

CATALOG Fall 2019 through Summer 2020



3+1= More 4 You!

3+1 IS A PROGRAM THAT MAKES GETTING YOUR BACHELOR'S DEGREE EVEN EASIER BY STAYING AT RCBC FOR ONE MORE YEAR.

Students who enroll in the 3+1 program will be able to complete their freshman, sophomore and junior year courses with Rowan College at Burlington County (RCBC) at the community college cost and their senior year courses with Rowan University at Rowan University's tuition cost. RCBC graduates enrolling in the 3+1 program will receive a 15% discount off of the prevailing oncampus Rowan University tuition and fees for classes offered online and in Mount Laurel.

Available 3+1 Majors:

- BA in Applied Professional Communication
- BS and BA in Biological Sciences
- BA in Computing and Informatics
- BS in Electrical Engineering Technology
- BA in Inclusive Education
- BA in Law and Justice (Criminal Justice)
- BA in Liberal Studies (Concentration in Philosophy and Law and Justice Studies)
- BS in Mechanical Engineering Technology
- BS in Nursing (RN-BSN only)
- BA in Psychology

To enroll in the 3+1 program, please follow the steps below (rcbc.edu/rowan/how-to-enroll):

- 1. Apply to Rowan College at Burlington County (RCBC). Make sure you send all college and high school transcripts to RCBC, fill out the free online application at rcbc.edu/admissions, and declare a major.
- 2. See academic advising, rcbc.edu/advising, to discuss associate degree options and the courses for years 1 and 2. You can also reference the major maps to assist in selecting courses: rcbc.edu/rowan/major-maps.
- 3. Before graduating from RCBC, fill out the 3+1 application for your intended 3+1 program at rcbc.edu/webadvisor. The earlier the better! Please note, nursing students cannot fill out the 3+1 application until they are accepted to the RCBC nursing major (AAS.Nursing).
- 4. Your application will be reviewed. If approved, the Rowan Relations Office will provide you with a list of courses to complete your junior year at RCBC. Students must have a 2.0 to continue on to junior year. *Please note, Inclusive Education and Engineering Technology majors need to have a 3.0 GPA and additional requirements before starting the junior year.*
- 5. Sign and submit the 3+1 student contract provided by the Rowan Relations Office to begin your junior year. The Rowan Relations Office will declare AAS/AS Advanced and Continuous Studies as your RCBC major.
- 6. Before the senior year, RCBC will send your information from the 3+1 application to Rowan University along with your RCBC transcript to assist in setting up your Rowan University account. If you have transcripts from another school, please provide Rowan University with an official copy, even if you already provide RCBC with a copy.
- 7. To continue on to Rowan University for the senior year, students must have a 2.0 GPA, completed an associate degree, sign the enrollment confirmation form, and completed all the recommended courses by the Rowan Relations Office to continue onto Rowan University. Please note, Inclusive Education majors and Engineering Technology majors need to have a 3.0 GPA and meet all requirements of their program before transferring to Rowan University. Students will register for senior year courses through Rowan University and pay their tuition to Rowan University's Bursar's Office.

For more information, please visit: rcbc.edu/3plus1





900 College Circle Mount Laurel, New Jersey 08054 (856) 222-9311 rcbc.edu

A public community college accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104. (267-284-5000) www.msche.org and approved by the State of New Jersey. The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

The college is approved under Title 38, U.S. Code, for veterans' education.

Rowan College at Burlington County (RCBC) is a designated Servicemembers Opportunity College.

The statements, provisions, policies and fees listed in this catalog are not to be regarded as binding between the student and Rowan College at Burlington County. The college reserves all rights to change at any time any of the provisions, programs, courses, schedules, tuitions or fees as may be warranted by economic considerations, enrollments, and/or other circumstances requiring such administrative action.

Each student is held individually responsible for knowledge of the information contained in this catalog. Failure to read and comply with college guidelines, requirements and regulations will not exempt the student from responsibility.

CATALOG FALL 2019 - SUMMER 2020

Rowan College at Burlington County transforms lives by delivering innovative, high-quality and affordable educational experiences in an accessible and diverse environment.

2019-2020 Academic Calendar

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FALL 2019	
Early Registration without Service Fee Begins	April 15
Registration with Service Fee Begins	July 10
Day & Evening Classes Begin	August 28
Holiday, Labor Day – College Closed**	September 2
Last Day to Add	September 4
Last Day to Drop	September 11
Holiday, Thanksgiving – College Closed**	November 27 – December 1
Classes Resume	December 2
Exam Week	December 10 – December 16
Holidays – College Closed**	December 24 – January 1
SPRING 2020* – TENTATIVE	
Early Registration without Service Fee Begins	
Registration with Service Fee Begins	
Spring Intersession	
Day & Evening Classes Begin	·
Holiday, Martin Luther King, Jr. Day - College Closed**	
Last day to Add	·
Last day to Drop	-
Spring Break - no classes, college open with full services on weekdays**	
Classes Resume	March 9
Holiday – College Closed**	April 10
Holiday – No Classes**	April 11 – 12
Exam Week	May 5 – May 11
Health Sciences Commencement -TENTATIVE	May 14
Commencement ~TENTATIVE	May 15
SUMMER 2020***	
Summer Classes Begin ~TENTATIVE	May 15
Holiday, Memorial Day – College Closed**	

Last Day of Summer Classes ~TENTATIVEAugust 25

^{*} Payment arrangements must be made seven (7) calendar days from the day of registration*

^{*} The dates reference only the traditional 15-week semester; see Academic Calendar (rcbc.edu/academic-calendar) for specific term deadlines and information.

^{**} Online services available.

^{***} See Academic Calendar online (rcbc.edu/academic-calendar) for exact summer semester/term deadlines and information.

Calendars are subject to change without notice. Rowan College at Burlington County also offers special classes and semesters in term lengths. Visit rcbc.edu for current dates and payment/refund deadlines.

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Athletics & Recreation	
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A.S. Degree	
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The College at a Glance

What does RCBC offer?

Extensive academic programs and support services are available to Rowan College at Burlington County students. Among the academic programs for 2019-2020 are the following:

Transfer options — Associate of Arts (A.A.) and Associate of Science (A.S.) degrees. Designed for transfer to a four-year institution.

Career programs — Associate of Applied Science (A.A.S.) degree. Designed for immediate employment of the student upon graduation. In some cases the student may transfer to a four-year institution.

Certificate programs — Career-oriented programs of study. For other non-credit and Community Enrichment programs visit the college website at rcbc.edu.

What does it cost to attend RCBC?

Tuition and fees for Burlington County residents are exceptionally affordable. For current tuition details please see page 16.

Is financial aid available?

Yes. RCBC students may take advantage of a wide range of state and federal aid programs, as well as locally-sponsored scholarships. Most aid programs are need-based, while some are based on academic achievement and/or potential.

Can Veteran education benefits be used at RCBC?

Veteran educational benefits are approved for use in any of the credit programs. See page 30 for further details.

What are RCBC's admission requirements?

Rowan College at Burlington County is an open-admission institution. Anyone who feels he/she can benefit from a college education may enroll at RCBC. For further details, including information on the enrollment of non-high school graduates, see page 11.

The CEEB college code for Rowan College at Burlington County is 2180.



Rowan College at Burlington County does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, or veteran status.

Visit rcbc.edu/hr for more details.

