutgers.edu/.

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

International students must apply for a degree program and maintain enrollment with a minimum of 12 credits per semester. F-1Visa holders are only permitted to take one online class per semester. F-1 and international students must adhere to all federal regulations set by the U.S. government. 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 24 credits, and in-county rates for the remainder of 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 translated to English and submitted for formal evaluation to an agency approved by the National Association of Credential Evaluation Services (NACES). A student in need of this service can visit www.naces.org/members.html to find and select a member approved by NACES to perform their foreign credential evaluation. Upon completion of the evaluation, the student must submit the official evaluation report along with a completed Transfer Evaluation Form and the $20 processing fee to the Admissions Office to determine transferability of courses.

Atlantic Cape will admit international students to the College using the following criteria:

F-1 students transferring from a U.S. high school or college to Atlantic Cape must submit:
- An application and a non-refundable $100 application fee
- A $6,000 deposit into his or her tuition account
- A completed Sponsorship Agreement form and Supplemental Form
- A completed Confidential Financial Statement form
- An official transcript from the sending school
- A Transfer Request 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 at www.atlantic.edu/admissions/international.htm.

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, excluding online courses. International visitors enrolling in Atlantic Cape 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 native language is not English
- Take the College’s ACCUPLACER if visitor is from an English-speaking country
- Enroll in courses based on the results of the ACCUPLACER

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

ADVANCED PLACEMENT EXAMS
Atlantic Cape awards transfer credit 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. Students must submit a copy of their official AP score report along with a completed Transfer Evaluation Form and $20 processing fee to the Admissions Office. A complete list of credits awarded and course equivalencies is available from Atlantic Cape’s Admissions Office or at atlantic.edu/admission/advancedPlace.htm.

HIGH SCHOOL PARTNERSHIPS
Home schooled students must meet the same admission criteria as high school students. Applicants are admitted as part-time, non-degree seeking students. Students may enroll in courses based on demonstrated level of academic proficiency through the College’s ACCUPLACER or qualifying SAT/ACT scores. Upon completion of the course, credits earned will appear on an official college transcript.
Concurrent Enrollment
Atlantic Cape offers the opportunity for high school students, who have completed their first year of high school, to apply for admission and be concurrently enrolled in credit courses on a part-time basis. To be accepted into Atlantic Cape, 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 ACCUPLACER or provide proof of SAT scores of at least 540 for Critical Reading and 530 for Mathematics. ACT scores of at least 47 English/Reading and 22 for Mathematics will also be accepted. Students must meet any course prerequisites to enroll in classes. Grades and credits will be recorded on a permanent academic record. Current Atlantic Cape tuition and fees apply.

Dual Credit
High school students may have the option of earning dual credit with Atlantic Cape while enrolled in high school through special agreements with the schools. High school courses are reviewed by Atlantic Cape to be approved for college credit. The high school delivers the course; the student receives credit and a grade on both the high school and Atlantic Cape transcript. Contact the high school guidance office to verify if agreements with Atlantic Cape are in place and for the courses or programs that are approved for dual credit. Applications for dual credit are only accepted when submitted by eligible high schools. To be eligible, students must apply for admission by the deadline and test at college-level or have the appropriate SAT or ACT scores to waive the Test. All course prerequisites must also be met. Students pay a reduced tuition rate for the dual credit course as approved annually by the Atlantic Cape Board of Trustees.

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

Atlantic Cape’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 these high school partnership programs, including cost, high school students should contact their guidance counselor.

NJ STARS
NJ STARS is an initiative created by the State of New Jersey in 2004 that provides graduates in the top 15 percent of their New Jersey high school with free tuition at their local community college. Funding for the NJ STARS program is subject to change based on the decision of the New Jersey legislature. For updated information, please visit the NJ STARS website at www.njstars.net. For more information on NJ STARS at Atlantic Cape, call (609)343-5009 or (609)463-4774, ext. 5009.

PROJECT SECOND CHANCE PROGRAM
The New Jersey Department of Education offers adults who did not complete high school an opportunity to earn a State-Issued High School Diploma. Students who are accepted to the Project Second Chance Program must complete the required 30 college credits in specific academic disciplines. Please note: Remedial courses do not meet these college credit requirements. The minimum grade average for the 30 credits must be a “C” or 2.0 to be eligible for the State-Issued High School Diploma.

Due to new federal regulations, students who first enroll in a program of study on or after July 1, 2012 at Atlantic Cape must have completed their High School Diploma or GED to qualify for Title IV (Federal) funding. Students who have not completed high school or earned the equivalent State-Issued High School Diploma may still be eligible for New Jersey State Aid.

Applicants to the Project Second Chance Program must:

- Apply for admission to Atlantic Cape.
- Take the ACCUPLACER Placement Test to determine proficiency in English and mathematics.
- If required, complete developmental courses, which do not count toward the 30 college credit requirement.
- Upon successful completion of required college-level credits, submit the “Thirty College Credit Application for a State-Issued High School Diploma” to the New Jersey Department of Education – Office of Adult Education, PO Box 500, Trenton, NJ 08625-0500. Students must also request official transcripts from Atlantic Cape Community College to be sent directly to the New Jersey Department of Education.

Applications and program details are available from the Career and Academic Planning Center. Call (609)343-5621, or (609)463-4774, ext. 5621.
ADVISEMENT

Academic planning and course selection are critical factors leading to student success. Atlantic Cape 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. Advisement is available on all three college sites during business hours by drop-in schedule. An online advisor is available to students taking online classes. An evening counselor is available until 7p.m., Monday through Thursday. Students are strongly encouraged to schedule an appointment with a faculty advisor or an advisor in the Career and Academic Planning Center. 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 Atlantic Cape. First-time students are strongly encouraged to attend. Call 609-343-5621/609-463-4774, ext. 5621.

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, transfer information and information on career and occupational outlooks. The Center is designed to provide career planning, career information, transfer and workshops and guidance for students who are in need of career and/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. For more information, contact the Career and Academic Planning Center at (609) 343-5621.

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.

TRANSFERRING TO OTHER COLLEGES

A.A. and A.S. transfer degree options at Atlantic Cape Community College 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 Atlantic Cape 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, Atlantic Cape has articulation agreements for A.A.S. degrees with various colleges and universities.

RUTGERS UNIVERSITY @ ATLANTIC CAPE

Rutgers University offers undergrad and graduate degree programs at its 22,000 square foot facility on Atlantic Cape’s Mays Landing Campus. This partnership offers Atlantic Cape graduates the opportunity to obtain a bachelor’s degree without ever having to leave the Mays Landing campus. Rutgers’ offers eight bachelor’s degree programs including Business Management, Criminal Justice, Hospitality Management, Labor Studies & Relations, Liberal Studies, Nursing, Political Science, Public Health, Social Work, Psychology and Psychology with a concentration in Early Childhood Education. Master’s degree programs are offered in Business Administration, Liberal Studies and Social Work and Certificate programs are available in Education Supervision and Special Education. For more information, visit www.rutgersataccc.org.

DUAL ENROLLMENT AND DEGREE COMPLETION AGREEMENTS WITH COLLEGES & UNIVERSITIES

For additional information on specific agreements, contact the Career and Academic Planning Center at (609)343-5107 or 463-4774 or 625-1111, ext. 5107, or visit www.atlantic.edu and search under Transfer Agreements.
Fairleigh Dickinson University
The Burgundy-Blue Connection assists and encourages students enrolled at selected community colleges to pursue a full-time A.A. or A.S. degree from their home county college followed by a full-time bachelor’s degree from the University. Students who select the Burgundy-Blue Connection will have a Fairleigh Dickinson academic advisor in addition to an advisor on their home campus. Fairleigh Dickinson advisors are located on the Mays Landing Campus. A student who maintains a 2.50 cumulative grade point ratio (GPR) at the county college and earns the associate’s degree will be awarded a Burgundy-Blue Connection Achievement Grant. Bachelor degrees are available in Business & Technology, Health & Human Services and Hospitality Management. For more information, visit http://bit.ly/1fVtRUi.

Neumann University
Atlantic Cape students who are admitted to an A.A., A.S., A.A.S. program, or are enrolled in a certificate or professional series, are eligible to participate in a dual admissions and transfer agreement with Neumann. Students must successfully complete program requirements at Atlantic Cape, with a minimum 2.0 cumulative GPA, in order to be admitted to a specified undergraduate degree program at Neumann. Academic scholarships are available to qualified Atlantic Cape students based upon Cumulative GPA.

Stockton University
A Dual Degree Program between Stockton and Atlantic Cape allows students who apply to Stockton, but are not admitted as freshman, to enroll in the DDP, complete the program requirements, earn an A.A. or A.S. from Atlantic Cape, then transfer to Stockton to earn a baccalaureate degree.

Rowan University
The Direct Connect agreement permits Atlantic Cape students to enroll concurrently as non-matriculated Rowan students and allows students who have earned an A.A. or A.S. degree the opportunity for seamless transfer.

Rutgers University
Rutgers will offer admission into the Dual Degree Program (DDP) to a select group of first-year, New Jersey high school students. These are students for whom space is unavailable at the university because of the growing number of high school graduates applying to Rutgers and their increasingly competitive records. Those first-year students offered admission through the DDP will begin their studies by enrolling at a New Jersey community college. Upon completion of an associate of arts or an associate of science degree at the community college, DDP participants will be admitted to at least one college of Rutgers University provided a cumulative grade-point-average of 3.0 has been achieved in a Recommended Transfer Program.

To be among the select group of students considered for this program, New Jersey high school students should complete a Rutgers application by the December 1 priority application date. No separate DDP application is required.

Thomas Edison State College
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. Atlantic Cape 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 additional information call (609)343-5107 or e-mail wgray@atlantic.edu.

See next page for a list of additional transfer agreements with these, and many other 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.
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 Atlantic Cape 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) 343-5107 or 463-4774 or 625-1111, ext. 5107, or visit www.atlantic.edu and search under Transfer Agreements.

### Transfer Agreements

<table>
<thead>
<tr>
<th>Four-Year College/University</th>
<th>Atlantic Cape Community College</th>
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<tbody>
<tr>
<td><strong>Berkeley College</strong></td>
<td>BS Business Administration AA Business Administration AAS Business Administration AS Business Administration</td>
</tr>
<tr>
<td><strong>Cabrini College</strong></td>
<td>All General Education credits AA/AS (Most)</td>
</tr>
<tr>
<td><strong>Champlain College</strong></td>
<td>BS AS Business Administration</td>
</tr>
<tr>
<td><strong>Dowling College</strong></td>
<td>BS Aviation Management AS Aviation Studies Aerospace Systems Technology AAS Air Traffic Control Terminal</td>
</tr>
<tr>
<td><strong>Drexel University</strong></td>
<td>BA AA (Most) BS AS (Most) BS Hospitality Management (Culinary Arts) AAS Culinary Arts Hotel &amp; Restaurant Management</td>
</tr>
<tr>
<td><strong>Drexel – College of Nursing and Health Professions</strong></td>
<td>BS Nursing AAS Nursing</td>
</tr>
<tr>
<td><strong>Drexel (e-Learning) (Distance Education)</strong></td>
<td>BS Communications &amp; Applied Technology AA Liberal Arts BS Nursing AAS Nursing</td>
</tr>
<tr>
<td><strong>Excelsior College</strong></td>
<td>BA/BS Course-by-course up to 90 credits</td>
</tr>
<tr>
<td><strong>Fairleigh Dickinson University</strong></td>
<td>BA Business &amp; Technology AA/AS (Most) Hotel &amp; Restaurant Management Culinary Arts Hospitality</td>
</tr>
<tr>
<td><strong>Florida International University</strong></td>
<td>BS AAS Culinary Arts Hospitality Management</td>
</tr>
<tr>
<td><strong>Franklin University (Distance Education)</strong></td>
<td>BA/BS AA/AS (Most)</td>
</tr>
<tr>
<td><strong>Hampton University</strong></td>
<td>BS Aviation Management AAS Air Traffic Control Terminal</td>
</tr>
<tr>
<td><strong>Johnson &amp; Wales University</strong></td>
<td>BS Culinary Arts &amp; Food Service Management AAS Culinary Arts Food Service Entrepreneurship BS Hotel &amp; Lodging Management AAS Hospitality Management</td>
</tr>
<tr>
<td><strong>Jones International University</strong></td>
<td>BA AA/AS (Most)</td>
</tr>
<tr>
<td><strong>Kaplan University</strong></td>
<td>BA/BS AA/AS (Most)</td>
</tr>
<tr>
<td><strong>Neuman University</strong></td>
<td>BA/BS AA/AS/AAS (Most)</td>
</tr>
<tr>
<td><strong>New England Culinary Institute</strong></td>
<td>BA Culinary Arts Baking and Arts AAS Culinary Arts Baking and Pastry</td>
</tr>
<tr>
<td><strong>North Carolina Central University</strong></td>
<td>BS Hospitality/Tourism AA/AS (Most) AAS Hospitality Management</td>
</tr>
<tr>
<td><strong>Northwood University</strong></td>
<td>BS Business Administration AS Business Administration AAS Accounting Culinary Arts Food Service Management Hospitality Management</td>
</tr>
<tr>
<td><strong>Pennsylvania Academy of Fine Arts</strong></td>
<td>Academy BFA Course-by-course up to 63 credits Coordinated BFA with the University of Pennsylvania Four-year Certificate</td>
</tr>
<tr>
<td><strong>Rider University</strong></td>
<td>BS Chemistry AS Chemistry Biology AAS Psychology</td>
</tr>
<tr>
<td><strong>Rowan University</strong></td>
<td>BS Management Information Systems AS Computer Information Systems Course-by-course equivalencies BA/BS</td>
</tr>
<tr>
<td><strong>Rutgers University</strong></td>
<td>BA/BS Course-by-course equivalencies AAS Respiratory Therapy (2nd year coursework) AAS Respiratory Therapy (Jointly awarded degree-Atlantic Cape/Rutgers) (1st year of coursework)</td>
</tr>
<tr>
<td><strong>Rutgers University – Camden</strong></td>
<td>BA Liberal Studies AA/AS/AAS Course-by-course equivalencies BA Psychology AAS Psychology BSN Nursing AAS Nursing (with NJ Registered Nurse License) BS Business Administration AAS Business Administration</td>
</tr>
<tr>
<td>Four-Year College/University</td>
<td>Atlantic Cape Community College</td>
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<tr>
<td>Saint Leo University (Distance Education)</td>
<td>AA (Most)</td>
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<tr>
<td>BA Accounting</td>
<td>AAS Accounting</td>
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<tr>
<td>BA Accounting Business Administration Management Information Systems</td>
<td>AS Business Administration Computer Information Systems</td>
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<tr>
<td>BS Computer Information Systems</td>
<td>AS Business Administration Computer Information Systems</td>
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<tr>
<td>Saint Peter’s College</td>
<td>BA/BS</td>
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<tr>
<td>Course-by-course equivalencies</td>
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<tr>
<td>Seton Hall University</td>
<td>BA/BS</td>
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<tr>
<td>Course-by-course equivalencies</td>
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<tr>
<td>Stockton University</td>
<td>AS Biomedical Science</td>
</tr>
<tr>
<td>BA/BS Biology-Health Prof. Concentrations</td>
<td>Biomedical Science</td>
</tr>
<tr>
<td>BA/BS Biology-Pre-Physical Therapy Concentration</td>
<td>Computer Information Systems</td>
</tr>
<tr>
<td>BS Computer Science Mathematics/BA Physics Chemistry</td>
<td>Math or Science Chemistry</td>
</tr>
<tr>
<td>BS Social Work</td>
<td>AS Human Services</td>
</tr>
<tr>
<td>Strayer University</td>
<td>BA/BS</td>
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<tr>
<td>AA/AS (Most)</td>
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<tr>
<td>Temple University</td>
<td>BA/BS</td>
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<tr>
<td>Course-by-course equivalencies</td>
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<tr>
<td>BS</td>
<td>AS Business Administration (Fox School of Business and Management)</td>
</tr>
<tr>
<td>Thomas Edison State College (Distance Education)</td>
<td>BS</td>
</tr>
<tr>
<td>AAS Accounting Hospitality Management Paralegal Studies</td>
<td></td>
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<tr>
<td>AS Business Administration Computer Information Systems Criminal Justice</td>
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<tr>
<td>BA/BS</td>
<td>AA/AS (Most)</td>
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<tr>
<td>Thomas Jefferson University</td>
<td>BSN Nursing</td>
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<tr>
<td>AAS Nursing</td>
<td></td>
</tr>
<tr>
<td>Universidad del Sagrado Corazon (Puerto Rico)</td>
<td>BS (courses taught in Spanish)</td>
</tr>
<tr>
<td>AAS Accounting Nursing Chemistry Criminal Justice</td>
<td></td>
</tr>
<tr>
<td>BA</td>
<td>AA Human Services Education</td>
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<table>
<thead>
<tr>
<th>Four-Year College/University</th>
<th>Atlantic Cape Community College</th>
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<tbody>
<tr>
<td>University of Bridgeport</td>
<td>AAS Accounting Paralegal Studies</td>
</tr>
<tr>
<td>BS</td>
<td>AS Business Administration Computer Information Systems General Studies</td>
</tr>
<tr>
<td>University of Delaware (Distance Learning)</td>
<td>BS</td>
</tr>
<tr>
<td>AS Business Administration</td>
<td></td>
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<tr>
<td>University of Illinois at Springfield (Distance Education)</td>
<td>BA Liberal Studies</td>
</tr>
<tr>
<td>AA/AS (Most)</td>
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<tr>
<td>University of the Sciences in Philadelphia</td>
<td>BS</td>
</tr>
<tr>
<td>Course-by-course equivalencies</td>
<td></td>
</tr>
<tr>
<td>University of Phoenix (Distance Learning)</td>
<td>BA/BS</td>
</tr>
<tr>
<td>AA/AS (Most)</td>
<td></td>
</tr>
<tr>
<td>University of Phoenix (Distance Learning)</td>
<td>BA/BS</td>
</tr>
<tr>
<td>AA/AS (Most)</td>
<td></td>
</tr>
<tr>
<td>Vaughn College of Aeronautics and Technology</td>
<td>BS Airport Management</td>
</tr>
<tr>
<td>AS Aviation Studies</td>
<td></td>
</tr>
<tr>
<td>Wesley College</td>
<td>Bachelors degree</td>
</tr>
<tr>
<td>AA/AAS/AS (Most)</td>
<td></td>
</tr>
<tr>
<td>MSN</td>
<td>AAS in Nursing</td>
</tr>
<tr>
<td>Widener University</td>
<td>BS Hospitality Management</td>
</tr>
<tr>
<td>AAS Culinary Arts Hospitality Management Nursing</td>
<td></td>
</tr>
<tr>
<td>Wilmington College</td>
<td>BS Criminal Justice</td>
</tr>
<tr>
<td>AS Criminal Justice</td>
<td></td>
</tr>
</tbody>
</table>
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 (tuition waiver) and SAGES (Senior Adults Gaining Education and Stimulation) may register on a tuition-free, space-available basis, in person at any campus on the designated day as listed in the credit course guide for each semester.

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 having had one shot each for mumps and rubella, and two shots for measles. In addition, all full-time students are required to furnish proof of Hepatitis B immunization. Students must present a copy of their immunization record to Enrollment Services. For clinical questions, call the College Health Services Office at (609)343-5112.

TRANSCRIPTS
Students may request, in writing, from the Enrollment Services Office, or online, an official listing of courses attempted and grades received at Atlantic Cape. 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. There is no charge for transcripts.

COUNSELING & SUPPORT SERVICES
Counseling can be one of the most important resources available to you during your tenure at Atlantic Cape whether you are a recent high school graduate, returning adult, transfer student or veteran. Counseling can be essential in assisting you in the achievement of your educational and/or career goals.

A counselor can help you choose an appropriate degree program that aligns with your career goals, assist with the transfer process, help with the development of a resume and cover letter and assist in helping you navigate through obstacles that may interfere with your academic progress.

If you are faced with challenges that you find difficult to handle alone such as personal issues, substance abuse, feelings of depression and/or despair, please come in to meet with a counselor. There is no cost to meet with a college counselor and counselors adhere to ethical guidelines regarding confidentiality. Students are referred to community mental health providers if long-term counseling is deemed appropriate.

Counseling Services
• Personal, academic and career counseling
• Workshops to enhance academic success and personal development
• Career exploration
• Transfer assistance
• Accommodations for students with documented disabilities
• Student leadership training

Counseling-Drug and Alcohol Education
Counselors are available to assist students seeking to address chemical or alcohol dependency issues. Referrals are made to appropriate community agencies or treatment facilities. Assistance is fully confidential and will not jeopardize enrollment or legal status. For information, call (609)343-5096 or e-mail esplaver@atlantic.edu.

EDUCATIONAL OPPORTUNITY FUND PROGRAM (EOF)
The EOF 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 assists program participants to become lifelong, independent learners with the tools necessary to meet the challenges presented by a competitive society. This goal is achieved by providing counseling, mentoring, tutoring, workshops/seminars, financial assistance, academic advisement, monitoring academic progress, transfer assistance and student leadership activities. For information, call (609)343-5646 or e-mail vmoreno@atlantic.edu.

DISABILITY SUPPORT SERVICES
Atlantic Cape provides reasonable accommodations to qualified students with documented disabilities who are registered with the Disability Support Services office in accordance with federal guidelines listed in Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act.

Students who wish to have such accommodations are strongly encouraged to request them at the time of admission to ensure ample time to make arrangements to have them in place at the start of the semester. Students requesting such DSS services are required to submit current documentation (five years or less) to determine eligibility. For further information, contact Lucy McGlynn at (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 areas on all Atlantic Cape campuses. Equipment includes, but is not limited to: scanners, JAWS, ZoomText and Openbook software, VERA.
and SARA reading machines, Aladdin Sunshine CCTVs, Onyx CCTVs (for white board viewing), Amigo portable magnifiers (CCTVs), Braille-related embossing equipment, iPads, iPods, iCommunicators, digital tape recorders, and oversized computer keyboards. For more information, contact Lucy McGlynn at (609)343-5090 or e-mail lmcglynn@atlantic.edu.

Placement Testing (ACCUPLACER) for Students with Disabilities
If a student requires accommodations for the Placement Test (ACCUPLACER), please contact the Disability Support Services office, four weeks prior to scheduling an appointment for the test, to arrange accommodations. The test is also available in alternate formats for students with visual impairments. For information, contact Lucy McGlynn at (609)343-5090 or e-mail lmcglynn@atlantic.edu.

STUDENT SUPPORT SERVICES PROGRAM (SSS)
The Student Support Services (SSS) program at Atlantic Cape is a comprehensive, federally-funded, academic support program designed to increase course performance, retention, graduation and transfer rates of first generation (parents who have not earned a bachelor's degree), low-income and/or disabled college students. The SSS Program customizes its services according to the academic needs and career goals of all participants. SSS participants have the unique opportunity to work one on one with counselors who are committed to their success. Services include individualized tutoring, career advisement, course selection, transfer assistance and cultural activities.

To apply, access an application online at: http://www.atlantic.edu/studentServ/counselAdvise/studentSupport.htm, or pick up an application from the Counseling and Support Services Office on the Mays Landing Campus. For information call Ramona Smith at (609)343-5641 or email rasmith@atlantic.edu.

STUDENT LEADERSHIP PROGRAMS

Men of Atlantic Cape (MAC)
The MAC program, supported by the Diversity and Equity Committee of the College’s Board of Trustees, is focused on the promotion of the intellectual advancement of Black/Latino males by demonstrating and reinforcing the essential values of scholarship and perseverance through a series of activities that encourage self-motivation, self-empowerment, sound decision-making, academic excellence and community services. In addition to speakers, group meetings and activities, students have the opportunity to attend cultural and leadership activities. For information, contact David Pringle at (609)343-5614 or dpringle@atlantic.edu.

Leadership and Education Development (LEAD)
College faculty and staff nominate students for participation in the LEAD program. Selected students participate in leadership training activities in an effort to encourage academic excellence, enhanced leadership skills and develop effective leaders on campus and in the surrounding communities. For information, call Anita Polanco at (609)343-5098 or e-mail apolanco@atlantic.edu.

Marjorie Ward Scholars
Cape May County high school graduates are eligible for a scholarship that covers up to $1,000 for the first year of enrollment. The scholarship was made possible through a bequest from long time Cape May County resident and former educator Marjorie Ward. Students graduating from Cape May County high schools may apply for the scholarship. Applicants must enroll in Atlantic Cape as first-time, full-time students. Applicants must also earn a high school GPA of 2.5 or better and obtain two recommendations from a combination of teachers, counselors, principals and community leaders. In addition to the scholarship, students participate in leadership training and are required to do community service. This program may not be available every year. For information, visit www.atlantic.edu or call Tammy DeFranco at (609)463-8113 or e-mail tadefran@atlantic.edu.

Peer Mentor Program
Peer mentors provide support, information, encouragement and act as a referral source for first-time freshman who may need assistance making the transition to college. Mentors promote an awareness of campus resources, assist students in the Career Center and the pursuit of academic excellence.

Second year students who have earned at least 24 credits and have a 2.5 GPA interested in becoming a Peer Mentor can apply in the Counseling and Support Services office. Selections are made during the spring semester by the Student Leadership Selection Committee. Once selections are made, students are provided training to begin mentoring during the fall semester. For additional information, contact Rashana Davis at (609)343-5630 or rdavis@atlantic.edu.

Student ACCESS Scholarship and Grant-In-Aid Program
The Student Access Scholarship and Grant-In-Aid program identifies incoming potential student leaders through nominations from area high school staff or community leaders. The program encourages high school leaders to continue to use their leadership skills by participating in leadership activities during their first semester at Atlantic Cape.

Successful candidates are eligible for scholarships or 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. Students receive leadership training and opportunities to utilize their skills. For information contact Anita Polanco at (609)343-5098 or apolanco@atlantic.edu.

(Additional information can be found on the College Web site www.atlantic.edu and in the Student Handbook/Calendar.)
ACADEMIC HONESTY

Atlantic Cape 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.

Note: The absence of instructor-specific or course-specific instructions is not to be interpreted as giving “free rein” to such obviously dishonest acts as copying from another's paper, plagiarism or using references during a test. An instructor may opt to substantially add to this policy but may not delete or weaken provisions stated herein.

The following penalties apply in cases of cheating or plagiarism:

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

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

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

The instructor must, in every case, submit a written report to the appropriate Academic Dean outlining the action he/she has taken and include appropriate documentation. After review, the Academic Dean will forward the report to the Vice President of Student Affairs and Vice President of Academic Affairs. The Vice President of Student Affairs sends a letter and a copy of said report and documentation to the student.

The student has two independent avenues of appeal.

1) The student may appeal the grade through normal channels involving the following steps for purposes of mediation and/or resolution:
   Level I: Student meets with Faculty Member
   Level II: Student meets with the appropriate Academic Dean
   Level III: Counseling and Support Services Director presents case to the Academic Standards Committee.

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

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


USE OF COLLEGE TECHNOLOGY

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

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

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

(Adapted from 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 Atlantic Cape 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 Atlantic Cape’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>1.99</td>
</tr>
<tr>
<td></td>
<td>.51 – 1.99</td>
<td></td>
</tr>
<tr>
<td>17 – 30</td>
<td>0 – .59</td>
<td></td>
</tr>
<tr>
<td></td>
<td>.60 – 1.39</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1.40 – 1.99</td>
<td></td>
</tr>
<tr>
<td>31 – 48</td>
<td>0 – 1.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1.01 – 1.79</td>
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<td>1.80 – 1.99</td>
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<td>49 or more</td>
<td>0 – 1.59</td>
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<tr>
<td></td>
<td>1.80 – 1.99</td>
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</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 Atlantic Cape, have re-entered and completed 12 credits of college-level course work at Atlantic Cape with a grade of “C” or better. Graduates are not eligible for the program and Credit Amnesty can only be granted once. For information call (609)343-5091 or e-mail pdavis@atlantic.edu. Applications can be completed by visiting www.atlantic.edu/studentServ/creditApplication/html
Each student is evaluated by instructors at the end of the semester. The following grades are used to indicate the caliber of the student’s academic achievement:

**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 online, by the instructor. An incomplete grade does not satisfy the prerequisite requirement for the next level course.

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

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

**GRADE APPEALS**
Atlantic Cape 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 to that student and is outlined as follows. 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.

**Credit–Academic Issues** (grades, etc.)
- **Level 1** – The student meets with the faculty member. If the issue is not resolved, the student proceeds to the next level.
- **Level 2** – The student meets with the appropriate academic dean. If the issue is still unresolved, the student proceeds to the next level.
- **Level 3** – The student meets with the Director of Counseling and Support Services who will forward the case on to the Academic Standards Committee. This committee will make its recommendation to the Vice President of Academic Affairs who then renders a binding decision.

A student may request a College counselor to assist them at any level of the grievance process. The counselor’s role is one of support and advisement. The counselor helps clarify the appeals process, assists the student with the preparation of his or her case, and helps the student explore options so the student is able to make a more informed decision. Any choice made during the grievance process is that of the student. Counselors are not at liberty to make decisions for students or present evidence or testimony on the student’s behalf.

Students who need assistance with this process should contact the Director of Counseling and Support Services, Paula Davis, at (609)343-5091 or e-mail pdavis@atlantic.edu.

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### GRADING

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Point Value</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>Superior</td>
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<tr>
<td>A-</td>
<td>3.7</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>Good</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>Average</td>
</tr>
<tr>
<td>C+</td>
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<td></td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td></td>
</tr>
<tr>
<td>D</td>
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<td>Passing</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>Failure</td>
</tr>
</tbody>
</table>
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 academic dean. All attempts will appear on the transcript, but only the highest grade will be calculated in the semester or cumulative grade point average (for all course attempts after 1997).

- 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 Atlantic Cape 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 Atlantic Cape 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 Vice President of Student Affairs 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 Registration/Course Change 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/CANCELLATION OF CLASSES/TEXT ALERTS
Students are encouraged to sign up for Atlantic Cape’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. Atlantic Cape 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 the Faculty Support Office of the instructor’s absence: May Landing – room A128, Cape May – room 335, Atlantic City – room 255.

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
To earn an Associate degree, students must successfully complete the minimum credits attributable to that specific program as noted in the college catalog. Students must achieve 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 CISM290-Instructional Technology for Teachers 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 Atlantic Cape. 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.

Graduation Procedures
Candidates who expect to receive an Associate degree must file an online 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 Atlantic Cape campus.

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

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, Vice President of Student Affairs, 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 Atlantic Cape Community College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to 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 Atlantic Cape 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 Atlantic Cape Community College 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, Atlantic Cape Community College, 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 the Web 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.

CYBER HARASSMENT POLICY

Atlantic Cape 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.

Atlantic Cape Policy No. 862, Revised 2/27/01
GRIEVANCE PROCEDURE
Atlantic Cape 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.

SEXUAL HARASSMENT POLICY
Atlantic Cape Community College 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 Mays Landing Campus, Room J205, 5100 Black Horse Pike, Mays Landing, NJ 08330-2699. 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 Richard Perniciaro, Vice President, Facilities, Planning, Research and Executive Support, (609)343-5670, or e-mail rpernici@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, which includes e-cigarettes, 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 Vice President of Student Affairs.
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 Vice President of Student Affairs.
3. In addition, anyone may register a complaint with a security officer.

All employees share the responsibility of monitoring the smoking prohibition.

Atlantic Cape Procedure No. 6.1, Adopted 4/23/96

STUDENT CODE OF CONDUCT
On admission to Atlantic Cape, 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.

Atlantic Cape Policy No. 208, Revised 5/23/06

THREATENING AND VIOLENT BEHAVIOR POLICY
Atlantic Cape is a place where students, staff and guests expect safety and security while pursuing academic excellence and College activities. Accordingly, any Atlantic Cape 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 Atlantic Cape 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.

Atlantic Cape Policy No. 215, Revised 1/25/11

BULLYING/HARASSMENT POLICY
Violation of the following policy may result in disciplinary action.

Bullying and/or harassment is defined as:

- Any overt or covert gesture, written, verbal or physical act, or any electronic communication that is reasonably perceived as being motivated by characteristics such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on the property of Atlantic Cape Community College or at any function sponsored by Atlantic Cape and that affects an individual of one or more of the aforementioned groups in the following manner:
  a) Has the effect of insulting or intimidating in such a way as to cause a disruption in the educational process; or
  b) Creates a hostile environment; or
  c) Infringes on the rights of said individuals; or
  d) Causes great distress, loss of confidence or self-worth

Students that are found to be in violation of the Bullying/Harassment Policy will be in direct violation of Violent Behavior Policy. The disciplinary process for these policies will be enforced.

Atlantic Cape Policy No. 217, Adopted 12/14/10

TESTING SERVICES
The Testing Office offers a variety of services to faculty, students and staff, and is primarily responsible for the administration of ACCUPLACER. 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 Compass English as a Second Language Placement Examination.

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

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

THE ACCUPLACER
Students are required to take the ACCUPLACER test prior to registering for a mathematics, English or other course requiring a demonstrated level of ability. A student will be exempt from taking ACCUPLACER if the student identifies as a Professional Series seeking student. A student who identifies as non-credential seeking will be allowed to take up to 4 credits before being required to take the ACCUPLACER test. If the student wants to take a class that has a prerequisite, the student must receive the area Dean’s approval prior to registration.

The ACCUPLACER consists of an essay, a test of reading comprehension, sentence skills, arithmetic and elementary algebra. A decision zone math test or the ACCUPLACER College Level Math test may also be given. 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.

Students who place into ENGL080 Reading/Writing II also have the option of participating in the Accelerated Learning Program, which allows students to take ENGL101 Composition I when paired with the support course ENGL099 (formerly ALPS099). See course descriptions for additional information. Seats in this program are limited, and interested students should contact the Academic Planning Center at (609) 343-5621.

Placement into ENGL070-Reading/Writing I significantly limits the number of additional courses for which a student may register. See the list of courses on page 41. Students must be admitted to the College before they can take the test.
Exemptions to the ACCUPLACER 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 Atlantic Cape.
- Transfer students who have completed a college-level mathematics course within the last 10 years and/or an English course at another college.

ACCUPLACER 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 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. If a student receives a score of 90 or above in all three sections, the placement test will be reviewed by a full-time ESL faculty member for recommended ESL placement or exemption. If exempted, students must take the ACCUPLACER English Placement Test. Exemptions for the Compass ESL Test include a TOEFL result of IBT54, PBT480, CBT157 or an SAT score of 540 in Critical Reading.

Test scores are valid for one year. Students who are absent from the college for a period of more than 12 months must retake the Compass ESL Test to reevaluate students’ skills. For exceptional circumstances, students may inquire about retesting through the Testing Office.

Nursing Entrance Test

Nursing program applicants must take the TEAS V exam. The test is a general, comprehensive assessment tool which evaluates several areas including reading comprehension, mathematics, science and English/language usage.

Applicants must receive a minimum score of 58.7 for their application to be considered. The admission process for the Nursing Program is very competitive. Applicants are ranked according to a composite score of the prerequisite GPA and their TEAS V score.

The TEAS V is administered to Atlantic Cape students only. Students must have successfully completed two prerequisites required for the Nursing Program before registering for the TEAS V.

Candidates may retest once per academic year at Atlantic Cape, after a 30-day time period has lapsed. This test must be taken within three years of applying to the Nursing Program.

Additional information for the TEAS V exam can be located on the Testing Web site at www.atlantic.edu/admission/testing.

Institutional Credit-by-Examination

Credit-by-examination courses are offered in Keyboarding and Document Production I, Word Processing I, Records and Information Management, PC Operating Systems and Introduction to Computers.

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.

Online/Make-Up Testing

The Testing Office 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 and the test is received by the Testing Office, 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 offered free of charge to students for any of Atlantic Cape’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.
Please note that tutoring for content courses, such as accounting, chemistry, advanced math, etc., is available only by appointment. To be eligible for tutoring services, students must be enrolled and attending classes regularly in the content course for which the request is made.

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

Mays Landing Campus – Visit the Tutoring Office located in D building, room D124, and complete a tutoring request form. For information, call (609)343-4918 or 343-5631.

Cape May County Campus – Inquire at the library desk, or call (609)463-3713, ext. 3720, or 343-4833.

Worthington Atlantic City Campus – Tutoring requests may be made in room 142, or call (609)343-4833.

Online Tutoring
Some online courses have tutors specifically assigned to that course. All online students have access to tutors via the Text a Tutor service or Blackboard’s Online Student Text a Tutor
Send a text to 66746 to connect with an Atlantic Cape tutor. Start the body of your text with the keyword “freetutor,” then a space, followed by the subject where you need assistance. For example: “freetutor I am having problems with Algebra.” Questions will be answered by the following day. Call 609-343-5631 if you need assistance.

LEARNING ASSISTANCE CENTERS (LAC)
LACs are located at all Atlantic Cape 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 Atlantic Cape student identification card. Computer lab aides are available to provide technical support, and tutors are available for registered students. Content tutoring is available on an appointment basis. 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 Atlantic Cape 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 displayed at all times and must be updated at the beginning of each semester with proof of enrollment. New or returning students without a valid ID should secure their ID card during the first two weeks of the semester. In order to attend Atlantic Cape and to utilize college services, students must have a valid Atlantic Cape ID displayed.

The ID card 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, use the fitness center, and to gain admission to College-sponsored events. Students eligible for financial aid need Atlantic Cape 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. To replace a lost ID card, students must pay the replacement fee of $5 at the Business Office and take the receipt to the appropriate campus office for a replacement ID.

Temporary Student ID
Students are required to display a valid Atlantic Cape student ID at all times. Students will be issued two temporary student IDs per semester. A student who has forgotten his/her ID card is required to report to:

• Mays Landing Campus: Student Life Center, J Building, first floor. Evening students may contact (609) 343-5010 for hours of operation.
• Worthington Campus, Atlantic City: Welcome Center, first floor
• Cape May County Campus: Front desk, lobby, first floor

STUDENT GOVERNMENT ASSOCIATION
Every Atlantic Cape 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**

Atlantic Cape 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/studentServ/activities.htm.

**FRATERNITIES AND SORORITIES**

Atlantic Cape’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**

Atlantic Cape is a member of Region XIX under the National Junior College Athletic Association (NJCAA), which sponsors regional and national championship events and selects All-Region and All-American teams. Atlantic Cape is also a member of the Garden State Athletic Conference (GSAC), which determines a state champion and selects All-Conference teams in each sport. The Buccaneers is the official College team name for all Atlantic Cape sports. The College competes in intercollegiate men’s and women’s basketball, women’s softball, men’s baseball and co-ed archery and golf. For information contact the Assistant Director, Athletic and Fitness at (609)343-5043.

**INTRAMURAL SPORTS**

Intramural activities are offered in basketball, co-ed volleyball and ping pong. Students may participate by calling (609)343-5694, or visiting the Student Life Center on the Mays Landing campus. Tournaments and various other activities are planned throughout the semester.

**Athletic Facilities – Mays Landing**

Atlantic Cape indoor athletic facilities include a gymnasium with a seating capacity of 800, newly-renovated locker rooms and showers. There is also a fitness center equipped with state-of-the-art exercise equipment available for students, faculty and staff. Outdoor facilities include softball and soccer fields, and an archery range. Use of these facilities must be scheduled with the facilities coordinator at the Mays Landing Campus, or call (609)343-5039.

**STUDENT LIFE CENTER**

The Student Life Center at the Mays Landing Campus is available for use by all Atlantic Cape students. Housed there are offices for the SGA, the Atlantic Cape Review newspaper, ping-pong tables 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 Cape 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 Atlantic Cape students with the help of an 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 Atlantic Cape students. The ACR office is located in the Student Life Center at the Mays Landing Campus.

Rewrites, Atlantic Cape’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. Students are invited to participate in programming the station. Contact the Student Activities Office in J building for information. The station can be heard at www.waccradio.org.
**Tuition/Fees and Refunds**

For 2015-16 Tuition and Fees, please visit [www.atlantic.edu/admission/tuitionfees.htm](http://www.atlantic.edu/admission/tuitionfees.htm).

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 Atlantic Cape. Vouchers or purchase orders are also accepted from any person or agency that provides a form or letter authorizing Atlantic Cape 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 Atlantic Cape’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.

**Refunds**

If Atlantic Cape 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, eight and 13 week session — 50%
- First day of accelerated sessions — 50%

**Winter Session**
- Before first day of session — 100%
- First day of session — 50%
- Second day of session — withdraw only (no refund)

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.

**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 Atlantic Cape. Eligible students may request a “Certificate of Inability to Admit” (chargeback) from Atlantic Cape 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 Atlantic Cape’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 Atlantic Cape 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 ACCUPLACER.
- 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.

Atlantic Cape 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)625-1111, ext. 5244, or (609)463-4774, ext. 5244.
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. Atlantic Cape Community College 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. Please visit www.atlantic.edu/admission/tuitionFees.htm for the latest information.

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.

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.

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). Atlantic Cape’s code number is 002596.

Students can file the FAFSA online and should file early. 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*
• Be enrolled in a degree or approved 600+ clock hour 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 is based on the current enrollment status. Financial Aid awards are reviewed and adjusted for changes in enrollment status nightly, as credit load changes, through the 10th day (add/drop period) of the term.

*Due to new federal regulations, students who first enroll in a program of study on or after July 1, 2012 at Atlantic Cape must have completed their High School Diploma or GED to qualify for Title IV (Federal) funding and to be eligible for financial aid. Students who have not completed High School or earned a GED but were enrolled in a program of study prior to July 1, 2012 may still qualify for aid based on the ability to benefit options.

Total Withdrawals
A student’s award may be adjusted if the student chooses to totally withdraw, officially or unofficially, from a term. The student’s financial aid award would be prorated to reflect 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 an email to 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 may be subject to a return of aid calculation.

GRANTS AND PROGRAMS
For additional information visit www.atlantic.edu and choose “services for students” and “financial aid.”

Educational Opportunity Fund-EOF
A New Jersey grant program for selected, eligible 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. Awards are based on limited federal appropriations.

Tuition Aid Grant-TAG
Available to New Jersey residents only, this program provides aid to full-time and part-time students.

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, adjusted each academic year, 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, adjusted each academic year, 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 and loan fees 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 Atlantic Cape
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 Atlantic Cape’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 Atlantic Cape 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 Counseling and Support Services office at (609)343-5667.

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 Atlantic Cape, on the designated date, on a tuition-free basis in credit courses when space is available. Classes in Nursing, Culinary Arts, Baking and 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:
• Atlantic Cape 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 Atlantic Cape 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 Atlantic Cape’s Financial Aid and Veterans Services Office before withdrawing.

How to Register
Follow the same admission and registration process as all other Atlantic Cape 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.

Credit 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 Atlantic Cape’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 Atlantic Cape must apply to the Veterans Administration for a change in their place of training and/or program of study. Request forms are available in the Financial Aid and Veterans Service Office. Official transcripts from all other post-secondary institutions must be sent to the Admissions office.
MAYS LANDING CAMPUS
Atlantic Cape'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 and physics, general-purpose classrooms, lecture hall, faculty support services, faculty offices, student lounge with vending machines and the Dr. Thomas E. Brown greenhouse

B1-Silas Morse Hall
General-purpose classrooms and faculty offices

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

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

C-Walter E. Edge Hall
Cafeteria, theater, music classroom, dance studio, theater instruction and Academy of Culinary Arts kitchens

D1-Daniel Leeds Hall
William Spangler Library, computer access for students, Learning Assistance Center, tutoring, skills laboratory, art gallery

D2-Richard Somers Hall
Instructional technology department, testing center, 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
Nursing laboratory and offices, general classroom, distance education lecture hall, student lounge and offices

J-Building
First floor: Admissions, advising, bookstore, cooperative education, counseling, enrollment services, financial aid, bursar, student services, EOF, childcare center, and the student life center. Second floor: John J. Rosenbaum Conference Center and the Oliver Henderson administrative wing, Fairleigh Dickinson Office, Administrative offices of 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, information technology services (ITS)

M-Academy of Culinary Arts
Atrium lobby, teaching kitchens, classrooms, Careme's Gourmet Restaurant, Strudels bake shop, administrative and faculty offices

Q-Rutgers Building
Rutgers University classrooms and offices

S-STEM Building
Laboratories and preparation rooms for biology and chemistry, aviation and computer labs, faculty offices

T-Building
General purpose classrooms and Continuing Education offices

U-Campus Security

CAPE MAY COUNTY CAMPUS
Atlantic Cape’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, lunch kiosk, bookstore, advising, counseling, testing, tutoring, financial aid and administrative offices. Credit and non-credit day and evening classes are available. For information, call (609)463-3960.

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. The Caesars Entertainment Wing for Hospitality and Gaming Studies, which brings the College’s renowned culinary and hospitality training programs to Atlantic City, opened in 2014. The 20,000 square foot addition includes two teaching kitchens, classrooms, offices, a greenhouse and the Casino Career Institute’s mock casino floor. 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.
A wide range of education and training programs are offered through continuing education to meet the needs of individuals and businesses in the Atlantic/Cape May region. For those new to the workforce, career changing or looking to enhance personal skills, continuing education provides learning opportunities to students at many sites throughout the two counties. Partnerships with local business and industry ensure that both companies’ needs for skilled workers and the individual’s needs for enhanced skills for today’s workplace are being met.

Many professional development programs fulfill CPE and CEU requirements. All program information can be found on the College’s website www.atlantic.edu/conted. Continuing Education programs include:

Career Training Certificate Programs
Career Training Certificate Programs, with over 30 years of expertise, 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 in health care, technology, hospitality, gaming and culinary. Experienced teachers utilizing modern, state-of-the-art equipment provide a well-rounded curriculum designed for success in a new career. College credits upon successful completion can be earned for many programs including: Computer Technician, Business Technology Specialist, Bookkeeping with Computer Applications, Business Collaboration with Office 2010, and Culinary Arts Training Program, Surgical Technician to name a few. For information, call (609)343-4829.

Training Services for Business
Atlantic Cape's Office of Corporate Training delivers training programs and targeted consulting to businesses and organizations in Atlantic and Cape May counties, and helps meet the demands of an increasingly challenging and competitive market. Any professional development program or computer workshop offered by Atlantic Cape can be customized to an organization’s specifications. The Corporate Training Office provides comprehensive needs assessments and assistance with applications for N.J. Department of Labor Workforce Development Grants. For information, call (609)343-5688.

Casino Career Institute
The Casino Career Institute (CCI) provides training and consulting services supporting the gaming industry. CCI 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. Students receive hands-on training in the fully equipped mock casino floor complete with the newest technology. CCI offers dealer training, surveillance and games protection training to name a few. For information, call (609)343-4829.

Institute for Service Excellence
The Institute, located at the college’s Worthington Atlantic City Campus, trains adult workers for the high-growth retail, sales and service industries. The ISE provides resume writing and job assistance to unemployed and underemployed individuals in Atlantic and Cape May counties. For information, call (609) 343-5600.

Green and Sustainable Living
The Green Education Institute provides an array of programs supporting the workforce in the emerging green economy. We offer NABCEP approved Solar training program, Green Building Today, LEED, RESNET, Waste Water Management, BPI, and courses in, wind, geothermal and sustainability are just a few topics available for individuals or companies. For more information, call (609)343-4817.

Health Professions Institute
Atlantic Cape’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 Technology, Certified Nurse Aide, Phlebotomy, Clinical Medical Assistant, Administrative Healthcare Specialist, Patient Care Technician, Electrocardiogram Technician (EKG), Certified Home Health Aide, Medical Billing and Coding, Emergency Medical Technician (EMT), and Central Service Technician.

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. For information, call (609)343-4929.

Professional Development and Personal Enrichment
Atlantic Cape’s Continuing Education department provides an array of courses to meet the education and training needs of Atlantic and Cape May county residents. We offer a wide-range of workshops and seminars to help professionals acquire necessary credentials, or update skills. Classes are offered days, evenings and weekends at all three Atlantic Cape sites and at various locations throughout Atlantic and Cape May counties. For information, call (609)343-4829.
Meeting and Conference Services
The College provides full meeting and conference services assistance to the community. Utilizing the resources available at Atlantic Cape’s three locations, 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. For information, call (609)343-4802.

CAMPUS SERVICES

Audiovisual Services
Audiovisual services for the College sites are provided by the Information Technology Services Department. There is a video collection cataloged and maintained in the library, but many videos are available via the college’s video server. The video server maintains an extensive list of videos that are cataloged by discipline and are accessible from any computer at Atlantic Cape’s three sites. Students are not permitted to borrow library videos, but may view them in the library. Students may view videos located on the video server from any workstation in the library. Assistance with accessing videos is also available in the library.

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 Atlantic Cape and Rutgers University course materials. The store carries a complete line of functional chef clothing along with a variety of traditional Atlantic Cape sports-wear 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). All stores will now offer textbook rental services. 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.acc.bkstr.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 Atlantic Cape’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 or visit http://www.njtransit.com. A complete schedule is also available in the Student Activities Office, J Building, first floor.

NJ Transit Online Student Pass provides full-time Atlantic Cape students with a 25% discount on monthly passes for NJ Transit buses, trains and light rail systems. Log in to WebAdvisor to take advantage.

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 Atlantic Cape’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.

Head Start & Child Care Facilities – Mays Landing
Gateway Community Action Partnership operates one Head Start classroom and two child care classrooms on the Mays Landing Campus, in J-Building. The center is licensed to enroll children ages birth to five years and is open to the community as well as children of Atlantic Cape students and staff. It features age separated groups of children. The center uses the Creative Curriculum with teaching strategies, and all of the teaching staff is certified by the New Jersey licensing standards. For more information, call (609)343-4949.
Food Service
All Atlantic Cape 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
Atlantic Cape does not have dormitories. The College offers information on housing only to its Academy of Culinary Arts and Hospitality program students who live outside Atlantic Cape’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 Atlantic Cape’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 Atlantic Cape’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/Information Commons, Mays Landing Campus
To better serve students, library, computer lab, and tutoring resources and services have been integrated into a single Information Commons at all three campus locations.

The resources of the Spangler library are available to the College community and, with some limitation, to residents of Atlantic and Cape May counties. The Spangler library’s book collection includes almost 66,000 paper volumes and over 165,000 digital eBooks that can be accessed both on and off campus. In addition to the library’s holdings, over one million volumes in the Atlantic County Library System can be searched and retrieved through Symphony, the county library’s online integrated system shared by the College. A valid Atlantic Cape identification card is needed to borrow material. Identification cards may be obtained at the Student Life Center.

Books, articles and other materials not owned by the Spangler Library can be obtained for students, staff and faculty, free of charge, from over 80,000 libraries worldwide via the library’s interlibrary loan service.

Over 13,000 full text newspapers, magazines, scholarly journal and legal and business publications are available through major online databases, such as EBSCOhost and Westlaw.

Password protected off-campus access to electronic services (databases, eBooks) is available by contacting the library. There is a video library available on the College video server and can be viewed from any computer at Atlantic Cape’s three sites. Please contact our libraries for the required username and password to access the server on-campus. Off-campus access is not permitted. Please contact the Information Technology department for further information.

Currently enrolled students have access to 75 computer workstations, 10 laptops, scanners, printers and photocopiers in the Mays Landing campus; a WIFI network provides Internet access for personal laptops and other mobile computing devices.

A team of librarians, paraprofessionals and computer aides provides library and technical support. Professional library assistance is available in person, by phone, e-mail and by texting through the library’s Text A Librarian service.

In order to make effective use of library resources, librarian educators provide information literacy instruction to individuals, small groups and classes by request. Formal class instruction is carried out in the dedicated Library Instruction Resource Room.

A full range of tutoring services is available in the library. Please see the Tutoring Services section of the catalog for more information.

Various assistive technology devices are available to individuals with visual and other physical disabilities

Cape May County and the Worthington Atlantic City Campus Information Commons
A full service Information Commons, integrating library, computer lab, tutoring and other support services is available at the Cape May County and Worthington Atlantic City campuses.

The Cape May County facility contains approximately 10,000 volumes and the Worthington Campus Information Commons currently holds appropriately 5,000 volumes. The library’s 165,000 digital eBooks collection can also be accessed at these branch campus facilities and off campus. Atlantic County Library’s Symphony online book catalog and online periodical databases, described above, can also be accessed at the branch campuses. Current College identification is required to borrow books and other library material.
The Holocaust and Genocide Research Collection at the Cape May Campus provides books, audio-visual media and other printed and digital materials that support both teaching and learning about topics relating to the Holocaust, genocide and ethnic violence. Material for teaching Holocaust-related topics at the elementary and secondary level is also available for use by teachers in Cape May County.

Computers, printers, and photocopiers are available at each campus. In addition, the Worthington Campus Information Commons contains a computer lab/classroom with 22 computers for group instruction.

The services of a professional librarian are available to provide research assistance, information literacy instruction and related services at both campuses.

Assistive technology is available for students with visual and other physical disabilities. Free tutoring services are available.

Health Services
The College Nurse is available full time and has office hours at the Mays Landing and Worthington Atlantic City Campus (WACC), and by appointment at the Cape May Campus. Health services include first aid, illness assessment and guidance, immunization consultation, insurance information, physician referral, wellness counseling and more.

The Mays Landing Health Office is located in Jonathan Pitney Hall, E-106, and the phone number is (609)343-5112. The WACC Health Office is located in room 231 and the phone number is (609)343-4835. Cape May Campus Health hours are in room 330 and the phone number is (609)463-3602.

Accidents or illnesses on campus should be reported to the College Nurse immediately. If the Nurse is not available, contact Security at (609)343-5125 (Mays Landing), (609)343-4841 (Atlantic City), or (609)465-6390 (Cape May).

Parking
Parking is available for students at all Atlantic Cape locations. Students must provide proof of registration at Atlantic Cape 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.

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 Atlantic Cape 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 (609)463-6390.

ACADEMIC PROGRAMS
Atlantic Cape 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, Respiratory Therapy Assistant or Radiologic Technology 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 ACCUPLACER.

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 a Director or Assistant Director under the Office of Student Affairs.

**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**
Atlantic Cape, 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.
- Computer Programming, A.A.S.
- Database Design and Development Option
- General Studies, A.S.
- Office Systems Technology, A.A.S.
- Computer Applications Option
- Liberal Arts, A.A.
- History Option
- English Option
- Psychology Option
- Social Science Option

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 an existing 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 appropriate academic dean, the Enrollment Services Office notifies the student that they can register for the course.

**Non-Credit Courses**
Atlantic Cape’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.

Atlantic Cape uses several different course management systems to conduct online courses. Most of the courses 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 certificate of achievement. All credits earned may be used toward an appropriate associate degree.

**NEW JERSEY COMMISSION ON HIGHER EDUCATION DEGREE PROGRAM CRITERIA**

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

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

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

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**BASIC SKILLS COURSE SELECTIONS**

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

***(Based on Accuplacer score.)***

Students may take courses from the following:

- ARTS110 ........................................................ Fundamental Drawing
- ARTS111 ........................................................ Crafts
- ARTS112 ...................................................... Introduction to Ceramics
- ARTS120 (inactive) ..................................... Introduction to Printmaking Processes
- ARTS128 ...................................................... Introduction to Photographic Methods
- ARTS135 ........................................................ Art with Computers
- ARTS217 .......................................................... Weaving
- CISM102 ........................................................... Computer Fundamentals-Window
- CISM106 ........................................................... Internet Research
- DANC171 ........................................................ Modern Dance I
- DANC172 ........................................................ Modern Dance II
- DANC173 ........................................................ Jazz Dance I
- DANC175 ........................................................ Tap Dance I
- DANC271 ........................................................ Ballet I
- DEVA110 ........................................................ Introduction to Career Development
- DEVA155 ........................................................ Student Success Seminar
- HOSP132 ........................................................ Food Service Sanitation
- HPED117 ........................................................ Archery I
- MATH073** ..................................................... Introduction to Algebra I-Prealgebra
- MATH074** ..................................................... Introduction to Algebra II
- MATH121 ........................................................ Applications of Mathematics
- MATH122 ........................................................ College Algebra
- MATH150 ........................................................ Precalculus
- MATH220 ........................................................ Statistical Methods
- OSTM101 ........................................................ Keyboarding
- OSTM110 ........................................................ Keyboarding/Document Production I
- OSTM125 ........................................................ Notetaking
- THEA100 ........................................................ Theater Production
- THEA111 ........................................................ Acting I
- THEA210 ........................................................ Play Production I

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

Students testing into ENGL080-Reading/Writing II have the option to participate in the Accelerated Learning Program (See Testing Services section for details) or enroll in ENGL080. Students who have passed ENGL070, with a grade of C or higher, must take ENGL080.

Students taking ENGL080 may select courses from the ENGL070 list or the following:

- AVIT107 ............................................................ Aeronautical Knowledge Seminar
- CDCC103 ............................................................ Roles of the Early Childhood Professional
- CDCC104 ...................................................... Infant/Toddler Development: Theory/ Apps.
- CISM125 ............................................................ Introduction to Computers
- GIST101 ............................................................ Introduction to G.I.S.
- HPED150 ........................................................... Concepts of Physical Fitness
- OSTM125 ............................................................ Notetaking
- OSTM141 ........................................................... Word Processing I
- OSTM210 ........................................................... Keyboarding/Document Production II
- SPCH130 ........................................................... Signed English
- TVRF103 ........................................................... Television Production I
- TVRF180 ........................................................... Radio Production I

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**COLLEGE SKILLS COURSES**

If a student is required to enroll in ENGL080 (Reading/Writing II), it is expected that they take DEV511-College Skills with a linked social science course. DEV511 should be completed before enrolling in other courses except as those listed below. ESL students who complete ESLN099 with a grade of B- or better are exempt from DEV511.

DEV511 is linked with:

- EDUC110/PSYC110 .................................. Child Development: Theory and Practice
- PSYC101 ........................................................ General Psychology
- PSYC135 ........................................................ Child Psychology
- SOCL101 ........................................................ Principles of Sociology

Students enrolled in a linked College Skills/Social Science course combination (e.g., DEV511 and PSYC101) may not withdraw from the DEV511 course without also having to withdraw from the linked social science course. However, students who choose to remain in the DEV511 course by itself can do so and may withdraw from the linked social science course only.

(DEV511, with its linked social science course, and ENGL080 may be taken concurrently.)
GENERAL EDUCATION

ATLANTIC CAPE COMMUNITY COLLEGE
GENERAL EDUCATION STATEMENT
The General Education curriculum will enable students to make informed judgments concerning their personal lives as well as choices posed in their social and physical environments as global citizens in a sustainable world. The curriculum is designed to enhance students’ ability to master inquiry, communication skills and technology skills, to understand and appreciate the methodologies of the major academic disciplines where knowledge is created, and to apply that knowledge to varied problems and circumstances of personal, public and professional life.

(Approved by the Atlantic Cape Faculty Assembly on September 10, 2009)

The General Education core of A.A., A.S, and A.A.S. degrees will:
• Introduce students to the knowledge, skills and attitudes that promote their responsible interaction with the natural, cultural and political worlds.
• Contribute to the students’ lifelong intellectual growth.
• Contribute to the students’ personal development.

The goals of the General Education core are to encourage:
• Critical thinking leading to independent thought and intellectual breadth.
• Cultural and global awareness.
• Ethical and civic awareness.
• An understanding of problem-solving and analytical thinking.
• Physical and mental well-being.
• An understanding of human behavior and social institutions.

NEW JERSEY COMMUNITY COLLEGE
GENERAL EDUCATION GOALS
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.

Communication – Written and Oral Communication
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 – Technological 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.

New Jersey Community College Integrated Goals
Ethical Reasoning and Action
Students will understand ethical issues and situations.

Information Literacy
Students will address an information need by locating, evaluating and effectively using information.
COMMUNICATION – Written and Oral Communication
COMM110-Interpersonal Communication
COMM120-Public Speaking
  • ENGL101-Composition I
  • ENGL102-Composition II
  ENGL230-Technical Writing (for AAS degrees only)

MATHMATICS-SCIENCE-TECHNOLOGY
MATHMATICS - Quantitative Knowledge and Skills
MATH121-Application of Mathematics
MATH122-College Algebra
MATH128-Trigonometry
MATH150-Precalculus
MATH152-Linear Algebra
MATH155-Calculus I
MATH156-Calculus II
MATH220-Statistical Methods
MATH225-Calculus for Business, Economics & Life Sciences
MATH255-Calculus III

SCIENCE – Scientific Knowledge and Reasoning
ANTH/BIOL101-Biological Anthropology
BIOL103-Biology of Our World
BIOL109-General Biology I
BIOL110-General Biology II
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
CHEM111-General Chemistry II
CHEM210-Organic Chemistry
ESCI100-Earth Science
PHYS100-Conceptual Physics
PHYS105-Basic Physics
PHYS125-College Physics I
PHYS126-College Physics II
PHYS225-General Physics I
PHYS226-General Physics II

TECHNOLOGY – Technological Competency or Information Literacy
  • CISM125-Introduction to Computers
    (Technological competency is an Atlantic Cape 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
EDUC/PSYC110-Child Development: Theory and Practice (Child Care & Pre-School-Grade 3 majors only)
  • ECON110-Macroeconomics
  • GEOG102-Introduction to Cultural Geography
  • GEOG110-World Geography
  • GOVT101-Introduction to Government and Politics
  • GOVT110-American National Government
  • PSYC101-General Psychology
  • PSYC135-Child Psychology
  • SOCL101-Principles of Sociology

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
  • DAN170-Introduction to Dance
  • HUMT210-Introduction to Humanities I
  • HUMT220-Introduction to Humanities II
  • 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
FREN111-Elementary French I
FREN112-Elementary French II
ITAL111-Elementary Italian I
ITAL112-Elementary Italian II
SPAN111-Elementary Spanish I
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
  • PHIL102-Introduction to Philosophy
  • PHIL105-World Myths and Legends
  • PHIL106-Introduction to Social and Political Philosophy
  • PHIL110-Introduction to Ethics
  • PHIL111-World Systems of Ethics
  • PHIL115-Philosophy in 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
  • PHIL111-World Systems of Ethics
  • RELG110-World Religions
  • SOCL101-Principles of Sociology

  • Course satisfies Ethical Reasoning and Action (integrated goal)
  • Course satisfies Information Literacy (integrated goal)
# A General Education Foundation for Associate in Arts, Associate in Science, Specialized Associate, and Certificate Programs in New Jersey’s Community Colleges

<table>
<thead>
<tr>
<th>General Education Goal(s) addressed</th>
<th>Course Categories (Goal Categories)</th>
<th>AA credits</th>
<th>AS credits</th>
<th>AAS, AFA, AS NURSING credits</th>
<th>CERTIFICATE credits</th>
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<td>1</td>
<td>Communication (Written and Oral Communication)</td>
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<td>6</td>
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<td>2</td>
<td>Mathematics – Science – Technology Mathematics: 3-8 cr. (Quant. K'g, &amp; Skills) Science: 3-8 cr. (Sci. K'g, &amp; Rang.) Technical Competency or Information Literacy 0-4 cr.</td>
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<td>Social Science (Society and Human Behavior)</td>
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<td>4</td>
<td>Humanities (Humanistic Perspective)</td>
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<tr>
<td>5</td>
<td>History (Historical Perspective)</td>
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<td>Diversity courses (Global and Cultural Awareness)</td>
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<td>7</td>
<td>Unassigned general education credit</td>
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<td>General education foundation total</td>
<td>45</td>
<td>30</td>
<td>20</td>
<td>6</td>
</tr>
</tbody>
</table>

**Course Criteria:** Below are brief descriptions of the course criteria for satisfying the requirements. For fuller descriptions, see the [NJCC GE Course Criteria](#) (September 6, 2011).

- **Communication 1**
  - Written and Oral Communication
  - 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.

- **Mathematics 2**
  - Quantitative Knowledge and Skills
  - Any college-level mathematics course including statistics, algebra, or calculus course(s). These courses should build upon a demonstrated proficiency in basic algebra.

- **Science 3**
  - Scientific Knowledge and Reasoning
  - Any course(s) in the biological or physical sciences—excluding non-majors survey courses. At least one of these courses must have a laboratory component.

- **Technology 4**
  - Technological Competency or Information Literacy
  - Any course that emphasizes common computer technology skills (e.g., computer science, information technology) that helps students to access, process, and present information. This component is not required for students who can demonstrate competency.

- **Social Science 5**
  - Society and Human Behavior
  - Any introductory course(s) from among anthropology, economics, geography, political science, psychology, or sociology.

- **Humanities 6**
  - Humanistic Perspective
  - Any broad-based course(s) in the appreciation of art, music, or theater; literature; foreign language; history; philosophy and/or religious studies.

- **History 7**
  - Historical Perspective
  - Any broad-based course(s) or sequence of courses in World, Western, non-Western, or American History.

- **Diversity Courses 8**
  - Global and Cultural Awareness
  - 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.

**General Education Integrated Course Goal**

- **Ethical Reasoning and Action**
  - 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.

- **Information Literacy**
  - These courses include the requirement for students to address an information need by locating, evaluating, and effectively using information.

**Note:** This document should be used in conjunction with the [NJCC GE Learning Goals & Suggested Individual College-Wide Learning Obj. (9-6-2011)](#).
**Degree Programs**

**Baking and Pastry, Associate in Applied Science**
This degree will focus on providing students with a complete program emphasizing the importance of mastering basic skills that lead to the ability to produce the highest quality baking and pastry product, while preparing students for executive-level positions by teaching and reinforcing management techniques, ordering methods, menu planning and pricing, financial considerations, and computer technology. 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 MATH071-Foundational Math and/or MATH074-Introduction to Algebra II and ENGL080-Reading and Writing II. General Education courses may be taken as offered during the program. See next page for degree requirements.

**Culinary Arts, Associate in Applied Science**
This degree 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 MATH071-Foundational Math and/or MATH074-Introduction to Algebra II and ENGL080-Reading and Writing II. General Education courses may be taken as offered during the program. See page 46 for degree requirements.

**Food Service Management, Associate in Applied Science**
Designed to provide the skills needed to manage a restaurant or food service outlet, this degree puts graduates on the track to manage food service operations, such as those in hospitals, corporate cafeterias, upscale fast food operations and chain restaurants. This can also be taken as a dual degree with Culinary Arts. Students 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 MATH071-Foundational Math and/or MATH074-Introduction to Algebra II and ENGL080-Reading and Writing II. General Education courses may be taken as offered during the program. See page 47 for degree requirements.

**Professional Series Programs**

**Baking and Pastry Specialization**
This nine-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 certificate of achievement and to articulate into the diploma/degree program.

**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 certificate of achievement and to articulate into the diploma/degree program.

**Food Service Management Specialization**
The Food Service Management Specialization Series is designed for students who are seeking entry into food service management positions. The series provides a foundation in food service management while focusing on basic food preparation, management and business practices. Included is the ServSafe certificate course from the National Restaurant Association Educational Foundation. Students are required to take the Placement Test to enroll in these courses. A 2.0 grade point average is required to earn a certificate of achievement and to articulate into the diploma/degree program.

**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 certificate of achievement and to articulate into the diploma/degree program.

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**THE ACADEMY OF CULINARY ARTS PROGRAMS**

For additional information regarding the programs listed below, please contact the culinary department at (609) 343-4944.
**BAKING AND PASTRY**

**Academy of Culinary Arts**

**Associate in Applied Science**

Upon Completion of this program students will be able to:

- Demonstrate an understanding of professionalism and exceptional work ethics;
- Relate the importance of participation in community service activities;
- Work effectively in teams;
- Explain the environmental and conservation issues related to the culinary industries;
- Demonstrate the knowledge and skills appropriate for entry-level positions in the baking and pastry culinary field;
- Articulate the need and value of life-long learning as it relates to career goals;
- Compare and contrast traditional and nontraditional career opportunities;
- Meet baking and pastry industry expectations through on-the-job training;
- Demonstrate industry sanitation standards;
- Demonstrate industry equipment safety standards;
- Demonstrate effective communication and computation skills;
- Create classic and artisan yeast products, quick breads and puff dough;
- Create classical and decorative pastries;
- Create classical confectionary display pieces in a variety of mediums;
- Evaluate and interpret menus and recipes in terms of human nutrition and apply principles in menu planning and food preparation;
- Differentiate the skills necessary for employees versus supervisors and evaluate the leadership styles of management;
- Explain and apply the basic cooking methods as applied to vegetables, starches and proteins;
- Compare and contrast food quality in relationship to final product, cost and customer expectations.

Please see page 44 for program description. For additional program information, please 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 Science course 4
- CISM125-Introduction to Computers 3

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

**Humanities (3 credits)**
- Choose HIST101, HIST102, HUMT201 or HUMT202 3

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

**Program Courses – 42 credits**
- *HOSP132- Food Service Sanitation 1
- ALHT160-Essentials of Culinary Nutrition 3
- CUBP100-Introduction to Culinary, Baking and Pastry 3
- CUBP101-Baking Theories and Applications 3
- CUBP105-Culinary Foundations 2
- CUBP110-Fundamentals of Baking 2
- CUBP120-Basic Pastry Preparation 2
- CUBP210-Advanced Baking 2
- CUBP211-Principles of Baking Artisan Breads 2
- CUBP220-Advanced Classical Pastry 2
- CUBP221-Advanced Decorative Concepts/Pastry Arts 2
- CUBP222-Specialty Cakes 2
- CUBP223-Elements of Wedding Cake Design 2
- CUBP224-Centerpiece Artistry 2
- CUBP225-Classical Confections 2
- CUBP226-International Pastry Preparation 2
- CUBP227-Retail Bakery Production and Management 3
- Choose HOSP134-Restaurant Operations or CULA134-Kitchen Operations 3-4
- CULN280-Cooperative Education 1

**Total Credits Required** 63-64

*Prerequisite to be taken before or concurrent to program courses or student may show proof of Servsafe Certification.

(BAK-Fall 2015)
Upon Completion of this program students will be able to:

- Demonstrate professionalism and exceptional work ethics;
- Actively participate in community activities;
- Work effectively in teams;
- Identify environmental and conservation issues related to the culinary industries;
- Demonstrate knowledge and skills appropriate for entry-level culinary positions;
- Practice life-long learning as it relates to career goals;
- Compare and contrast traditional and non-traditional career opportunities;
- Identify industry expectations through on-the-job training;
- Identify industry sanitation standards;
- Acquire ACF certification;
- Know and apply industry equipment safety standards;
- Apply basic cooking techniques;
- Create and defend daily sales abstract;
- Demonstrate organizational proficiency;
- Evaluate and interpret nutritional content of recipes;
- Articulate an understanding of cultural diversity.

Please see page 44 for program description. For additional program information, please contact the Culinary department at (609)343-4944.

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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)**
- ALHT160-Essentials of Culinary Nutrition 3
- CISM125-Introduction to Computers 3

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

**Humanities (3 credits)**
- Choose HIST101, HIST102, HUMT201 or HUMT202 3

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

**Program Courses – 42 credits**
- 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
- CULN217-Advanced Dining Room Operations: Principles of Management 3
- Choose CULN209-Advanced Garde Manger or CULN222-Charcuterie or CULN224-Introduction to Culinary Competition 2
- Choose CULN220-International Food Preparation or CULN221-Italian Regional Cuisine 2
- CULN280-Cooperative Education 1
- HOSP134-Restaurant Operations 3

**Total Credits Required** 64

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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 to Diversified Cuisines 2
- CULN109  Introduction to Garde Manger 2
- ENGL101  Composition I 3
- HOSP134  Restaurant Operations 3

**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**
- CISM125  Introduction to Computers 3
- CUBP120  Basic Pastry Preparation 2
- CULN223  Applied Restaurant Production 3
- Choose CULN209, CULN222 or CULN224 2
- Choose CULN220 or CULN221 2

**Fourth Semester**
- General Education course 3
- Choose HIST101, HIST102, HUMT201 or HUMT202 3
- Gen Ed Science course 4
- Gen Ed Social Science course 3

Note: Cooperative education and general education course requirements can be taken during the summer semesters.
FOOD SERVICE MANAGEMENT

Associate in Applied Science

Upon Completion of this program students will be able to:

- Demonstrate professionalism and exceptional work ethics;
- Actively participate in community activities;
- Work effectively in teams;
- Identify environmental and conservation issues related to the culinary industries;
- Demonstrate knowledge and skills appropriate for entry-level culinary positions;
- Practice life-long learning as it relates to career goals;
- Compare and contrast traditional and non-traditional career opportunities;
- Identify industry expectations through on-the-job training;
- Identify industry sanitation standards;
- Demonstrate effective communication and computation skills;
- Know and apply industry equipment safety standards;
- Demonstrate organizational proficiency;
- Articulate an understanding of cultural diversity.

Please see page 44 for program description. For additional program information, please 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 Science course 4
CISM125-Introduction to Computers 3

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

Humanities (3 credits)
Choose HIST101, HIST102, HUMT201 or HUMT202 3
General Education Elective (3 credits)
General Education course 3

Program Courses – 29 credits
CUBP110-Fundamentals of Baking 2
CULN101-Introduction to Culinary Arts 3
CULN105-Applied Culinary Skills I 2
CULN106-Applied Culinary Skills II 2
CULN107-Introduction to Diversified Cuisines 2
CULN109-Introduction to Garde Manger 2
CULN117-Fundamentals of Dining Room Service 3
CULN204-Buffet Service/Catering 3
CULN280-Cooperative Education 1
CULN280-Cooperative Education 3

Management Related Courses – 13 credits
ACCT130-Financial Accounting 4
BUSN102-Principles of Marketing 3
Choose BUSN120-Principles of Management or HOSP205-Human Resources Management 3
Choose BUSN210-Business Law or HOSP225-Hospitality Law 3

Total Credits Required 64

(CFSM-Fall 2015)
## BAKING AND PASTRY SPECIALIZATION

<table>
<thead>
<tr>
<th>COURSES</th>
<th>CREDITS</th>
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<tr>
<td>HOSP132 Food Service Sanitation*</td>
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<tr>
<td>CUBP100 Introduction to Culinary, Baking and Pastry</td>
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<td>CUBP120 Basic Pastry Preparation</td>
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<td>CUBP210 Advanced Baking</td>
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<tr>
<td>CUBP211 Principles of Baking Artisan Breads</td>
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<td>CUBP220 Advanced Classical Pastry</td>
<td>2</td>
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<tr>
<td>CUBP221 Advanced Decorative Concepts in Pastry Arts</td>
<td>2</td>
</tr>
<tr>
<td>CUBP223 Elements of Wedding Cake Design</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS REQUIRED** 18  
(ZBAK)

*Prerequisite to be taken before or concurrent to program courses or student can show proof of ServSafe Certification.

## CATERING SPECIALIZATION

<table>
<thead>
<tr>
<th>COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUBP110 Fundamentals of Baking</td>
<td>2</td>
</tr>
<tr>
<td>CULN101 Introduction to Culinary Arts</td>
<td>3</td>
</tr>
<tr>
<td>CULN105 Applied Culinary Skills I</td>
<td>2</td>
</tr>
<tr>
<td>CULN106 Applied Culinary Skills II</td>
<td>2</td>
</tr>
<tr>
<td>CULN109 Introduction to Garde Manger</td>
<td>2</td>
</tr>
<tr>
<td>BUSN210 Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>HOSP215 Beverage Operations: Wine, Beer and Spirits</td>
<td>3</td>
</tr>
<tr>
<td>HOSP250 Catering and Events Planning</td>
<td>3</td>
</tr>
<tr>
<td>Choose: BUSN102-Principles of Marketing or BUSN104-Small Business Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS REQUIRED** 23  
(ZCAS)

## FOOD SERVICE MANAGEMENT SPECIALIZATION

<table>
<thead>
<tr>
<th>COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN120 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>CULN101 Introduction to Culinary Arts</td>
<td>3</td>
</tr>
<tr>
<td>CULN105 Applied Culinary Skills I</td>
<td>2</td>
</tr>
<tr>
<td>CULN106 Applied Culinary Skills II</td>
<td>2</td>
</tr>
<tr>
<td>HOSP134 Restaurant Operations</td>
<td>3</td>
</tr>
<tr>
<td>HOSP250 Catering and Events Planning</td>
<td>3</td>
</tr>
<tr>
<td>Choose: BUSN210-Business Law I or HOSP225-Hospitality Law Law</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS REQUIRED** 19  
(ZFSM)

## HOT FOOD SPECIALIZATION

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

**TOTAL CREDITS REQUIRED** 17  
(ZHFS)
**AVIATION DEGREE PROGRAMS**

**AIR TRAFFIC CONTROL TERMINAL, ASSOCIATE IN APPLIED SCIENCE**

The Air Traffic Control Terminal, A.A.S. degree will prepare students for entry level employment as an Air Traffic Controller. The design of the program affords students the opportunity to learn the pre-requisite concepts and techniques required to be a professional Air Traffic Controller. The program delivers both practical and conceptual knowledge through the use of course work and learning activities while incorporating hands-on learning and extensive use of simulation, reading, writing, problem solving and listening exercises.

Applicants must be 26 years old or less (FAA age limit to be hired as an Air Traffic Controller is 31) and must complete Atlantic Cape’s Air Traffic Control Program Application for Admission in addition to the College’s Application for Admission. For other eligibility requirements, please see the Application. For admission information, contact Barbara Clark at (609) 343-5006 or bclark@atlantic.edu.