Areas of Interest and Corresponding Academic Majors

Accounting	Accounting	AS.ACC	72	Criminal Justice	Criminal Justice	AS.CRJ	120
C	Accounting	CRT.ACC	73	Culinary	Cooking & Baking	SPC.FCB	6:
Advanced and	A.1 1 1.			,	Culinary Arts	AAS.CUL	62
Continuous Studies	Advanced and Continuous Studies	AAS.ADC	136	Cybersecurity	Cybersecurity	AAS.IAC	119
	Advanced and			Dental Hygiene	Dental Hygiene	AAS.DHY	101
	Continuous Studies	AS.ADC	137	Diagnostic Medical			
Advertising Graphics	Graphic Design	AAC CDD	(=	Sonography	Diagnostic Med. Sonography	AAS.DMS	102
A. D.II.	and Digital Media	AAS.GDD	67	Education	Education (Science)	AS.EDU	86
Air Pollution	Environmental Science	AS.ENV	128		Liberal Arts	AA.LIB	138
Alternative Energy	Alternative Energy Tech.	AAS.ALT	87	Electronics	Electrical Engineering Tech.	AAS.EET	91
American Sign Lang.	American Sign Language	AS.ASL/DEA	81	Electronic	El . II l.l D . 1	CDC ELID	102
Art	Art	AA.ART	59	Health Records	Elect. Health Records	SPC.EHR	103
	Art	AFA.ART	60	Engineering	Chemical Engineering	AS.CGR	88
	Graphic Design and Digital Media	AAS.GDD	67		Electrical Engineering Tech.	AAS.EET	91
Biochemistry	Biology	AS.BIO	125		Engineering	AS.EGR	92
Biology	Biology	AS.BIO	125		Mechanical Engineering Technology	AAS.MET	95
8)	Biotechnology	AS.BIT	126	English	English	AA.ENG	83
Business	Business Administration	AS.BUS	74	C	Communication Arts	AA.COM	82
	Business Management Tech.	AAS.BMT	75	Entertainment			
	Hospitality			Technologies	Sound & Recording Engineering	AAS.ETS	63
	& Tourism Mgmt.	AS.HOS	78 70		Video & Digital Media Prod.	AAS.ETV	64
	Hospitality Small Business	CRT.HOS	79	Environment	Biology	AS.BIO	125
	Business Technology	CRT.BUS SPC.BTC	80 76		Environmental Science	AS.ENV	128
Business Software		AS.INF	115	Exercise Science	Exercise Science Health		
business Software	Computer Info. Systems	A3.INF	11)		and Wellness Promotion	AS.HWP	104
	Computer Management Information Systems	AAS.MIS	116	Fashion	Fashion Design	AAS.FAD SPC.FDC	65 66
Chemical Technology	Chemistry	AS.CHE	127		Fashion Design		
Chemistry	Chemical Engineering	AS.CGR	88	Γ'	Fashion Product Merch.	AS.FPM	77
	Chemistry	AS.CHE	127	Finance	Business Administration	AS.BUS	74
Civil Engineering	Construction Mgmt.	AS.CON	116	Γ' Δ.	Business Management Tech.	AAS.BMT AA.ART	75 50
Communications	Communication Arts	AA.COM	82	Fine Arts	Art		59
Computers	Computer Info. Systems	AS.INF	115		Art Music	AFA.ART	60
	Computer Management					AS.MUS	68
	Information Systems	AAS.MIS	116		Photography	AFA.PHO	69
	Computer Networking Support/Servicing	SPC.EET	117		Photography Theatre	CRT.PHO AA.THR	70 71
	Computer Science	AS.CSE	118	Fire Fighting	Fire Investigation	SPC.FSI	121
	Computer Networking			ine righting	Fire Science	SPC.FSC	121
	Technology	AAS.PCT	90	Food	Cooking & Baking	SPC.FCB	61
	Cybersecurity	AAS.IAC	119	1000	Culinary Arts	AAS.CUL	62
	Graphic Design and Digital Media	AAS.GDD	67	Geoscience	Geoscience	AS.GSC	129
Construction	Construction Mgmt.	AS.CON	90				

Geospatial				Nursing	Nursing	AAS.NUR	111
Technology	Geospatial Technology	AAS.GIS	93	e e	Business Administration	AS.BUS	74
	Geospatial Technology	CRT.GIS	94	Paralegal	Paralegal	AAS.LEX	123
Graphic Arts/Design	Graphic Design	AAC CDD	(7	Paramedic	Paramedic Science	AAS.PAR	112
11 1 W	and Digital Media	AAS.GDD	67		Paramedic Science Cert.	CRT.PAR	113
Hazardous Waste	Environmental Science	AS.ENV	128	Pharmacy/			
Health Professions	Addictions Counseling	SPC.HSA	132	Pharmaceutical	Liberal Arts & Sciences	AS.LSC	139
	Cancer Registry Mgmt.	AAS.MCR	96		Chemistry	AS.CHE	127
	Cancer Registry Mgmt.	CRT.MCR	97	Philosophy	Philosophy	AA.PHI	85
	Cancer Registry Mgmt.	SPC.MCR	98	Photography	Photography	AFA.PHO	69
	Coding	SPC.ACO	99		Photography	CRT.PHO	70
	Computed Tomography Cert.		100	Physical Education	Exercise Science Health	A C I IIW/D	10/
	Dental Hygiene	AAS.DHY	101		and Wellness Promotion	AS.HWP	104
	Diagnostic Med. Sonography		102	DI :	Liberal Arts & Sciences	AS.LSC	139
	Electronics Health Record	SPC.EHR	103	Physics	Physics	AS.PHY	131
	Exercise Science Health and Wellness Promotion	AS.HWP	104	Police Science	Criminal Justice	AS.CRJ	120
	Health Information	110.111 111	101	Political Science	Political Science	AA.POL	124
	Technology	AAS.HIT	105	Pre-Med, Pre-Vet	Biology	AS.BIO	125
	Health Science	AS.HSC	107		Liberal Arts & Sciences	AS.LSC	139
	Health Sciences	AAS.HSC	108	Pre-Physical Therapy	Biology	AS.BIO	125
	Healthcare Informatics	AAS.HCI	106		Liberal Arts & Sciences	AS.LSC	139
	Human Services	AAS.HMS	133	Psychology	Liberal Arts	AA.LIB	138
	Magnetic Resonance Imaging	SPC.MRP	109		Psychology	AA.PSY	134
	Med. Billing Specialist Cert.	SPC.MBS	110	Radiography	Computed Tomography Cert.		100
	Nursing	AAS.NUR	111		Radiography	AAS.RAD	114
	Paramedic Science	AAS.PAR	112	Social Services	Human Services	AAS.HMS	133
	Paramedic Science Cert.	CRT.PAR	113		Liberal Arts	AA.LIB	138
	Radiography	AAS.RAD	114		Sociology	AA.SOC	135
History	History	AA.HIS	84	Social Sciences	Human Services	AAS.HMS	133
Hotel Management	Hospitality				Liberal Arts	AA.LIB	138
C	& Tourism Mgmt.	AS.HOS	78	Sociology	Sociology	AA.SOC	135
	Hospitality	CRT.HOS	79	Sonography	Diagnostic Med. Sonography	AAS.DMS	102
Language Arts	English	AA.ENG	83	Structural Design	Engineering	AS.EGR	92
	Liberal Arts	AA.LIB	138	Sustainability	Alternative Energy	AACAIT	07
Law/Legal Fields	Criminal Justice	AS.CRJ	120	T 1	Technologies	AAS.ALT	87
	Paralegal	AAS.LEX	123	Teacher	Education (Science)	AS.EDU	86
Liberal Arts	Liberal Arts	AA.LIB	138	Technical Studies	Technical Studies	AAS.TES	141
	Liberal Arts & Sciences	AS.LSC	139	Theater	Theater	AA.THR	71
	Liberal Arts & Sciences	CRT.LSC	140	Tourism	Hospitality & Tourism Mgmt.	AS.HOS	78
Management	Business Administration	AS.BUS	74		Hospitality	CRT.HOS	79
	Business Management Tech.	AAS.BMT	75	Visual Arts	Art	AA.ART	59
	Hospitality	ACHOS	70		Art	AFA.ART	60
36.1	& Tourism Mgmt.	AS.HOS	78	Water/Wastewater			
Marketing	Business Administration	AS.BUS	74	Treatment	Chemistry	AS.CHE	127
Mathematics	Mathematics	AS.MTH	130				
Music	Music	AS.MUS	68				

College Phone Number/Department Extensions

(856) 222-9311	Mount Holly Campus (609) 267-5618 Willingboro Campus (609) 877-4520