Graduates of Atlantic Cape’s Air Traffic Control Terminal program must take the Air Traffic Selection and Training (AT-SAT) Test. Opportunities to take the AT-SAT exam are made available either through occasional FAA-announced “Public Bid” test dates or through receiving a recommendation from a College Training Initiative (CTI) certified institution. CTI recommendations are issued at the discretion of the authorized institution and are not guaranteed. This examination will determine aptitude and skills necessary to become an Air Traffic Controller. If hired by the FAA, students will be sent to the FAA Air Traffic Training Academy located at the Michael Monroney Aeronautical Center in Oklahoma City, OK, for initial qualification training as an Air Traffic Controller. After completion of this training, students will proceed to an assigned facility for more specific training. Completion of Atlantic Cape’s ATCT program does not guarantee employment.

Atlantic Cape is currently seeking status in the FAA’s Air Traffic Collegiate Training Initiative (AT-CTI). Pending AT-CTI status, Atlantic Cape has signed transfer articulation agreements with CTI colleges that will allow graduates to transfer and obtain their CTI recommendation. Contact the area coordinator for an updated list of transfer agreements. Currently, Atlantic Cape students are eligible to apply for FAA “Public Bid” job announcements. See next page for program contact information and requirements.

**AVIATION STUDIES, ASSOCIATE IN SCIENCE**

The Aviation Studies, A.S. degree is focused on providing students with the first two years of a baccalaureate degree in areas of study such as airport management, aviation business administration, professional pilot, air traffic control and air transportation management. The program is designed with a substantial prescription of both general education electives and program courses so students may tailor their coursework to meet their transfer goals. See page 51 for additional program information and requirements.

**PROFESSIONAL HELICOPTER PILOT OPTION in AVIATION STUDIES, ASSOCIATE IN SCIENCE**

The Professional Helicopter Pilot is designed to provide students with the necessary aeronautical skills and knowledge to earn a commercial pilot certificate with a rotorcraft category and a helicopter class rating. Emphasis is placed on aeronautical decision-making, flight safety, and effective flying techniques. Upon successful completion of this program, students will be prepared to gain entry-level employment as a commercial helicopter pilot and/or continue their education by transferring to a baccalaureate program. See page 52 for additional program information and requirements.

**PROFESSIONAL PILOT OPTION in AVIATION STUDIES, ASSOCIATE IN SCIENCE**

The Professional Pilot Option prepares students for a Federal Aviation Administration license as a commercial pilot with an instrument rating, and for possible transfer to a baccalaureate program. Before enrolling in this program, students must meet the physical and legal requirements for becoming a commercial pilot. Students are required to have proof of U.S. citizenship and have a valid second class medical certificate to enroll in this program. A second application is required for admission to this program. For admission information, contact Barbara Clark (609) 343-5006 or bclark@atlantic.edu. It is strongly recommended that students pursuing this degree regularly meet with their faculty advisor. See page 53 for program requirements.
AIR TRAFFIC CONTROL TERMINAL

Associate in Applied Science

See previous page for program description.

Upon Completion of this program students will be able to:
- Prepare for entry level employment as an Air Traffic Controller;
- Read and interpret ATC rules and regulations;
- Control aircraft in a simulated environment;
- Write about ATC rules and regulations;
- Solve ATC related problems.

For additional program information, please contact faculty advisor, James Taggart, at (609)343-4950/jtaggart@atlantic.edu.

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
COMM120-Public Speaking 3

Mathematics-Science-Technology (11 credits)
CISM125-Introduction to Computers 3
MATH122-College Algebra or a higher General Education mathematics course 4
ESCI100-Earth Science 4

Social Science (3 credits)
PSYC101-General Psychology 3

Program Courses – 45 credits
ATCT101-Introduction to Air Traffic Control 4
ATCT120-Aviation Weather 3
ATCT170-Air Traffic Control Regulations 4
ATCT220-Control Tower Operations I 6
ATCT225-Terminal Radar I 4
ATCT280-Control Tower Operations II 6
ATCT285-Terminal Radar II 4
AVIT110-Private Pilot Ground School 3
AVIT125-Special Topics in Aviation Studies 3
AVIT135-Introduction to Unmanned Aircraft Systems 3
Choose one: AVIT101-Experiential Flight or AVIT103-Simulated Flight 1
GIST101-Introduction to Geographic Information Systems 4

Total Credits Required 65

*FAA age limit to be hired as an Air Traffic Controller is 31.
(ATCT-Fall 2014)

Recommended sequence of courses:

First Semester
ENGL101 Composition I 3
CISM125 Introduction to Computers 3
ATCT101 Intro to Air Traffic Control 4
ATCT120 Aviation Weather 3
AVIT110 Private Pilot Ground School 3
Choose AVIT101 or AVIT103 1

Second Semester
COMM120 Public Speaking 3
MATH122 or College Algebra or a higher General Education mathematics course 4
ATCT170 Air Traffic Control Regulations 4
AVIT125 Special Topics in Aviation Studies 3
AVIT135 Intro to Unmanned Aircraft Systems 3

Third Semester
ATCT220 Control Tower Operations I 6
ATCT225 Terminal Radar I 4
GIST101 Intro to GIS 4
PSYC101 General Psychology 3

Fourth Semester
ATCT280 Control Tower Operations II 6
ATCT285 Terminal Radar II 4
ESCI100 Earth Science 4
The Aviation Studies, A.S. degree is focused on providing students with the first two years of a baccalaureate degree in areas of study such as airport management, aviation business administration, professional pilot, air traffic control and air transportation management. The program is designed with a substantial prescription of both general education electives and program courses so students may tailor their coursework to meet their transfer goals. Students should identify the institution to which they plan to transfer and, through academic advisement, complete courses at Atlantic Cape that will not only transfer to a baccalaureate degree granting institution, but also count as an equivalent course at the receiving institution. Atlantic Cape has arranged transfer articulation agreements with several colleges. Contact the area coordinator for a list of transfer agreements. It is strongly recommended that students pursuing this degree regularly meet with their faculty advisor.

Upon Completion of this program students will be able to:
- Complete the first two years of study towards a baccalaureate degree in aviation studies;
- Communicate technical concepts;
- Apply quantitative knowledge and skills;
- Apply scientific knowledge and reasoning;
- Be technically competent and information literate;
- Analyze situations from the humanistic and historical perspective;
- Identify human factors impacting our world;
- Demonstrate basic aeronautical knowledge;
- Identify the impacts of weather on aviation;
- Identify key components of the National Airspace System.

For additional program information, please contact area coordinator, Svetlana Marzelli, at (609) 343-5017/smarzell@atlantic.edu.

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

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

#### Humanities (3 credits)
- General Education Humanities course 3

#### General Education Electives (9 credits)
Choose: General Education Social Science course or General Education Humanities course 3
Choose two General Education courses 6
(Students are strongly encouraged to meet with their faculty advisor before making a choice.)

### Program Courses – 34 credits
- ATCT101-Introduction to Air Traffic Control 4
- ATCT120-Aviation Weather 3
- AVIT110-Private Pilot Ground School 3
- AVIT125-Special Topics in Aviation Studies 3
- BUSN120-Principles of Management 3
- AVIT127-Introduction to Airport Management 3
- TCOM125-Technical Communication 3

### Program Electives (12 credits)
Choose twelve credits from the following course alphas:
- ACCT, ATCT, AVIT, BUSN, CISM, GIST, ECON or MATH 12
(Students are strongly encouraged to meet with their faculty advisor before making a choice.)

### Total Credits Required 66

(AVIT-Fall 2015)
The Professional Helicopter Pilot Option is designed to provide students with the necessary aeronautical skills and knowledge to earn a commercial pilot certificate with a rotorcraft category and a helicopter class rating. Emphasis is placed on aeronautical decision-making, flight safety, and effective flying techniques. Upon successful completion of this program, students will be prepared to gain entry-level employment as a commercial helicopter pilot and/or continue their education by transferring to a baccalaureate program.

Students are required to have proof of U.S. citizenship and a valid second class medical certificate to enroll in this program. A second application is required for admission to this program.

Upon completion of this program, students will be able to demonstrate the skills necessary to:
- Obtain the FAA Private Pilot License;
- Obtain the FAA Instrument Rating;
- Obtain the FAA Commercial Pilot License;
- Make aeronautical decisions;
- Design and deliver instruction.

For admission information, contact Barbara Clark (609)343-5006 or bclark@atlantic.edu. It is strongly recommended that students pursuing this degree regularly meet with their faculty advisor.

For additional program information, please contact faculty advisor, James Taggart at (609)343-4950/jtaggart@atlantic.edu or contact area coordinator, Svetlana Marzelli, at (609)343-5017/smarzell@atlantic.edu.

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
General Education Mathematics course 4
General Education Science course 4

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

Humanities (3 credits)
General Education Humanities course 3

General Education Electives (9 credits)
Choose: General Education Social Science course or General Education Humanities course 3
Choose two General Education courses 6
(Students are strongly encouraged to meet with their faculty advisor before making a choice.)

Program Courses – 34 credits
ATCT101-Introduction to Air Traffic Control 4
ATCT120-Aviation Weather 3
AVIT125-Special Topics in Aviation Studies 3
BUSN120-Principles of Management 3
TCOM125-Technical Communication 3
AVIT127-Introduction to Airport Management 3

Program Option Courses (15 credits)
AVIT145-Private Pilot Helicopter 4
AVIT255-Instrument Pilot Helicopter 4
AVIT265-Commercial Pilot Helicopter 4
AVIT276-Fundamentals of Flight Instruction 3

Total Credits Required 66
The Professional Pilot Option prepares students for a Federal Aviation Administration license as a commercial pilot with an instrument rating, and for possible transfer to a baccalaureate program. Before enrolling in this program, students must meet the physical and legal requirements for becoming a commercial pilot. Students are required to have proof of U.S. citizenship and have a valid second class medical certificate to enroll in this program. A second application is required for admission to this program.

Upon completion of this program, students will be able to demonstrate the skills necessary to obtain the:
- FAA Private Pilot License;
- FAA Instrument Rating;
- The FAA Commercial Pilot License.

For admission information, contact Barbara Clark (609)343-5006 or bclark@atlantic.edu. It is strongly recommended that students pursuing this degree regularly meet with their faculty advisor.

For additional program information, please contact faculty advisor, James Taggart at (609)343-4950/jtaggart@atlantic.edu or contact area coordinator, Svetlana Marzelli, at (609)343-5017/smarzell@atlantic.edu.

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
- General Education Mathematics course 4
- General Education Science course 4

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

Humanities (3 credits)
- General Education Humanities course 3

General Education Electives (9 credits)
Choose: General Education Social Science course or General Education Humanities course 3
Choose two General Education courses 6
(Students are strongly encouraged to meet with their faculty advisor before making a choice.)

Program Courses – 33 credits
- ATCT101-Introduction to Air Traffic Control 4
- ATCT120-Aviation Weather 3
- AVIT110-Private Pilot Ground School 3
- AVIT125-Special Topics in Aviation Studies 3
- AVIT127-Introduction to Airport Management 3
- BUSN120-Principles of Management 3

Program Option Courses (14 credits)
- AVIT135-Introduction to Unmanned Aircraft Systems 3
- AVIT210-Private Pilot 2
- AVIT240-Instrument Pilot 4
- AVIT280-Commercial Pilot 5

Total Credits Required 65

(PILT-Fall 2015)
This degree can lead to a baccalaureate degree in biology at accredited colleges and universities. It is appropriate for students interested in pre-professional programs, such as, biology, ecology, pharmacy, chiropractics, medical, dental, mortuary science, horticulture, veterinary and education. It may also apply to technician-level job opportunities when two years of academic preparation in biology are required. Electives should be selected based on the student’s interest, the requirements of the transfer institution or technical-level vocation opportunities. 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.

Upon Completion of this program students will be able to:

- Demonstrate safe laboratory practices;
- Apply the scientific method in experimentation, to accurately record experimental results; interpret the data and draw valid conclusions;
- Differentiate between results obtained through correct application of the scientific method and pseudoscience;
- List and define the vocabulary unique to biology;
- Explain and describe basic biological concepts;
- Utilize technological advances and scientific literature to promote continued self-learning.

For additional information, contact faculty advisors, Dennis Huey, at (609)343-5014/huey@atlantic.edu or Barbara Heard, at (609)343-5012/bheard@atlantic.edu, or contact area coordinator, James Sacchinelli, at (609)343-4943/jsacchin@atlantic.edu.

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</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL101-Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL102-Composition II</td>
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Mathematics-Science-Technology (13 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MATH155-Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>BIOL109-General Biology I</td>
<td>4</td>
</tr>
<tr>
<td>General Education Science course</td>
<td>4</td>
</tr>
</tbody>
</table>

Social Science (3 credits)

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

Humanities (6 credits)

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

General Education Elective (3 credits)

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

Program Courses – 16 credits

<table>
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<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BIOL110-General Biology II</td>
<td>4</td>
</tr>
<tr>
<td>CHEM110-General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHEM111-General Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>CHEM210-Organic Chemistry I</td>
<td>4</td>
</tr>
</tbody>
</table>

Program Electives – 12 credits minimum

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>Choose three: BIOL203, CHEM211, MATH152, MATH156, MATH255 (PHYS125, PHYS225, PHYS226 – See advisor for best option)</td>
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Free Elective(s)

<table>
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<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
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</tbody>
</table>

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

Total Credits Required

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>64</td>
</tr>
</tbody>
</table>

Recommended sequence of courses:

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL109-General Biology I</td>
<td>4</td>
</tr>
<tr>
<td>CHEM110-General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>ENGL101-Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH155-Calculus I</td>
<td>5</td>
</tr>
</tbody>
</table>

**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL110-General Biology II</td>
<td>4</td>
</tr>
<tr>
<td>CHEM111-General Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>ENGL102-Composition II</td>
<td>3</td>
</tr>
<tr>
<td>Program Elective</td>
<td>-</td>
</tr>
</tbody>
</table>

**Third Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM210-Organic Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>Gen Ed Humanities course</td>
<td>3</td>
</tr>
<tr>
<td>Gen Ed Science course</td>
<td>4</td>
</tr>
<tr>
<td>Gen Ed Elective course</td>
<td>3</td>
</tr>
<tr>
<td>Program Elective</td>
<td>-</td>
</tr>
</tbody>
</table>

**Fourth Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gen Ed ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110</td>
<td>3</td>
</tr>
<tr>
<td>Gen Ed Social Science course</td>
<td>3</td>
</tr>
<tr>
<td>Free Elective</td>
<td>-</td>
</tr>
<tr>
<td>Program Elective</td>
<td>-</td>
</tr>
</tbody>
</table>
**BIOMEDICAL SCIENCE**

**Associate in Science**

This degree is designed for students who wish to transfer to an accredited college or university to complete a Bachelor of Science degree, and eventually a master's and/or a doctorate degree, in fields such as human medicine, veterinary medicine, chiropractic, physician assistant, dentistry, physical therapy, occupational therapy, podiatry, optometry, medical technology, or pharmacy. It is strongly recommended that students entering the program have at least one year of high school biology, chemistry, and mathematics at an advanced level.

Students should consult their advisor and their desired transfer institution regarding which program electives would best suit their career interests.

 Upon Completion of this program students will be able to:

- Utilize critical thinking and reasoning to comprehend, apply and competently communicate knowledge regarding the world around them;
- Apply ethical reasoning to evaluate ethical dilemmas and make sound decisions;
- Demonstrate correct use of laboratory equipment and supplies in a safe, skilled manner;
- Correctly explain and apply the scientific method, and competently analyze data;
- Utilize information technology to obtain scientific literature that they can both interpret and analyze;
- Utilize appropriate language to explain the fundamental chemical and biological processes of living organisms;
- Correctly interpret, utilize and apply mathematical principles.

For information, contact area coordinator, James Sacchinelli, at (609)343-4943 or jsacchin@atlantic.edu.

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**General Education Courses – 33 credits**

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

**Communication (9 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</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>
<tr>
<td>COMM120</td>
<td>Introduction to Public Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>

**Mathematics-Science-Technology (9 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL109</td>
<td>General Biology I</td>
<td>4</td>
</tr>
<tr>
<td>MATH155</td>
<td>Calculus I</td>
<td>5</td>
</tr>
</tbody>
</table>

**Social Science (3 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC101</td>
<td>General Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Humanities (9 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST101</td>
<td>Heritage of the Western World I</td>
<td>3</td>
</tr>
<tr>
<td>PHIL110</td>
<td>Introduction to Ethics</td>
<td>3</td>
</tr>
<tr>
<td>Choose ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**Diversity (3 credits)**

Choose: ANTH103-Cultural Anthropology or GEOG102-Cultural Geography 3

**Program Courses – 24 credits**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL120</td>
<td>Human Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIOL203</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>CHEM110</td>
<td>General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHEM111</td>
<td>General Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>CHEM210</td>
<td>Organic Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>Choose PHYS125 or PHYS225 (See advisor for best option)</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

**Program Electives – 8 credits**

Choose two courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL110</td>
<td>General Biology II</td>
<td></td>
</tr>
<tr>
<td>BIOL121</td>
<td>Human Anatomy and Physiology II</td>
<td></td>
</tr>
<tr>
<td>BIOL205</td>
<td>Genetics</td>
<td></td>
</tr>
<tr>
<td>CHEM211</td>
<td>Organic Chemistry II</td>
<td></td>
</tr>
<tr>
<td>MATH220</td>
<td>Statistical Methods</td>
<td></td>
</tr>
<tr>
<td>PHYS126</td>
<td>or PHYS226 (See advisor for best option)</td>
<td></td>
</tr>
</tbody>
</table>

**Computer Literacy: 0-3 Credits**

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

**Total Credits Required**

65

*(BIOM - Fall 2013)*
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.

Upon Completion of this program students will be able to:

- Critically assess ethics, social responsibility, honesty and accuracy in business reporting;
- Communicate basic business principles effectively in written, oral and technology based applications;
- Describe the impact of government in business activities;
- Analyze business situations and evaluate possible solutions;
- Demonstrate basic understanding of business management disciplines and corporate cultures;
- Demonstrate proficiency in applying basic financial and accounting principles;
- Compare and contrast various career opportunities.

For information, contact area coordinator, Karl Giulian, at (609)343-4996/kgiulian@atlantic.edu.

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)
General Education Mathematics course 4
General Education Science course 4

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

Humanities (3 credits)
Choose HIST101, HIST102, HUMT201 or HUMT202 3

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

Liberal Arts or Business (BUSN) Elective 3

Total Credits Required 64

Recommended sequence of courses:

First Semester
BUSN101 Introduction to Business 3
CISM125 Introduction to Computers 3
ECON110 Macroeconomics 3
ENGL101 Composition I 3
Gen Ed Mathematics course 4

Second Semester
ECON111 Microeconomics 3
ENGL102 Composition II 3
SOC110 Principles of Sociology 3
Gen Ed Science course 4
Gen Ed HIST101, HIST102, HUMT201 or HUMT202 3

Third Semester
ACCT130 Financial Accounting 4
BUSN102 Principles of Marketing 3
BUSN120 Principles of Management 3
BUSN210 Business Law I 3
Choose A course from ACCT, BUSN, CISM, HOSP, LEGL, OSTM 3

Fourth Semester
ACCT131 Managerial Accounting 4
BUSN205 Human Resources Management 3
BUSN211 Business Law II 3
BUSN247 Management Information Systems 3
Choose Liberal Arts or Business (BUSN) Elective 3
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.

Atlantic Cape 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 and the Associate in Science degrees are designed to facilitate these needs and interests.

Upon Completion of this program students will be able to:

- Critically assess ethics, social responsibility, honesty and accuracy in business reporting;
- Communicate basic business principles effectively in written, oral and technology-based applications;
- Describe the impact of government in business activities;
- Analyze business situations and evaluate possible solutions;
- Demonstrate basic understanding of business management disciplines and corporate cultures;
- Demonstrate proficiency in applying basic financial and accounting principles.

For information, contact area coordinator, Karl Giulian, at (609)343-4996/kgiulian@atlantic.edu.

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)
*General Education Mathematics course 4
MATH220-Statistical Methods 4
General Education Science course 4

Social Science (6 credits)
General Education Social Science course 3
ECON110-Macroeconomics 3

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

Program Courses – 32 credits
ACCT130-Financial Accounting 4
ACCT131-Managerial Accounting 4
BUSN101-Introduction to Business 3
BUSN102-Principles of Marketing 3
BUSN120-Principles of Management 3
BUSN210-Business Law I 3
BUSN211-Business Law II 3
BUSN247-Management Information Systems 3
CISM125-Introduction to Computers 3
ECON111-Microeconomics 3

Liberal Arts or Business (BUSN) Elective 3

Total Credits Required 65

*Students planning on transferring to a four-year institution are strongly advised to speak with a transfer advisor regarding Math requirements as requirements may vary.

(BUSN - Fall 2015)
## CHEMISTRY

### Associate in Science

This degree 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 technical-level vocation opportunities.

### Upon Completion of this program students will be able to:

- Develop work ethics that are effective and safe in a laboratory environment;
- Apply the scientific method to collect and interpret information;
- Experiment with laboratory and field equipment to obtain data;
- Accurately analyze records of results and procedures;
- Discuss effectively, both orally and in writing;
- Analyze and evaluate problems critically;
- Use the power of computers in applications in chemistry.

For information, contact area coordinator, James Sacchinelli, at (609)343-4943 or jsacchin@atlantic.edu.

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### General Education Courses – 32 credits

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

<table>
<thead>
<tr>
<th>Area</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Communication</strong> (6 credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL101-Composition I</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>ENGL102-Composition II</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td><strong>Mathematics-Science-Technology (14 credits)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHEM110-General Chemistry I</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>MATH155-Calculus I</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>MATH156-Calculus II</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td><strong>Social Science (3 credits)</strong></td>
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<td></td>
</tr>
<tr>
<td>General Education Social Science course</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td><strong>Humanities (6 credits)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Choose ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100, or THEA110</td>
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<td>3</td>
</tr>
<tr>
<td>General Education Humanities course</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td><strong>General Education Elective (3 credits)</strong></td>
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</tr>
<tr>
<td>General Education course</td>
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<td>3</td>
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</tbody>
</table>

### Program Courses – 27 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM111-General Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>CHEM210-Organic Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHEM211-Organic Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>PHYS125 or PHYS225</td>
<td>4</td>
</tr>
<tr>
<td><strong>(PHYS225 should be taken for transfer into a baccalaureate chemistry program)</strong></td>
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<tr>
<td>Choose 11 credits from:</td>
<td>11</td>
</tr>
<tr>
<td>BIOL109, BIOL110, CISM135, MATH152, MATH255, PHIL101 or PHIL104, PHYS126 or PHYS226</td>
<td></td>
</tr>
<tr>
<td><strong>(PHYS226 should be taken for transfer into a baccalaureate chemistry program)</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Free Electives – 5 credits

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

### Total Credits Required 64

*(CHMI Fall 2013)*
This option prepares students to work with children from birth to 3 years old in child care centers, nursery schools, and social service agencies. It provides the student with approved academic training for group teacher positions in state-licensed child 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.

Upon completion of this program students will be able to:

- Analyze major theories of child development with emphasis on similarities and differences and the interaction of the four learning domains and models from infancy through age eight;
- Evaluate family and community characteristics in relation to their role in the economic, political and cultural institutions of society;
- Apply the goals, benefits and uses of assessment using observation, documentation and other appropriate assessment tools and approaches;
- Recognize and apply effective approaches, strategies and tools to positively influence children’s development and learning;
- Articulate and uphold ethical standards and other professional guidelines and engage in informed advocacy for children and the profession;
- Document children’s development and apply the documentation to curriculum development.

For further information about this degree, contact faculty advisor, Lisa Stein, at (609)343-4960/lstein@atlantic.edu or contact area coordinator, Karl Giulian, at (609)343-4996/kgiulian@atlantic.edu.

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 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>
<tr>
<td>Choose COMM10 or COMM120</td>
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<td>3</td>
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</table>

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MATH220</td>
<td>Statistical Methods</td>
<td>4</td>
</tr>
<tr>
<td>General Education Science course (life science-BIOL)</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>General Education Science course (physical science-CHEM, ESCI or PHYS)</td>
<td>4</td>
<td></td>
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</table>

**Social Science (7 credits)**

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

**Humanities (9 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</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>
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</tr>
<tr>
<td>General Education Humanities course</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Choose ENGL104, ENGL201, ENGL205, ENGL206, ENGL213 or ENGL214</td>
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**History (6 credits)**

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

**Diversity (3 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose GEOG102 or GEOG110</td>
<td></td>
<td>3</td>
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**Program Courses – 18 credits**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDCC103</td>
<td>Roles of the Childhood Professional</td>
<td>2</td>
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<tr>
<td>CDCC104</td>
<td>Infant/Toddler Development: Theory &amp; Applications</td>
<td>4</td>
</tr>
<tr>
<td>CDCC130</td>
<td>Early Childhood Practicum</td>
<td>3</td>
</tr>
<tr>
<td>CISM290</td>
<td>Instructional Technology for Teachers</td>
<td>3</td>
</tr>
<tr>
<td>EDUC101</td>
<td>Historical Foundations of American Education</td>
<td>3</td>
</tr>
<tr>
<td>EDUC226</td>
<td>Psychology of Exceptionality</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits Required** 64

(CDCC-Fall 2014)
COMMUNICATION

Associate in Arts

Program Overview
The Communication degree 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 television, radio, film, public relations, magazines, advertising, newspapers, and new media. Courses in the program 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 degree following one of five tracks: Communication Arts, Creative Writing, Journalism, Public Relations or Radio/Television/Film. Each track has its own set of specialized courses, providing you with the tools to develop expertise in a particular communication area.

The program emphasizes the development of strong writing skills, one of the most important components of success. Not only will you learn how to write well in this program, you will be taught how to speak effectively and to strengthen your analytical abilities while gaining greater confidence in your overall communication abilities.

The training will help you succeed when transferring to a four-year program. You’ll learn how to apply the public relations process to planning, research, writing and analysis and get immersed in courses that will help you craft effective messages and graduate with an understanding of the overall industry.

Upon completion of the Communication program, students will be able to:

- Appraise the media’s influence on politics, purchases, entertainment, and how it affects the culture in shaping beliefs and attitudes;
- Apply the public relations process to planning, research, writing and analysis;
- Demonstrate proficiency in oral and human communication by applying audience analysis, listening, and other techniques to real-world exchanges;
- Create effective journalistic and creative writing works utilizing industry techniques and procedures.

For information, contact the area coordinator, Dr. Augustine Nigro, at (609)343-5022/anigro@atlantic.edu.

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
COMM120-Public Speaking 3

Mathematics-Science-Technology (12 credits)
MATH122-College Algebra or higher Mathematics course 4
(MATH220 is recommended)
General Education Science course 4
General Education Mathematics or General Education 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
(ENGL104 is recommended)

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

Diversity (3 credits)
Choose ANTH103, ENGL201, GEOG102, GEOG110, PHIL105, PHIL106 or PHIL111 3

(Program requirements continue on the next page.)
**Associate in Arts**

General Education course requirements (See previous page)

---

**PROGRAM COURSES – 6 credits**

- COMM103-Introduction to Mass Media 3
- COMM104-Introduction to Public Relations 3

**CHOOSE A TRACK:**

*(Before choosing a sequence, meet with your advisor to ensure your choice aligns with your academic goals.)*

<table>
<thead>
<tr>
<th>TRACK</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COMMUNICATION ARTS TRACK - 15 credits</strong></td>
<td></td>
</tr>
<tr>
<td>Track Courses:</td>
<td>6</td>
</tr>
<tr>
<td>THEA111-Acting I and any COMM course</td>
<td></td>
</tr>
<tr>
<td>History, Writing and Theory Courses (choose two):</td>
<td></td>
</tr>
<tr>
<td>COMM105-Television History, COMM126-Film History, COMM209-Journalism I or COMM220-Creative Writing I</td>
<td>6</td>
</tr>
<tr>
<td>Communication Elective:</td>
<td>3</td>
</tr>
<tr>
<td>Choose any COMM or TVRF course</td>
<td></td>
</tr>
<tr>
<td><strong>CREATIVE WRITING TRACK- 15 credits</strong></td>
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</tr>
<tr>
<td>Track Courses:</td>
<td>6</td>
</tr>
<tr>
<td>COMM220-Creative Writing I and COMM221-Creative Writing II</td>
<td></td>
</tr>
<tr>
<td>History, Writing and Theory Courses (choose two):</td>
<td></td>
</tr>
<tr>
<td>COMM209-Journalism I, COMM105-Television History or COMM130-Visual Communication</td>
<td>6</td>
</tr>
<tr>
<td>Communication Elective (choose one):</td>
<td>3</td>
</tr>
<tr>
<td>COMM126-Film History, COMM107-Popular Music &amp; Radio History, COMM210-Special Topics in News Writing, COMM211-Journalism II or COMM295-Communication Internship</td>
<td></td>
</tr>
<tr>
<td><strong>JOURNALISM TRACK - 15 credits</strong></td>
<td></td>
</tr>
<tr>
<td>Track Courses:</td>
<td>6</td>
</tr>
<tr>
<td>COMM209-Journalism I and COMM211-Journalism II</td>
<td></td>
</tr>
<tr>
<td>History, Writing and Theory Courses:</td>
<td>6</td>
</tr>
<tr>
<td>COMM204-Organizational Communication</td>
<td></td>
</tr>
<tr>
<td>AND</td>
<td></td>
</tr>
<tr>
<td>Choose one: COMM105-Television History or COMM220-Creative Writing</td>
<td></td>
</tr>
<tr>
<td>Communication Elective (choose one):</td>
<td>3</td>
</tr>
<tr>
<td>COMM126-Film History, COMM107-Popular Music &amp; Radio History, COMM210-Special Topics in News Writing or COMM295-Communication Internship</td>
<td></td>
</tr>
<tr>
<td><strong>PUBLIC RELATIONS TRACK – 15 credits</strong></td>
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</tr>
<tr>
<td>Track Courses:</td>
<td>6</td>
</tr>
<tr>
<td>COMM110-Interpersonal Communication and COMM204-Organizational Communication</td>
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</tr>
<tr>
<td>History, Writing and Theory Courses:</td>
<td>6</td>
</tr>
<tr>
<td>COMM209-Journalism I and COMM211-Journalism II</td>
<td></td>
</tr>
<tr>
<td>Communication Elective (choose one):</td>
<td>3</td>
</tr>
<tr>
<td>COMM210-Special Topics in News Writing, COMM220-Creative Writing I, COMM130-Visual Communication or COMM295-Communication Internship</td>
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</tr>
<tr>
<td><strong>RADIO/TELEVISION/FILM TRACK – 15 credits</strong></td>
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<tr>
<td>Track Courses:</td>
<td>6</td>
</tr>
<tr>
<td>COMM105-Television History and COMM126-Film History</td>
<td></td>
</tr>
<tr>
<td>History, Writing and Theory Courses:</td>
<td>6</td>
</tr>
<tr>
<td>COMM107-Popular Music &amp; Radio History and COMM220-Creative Writing I</td>
<td></td>
</tr>
<tr>
<td>Communication Elective (choose one):</td>
<td>3</td>
</tr>
<tr>
<td>COMM130-Visual Communication, COMM204-Organizational Communication, COMM209-Journalism I, COMM221-Creative Writing II, TVRF103-Television Production I, TVRF180-Radio Production I, or COMM295-Communication Internship</td>
<td></td>
</tr>
<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>
<td></td>
</tr>
</tbody>
</table>

**Total Credits Required** 66

*(COMC-Fall 2014)*
The Computer Applications degree option serves students who seek jobs that require application software skills. These students are not interested in transferring to a four-year college. Emphasis is placed on popular software used in many organizations such as word processing, spreadsheets, databases, and presentations. The option provides preparation in using information technology for problem solving, information retrieval, and other business functions. Students can obtain skills required for the Microsoft Office User Specialist certifications.

Upon Completion of this program students will be able to:
- Communicate effectively through reading, writing, listening, and speaking;
- Use software skills to make appropriate business decisions;
- Develop expertise in modern office function using a personal computer;
- Demonstrate speed and accuracy in keyboarding skills;
- Prepare business communication that is correct, concise, and complete;
- Demonstrate proficiency in utilizing computer software programs;
- Solve problems in the workplace using ethical principles, productive work habits, and continuing professional development;
- Demonstrate knowledge of records management;
- Develop a portfolio which serves as a self-evaluation of the student’s skills for employment marketability;
- Construct reports utilizing various sources such as, but not limited to, the Internet and library.

For additional program information, please contact faculty advisor, William Dougherty, at (609)343-4979/doughert@atlantic.edu or contact area coordinator, Svetlana Marzelli, at (609)343-5017/smarzell@atlantic.edu.

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
ENGL230-Technical Writing 3

Mathematics-Science-Technology (11 credits)
General Education Science or Mathematics course 4
General Education Science course 4
CISM125-Introduction to Computers 3

Humanities (3 credits)
Choose ARTS108, PHIL102, PHIL105, PHIL110, or PHIL111 3

Program Courses – 31 credits
BUSN120-Principles of Management 3
CISM162-Microcomputer Applications Using Spreadsheets 3
GIST101-Introduction to Geographic Information Systems 4
OSTM110-Keyboarding and Document Production I 3
OSTM141-Word Processing I 3
OSTM230-Administrative Office Procedures 3
OSTM261-Records and Information Management 3
OSTM262-Business Presentations Using Multimedia 3
OSTM263-Publishing for Business 3
TCOM125-Technical Communication 3

Program Option Courses – 13 credits
TCOM127-Web Technologies 3
CISM130-Using PC Operating Systems 3
CISM142-Help Desk Support 3
CISM164-Microcomputer Applications Using Relational Databases 3
CISM280-Capstone Portfolio 1

Total Credits Required 64
(CAPL-Fall 2015)
COMPUTER INFORMATION SYSTEMS

Associate in Science

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

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

Upon Completion of this program students will be able to:

• Utilize productivity software suitable for use in a professional environment;
• Design, implement, test, debug and document computer programs using appropriate development tools;
• Communicate effective in both oral and written form;
• Perform system analysis and design including automated solutions to business systems;
• Manage time, tasks, and projects, and work effectively in teams;
• Identify computer system security risks;
• Apply mathematics, accounting, business and economics to increase knowledge of business operations.

For additional program information, please contact faculty advisor/area coordinator, Svetlana Marzelli, at (609)343-5017 or smarzell@atlantic.edu.

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 (17 credits)
MATH155-Calculus I 5
MATH156-Calculus II 5
General Education Science course 4
CISM125-Introduction to Computers 3

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

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

Program Courses – 34 credits
ACCT130-Financial Accounting 4
BUSN120-Principles of Management 3
CISM154-Computer Programming-Java 4
CISM160-Systems Analysis and Design 3
CISM222-Issues in Computer Security 3
CISM224-Advanced Computer Programming-Java 4
ECON110-Macroeconomics 3
MATH153-Discrete Mathematics 4
TCOM125-Technical Communication 3
Choose any other CISM or GIST course 3

Total Credits Required 66
(CISM-Fall 2011)

Recommended sequence of courses:

First Semester
BUSN120 Principles of Management 3
CISM125 Introduction to Computers 3
ENGL101 Composition I 3
MATH155 Calculus I 5
Gen Ed Science course 4

Second Semester
CISM154 Computer Programming-Java 4
ECON110 Macroeconomics 3
ENGL102 Composition II 3
MATH156 Calculus II 5
Gen Ed Social Science course 3

Third Semester
CISM254 Advanced Computer Programming-Java 4
MATH153 Discrete Mathematics 4
PHIL110 Introduction to Ethics 3
TCOM125 Technical Communication 3

Fourth Semester
ACCT130 Financial Accounting 4
CISM160 Systems Analysis and Design 3
CISM222 Issues in Computer Security 3
Gen Ed Humanities course 3
Elective CISM or GIST course 3
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.

Upon Completion of this program students will be able to:
- Develop computer programming in Visual Basic, C++, Oracle SQL and Java;
- Investigate information systems with respect to their existence and develop needed informational improvements within an organization;
- Perform basic managerial functions such as organizing, staffing, directing, planning and controlling;
- Use a microcomputer for functional and analytical purposes;
- Describe various positions of employment in the informational technology profession;
- Communicate effectively in both written and oral methods.

For additional program information, please contact faculty advisor, Mary Yoa, at (609)343-4964/yoa@atlantic.edu or contact area coordinator, Svetlana Marzelli, at (609)343-5017/smarzell@atlantic.edu.

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
ENGL230-Technical Writing 3

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

Humanities (3 credits)
Choose ARTS108, PHIL102, PHIL105, PHIL110, or PHIL111 3

Program Courses – 44 credits
CISM130-Using PC Operating Systems 4
CISM135-Computer Programming-C++ 4
CISM142-Help Desk Support 3
CISM143-Introduction to Project Management 3
CISM154-Computer Programming-Java 4
CISM159-Intermediate Programming-C++ 4
CISM160-Systems Analysis and Design 3
CISM167-Programming in Oracle SQL 3
CISM174-Computer Programming-Visual Basic 4
CISM254-Advanced Computer Programming-Java 4

Recommended sequence of courses:

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

Second Semester
CISM130        Using PC Operating Systems 4
CISM135        Computer Programming-C++ 4
CISM154        Computer Programming-Java 4
ENGL230        ENGL230-Technical Writing 3
Gen Ed          Choose ARTS108, PHIL102, PHIL105, PHIL110, or PHIL111 3

Third Semester
CISM143        Introduction to Project 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
CISM167        Programming in Oracle SQL 3
CISM270        iPhone Programming 4
CISM280        Capstone Portfolio 1
TCOM125        Technical Communication 3

Total Credits Required 64
(CPRO-Fall 2015)
COMPUTER SYSTEMS SUPPORT

Associate in Applied Science

This degree serves students who seek a career in computer systems support, but are not interested in programming or transferring to a baccalaureate program. Strong emphasis is given to supporting computer hardware, software, security, and networks. Upon successful completion of the program, employment opportunities may include computer server administrator, help desk technician, and computer support professional.

The A.A.S. in Computer Systems Support is designed to provide students with an opportunity to prepare for industry certifications while earning an associate’s degree. During successful completion of this program, students have the potential to earn five industry certifications.

Students who have already earned any of the certifications listed below or have successfully passed certification examinations, may initiate the college’s Prior Learning Assessment (PLA) process and translate their certifications or examination results into equivalent course credits.

Upon completion of this program students will be able to:
- Troubleshoot hardware problems;
- Troubleshoot software problems;
- Sit for the CompTIA A+ Certification;
- Sit for the CompTIA Network+ Certification;
- Configure and administer a Windows Server;
- Complete an internship;
- Sit for a certification examination in Project Management.

The following chart is an analysis of how the program courses align with industry certifications:

<table>
<thead>
<tr>
<th>Certifications/Examination</th>
<th>Program Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>CompTIA A+ Certification</td>
<td>CISM130 &amp; CISM149</td>
</tr>
<tr>
<td>CompTIA Network+ Certification</td>
<td>CISM146</td>
</tr>
<tr>
<td>CompTIA Security+</td>
<td>CISM176</td>
</tr>
<tr>
<td>PMI CAPM Certified Assoc. in Project Management</td>
<td>CISM143</td>
</tr>
<tr>
<td>Microsoft Certified Solutions Associate (MCSA)</td>
<td></td>
</tr>
<tr>
<td>Examination 70-410</td>
<td>CISM179</td>
</tr>
<tr>
<td>Examination 70-411</td>
<td>CISM229</td>
</tr>
<tr>
<td>Examination 70-412</td>
<td>CISM269</td>
</tr>
</tbody>
</table>

For additional program information, please contact faculty advisor, Bill Dougherty at (609)343-4979/doughert@atlantic.edu or contact area coordinator, Svetlana Marzelli, at (609)343-5017/smarzell@atlantic.edu.

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
- ENGL230-Technical Writing 3

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

Humanities (3 credits)
- Choose ARTS108, PHIL102, PHIL105, PHIL110, or PHIL111 3

Program Courses – 45 credits
- CISM130-Using PC Operating Systems 4
- CISM142-Help Desk Support 3
- CISM143-Introduction to Project Management 3
- CISM146-Computer Networking 4
- CISM149-Computer Hardware 4
- CISM176-Systems Security Methods 4
- CISM179-Windows Server 4
- CISM222-Issues in Computer Security 3
- CISM229-Windows Server Administration 4
- CISM269-Advanced Windows Server Administration 4
- CISM280-Capstone Portfolio 1
- CISM295-Internship in Information Technology 3
- Choose one:
  - CISM135-Computer Programming C++
  - CISM154-Computer Programming-Java
  - CISM167-Programming in Oracle SQL
  - CISM174-Computer Programming-Visual Basic

Total Credits Required 65

(Requires a total of 65 credits)

Recommended sequence of courses:

First Semester
- CISM130 Using PC Operating Systems 4
- CISM125 Introduction to Computers 3
- CISM149 Computer Hardware 4
- ENGL101 Composition I 3

Second Semester
- Choose CISM135, CISM154, CISM167 or CISM174 4
- CISM146 Computer Networking 4
- CISM179 Windows Server 4
- ENGL230 Technical Writing 3
- MATH121 Applications of Mathematics 4

Third Semester
- CISM142 Help Desk Support 3
- CISM143 Introduction to Project Management 3
- CISM176 Systems Security Methods 4
- CISM229 Windows Server Administration 4
- Gen Ed Choose ARTS108, PHIL102, PHIL105, PHIL110, or PHIL111 3

Fourth Semester
- CISM222 Issues in Computer Security 3
- CISM269 Advanced Windows Server Administration 4
- CISM280 Capstone Portfolio 1
- CISM295 Internship in Information Technology 3
- Gen Ed Science course 4
CRIMINAL JUSTICE

Associate in Science

The Criminal Justice curriculum is dedicated to providing 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.

Upon Completion of this program students will be able to:
• Explain modern criminal investigative theories and procedures;
• Accurately assess persons with whom he or she must deal realizing the person’s motivations, aspirations and fears;
• Describe the criminal justice system and the role of each agency within the system;
• Demonstrate sensitivity for the problems of people in today’s complex, changing society;
• Analyze problems and seek alternative solutions in making decisions on the job;
• Articulate the moral and ethical implications of police work in today’s society and be aware of the obligations of the law enforcement officer.

For information, contact faculty advisor, Dean Wyks, at (609)343-4915/dwyks@atlantic.edu, or contact area coordinator, Karl Giulian, at (609)343-4996/kgiulian@atlantic.edu.

General Education Courses – 30 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
COMM110-Interpersonal Communication 3

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

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

Humanities (3 credits)
HIST104-U.S. History II 3

Program Courses – 18 credits
CRIM101-Introduction to Criminal Justice 3
CRIM109-Ethics in Criminal Justice 3
CRIM130-The Criminal Court System 3
CRIM201-Criminal Law 3
CRIM202-Constitutional Law 3
CRIM216-Criminal Justice Report Procedures 3

Program Electives – 18 credits
Choose six courses:
CRIM102-Introduction to Criminology
CRIM105-Police Operations
CRIM106-Introduction to Corrections
CRIM107-Introduction to Cyber-Crimes
CRIM108-Introduction to Terrorism
CRIM110-Women in the Criminal Justice System
CRIM120-Victimless Crime
CRIM165-Crime Analysis, Crime Mapping and GIS
CRIM170-Concepts in Homeland Security
CRIM203-Criminal Investigation
CRIM206-Juvenile Justice
CRIM210-Community Based Corrections
CRIM212-Trial Advocacy
CRIM214-Organized Crime
CRIM250-Internship in Criminal Justice (Field Study or Court Study- 4 cr.)

Recommended sequence of courses:

First Semester
COMM110 Interpersonal Communication 3
CRIM101 Introduction to Criminal Justice 3
CRIM109 Ethics in Criminal Justice 3
ENGL101 Composition I 3
HIST104 U.S. History II 3
PSYC101 General Psychology 3

Second Semester
CRIM130 The Criminal Court System 3
CRIM201 Criminal Law 3
ENGL102 Composition II 3
MATH220 Statistical Methods 4
SOCL101 Principles of Sociology 3

Third Semester
CRIM202 Constitutional Law 3
CRIM201 Criminal Law 3
Gen Ed Mathematics or Science course 4
CRIM Program Elective 3
CRIM Program Elective 3

Fourth Semester
CHEM102 Forensic Science 4
CRIM (4) Program Electives (select four courses) 12/13

Total Credits Required 66

Recommended sequence of courses:

First Semester
COMM110 Interpersonal Communication 3
CRIM101 Introduction to Criminal Justice 3
CRIM109 Ethics in Criminal Justice 3
ENGL101 Composition I 3
HIST104 U.S. History II 3
PSYC101 General Psychology 3

Second Semester
CRIM130 The Criminal Court System 3
CRIM201 Criminal Law 3
ENGL102 Composition II 3
MATH220 Statistical Methods 4
SOCL101 Principles of Sociology 3

Third Semester
CRIM202 Constitutional Law 3
CRIM201 Criminal Law 3
Gen Ed Mathematics or Science course 4
CRIM Program Elective 3
CRIM Program Elective 3

Fourth Semester
CHEM102 Forensic Science 4
CRIM (4) Program Electives (select four courses) 12/13

Total Credits Required 66

(Yes-Fall 2015)
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.

Upon Completion of this program students will be able to:

- Acquire knowledge in database technology;
- Utilize a variety of software packages that are popular in the current market;
- Discuss and share ideas and develop and use critical thinking skills through analysis;
- Possess a full set of business-related skills.

For additional program information, please contact faculty advisor, Mary Yoa, at (609)343-4964/yoa@atlantic.edu or contact area coordinator, Svetlana Marzelli, at (609)343-5017/smarzell@atlantic.edu.

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
- ENGL230-Technical Writing 3

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

Humanities (3 credits)
- Choose ARTS108, PHIL102, PHIL105, PHIL110, or PHIL111 3

Program Courses – 46 credits
- CISM130-Using PC Operating Systems 4
- CISM135-Computer Programming-C++ 4
- CISM143-Introduction to Project Management 3
- CISM154-Computer Programming-Java 4
- CISM159-Intermediate Programming-C++ 4
- CISM160-Systems Analysis and Design 3
- CISM254-Advanced Computer Programming-Java 4
- CISM280-Capstone Portfolio 1
- TCOM125-Technical Communication 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 66
EDUCATION PROGRAM OPTIONS

PRESCHOOL-GRADE 3 EDUCATION - OPTION

Liberal Arts, Associate in Arts
This option prepares students to work with children in early child-
hood centers, hospitals and social service agencies. 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. See next page for additional program
information and degree requirements.

ELEMENTARY/MIDDLE SCHOOL
EDUCATION – OPTION

Liberal Arts, Associate in Arts
This option is designed as a transfer program for students inter-
ested in Elementary (K-5) and Middle School (6-8) Certification with
Specialization. The Elementary/Middle School Education 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 col-
lege and its teacher certification program. To gain certification in New
Jersey, students must complete a Coordinate Major and a profes-
sional sequence of courses in education. The Coor-
dinate Majors for certification are: Art, Biological Science, Chemistry,
Earth Science, Physical Science, Physics, English, Language (French or
Spanish), Mathematics, and Social Studies. For maximum transfer
of credits, students should select a Coordinate Major as soon as pos-
sible and schedule elective courses with the assistance of an educa-
tion faculty advisor. Students must complete five courses within their
Coordinate Major to be eligible to take the Praxis II test. Students
should plan on taking the Praxis II test as soon as possible
following the completion of the five required Coordinate
Major courses. See page 71 for degree requirements.

SECONDARY EDUCATION - OPTION

Liberal Arts, Associate in Arts
This option is designed as a transfer program for students interested
in Secondary Education Certification (Grades 9-12). The Secondary
Education 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 Coordinate
Major and a professional sequence of courses in education. The Coor-
dinate Majors for certification are: Art, Biological Science, Chemistry,
Earth Science, Physical Science, Physics, English, Language (French or
Spanish), Mathematics, and Social Studies. For maximum transfer
of credits, students should select a Coordinate Major as soon as pos-
sible and schedule elective courses with the assistance of an educa-
tion faculty advisor. Students must complete five courses within their
Coordinate Major to be eligible to take the Praxis II test. Students
should plan on taking the Praxis II test as soon as possible
following the completion of the five required Coordinate
Major courses. See page 71 for degree requirements.

Upon Completion of either the Elementary/Middle School
Education program or the Secondary Education program
students will be able to:

• Articulate a personal philosophy of education;
• Describe the historical, philosophical and economic foundations of
  American education;
• Discuss current research and approaches to educational issues,
  such as classroom management, diversity, the education of
  students with special needs and the interaction with the
  community to address those issues;
• Identify their personal qualities and strengths as related to
  becoming a teacher;
• Demonstrate knowledge in a comprehensive (“broad”) educa-
tional background as well as a concentration in a specific
content area as part of their overall teacher education program.
PRESCHOOL – GRADE 3 EDUCATION – OPTION

Liberal Arts, Associate in Arts

This option prepares students to work with children in early childhood centers, hospitals and social service agencies. 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.

Upon completion of this program students will be able to:

- Analyze major theories of child development with emphasis on similarities and differences and the interaction of the four learning domains and models from infancy through age eight;
- Evaluate family and community characteristics in relation to their role in the economic, political and cultural institutions of society;
- Apply the goals, benefits and uses of assessment using observation, documentation and other appropriate assessment tools and approaches;
- Recognize and apply effective approaches, strategies and tools to positively influence children’s development and learning;
- Articulate and uphold ethical standards and other professional guidelines and engage in informed advocacy for children and the profession;
- Document children’s development and apply the documentation to curriculum development.

For further information about this degree, contact faculty advisor, Lisa Stein, at (609)343-4960/lstein@atlantic.edu or contact area coordinator, Karl Giulian, at (609)343-4996/kgiulian@atlantic.edu.

General Education Courses – 46 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 Science course (life science-BIOL) 4
General Education Science course (physical science-CHEM, ESCI or PHYS) 4

Social Science (7 credits)
EDUC110-Child Development: Theory and Practice 4
SOC1101-Principles of Sociology 3

Humanities (9 credits)
Choose ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100, SPAN111 or THEA110 3
(Select SPAN111 if you plan to transfer to Rutgers)
General Education Humanities course 3
(Select SPAN112 if you plan to transfer to Rutgers)
Choose ENGL104, ENGL201, ENGL205, ENGL206, ENGL213 or ENGL214 3

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

Diversity (3 credits)
Choose GEOG102 or GEOG110 3

Program Courses – 20 credits
CISM290-Instructional Technology for Teachers 3
EDUC101-Historical Foundations of American Education 3
EDUC103-Roles of the Early Childhood Professional 2
EDUC115-Planning the Preschool Curriculum 2
EDUC130-Early Childhood Practicum 3
PSYC213-Educational Psychology 3
PSYC226-Psychology of Exceptionality 3

Total Credits Required 66
(EDUP-Fall 2014)
ELEMENTARY/MIDDLE SCHOOL EDUCATION – OPTION

Liberal Arts, Associate in Arts

See page 68 for program description.
For more information, contact area coordinator, Michael Bolicki, at (609)463-3573 or mbolicki@atlantic.edu.

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 Science course (life science-BIOL) 4
- General Education Mathematics or Science course 4
  (If the student selects Math as their coordinate major, select a Math course (MATH); if the student selects
  Sciences as their coordinate major, select a Science course (BIOL, CHEM, ESCI, PHYS); and if the student selects
  Language Arts Literacy or Social Studies as their coordinate major, select either a Math or Science course)

Social Science (6 credits)
- PSYC135-Child Psychology 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
  (If the student selects Language Arts Literacy as their coordinate major, select an English course (ENGL);
  if the student selects Social Studies as their coordinate major, select a History course (HIST); if the student
  selects Math or Science as their coordinate major, select any general education Humanities course.)

History (6 credits)
- Choose one from each group:
  - HIST101 or HIST102 3
  - HIST103 or HIST104 3

Diversity (3 credits)
- Choose GEOG102 or GEOG110 3

Program Courses –12 credits
- EDUC101-Historical Foundations of American Education 3
- EDUC213-Educational Psychology 3
- EDUC226-Psychology of Exceptionality 3
- CISM290-Instructional Technology for Teachers 3

Coordinate Major Electives – 8/9 credits
*Students should meet with an education faculty advisor before selecting coordinate major courses. 8/9
The Coordinate Majors are: Math (MATH), Social Studies (ECON, HIST, GOVT), Sciences (BIOL, CHEM, ESCI, PHYS),
and Language Arts Literacy (ENGL).

Total Credits Required 65/66
(EDUE-Fall 2012)
SECONDARY EDUCATION – OPTION

Liberal Arts, Associate in Arts

See page 68 for program description.
For more information, contact area coordinator, Michael Bolicki, at (609)463-3573 or mbolicki@atlantic.edu.

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</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>
<td>3</td>
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</tbody>
</table>

Mathematics-Science-Technology (12 credits)
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH220-Statistical Methods</td>
<td>4</td>
</tr>
<tr>
<td>General Education Science course (life science-BIOL)</td>
<td>4</td>
</tr>
<tr>
<td>General Education Mathematics or Science course</td>
<td>4</td>
</tr>
</tbody>
</table>

   (If the student selects Mathematics as their coordinate major, select a Math course (MATH); if the student selects Biological Science, Chemistry, Earth Science, Physical Science, or Physics as their coordinate major, select a Science course (BIOL, CHEM, ESCI, PHYS); if the student selects Art, English, Language, or Social Studies, select either a Math or Science course)

Social Science (6 credits)
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC135-Child 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</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110</td>
<td>3</td>
</tr>
<tr>
<td>Choose ENGL104, ENGL201, ENGL205, ENGL206, ENGL213 or ENGL214</td>
<td>3</td>
</tr>
<tr>
<td>General Education Humanities course</td>
<td>3</td>
</tr>
</tbody>
</table>

   (If the student selects English as their coordinate major, select a Literature course (ENGL); if the student selects Social Studies as their coordinate major, select a History course (HIST); if the student selects any other coordinate major, select any general education Humanities course)

History (6 credits)
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST101 or HIST102</td>
<td>3</td>
</tr>
<tr>
<td>HIST103 or HIST104</td>
<td>3</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 – 12 credits
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC101-Historical Foundations of American Education</td>
<td>3</td>
</tr>
<tr>
<td>EDUC213-Educational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>EDUC226-Psychology of Exceptionality</td>
<td>3</td>
</tr>
<tr>
<td>CISM290-Instructional Technology for Teachers</td>
<td>3</td>
</tr>
</tbody>
</table>

Coordinate Major Electives – 8/9 credits
*Students should meet with an education faculty advisor before selecting coordinate major courses.
The Coordinate Majors are: Art (ARTS), Biological Science, Chemistry, Earth Science, Physical Science, Physics (BIOL, CHEM, ESCI, PHYS), English (ENGL), Language (FREN, SPAN), Mathematics (MATH), and Social Studies (ECON, HIST, GOVT).

Total Credits Required 65/66
(EDUS-Fall 2012)
The Pre-Engineering, A.S. is focused on providing students with the first two years of a baccalaureate degree in engineering. The program is designed to educate students to meet the challenge of engineering in an ever-changing world and to foster understanding of universal topics in engineering. It is strongly recommended that students pursuing this degree regularly meet with their faculty advisor.

Upon Completion of this program students will be able to:
- Define engineering and identify common engineering fields;
- Design engineering graphics;
- Identify the characteristics of forces and couples;
- Explain the concepts of stress and strain;
- Describe kinematics and kinetics of particles and rigid bodies.

For additional program information, please contact faculty advisor, James Taggart, at (609)343-4950/jtaggart@atlantic.edu or contact area coordinator, Svetlana Marzelli, at (609)343-5017/smarzell@atlantic.edu.

### General Education Courses – 31 credits
When a course is not specified, refer to the list of approved General Education courses.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>6 credits</td>
</tr>
<tr>
<td>ENGL101-Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL102-Composition II</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics-Science-Technology (16 credits)</td>
<td></td>
</tr>
<tr>
<td>CHEM110-General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CISM125-Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>MATH155-Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>PHYS225-General Physics I</td>
<td>4</td>
</tr>
<tr>
<td>Social Science (3 credits)</td>
<td></td>
</tr>
<tr>
<td>PSYC101-General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Humanities (3 credits)</td>
<td></td>
</tr>
<tr>
<td>PHIL101-Introduction to Logic</td>
<td>3</td>
</tr>
<tr>
<td>General Education Elective (3 credits)</td>
<td></td>
</tr>
<tr>
<td>Choose: General Education Social Science course or General Education Humanities course</td>
<td>3</td>
</tr>
<tr>
<td>Program Courses – 33/35 credits</td>
<td></td>
</tr>
<tr>
<td>ENGR101-Introduction to Engineering</td>
<td>3</td>
</tr>
<tr>
<td>ENGR200-Engineering Design</td>
<td>3</td>
</tr>
<tr>
<td>ENGR201-Statics</td>
<td>3</td>
</tr>
<tr>
<td>MATH156-Calculus II</td>
<td>5</td>
</tr>
<tr>
<td>MATH255-Calculus III</td>
<td>5</td>
</tr>
<tr>
<td>MATH256-Differential Equations</td>
<td>4</td>
</tr>
<tr>
<td>PHYS226-General Physics II</td>
<td>4</td>
</tr>
<tr>
<td>Choose two:</td>
<td>6/8</td>
</tr>
<tr>
<td>ENGR202-Solid Mechanics, ENGR204-Dynamics, CISM135-Computer Programming C++, CISM154-Computer Programming-Java, or any other General Education Mathematics or Science course</td>
<td></td>
</tr>
</tbody>
</table>

**Total Credits Required**  
64/66

*(ENGR-Fall 2014)*
**ENGLISH – OPTION**

**Liberal Arts, Associate in Arts**

The English 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.

**Upon Completion of this program students will be able to:**
- Compose logical, well-developed critical essays in standard American English;
- Ethically and accurately document borrowed language and ideas in accordance with MLA style;
- Generate, when engaged with a creative writing course, original creative works;
- Categorize a given work of literature in its appropriate genre and diagram the aspects of the piece that assisted them in classifying it;
- Identify, when given works of poetry, prose, fiction, creative non-fiction and drama, the following: key passages/key scenes; characters; theme; suspense; sound and rhythm, figures of speech, tone, symbol, irony, and imagery; setting; climax; point of view;
- Describe critical strategies for reading literature and apply them in written and oral analyses of a text;
- Explain the biographical, cultural and historical influences evident in a work of literature;
- Demonstrate an awareness of the cultural diversity represented by literature composed in English and translated from foreign languages;
- Accurately restate both the content of assigned readings and the reported introspections, claims, and/or interpretations of fellow students;
- Discuss, in small and large group sessions, the contents of assigned readings and the contributions of fellow students.

For information, contact the area coordinator, Richard Russell, at (609)343-4971/rrussell@atlantic.edu.

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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)**
  - General Education Mathematics course 4
  - General Education 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)**
  - 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 (3 credits)**
  - ENGL201-World Literature 3

- **Program Option Courses – 6 credits**
  - Choose two: ENGL203, ENGL204, ENGL205, ENGL206, ENGL209, ENGL211, ENGL212, 6
  - ENGL213, ENGL214, ENGL215, ENGL216, ENGL218, ENGL220, ENGL221 or ENGL223

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

**Liberal Arts Electives** 13

**Total Credits Required** 64

*(ENGL-Fall 2015)*
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 Atlantic Cape 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 reading 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, winter, spring and summer.

Students are required to take the English as a Second Language Compass ESL Test. Students who are absent from the college for a period of more than 12 months must retake the Compass ESL Test to re-evaluate students’ skills.

ESL program courses are designed in a numerical sequence. Students who have graduated from an American High School may place into ESLN080, an advanced level course taken in place of ESLN090/092. ESLN080 students will move directly into ESLN100 after successful completion of ESLN080. Students who are placed into ESLN100 are also required to take ESLN099. To exit the program, students must earn both a passing grade of C or better for ESLN100 and placement into an English Department course from the ESLN100 Exit Exam.

Upon Completion of this program students will be able to:
- Demonstrate oral fluency in standard American English;
- Demonstrate aural fluency in standard American English;
- Demonstrate fluency in reading fiction, non-fiction and academic course work;
- Demonstrate fluency in a wide variety of writing.

PROGRAM COURSES – See the Course Description section for course content

Required courses:
- ESLN060 – Elementary ESL I
- ESLN062 – Elementary ESL II
- ESLN070 – Intermediate ESL I
- ESLN072 – Intermediate ESL II
- ESLN080 – Academic Foundations (Equivalent to ESLN090 & 092)
- ESLN090 – Advanced ESL I
- ESLN092 – Advanced ESL II
- ESLN099 – Strategies for the American Classroom
- ESLN100 – Academic Reading/Writing

Optional Courses:
- ESLN071 – Fundamentals of Pronunciation
- ESLN074 – Reading and Vocabulary
- ESLN075 – Fundamental English Grammar
  (Required dependent on ESLN100 Exit Exam result.)
- ESLN091 – Special Topics in American Culture
- ESLN093 – Advanced Listening/Speaking
- ESLN094 – Advanced ESL: Grammar
  (Required dependent on ESLN100 Exit Exam result.)
- ESLN095 – American History and Citizenship
- 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 area coordinator, Gwen McIntyre, at (609)343-4837/gmcintyr@atlantic.edu.

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.

For information, contact Senior Manager, Barbara Kozek, Adult Basic Education ESL/GED Programs, at (609)343-4713/bkozek@atlantic.edu.
ENVIRONMENTAL SCIENCE

Associate in Science

This degree can lead to a baccalaureate degree in environmental science or environmental studies at accredited colleges or universities. In consultation with an academic advisor, electives should be selected based on the student’s interest, the requirements of the transfer institution or technician-level vocation opportunities. Some courses require pre-requisites, check course descriptions.

Upon Completion of this program students will be able to:
- Develop work ethics that are effective and safe in a laboratory environment;
- Apply the scientific method to collect and interpret information;
- Experiment with laboratory and field equipment to obtain data;
- Accurately analyze records of results and procedures;
- Discuss effectively, both orally and in writing;
- Analyze and evaluate problems critically.

For information, contact area coordinator, James Sacchinelli, at (609)343-4943 or jsacchin@atlantic.edu.

General Education Courses – 33/34 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)
BIOL109-General Biology I 4
CHEM110-General Chemistry I 4
MATH155-Calculus I 5

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

Humanities (3 credits)
Choose ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100, or THEA110 3

General Education Elective (8/9 credits)
BIOL110-General Biology II 4
MATH220-Statistical Methods or MATH156-Calculus II (*) 4/5

Program Courses – 32 credits
CHEM111-General Chemistry II 4
CHEM210-Organic Chemistry I 4
CHEM211-Organic Chemistry II 4
PHYS125-College Physics I or PHYS225-General Physics I (*) 4
PHYS126-College Physics or PHYS226-General Physics II (*) 4
ENVL200-Environmental Science 4
ENVL205-Ecology 4
ENVL221-Physical Geography 4

Computer Literacy: 0-3 Credits
(Is fulfilled with CISM125, testing or reviewed departmental portfolio.)
Total Credits Required 65/66

(ENVL-Fall 2014)

(*) Option should be chosen by referring to the transfer institution program/degree requirements and consulting with an academic advisor.
GENERAL STUDIES

Associate in Science

Designed for students who are undecided about a career and who wish to explore different fields, this program 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.

Upon Completion of this program students will be able to:

- Practice effective written and oral communication skills as well as problem-solving and analytical skills;
- Apply scientific and mathematical concepts and models;
- Demonstrate ethical awareness, including fostering increased understanding of human behavior and social institutions;
- Evaluate and think critically about information sources and their relevance.

For information, contact area coordinator, Gwen McIntyre, at (609)343-4837 or gmcintyr@atlantic.edu.

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General Education Courses – 34 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 (16 credits)
General Education Mathematics course 4
General Education Science course 4
General Education Mathematics or General Education Science course 4
General Education Mathematics, Science or Technology course 4

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

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

General Education Elective (3 credits)
General Education course 3

Program Courses – 12 credits
PSYC101-General Psychology 3
SOCL101-Principles of Sociology 3
History course 3
Literature course 3

Free Electives – 18 credits
(COMM110 or COMM120 recommended) 18

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

Total Credits Required 64
(GEST-Fall 2011)
GEOGRAPHIC INFORMATION SYSTEMS – OPTION

Computer Information Systems, Associate in Science

This program is an option to the Computer Information Systems, Associate in Science degree and presents an introductory sequence of courses in geographic information systems. It emphasizes the business applications of geographic information systems along with the application of geospatial technology to an expansive range of issues including route planning, remote sensing, mapmaking, land-use and data collection.

The program responds to the increased demand from area business and industry for trained geographic information systems professionals.

Upon Completion of this program students will be able to:
• Demonstrate an understanding of basic cartographic principles;
• Apply database models for GIS to solve geographical problems;
• Work with a team to design and implement a GIS project.

For additional program information, please contact faculty advisor, Loretta Dicker at (609)343-4820/ldicker@atlantic.edu or contact area coordinator, Svetiana Marzelli, at (609)343-5017/smarzell@atlantic.edu.

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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 (17 credits)
CISM125-Introduction to Computers 3
MATH155-Calculus I 5
MATH156-Calculus II 5
General Education Science course (PHYS125 is recommended) 4

Social Science (3 credits)
General Education Social Science course (GEOG110 is recommended) 3

Humanities (6 credits)
PHIL110-Introduction to Ethics 3
General Education Humanities course (HIST101 is recommended) 3

Program Courses – 17 credits
CISM154-Computer Programming-Java 4
CISM160-Systems Analysis and Design 3
CISM254-Advanced Computer Programming-Java 4
ECON110-Macroeconomics 3
Elective - Choose any other CISM or GIST course 3

Option Courses – 15 credits
GEOG201-Urban Geography 3
GIST101-Introduction to Geographic Information Systems 4
GIST150-Geospatial Data Collection 4
GIST201-Digital Mapmaking 4

Total Credits Required 64

(GIST-Spring 2011)
The Health Services, Associate in Science degree offers a variety of opportunities for the student interested in a health care career. The program offers the courses that meet the prerequisites for the Nursing, Associate in Applied Science degree and it lays the foundation coursework for students who wish to transfer to a baccalaureate degree in a health care field or specialty. Since there are different academic and career options available in this program it is strongly recommended that the student seek advisement.

Upon Completion of this program students will be able to:

- Transfer this degree to a baccalaureate degree or a continuing education program in a health care option.

For further information, contact division chair, Myrna Morales Keklak at (609)343-5033 or mkeklak@atlantic.edu.

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)
- BIOL120-Human Anatomy and Physiology I* 4
- BIOL121-Human Anatomy and Physiology II 4
- MATH122 or higher General Education Mathematics course 4

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

Humanities (6 credits)
- General Education Humanities course 3
- HIST101-Heritage of the Western World I or HIST102-Heritage of the Western World II 3

Program Courses – 26 credits
- ALHT108-Fundamentals of Nutrition 3
- ALHT110-Comprehensive Medical Terminology 3
- BIOL203-Microbiology 4
- BUSN120-Principles of Management 3
- COMM120-Public Speaking 3
- MATH220-Statistical Methods 4
- PHIL104-Bioethics: Realities of the New Millennium 3
- PHIL110-Introduction to Ethics 3

Free Electives 9

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

Total Credits Required 65

*Prerequisite courses for the Nursing program. To be eligible to apply to the Nursing program, all prerequisite courses must be completed with a minimum GPA of 3.0 and an overall GPA of 2.5 or better.

(HESV-Fall 2011)
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 Atlantic Cape 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 Atlantic Cape has no special entrance requirements, other than completing college entrance criteria, and can be earned both full- and part-time.

Upon Completion of this program students will be able to:
• Analyze and discuss behavioral or societal issues using theories and concepts from a historical perspective;
• Analyze primary and secondary sources while applying commonly used approaches and criteria;
• Demonstrate how writers’ interpretations of historical events are influenced by their time, culture and perspective;
• Demonstrate knowledge of key historical facts, values and ideas that have shaped civilizations throughout history;
• Logically and persuasively state and support orally and in writing their points of view and findings;
• Develop research skills, including formulating historical questions; obtaining historical data from a variety of reliable sources.

For information, contact area coordinator, Dr. Augustine Nigro, at (609)343-5022/anigro@atlantic.edu.

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 Science course 4
General Education Mathematics or General Education Science course 4

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

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)
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 111, 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

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

Total Credits Required 66
(HIST-Fall 2009)
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.

Upon Completion of this program students will be able to:
- Identify and use quantitative skills to make appropriate business decisions;
- Discuss human behavior theories and societal influences impacting the hospitality industry;
- Demonstrate effective communication in writing, reading, listening and speaking;
- Describe and demonstrate examples of exemplary customer service;
- Illustrate safe food handling and responsible alcohol service;
- Utilize computer software and online resources;
- Develop solutions to current hospitality operational problems;
- Demonstrate ethical behaviors in professional situations;
- Analyze workplace problems and formulate solutions.

For information, contact faculty advisor, Dr. Josette Katz, at (609)343-5094 or katz@atlantic.edu.

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

<table>
<thead>
<tr>
<th>Communication (9 credits)</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM120-Public Speaking</td>
<td></td>
</tr>
<tr>
<td>ENGL101-Composition I</td>
<td></td>
</tr>
<tr>
<td>ENGL102-Composition II</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mathematics-Science-Technology (7 credits)</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISM125-Introduction to Computers</td>
<td></td>
</tr>
<tr>
<td>General Education Mathematics</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Social Science (3 credits)</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Social Science course</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General Education Elective (3 credits)</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education course</td>
<td></td>
</tr>
</tbody>
</table>

Program Courses – 41 credits

| ACCT130-Financial Accounting | 4  |
| BUSN120-Principles of Management | 3  |
| HOSP100-Orientation to Hospitality and Tourism | 3  |
| HOSP132-Food Service Sanitation | 1  |
| HOSP134-Restaurant Operations | 3  |
| HOSP200-Hotel Operations | 4  |
| HOSP205-Human Resources Management | 3  |
| HOSP250-Catering and Events Planning | 3  |
| HOSP265-Hospitality Sales and Marketing | 3  |
| HOSP295-Internship in Hospitality Management | 4  |
| HOSP299-Seminar in Hospitality Management | 3  |
| HPED150-Concepts of Physical Fitness | 1  |
| Choose BUSN or HOSP course | 3  |
| Choose BUSN210 or HOSP225 | 3  |

Recommended sequence of courses:

<table>
<thead>
<tr>
<th>First Semester</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN120 Principles of Management</td>
<td></td>
</tr>
<tr>
<td>CISM125 Introduction to Computers</td>
<td></td>
</tr>
<tr>
<td>ENGL101 Composition I</td>
<td></td>
</tr>
<tr>
<td>HOSP100 Orientation to Hospitality &amp; Tourism</td>
<td></td>
</tr>
<tr>
<td>Gen Ed Social Science course</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester **</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT130 Financial Accounting</td>
<td></td>
</tr>
<tr>
<td>ENGL102 Composition II</td>
<td></td>
</tr>
<tr>
<td>HOSP205 Human Resources Management</td>
<td></td>
</tr>
<tr>
<td>HOSP132 Food Service Sanitation</td>
<td></td>
</tr>
<tr>
<td>HOSP134 Restaurant Operations</td>
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<tr>
<td>HOSP285 Hospitality Sales and Marketing</td>
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<td>Choose BUSN210 or HOSP225</td>
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<td>Gen Ed Choose a course</td>
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<th>Third Semester</th>
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<tbody>
<tr>
<td>COMM120 Public Speaking</td>
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<tr>
<td>HOSP200 Hotel Operations</td>
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<tr>
<td>HOSP250 Catering and Events Planning</td>
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<td>Choose BUSN or HOSP course</td>
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<tr>
<td>Choose BUSN210 or HOSP225</td>
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<th>Fourth Semester **</th>
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<tr>
<td>HOSP295 Internship in Hospitality Management</td>
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<tr>
<td>HOSP299 Seminar in Hospitality Management</td>
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<tr>
<td>HPED150 Concepts of Physical Fitness</td>
<td></td>
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<tr>
<td>Gen Ed Mathematics or Science course</td>
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<tr>
<td>Choose BUSN or HOSP course</td>
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</tr>
</tbody>
</table>

**Includes summer and winter session options

*If you are planning an 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 2015)
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.

Upon Completion of this program students will be able to:
- Describe the social and historical factors that have led to the development of the social welfare system in the United States;
- Explain the history and social position of the social work and human services fields;
- Apply basic intervention skills and strategies used in working with human service clients. Among these are the following: interviewing and counseling skills, data collection and assessment skills, problem-solving skills, referral skills, documentation skills and system change skills;
- Locate and explain public and private agencies, their services as well as how these services are organized and implemented;
- Explain key behavioral theories and rationales that guide intervention strategies;
- Communicate professionally and effectively concerning agencies, their work and clients.

For information, contact area coordinator, Michael Bolicki, at (609) 463-3573 or mbolicki@atlantic.edu.

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 (BIOL118 is recommended for students transferring to BSW programs.) 4

Social Science (9 credits)
ECON110- Macroeconomics 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, HSRV141, HSRV142, HSRV143, HSRV144, HSRV145, PSYC150, PSYC212, PSYC214, SOCL102, SOCL202, PSYC204, SOCL206, SOCL207, SOCL221 or SPCH130 9

Total Credits Required 64

Recommended sequence of courses:

First Semester
CISM125 Introduction to Computers 3
ENGL101 Composition I 3
HSRV115 Introduction to Social Work and Human Services 3
MATH220 Statistical Methods 4
SOCL101 Principles of Sociology 3

Second Semester
ECON110 Macroeconomics 3
ENGL102 Composition II 3
HSRV116 Social Agency Skills and 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
SOCL110 Minority Groups and Intergroup Relations 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
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.

Upon Completion of this program students will be able to:
- Develop written and oral communication skills as well as problem-solving and analytical skills;
- Practice critical thinking aimed at fostering independent thought;
- Develop an awareness of other cultures;
- Demonstrate ethical awareness, including fostering increased understanding of human behavior and social institutions;
- Recognize and understand scientific vocabulary and social institutions;
- Apply mathematical concepts and models.

For information, contact area coordinator, Richard Russell, at (609)343-4971/rrussell@atlantic.edu.

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)
General Education Mathematics course 4
General Education 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, PHIL111 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: 19
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, ENGL099, MATH070, MATH073, MATH074)

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

Child Development/Child Care
Elementary/Middle School Education
English
History
Performing Arts
Preschool-Grade 3 Education
Psychology
Secondary Education
Social Science
Sociology
Studio Art

(LIBA-Fall 2015)
# 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.

**Upon Completion of this program students will be able to:**
- Differentiate and integrate algebraic and transcendental functions. (This includes partial differentiation and double/triple integrals);
- Solve first order differential equation and second order differential equations;
- Apply the concept of a limit to appropriate mathematical constructs;
- Reason critically, analyze and solve mathematical problems objectively;
- Transfer to four-year institution to a mathematics program;
- Use inductive and deductive reasoning skills needed for theoretical and applied mathematics;
- Use appropriate technologies in mathematical problem solving including data analysis, principles of mathematics, graphing and research.

For information, contact area coordinator, Amy Shelton, at (609)343-4973 or ashelton@atlantic.edu.

## General Education Courses – 32 credits

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>ENGL101</td>
<td>Composition I</td>
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<td>ENGL102</td>
<td>Composition II</td>
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<tr>
<td>Choose COMM110 or COMM120</td>
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<tr>
<td>MATH155-Calculus I</td>
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<td>MATH156-Calculus II</td>
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<tr>
<td>PHYS225-General Physics I</td>
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<tr>
<td>General Education Social Science course</td>
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<tr>
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<tr>
<td>General Education Humanities course</td>
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</tr>
<tr>
<td>MATH152-Linear Algebra</td>
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<tr>
<td>MATH153-Discrete Mathematics</td>
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<td>MATH255-Calculus III</td>
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<td>MATH256-Differential Equations</td>
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<tr>
<td>PHYS226-General Physics II</td>
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<td>Choose CISM135 or CISM154</td>
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<td>Choose CISM159 or CHEM110</td>
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## Program Courses – 33 credits

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<td>MATH153-Discrete Mathematics</td>
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<tr>
<td>MATH255-Calculus III</td>
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<td>MATH256-Differential Equations</td>
<td></td>
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</tr>
<tr>
<td>PHYS226-General Physics II</td>
<td></td>
<td>4</td>
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<td>Choose CISM135 or CISM154</td>
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<tr>
<td>Choose electives from the following courses (8 credits minimum): CISM159, CHEM110, CHEM111 (4-credit courses), ECON110, ECON111 (3-credit courses) or Liberal Arts course(s)</td>
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## Recommended sequence of courses:

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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>First</td>
<td>ENGL101</td>
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<td>MATH153</td>
<td>Discrete Mathematics</td>
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<tr>
<td></td>
<td>MATH155</td>
<td>Calculus I</td>
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<td>Choose CISM135 or CISM154</td>
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<tr>
<td>Second</td>
<td>ENGL102</td>
<td>Composition II</td>
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<td>MATH152</td>
<td>Linear Algebra</td>
<td>4</td>
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<td>Choose COMM110 or COMM120</td>
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<td>Gen Ed Social Science course</td>
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<td>Third</td>
<td>MATH255</td>
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<td>PHYS225</td>
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<td>Fourth</td>
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<td>PHYS226</td>
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<tr>
<td></td>
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</table>

Total Credits Required: **65**

(MATM-Fall 2013)
NEW MEDIA STUDIES

Associate in Applied Science

This degree serves students who seek a career in new media production, but may not be interested transferring to a baccalaureate program. Strong emphasis is given to the planning and production of various types of digital media such as audio, video, graphics, Web pages, Web sites and photographs, while building a strong foundation in reading and writing. Students will explore a variety of career choices including radio, television and Web and graphic design. Upon graduation, employment opportunities may include production assistant, Webmaster and creative services positions at various media outlets including newspapers, magazines and radio and television stations.