In reference to	Contact	Extension	In reference to	Contact	Extension
Absence from classes	Course Professor		Non-Credit Courses	Workforce Development	
Academic Advising	Academic Advising	1461		Institute	2537
Accidents (on campus)	Public Safety, Mount Laure	el 2100	Parking Sticker	Public Safety, Mount Laur	el 2100
Adding a Course	Office of the Registrar	1560	Parking Ticket Fines	Conduct	
Address Change	Office of the Registrar	1560		on Campus rcbc.ed	lu/conduct
Athletic Eligibility	Athletic Director	1493	Racial/Ethnic Harassmen	tAffirmative Action Officer	1523
Billing/Refunds	Business Office	1285	Rentals, College Facilities	Rentals	1314
Career Counseling	Career Services Center	1034	Retired Senior		
Changing a Course	Office of the Registrar	1560	Volunteer Program	RSVP	1498
Chargeback Certificates	Office of the Registrar	1560	Scholarships	Foundation	2540
Clubs (starting a club, faculty advisors)	Student Life	1238	Services for Students		
Counseling	Student Support Services		with Disabilities	Student Support Services	1208
Curriculum Change	Office of the Registrar		Sexual Harassment	Public Safety Department.	2100
Customized Training	Workforce Development		Student Support Services	Student Support Services	1208
Degree Application	Office of the Registrar		Student Email	Student Help Desk	1388
Distance Education	Distance Education		Student Government	Student Government	1443
Dropping a Course	Office of the Registrar	1560	Student Help Desk	Student Help Desk	1388
Educational			Testing	Testing Center	1661
Opportunity Fund	EOF Director		Theft, Stolen Property	Public Safety, Mount Laur	el 2100
Financial Aid	Financial Aid		Transcripts	Office of the Registrar	1560
GED/ABE	Educational Service	3016	Transferring to		
Graduation: Fulfillment of Requirements	Office of the Registrar	1203	Another College	Advising	2737
Graduation Ceremony	Student Success	1596	Transferring of Credits	Office of the Registrar	1524, 1378
Illness (on campus)	Public Safety, Mount Laure	el 2100	Tutors	Learning Center	2096
Intercollegiate Sports	Athletic Director	1493	Veterans' Information	Military Ed	1299
Job Opportunities	Career Services	1034	Volunteering	Volunteer Center	1492
Learning Is For Everyone	LIFE	1498	WebAdvisor Account	Student Help Desk	
Military Education	Joint Base MDL	4702		-	
Matriculation	Office of Outreach		_	e Office of the Registrar	
	and Admissions			Office of the Registrar	
Name Change	Office of the Registrar	1560	Work-Study Jobs	Career Services	1034

Terms to Know

When reading this catalog, it will be helpful to familiarize yourself with the following terms and phrases.

Accreditation - Regional agencies regularly send teams to college campuses to analyze academic programs, faculty quality, facilities, etc. Without accreditation, the degrees and credits offered by a college or university may be subject to skepticism from other institutions and may not transfer to accredited schools.

Affirmative Action – Institutional efforts toward equal employment and educational opportunities for all segments of the population.

Apply – Submitting an application to the college. This would be for new students and returning students to build a record in Rowan College at Burlington County database system.

Assessment Test – As identified by the State of New Jersey, skills are assessed in reading, writing and mathematics. All incoming degree-seeking students or students registering for eight or more credits are required to take assessment tests designed to demonstrate strengths and weaknesses.

Associate Degree – The degree typically awarded by community and junior colleges following the completion of a two-year program of study. RCBC offers four such degrees in a variety of career and transfer fields.

Audit – The process by which a student may register for a course on a no-grade basis.

Auditor – A person taking a course on a no-grade basis.

Bachelor's/Baccalaureate Degrees -

The degree typically awarded by a college or university for successful completion of a four-year program of study. Although RCBC does not offer the bachelor's degree, it does offer a variety of two-year parallel programs that will transfer into the third year of a baccalaureate degree program. Several four-year colleges offer bachelor's degree at RCBC locations.

Commencement – Graduation ceremonies.

Corequisite – A course that you are required to take while enrolled in another, related course.

Course Number – The three-letter and three-digit designation that appears before each course name. The designation will indicate the curriculum area and level of each course.

Credit Hour – Each credit hour is a unit of time, usually 50-60 minutes, that a class will meet each week during a given semester.

Curriculum – A set of courses designed to lead to a goal, such as a degree or certificate.

Dean's List – A listing of students who have demonstrated significant academic achievements during a given semester.

Degree Audit – See Program Evaluation.

Degree Requirements – A list of the exact courses, subject areas, requirements and credit hours that a student must successfully complete to obtain a specific degree.

Drop – The process of adjusting a student's schedule by dropping courses after initial registration. The deadline for dropping a course is based on the semester/term of that course. Students can drop courses on WebAdvisor or in-person up until the established deadline.

Electives – Courses in which the student may enroll dependent upon interests, needs and specified criteria. Generally a student may choose from among a large list of elective courses.

Freshman – A student who has earned no more than 28 credits.

General Education Requirements – Courses which provide all degree students with broad knowledge in a variety of disciplines (i.e. math, science, English, etc.)

Grade Point Average – Also known as GPA, calculation to determine a student's academic progress and status. To determine the GPA, the student should divide the total number of credits attempted by the total numerical value of grades received.

Hybrid – A course that meets both on-campus and online at a scheduled time. Usually, classes meet one day a week in a classroom and the other online.

Independent Study – Independent study involves a student's work on course-related materials outside of regular classroom hours.

Internship – Available in selected course areas, the internship provides planned, practical on-the-job experience, in addition to regular classroom work.

Major – The subject area in which the student chooses to concentrate his/her academic work.

Matriculation – To enroll in a college or university as a candidate for a degree or certificate.

Navigate – An individualized interactive planning tool that displays a student's next steps towards program completion.

Practicum – See internship.

Prerequisite – A course or courses a student must successfully complete before being allowed to register for a more advanced course in the same or related subject area.

Program Evaluation – An individualized review of coursework (planned, in-progress, registered and completed) that displays a student's movement toward degree/ certificate completion.

Register – When a student signs up for classes in a particular semester or term.

Semester – A 15-week period during which a student will complete a particular course or courses.

Semester Hour – See credit hour.

Sophomore – A student who has completed 29 or more credits successfully.

Term – A concentrated period during which a student will complete a particular course or courses.

Transcript – The official record of a student's academic performance.

Tuition – Charges for each registered course for which a student registers.

Withdrawal – A process that is available after the specified Add/Drop period for students who are unable, or, no longer wish to complete a course for which they are officially registered. Withdrawing from a class will result in a "W" grade on the official college transcript.

General Information

Rowan College at Burlington County Board of Trustees 2019

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Mr. Christopher J. Brown, Vice Chair

Mr. James C. Anderson, Jr.

Mr. Kevin Brown

Dr. James Kerfoot

Ms. Renee C. Liciaga

Ms. Jamie Martin

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Carol H. Talbot

Samuel Thomas

Ronald D. Winthers

∞ Deceased

Burlington County Board of Chosen Freeholders 2019

Tom Pullion, Director

Balvir Singh, Deputy Director

Felicia Hopson

Daniel J. O'Connell

Latham Tiver

Rowan College at Burlington County is a Member of the Following Educational Advancement Organizations:

Accreditation Board for Engineering

Technology (ABET)

Accreditation Commission for Education

in Nursing (ACEN)

African American Chamber of

Commerce of New Jersey

The American Association of Collegiate Registrars and Admissions Officers

The American Association of Community Colleges (AACC)

The American Health Information Management Association (AHIMA)

Association of New Jersey Holocaust

Organizations

Association of Physical Plant Administrators (APPA)

Burlington County Coalition for Healthy Communities (BCCHC)

Burlington County Regional Chamber of Commerce

Center for Agile Partnerships in

Education (CAPE)

Chamber of Commerce of Southern New Jersey

The College Board

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

Consortium for Community
College Development

Consortium for Student Retention

Data Exchange

Council of Holocaust Educators

Health Information Management Systems Society (HIMSS)

Instructional Technology Council (ITC)

Joint Review Committee of Education in

Radiologic Technology

Mathematics Association of Two-Year Colleges of New Jersey (MATYCNJ)

Middle States Association of Colleges and Schools

Mid Atlantic Regional Commission for Higher Education (MARCHE)

National Association for Research and Planning

National Association of College Admissions Counselors (NACAC)

National Association of College and University Business Officers (NACUBO)

National Association of Colleges and Employers (NACE)

National Council for Instructional Administrators (NCIA)

National Council for Marketing and Public Relations (NCMPR)

National Council for Staff, Program and Organizational Development

National League for Nursing (NLN)

New Jersey Association of Mathematics Teacher Educators (NJAMTE)

New Jersey Association of Physical Plant Administrators (NJAPPA)

New Jersey Council of Associate Degree Nursing Programs (NJCADNP)

New Jersey Council of County Colleges (NJCCC)

New Jersey DEP - Bureau of X-Ray Compliance, Radiologic Technology Board of Examiners

New Jersey Library Association (NJLA)

New Jersey Marine Sciences Consortium

New Jersey Presidents' Council

North American Board of Certified Energy Practitioners (NABCEP)

Organization for Associate Degree Nursing (OADN)

The Quality Matters Program (QM)

United States Distance Learning Association (USDLA)

Virtual Academic Library Environment of New Jersey (VALE)

Character of the College

In their praise of the college, students and graduates consistently point to the excellent learning environment. The unique Rowan College at Burlington County (RCBC) learning experience encompasses caring faculty and staff who want our students to succeed in the classroom, in their careers, and in their other personal endeavors.