Upon Completion of this program students will be able to:
• Prepare a pre-production plan;
• Produce multimedia content;
• Evaluate a production process;
• Develop web pages;
• Design graphic materials;
• Generate and edit audio content;
• Generate and edit video content.

For additional program information, please contact faculty advisor, Bojan Zilovic, at (609)343-4959/bzilovic@atlantic.edu or contact area coordinator, Svetlana Marzelli, at (609)343-5017/smarzell@atlantic.edu.

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 Mathematics course 4
General Education Science course 4
CISM125-Introduction to Computers 3

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

Program Courses – 46 credits
ARTS116-Graphic Design 3
ARTS135-Art with Computers 3
BUSN102-Principles of Marketing 3
CISM163-Web Page Design 3
COMM104-Introduction to Public Relations 3
COMM120-Public Speaking 3
ENGL220-Creative Writing I 3
TCOM127-Web Technologies 3
TVRF103-Television Production I 3
TVRF180-Radio Production I 3
TVRF203-Television Production II 3
TVRF230-Visual Communication 3
TVRF280-Radio Production II 3
TVRF290-New Media Capstone Portfolio 1
Choose: TVRF295-Internship in New Media Studies or
Any other CISM, GIST or OSTM course 3

Program Elective (3 credits)
Choose one: 3
ARTS100-Color and 2-D Design
ARTS110-Fundamental Drawing
ARTS128-Introduction to Photographic Methods
CISM185-Special Topics in Information Technology

Total Credits Required 66

(NMED-Fall 2015)
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 New Jersey Board of Nursing
124 Halsey Street, 6th Floor
Newark, New Jersey 07102
Telephone: (973) 504-6430 and in NJ (800) 242-5846

Accrediting Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE, Suite 850
Atlanta, Georgia 30326
Telephone: (404) 975-5000

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.”

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 and requires a second application for admission.

For additional information and a copy of the application, contact Admissions at (609) 343-5000/(609) 463-3958/(609) 343-4830 or accadmit@atlantic.edu.

The “Admissions” section of this catalog also provides 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 may request re-admission one time through the Division 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 “comprehensive 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 Admissions Department for additional information at (609) 343-4922.

Continued on next page.
NURSING

Associate in Applied Science

Requirements:

- All prerequisite courses must be completed with a minimum GPA of 3.0 or better and an overall GPA of 2.5 or better and science course(s) must be completed with a grade of "C" or better to be eligible to apply to the Nursing program.
- A standardized pre-nursing exam (the TEAS V) 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 58.7 for their application to be considered.
- All science courses must have been taken within the last 10 years or must be repeated.
- LPN applicants are required to complete, with a grade of C or better, BIOL121-Human Anatomy and Physiology II before applying to the Nursing program.

Upon Completion of this program students will be able to:

- Deliver patient-centered care by recognizing the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, culture, values, and needs;
- Collaborate with other team members by functioning effectively within nursing and inter-professional teams, fostering open communications, mutual respect, and shared decision-making to achieve quality patient care;
- Provide competent nursing care by integrating best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care;
- Maintain standards of professional performance, including the pursuit of life-long learning, by using data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems;
- Manage safe and therapeutic nursing care in a variety of health care settings employing technical nursing skills so as to minimize risk for harm to patients and providers through both system effectiveness and individual performances;
- Demonstrate information and technology literacy by using information and technology to communicate, manage knowledge, mitigate error, and support decision making.

For information, contact the Admissions Office at (609)343-5000 or accadmit@atlantic.edu.

General Education Courses – 20 credits

Courses with "Prerequisite" next to them must be completed before entry into the Nursing program. See top of page.

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

Mathematics-Science-Technology (8 credits)
- BIOL120-Human Anatomy and Physiology I (Prerequisite) 4
- BIOL121-Human Anatomy and Physiology II 4

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

Program Courses – 46 credits
- ALHT110-Comprehensive Medical Terminology 3
- BIOL203-Microbiology 4
- Choose HIST101 or HIST102 3
- NURS110-Nursing I 8
- NURS112-Nursing II 8
- NURS200-Nursing III 9
- NURS204-Nursing Management 1
- NURS206-Nursing IV 9
- NURS208-Nursing Trends and Issues 1

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

Total Credits Required 66

Admission to the nursing program is selective. It requires completion of 4 prerequisite courses BIOL120, ENGL101, PSYC101 and SOCL101 with a grade of "C" or better. All prerequisite courses must be completed with a minimum GPA of 3.0 or better and an overall GPA of 2.5 or better. All prerequisite and science course(s) must be completed with a grade of "C" or better, to be eligible to apply to the Nursing program.

The Nursing Program Admissions Application form along with all Credentials must be presented by June 1 for admission to the program the following fall.
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.

Upon Completion of this program students will be able to:

- Apply organizational and critical thinking skills;
- Demonstrate verbal, written and listening communication skills;
- Demonstrate effective use of accounting, business and computer applications;
- Demonstrate ethical and professional behavior;
- Identify and adopt marketable administrative skills and knowledge;
- Pursue lifelong learning and promote responsible citizenship;
- Evaluate service learning experience.

For additional program information, please contact area coordinator, Svetlana Marzelli, at (609)343-5017/smarzell@atlantic.edu.

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
- ENGL230-Technical Writing 3

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

**Humanities (3 credits)**
- Choose ARTS108, PHIL102, PHIL105, PHIL110, or PHIL111 3

**Program Courses – 46 credits**
- ACCT130-Financial Accounting 4
- BUSN120-Principles of Management 3
- CISM162-Microcomputer Applications Using Spreadsheets 3
- GIST101-Introduction to Geographic Information Systems 4
- OSTM110-Keyboarding and Document Production I 3
- OSTM126-Office Automation 3
- OSTM141-Word Processing I 3
- OSTM142-Word Processing II 3
- OSTM210-Keyboarding and Document Production II 3
- OSTM230-Administrative Office Procedures 3
- OSTM261-Records and Information Management 3
- OSTM262-Business Presentations Using Multimedia 3
- OSTM263-Publishing for Business 3
- TCOM125-Technical Communication 3
- Choose OSTM125-Notetaking or OSTM280-Cooperative Education 2

**Total Credits Required** 66

(OSTM-Fall 2015)

**Recommended sequence of courses:**

**First Semester**
- CISM125-Introduction to Computers 3
- GIST101-Introduction to Geographic Information Systems 4
- OSTM110-Keyboarding and Document Production I 3
- OSTM141-Word Processing I 3
- OSTM261-Records and Information Management 3

**Second Semester**
- ACCT130-Financial Accounting 4
- ENGL101-Composition I 3
- OSTM142-Word Processing II 3
- OSTM210-Keyboarding and Document Production II 3
- OSTM230-Administrative Office Procedures 3

**Third Semester**
- BUSN120-Principles of Management 3
- OSTM263-Publishing for Business 3
- TCOM125-Technical Communication 3
- Choose OSTM125 or OSTM280 3
- Gen Ed-Choose ARTS108, PHIL102, PHIL105, PHIL110, or PHIL111 3
- Gen Ed-Science or Mathematics course 4

**Fourth Semester**
- CISM162-Microcomputer Applications Using Spreadsheets 3
- ENGL230-Technical Writing 3
- OSTM126-Office Automation 3
- OSTM262-Business Presentations Using Multimedia 3
- Gen Ed-Science course 4
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. 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. 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. Students can earn a Paralegal Studies degree on a part-time basis.

Atlantic Cape offers two Paralegal Studies degrees from which students may choose.

Paralegal Studies, Associate in Applied Science
This degree is designed to meet both the professional and educational needs of the student, and is suggested for those who desire to enter the paralegal profession upon earning their degree. See next page for degree requirements.

Paralegal Studies, Associate in Science
This degree is intended 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. See page 90 for degree requirements.

For further information about the Paralegal Studies degree programs, including specific questions concerning course sequencing, contact the program coordinator, Marilyn Malerba Keiner, Esq., at (609) 343-4941 or keiner@atlantic.edu.
Upon Completion of this program students will be able to:

- Articulate and apply ethical standards and rules of professional responsibility to ethical issues that arise in the workplace;
- Explain the role of the paralegal in the law office and other forums in which paralegals are employed;
- Demonstrate knowledge of the organizations, jurisdiction and procedural rules that govern New Jersey state courts;
- Utilize both print and electronic resources to locate and apply statutory law, case law and rules of procedure that govern specific legal issues;
- Demonstrate writing and analytical skills in the preparation of documents, pleadings and interoffice memorandum of law;
- Apply basic legal research and writing skills necessary to gather and analyze the facts and law relevant to legal disputes;
- Demonstrate good organizational and time management skills.
- Demonstrate knowledge of legal concepts and terminology.

Please see previous page for program description.

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)
CISM125-Introduction to Computers 3
General Education Science course 4

Social Science (6 credits)
Choose two General Education Social Science courses 6

Humanities (3 credits)
Choose HIST101, HIST102, HUMT201 or HUMT202 3

Program Courses – 41 credits
LEGL110-Introduction to Law and Litigation 3
LEGL140-Legal Research and Writing 4
LEGL145-Law Office Management 1
LEGL200-Bankruptcy Law and Practice 3
LEGL212-Trial Advocacy 3
LEGL246-Litigation Assistant Procedures 3
LEGL248-Family Law 3
LEGL249-Wills and Estate 3
LEGL250-Torts/Personal Injury Litigation 3
LEGL251-Real Estate Transactions 3
OSTM141-Word Processing I 3

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
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, HUMT201 or HUMT202 3
Gen Ed Social Science course 3

Fourth Semester
LEGL212 Trial Advocacy 3
LEGL280 Cooperative Education 3
Choose two: BUSN210 and one a course approved by the paralegal coordinator OR any two courses approved by paralegal coordinator 6
Gen Ed Science course 4

Total Credits Required 63

(LEGA-Fall 2014)
PARALEGAL STUDIES

Associate in Science

Please see page 88 for program description.

Upon Completion of this program students will be able to:

- Articulate and apply ethical standards and rules of professional responsibility to ethical issues that arise in the workplace;
- Explain the role of the paralegal in the law office and other forums in which paralegals are employed;
- Demonstrate knowledge of the organizations, jurisdiction and procedural rules that govern New Jersey state courts;
- Utilize both print and electronic resources to locate and apply statutory law, case law and rules of procedure that govern specific legal issues;
- Demonstrate writing and analytical skills in the preparation of documents, pleadings and interoffice memorandum of law;
- Apply basic legal research and writing skills necessary to gather and analyze the facts and law relevant to legal disputes;
- Demonstrate good organizational and time management skills.
- Demonstrate knowledge of legal concepts and terminology.

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 (15 credits)
CISM125-Introduction to Computers 3
General Education Mathematics course 4
(MATH121 is recommended)
General Education Mathematics or General Education Science course 4
General Education Science course 4

Social Science (6 credits)
Choose two General Education Social Science courses 6

Humanities (3 credits)
Choose: HIST101, HIST102, HUMT201 or HUMT202 3

Program Courses – 35 credits
LEG10-Introduction to Law and Litigation 3
LEG140-Legal Research and Writing 4
LEG145-Law Office Management 1
LEG212-Trial Advocacy 3
LEG246-Litigation Assistant Procedures 3
LEG248-Family Law 3
LEG249-Wills and Estates 3
LEG250-Torts/Personal Injury Litigation 3
LEG251-Real Estate Transactions 3
LEG280-Cooperative Education 3
OSTM141-Word Processing I 3
LEG200-Bankruptcy Law and Practice 3

Total Credits Required 65

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
LEGL246 Litigation Assistant Procedures 3
LEGL250 Wills and Estates 3
OSTM141 Word Processing I 3
Gen Ed Mathematics course (MATH121 is recommended) 4

Third Semester
LEGL145 Law Office Management 1
LEGL248 Family Law 3
LEGL249 Wills and Estates 3
LEGL250 Torts/Personal Injury Litigation 3
LEGL280 Bankruptcy Law and Practice 3
Gen Ed Mathematics or Science course 4

Fourth Semester
LEGL212 Trial Advocacy 3
LEGL280 Cooperative Education 3
Gen Ed HIST101, HIST102, HUMT201 or HUMT202 3
Gen Ed 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 option 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.

Upon Completion of this program students will be able to:
• Apply performance skills through the practice of dance, music and theater;
• Demonstrate a proficiency in the performing arts practices;
• Demonstrate an understanding of the professional practices in the fields of music, dance and theater;
• Analyze performances in dance, theater and music including one’s own.

For information, contact area coordinator, Dr. Augustine Nigro, at (609)343-5022/anigro@atlantic.edu.

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)
General Education Mathematics course 4
General Education 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 or ARTS115 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, PHIL111 or RELG110 3

Program Courses – 19 credits
DANC170-Introduction to Dance 3
Choose any two courses from the following:
DANC171-Modern Dance I, DANC172-Modern Dance II, DANC173-Jazz Dance I,
DANC174-Jazz Dance II, DANC175-Tap Dance I, DANC176-Tap Dance II, DANC271-Ballet I,
or DANC272-Ballet II
MUSC100-Music Appreciation 3
THEA110-Introduction to Theater 3
THEA111-Acting I 3
THEA112-Acting II 3

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

Total Credits Required 64

(PERF-Fall 2015)
PSYCHOLOGY – OPTION
Liberal Arts, Associate in Arts

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.

Atlantic Cape has a transfer agreement with Rutgers University-Camden for Psychology majors. To ensure that the specific requirements of the transfer college are met, all students interested in this option should contact the area coordinator.

Atlantic Cape is a charter member of Psi Beta, the National Honor Society in Psychology for Community and Junior Colleges. Psi Beta is a member of the Association of College Honor Societies and is an affiliate of the American Psychological Association and the American Psychological Society.

Upon Completion of this program students will be able to:
• Acquire the methods of inquiry and techniques used in psychology research leading to a comprehension that psychology is based on empirical evidence;
• Describe ethical considerations in psychological research using animals, children and adults;
• Identify, question, compare and contrast various theoretical perspectives of human development;
• Distinguish and evaluate information from various sources using methods of inquiry;
• Apply major theoretical concepts of the discipline to practical examples of real-life situations and current issues;
• Identify their role and the role of psychology in the economic, political and cultural institutions of society.

For information, contact area coordinator, Michael Bolicki, at (609)463-3573 or mbolicki@atlantic.edu.

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 Science course (BIOL) 4
General Education Mathematics or General Education Science course 3

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 6

Diversity (3 credits)
Choose GEOG102 or GEOG110 3

Program Courses – 12 credits
PSYC204 –Social Psychology 3
Choose one course from each group:
A. PSYC135 or PSYC207 or PSYC230
B. PSYC213 or PSYC226*
C. PSYC212 or PSYC214
* Students planning on transferring to Rutgers University-Camden, please note that PSYC226 will transfer as a free elective, not as a program course.

Liberal Arts Electives 6

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

Total Credits Required 63

(PSYC-Fall 2015)
RADIOLOGIC TECHNOLOGY, ASSOCIATE IN APPLIED SCIENCE

Radiologic Technology is a cooperative program designed with the Shore Medical Center School of Radiologic Technology (SMCSRT). The program meets the needs of those students desiring licensing and employment in the community as a Radiologic Technologist. Current licensing updates require students on this career path to have a minimum degree from an accredited institution for eligibility to sit for the American Registry of Radiologic Technologists (ARRT) licensing examination.

The prerequisite course phase of the program is completed at Atlantic Cape Community College. The core radiologic technology courses and clinical phase of the program is completed at the Shore Medical Center and is accredited by the Joint Review Committee on Education in Radiologic Technologists for licensing examination (JRCERT) and the New Jersey Department of Environmental Protection, Bureau of X-ray Compliance (NJDEP). Only those students who complete the program training under the SMCSRT are eligible to graduate from the Radiologic Technology Program and apply for the ARRT examination and state license.

Upon having completed 65 college credits and receiving a certificate of all program requirements from SMCSRT, Atlantic Cape Community College will grant an Associate in Applied Science degree.

Acceptance into the Radiologic Technology program is competitive. All college course requirements must be completed and appear on an Atlantic Cape Community College transcript for an application to SMCSRT to be considered. A minimum 3.0 GPA is required for admission.

See next page for degree requirements.

RESPIRATORY THERAPY, ASSOCIATE IN APPLIED SCIENCE

Respiratory Therapy is a cooperative program in conjunction with Rutgers, The State University of New Jersey-School of Health Related Professions (Rutgers-SHRP). The pre-clinical phase of the curriculum will be conducted at Atlantic Cape. 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, Atlantic Cape and Rutgers will grant an Associate in Applied Science joint degree.

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

Atlantic Cape is allotted a minimum 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 Atlantic Cape 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.

See page 95 for degree requirements.
Upon Completion of this program students will be able to:

- Demonstrate effective oral and written communication skills;
- Demonstrate effective problem solving and critical thinking skills;
- Use critical thinking skills (in the radiology portion of the program) to adapt standard procedures for non-routine patients;
- Use critical thinking skills (in the radiology portion of the program) to critique images to determine diagnostic quality;
- Apply ethical reasoning to think through ethical dilemmas and make and defend sound decisions;
- Model professionalism in work ethics;
- Model professionalism through the development and seeking of opportunities for career development and life-long learning;
- In the radiology portion of the program apply anatomy, physiology and positioning knowledge of the human body to correctly position patients, select technical factors, and utilize radiation protection.

General Education Courses – 23 credits

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

Mathematics-Science-Technology (8 credits)
- Choose MATH122-College Algebra or MATH150-Precalculus 4
- PHYS100-Conceptual Physics 4

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

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

General Education Elective (3 credits)
- Choose COMM110-Interpersonal Communications or COMM120-Public Speaking 3

Program Courses – 10 credits
- ALHT110-Comprehensive Medical Terminology 3
- BIOL/PHIL104-Bioethics: Realities of the New Millennium 3
- BIOL118-The Human Body* 4
- SMC School of Radiologic Technology Courses-32 credits 32

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

Total Credits Required 65

* Completion of BIOL120-Anatomy and Physiology I and BIOL121-Anatomy and Physiology II can replace BIOL118-The Human Body

(RADT-Fall 2013)
RESPIRATORY THERAPY

Associate in Applied Science

Please see page 93 for program description.

Upon Completion of this program students will be able to:

- Apply assessment skills/knowledge within their scope of practice in diagnostic evaluation, treatment and management of patients;
- Perform clinical procedural skills associated with the role and scope of practice of the advanced respiratory practitioner;
- Demonstrate personal behaviors expected of the advanced respiratory professional.

For admission information, call or send email to (609)343-5000/(609) 463-3958/(609) 343-4830 or accadmit@atlantic.edu. For information of the Rutgers-School of Health Related Professions (SHRP), visit http://shrp.rutgers.edu.

<table>
<thead>
<tr>
<th>General Education Courses – 20 credits</th>
<th>Recommended sequence of courses:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Communication (6 credits)</strong></td>
<td><strong>FIRST YEAR – Atlantic Cape Pre-Clinical</strong></td>
</tr>
<tr>
<td>ENGL101-Composition I 3</td>
<td>Students must pass each course with a grade of B- or better (Rutgers’ grade standard).</td>
</tr>
<tr>
<td>ENGL102-Composition II 3</td>
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<tr>
<td><strong>Mathematics-Science-Technology (8 credits)</strong></td>
<td><strong>First Semester</strong></td>
</tr>
<tr>
<td>MATH122-College Algebra 4</td>
<td>BIOL120 Human Anatomy and Physiology I 4</td>
</tr>
<tr>
<td>BIOL120-Human Anatomy and Physiology I 4</td>
<td>CHEM100 Introduction to College Chemistry 4</td>
</tr>
<tr>
<td><strong>Social Science (3 credits)</strong></td>
<td>MATH122 College Algebra 4</td>
</tr>
<tr>
<td>PSYC101-General Psychology 3</td>
<td>ENGL101 Composition I 3</td>
</tr>
<tr>
<td><strong>Humanities (3 credits)</strong></td>
<td>PSYC101 General Psychology 3</td>
</tr>
<tr>
<td>Choose HIST101 or HIST102 3</td>
<td></td>
</tr>
<tr>
<td><strong>Atlantic Cape Program Courses – 12 credits</strong></td>
<td><strong>Second Semester</strong></td>
</tr>
<tr>
<td>BIOL121-Human Anatomy and Physiology II 4</td>
<td>BIOL121 Human Anatomy and Physiology II 4</td>
</tr>
<tr>
<td>BIOL203-Microbiology 4</td>
<td>BIOL203 Microbiology 4</td>
</tr>
<tr>
<td>CHEM100-Introduction to College Chemistry 4</td>
<td>ENGL102 Composition II 3</td>
</tr>
<tr>
<td><strong>Computer Literacy: 0-3 Credits</strong></td>
<td>Gen Ed HIST101 or HIST102 3</td>
</tr>
<tr>
<td>(Is fulfilled with CISM125, testing or reviewed departmental portfolio.)</td>
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</tr>
</tbody>
</table>

**Rutgers-SHRP Respiratory Therapy Courses – 33 credits**

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

**Total Credits Required**

65

(RESP-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.

Upon Completion of this program students will be able to:
- Explain that knowledge in discipline is based upon empirical evidence;
- Demonstrate the methods of inquiring technique and procedures used in social science;
- Evaluate information from various sources using methods of critical inquiry;
- Apply major theoretical concepts of the discipline/example for real life solutions.

For information, contact area coordinator, Michael Bolicki, at (609)463-3573 or mbolicki@atlantic.edu.

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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 Science (life science) course – Choose a BIOL course 4
  - General Education Mathematics or General Education 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**
  - Computer Literacy: 0-3 Credits
  - (Is fulfilled with CISM125, testing or reviewed departmental portfolio.)

**Total Credits Required** 64

*(SOCS-Fall 2009)*
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.

Upon Completion of this program students will be able to:

- Describe and apply sociological perspectives and theories in explaining social behaviors, issues and institutions;
- Describe processes and methods of sociological research, including its strengths and limitations;
- Recognize, identify, and describe societal and group influences on individual attitudes, beliefs and behaviors;
- Describe the significance of one’s membership within various sociological categories based on culture, race, gender, class, sexuality, age and disability.

For information, contact area coordinator, Michael Bolicki, at (609)463-3573 or mbolicki@atlantic.edu.

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 Science (life science) course – Choose a BIOL course 4
- General Education Mathematics or General Education 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 – 12 credits**
- SOCL102-Contemporary Social Problems 3
- Choose three: ANTH103, GEOG102, GEOG201, 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**
- 63

(SOCL-Fall 2013)
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.

Upon Completion of this program students will be able to:

- Apply studio practices in both two and three dimensional media;
- Apply design skills through the use of a computer, 2-D or 3-D art forms;
- Demonstrate proficiency in manual and digital skills;
- Break down works of art using terminology appropriate to form, function and principles and elements of art;
- Demonstrate sound practices in the production of studio and digital art;
- Analyze works of art including one’s own.

For information, contact area coordinator, Dr. Augustine Nigro, at (609)343-5022/anigro@atlantic.edu.

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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)
General Education Mathematics course 4
General Education 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 (6 credits)
Choose two: HIST101, HIST102, HIST103 or HIST104 6

Diversity (3 credits)
Choose ANTH103, ENGL201, GEOG102, GEOG110, PHIL105, PHIL106, PHIL111 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
Choose any 200-level ARTS course 3

Liberal Arts Elective

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

Total Credits Required 66

(ARTS-Fall 2015)
This program is for students who need an individualized academic programs that awards college credit for nontraditional forms of learning. It is designed to give students an accelerated route to an associate’s degree by earning credit for work experience, industry credentials, non-collegiate instruction and examination scores.

The program consists of a minimum of 20 General Education course credits and up to 25 Technical Core credits. Technical Core credits are awarded through the Prior Learning Assessment (PLA) process. Students interested in Technical Core credits must complete the Application for Prior Learning Assessment. For the required program-specific courses, students will meet with an academic advisor to select courses that meet their individual goals.

For additional information, contact faculty advisor, James Taggart, at (609)343-4950/jtaggart@atlantic.edu.

**Upon Completion of this program students will be able to:**
- Utilize analytical skills in making decisions;
- Demonstrate competence in the use of communication skills, critical thinking, teamwork and leadership in their chosen profession and career;
- Benefit from the unique and valuable set of skills and experiences that a combination apprenticeship and college degree provides;
- Provide official recognition of their individual training and education.

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**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 3
- ENGL102-Composition II or ENGL230-Technical Writing 3

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

- MATH121-Applications of Mathematics or higher General Education Mathematics course 4
- General Education Science course 4

**Social Science (3 credits)**

- General Education Social Science course 3

**Humanities (3 credits)**

- General Education Humanities course 3
  *Please note: If you take ENGL230, you must select from one of the following: PHIL102, PHIL105, PHIL106, PHIL110, or PHIL111

**Technical Core (through Prior Learning Assessment)**

- Up to 25

**Program Courses – Must meet with academic advisor**

- 19-41

**Computer Literacy: 0-3 Credits**

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

**Total Credits Required**

- 62-64

*(TECH-Fall 2015)*
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 Atlantic Cape 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 Information Systems and Aviation Studies area coordinator, Svetlana Marzelli, at (609)343-5017 or smarzell@atlantic.edu.
The Computer Security Certificate provides students with an opportunity to learn and develop expertise in safeguarding computers. Computer security specialists plan, coordinate and implement security measures for information systems. Individuals completing the courses will be prepared to develop plans for security, promote security awareness, perform risk assessments and document security solutions. This Certificate is designed to prepare students for the CompTIA Security + industry certification exam. Credits earned may be applied to the Computer Systems Support, Associate in Applied Science degree.

For additional program information, please contact faculty advisor, William Dougherty at (609) 343-4979/doughert@atlantic.edu or contact area coordinator, Svetlana Marzelli, at (609)343-5017/smarzell@atlantic.edu.

General Education Courses – 6 credits

Communication (3 credits)
ENGL101-Composition I 3

Mathematics-Science-Technology (3 credits)
CISM125-Introduction to Computers 3

Program Courses – 24 credits
CISM130-Using PC Operating Systems 4
Choose: CISM154-Computer Programming-Java or CISM174-Computer Programming-Visual Basic 4
CISM160-Systems Analysis and Design 3
CISM176-Systems Security Methods 4
CISM222-Issues in Computer Security 3
CISM240-Introduction to Computer Forensics 4
TCOM125-Technical Communication 3

Total Credits Required 31

(CSEC-Fall 2014)
CERTIFICATE

Flight Instructor

The Flight Instructor Certificate provides students with an opportunity to obtain the knowledge, expertise, and aeronautical proficiency necessary to meet the requirements for a commercial rating with an airplane or a helicopter category and a single-engine land class rating, and a flight instructor certificate with an airplane category rating and single-engine class rating.

Students are required to have proof of U.S. citizenship or TSA approval and have a valid second-class medical certificate to enroll in this program. A second application is required for admission to this program.

Students already holding the required pilot’s license and ratings may convert their experience through the college’s prior learning assessment process.

For further information, contact faculty advisor, Jim Taggart, at (609)343-4950/jtaggart@atlantic.edu, or contact area coordinator, Svetlana Marzelli, at (609)343-5017/smarzell@atlantic.edu.

General Education Courses – 6 credits

Mathematics-Science-Technology (3 credits)
CISM125-Introduction to Computers 3
Social Science (3 credits)
PSYC101-General Psychology 3

Program Courses – 25-27 credits
Select one of the following (Airplane or Helicopter):

Airplane (27 credits)
ATCT120-Aviation Weather 3
AVIT110-Private Pilot Ground School 3
AVIT210-Private Pilot 2
AVIT240-Instrument Pilot 4
AVIT276-Fundamentals of Flight Instruction 3
AVIT278-Airplane Flight Instructor 1
AVIT280-Commercial Pilot 5
PSYC213-Educational Psychology 3
Free Elective (meet with faculty advisor before making selection) 3

Helicopter (25 credits)
ATCT120-Aviation Weather 3
AVIT145-Private Pilot Helicopter 4
AVIT255-Instrument Pilot Helicopter 4
AVIT265-Commercial Pilot Helicopter 4
AVIT276-Fundamentals of Flight Instruction 3
AVIT282-Helicopter Flight Instruction 1
PSYC213-Educational Psychology 3
Free Elective (meet with faculty advisor before making selection) 3

Total Credits Required 31-33

(FLTI-Fall 2015)
CERTIFICATE

Human Services

This certificate is a collaborative effort between the New Jersey departments of Human Services (DHS) and Children and Families (DCF), the New Jersey Community College Consortium for Workforce and Economic Development (NJCCCWED) and New Jersey community colleges for a career ladder certificate program. It is designed for DHS and DCF clerical and support staff who wish to obtain a college certificate and/or pursue a degree in human services.

The certificate program includes 18 credit hours of Atlantic Cape general education and program courses and 12 credit hours for one of three previously earned Career Ladders certifications in the child protective services field, the mental health field or the disability services field.

For further information, contact faculty advisor, Donna Marie McElroy, at dmcelroy@atlantic.edu or (609)343-5677, or contact the Social Science area coordinator, Michael Bolicki, at (609)463-3573 or mbolicki@atlantic.edu.

General Education Courses – 12 credits

Communication (6 credits)
ENGL101-Composition I 3
COMM110-Interpersonal Communication or COMM120-Public Speaking 3

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

Program Courses – 6 credits
HSRV115-Introduction to Social Work and Human Resources 3
HSRV116-Social Agency Skills and Processes 3

NJDHS Certificate in Child Protective Services, Mental Health or Disability Services 12

Total Credits Required 30

(HSVC-Spring 2010)
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 should complete an audit request form to receive a certificate of achievement from the College. All credits earned may be applied toward an associate degree in one of Atlantic Cape's degree programs.

Students should review the Course Description section of this catalog for information about prerequisites that may be required for courses.

For additional information, contact the faculty advisor or area coordinator listed in each series.
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). There are additional requirements for CADC, including 3,000 hours of related work experience at a drug and alcohol addiction treatment program. Students must also pass a State administered oral and written examination. Addition program information can be found online at www.atlantic.edu/program/degrees/professional/addictionPro.htm. For information, contact the area coordinator, Michael Bolicki, at (609)463-3573 or mbolicki@atlantic.edu.

<table>
<thead>
<tr>
<th>COURSES</th>
<th>CREDITS</th>
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<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 18**

(ZADS)

ANDROID PROGRAMMER

The Android Programmer Series provides students with an opportunity to gain knowledge and develop skills needed to design, build and test applications for Android mobile devices. Students will also learn to effectively market their applications through Google Play. After completing this series, student may apply the credits toward an associate in science degree.

For additional information, please contact faculty advisor, William Dougherty at (609) 343-4979/dougherty@atlantic.edu or area coordinator, Svetlana Marzelli, at (609) 343-5017 or e-mail smarzell@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>ARTS116 Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>Choose one:</td>
<td></td>
</tr>
<tr>
<td>CISM135-Computer Programming-C++</td>
<td>4</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>CISM154-Computer Programming-Java</td>
<td>4</td>
</tr>
<tr>
<td>CISM271 Android Programming</td>
<td>4</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS REQUIRED 14**

(ZAND)

BILINGUAL OFFICE ASSISTANT SPECIALIST

The Bilingual Office Assistant 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 towards the Office Systems Technology, A.A.S. degree, with the exception of ESLN096.

For additional information, please contact area coordinator, Svetlana Marzelli, at (609) 343-5017 or e-mail smarzell@atlantic.edu.

<table>
<thead>
<tr>
<th>COURSES</th>
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<tbody>
<tr>
<td>CISM125 Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>ENGL101 Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ESLN096 Advanced ESL: Listening and Speaking for the Workplace</td>
<td>3</td>
</tr>
<tr>
<td>(Native English-speaking students may replace this course with proficiency in Spanish demonstrated by passing an oral examination.)</td>
<td></td>
</tr>
<tr>
<td>OSTM230 Administrative Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>TCOM125 Technical Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS REQUIRED 15**

(ZBIL)

BUSINESS LEADERSHIP PROFESSIONAL

This series is designed for the person who is transitioning into a supervisory position and does not have a business degree. The selected courses familiarize the student with common business terminology, fundamental business concepts and current business issues and trends. These courses will prepare the student for leadership opportunities within the business world. All courses in the series are offered in traditional and online delivery. Credits earned can be applied towards the Business Administration, A.S. and A.A.S. degrees.

For information, contact the area coordinator, Karl Giulian, at (609)343-4996 or kgiulian@atlantic.edu.

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<thead>
<tr>
<th>COURSES</th>
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<tbody>
<tr>
<td>BUSN101 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSN102 Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUSN106 Business Ethics</td>
<td>3</td>
</tr>
<tr>
<td>BUSN120 Principles of Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS REQUIRED 12**

(ZBLP)
CHILD DEVELOPMENT ASSOCIATE (CDA)

This series is designed to provide the educational component of the national credentialing program administered by the Council for Early Childhood Professional Recognition. Students may pursue the Infant/Toddler CDA or the Preschool CDA credential. The CDA is accepted by the Department of Human Services for group teacher positions in licensed day care centers. In addition to course work and portfolio preparation, the candidate needs to meet work experience requirements. Candidates work closely with a CDA advisor (Atlantic Cape 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 Atlantic Cape’s Child Development/Child Care Option, Associate in Arts degree.

For information, contact the area coordinator, Karl Giulian, at (609)343-4996 or kguilian@atlantic.edu.

<table>
<thead>
<tr>
<th>COURSES</th>
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<tbody>
<tr>
<td>CDCC103 Roles of the Early Childhood Professional</td>
<td>2</td>
</tr>
<tr>
<td>CDCC104 Infant/Toddler Development: Theory and Applications</td>
<td>4</td>
</tr>
<tr>
<td>CDCC130 Early Childhood Practicum</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL CREDITS REQUIRED</strong></td>
<td><strong>9</strong></td>
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Infant/Toddler Child Development Associate

<table>
<thead>
<tr>
<th>COURSES</th>
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<tbody>
<tr>
<td>CDCC103 Roles of the Early Childhood Professional</td>
<td>2</td>
</tr>
<tr>
<td>CDCC110 Child Development: Theory and Practice</td>
<td>4</td>
</tr>
<tr>
<td>CDCC115 Planning the Preschool Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>CDCC130 Early Childhood Practicum</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL CREDITS REQUIRED</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

Preschool Child Development Associate

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 area coordinator, Dr. Augustine Nigro, at (609)343-5022/anigro@atlantic.edu.

<table>
<thead>
<tr>
<th>COURSES</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>
<td>3</td>
</tr>
<tr>
<td>HIST103 U.S. History I</td>
<td>3</td>
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<tr>
<td>HIST104 U.S. History II</td>
<td>3</td>
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<tr>
<td><strong>TOTAL CREDITS REQUIRED</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

COMMERCIAL PILOT

This series prepares students for a Federal Aviation Administration license as a commercial pilot with an instrument rating. Before enrolling in this program, students must meet the physical and legal requirements for becoming a commercial pilot. Students are required to have proof of U.S. citizenship or TSA approval and have a valid second-class medical certificate to enroll in this series. A second application is required for admission. For admission information, contact Barbara Clark at (609)343-5006 or bclark@atlantic.edu.

For additional program information, please contact faculty advisor, James Taggart at (609)343-4950/jtaggart@atlantic.edu or contact area coordinator, Svetlana Marzelli, at (609)343-5017/smarzell@atlantic.edu.

<table>
<thead>
<tr>
<th>COURSES</th>
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<tbody>
<tr>
<td>ATCT120 Aviation Weather</td>
<td>3</td>
</tr>
<tr>
<td>AVIT107 Aeronautical Knowledge Seminar</td>
<td>1</td>
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<tr>
<td>AVIT210 Private Pilot</td>
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<tr>
<td>AVIT235 Instrument Knowledge Seminar</td>
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<tr>
<td>AVIT240 Instrument Pilot</td>
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<tr>
<td>AVIT275 Commercial Pilot Knowledge Seminar</td>
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<tr>
<td>AVIT280 Commercial Pilot</td>
<td>5</td>
</tr>
<tr>
<td><strong>TOTAL CREDITS REQUIRED</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

COMPUTER FORENSICS SPECIALIST

This series is designed for the working person who needs to develop the skills needed in the areas of criminal justice, ethics, network security, computer security and cyber crime investigations. Learners should complete this series if they are working in computer security, law enforcement, criminal justice, data recovery, computer repair or a business that has a need to set employee policy for computer use in the workplace.

These courses help to prepare the student for various certifications and certification program requirements for entry into the field of computer security and forensics. Certifications include: The International Association of Computer Investigative Specialist (IACIS), Certified Computer Examiners (CCE), Global Information Assurance (GIAA), EnCE and ACE. These courses provide a baseline for these certifications. The various organizations, both public and private, that have developed these certifications typically have fees for membership and certification exams. The organizations may also require interviews and/or additional curricula before allowing students to sit for the certification exams. This series can be completed within one year, however, students can begin and end the program at their own pace.

For additional information, please contact faculty advisor, Richard Kalman at (609)463-3525/ kalman@atlantic.edu or contact area coordinator, Svetlana Marzelli, at (609) 343-5017 or e-mail smarzell@atlantic.edu.
COMPUTER 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 a selection of hardware and software, computer applications and introductory programming. Credits earned may be applied to the Computer Security Certificate and the Computer Systems Support, A.A.S. degree.

For additional information, please contact faculty advisor, William Dougherty, at (609) 343-4979/doughert@atlantic.edu or contact area coordinator, Svetlana Marzelli, at (609) 343-5017 or e-mail smarzell@atlantic.edu.

COURSES CREDITS
CISM125 Introduction to Computers 3
CISM176 Systems Security Methods 4
CISM222 Issues in Computer Security 3
CISM240 Introduction to Computer Forensics 4
Choose one: CISM154-Computer Programming-Java or CISM174 -Computer Programming-Visual Basic

TOTAL CREDITS REQUIRED 18
(ZCSS)

COMPUTERIZED TECHNICIAN SPECIALIST

The Computer Technician Specialist is a two-semester series designed for students who are interested in acquiring concentrated core knowledge and a practical set of skills including computer hardware and software, network, and network security for employment or advancement in a variety of computer system support fields. Students will be eligible to sit for industry certification exams such as CompTIA A+, CompTIA Network+, and CompTIA Security +. Also, courses completed in this professional series fulfill five out of the twelve core program courses in the Computer Systems Support, A.A.S. degree.

Note: Credits may be awarded for prior professional experience (contact advisor for additional information regarding PLA).

For additional information, please contact faculty advisor, Richard Kalman, at (609) 463-3525/kalman@atlantic.edu or area coordinator Svetlana Marzelli, at (609) 343-5017 / smarzell@atlantic.edu.

COURSES CREDITS
CISM125 Introduction to Computers 3
CISM130 Using PC Operating Systems 4
CISM149 Computer Hardware 4
CISM146 Computer Networking 4
CISM295 Internship for Information Technology 3

TOTAL CREDITS REQUIRED 18
(ZCTS)

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 Atlantic Cape’s Accounting, A.A.S. degree.

For information, contact the area coordinator, Karl Giulian, at (609)343-4996 or kgiulian@atlantic.edu.

COURSES CREDITS
ACCT130 Financial Accounting 4
ACCT131 Managerial Accounting 4
ACCT150 Computerized Accounting Applications-QuickBooks Pro 3
ACCT162 Microcomputer Applications Using Spreadsheets 3
CISM125 Introduction to Computers 3

TOTAL CREDITS REQUIRED 17
(ZCAT)

EDUCATIONAL OFFICE SPECIALIST

Atlantic Cape’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 Atlantic Cape’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 additional information, please contact area coordinator, Svetlana Marzelli, at (609) 343-5017 or e-mail smarzell@atlantic.edu.

COURSES CREDITS
EDUC101 Historical Foundations of American Education 3
ENGL101 Composition I 3
OSTM141 Word Processing I 3
OSTM230 Administrative Office Procedures 3
PSYC101 General Psychology 3
TCOM125 Technical Communication 3

TOTAL CREDITS REQUIRED 18
(ZEOS)
ELECTRONIC BUSINESS PROFESSIONAL


For information, contact the area coordinator, Karl Giulian, at (609)343-4996 or kgiulian@atlantic.edu.

<table>
<thead>
<tr>
<th>COURSES</th>
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<tbody>
<tr>
<td>ACCT130</td>
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<tr>
<td>BUSN102</td>
<td>3</td>
</tr>
<tr>
<td>BUSN104</td>
<td>3</td>
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<tr>
<td>TCOM127</td>
<td>3</td>
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<td>TOTAL CREDITS REQUIRED</td>
<td>13</td>
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</tbody>
</table>

(GEIB)

GEOGRAPHIC INFORMATION SYSTEMS OFFICE SPECIALIST

This series provides students with an opportunity to learn and develop expertise in GIS applications for a computer or office career. The Geographic Information Systems Office Specialist may be completed in a year, however, a student may begin and end the series at his/her own pace. Credits earned can be applied to the Office Systems Technology, A.A.S. degree.

For additional information, please contact faculty area coordinator, Svetlana Marzelli, at (609) 343-5017 or e-mail smarzell@atlantic.edu.

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<tr>
<th>COURSES</th>
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<tbody>
<tr>
<td>GIST101 Introduction to Geographic Information Systems</td>
<td>4</td>
</tr>
<tr>
<td>OSTM261 Records and Information Management</td>
<td>3</td>
</tr>
<tr>
<td>CISM164 Microcomputer Applications Using Relational Databases</td>
<td>3</td>
</tr>
<tr>
<td>Choose one: OSTM262-Business Presentations Using Multimedia or GIST Elective</td>
<td>3-4</td>
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<tr>
<td>TOTAL CREDITS REQUIRED</td>
<td>13-14</td>
</tr>
</tbody>
</table>

(ZGOS)

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 higher level of understanding of the vital communication skills necessary for conflict management and effective user training as well as to provide a strong technical foundation which students may adapt to any environment.

For additional information, please contact faculty advisor, William Dougherty, at (609) 343-4979/doughert@atlantic.edu or area coordinator, Svetlana Marzelli, at (609) 343-5017 or e-mail smarzell@atlantic.edu.

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<tr>
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<tbody>
<tr>
<td>CISM125 Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>CISM130 Using PC Operating Systems</td>
<td>4</td>
</tr>
<tr>
<td>CISM142 Help Desk Support</td>
<td>3</td>
</tr>
<tr>
<td>Choose two: TCOM127-Web Technologies</td>
<td>6</td>
</tr>
<tr>
<td>CISM162-Microcomputer Applications Using Spreadsheets</td>
<td></td>
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<tr>
<td>CISM164-Microcomputer Applications Using Relational Databases</td>
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<td>TOTAL CREDITS REQUIRED</td>
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(ZHEP)

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 the area coordinator, Karl Giulian, at (609)343-4996 or kgiulian@atlantic.edu.

<table>
<thead>
<tr>
<th>COURSES</th>
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<tbody>
<tr>
<td>HOSP100 Orientation to Hospitality and Tourism</td>
<td>3</td>
</tr>
<tr>
<td>HOSP265 Hospitality Sales and Marketing</td>
<td>3</td>
</tr>
<tr>
<td>HOSP200 Hotel Operations</td>
<td>4</td>
</tr>
<tr>
<td>HOSP250 Catering and Events Planning</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL CREDITS REQUIRED</td>
<td>13</td>
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</tbody>
</table>

(ZHOS)
HUMAN RESOURCES PROFESSIONAL

This series is designed to provide students with the knowledge needed for entry-level human resources and/or supervisory positions. Students are provided with a foundation of management functions and practices, including human resources, ethics and employment law. This series can be completed in less than one year. Credits earned can be applied towards an A.A.S. degree in Business Administration.

For information, contact the area coordinator, Karl Giulian, at (609) 343-4996 or kgiulian@atlantic.edu.

COURSES CREDITS
BUSN120 Principles of Management 3
BUSN205 Human Resources Management 3
BUSN215 Employment Law 3
BUSN106 Business Ethics 3
TOTAL CREDITS REQUIRED 12
(ZHRP)

iPHONE PROGRAMMER

The iPhone Programmer series provides students with an opportunity to gain knowledge and develop skills needed to design, build and test applications for iPhone, iPad and iPod Touch mobile devices. Students will also learn how to effectively market their applications through the App Store. After completing the series students may apply the credits toward an associate in science degree.

For additional information, please contact faculty advisor, Svetlana Marzelli, at (609) 343-5017/smarzell@atlantic.edu.

COURSES CREDITS
ARTS116 Graphic Design 3
Choose one: CISM135-Computer Programming – C++ 4
or
CISM154-Computer Programming-Java
Choose one: CISM159- Intermediate Programming – C++ 4
or
CISM254-Advanced Computer Programming – Java
CISM270 iPhone Programming 4
TOTAL CREDITS REQUIRED 15
(ZIPH)

LEGAL OFFICE SPECIALIST

This series provides the knowledge needed for entry to a clerical position in the legal field. Students are provided with a foundation that prepares them for entry to careers in law offices, municipal organizations, courts, etc. Students will learn legal terminology, business law and how to prepare legal documents. This series is not intended to train students to be paralegals.

For additional information, please contact area coordinator, Svetlana Marzelli, at (609) 343-5017 or e-mail smarzell@atlantic.edu.

COURSES CREDITS
CISM125 Introduction to Computers 3
ENGL101 Composition I 3
LEGL110 Introduction to Law and Litigation 3
OSTM141 Word Processing I 3
OSTM230 Administrative Office Procedures 3
TCOM125 Technical Communication 3
TOTAL CREDITS REQUIRED 18
(ZLOS)

MEDIA PRODUCTION SPECIALIST

The Media Production Specialist Series provides students with the opportunity to learn and develop expertise in the planning and production of audio and video. Students will utilize industry standard tools for recording, editing and packaging audio and video for a variety of delivery methods. Students will also gain insight into how media impacts our daily lives.

For additional information, please contact faculty advisor, Bojan Zilovic, at (609) 343-4959/bzilovic@atlantic.edu or contact area coordinator, Svetlana Marzelli, at (609) 343-5017 or e-mail smarzell@atlantic.edu.

COURSES CREDITS
COMM103 Introduction to Mass Media 3
TVRF103 Television Production I 3
TVRF203 Television Production II 3
TVRF180 Radio Production I 3
TVRF280 Radio Production II 3
TOTAL CREDITS REQUIRED 15
(ZMPS)
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 additional information, please contact area coordinator, Svetlana Marzelli, at (609) 343-5017 or e-mail smarzell@atlantic.edu.

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<th>COURSES</th>
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<tr>
<td>ALHT110 Comprehensive Medical Terminology</td>
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<td>CISM125 Introduction to Computers</td>
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<tr>
<td>OSTM210 Keyboarding and Document Production II</td>
<td>3</td>
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<tr>
<td>OSTM230 Administrative Office Procedures</td>
<td>3</td>
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<tr>
<td>OSTM261 Records and Information Management</td>
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TOTAL CREDITS REQUIRED 15

(MES)

MICROSOFT OFFICE SPECIALIST

The Microsoft Office Specialist Professional Series is designed for individuals who are seeking to gain personal computer knowledge and skills with an emphasis on the Microsoft Office applications. This series will provide credits toward the Computer Information Systems, A.S. or Office Systems Technology, A.A.S. degree programs.

For additional information, please contact area coordinator, Svetlana Marzelli, at (609) 343-5017 or e-mail smarzell@atlantic.edu.

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<tr>
<td>CISM125 Introduction to Computers</td>
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<td>OSTM126 Office Automation</td>
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<tr>
<td>Choose two: CISM162-Microcomputer Applications Using Spreadsheets</td>
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<tr>
<td>CISM164-Microcomputer Applications Using Relational Databases</td>
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<tr>
<td>OSTM142 Word Processing II</td>
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</table>

TOTAL CREDITS REQUIRED 15

(ZOS)

OFFICE PROFESSIONAL SPECIALIST

The Office Professional Specialist is a two-semester series designed for individuals who are seeking a career as an office professional or desire skills to assist them in efficiently managing their own business.

Students learn how to use Microsoft Office to perform word processing, spreadsheet, database, 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 additional information, please contact area coordinator, Svetlana Marzelli, at (609) 343-5017 or e-mail smarzell@atlantic.edu.

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<td>OSTM142 Word Processing II</td>
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<td>OSTM230 Administrative Office Procedures</td>
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<td>OSTM261 Records and Information Management</td>
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<tr>
<td>TCOM125 Technical Communication</td>
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TOTAL CREDITS REQUIRED 18

(ZOP)

ORACLE DATABASE AND GIS SPECIALIST

The Oracle Database and GIS Specialist Series provides students with the knowledge needed for one of the fastest growing industries of our time. Students will learn to design and program using a live Oracle server with curriculum provided by the Oracle Corporation. Also there will be an in-depth study of current GIS systems and their uses.

The Specialist series provides students with the opportunity to develop skills in the common areas of database design programming and GIS techniques and to update their technological skills and improve employability.

For additional information, please contact faculty advisor, Mary Yoa, at (609) 343-4964/yoa@atlantic.edu or area coordinator, Svetlana Marzelli, at (609) 343-5017 or e-mail smarzell@atlantic.edu.

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<td>GIST101 Introduction to Geographic Information Systems</td>
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<tr>
<td>GIST150 Geospatial Data Collection</td>
<td>4</td>
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<tr>
<td>CISM167 Programming in Oracle SQL</td>
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<tr>
<td>CISM170 Database Design Using Oracle</td>
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TOTAL CREDITS REQUIRED 17

(ZODG)
ORACLE SQL PROGRAMMING AND DATABASE DESIGN SPECIALIST

The Oracle SQL Programming and Database Design Specialist Series provides students with the knowledge needed for entry-level positions as database developer/programmer. The students will learn to design and program using a live Oracle server with curriculum provided by the Oracle Corporation.

The series provides students with the opportunity to develop skills in the common practices of database design and programming, improve employability and to update their technological skills. Upon completion, students are eligible to take the Level I Developer certification examination.

For additional information, please contact faculty advisor, Mary Yoa, at (609) 343-4964/yoa@atlantic.edu or area coordinator, Svetlana Marzelli, at (609) 343-5017 or e-mail smarzell@atlantic.edu.

PC SPECIALIST

This series is designed for the working person who needs user skills in personal computers. Students should complete this series if they own a business, work in an office, want to develop Internet proficiency or simply need to update their skills.

They will learn how to select hardware and software for a business, use a PC to enhance efficiency and productivity, and skills to supervise a small PC operation. Students will also learn the most common business software applications: word processing, spreadsheets and database. In addition, there is coursework on PC operating system software (Windows), file management, multimedia, and the Internet and the World Wide Web.

For additional information, please contact faculty advisor, Richard Kalman, at (609) 463-3525/kalman@atlantic.edu or area coordinator, Svetlana Marzelli, at (609) 343-5017 or e-mail smarzell@atlantic.edu.

PROJECT MANAGEMENT

This series will enable students to manage all major project management components such as project planning, initiation, execution, control and closing. The series will also provide students with introductory level knowledge on various types of business ownership, organization, management, marketing, industries, personnel, labor and legal considerations. Students will also learn to use Microsoft Project software.

For additional information, please contact faculty advisor, Bojan Zilovic at (609) 343-4959/bzilovic@atlantic.edu or area coordinator, Svetlana Marzelli, at (609) 343-5017 or e-mail smarzell@atlantic.edu.

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 Systems Technology, A.A.S. degree.

For additional information, please contact area coordinator, Svetlana Marzelli, at (609) 343-5017 or e-mail smarzell@atlantic.edu.
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 toward an A.A.S. degree in Hospitality Management.

For information, contact the area coordinator, Karl Giulian, at (609)343-4996 or kgiulian@atlantic.edu.

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<tr>
<th>COURSES</th>
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<tr>
<td>HOSP132</td>
<td>Food Service Sanitation 1</td>
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<td>HOSP134</td>
<td>Restaurant Operations 3</td>
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<tr>
<td>HOSP135</td>
<td>Food Fundamentals 3</td>
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<tr>
<td>HOSP215</td>
<td>Beverage Operations 3</td>
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<tr>
<td>HOSP250</td>
<td>Catering and Events Planning 3</td>
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**TOTAL CREDITS REQUIRED**

(ZPSP) 13

SMALL BUSINESS MANAGEMENT SPECIALIST

This series is designed for the small business owner or prospective owner and prepares them to do the basic accounting, management and marketing tasks required for business success.

For information, contact the area coordinator, Karl Giulian, at (609)343-4996 or kgiulian@atlantic.edu.

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<thead>
<tr>
<th>COURSES</th>
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<tbody>
<tr>
<td>ACCT150 Computerized Accounting Applications-QuickBooks Pro</td>
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<tr>
<td>BUSN102 Principles of Marketing</td>
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<td>BUSN104 Entrepreneurship</td>
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<td>ACCT162-Microcomputer Applications Using Spreadsheets</td>
<td>3</td>
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<tr>
<td>CISM125-Introduction to Computers</td>
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**TOTAL CREDITS REQUIRED**

(ZSBM) 12

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 and Web graphics and animation.

For information, contact the area coordinator, Dr. Augustine Nigro, at (609)343-5022/anigro@atlantic.edu.

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<th>COURSES</th>
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<tr>
<td>ARTS110 Fundamental Drawing</td>
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<td>ARTS116 Graphic Design</td>
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<tr>
<td>ARTS135 Art with Computers</td>
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<tr>
<td>ARTS165 Web Graphics and Animation</td>
<td>3</td>
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<tr>
<td>CISM163 Web Page Design</td>
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**TOTAL CREDITS REQUIRED**

(ZVIS) 15

WEB DESIGN PROFESSIONAL

The Web Design Professional Series is a two-semester series designed for the working professional needing to become proficient in Web page design technologies. Students design and develop Web sites that are graphically rich, well thought out and professional. They use industry-standard design applications while exploring theoretical Web design concepts and generally-accepted development techniques for both Web and Web graphics and animation design. Upon completion of these courses, participants will be prepared to sit for the Macromedia Dreamweaver Developer Certification exam.

For additional information, please contact faculty advisor, Bojan Zilovic, at (609) 343-4959/bzilovic@atlantic.edu or area coordinator, Svetlana Marzelli, at (609) 343-5017 or e-mail smarzell@atlantic.edu.

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<td>CISM125 Introduction to Computers</td>
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<tr>
<td>TCOM127 Web Technologies</td>
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<tr>
<td>CISM163 Web Page Design</td>
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<tr>
<td>CISM165 Web Graphics and Animation</td>
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**TOTAL CREDITS REQUIRED**

(ZWDP) 15

WINDOWS SERVER SPECIALIST

This Series provides students with an in-depth knowledge of the Windows Server environment. Students will troubleshoot system difficulties with a Microsoft Windows Server. In addition, this professional series will prepare students to sit for the industry standard MCSA Microsoft Certified Systems Administrator examination.

* Students already employed in the computer networking industry may convert their experience through the prior learning assessment (PLA) process.

For additional information, please contact faculty advisor, Bo Zilovic, at (609)343-4959/bzilovic@atlantic.edu or area coordinator, Svetlana Marzelli, at (609)343-5017 or e-mail smarzell@atlantic.edu.

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<tr>
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<td>CISM179 Windows Server</td>
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<td>CISM229 Windows Server Administration</td>
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<tr>
<td>CISM269 Advanced Windows Server</td>
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<tr>
<td>*CISM295 Internship in Information Technology</td>
<td>3</td>
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**TOTAL CREDITS REQUIRED**

(ZWSS) 18
Course Descriptions

Course descriptions are listed alphabetically by subject area. The first number to the right of the information indicates lecture hours, the middle number laboratory, clinical or field study hours, and the third the total credits for the course.

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)

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 3-0-3
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 2-0-2
Standard First Aid, Personal Safety, and Basic Life Support
American Red Cross procedures for administration of emergency first aid care, individual personal safety and accident prevention and training in basic life support techniques including cardiopulmonary resuscitation. (1988)

ALHT160 3-0-3
Essentials of Culinary Nutrition
Designed for students in hotel, restaurant, institutional management and culinary programs. They will learn to use the principles of nutrition to evaluate and modify menus and recipes. Students
will be able to respond knowledgeably to customers’ questions and needs and apply nutrition to selecting, cooking and planning menus in commercial, industrial and institutional operations. (2006)

**ANTH – ANTHROPOLOGY**

**ANTH/BIOL101** 3-3-4
**Biological Anthropology – Human Origins and Evolution**
Prerequisite: ENGL080 and meets minimum requirements to enroll in MATH074
Introduction to biological anthropology. Study of human genetics, biochemistry, anatomy, physiology and primatology including the primate fossil record. Demonstrates how biological aspects of humans have evolved and how biological evolution is intertwined with human culture, human behavior, and the environment. Only anthropology course that fulfills laboratory science requirements. Meets General Education requirement for Science. (1997)

**ANTH103** 3-0-3
**Cultural Anthropology**
Prerequisite: ENGL080
Introduction to the anthropological study of the nature and functions of human culture. Examines human societies including their communication, belief, and exchange systems; their social, economic, and political organization; their healing practices, and their general patterns of life. Diverse cultural realities, world views, and value systems are emphasized. Concepts, methodology, readings, activities, and fieldwork projects are directly applicable to today’s multicultural work environment. Meets General Education requirement for Diversity and Social Science. (2003)

**ALPS – ACCELERATED LEARNING PROGRAM SUPPORT**
See ENGL099-Accelerated Learning Program Support

**ARTS - ART**
Students are responsible for cost of instructional art materials and supplies beyond those directly covered by lab fees.

**ARTS100** 2-2-3
**Color and 2-D Design**
Introductory lecture/studio course dealing with the art elements and principles of design. Through a series of structured black and white and color projects, students learn to manipulate these elements and principles to create visual solutions to a variety of conceptual problems. Offered in spring. (2008)

**ARTS103** 3-0-3
**Art Appreciation**
Lecture survey course 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. (2011)

**ARTS108** 3-0-3
**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  
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. (2013)

ARTS116  
Graphic Design  
Prerequisite: ARTS135 or CISM125 or permission of instructor  
Provides students with an introductory understanding of print and Web technologies, basic concepts and terminology used in computer graphics and design and exploration of related software. Through a series of computer-based projects, students will design for hardcopy and Web distribution. Emphasis will be on effective design, problem solving, design analysis and self-analysis of designed products that include images and text generated through the use of computer technology. (2006)

ARTS120  
Introduction to Printmaking Processes  
(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, collagraphs 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)

ARTS/COMM126  
Film History  
Prerequisite: ENGL080 with a C or better or placement into ENGL101  
Surveys the historical development of Hollywood as one of the leading exporters of American culture—each year earning billions of dollars domestically and abroad and spawning a litany of film-themed products through ancillary business. Students examine nine distinct time periods in film history beginning with the pre-cinema period in the late 1800’s—organized around four major themes: cultural/historical events, a detailed look at the film business, cataloging of important studio films by genre and an analysis of important films/filmmakers. Students learn about Hollywood’s effects on fashion, language, economics and politics. Students analyze the industry’s celebrity class—the American equivalency of royalty. Students find links between the past, present and future to understand the contemporary film industry. (2014)

ARTS128  
Introduction to Photographic Methods  
Study of the creative manual controls of the still, point and shoot camera and digital editing techniques. Creating color and black and white images, students will demonstrate knowledge of small format camera skills and an understanding of composition, digital image manipulation, and quality digital output using scanning and photo editing software. (Students must provide a camera with manual controls.) (2013)

ARTS135  
Art with Computers  
Prerequisite: arts110 or permission of instructor  
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  
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  
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  
Introduction to Watercolor  
Prerequisite: ARTS100 or ARTS 110 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  
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  
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**

**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**

**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**

**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**

**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**

**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**

**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**

**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**

**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**

**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**

**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)
ARTS223 2-2-3
Classical Drawing and Painting
Prerequisite: ARTS110 or permission of instructor
An advanced lecture/studio course that explores classical drawing and painting. This course deals thematically with the landscape, still-life and figure using value systems, perspective, proportion, color and composition as it relates to the practice of traditional drawing and painting techniques. Students learn to work with media such as charcoal, chalk, pastel, pen and ink, watercolor, gouache and oil and/or acrylic paint. (2011)

ATCT – AIR TRAFFIC CONTROL TERMINAL

ATCT101 4-0-4
Introduction to Air Traffic Control
Introduces students to the profession of air traffic control. The course covers the history, structure, rules, phraseology and organization of air traffic control. The course also includes the regulations that govern air traffic controllers, pilots and the National Airspace system. Additionally, the course covers basic aerodynamics, charts, navigation, flight instruments and the affects of weather on flying. (2010)

ATCT120 3-0-3
Aviation Weather
Introduces students to the reading and interpretation of weather reports and charts as well as theories of meteorological processes and their impact on aviation. Students will analyze weather factors decisive to safe flight operations. Topics include but are not limited to aviation weather fundamentals, atmospheric circulation systems, aviation weather resources and weather hazards. (2010)

ATCT170 4-0-4
ATC Regulations
Prerequisite: ATCT101
Introduces students to the regulations, procedures and phraseology that govern Air Traffic Controllers and En Route sectors. Airport traffic control procedures, instrument operations, special VFR procedures and radar operations will be covered. Upon completion, students will become familiar with both the Terminal (Control Tower) and Radar (TRACON) environments. (2010)

ATCT220 6-0-6
Control Tower Operations I
Prerequisite: ATCT170
Course focuses on providing students with a hands-on learning experience in a control tower simulation under the supervision of faculty. Primary focus will be on the flight data, clearance delivery and ground control positions. This course prepares students for entry level training at the equivalent of a level 7 terminal facility. (2011)

ATCT225 4-0-4
Terminal Radar I
Prerequisite: ATCT170
Requires students to actively participate in structured scenarios designed to demonstrate the aptitude and skills necessary for initial developmental training at low level Terminal Radar Approach Control (TRACON) facilities, while providing students with the opportunity to actively apply the regulations, procedures and phraseology acquired in prerequisite courses. (2010)

ATCT280 6-0-6
Control Tower Operations II
Prerequisite: ATCT220
Course provides students with a hands-on learning experience in a control tower simulation under the supervision of faculty. It is a continuation of Control Tower Operations I. The Local Control position will be the primary focus of this course and, the course is designed to prepare students for entry-level training on the Local Control position at a terminal facility equivalent to level 7 operations. (2011)

ATCT285 4-0-4
Terminal Radar II
Prerequisite: ATCT225
A continuation of ATCT225-Terminal Radar I. Students participate in simulated air traffic control exercises under the supervision of faculty. The course is designed to develop more advanced skill levels in the application of air traffic control procedures pertinent to approach control facility operations. Students will actively apply regulations, procedures and phraseology within more complex situations equivalent to a level 7 TRACON facility. (2011)

AVIT – AVIATION

AVIT101 1-1-1
Experiential Flight
Prerequisite: U.S. Citizenship
Designed for students interested in experiencing limited flight training. The course provides introductory ground and flight training. Students will work with an FAA certified flight instructor and will be introduced to basic aeronautical skills and knowledge. This course is not intended for students wishing to earn a pilot’s license. The course is for students who simply want to gain some experience flying a single engine aircraft. (2014)

AVIT103 1-1-1
Simulated Flight
Designed for students interested in experiencing flight training in a flight simulator. The course provides introductory ground and flight training. Students will work with an FAA certified flight instructor and will be introduced to basic aeronautical skills and knowledge. This course is not intended for students wishing to earn a pilot’s license. The course is for students who simply want to gain some experience flight training in a flight simulator. (2014)
AVIT107  Aeronautical Knowledge Seminar  1-0-1
Aeronautical Knowledge Seminar
This seminar is designed to cover the aeronautical knowledge necessary to successfully complete the content knowledge requirement for obtaining a private pilot airplane license. This course may also be taken to reinforce a student’s prior aeronautical knowledge. (2012)

AVIT110  Private Pilot Ground School  3-0-3
Private Pilot Ground School
Introduces students to the basic knowledge necessary to function safely and competently in the flight environment. Topics include but are not limited to airplane components, aerodynamic principles of flight, aircraft instruments and systems, performance prediction and weight/balance control. This course also introduces students to the flight environment including airports, airspace, aeronautical charts, ATC services, navigation aids, VFR and IFR operations, approach and departure procedures, FAA regulations and the Airman’s Informational Manual. Additionally, the course covers basic weather theory, weather forecasts and reports, pilotage, dead reckoning, communication procedures, flight planning, decision making, human factors and aviation physiology. (2012)

AVIT125  Special Topics in Aviation Studies  3-0-3
Special Topics in Aviation Studies
This course is designed to introduce students to particular topics related to or influencing aviation. Topics are selected based on their significance and or level of impact. Topics may include, emerging technologies, regulations, aviation history, advances in aviation or general aviation topics. See current course schedule for specific course topic information. (2011)

AVIT127  Introduction to Airport Management  3-0-3
Introduction to Airport Management
Prerequisite: ENGL080 and MATH074 with grades of C or better or Placement Test scores.
Provides students with an introduction to the major elements in the process of airport planning and management. Topics include but are not limited to airport regulations, financing, site selection and environment impact, airport capacity and delays, terminal planning and design, ground access planning, daily operations and security, and airline and public relations. (2015)

AVIT135  Introduction to Unmanned Aircraft Systems  3-0-3
Introduction to Unmanned Aircraft Systems
Designed to introduce students to unmanned aircraft systems. Topics include but are not limited to system elements, regulations, operations, practical uses of UAS, safety, the history and future of UAS, sensors and payloads and human factors. (2014)

AVIT145  Private Pilot Helicopter  1-3-2
Private Pilot Helicopter
Prerequisites: U.S. citizenship, and a Class 2 medical certificate
Includes actual flying experience with an FAA approved flight instructor. Students will receive 65 hours of flight instruction including dual, solo and briefing, and ground instruction. Successful completion will result in earning a Private Pilot license. This course facilitates students in developing the knowledge and skills needed to safely exercise the privileges and obligations of a Private Pilot acting as Pilot-in-Command of a helicopter. (2012)

AVIT150  Flight Attendant Essentials  4-0-4
Flight Attendant Essentials
Prerequisite: HOSP100
This course provides an introduction to flight attendant duties. Topics include but are not limited to flight safety, federal aviation regulations, passenger cabin procedures, human factors, passenger care and management, conflict resolution, aircraft systems, emergency and boarding procedures, in-flight service procedures, safety briefing announcements, customer service skills and airline terminology. (2011)

AVIT185  Remote Sensing Using Unmanned Aerial Systems  4-0-4
Remote Sensing Using Unmanned Aerial Systems
Prerequisite: AVIT135
Introduces students to the use of unmanned aerial systems for remote sensing and acquiring information about the Earth’s surface without coming in contact with it. Topics include but are not limited to an introduction to remote sensing, classification of unmanned aerial systems, attitude estimation, lateral channel fractional order flight controller design, remote sensing using a single UAS, using multiple UAS’s, and diffusion control using mobile sensors and actuator networks. (2014)

AVIT200  Aeronautical Skills  1-1-1
Aeronautical Skills
Prerequisite: Permission of Instructor
This course is designed to extend a student’s flight training. The course provides an opportunity for students to focus on their individualized needs as a student pilot attempting to gain the skills and knowledge necessary to safely exercise the privileges and obligations of a licensed pilot. Students are presented with a combination of lecture, simulation, and practical flight experience designed to meet their needs. This course affords students an additional 15 hours of flight training with a certified flight instructor. (2014)

AVIT210  Private Pilot  1-4-2
Private Pilot
Prerequisite: AVIT110 (may be taken concurrently). Students are also required to have proof of U.S. citizenship or TSA approval, and a valid second-class medical certificate to enroll in this course. Includes actual flying experience with an FAA approved flight instructor. Students will receive 65 hours of flight instruction including dual, solo and briefing. Successful completion will result in earning a Private Pilot license. This course facilitates students in developing the knowledge and skills needed to safely exercise the privileges and obligations of a Private Pilot acting as Pilot-in-Command of a single-engine airplane. (2012)
AVIT220 3-0-3
Instrument Pilot Ground School
Prerequisite: AVIT210
Focuses on ground training to prepare students for the FAA's instrument rating airplane knowledge test. Topics include but are not limited to Federal Aviation Regulations, attitude flight, navigation aids, IFR meteorology, IFR procedures and operations, and phraseology. (2011)

AVIT235 1-0-1
Instrument Knowledge Seminar
Prerequisite: Valid Pilot’s license
This seminar is designed to cover the instrument knowledge necessary to successfully complete the content knowledge requirement for obtaining an instrument rating for an airplane pilot’s license. This course may also be taken to reinforce a student’s prior aeronautical knowledge. (2012)

AVIT240 3-4-4
Instrument Pilot
Prerequisites: U.S. Citizenship, valid private pilot’s license, Class 2 medical certificate
Includes actual flying experience with a FAA approved flight instructor. Students will receive 55 hours of flight instruction and ground instruction. The course is designed for students to gain the necessary aeronautical skill and knowledge to meet the requirements of an Instrument Rating with an Airplane category and a Single-Engine Land class rating. (2014)

AVIT255 3-4-4
Instrument Pilot Helicopter
Prerequisites: U.S. Citizenship, valid private helicopter pilot’s license, Class 2 medical certificate
Will familiarize the student with helicopter systems, operation, power plant, instrumentation, and performance, loading and flight characteristics used in instrument flying. Includes 55 hours of flight training and ground instruction with a FAA certified flight instructor. (2014)

AVIT260 3-0-3
Commercial Pilot Ground School
Prerequisite: AVIT240
Focuses on ground training to prepare students for the FAA’s Commercial Pilot airplane certificate with an Airplane category rating and a Single-Engine Land class rating. The Commercial certificate consists of two parts: aeronautical knowledge and aeronautical skills. This course prepares students with the necessary knowledge to begin skills training. (2012)

AVIT265 3-4-4
Commercial Pilot Helicopter
Prerequisites: U.S. Citizenship, valid private helicopter pilot’s license with an instrument rating, Class 2 medical certificate
This course covers the aeronautical skills and knowledge necessary to meet the requirements for a commercial pilot certificate with a rotorcraft category and helicopter class rating. Includes 60 hours of flight training and ground instruction. (2014)

AVIT275 1-0-1
Commercial Pilot Knowledge Seminar
Prerequisite: Valid Pilot’s license
This seminar is designed to cover the aeronautical knowledge necessary to successfully complete the content knowledge portion of obtaining a commercial airplane pilot’s license. This course may also be taken to reinforce a student’s prior knowledge. (2012)

AVIT276 3-0-3
Fundamentals of Flight Instruction
Prerequisite: Valid commercial pilot’s license
This course is designed to introduce the fundamentals of flight instruction. Student will learn about the teaching and learning process, instructional design and delivery, techniques for assessing learning, and methodologies for safely instructing students to fly. (2014)

AVIT278 1-1-1
Airplane Flight Instructor
Prerequisites: U.S. Citizenship, valid commercial pilot’s license with an instrument rating, Class 2 medical certificate
This course provides students with the skill, knowledge, and aeronautical experience necessary to meet the requirements for a flight instructor certificate with an airplane category rating and single-engine class rating. The course includes 25 hours of flight time so students can practice instruction and the analysis of maneuvers. (2014)

AVIT280 3-8-5
Commercial Pilot
Prerequisites: U.S. Citizenship, valid private pilot’s license with an instrument rating, Class 2 medical certificate
Includes 130 hours of actual flying experience and ground instruction with an FAA approved flight instructor. The course is designed for students to gain the necessary aeronautical skill and knowledge to meet the requirements of a Commercial Rating with an Airplane category and a Single-Engine Land class rating. (2014)

AVIT282 1-1-1
Helicopter Flight Instructor
Prerequisites: U.S. Citizenship, valid commercial pilot’s license with an instrument rating, Class 2 medical certificate
This course is designed to prepare students to become a certified flight instructor. Upon successful completion, students will demonstrate the necessary aeronautical skill to obtain a certificated flight instructor certificate with a rotorcraft category and helicopter class rating. The course includes 25 hours of flight time so students can practice instruction and the analysis of maneuvers. (2014)
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**  
**The Human Body**  
Prerequisites: ENGL080, and MATH071 or MATH074 or equivalent with a grade of C or better or Placement test score or SAT score. 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. (2015)

**BIOL120**  
**Human Anatomy and Physiology I**  
Prerequisites: BIOL109 or CHEM100 or CHEM110 with a C or better, and MATH071 or MATH074 or equivalent with a grade of C or better or Placement Test score or SAT score. Students planning to transfer should consult their transfer institution for advice on whether to take a biology or chemistry course. Nursing students are advised to take Chemistry. Study of circulatory, respiratory, digestive, excretory and reproductive systems. This course includes animal dissection. Meets General Education requirement for Science. (2015)

**BIOL121**  
**Human Anatomy and Physiology II**  
Prerequisite: BIOL120 with a C or better  
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. (2015)

**BIOL203**  
**Microbiology**  
Prerequisites: Two college-level lab science courses with a grade of C or better, 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. (2014)

**BIOL205**  
**Genetics**  
Prerequisites: BIOL110, CHEM111  
Genetics is designed to give the student an overview of the discipline of genetics, the study of the transmission of biological properties from parents to the offspring. This course introduces the principles of transmission, molecular, population, and quantitative genetics. The laboratory activities will teach students basic skills in classic and modern genetics. (2012)
### BUSN – BUSINESS ADMINISTRATION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN101</td>
<td>3-0-3</td>
<td>Introduction to Business</td>
<td>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.</td>
</tr>
<tr>
<td>BUSN102</td>
<td>3-0-3</td>
<td>Principles of Marketing</td>
<td>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)</td>
</tr>
<tr>
<td>BUSN104</td>
<td>3-0-3</td>
<td>Entrepreneurship</td>
<td>Study of the problems in operating a small business. Includes site selection, insurance, record keeping, inventory control, buying, promotion and employee relations. (2014)</td>
</tr>
<tr>
<td>BUSN106</td>
<td>3-0-3</td>
<td>Business Ethics</td>
<td>Course requires students to confront provoking ethical issues by first examining their personal values system, along with critical thinking and reasoning skills, and placing these systems and skills into challenging ethical dilemmas. The course emphasizes ethical issues currently being faced in all lines of business and workplace organizations. Students will be introduced to the concepts of corporate governance and corporate social responsibility. Documented case studies from actual businesses will be used to illustrate and analyze ethical dilemmas. (2009)</td>
</tr>
<tr>
<td>BUSN120</td>
<td>3-0-3</td>
<td>Principles of Management</td>
<td>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)</td>
</tr>
<tr>
<td>BUSN142</td>
<td>3-0-3</td>
<td>Introduction to Personal Finance</td>
<td>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.</td>
</tr>
<tr>
<td>BUSN153</td>
<td>5-0-5</td>
<td>Real Estate Salesperson</td>
<td>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.</td>
</tr>
<tr>
<td>BUSN/HOSP205</td>
<td>3-0-3</td>
<td>Human Resources Management</td>
<td>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)</td>
</tr>
<tr>
<td>BUSN210</td>
<td>3-0-3</td>
<td>Business Law I</td>
<td>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.</td>
</tr>
<tr>
<td>BUSN211</td>
<td>3-0-3</td>
<td>Business Law II</td>
<td>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.</td>
</tr>
<tr>
<td>BUSN215</td>
<td>3-0-3</td>
<td>Employment Law</td>
<td>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)</td>
</tr>
<tr>
<td>BUSN/CISM247</td>
<td>3-0-3</td>
<td>Management Information Systems</td>
<td>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)</td>
</tr>
</tbody>
</table>
CDCC – CHILD DEVELOPMENT/CHILD CARE

CDCC/EDUC103  2-0-2
Roles of the Early Childhood 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.) (2013)

CDCC104  3-3-4
Infant and Toddler Development: Theory and Applications
Prerequisite: EDUC/CDCC103 (may be taken concurrently)
This course is designed to give the student a basic understanding of caring for infants and toddlers in a group setting. Students will learn how to care for children as well as themselves and to be aware of the needs of the child, the care setting, the family, the community, and society as a whole. The course will assist students in meeting Child Development Associate (CDA) requirements. Students will participate in a 45-hour practicum. (2014)

CDCC/EDUC115  2-3-3
Planning the Preschool Curriculum
Prerequisite: EDUC/PSYC110
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. (2013)

CDCC/EDUC130  1-6-3
Early Childhood Practicum
Prerequisites: EDUC/PSYC110, CDCC/EDUC115
Teaching practicum and integration seminar for Child Development Associate candidates, Child Development/Child Care and Preschool - Grade 3 Education 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. 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.) (2013)

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, and MATH071 or MATH074 or equivalent with a grade of C or better or Placement test score or SAT score. 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. Will not serve as a prerequisite for upper-level chemistry offerings. Meets General Education requirement for Science. (2015)

CHEM102  3-3-4
Introduction to Forensic Science
Meets the General Education Science requirement for the Criminal Justice A.S. degree major only.
Designed for students who wish to pursue a career in criminal justice. It introduces the basic concepts in chemistry, physics and biology necessary to understand the operation of a contemporary forensic crime laboratory. Simulated crime scenes and case studies will be explored. Laboratory sessions and experiments sessions will emphasize current forensic procedure. (2008)

CHEM110  3-3-4
General Chemistry I
Prerequisites: ENGL080 and MATH074 with a grade of C or better or Placement Test score or SAT score. 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: CHEM111 with a grade of C or better
Modern theories of molecular structure, reaction mechanisms, and synthesis of organic compounds are introduced. Topics include classification and nomenclature of organic compounds, stereochemistry, hydrocarbons, halogenated hydrocarbons, and spectroscopy. Laboratory sessions will emphasize techniques for the synthesis, purification, and identification of organic compounds. (2015)

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)

CISM106 1-0-1
Internet Research
Prerequisite: ESLN092 or placement into ENGL070
A broad-based overview of Internet research methods designed to meet the needs of users from a broad range of experience levels, this course provides essential information about Internet research, including topics on search toolbars, intelligent search agents and finding, evaluating and citing online sources. Emphasis will be given to scholarly databases available through the College’s library and geospatial databases, which can be accessed through web-based geospatial viewers. (2011)

CISM125 3-0-3
Introduction to Computers
Education majors should take CISM290-Instructional Technology for Teachers. 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 file program. Other topics include computers in society, business and government as well as jobs and careers in computing. Meets General Education requirement for Technology.