As an open door institution, RCBC is dedicated to the development and maintenance of strong academic programs for people of all ages and abilities.

A variety of learning situations, including classroom, lecture hall, laboratory, independent study, and distance education, provide students with the utmost in flexibility. Classes are available weekdays, evenings, and weekends.

RCBC offers academic advising, free tutoring, financial aid opportunities, and other support services to enable students to reach their educational and career goals.

Another aspect of the RCBC environment is our student body. The average age of the student body is approximately 24 years, and many classes benefit from a healthy exchange of ideas between students ranging from recent high school graduates to senior adults.

Philosophy

RCBC was founded by citizens who believed that learning is a lifelong activity and that every person should have the opportunity to pursue education. RCBC staff believes that education and attention to the past, present, and future enables individuals to better understand themselves and actively shape their own future. The accumulated knowledge and wisdom can improve the quality of life for individuals and benefit society as a whole.

Historical Perspective

The college opened on Sept. 2, 1969 in temporary facilities at Lenape High School in Medford, with 728 full-time and 323 part-time students. In 1971, the college moved into the Physical Education Center and the Parker Center on the Pemberton campus. In June of 1972, the Middle States Association of Colleges and Schools accredited Rowan College at Burlington County. To accommodate the modern needs of the workforce, the college has consistently expanded its program offerings as well as the number of RCBC locations throughout Burlington County. RCBC opened the doors to the Mount Laurel campus in 2006 and now also offers classes in the Willingboro Campus, Mount Holly Campus, Culinary Arts Center and at the Joint Base McGuire-Dix-Lakehurst (MDL). Online education has also expanded and RCBC now offers 14 associate degrees and 4 certificates 100% online.

New programs are added to the college curriculum each year to expand the selection of majors. In addition to the new academic programs, the college offers an array of non-credit classes, customized training and professional certifications through RCBC's Workforce Development Institute. Personal enrichment courses are also offered and include an aquatics program for all levels of swimmers and for all ages.

In keeping pace with the ever-changing technology, RCBC maintains more than 950 computer lab stations, teleconference rooms, online education and free WiFi access. The RCBC library maintains extensive online holdings in addition to the physical collection and is partnered with the Burlington County Library System. Every credit course section has access to a state-of-the-art online course environment.

In 2015, the college was renamed Rowan College at Burlington County under a historic partnership with Rowan University that created seamless paths to affordable degrees, including onsite programs. All Rowan College at Burlington County students are conditionally accepted to the Rowan University upon completion of their associate degree. The 3+1 Program allows students to complete their bachelor's degree for less than what most universities charge for a single year.

Mission

Rowan College at Burlington County transforms lives by delivering innovative, high-quality and affordable educational experiences in an accessible and diverse environment.

Goals

- 1. Increase awareness and expand upon the high-quality academic and enrichment opportunities available and accessible to diverse populations.
- Provide high school students with skills evaluations and access to opportunities to prepare for collegelevel work.
- 3. Provide effective student support services and resources to enable learners and increase access.
- 4. Strengthen and grow distance education in order to provide more convenient access to academic programs.
- 5. Align expenditures with revenues or identified cost savings.
- Develop and nurture significant partnerships for cost-effective academic and employment pathways.
- Measure quality and effectiveness in 7. educational design and delivery
- Standardize information used to gauge perceptions and objectively measure institutional quality and effectiveness.
- 9. Provide meaningful educational opportunities, including professional development and continuous improvement.
- 10. Strengthen the meaningful pathways that best serve students' academic, career and personal goals.
- 11. Strengthen student persistence and retention and achieve increased graduation rates.
- 12. Facilitate an environment supportive of curricular and co-curricular student needs.

Confidentiality of Student Records

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

(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 or other appropriate official, written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. Records will be inspected under the supervision of an appropriate college employee. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the college to amend a record that they believe is inaccurate or misleading. The written request must clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the 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 disclosures of personally identifiable information contained in the student's education 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 the college has contracted (such as an attorney, auditor, consultant, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a 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 education record in order to fulfill his or her professional responsibility. Rowan College at Burlington County may also share with partner colleges and universities the educational records of any students who indicate an intent to enroll in those institutions.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Rowan College at Burlington County to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

A copy of the RCBC policy and a copy of the FERPA regulations are on file in the offices of the Registrar and the Vice President of Student Success.

Public Notice Designating Directory Information:

RCBC hereby designates the following student information as public or directory information. Such information may be disclosed by the institution for any purpose, at its discretion: Name, mailing address, email address, place of birth, photographs, grade level, dates of attendance, enrollment status, most recent educational institution attended, major field of study, awards, honors and degrees received, height and weight of athletic team members and participation in officially recognized activities and sports.

Students may withhold permission to disclose this information under the Family Educational Rights and Privacy Act of 1974, as amended (FERPA), by completing the Non-Disclosure form on the college's website and submitting it to the Registrar's Office. Such notification shall become effective as of the date on which it is received in the Registrar's Office and will remain in effect for the remainder of the academic year.

Admission

Rowan College at Burlington County has an Open Enrollment Policy.

RCBC's academic, professional and cultural opportunities are accessible without regard to race, color, national origin, sex or handicap.

You may begin your studies at RCBC if:

- you have a high school diploma or
- you have an equivalency (GED) certificate
- you are a high school or homeschooled student with permission or
- you are a non high school graduate with ability to benefit from a post-secondary education.

Applying to the College

- 1. Submit an online application for admission at rcbc.edu; the \$20 non-refundable application fee is waived. A paper application for admission, submitted to the Office of Outreach and Admissions, must be accompanied by the \$20 non-refundable processing fee.
- 2. Request an official transcript from your secondary school showing subjects completed, grades earned, and date of graduation. An official General Education Diploma (GED) transcript may be submitted as evidence of high school graduation.
- Request official transcripts to be forwarded from any college previously attended to: Office of Outreach and Admissions 900 College Circle Mount Laurel, NJ 08054

Note: Some programs have select admissions. Refer to each program's website for policies specific to the program: Cancer Registry Management, Coding Certificate, Computed Tomography Certificate, Diagnostic Medical Sonography, Dental Hygiene, Electronic Health Records, Health Information Technology, Magnetic Resonance Imaging, Nursing, Paramedic Science, and Radiography.

Student Health Insurance

Rowan College at Burlington County is no longer required to provide health insurance to students.

Students will find information regarding the purchase of insurance on the Business Office page of the RCBC website.

Change of Record Information

Students who wish to make any changes to their academic record must file proper forms with the Office of the Registrar. Changes include name, address, telephone number, or other items on the initial application.

Out-of-County, Out-of-State Students

Individuals who wish to attend RCBC but are not residents of Burlington County are accepted for admission using the same criteria for admission as for county residents but will be charged a different tuition rate. (for Chargeback Law see page 17).

Admission of Adults with Neither a High School Diploma Nor a High School Equivalency Diploma

Individuals aged 16 or older, who are out of school and have approved waivers from certain authorized personnel, may be admitted to the college. Waivers may be submitted by high school authorities, a probation or parole officer, New Jersey State Vocational Rehabilitation counselor or judge.

Students using this option may apply to the Department of Education, State of New Jersey, and petition for a high school Equivalency (GED) diploma upon completion of 30 college-level credits (numbered 100 or above) taken from categories specified by the State of New Jersey.

For details, please contact the Office of Outreach and Admissions at (856) 222-9311, ext. 1199 or admissions@rcbc.edu.

NOTICE—State of New Jersey Requires Immunizations

The State of New Jersey requires all full-time (12 or more credits), degree seeking students provide proof of immunizations against measles, mumps, and rubella, and hepatitis b. Proof of immunizations should be certified by your health care provider, utilizing the "Certificate of Immunization" form, which can be obtained from the college website, rcbc.edu.

Students who are exempt from the immunization requirements on grounds of medical contraindication, religious reasons, or age (students born before 1957 are exempt from MMR requirements only), should submit the "Certificate of Immunization", indicating the type of exemption, along with supporting documentation as required.

Students may be admitted and enrolled on a provisional basis for their first term if required immunization documentation is not available at the time of registration.

If you have any questions about the regulations, please contact the Office of Outreach and Admissions at (856) 222-9311, ext. 1199.

Residency Requirements

Students who indicate on their applications that they are residents of Burlington County satisfy the residency requirements by either submitting their online application or signing a paper application. If requested, students must be able to submit a notarized statement of residency. Any falsification of information may subject the student to dismissal from Rowan College at Burlington County.

Readmission

Students who have not registered for a credit course for three years or more must submit an application for readmission. No application fee is charged for readmission. The catalog in effect at readmission will be used to determine the appropriate curriculum.

Students who have been dismissed for academic reasons must petition the Academic Standards Committee to be reinstated. Forms are available from the advising staff at the Mount Laurel campus.

High School Students

In select cases, high school students may enroll for college credit courses. All high school students will need consent from their parent/guardian and the school principal or guidance counselor. For more information on this program visit: rcbc.edu/headstart.

College Acceleration Program (C.A.P.)

The College Acceleration Program provides students with the opportunity to take college-level courses for credit at Rowan College at Burlington County while enrolled in their current high school. Students in this program can begin working toward an associate degree while completing their high school coursework.

Courses in this program are taught by high school teachers who have been approved by RCBC.

RCBC determines the courses that qualify for this program.

For more information on this program visit: rcbc.edu/CAP.

Spring Ahead! Program

High School seniors at Burlington County high schools and select out of county high schools may participate in a program for early registration at RCBC. The program offers RCBC information sessions and placement testing at most schools and all schools participate in a registration visit on the RCBC campus, providing students with early selection of courses for their first semester at the college.

For more information, contact your high school guidance office or RCBC's Office of Outreach and Admissions at (856) 222-9311, ext. 1199 or visit: rcbc.edu/spring-ahead.

Transfer Students

Transfer students are welcome at Rowan College at Burlington County. Students seeking to transfer credits from another accredited, post-secondary education institution into RCBC must meet the criteria and fulfill the requirements stated below. The Rowan College at Burlington County Office of the Registrar, and where appropriate, the Academic Divisions have the responsibility for oversight, updating and compliance with the transfer credit policy and procedure.

Requirements:

- 1. The post-secondary institution where the credits were earned must be accredited by the appropriate regional accreditation agency.
- The transfer applicant must select a RCBC degree or certificate program. Credits will not be evaluated without a selection of degree or certificate program.
- 3. The course(s) to be transferred must be compatible to a RCBC degree or certificate program and the course(s) must be applicable to the student's selected degree or certification program. Non-equivalent courses are elective credits.
- 4. The student transfer applicant must have successfully completed the course(s) with a grade of "C" or better, unless a higher grade is required for a selective admissions program as published in the college catalog.
- 5. Transfer credits are not included in computing a grade point average and are listed as "TR" grades on the student's official RCBC transcript.
- A student may not transfer more than 49 credits toward an Associate's degree program or more than 18 credits toward a Certificate program.
- 7. Transfer students must be placed or waived from our Placement Exam (ACCUPLACER) prior to registration as published in the "College Assessment" section of the college catalog.
- 8. Transfer applicants must submit an **official transcript** from all previously attended institutions of higher education. Students who have attended international universities

- must have their transcripts evaluated (course-by-course) by any current members of NACES (National Association of Credential Evaluation Services) prior to submitting an official transcript.
- Credits may be awarded for military training based on an evaluation by the American Council on Education. Students are responsible for contacting ACE to have official transcripts sent to Rowan College at Burlington County.
- 10. Rowan College at Burlington
 County participates in NJ Transfer
 and accepts all course equivalencies
 listed on the NJ Transfer web site
 (njtransfer.org). The credits shall be
 accepted for transfer in to RCBC
 once an official transcript is received
 and reviewed by the Office of the
 RCBC Registrar.
- 11. Courses taken in Mathematics, the Sciences, and Computer Science are subject to review after five years and all other courses are subject to review after ten years.
- 12. Rowan College at Burlington County grants credit for acceptable scores from the College Level Examination Program (CLEP), the College Board Advanced Placement (AP and IB) exams. Refer to the sections in the college catalog on CLEP, AP and Credit by Department examination.

Applicants to the Cancer Registry
Management, Coding Certificate,
Computed Tomography Certificate,
Diagnostic Medical Sonography, Dental
Hygiene, Electronic Health Records,
Health Information Technology,
Magnetic Resonance Imaging, Nursing,
Paramedic Science, and Radiography and
Paralegal programs must consult program
directors about transferring college
courses into each discipline.

After the Registrar's Office has determined the acceptability and appropriateness of the credits to the student's program, the transfer credit will be applied to the student's academic record. Students may view their academic record in WebAdvisor.

Appeals of transfer decisions are directed to the Office of the Provost.

International Students

Before you can apply at a U.S. Embassy or Consulate for a student visa (also known as an F-1 visa), you must first apply to an eligible SEVP (Student and Exchange Visitor Program) approved school. Rowan College at Burlington County is a SEVP certified school, eligible to enroll non-immigrant visa holders whose primary purpose for coming to the United States is to be a student.

RCBC admits F-1 students for the Fall (deadline: June 30) and Spring (deadline: November 30) semesters.

To gain admission to RCBC, a new international student applicant must complete and submit the following documents to obtain a Form I-20 (Certificate of Eligibility for Non-Immigrant F-1 Student Status):

- RCBC International Student Application;
- \$100 non-refundable application fee *(check/money order only)*;
- Certified copy of high school transcripts (translated into English), that verifies completion of secondary school;
- Official TOEFL test score report* (if applicable);
- Sponsor's Affidavit and Evidence of Annual Cash Support with supporting documentation which include:
 - Original financial statements to verify sufficient funds.
 These statements must:
 - Be written in English (or officially translated into English) on bank letterhead;
 - Display the sponsor's name as the owner of the account;
 - Be less than 6 months old:
 - Show a minimum of \$20,000 USD;
 - Provide proof of individual sponsor income.

- Copy of current valid passport;
- Copy of current valid visa and I-94 (if currently in the U.S.);
- Current and previous I-20s (if transfer student from another U.S. institution);
- A course-by-course evaluation by any current members of NACES (National Association of Credential Evaluation Services) of any foreign college courses the student wants transferred to RCBC. Visit: naces.org/members.htm;
- Immunization Record (measles, mumps, and rubella, and hepatitis B;
- * The TOEFL (Test of English as a Foreign Language) is not required for admission; however, if the TOEFL exam (paper-based, computer-based, or internet-based test) is taken within one year, scores can be considered for potential ESL assessment.

Note: Some of RCBC's programs have competitive and selective admissions requirements which do not guarantee admission into these selected programs.

For more information, please contact the Office of International Student Services at international@rcbc.edu.

Services for Students with Disabilities

Rowan College at Burlington County makes appropriate services and facilities available to students with disabilities, as defined by Section 504 of the Rehabilitation Act of 1973, which requires post-secondary institutions receiving federal financial assistance to provide "program accessibility" to students with disabilities.

A student with a disability is defined as one who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment.

At present, specialized services at the college are made available to students with disabilities on an individual basis. The college has a number of features in its construction intended as aids to individuals with physical disabilities as they move around the campuses. RCBC's vocational opportunities are accessible without regard to race, color, national origin, sex or handicap. Students with disabilities are required to follow established admissions procedures at the college. Students with disabilities are encouraged to visit the campus or contact the Office of Student Support on the Mount Laurel Campus, to discuss any special accommodations. It is the student's responsibility to provide the college with the proper documentation to substantiate any and all disabilities. This information enables the college personnel to be able to provide the accommodations necessary for a successful learning experience.