CISM130 4-0-4
Using PC Operating Systems
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 4-0-4
Computer Programming-C++
Prerequisite: CISM125
Covers programming concepts and methodologies using the C++ programming language. Emphasizes structured programming techniques in procedural programs. Covers control structures, arrays pointed and strings. (2000)

CISM142 3-0-3
Help Desk Support
Prerequisite: CISM125
Provides an overview of the topics relevant to working at a help desk including customer service skills. Topics discussed include help desk concepts, roles and responsibilities, help desk operations, help desk processes and procedures, tools and technologies, performance measures, customer satisfaction, listening and communication skills, solving and preventing problems and training. (2005)

CISM143 3-0-3
Introduction to Project Management
Prerequisite: CISM125
Provides students with concepts and techniques for managing projects in a wide range of industries and organizations. The course takes a decision-making, business-oriented approach to the management of projects, which is reinforced with current examples of project management in action. The course also addresses project management within the context of a variety of successful organizations, whether publicly held, private, or not-for-profit. Students are introduced to Microsoft Project, an industry standard project management computer application. (2012)

CISM146 4-0-4
Computer Networking
This course is designed to prepare students for a career in supporting computer networks. This course provides a strong foundation in networking software, hardware, support and network design. (2014)

CISM149 4-0-4
Computer Hardware
Prerequisite: CISM125 (may be taken concurrently)
This course is designed so students learn the concepts and techniques used by certified information technology professionals for supporting and troubleshooting computer hardware. Topics include but are not limited to working inside a computer, supporting processors and memory, supporting hard drives, installing and
supporting storage devices, setting up a network, and satisfying customer needs. (2014)

**CISM154**  
Computer Programming-Java  
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++  
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  
Prerequisite, one of the following: CISM135, CISM154 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. (2011)

**CISM162**  
Microcomputer Applications Using Spreadsheets  
Prerequisite: CISM125  
Presentation of the most common spreadsheet applications in a business environment including graphics, limited accounting packages and state-of-the-art integration. Emphasis will be on competence in developing spreadsheets in the micro lab. No programming experience required. (1997)

**CISM163**  
Web Page Design  
Prerequisite: CISM127 or permission of instructor  
Covers concepts and techniques related to designing and developing professional Web sites. The course enables students to design and develop a professional Web site using industry-standard tools. (2006)

**CISM164**  
Microcomputer Applications Using Relational Databases  
Prerequisite: CISM125  
Advanced concepts in relational database development. Emphasis on the structured techniques for program design, development, testing and documentation to build business applications. Includes the creation of data entry screens for interactive environments with emphasis on report generation for business applications. (2002)

**CISM/ARTS165**  
Web Graphics and Animation  
Prerequisite: ARTS135 or CISM125 or permission of instructor (ARTS/CISM165 is not a substitute for a 200-level ARTS course for Studio Art majors.)  
Introduces students to the techniques, tools and concepts necessary to design and develop graphics and animation for the Internet. Students will work with professional graphic and animation tools to develop a graphics and animation portfolio. (2005)

**CISM167**  
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**  
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**  
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)

**CISM176**  
Systems Security Methods  
Prerequisite: CISM125  
A study of the fundamental techniques for computer security and its implementation. Students will learn to assess and mitigate risk, evaluate and select appropriate technologies, and apply proper security safeguards. (Course is designed to prepare students for the CompTIA Security+ industry certification exam) (2014)
CISM179  
Windows Server  
Prerequisite: CISM125 (may be taken concurrently)  
This course provides students with the skills and knowledge necessary to implement a core Windows Server Infrastructure into an existing enterprise environment. This course focuses on skills for today’s jobs and prepares students to prove mastery of core services such as Active Directory and networking services. (2015)

CISM180  
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  
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)

CISM190  
Social Media for Business  
Prerequisite: CISM125  
This course will explore emerging social media technologies and study their application in business. Students will examine these technologies from a theoretical perspective by reading scholarly research and writing, but will also learn how to use and author content. The course covers technologies including social and business networking, blogs, microblogs, collaboration tools, podcasts, forums, viral video, social bookmarking and other emerging web technologies. Additionally, students will learn how to use these technologies to monitor and engage online communities, identify influencers, establish thought leadership and create a sustainable social media business model. (2011)

CISM222  
Issues in Computer Security  
Prerequisite: CISM154 or CISM174  
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. (2014)

CISM229  
Windows Server Administration  
Prerequisite: CISM179 (may be taken concurrently)  
This course will help students validate the skills and knowledge necessary for implementing, managing, maintaining, and provisioning services and infrastructure in a Windows Server Infrastructure or an enterprise environment. (2014)

CISM240  
Introduction to Computer Forensics  
Prerequisite: CISM125 or departmental 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 success on projects and exercises throughout the course. (2010)

CISM244  
Advanced Project Management  
Prerequisite: CISM125, CISM143  
This course will help students plan and manage a wide range of projects, from meeting crucial deadlines and budgets to selecting the right resources. The focus of this course is on the software tools necessary for successful project management. The course will provide students with an understanding of Microsoft Project and allow them to render the skills necessary to utilize the program. Topics include basic and task specific functions, utilization of PERT/Gant, resource management and calendar work schedule manipulation. In addition, students will also be able to customize Microsoft Project views and menus. (2012)

CISM/BUSN247  
Management Information Systems  
Prerequisites: BUSN120, CISM125  
Introduces the concept of information as a resource in business. Integration and management of various information resources in a business organization, including management information systems, decision support systems, telecommunications, data management and office automation. Analysis of the manager’s role in information system design and the management of information system departments. (2002)

CISM254  
Advanced Computer Programming-Java  
Prerequisite: CISM154  
Addresses the advanced topics of object orientation used in software engineering, the theory behind data abstraction, inheritance, and GUI design. Additional topics will include sorting and searching algorithms, dynamic data structures and Java database connectivity. (2005)

CISM259  
Advanced Programming-C++  
Prerequisite: CISM159  
Covers the advanced topics of object-orientation used in software engineering, and the theory behind polymorphism, inheritance, data composition, and exception handling using classes. In ad-
dition, data structures and the algorithms associated with them will be studied. These topics will include recursion, stacks, queues, binary trees and sorting. (2000)

CISM269 Advanced Windows Server
Prerequisite: CISM229
This course provides students with the skills and knowledge necessary to administer Advanced Windows Server Infrastructure in an enterprise environment. This course focuses on skills for today’s jobs and prepares students to prove mastery of Advanced Windows Server. (2014)

CISM270 iPhone Programming
Prerequisite: CISM135 or CISM154 or permission of instructor
This course is an introduction to writing objective-oriented applications for the iPhone, iPod touch and iPad using the iOS SDK, Objective-C programming language and Cocoa Touch frameworks. Topics will include iPhone development tools and fundamentals, user interface design, how to submit applications to the App Store and applications business issues. An iPhone, iPod touch or iPad are not required for coursework completion. Students will be able to build and test applications on Intel-based Mac computers using a free compiler and simulator. (2011)

CISM271 Android Programming
Prerequisite: CISM135 or CISM154 or permission of instructor
This course is an introduction to developing native applications for Android mobile devices. Students will develop applications in Java using Google’s Android Development Toolkit. Topics will include Android development tools, user interface design, how to submit applications to the Android Market and application business issues. An Android mobile device (smartphone or tablet) is not required for coursework completion. Students will be able to build and test applications on a Windows computer using freely available tools such as Eclipse and the Android emulator. (2012)

CISM280 Capstone Portfolio
Prerequisite: Permission of Dean, Career, Technical & STEM Education
Designed to grant students the opportunity to develop a product portfolio documenting aspects of their academic career. Students will design and develop an electronic portfolio, including examples of their best work from program courses, and will be required to complete a capstone project. The project objectives will be based on the student’s major course of study. (2010)

CISM290 Instructional Technology for Teachers
Prerequisites: EDUC101 and EDUC213 or CDCC110
Designed to introduce pre-service teachers to concepts and techniques for integrating a wide variety of technologies into their curriculum. This course provides hands-on experiences designed to illustrate the possibilities and potentials of technology for education. The course focuses on how teachers can apply technology effectively to promote student learning, higher order thinking skills and critical thinking skills. Included in the course is the development of a portfolio containing lesson plans and examples of completed projects. (2012)

CISM295 Internship in Information Technology
Prerequisite: Permission of Instructor
Designed to give students the opportunity to apply classroom theory in a faculty-approved, 102-hour internship. Students are 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. (2014)

COMM – COMMUNICATION

COMM103 Introduction to Mass Media
Prerequisite: ENGL080 with a grade of C or better or placement into ENGL101
Studies 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
Prerequisite: ENGL080 with a grade of C or better or placement into ENGL101
Study of the history and role of public relations in society. Students explore mass media, persuasion, publicity, and radio and television. Students examine special events, crisis management, communication techniques, research and evaluation, communication law and ethics. Basically a theory course, this introduction also applies ideas practically to real clients and organizations. (2005)

COMM105 Television History
Prerequisite: ENGL080 with a grade of C or better or placement into ENGL101
Surveys the historical development of broadcast television from its roots in radio into cable, satellite, electronic networks and the present-day converged media environment. Students learn how television affects American culture, economics, politics and entertainment. Students examine the institutions, structure and programming that has helped television develop into one of our most powerful and important forms of media, binding together America with shared knowledge and experiences and shaping our attitudes, beliefs and values. Students also analyze the interrelationships
among television networks and stations with advertisers, audiences and the federal government. (2011)

COMM107 3-0-3
Popular Music & Radio History
Prerequisite: ENGL080 with a grade of C or better, or placement into ENGL101
Surveys the historical development of the recording industry from 1900 to the present – with particular emphasis on the way that evolution was shaped by radio. Students examine the symbiotic relationship between the recording and radio industries and analyze how they affected one another during the past century. Students learn how the historical developments affect the industry today—from the minstrel shows through rock ‘n’ roll, MTV and the current converged media environment that emphasizes digital recording and distribution. Students find links between the past, present and future to understand the contemporary recordings and radio industries. (2014)

COMM110 3-0-3
Interpersonal Communication
Prerequisite: ENGL080 with a grade of C or better or placement into ENGL101
Observation and study of linguistic and behavior patterns as persons participate in one-to-one and group communications transactions. Meets General Education Communication requirement. (2008)

COMM120 3-0-3
Public Speaking
Prerequisite: ENGL080 with a grade of C or better 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/ARTS126 3-0-3
Film History
Prerequisite: ENGL080 with a grade of C or better or placement into ENGL101
Surveys the historical development of Hollywood as one of the leading exporters of American culture – each year earning billions of dollars domestically and abroad and spawning a litany of film-themed products through ancillary business. Students examine nine distinct time periods in film history beginning with the pre-cinema period in the late 1800’s – organized around four major themes: cultural/historical events, a detailed look at the film business, cataloging of important studio films by genre and an analysis of important films/filmmakers. Students learn about Hollywood’s effects on fashion, language, economics and politics. Students analyze the industry’s celebrity class – the American equivalency of royalty. Students find links between the past, present and future to understand the contemporary film industry. (2014)

COMM/TVRF130 3-0-3
Visual Communication
Prerequisite: Completion of ENGL080 with a grade of C or better or Placement into ENGL101.
This course will use a diverse range of approaches to visual analysis including theories, concepts and semiotics to gain a deeper understanding of images in contemporary culture. Examples from art, advertising, film and multimedia will be explored and analyzed. (2014)

COMM204 3-0-3
Organizational Communication
Prerequisite: COMM110 or COMM120 or COMM104 with a grade of C or better, or with permission of instructor
The study of communication in networks as the networks as the structural principle of organizational life with emphasis on globalization, diversity, socialization, leadership, and organizational culture. (2010)

COMM/ENGL209 3-0-3
Journalism I
Prerequisite: ENGL101 or permission of instructor
Students will learn to apply the foundations of print journalism through a skills-based immersion focusing on the craft’s two main components: reporting and writing. Students will learn to operate in a professional news environment by covering a beat and to conduct themselves in an ethical manner. (2010)

COMM/ENGL210 3-0-3
Special Topics in News Writing
Prerequisite: ENGL101 with a C or better or permission of instructor
Students cultivate journalistic and writing skills through an intensive writing workshop that emphasizes an examination of different journalism genres that may include public relations writing, magazine writing, broadcast journalism, creative non-fiction, food writing, sports journalism and others. (See the current course schedule for the topic being offered.) (2011)

COMM/ENGL211 3-0-3
Journalism II
Prerequisite: COMM/ENGL209 or permission of instructor
Students will build on concepts learned in Journalism I by learning to write opinion pieces and editorials for daily and weekly newspapers through an intensive writing workshop. Students will learn to research and write opinion pieces and editorials that have impact with the goal of publishing at least one article by the end of the semester. The course will also study the role of opinion pieces in the life of a newspaper and the community. (2010)

COMM/ENGL220 3-0-3
Creative Writing I
Prerequisite: ENGL102 or permission of instructor
Study of and practice in the techniques of writing of the four major genres of imaginative literature: short fiction, poetry, short drama, and creative non-fiction. (2011)
COMM/ENGL221 3-0-3
Creative Writing II
Prerequisite: COMM/ENGL220 or permission of instructor
An intensive course in writing, critiquing, revising, presenting, and publishing in four major genres of imaginative literature: poetry, short fiction, short drama and creative non-fiction. (2006)

COMM295 1-9-3
Communication Internship
Prerequisites: COMM103 or COMM104 with a grade of C or better, or with permission of instructor
Designed to provide students with on-the-job training, applied research experience, application of communication theory and practice in career settings through a faculty approved 135-hour internship. The purpose of the course is to apply the principles and theories taught in the classroom with real-life projects in a professional work setting. Students will secure an internship at an approved site prior to the start of the course and complete required hours and assignments by the end of the course. Each student will secure an internship consistent with his or her professional goals. (2011)

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)

CRIM108 3-0-3
Introduction to Terrorism
Designed to provide the student with an overview of terrorism. The course will define the term and provide a historical overview of terrorism, identify known or suspected domestic and international terrorist groups, identify significant terrorism incidents, and recognize federal, state, county and municipal law enforcement and intelligence organizations involved in the investigation and prevention of terrorist related acts. (2009)

CRIM109 3-0-3
Ethics in Criminal Justice
This course introduces the types of ethical dilemmas that criminal justice students will face in their professional careers. The course examines the nature of human behavior in relation to ethical theories and systems. Examines the various ethical systems used to guide decision making by criminal justice professionals and their application to current ethical issues facing these professionals, and discusses the concepts of Law and Justice in relation to ethics. Basic problems and applications of ethics and how they relate to social and individual issues involved in the criminal justice system will be examined. (2011)

CRIM110 3-0-3
Women in the Criminal Justice System
This course is designed to touch upon all aspects of women in the criminal justice system with a specific focus on women as offenders, inmates and professionals. Emphasis will be placed on historical and recent trends related to gender and crime. The course will also focus on the multitude of careers available for women in the criminal justice system. (2011)

CRIM120 3-0-3
Victimless Crime
This course examines the influence of gambling, sex work, and substance abuse upon the larger society. The content will focus on the criminalization of these behaviors in our culture, and contrast other cultures’ and societies’ views of the acceptability of them. The course will explore these topics in a non-judgmental approach and complete a critical analysis of each area of these victimless crimes. (2014)
CRIM130 3-0-3
The Criminal Court System
This course will provide an overview of the criminal court system and process in the U.S., tracing its development from the early beginnings to the present day operation. It will discuss the key personnel functioning daily within a courtroom including, a judge, prosecutor, defense attorney, victims, etc. The criminal judicial process, courtroom proceedings, court rulings, and rules of evidence are also addressed. (2014)

CRIM165 3-0-3
Crime Analysis, Crime Mapping and GIS
This course provides an introduction to crime analysis and crime mapping and examines types of techniques used to study crime and disorder patterns and problems in law enforcement today. It covers the theory, data collection methods and statistics, the history of and career opportunities for crime analysis, as well as the basics of GIS technology used in the mapping and analysis of crime. (2013)

CRIM/GIST170 3-0-3
Concepts in Homeland Security
Introduces students to the practices policies and issues relevant to the security of the United States. Examines federal, state and local governmental agencies that form the apparatus which provides for homeland security in the United States, and their responsibilities regarding natural disasters, terrorism, and other man-made catastrophes. Provides a broad-based overview of technologies, including Geographic Information Systems (GIS), used in the analysis and decision-making processes employed by our homeland security apparatus. (2013)

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
For CRIM212 the prerequisite is CRIM101 with grade of C or better. For LEGL212 the prerequisite is LEGL110 with a grade of C or better.
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. (2011)

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)

CRIM216 3-0-3
Criminal Justice Report Procedures
Prerequisites: ENGL102 with a grade of C or better
An intensive course focused on the skills involved with note taking, interviewing and information gathering, which prepares students for the technical requirements of report preparation utilized by criminal justice professionals. Particular emphasis will be placed on the development of technical skills required of law enforcement officers, security personnel, corrections officers, probation officers, forensic personnel, and scientific personnel required to produce a high quality report. (2012)

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 Dean of STEM Education. (2007)

**CUBP, CULA, CULN – CULINARY ARTS**

**CUBP100**  
Introduction to Culinary, Baking and Pastry  
Prerequisite: HOSP132 (may be taken concurrently) or proof of Servsafe Certification.  
An introduction to the culinary and baking and pastry arts, with an emphasis on the following: ACA policies and procedures, tools and equipment used in a commercial bakeshop, basic knife skills and classical cuts, culinary math, and the ingredients used in the bakeshop. (2012)

**CUBP101**  
Baking Theories and Applications  
Prerequisite: CUBP110  
Designed to introduce students to the bakeshop. Areas covered include equipment identification and usage, formula conversions and pricing. (2013)

**CUBP105**  
Culinary Foundations  
Prerequisite: CUBP100  
This course is designed for the baking and pastry students to introduce them to the basic techniques of hot food cookery. Students will learn and apply numerous techniques and procedures associated with the hot food kitchen. Daily production will include the preparation and assessment of cooking methods, stocks, soups, sauces and breakfast menu items. (2013)

**CUBP110**  
Fundamentals of Baking  
Prerequisite: CUBP100 or 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. (2014)

**CUBP210**  
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)

**CUBP211**  
Advanced Baking  
Prerequisite: CUBP110  
Builds on the skills and knowledge acquired in CUBP110-Fundamentals of Baking. Emphasis on the proper application of formulas and their relationship to mixing methods used in the preparation of cakes, cookies, roll-in doughs, pate choux, etc. (2005)

**CUBP211**  
Principles of Baking Artisan Breads  
Prerequisite: CUBP110  
Methods of baking a variety of international breads. The skills acquired will be applied to creating bread sculptures, centerpieces and displays. (2013)

**CUBP220**  
Advanced Classical Pastry  
Prerequisite: CUBP120  
Preparation of tortes, pastries and frozen desserts. Emphasis is placed on platter and plate presentation of pastries, desserts, chocolates and formula development. (2005)

**CUBP221**  
Advanced Decorating Concepts in Pastry Arts  
Prerequisite: CUBP220  
Advanced course which enhances practical skills and professional growth of individuals who have a working knowledge in the field of pastry arts. The mediums of chocolate, marzipan and sugar will be applied to innovative individual plate presentations. Emphasis will be placed on creative and artistic garnishing techniques. (2005)

**CUBP222**  
Specialty Cakes  
Prerequisite: CUBP220  
Designed to present retail concepts in the preparation of special occasion cakes. Emphasis is placed on creative décor utilizing basic ingredients. (2005)

**CUBP223**  
Elements of Wedding Cake Design  
Prerequisite: CUBP221  
Artistic techniques applied to wedding cake design. Emphasis is placed on enhancing basic skills in pulled sugar, chocolate plastic and butter cream décor. Gum paste decorative work will be introduced. (2005)

**CUBP224**  
Centerpiece Artistry  
Prerequisite: CUBP221  
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. (2006)
CUBP225
Classical Confections
Prerequisite: CUBP220
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. (2013)

CUBP226
International Pastry Preparation
Prerequisite: CUBP220
This course is designed to build on the foundational base of the Baking and Pastry core curriculum. Its purpose is to introduce the advanced level student to the component nuances and culturally significant aspects of various International desserts, pastries and accompaniments. Focused attention will be paid to the detailed preparation and presentation of these classically presented selections. Discussion and directed emphasis will provide a deeper level of understanding to the relationship between common ingredients, human connection and ethnic integrity. This course will prepare the students to be conversant and proficient in the Global Dessert Market. (2013)

CUBP227
Retail Bakery Production and Management
Prerequisite: CUBP 220
Establish and manage a retail baking/pastry enterprise. Develop skills in human relations and personnel management. Identify factors which determine product quality. Recognize the importance of signature items in retail industry. Understand the link between equipment used in the pastry shop and menu items. Produce, on a daily basis, a diverse assortment of baked goods. (2013)

CULA134
Kitchen Operations
This course focuses on issues that affect cost control in a food service operation. Topics include purchasing, receiving, menu design, facility design, labor and scheduling and their effect on cost/profit or loss in running a restaurant kitchen. (2012)

CULA135
Culture and Gastronomy
Designed to introduce students to the history of food beginning with primal origins through today’s cultural influences. Topics will include pre-agriculture and agricultural society, regional distinctions and the impact of class on cuisine. (2011)

CULN101
Introduction to Culinary Arts
Prerequisites: Basic Skills Test, ENGL080 or higher, MATH073 or higher
Introduction to the culinary arts with concentration on the Academy’s policies and procedures, culinary math, National Restaurant Association Educational Foundation Sanitation Certification, proper knife usage and basic cutting skills. This course is a prerequisite for all culinary courses. (2005)

CULN105
Applied Culinary Skills I
Prerequisite: CULN101
Prerequisite for all hot food culinary lab courses. Provides a thorough knowledge of the aspects, techniques and applications in the preparation of basic stocks, thickening agents, sauces and soups. Introduces the basic cooking methods for meats, poultry, seafood and vegetables such as stewing, steaming, frying, sautéing, braising, roasting, broiling and grilling. (2005)

CULN106
Applied Culinary Skills II
Prerequisite: CULN105
Designed to build on the accumulated skills and knowledge gained in CULN105-Applied Culinary Skills I, and to further those skills by implementing principles and concepts utilizing different ingredients and products in the production of complete menus. (2005)

CULN107
Introduction to Diversified Cuisines
Prerequisite: CULN106
Designed and divided into three segments which introduce the student to the fundamentals of breakfast, vegetarian and American regional cooking. Emphasis is placed on the most common breakfast items found on the American menu including brunch as well as stressing the fundamentals of vegetarian cooking and the diversity of American regional cooking. (2005)

CULN109
Introduction to Garde Manger
Prerequisite: CULN101
Fundamentals of garde manger and pantry departments. Introduces the proper techniques for the preparation of cold appetizers, salad dressings, cold soups, cold sandwiches, hors d’oeuvres, canapés, salads, marinades, cold sauces, aspics and garnishes. (2005)

CULN117
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
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 1-4-2
Advanced Hot Food Preparation
Prerequisite: CULN107
Introduces students to the methods and techniques in the classical cuisine accepted and practiced in international kitchens. Included are cooking methods, garnishes, preparation and application of basic sauces and their derivatives as well as their presentation using the principles and techniques of Auguste Escoffier. Emphasized are the concepts and appreciation of diverse new American cuisine utilizing local ingredients, stressing nutrition, freshness, lightness, and a simple but elegant presentation. (2005)

CULN209 1-4-2
Advanced Garde Manger
Prerequisite: CULN109
Preparation and techniques of modern and classical cold food displays. Studies on buffet planning and layout, charcuterie, advanced plate presentation, modern appetizer plates, composed plates, molecular gastronomy, ice sculpting, sushi production and product utilization. (2011)

CULN217 1-6-3
Applied Dining Room Operations/Principles of Management
Prerequisite: CULN117 or permission of culinary advisor
Designed to give students an understanding of a public restaurant’s front-of-the-house operation. Emphasis is on the proper greeting, seating of guests, taking and writing orders, the serving of food and beverages, as well as 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 1-4-2
International Food Preparation
Prerequisite: CULN107
Emphasis on the respective cuisines and customs from a variety of ethnic backgrounds. (2005)

CULN221 1-4-2
Italian Regional Cuisine
Prerequisite: CULN107
Designed to introduce students to the cooking, wines and cuisines of the eight major regions in Italy: Piedmont, Emilia-Romagna, Tuscany, Umbria, Abruzzi, Latium, Campania and Calabria. Emphasizes ingredients, presentation styles and cooking techniques. (2005)

CULN222 1-4-2
Charcuterie
Prerequisite: CULN109
Introduction to the art of charcuterie with concentration on various forcemeats, confits and rillette. Includes curing, drying and smoking techniques. Strong emphasis is placed on sanitary practices. (2005)

CULN223 1-6-3
Applied Restaurant Production
Prerequisite: CULN207
Designed for back-of-the-house students to apply and demonstrate the practical and theoretical skills learned in all prerequisite courses in hot/cold, pastry/baking, menu design and costing. Emphasis is placed on the realistic operation of a restaurant kitchen producing foods prepared from an a la carte and table d’hôte menu for the Academy’s restaurant, Careme’s. (2005)

CULN224 1-4-2
Introduction to Culinary Competitions
Prerequisites: CUBP120, CULN207
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 1-2-2
Modern Dance I
DANC172  1-2-2
Modern Dance II
Prerequisite: DANC171 or permission of instructor

DANC173  1-2-2
Jazz Dance I
Introduction to techniques used by jazz dancers. History of jazz dance and outstanding figures including a variety of styles with stress on technical facility and the pleasure of moving well. (2010)

DANC174  1-2-2
Jazz Dance II
Prerequisite: DANC173 or permission of instructor
Continuation of DANC173-Jazz Dance I with additional emphasis on technique and contemporary styling, their historic foundations and notable practitioners. (2010)

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 DANC175-Tap Dance I. (1992)

DANC271  1-2-2
Ballet I
Fundamental course in classical ballet. History, exceptional practitioners, 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. (2010)

DANC272  1-2-2
Ballet II
Prerequisite: DANC271 or permission of instructor
Continuation of DANC271-Ballet I with additional emphasis on technique, contemporary styling, their historic foundations and notable practitioners.

DEVA, DEVS – 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)

DEVA155  2-0-2
Student Success Seminar
An eight week seminar designed to help students explore what motivates them to learn, work and achieve. Topics and skills addressed include: college resources, active learning, self-motivation, self-management, active listening and decision making. These topics are explored through lectures, discussions, self-assessment, writing and classroom activities. (2012)

DEV511  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
Macroeconomics
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. (2013)

ECON111  3-0-3
Microeconomics
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. (2013)
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)

EDUC/CDCC103 2-0-2
Roles of the Early Childhood 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.) (2013)

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/PSYC110 3-3-4
Child Development: Theory and Practice
Principles and theories of the development of the child from birth through adolescence. 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; early childhood employees may use their workplace as the placement.) Meets General Education requirement for Social Science. (2013)

CDCC/EDUC115 2-3-3
Planning the Preschool Curriculum
Prerequisite: EDUC/PSYC110
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. (2013)

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 lifespan 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/CDCC130 1-6-3
Early Childhood Practicum
Prerequisites: EDUC/PSYC110, CDCC/EDUC115
Teaching practicum and integration seminar for Child Development Associate candidates, Child Development/Child Care and Preschool Grade 3 Education 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. 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. (2013)

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(s): Placement Test score or ESLN100 with a grade of C or better and ESLN100 Exit Exam placement.
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. (2013)

ENGL080 3-0-3
Reading/Writing II
Prerequisite(s): ENGL070 with a grade of C or better, or Placement Test score, or ESLN100 with a grade of C or better and ESLN100 Exit Exam placement.
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. (2013)

ENGL099 3-0-3
Accelerated Learning Program Support
Prerequisite: Taking an English (ENGL) course for the first time after ACCUPLACER ENGL080 Placement.
This course provides support for developmental students who are mainstreamed into ENGL101. Students read and write both extensively and intensively completing the course goals and objectives as the ENGL101 students. Students are introduced to the college’s resources and services and supported in their development as successful college students. (2015)

ENGL101 3-0-3
Composition I
Prerequisite(s): ENGL080 with grade of C or better or Placement Test score, or ESLN100 with a grade of C or better and ESLN100 Exit Exam placement.
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. (2013)

ENGL102 3-0-3
Composition II
Prerequisite: ENGL101 with a grade of C or better
Continued instruction in the processes of analytic reading and writing including reliance on text macrostructure to understand and summarize readings, and on heuristics as a means of text exploration. Evaluation and correct documentation of sources is required. There is instruction on how to support claims through a process of research. Critique and revision of writing occurs individually and collaboratively. Texts include fiction and nonfiction. Meets General Education requirement for Communication. (2010)

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)
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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| ENGL205     | 19th Century American Literature                 | 3-0-3   | 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     | 20th Century American Literature                 | 3-0-3   | 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| Journalism I                                      | 3-0-3   | Prerequisite: ENGL101 or permission of instructor  
Students will learn to apply the foundations of print journalism through a skills-based immersion focusing on the craft's two main components: reporting and writing. Students will learn to operate in a professional news environment by covering a beat and to conduct themselves in an ethical manner. (2010) |
| ENGL/COMM210| Special Topics in News Writing                    | 3-0-3   | Prerequisite: ENGL101 with a C or better or permission of instructor  
Students cultivate journalistic and writing skills through an intensive writing workshop that emphasizes an examination of different journalism genres that may include public relations writing, magazine writing, broadcast journalism, creative non-fiction, food writing, sports journalism and others. (See the current course schedule for the topic being offered.) (2011) |
| ENGL/COMM211| Journalism II                                     | 3-0-3   | Prerequisite: COMM/ENGL209 or permission of instructor  
Students will build on concepts learned in Journalism I by learning to write opinion pieces and editorials for daily and weekly newspapers through an intensive writing workshop. Students will learn to research and write opinion pieces and editorials that have impact with the goal of publishing at least one article by the end of the semester. The course will also study the role of opinion pieces in the life of a newspaper and the community. (2010) |
| ENGL212     | Significant Themes in Literature                  | 3-0-3   | Prerequisite: ENGL102 or ENGL104 or permission of instructor  
Examines fiction, drama, poetry and nonfiction from a thematic base. See the latest course schedule for the theme currently being offered. Offered in spring of even years. (1992) |
| ENGL213     | Western Literature I                              | 3-0-3   | Prerequisite: ENGL102 or ENGL104 or permission of instructor  
Study of masterpieces of Europe 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. (2010) |
| ENGL214     | Western Literature II                             | 3-0-3   | Prerequisite: ENGL102 or ENGL104 or permission of instructor  
Study of masterpieces of the European and New World not written in English, from 1600 to the present. Works are read in English translations. Emphasis on appreciation and comparison of themes as they evolved. Meets General Education requirement for Humanities. Offered in fall of odd years. (1992) |
| ENGL215     | 20th Century African-American Literature          | 3-0-3   | Prerequisite: ENGL102 or ENGL104 or permission of instructor  
Course will examine the literature written by and about African Americans from the First World War through the end of the 20th century. (2006) |
| ENGL216     | Shakespeare                                       | 3-0-3   | 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     | Literature for Children                           | 3-0-3   | 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| Creative Writing I                                | 3-0-3   | Prerequisite: ENGL102 or ENGL104 or permission of instructor  
Study of and practice in the techniques of writing of the four major genres of imaginative literature: short fiction, poetry, short drama, and creative non-fiction. (2011) |
| ENGL/COMM221| 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) |
ENGL223 3-0-3
Poetry Workshop
Prerequisite: COMM/ENGL220 or permission of instructor
Instruction and practice in classical and contemporary techniques and forms of poetry. Emphasis will be on mastering the basic rhythms, patterns and forms of poetry. Offered in fall of odd years. (2006)

ENGL224 3-0-3
Environmental Literature
Prerequisite: ENGL102 or ENGL104 or permission of instructor
Environmental literature deals with the complex environmental problems that confront society by providing a broad, basic understanding of how physical, biological and human components of the environment interact. The course introduces writers who have inspired greater awareness and appreciation for the natural world. A concluding focus on the Middle Atlantic states brings an opportunity for local observations. (2011)

ENGL230 3-0-3
Technical Writing
Prerequisite: ENGL101 with a C or better
Technical Writing offers writing for specific professions in geographic and computer information systems, aeronautics, computer sciences, allied health, criminal justice and law, among others. This course will offer an introduction to writing reports, proposals, instruction manuals, tutorials, and other multimedia documents, with an emphasis on audience, purpose, logic, grammar, diction, organization, style, and format. Students will gain an understanding of technical writing as it applies to their career paths. Meets General Education requirement for Communication (AAS degrees only). (2014)

ENGR – PRE-ENGINEERING

ENGR101 3-0-3
Introduction to Engineering
Co-requisite: MATH155
Provides a broad introduction to the engineering profession for those with little or no prior exposure to the subject while providing a foundation for additional study in engineering. Students are introduced to the engineering profession and different disciplines of engineering. The interdependency of these disciplines will also be explored through the completion of projects that require input from several disciplines of engineering. (2014)

ENGR200 3-0-3
Engineering Design
Prerequisite: CISM125
Designed to teach students freehand pencil sketching and visualization skills that will be used throughout their academic years and their professional career. Students are introduced to a computer-aided design program predominately used by engineers. (2014)

ENGR201 3-0-3
Statics
Prerequisite: MATH156 or PHYS225 with a grade of C or better
An introduction to the concepts and characteristics of forces and couples. Topics include but are not limited to distributed forces, center of mass, equilibrium of particles and rigid bodies. Additional topics include trusses and frames, internal forces, shear, moment distribution in beams and area moments of inertia. (2014)

ENGR202 3-0-3
Solid Mechanics
Prerequisite: AERG/ENGR201 with a grade of C or better
Introduces students to the concepts of stress and strain and their tensor properties. Topics include but are not limited to elastic stress strain relations, analysis of stress and deformation in members subject to axial, torsional, bending and combined loading and column stability. (2014)

ENGR204 3-0-3
Dynamics
Prerequisites: AERG/ENGR201, MATH256 with grades of C or better
Covers kinematics and kinetics of particles and rigid bodies. Topics also include but are not limited to acceleration, work, energy, power, impulse and momentum. (2014)

ENVL – ENVIRONMENTAL SCIENCE

ENVL200 3-3-4
Environmental Science
Prerequisites: BIOL110, CHEM110, ESCI100
Introduces students to current environmental problems and discusses the methods by which we analyze, monitor and solve them. Topics include natural cycles and ecosystems, environmental policy and decision-making, energy use, alternative energy, resource extraction and use, food and agriculture, conservation, waste management, pollution, global warming and sustainability. (2011)

ENVL205 3-3-4
Ecology
Prerequisites: BIOL110. Prior completion of a college-level course in Statistics is highly recommended. Students are encouraged to register concurrently for ENVL200.
Designed to give the student an overview of the discipline of ecology. Ecology is the study of the abundance and distribution of organisms, and how they interact with their surroundings. This course examines individual, community and ecosystem dynamics using a systems-based approach. Lab methods, data analysis skills and scientific observation are emphasized as tools to help in ecological studies. Topics include: systems, introduction to ecology and the individual (species), population ecology, community ecology, ecosystem structure and dynamics. (2011)
ENVL221 3-3-4
Physical Geography
Prerequisites: ESCI100 and MATH122 or MATH150.
Introduces the fundamental principles of physical geography, including the Earth-Sun relations and associated phenomena-latitude, longitude and time; weather elements and climate types, natural vegetation, soil types and regions; maps and map projections. Interrelationship between animals and nature will be discussed. Lab sessions include fieldwork, data acquisition and processing. (2012)

ESCI – EARTH SCIENCE

ESCI100 3-3-4
Earth Science
Prerequisites: ENGL080 and MATH071 or MATH074 with a grade of C or better or Placement Test score.
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. (2015)

ESLN – ENGLISH AS A SECOND LANGUAGE

ESLN060 6-0-6
Elementary ESL I
Prerequisite: Placement Test score
Beginning level course for students whose native language is not English. Introduces the student to the basic sounds, vocabulary, sentence patterns and communicative functions of English. Emphasis on speaking and listening with an introduction to writing and reading. American cultural conventions are also presented and discussed. (2008)

ESLN062 6-0-6
Elementary ESL II
Prerequisite: ESLN060 with a grade of C or better or Placement Test score
Second level course for students whose native language is not English. Continued practice in the basic sounds, sentence patterns and functions of English. Additional grammatical forms and ways to communicate in different situations are studied, as well as continued discussion of American culture. Equal emphasis on listening, speaking, reading and writing skills. (2008)

ESLN070 6-0-6
Intermediate ESL I
Prerequisite: ESLN062 with a grade of C or better or Placement Test score

ESLN071 3-0-3
Fundamentals of Pronunciation
Prerequisite: ESLN062 with a grade of C or better or Placement Test score
This course will promote more confident and fluent English pronunciation through extensive pronunciation exercises which will include individual consonant, vowel, and blended sounds. Other aspects of pronunciation will include speech patterns for work and sentence stress, intonation and rhythm. Assignments will be given for further development in the acquisition of standard American English. (2012)

ESLN072 6-0-6
Intermediate ESL II
Prerequisite: ESLN070 with a grade of C or better or Placement Test score

ESLN074 3-0-3
Reading and Vocabulary
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. (2014)

ESLN075 3-0-3
Fundamental English Grammar
Prerequisite: ESLN072 with a grade of C or better or Placement Test score
Discussion and practice of fundamental grammatical structures necessary for successful oral and written communication. Students will practice using grammatical forms in academic, informal and other common situations of daily American life. Students will focus on major verb tenses, common sentence patterns, parts of speech, as well as identifying and correcting common ESL grammar errors found through such activities as oral conversation and short writing assignments. Class meets for three hours a week. (2011)
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)

ESLN091 2-2-3
Special Topics in American Culture
Prerequisite: ESLN090
English fluency while integrating into American society requires more than grammar, vocabulary and interactive language skills. This course gives ESL students needed cultural awareness regarding the people, events and circumstances that have shaped America's identity and perspective of the world in a particular way throughout its history. Students examine the references Americans frequently cite about such iconic moments, as well as how these references relate in meaning to current events and life applications such as college lectures and texts. Class meets two hours per 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. (2011)

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: ESLN092 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. (2009)

ESLN094 2-2-3
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)

ESLN095 2-2-3
American History and Citizenship
Prerequisite: ESLN090 with a grade of C or better or Placement Test score Students develop stronger English language skills from studying key events in American history, icons and issues of democracy and citizenship that have shaped our national identity. Also, students explore the meaning and correct use of common sayings referencing these events and ideas. Class meets two hours per week in person and an additional two hours per week online. (2013)

ESLN096 3-1-3
Advanced ESL: Listening and Speaking for the Workplace
Prerequisite: ESLN092 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. (2009)

ESLN099 3-0-3
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 6-0-6
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** 3-0-3
**Elementary French I**
Introduction to the French language, emphasizing the four skills of comprehension, speaking, reading and writing. Develops basic communication skills in the language that allow the students to succeed in simple, everyday situations encountered in French-speaking communities. (2002)

**FREN112** 3-0-3
**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. (2002)

**GEOG – GEOGRAPHY**

**GEOG102** 3-0-3
**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** 3-0-3
**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)

**GEOG201** 3-0-3
**Urban Geography**
*Prerequisite: GEOG102 or GEOG110*
The principles, theories, concepts and issues of urban geography will be studied with an emphasis on the concept of place. Urban geographers are interested in the concept of place (a city) and the special situation and diffusion of cities and metropolitan areas across diverse cultural landscapes. This course will examine the site and situation factors of urban areas, the development of cities as economic, social, cultural and political centers, and the links between urban progression and environmental degradation. (2010)

**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)

**GIST150** 4-0-4
**Geospatial Data Collection**
*Prerequisites: GIST101, MATH074*
A broad overview of the input module of a Geographic Information System (GIS) that supports coherent outputs to spatial queries. The focus is on the operations and characteristics of land-based, airborne and satellite systems for geospatial data acquisitions for GIS databases. Students will learn the basics of GIS input data quality, understand metadata descriptions, skills to evaluate and understand multisensor data fusion, data compatibilities and types, and a systems approach for a consistent output. (2009)

**GIST/CRIM170** 3-0-3
**Concepts in Homeland Security**
Introduces students to the practices policies and issues relevant to the security of the United States. Examines federal, state and local governmental agencies that form the apparatus which provides for homeland security in the United States, and their responsibilities regarding natural disasters, terrorism, and other man-made catastrophes. Provides a broad-based overview of technologies, including Geographic Information Systems (GIS), used in the analysis and decision-making processes employed by our homeland security apparatus. (2013)

**GIST201** 4-0-4
**Digital Mapmaking**
*Prerequisite: GIST101*
Course is designed to examine concepts and techniques related to the science and art of mapmaking, also known as cartography. Students will learn the fundamental elements of planning, creating and designing digital maps that effectively communicate spatial relationships while considering factors such as type of data, purpose of the map, audience and media. Students will critically analyze different kinds of maps and foster an understanding of the ethical issues involved in making maps. (2010)
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
(This course is on inactive status.)
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
(This course is on inactive status.)
Examination of the Black American experience from the development of slavery through modern times. (1997)

HIST111 3-0-3
The History and Culture of Ireland
Prerequisite: ENGL080
The study of the social, intellectual, economic, geographical and political forces which have molded Ireland and its people from ancient times to the country's emergence as a modern free state. (2004)

HIST117 3-0-3
The Holocaust and Genocide
Study of the causes and roots of genocide with particular attention given to the Holocaust during the Nazi regime in Germany. (2002)

HIST119 3-0-3
History of South Jersey
Social, economic and cultural history of the six southernmost counties of New Jersey from early explorations to the present. Research methods in local history and genealogy are emphasized.