Services to students with disabilities at RCBC include the following:

- barrier-free design in all campus buildings;
- special registration procedures as requested;
- test-taking assistance for the visually and motor-skill-impaired;
- access to tape recorders for in-class use with appropriate documentation;
- special parking privileges;
- an adaptive learning lab;
- other services as needed.

For further information contact the Office of Student Support at (856) 222-9311, ext. 1208.

Dispute Resolution for Students with Disabilities

Rowan College at Burlington County has developed an administrative procedure to assist students with disabilities in resolving any dispute in which the college or any of its agents or employees allegedly act in violation of Section 504 of the Rehabilitation Act of 1973, 29 USCA, 794. This statute, commonly known as "the handicapped access law," prohibits discrimination against otherwise qualified handicapped persons.

There are four specific steps to follow in this procedure. Students should proceed as follows:

- Within five college work days of the alleged incident, the student should attempt to resolve the problem personally with the college employee involved.
- 2. If the person is unable to reach a satisfactory resolution of the complaint in step 1 above, the person should, within five working days of the meeting with the college employee, make a written request for a meeting with the employee's immediate supervisor. This meeting with the supervisor is to take place within 10 college work days from receipt of the request. The immediate supervisor will hear the person and collect data as needed from the employee and other college personnel and render a decision on the matter. The supervisor will communicate this decision in writing to the person and employee within five college work days after the meeting.
- 3. If the person is unable to reach a satisfactory resolution of the complaint in step 2 above, the person should, within five work days of receipt of the written decision following the meeting with the college employee's supervisor, make a written request for a meeting with the Vice President in whose area of supervision the matter has occurred. This meeting is to take place within 10 college work days from receipt of the request. The appropriate Vice President will review the facts presented by the person and collect data from other personnel as needed. The Vice President will render a decision on the matter and communicate this decision in writing to the person, the employee against whom the person has made the complaint, and the employee's immediate supervisor within five work days after the meeting.
- 4. Any person may appeal the decision of the Vice President directly to the President of the college. The notice of appeal must be received at the Office of the President within five college working days of the date of the Vice President's decision. The President, within 10 college work days of receiving the notice of appeal, shall either confirm, reverse, or modify the decision of the Vice President. The President's written decision shall include his/her reasons for arriving at said decision. Said decision shall be final.

The steps are outlined in Administrative Procedure 904A, published in the Student Handbook/Calendar. Copies of this procedure are also available from Catherine Briggs, Title IX and Section 504 Coordinator, located in the Student Success Center, room 237 on the Mount Laurel Campus or by calling her at (856) 222-9311, ext. 1235.

In the event that litigation is brought against the college or any of its agents or employees alleging any statement of facts constituting a violation of Section 504, the college will move to dismiss such litigation in all cases where the plaintiff has failed to utilize this student dispute resolution procedure.

College Assessment

The State of New Jersey requires all institutions of higher education to assess all full-time and part-time entering students for proficiency in reading, writing, computation and elementary algebra. Students will be assessed after they have been admitted to the college. All degree-seeking students must show ability to benefit from college-level courses. The assessment will be used for course placement purposes. No student will be denied admission to the college based on the assessment results but course selection may be restricted based on the student's performance on the assessment. The assessment is taken after application materials have been processed. Students may be exempt from taking the assessment if they:

- are enrolled in a bilingual or English as a Second Language (ESL) program. They must be evaluated after they complete the program.
- already hold an associate degree or higher from an accredited college or university and can provide proof of completion.
- have successfully completed the equivalent of English Composition (ENG 101) and college-level math (MTH 107 or higher) with a grade of "C" or higher and can provide proof of completion.
- met the following benchmarks on the:

 SAT
 - Prior to March 2016 students with scores of: Math Score of 530 or higher and a Critical Reading Score of 540 or higher
 - After March 2016 students with scores of: Math Score of 500 or better and an Evidence Based Reading and Writing Score of 450 or better.

PARCC -

- MATH PARCC with a minimum score of Level 4 or 750 on the Algebra II Exam
- ENGLISH PARCC minimum score of Level 4 or 750 on the English Language Arts/Literary Grade 11 Exam

ACT -

 Students with ACT scores of 23 or higher in Reading and 20 or higher in Math

- have met the college's requirement for CLEP or Advanced Placement in English, computation and elementary algebra.
- have completed developmental courses comparable to RCBC's highest level of remediation at another regionally accredited college. Students must provide a transcript and a catalog course description.
- are not working toward a degree and want to attempt fewer than 30 credits. The assessment will be required prior to attempting the 30th credit.
- have taken the assessment at another New Jersey college and the results have been forwarded to:

Test Center Test Coordinator 900 College Circle Mount Laurel, NJ 08054

Applicants cannot register for English Composition (ENG 101) or collegelevel mathematics (MTH 100 or higher) or courses with a math or English prerequisite if they have not taken nor have been exempt from the assessment.

Advanced Placement

Rowan College at Burlington County may grant credit hours for the College Board Advanced Placement Program examinations. Students must have an official AP Score Report (transcript) sent from the College Board Advanced Placement Program sent to the RCBC Office of Outreach and Admissions.

The transcript will be evaluated and credit given for courses offered by RCBC if the scores meet the RCBC criteria. Contact the Office of the Registrar for more information or visit: rcbc.edu/registration/transfer-credit-evaluation/tests.

Credit by Departmental Examination

Rowan College at Burlington County offers institutional credit-by-examination in limited and specific areas. A non-refundable fee is charged for each examination. A maximum of 30 credit hours may be earned if procedure and criteria are met. No grades are recorded. Credit awarded is reflected on a student's transcript. For forms, contact the Office of the Registrar.

Credit Through CLEP

Rowan College at Burlington County may grant up to 30 credit hours earned through the College Level Examination Program (CLEP) General Examinations on scores recommended by the American Council on Education. Similar credit may also be awarded for subject examinations. To schedule an appointment for the CLEP Examination, contact the Test Center. Contact the Office of the Registrar for tests and scores accepted by RCBC.

Foreign Language Placement Policy

Students may begin the study of a foreign language at the elementary level, but students who have successfully completed two years of a foreign language in high school are encouraged to begin with 201. Students are assisted in selecting the appropriate level at which to begin by a faculty member.

New Student Orientation

All new students are required to participate in the orientation session held prior to the start of their first semester at RCBC. The orientation session is designed to acquaint students with college policies and procedures, the layout of the campus and key college personnel. New students will be informed by letter of the dates for orientation.

Drug-Free Campus

It is an objective of Rowan College at Burlington County to provide a safe, drug-free environment for members of the college community and to comply with the provisions of the Drug-Free Workplace Act and other applicable laws. Receipt of federal grant funds is conditioned upon the agreement of the college to comply with federal law; failure to comply may result in the suspension or termination of a grant award or the college's eligibility for federal grants.

The Student Code of Conduct (Board Policy 903 B) makes it unlawful to manufacture, distribute, dispense, possess or use a controlled substance on campus. Students found in violation will be reported to the local authorities and may be expelled from the college.

Students should be aware of the various drug counseling, rehabilitation and student assistance programs available. Information is available in the Office of Academic Advisement and college academic advisors/counselors can assist with referral if a student so desires.

Student Conduct

It is the responsibility of all students of Rowan College at Burlington County to read and be familiar with the rules and regulations governing student conduct. Please reference Student Conduct and Responsibilities on page 46 of this catalog.

The code shall at all times be interpreted on the general principle that all students shall incur like penalties for like violations and that the accused are assumed innocent until proven guilty based on a preponderance of evidence. Students accused of misconduct shall be given written notice within five class days of a formal disciplinary hearing. Notification must state specific charges, the name of the accuser, possible penalties if found guilty, the date, time and place of the hearing and any other basic information relating to the case.

The Rowan College at Burlington County Public Safety Office receives and investigates all incidents. If the situation warrants police action, or if the individual reporting the matter makes a request, the Public Safety Office will contact the applicable municipal police department.

RCBC's Public Safety Department will summon the assistance of other agencies to provide services that require special resources.

For assistance, call:

Mount Laurel (856) 222-9311, ext. 2100

Willingboro (609) 877-4520, ext. 3100

Mount Holly (609) 267-5618, ext. 4100

Financial Information

TUITION AND FEES

Payment Policy and Due Date

All tuition and fees must be paid on or before the posted due date. Payment arrangements, whether by full payment, payment plan, or financial aid, must be made by the posted date for each full term and mini terms. Please visit the Office of Student Accounts webpage or the posted Academic Calendar for all due dates. A registration fee is charged to all students registering after the posted payment due date. A late registration fee is charged to all students registering on or after the first day of classes. All students who register after the payment due date, must make payment arrangements within 7 days after the date of registration. Failure to make payment arrangements may result in classes being dropped for non-payment.

Payment Options

Payments can be made online at rcbc.edu/WebAdvisor through "Manage your Payment, Payment plan and More." Online payments are accepted in the form of credit card (Visa, Mastercard, Discover and American Express) or electronic check. In person payments are accepted at the Office of Student Accounts in the Student Success Center in the form of a check, cash, money order or credit card. Students with tuition benefits offered by an employer must submit a payment voucher, on company letterhead, prior to the payment due date for approval. Payment vouchers may not include any restrictions or contingencies (grades/ attendance/etc.) in order to be deemed an appropriate payment arrangement.

Affordable Monthly Tuition Payments

RCBC offers an interest-free monthly payment plan for each semester and mini terms. Students may enroll in a payment plan by logging into their WebAdvisor account through "Manage Your Payment, Payment Plans and More". There is a \$25 enrollment fee for each term in which a student enrolls in a payment plan. The enrollment fee amount is subject to change without notice. The enrollment fee is in addition to the down payment amount. Monthly payments may be automatically deducted from a bank account, or may be charged to an American Express, Discover, MasterCard or VISA card If a student's down payment is returned for non-sufficient funds or for any other reason, the student payment plan will be terminated immediately and classes may be dropped. If a student sets up a new payment plan they must use another method of payment.

Financial Aid

For information on financial aid programs offered by the college, see pages 18-20.

Financial Responsibility for Dropping Classes

Charges for the courses dropped within the add/drop period will be removed at 100% from the student account and payment plan will be adjusted automatically according to the new amount billed resulting from the add/drop.

Dropping a course or courses after the add/drop period is considered "Withdrawal from Courses". Charges for the courses withdrawn after the add/drop period remains in the student account at 100%. Additional information on "Withdrawal from Courses" can be found under the "Registration" section.

Delinquent Student Accounts

Student accounts that have an outstanding balance but no acceptable payment arrangement are considered delinquent. Rowan College at Burlington County may refer the delinquent account to a collection agency. When the account is placed with the collection agency the student will be responsible for paying all collection agency fees. The collection agency fee is based on a percentage of the total of the delinquent account placed with the agency. Official transcripts will not be forwarded for any student with an overdue account. Students with an outstanding balance will be prohibited from registering.

Application Fee

A fee must be paid by each applicant when first applying for admission to the college. This processing fee is not refundable.

International Student applicants must pay a fee for admission to the college.

Tuition

For current tuition rates please visit rcbc.edu/businessoffice/tuition-fees.

Tuition, fees and other charges are subject to change at any time in accordance with the policies established by the Board of Trustees of Rowan College at Burlington County.

General Fee

A per credit hour fee is charged to all students to provide funds for student cultural and social programs. Please see page 18 for the current general/activity fee.

Technology Fee

Enables the college to add and replace computers, software, library resources, and other items for student use. Please see page 18 for the current technology fee.

Student Activity Fee

A per credit hour fee is charged to all students to provide funds for student activities.

Supplemental Fee

A per credit hour fee provides for the costs associated with the graduation process and transcript requests.

Facilities Fee

A per credit fee to support capital and facilities needs at the college.

Chargeback Law (Non-Burlington County Residents)

New Jersey residents living outside of Burlington County and attending Rowan College at Burlington County in a *Chargeback* eligible program *must* obtain an *Application and Certification of Eligibility for Chargeback form* from the Recruitment Office or Registrar of the student's home community college. Failure to apply for a Chargeback *will result in additional charges, covering the cost of the course, to the student.*

Completion of this process may result in the student being charged the in-county tuition rate. For further information regarding chargeback eligible programs and requirements, please contact Office of Outreach and Admissions or the Office of Student Accounts.

The Following Procedures are to be Followed:

- First semester students will receive a letter from the Office of Outreach and Admissions verifying their admission to Rowan College at Burlington County.
- 2. A copy of the College Assessment scores should be obtained from the Test Center.
- 3. All out-of-county students will receive information from the Office of the Registrar indicating the courses or curriculum enrollment for the semester.
- 4. All necessary information must be processed by the appropriate office (Office of the Registrar, Office of Outreach and Admissions and Office of Student Accounts) of your home county college.
 - a. A "Certificate of Eligibility" will be issued if approved
 - b. A refusal form will be completed if denied
- A Residency Certificate must be completed by the County Treasurer's Office of your "home" county.
- 6. Return all information to the RCBC Office of Student Accounts, located in the Student Success Center.
- 7. This process must be completed by the deadlines established by your "home" county.
- 8. Renewal by semester depends on the procedures established by your "home" county college.

Special Rates for Senior Adults

Students age 60 years and above pay \$32 per credit, plus technology and supplemental fees. They will pay all applicable course fees as well as late and change fees, but no application or general fee will be charged.

Senior adults must complete a waiver form. They must also provide proof of age and Burlington County residency at the time of registration.

Course/Materials Fees

Some courses at the college require additional fees to pay for laboratory hours and/or additional materials required for the course.

Returned Check Fee

Any check returned to the college by the bank on which it is drawn, for any reason whatsoever, will incur a processing fee and in the future, the student's privilege of writing personal checks to the college may be revoked.

Post-dated checks will not knowingly be accepted by the college, and if returned by the bank, are subject to the returned check fee.

Identification Card

Each student is issued a free ID card at the time of registration. There is a \$20 replacement fee for identification cards.

Schedule Change Fee

Once classes begin, a NON-REFUNDABLE fee is charged EACH time a student ADDS a class or CHANGES a section when the change is for the student's personal convenience or for a change in instructor.

Refunds Dropped Courses

A drop/add form must be completed and filed with the Office of the Registrar by students dropping courses for any reason. Failure to follow this procedure will result in the forfeiture of any refunds.

Refund amounts are based on the date a change in registration is received by the college. Specific withdrawal dates are available from the Office of the Registrar and on the academic calendar at rcbc. edu/academic-calendar.

Tuition Refunds

Tuition refunds are processed during the 60 working days following the last day of the official Drop/Add period. Refunds are made by check for students who paid by cash or check. A credit card refund is done for payments made by credit card. All check refunds are mailed to the student's address on file. It is the student's responsibility to see that his/her correct mailing address is on record with the college. Students with questions regarding refunds should contact the Office of Student Accounts.

Exceptions and Appeals Committee

The Exceptions and Appeals Committee is responsible to review student petitions to the college's financial policies. Exception and Appeal Petitions are reviewed in the order they are received. Petitions must be submitted using an RCBC student email or in person to the Student Services office on the 2nd floor of the Student Success Center. Petitions and supporting documentation should be submitted within 90 days of the end of the term, which necessitates the appeal. Petitions submitted after 90 days must be supported with documentation of extraordinary circumstances to be favorably considered. In order for the committee to consider a petition, courses for the semester/term that is under review must have a status of dropped "D", withdrawal "W", or have been approved for administrative withdrawal "AW". The Committee makes its decision based on the student's written explanation of the extenuating circumstance and the submitted documentation (i.e., verification of hospitalization from a doctor or hospital, transfer orders signed by a military commander, etc.). The Exceptions and Appeals Petition form is available on the website at rcbc.edu/forms.

SUMMARY OF FEES*

Fees are Subject to Change Miscellaneous Fees Application Fee \$20 Credit by Exam Fee \$25 PCH Course fees for designated courses Contact Test Center Facilities fee.....\$17 PCH to support capital and facilities needs at the college General Fee \$13.50 PCH International Student application fee.....\$100 Late Payment Fee \$50 Late Registration Fee .. \$40 Reinstatement Fee...... \$75 Replacement of Student ID Card \$20 Replacement of Parking Sticker** \$10 Returned Check Fee ... \$35 Schedule Change \$20

PCH: Per Credit Hour* - In-county rate **for 3rd active parking permit

Technology Fee \$11 PCH

Student Activity Fee \$4 PCH

Supplemental Fee \$2 PCH

As of Fall 2018

FINANCIAL AID

Mount Laurel, Student Success Center. For other locations, see our website.