HIST135 3-0-3
Selected Topics in History
A study of the social, political and/or economic developments concerning a specific topic of historical interest. See the current course schedule for the theme being offered. (2004)

HOSP – HOSPITALITY

HOSP100 3-0-3
Orientation to Hospitality and Tourism
Prerequisite: Completion of ENGL080 with a grade of C or better, or placement into ENGL101
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. (2014)

HOSP132 1-0-1
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. (2013)
HOSP 134  
Restaurant Operations  
3-0-3  
Prerequisite: HOSP 100, HOSP 132, or permission of instructor  
Covers restaurant operations from concept to service delivery. Topics include site selection, kitchen design, purchasing, storage, menu design, food/labor costs and service standards. (2015)

HOSP 135  
Food Fundamentals  
2-2-3  
Prerequisite: Successful completion of sanitation certification or HOSP 132 (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)

HOSP 200  
Hotel Operations  
4-0-4  
Prerequisite: HOSP 100 (may be taken concurrently) or permission of instructor.  
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. This course will be offered once per year. (2013)

HOSP/BUSN 205  
Human Resources Management  
3-0-3  
Prerequisite: BUSN 120 (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)

HOSP 215  
Beverage Operations: Wine, Beer and Spirits  
3-0-3  
Prerequisite: HOSP 100 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)

HOSP 225  
Hospitality Law  
3-0-3  
Prerequisite: HOSP 100 or permission of instructor.  
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. This course will be offered once per year. (2013)

HOSP 250  
Catering and Events Planning  
3-0-3  
Prerequisite: HOSP 100, HOSP 132, or permission of instructor  
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)

HOSP 265 (formerly, HOSP 150)  
Hospitality Sales and Marketing  
3-0-3  
Prerequisite: HOSP 100 (may be taken concurrently) or permission of instructor.  
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. This course will be offered once per year. (2015)

HOSP 295  
Internship in Hospitality Management  
1-9-4  
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 Atlantic Cape. (2009)

HOSP 299  
Seminar in Hospitality Management  
3-0-3  
Prerequisites: ENGL 101, ENGL 102, COMM 120, HOSP 100, HOSP 132, HOSP 134, HOSP 200, HOSP 205 and HOSP 250 HOSP 265; or permission of instructor.  
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. (2013)

HPED – HEALTH AND PHYSICAL EDUCATION

HPED 117  
Archery I  
0-2-1  
Skills in target shooting and practical experience. (1983)

HPED 118  
Archery II  
0-2-1  
Prerequisite: HPED 117 or permission of instructor  
Skill advancement and the psychology of competition in archery. For those students who have already developed skill, but want to improve their performance through assessing their weaknesses and correcting their errors. (1983)
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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>HPED150</td>
<td>1-1-1</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. (2010)</td>
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**HSRV - HUMAN SERVICES**

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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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<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>
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<tr>
<td>HSRV116</td>
<td>3-0-3</td>
<td>Social Agency Skills and Processes</td>
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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>
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<tr>
<td>HSRV/EDUC126</td>
<td>3-0-3</td>
<td>Introduction to Special Services</td>
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<td>(This course is on inactive status.)</td>
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<td>Prerequisite: CDCC/PSYC110 or HSRV115 or PSYC135 or permission of instructor</td>
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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>
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<tr>
<td>HSRV141</td>
<td>3-0-3</td>
<td>Assessment Skills in Addiction Counseling</td>
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<td>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)</td>
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<tr>
<td>HSRV142</td>
<td>3-0-3</td>
<td>Counseling Skills in Addiction Counseling</td>
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<td>Prerequisite: HSRV116</td>
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<td>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)</td>
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<tr>
<td>HSRV143</td>
<td>3-0-3</td>
<td>Case Management with Addicted Populations</td>
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<td>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.</td>
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<tr>
<td>HSRV144</td>
<td>3-0-3</td>
<td>Client Education with Addicted Populations</td>
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<td>Prerequisite: HSRV141 or permission of instructor</td>
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<td>Provides students with the knowledge and skills to give information concerning addiction to clients, their families and significant others. The course also prepares students to provide education about addiction to colleagues and community organizations. These topics conform to Domain IV of the CADC coursework as prescribed by the Addiction Professionals Certification Board of N.J., Inc. Offered in fall. (2007)</td>
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<tr>
<td>HSRV145</td>
<td>3-0-3</td>
<td>Professional Issues in Addiction Counseling</td>
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<td>Sociocultural and growth issues related to professional effectiveness will be studied. Topics include legal and ethical responsibilities, cultural competency, personal and professional growth, the use of supervision and consultation, and community involvement. These topics conform to Domain V of the CADC coursework as prescribed by the Addiction Professionals Certification Board of N.J., Inc. Offered in spring. (2007)</td>
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<tr>
<td>HSRV215</td>
<td>1-9-4</td>
<td>Fieldwork in Human Services</td>
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<td>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.</td>
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<td>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)</td>
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**HUMT – HUMANITIES**

**HUMT201  Introduction to Humanities I**
Prerequisite: ENGL101
Reflections on the creative spirit of humanity in response to enduring questions as seen through the arts, history, literature, science, technology and philosophy from the earliest times to the Renaissance. Meets General Education Requirement for Humanities (2010)

**HUMT202  Introduction to Humanities II**
Prerequisite: ENGL101
Reflections on the creative spirit of humanity in response to enduring questions as seen through the arts, history, literature, science, technology and philosophy from the Renaissance to modern times. Meets General Education Requirement for Humanities (2010)

**ITAL – ITALIAN**

**ITAL111  Elementary Italian I**
Introduction to Italian language and culture for students with little or no knowledge of the Italian language. Instruction in listening, speaking, reading and writing skills to enable students to interact in everyday situations at a basic level. Focus on grammar, vocabulary and pronunciation, as well as customs and culture. Instruction will include practice in both oral and written communication. (2004)

**ITAL112  Elementary Italian II**
Prerequisite: ITAL111 or permission of instructor
Continuation of ITAL111-Elementary Italian I, emphasizing listening, speaking, reading and writing, including a basic knowledge of grammar, vocabulary and pronunciation. Instruction will focus on conversational practice with the purpose of enabling students to interact in everyday situations at a high basic level. Meets the General Education requirement for Humanities. (2008)

**LEGL – PARALEGAL**

**LEGL110  Introduction to Law and Litigation**
To proceed to all 200-level Paralegal courses, this course must be completed with a C or better.
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. (2010)

**LEGL140  Legal Research and Writing**
4-0-4
To proceed to all 200-level Paralegal courses (except LEGL/CRIM212), this course must be completed with a C or better.
Prerequisites: LEGL110 (may be taken concurrently)
Emphasizes the legal writing and research skills needed in a law office. Provides the mechanics needed to prepare a memorandum of law and the proper methods for briefing and Shepardizing a case, including rules that govern citation form. (2010)

**LEGL145  Law Office Management**
1-0-1
Prerequisite: CISM125 or permission of the Paralegal Studies Program Coordinator
Course encompasses a variety of aspects of law office management and technology including the organization and efficient operation of the law office, office structures and systems, timekeeping and billing procedures, scheduling, information storage and retrieval systems, office equipment, and record and files management. (2010)

**LEGL200  Bankruptcy Law and Practice**
3-0-3
Prerequisites: LEGL110 and LEGL140 with grades of C or better
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. (2010)

**LEGL/CRIM212  Trial Advocacy**
3-0-3
For LEGL212 the prerequisite is LEGL110 with a grade of C or better
For CRIM212 the prerequisite is CRIM101 with grade of C or better
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. (2010)

**LEGL246  Litigation Assistant Procedures**
3-0-3
Prerequisites: LEGL110 and LEGL140 with grades of C or better
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. (2010)
LEGL248  3-0-3
Family Law
Prerequisites: LEGL110 and LEGL140 with grades of C or better
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. Of-
fered in fall. (2010)

LEGL249  3-0-3
Wills and Estates
Prerequisites: LEGL110 and LEGL140 with grades of C or better
Basic concepts, practice, and procedures in wills and probate.
Includes interviewing for and preparation of a will and the proce-
dures 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. (2010)

LEGL250  3-0-3
Torts/Personal Injury Litigation
Prerequisites: LEGL110 and LEGL140 with grades of C or better
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. (2010)

LEGL251  3-0-3
Real Estate Transactions
Prerequisites: LEGL110 and LEGL140 with grades of C or better
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. (2010)

LEGL280  0-10-3
Cooperative Education
Prerequisites: LEGL110, LEGL140, LEGL145, LEGL246, LEGL248,
LEGL250, LEGL251, OSTM141, and permission of the Paralegal
Studies Program Coordinator. LEGL110 and LEGL140 must be
completed with grades of C or better.
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. (2010)

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)

MATH071  4-0-4
Foundational Math
Prerequisite: Placement Test score. Any student who tests into
MATH073 or MATH074 can take this course to meet the prerequi-
sites for MATH220 or MATH121 only.
This is a one-semester course designed for those students who
need remediation in some areas of arithmetic and beginning
algebra. The course is intended for students who do not need to
take College Algebra or Precalculus to complete their degree. The
concentration is on developing reasoning and problem-solving
skills while emphasizing powers, significant digits, order of opera-
tions, integers, fractions, first degree linear equations, percentages
and their applications, polynomials, ratio, proportion, conversion of
units between US, metric and apothecary measurement systems,
and measurement accuracy.
Does not meet General Education requirement for Mathematics.
Upon completion the student can take MATH121 or MATH220
only. This course is not a prerequisite for MATH122 or MATH150.
(2015)

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
**Introduction to Algebra II**
Prerequisite: MATCH071 or 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
**Applications of Mathematics**
Prerequisite: MATH071 or 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
**College Algebra**
Prerequisite: MATH074 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
**Trigonometry**
Prerequisite: MATH122 or equivalent with a grade of C or better
Includes polynomial and rational functions, trigonometric functions, angles and right triangles, radian measure, circular functions, graphs of circular functions, trigonometric identities, inverse trigonometric functions, trigonometric equations, applications of trigonometry, vectors, complex numbers and polar equations.
Students will be required to work with a graphing calculator and a mathematical software program. Meets General Education requirement for Mathematics. (2001)

MATH150
**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
**Linear Algebra**
Prerequisite: MATH155 with a C or better or Placement Test score of SAT score
Includes linear equations and matrices, linear dependence and independence, determinants, 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. (2012)

MATH153
**Discrete Mathematics**
Prerequisite: MATH122 or MATH150 with a C or better
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
**Calculus I**
Prerequisite: MATH128 or MATH150 or equivalent with a grade of C or better or Placement Test score or SAT score
Topics of study include properties of functions and their graphs, properties and applications of limits, techniques of differentiation, applications of differentiation, techniques of integration, applications of integration, differentiation and integration of logarithmic and exponential functions, differentiation and integration of trigonometric and inverse trigonometric functions, applied optimization, differentials, and hyperbolic functions. Meets the General Education requirement for Mathematics. (2012)

MATH156
**Calculus II**
Prerequisite: MATH155 or equivalent with a grade of C or better
Topics of study include applications of integration, integration techniques, indeterminate forms, improper integrals, sequences, series, conics, parametric equations and polar coordinates. Students will be required to work with a graphing calculator and a mathematical software program. Meets the General Education requirement for Mathematics. (2012)

MATH220
**Statistical Methods**
Prerequisite: MATCH071 or 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)

**MATH225**

*Calculus for Business, Economics and Life Sciences*

Prerequisite: MATH122 or MATH150 or equivalent with a grade of C or better; or Placement Test score or SAT score.

Topics include properties of functions and their graphs; limits and continuity; techniques of differentiation; applications of differentiation; optimization problems; exponential and logarithmic functions, and their derivatives; anti-derivatives and the Fundamental Theorem of Calculus; techniques of integration; applications of calculus pertaining to business, economics and life science. TI-83 or 84 graphing calculator required. Meets General Education requirement for Mathematics. (2013)

**MATH255**

*Calculus III*

Prerequisite: MATH156 or equivalent with a grade of C or better

Topics of study include vectors in the plane, analytic geometry three-dimensional space, vectors in three-dimensional space, differentiation and integration of vector-valued functions, functions of several variables, Lagrange multipliers, multiple integration, applications of multiple integrals, Jacobians, vector analysis, Green’s Theorem, Divergence Theorem, and Stoke’s Theorem. Students will be required to work with a graphing calculator and a mathematical software program. Meets the General Education requirement for Mathematics. (2012)

**MATH256**

*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**

*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**

*LPN Transition Course*

Prerequisites: Current NJ LPN License and acceptance into the LPN advanced placement program; completion of all prerequisites for NURS112

Bridges the LPN into the second semester of nursing. Successful completion enables the LPN to receive an additional eight credits (for NURS110-Nursing I course). The LPN student is introduced to the role of the RN, emphasizing the nursing process and physical assessment, along with medical-surgical nursing concepts specific to the adult. (2009)

**NURS110**

*Nursing I*

Prerequisites: Completion of Nursing prerequisites and admission to the Nursing Program

Introduction to nursing as a profession. Focus 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**

*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-Nursing I. 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**

*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**

*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  
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)

NURS207  
Nursing Leadership and Management  
Prerequisite: NURS 200 with a grade of C or better
Course provides students with an introduction to the major components of Nursing Leadership and Management. It will assist the senior student to embark in a career as a registered nurse. The course will examine the concepts of leadership and followership, organizations, power, and empowerment, working with the interprofessional team, delegation and prioritization of client care, dealing with problems and change, promoting a healthy work environment, and the evolution of nursing as a career. The student will produce a cover letter and resume in preparation for entry into the nursing profession. (2015)

NURS208  
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  
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  
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  
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  
Office Automation  
Prerequisite: CISM125
Emphasizes advanced word processing, spreadsheet/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. (1997)

OSTM141  
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  
Prerequisite: OSTM141 or approval of instructor
A study of advanced word processing features. The program includes word processing and its many applications including tables, mail merge, forms, master documents, macros and XML. Completion of projects and practical applications. (2010)

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. (1997)
OSTM230 3-0-3
Administrative Office Procedures
Prerequisite: OSTM110
Capstone course that profiles a study of the office professional. Interpersonal communications, channeling information, processing written communications and administrative responsibilities are explored through job-related projects and simulated office experiences. (1997)

OSTM261 3-0-3
Records and Information Management
Introduction to the basic principles of alphabetic, numeric, geographic and subject methods of classifying and storing records. Planning, organizing and controlling the creations, protection, use, storage and disposition of records. (1997)

OSTM262 3-0-3
Business Presentations Using Multimedia
Prerequisite: CISM125
Development and use of multimedia, which includes integrating text, graphics, animation, video and sound. Business presentation for training and marketing will be explored. (1997)

OSTM263 3-0-3
Publishing for Business
Prerequisite: CISM125
Provides instruction utilizing Microsoft Publisher for designing business publications. It will also introduce Adobe Acrobat for formatting in Portable Document Format (PDF) to engage success when providing documents. (2006)

OSTM280 0-4-2
Cooperative Education
Prerequisites: OSTM141, OSTM230 (may be taken concurrently)
Student employment and observation in a field directly related to the office profession through student designed career learning objectives. Supervision of this approved employment by a college coordinator and company manager/supervisor. Student will participate and observe the administrative management, communications, computer applications and procedures presented in the courses and through employment. (2004)

PHIL – PHILOSOPHY

PHIL102 3-0-3
Introduction to Philosophy
Introduction to philosophical thinking with emphasis on the acquisition of methodologies designed to apply to concepts of morality, knowledge, reality, ethics, logic and social/political philosophy. Basic problems and applications of philosophy are examined through the study of multicultural and multidiscipline works of classical and modern thinkers/philosophers. Meets General Education requirement for Humanities. (2003)

PHIL/BIOL104 3-0-3
Bioethics: Realities of the New Millennium
Deals with the controversial biological issues of today: animal welfare, bioengineering, death and dying, issues concerning the unborn to the aged, etc. Focus is on student opinions and in-depth discussions. Of particular interest to students in Allied Health. May be used as a liberal arts or free elective. (2003)

PHIL105 3-0-3
World Myths and Legends
The study of the myths, legends and beliefs of diverse cultures including Greece and Rome, the Middle East, Far East and Pacific Islands, Africa, Northern Europe, British Isles and the Americas. Emphasis will be placed upon the transformation of the myths through time and the impact on culture formation. Meets General Education requirement for 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, Middle-Eastern and American ethical dilemmas using the dominant ethical thought of each culture. Meets the General Education requirement for Diversity and Humanities. (2009)
PHIL 115  
**Philosophy in Literature**  
3-0-3  
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 PHIL 102-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. (2010)

**PHYS – PHYSICS**

PHYS 100  
**Conceptual Physics**  
3-3-4  
*Prerequisites: ENGL080 and MATH071 or MATH074 with grades of C or better or Placement test score or SAT score.*  
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. (2015)

PHYS 102  
**Fundamentals of Astronomy**  
3-3-4  
*Prerequisites: ENGL080 and MATH071 or MATH074 with grades of C or better*  
Surveys fundamental concepts of the science of astronomy and the history of studying the universe; places special emphasis on observation, with many labs involving direct viewing of the sky — sometimes with unaided eye from the student’s chosen location, sometimes with telescopes at Atlantic Cape or other, darker sites; aims to develop in students a basic understanding of the principles of science in general and astronomy in particular, and have them achieve a proficiency in being able to locate a wide range of specific astronomical objects in the sky. Does not meet the General Education requirement for Science. (2015)

PHYS 105  
**Basic Physics**  
3-3-4  
*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)

PHYS 125  
**College Physics I**  
3-3-4  
*Prerequisite: MATH122 or MATH150 (either may be taken concurrently)*  
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 every other spring. (2005)

PHYS 126  
**College Physics II**  
3-3-4  
*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. (2009)

PHYS 225  
**General Physics I**  
3-3-4  
*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)

PHYS 226  
**General Physics II**  
3-3-4  
*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**

PSYC 101  
**General Psychology**  
3-0-3  
Survey of selected major topics within the field of psychology. Topics include stress, psychotherapy, testing, emotions, drives and motives, and memory and learning. Emphasis will be placed on the psychobiological processes that influence behavior. Meets General Education requirement for Social Science. (1992)

PSYC/EDUC 110  
**Child Development: Theory and Practice**  
3-3-4  
*Principles and theories of the development of the child from birth through adolescence. 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. (Place- ments usually occur during the day; early childhood employees may use their workplace as the placement.)* Meets General Education requirement for Social Science. (2013)
PSYC135  
Child Psychology  
Topical examination of the psychological factors that influence life from conception through adolescence. A special emphasis is placed on the psychobiological and social processes governing human behavior. Meets General Education requirement for Social Science. (1992)

PSYC140  
Principles of Guidance for Parents and Teachers  
Considers the role of adults as parents and teachers in the experience of the developing child. Theoretical examination of the dynamics of the child-adult relationship from infancy through adolescence will be coupled with practical strategies for promoting positive development through each stage.

PSYC/SOCL204  
Social Psychology  
Prerequisite: PSYC101 or SOCL101  
Examines the social environment and its relationship to students and their behavior. Topics include social roles, group process and aggression.

PSYC/SOCL207  
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.

PSYC212  
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  
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  
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  
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  
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.

RELG110  
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  
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. (2009)

SOCL101  
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  
Contemporary Social Problems  
Prerequisite: SOCL101  
Examination of contemporary social problems such as the operation of bureaucracy, family disorganization, poverty, and social deviancies of drug addiction, alcoholism and suicide. Also examines minority group conflicts in a pluralistic society with implications for community action and social planning.
SoCL110  3-0-3
Minority Groups and Intergroup Relations
Prerequisite: SOCL101 or permission of instructor
Racial, ethnic and religious groups in the United States, intergroup attitudes and conflicts, racism, the nature and effects of prejudice and discrimination and current inter-group problems in the community.

SoCL120  3-0-3
Sociology of Gender
(This course is on inactive status.)
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  3-0-3
Urban Sociology
(This course is on inactive status.)
Prerequisite: SOCL101 or permission of instructor
Examination of the growth and development of the city, the nature and problems of the urban social system. Special focus on urban diversity and its effect upon family, community, religion, education, government and economics. Influence of demographic factors and social changes on urbanization and implications for planning in urban areas. Offered in spring.

SoCL202  3-0-3
Marriage and the Family
Prerequisite: SOCL101 or permission of instructor
Nature and functions of the family from a sociology perspective. Courtship and marriage systems in the United States, the dynamics of pair interaction before and after marriage, influence of the family in individual social development and family interaction.

SoCL/PSYC204  3-0-3
Social Psychology
Prerequisite: PSYC101 or SOCL101
Examines the social environment and its relationship to students and their behavior. Topics include social roles, group processes and aggression.

SoCL/CRIM206  3-0-3
Juvenile Justice
For SoCL206 the prerequisite is PSYC101 or SOCL101. For CRIM206 the prerequisite is CRIM101 or PSYC101. Studies theoretical and applied concepts of prevention; treatment and control of juvenile delinquency; and recent legislative and philosophical decisions. Offered in fall. (2002)

SoCL/PSYC207  3-0-3
Introduction to Gerontology
Prerequisite: PSYC101 or PSYC135 or SOCL101
Examines the physiological, psychological and social aspects of aging. Topics include cognitive and personality adaptations, sensory and other health changes, and social and community relationships.

SoCL221  3-0-3
Environmental Sociology: Nature, Culture, and Society
Prerequisite: SOCL101
Course explores historical, cross-cultural and contemporary beliefs and practices of people in relationship to the natural environment as well as some current debates in our own society about environmental challenges. As part of the course, students will explore the nature-society relationship in the southern shore region of New Jersey (or other ecological region) and the cultural beliefs and actions in relation to important local ecological systems - seashore, pinelands, farmlands and urban-suburban green space (or alternate regional ecological system). (2008)

SPAN – SPANISH

SPAN111  3-0-3
Elementary Spanish I
Introduces Spanish language and culture to students with little or no background in Spanish. It emphasizes the development of listening and speaking skills including recognizing basic word and sentence sound patterns and communicative functions in Spanish. It also introduces basic reading and writing skills. Short writing assignments will reflect basic grammatical understanding of Spanish verbs. Activities will give students practice using the language in everyday situations. Classroom activities will also present students with information about the culture of Spanish-speaking countries as well as Latin-American traditions assimilated in the American culture. (2004)

SPAN112  3-0-3
Elementary Spanish II
Prerequisite: SPAN111 or permission of instructor
Broadens students’ basic skills in reading, writing, listening and speaking introduced in SPAN111-Elementary Spanish I. Reading and writing activities will encourage longer writing pieces with grammatical applications of the different tenses in the indicative mood. Oral activities will reinforce appropriate intonation patterns of Spanish. Readings and conversation activities will continue presenting students with customs and traditions from Spanish-speaking countries as well as Latin-American cultural characteristics assimilated in the American culture. Meets General Education requirement for Humanities. (2008)

SPAN201  3-0-3
Intermediate Spanish I
Prerequisite: SPAN112 or two years of secondary school Spanish or permission of instructor
Provides a low intermediate introduction to reading, writing, listening and speaking in Spanish. Reading and writing activities
will emphasize appropriate application of punctuation rules, particularly the usage of accent marks. Extensive writing assignments will require grammatical understanding of verbs in the indicative mood. The course will also introduce basic verb conjugations in the subjective mood. Oral activities will give students practice of the intonation patterns in conversations, debates, and long reading passages. Class activities will engage students in small research projects on topics related to Spanish-speaking countries as well as Latin-American groups living in the United States. (2004)

SPAN202 Intermediate Spanish II
(3-0-3)
This course is on inactive status.
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

TCOM – TECHNICAL COMMUNICATION

TCOM125 Technical Communication
(3-0-3)
Prerequisites: ENGL101, CISM125
This course introduces principles, techniques and skills needed to write effective documents in the technical, scientific and service industries. Emphasis will be on organizing information, creating process explanations and instructions, writing formal and informal reports, generating proposals and feasibility studies, technical research and writing for the web. (2010)

TCOM127 Web Technologies
(3-0-3)
This course explores emerging web technologies and introduces students to the principles of web page design. Topics include forms of online communication, techniques for effective research, and societal impacts of web technologies. Students will construct Web pages using industry standard tools, and explore the latest business and social networking technologies. (2015)

THEA – THEATER

THEA100 Theater Production
(0-3-1)
Practical training in technical elements of theater as they relate to specific Atlantic Cape 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
(2-2-3)
Theory and practice of basic acting techniques through lecture and individual and group practice. (2011)

THEA112 Acting II
(2-2-3)
Prerequisite: THEA111 or permission of instructor
Theory and practice of advanced acting techniques through lecture and individual and group practice. (2011)

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)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>TVRF103</td>
<td>3-0-3</td>
<td>Television Production I</td>
</tr>
<tr>
<td>Prerequisite: ENGL070 with a grade of C or better, or Placement into ENGL080.</td>
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<tr>
<td>This course introduces students to the principles and techniques of TV production. Students work in production teams to produce professional level programs. Students gain experience in all phases of production including conception of ideas, scripting, directing and operation of equipment to produce various types of programs. (2013)</td>
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<tr>
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</thead>
<tbody>
<tr>
<td>TVRF/CMM130</td>
<td>3-0-3</td>
<td>Visual Communication</td>
</tr>
<tr>
<td>Prerequisite: Completion of ENGL080 with a grade of C or better or Placement into ENGL101.</td>
<td></td>
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</tr>
<tr>
<td>This course will use a diverse range of approaches to visual analysis including theories, concepts and semiotics to gain a deeper understanding of images in contemporary culture. Examples from art, advertising, film and multimedia will be explored and analyzed. Offered in Spring. (2014)</td>
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<tr>
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<tbody>
<tr>
<td>TVRF180</td>
<td>3-0-3</td>
<td>Radio Production I</td>
</tr>
<tr>
<td>Prerequisite: ENGL070 with a grade of C or better or Placement into ENGL080.</td>
<td></td>
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</tr>
<tr>
<td>This course introduces students to the principles and techniques of radio production. Students work in production teams to produce professional level programs. Students will plan and produce several audio clips that will be used by the College’s radio station. This course also introduces students to the organization and structure of a radio station and examines the history and current state of radio. (2013)</td>
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<tr>
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<tbody>
<tr>
<td>TVRF203</td>
<td>3-0-3</td>
<td>Television Production II</td>
</tr>
<tr>
<td>Prerequisite: TVRF103</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building on concepts from TVRF103, Television Production I, this course uses lectures, group activities and instructor-led projects in advanced television production. Students will create, research, script, record and edit promotional pieces and interviews. Emphasis will be given to pre- and post-production planning. Upon completion of this course, students will be ready for fieldwork and internships in television production. (2011)</td>
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<tr>
<td>TVRF240</td>
<td>3-0-3</td>
<td>Introduction to Film Production</td>
</tr>
<tr>
<td>Prerequisite: ARTS105</td>
<td></td>
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<tr>
<td>This course is an introduction to filmmaking. The emphasis is upon the understanding and application of basic concepts of filmmaking. Students will study production concepts and techniques in both existing films/videos and in their own work. The course will focus on the following areas: film analysis, storyboarding/scripting, equipment operation, composition, lighting, pre-production and post-production. Underlying all is a practical approach to the material. (2010)</td>
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<tbody>
<tr>
<td>TVRF280</td>
<td>3-0-3</td>
<td>Radio Production II</td>
</tr>
<tr>
<td>Prerequisite: TVRF180</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building on the concepts from Radio Production I, this hands-on course provides experience in advanced audio production. Students work in production teams to create, research, script, record and edit promotional pieces and interviews. Students will work in studio and in the field learning to use digital production equipment in preparation for professional career work in radio. (2010)</td>
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</tbody>
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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>TVRF290</td>
<td>1-0-1</td>
<td>New Media Capstone Portfolio</td>
</tr>
<tr>
<td>Prerequisite: Permission of Dean, Career, Technical &amp; STEM Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Designed to grant students the opportunity to develop a product portfolio documenting aspects of their academic career. Students will design and develop an electronic portfolio including examples of their best work from program courses and will be required to complete a capstone project. The project objectives will be based on the student’s major course of study. (2010)</td>
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</thead>
<tbody>
<tr>
<td>TVRF295</td>
<td>1-6-3</td>
<td>Internship in New Media Studies</td>
</tr>
<tr>
<td>Prerequisite: Permission of Dean, STEM Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Designed to give students the opportunity to apply classroom theory in a faculty-approved, 102-hour 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 New Media Studies program at Atlantic Cape. (2014)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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George Boyer
B.A., Rider University
M.A., Norwich University

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M.Ed., American Intercontinental University

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B.S., Rowan University
M.A., Richard Stockton College of New Jersey

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M.A., Immaculate Conception Seminary
M.S., St. John's University
A.B.D., University of Delaware

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Chia-Lin Wu
**TELEPHONE DIRECTORY**

Any college number can be reached by calling (609) 625-1111 (Mays Landing), (609) 343-4900 (Atlantic City), or (609) 463-4774 (Cape May) and dialing the last four digits. Extensions 5200 and 5400 are not direct dial.

The TTY number for hearing impaired persons is (609) 625-3636.

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<td>343-4901</td>
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<td>Security</td>
<td>343-5125</td>
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<tr>
<td>Academy of Culinary Arts</td>
<td>343-4944</td>
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<tr>
<td>Fax</td>
<td>343-4924</td>
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<tr>
<td>Admissions Office, Mays Landing</td>
<td>343-5442</td>
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<tr>
<td>Atlantic City</td>
<td>343-4878</td>
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<tr>
<td>Cape May</td>
<td>463-3958</td>
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<tr>
<td>Fax</td>
<td>343-4921</td>
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<tr>
<td>Advisement Center</td>
<td>343-5621</td>
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<tr>
<td>Fax</td>
<td>343-5617</td>
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<tr>
<td>Art Gallery</td>
<td>Ext. 5346</td>
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<tr>
<td>Atlantic City, Charles D. Worthington Campus</td>
<td>343-4800</td>
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<tr>
<td>Athletics Office</td>
<td>343-5043</td>
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<td>Bookstore</td>
<td>343-5130</td>
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<td>Business Office, Mays Landing</td>
<td>343-5104</td>
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<td>Atlantic City</td>
<td>343-4856</td>
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<td>Cape May</td>
<td>463-3972</td>
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<td>Cape May County Campus</td>
<td>463-4774</td>
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<tr>
<td>Careme’s Gourmet Restaurant Reservations</td>
<td>343-4940</td>
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<tr>
<td>Career and Academic Planning Center</td>
<td>343-5621</td>
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<tr>
<td>Casino Career Institute</td>
<td>343-4848</td>
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<tr>
<td>Fax</td>
<td>343-4807</td>
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<tr>
<td>Child Care Center</td>
<td>343-5359</td>
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<tr>
<td>College Relations/Marketing</td>
<td>343-4907</td>
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<tr>
<td>Cooperative Education</td>
<td>343-5085</td>
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<tr>
<td>Counseling &amp; Support Services</td>
<td>343-5667/5641</td>
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<tr>
<td>Fax</td>
<td>343-4926</td>
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<tr>
<td>Dean of Students</td>
<td>343-5083</td>
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<td>Disability Support Services</td>
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<td>Distance Education</td>
<td>343-4918</td>
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<td>Distance Education Tech Support</td>
<td>1-800-617-2191</td>
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<td>Enrollment Services</td>
<td>343-5005</td>
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<td>Fax</td>
<td>343-4914</td>
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<td>Educational Opportunity Fund Program (EOF)</td>
<td>343-5646</td>
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<tr>
<td>Faculty Support (Division Office), Mays Landing</td>
<td>343-5114</td>
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<td>Atlantic City</td>
<td>343-4895</td>
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<tr>
<td>Cape May</td>
<td>463-3502</td>
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<tr>
<td>Fax (Mays Landing)</td>
<td>343-5122</td>
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<tr>
<td>Financial Aid, Mays Landing</td>
<td>343-5082</td>
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<tr>
<td>Atlantic City</td>
<td>343-4822/4855</td>
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<tr>
<td>Cape May</td>
<td>463-6788</td>
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<tr>
<td>Fax (Mays Landing)</td>
<td>343-4935</td>
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<tr>
<td>Graduation Audits</td>
<td>343-5085</td>
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<tr>
<td>Graduation Cap and Gowns</td>
<td>343-5130</td>
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<tr>
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<td>Ext. 5274</td>
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<tr>
<td>Human Resources - Personnel</td>
<td>343-5610</td>
</tr>
<tr>
<td>Fax</td>
<td>343-5030</td>
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<tr>
<td>Identification cards for students</td>
<td>343-5010</td>
</tr>
<tr>
<td>Job Placement Service</td>
<td>Ext. 5274</td>
</tr>
<tr>
<td>Learning Assistance Center</td>
<td>343-5631</td>
</tr>
<tr>
<td>Library</td>
<td>343-4951</td>
</tr>
<tr>
<td>Mays Landing Campus</td>
<td>625-1111</td>
</tr>
<tr>
<td>Fax</td>
<td>343-4900</td>
</tr>
<tr>
<td>(after hours emergency)</td>
<td>646-4950</td>
</tr>
<tr>
<td>Academic Affairs</td>
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</tr>
</tbody>
</table>

**ACADEMIC DEPARTMENTS**

**ACADEMIC AFFAIRS**

- **Dr. Otto Hernandez, Vice President** ........................................... 343-4909
- **Fax** ................................................................................... 343-5678

**Liberal Studies**

- **Dr. Ronald McArthur, Dean** ......................................................... 343-5007

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- **Academy of Culinary Arts**
- **Kelly McClay, Dean** ................................................................. 343-4939
Directions to Atlantic Cape Campuses

Cape May County Campus
341 Court House-South Dennis Road
Cape May Court House 08210-1972

From the north take Garden State Parkway south to exit 10A for Cape May Court House. Turn right onto Route 657 West (Court House-South Dennis Road) which turns into Route 657 North. Drive 1.3 miles to the entrance to Atlantic Cape on the left.

From the south take Garden State Parkway north to exit 10A for Cape May Court House. Turn left onto Route 657 West (Court House-South Dennis Road) which turns into Route 657 North. Drive 1.3 miles to the entrance to Atlantic Cape on the left.

From the east take Route 657 West (Court House-South Dennis Road) which turns into Route 657 North. Drive 1.3 miles to the entrance to Atlantic Cape on the left.

From the west take Route 47 to Route 657 South (Court House-South Dennis Road). Turn onto Route 657 South. Drive 4.9 miles to the entrance to Atlantic Cape on the right.

Charles D. Worthington Atlantic City Campus
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 Atlantic Cape’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 Atlantic Cape’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 Atlantic Cape’s fenced-in parking lot.

Visit Atlantic Cape’s home page, www.atlantic.edu, under “About” then “Maps and Directions” for further information.

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. Atlantic Cape 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. Atlantic Cape 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. Atlantic Cape 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. Atlantic Cape is 1.8 miles on the right.
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(609) 343-5000

Charles D. Worthington Atlantic City Campus
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Atlantic City, NJ 08401-4485
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Cape May County Campus
341 Court House-South Dennis Road
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