Phone: (856) 222-9311, ext. 1575 Email: financialaid@rcbc.edu

Federal School Code: 007730

rcbc.edu/financialaid

Introduction

RCBC has a comprehensive financial aid program that includes scholarships, grants, loans and work-study opportunities to assist students in meeting college costs. Funds come from many sources, including state and federal governments, local business and industry, and civic organizations. Funds are available not only to those with high financial need, but also to middleincome families that find it difficult to pay for a college education.

Financial Aid Office Mission Statement

The Financial Aid Office of RCBC is committed to providing quality financial aid services to all eligible students and

- Delivering Federal Title IV aid, New Jersey state aid, RCBC Foundation assistance, and outside scholarship assistance to students who are eligible for educational funding via these resources.
- Acting as a resource to county residents, providing information about the financial aid application
- Serving our students in a timely, equitable, accurate, courteous, and fiscally responsible manner adhering to all federal, state, and college regulations.

Applying for Financial Aid

The first step in applying for financial aid is to complete the Free Application for Federal Student Aid (FAFSA). This allows you to apply for federal and state grants and many institutional scholarships. There is no charge for filing the FAFSA. Filing online at fafsa.gov is the fastest, most efficient way to apply for financial aid.

Note: You must complete a FAFSA every academic year.

Deadline

For a file to be considered complete, your FAFSA must be processed by the Department of Education and the results received by RCBC. In addition, you must submit any documentation requested by RCBC in order to complete your FAFSA application. If you are selected for verification, you will be asked to submit documentation that allows RCBC to confirm the data you submitted on your FAFSA.

Visit rcbc.edu/financialaid/important to see a current list of important dates and deadlines pertaining to financial aid at RCBC.

Priority applications will be processed prior to the start of the semester. However, as long as we receive your FAFSA before the end of the enrollment period for which you are applying for aid, we will review your eligibility.

Completing the FAFSA

You should complete the FAFSA using tax information from the calendar year indicated on the FAFSA you are filing. If you are a dependent student, according to federal guidelines, then you must list both your and your parent's information. If you are married, then you must list information for yourself and your spouse. Sign and date the FAFSA and have your parent sign if you are a dependent. We encourage you to electronically file and sign your FAFSA with the Department of Education at fafsa.gov. It is the fastest and easiest way to file your FAFSA every year that you are attending RCBC. In the school choice section of the FAFSA, you must tell the federal processor which schools should receive your information. Enter RCBC's Federal School Code: 007730

How Do I Get Help?

For your convenience, you can apply for a FSA User ID and file your FAFSA online using one of the 'Student Use' computers available on all campuses.

Online help with the filing process is available at **fafsa.gov** and at studentaid.ed.gov. You can also obtain help at 1-800-433-3243.

What Happens Next?

After you have completed your FAFSA, you should receive your Student Aid Report (SAR) from the US Department of Education's Federal Processor. RCBC receives the same information electronically. We will inform you of the status of your application and tell you if we need any additional documentation. Once your file is complete, we will send you a notice of your eligibility.

GRANTS AND SCHOLARSHIPS

Federal Pell Grants

Federal Pell Grants are the single largest grant program at RCBC. It is a federally-funded program open to all RCBC students who are degree or certificate-seeking and demonstrate financial need. The amount of the grant award is based on the number of credits of enrollment, cost of attending RCBC, and the student's EFC (a formula used by the Department of Education to determine financial need).

Federal Supplemental Educational Opportunity Grants (FSEOG)

FSEOG is also a federal grant. It is designed for students with exceptional financial need. Eligible degree-seeking students must register for at least six credits for each semester during which they receive FSEOG funds. FSEOG funds are awarded to the neediest Pell Grant recipients.

Tuition Aid Grants (TAG)

TAG is a state program, and is based on a student's family income, number of persons in the family, the number of persons in the family who are attending college, the cost of tuition and fees at RCBC and other expenses met by the student's family. Grants do not have to be repaid and may be used during the fall and spring semester only. To be eligible, a person must have resided in New Jersey for at least 12 months prior to the application date for the grant, be a degree-seeking student, register for at least 6 credits, and file the FAFSA.

Educational Opportunity Fund Program (EOF)

Students enrolled in the EOF program may be eligible to receive an EOF grant. Eligibility requirements are located at rcbc.edu/eof and include:

- Completion of the EOF application
- Completion of the FAFSA and NJFAMS aid applications
- Adherence to financial eligibility guidelines
- Full-time enrollment at RCBC, seeking a degree
- One year residency (12 months) in New Jersey
- Completion of an interview with the EOF Director

Interested students should call the EOF office at (856) 222-9311, ext. 1462 or email eof@rcbc.edu.

New Jersey Student Tuition Assistance Rewards Scholarship (NJ STARS)

New Jersey residents who graduate in the top 15% of their high school class are eligible for up to five semesters of free tuition. (Please note scholarship is a tuition only award; no course fees will be covered) You must be enrolled in a minimum of 12 college-level credits every semester and maintain a 3.0 GPA. NJ STARS award will no longer pay for remedial/developmental course work. A NJ STARS-eligible student must complete all developmental course work one year from high school graduation. It is recommended that developmental course work be completed while the student is in High School or in the summer term prior to his/her Fall enrollment. The student must enroll in an associate degree program of a New Jersey community college in the county in which they reside. Out-of county residents are considered only if their home-county college does not offer the program they are interested in pursuing.

Student Employment Federal Work-Study Program (FWS)

FWS is a federal employment program in which the government allocates funds to the institution to employ students on campus to help them pay for their education expenses. FWS is available to degree-seeking students enrolled for at least six (6) credits and who show financial need. Students generally work an average of 20 hours per week. Recipients must be U.S. citizens or permanent residents and must be making satisfactory academic progress. In order to receive consideration for the FWS students must file the Free Application for Federal Student Aid (FAFSA) each year.

Rowan College at Burlington County Foundation Scholarships

RCBC Foundation Scholarships are awarded each year to a select number of recipients based on academic merit and financial need. Scholarship amounts vary but can cover up to the cost of tuition and fees. Application is made available on the Foundation Scholarship website at rcbc.edu/foundation and usually consists of an application, a personal essay, letters of recommendation, and a recent transcript. The Foundation Scholarship Committee reviews applications. Funds for the Foundation's scholarships are made possible by a variety of local organizations, business, industry, nonprofit organizations and individuals.

LOANS

Direct Lending

Rowan College at Burlington County participates in the William D. Ford Federal Direct Loan (Direct Loan) Program. Under the Direct Lending Program, the funds for your loan come directly from the federal government.

This program is available to students enrolled in a minimum six credits (part-time) per semester. In addition to completion of the FAFSA, borrowers must complete a master promissory note and a loan entrance interview. Loans are repayable after graduation or when you enroll less than half time. For additional information about student or parent loans, visit the Direct Lending section on rcbc.edu/financialaid.

Annual Limits

Dependent Student Annual Subsidized and Unsubsidized

1st year (less than 29 credits earned)— \$3,500

2nd year (29 or more credits earned)— \$4,500

Independent Student Annual Subsidized and Unsubsidized

1st year (less than 29 credits earned)— \$3,500

2nd year (29 or more credits earned)— \$4,500

Dependent Student Annual Combined Subsidized and Unsubsidized 1st year (less than 29 credits earned)— \$5,500 2nd year (29 or more credits earned)—

Independent Student** Annual Combined Subsidized and Unsubsidized 1st year (less than 29 credits earned)— \$9,500 2nd year (29 or more credits earned)— \$10,500

** Includes dependent students whose parents are unable to borrow PLUS loans.

Subsidized Loans

Subsidized direct loans are federally guaranteed loans based on financial need. Interest does not accrue on the loan while you are enrolled for at least half time, or during future deferment periods. A student can not receive financial aid that will exceed the cost of attendance.

Unsubsidized Loans

Unsubsidized direct loans are federally guaranteed loans based on no financial need. Interest will begin accruing from the time the loan is disbursed to the school.

A student can not receive financial aid above the cost of attendance.

Federal Parent Loan for Undergraduate Students (PLUS)

The PLUS program makes education loans available for parents of undergraduate students. Annual loan limit is the dependent student's cost of education minus any estimated financial aid received. Repayment begins within sixty days of disbursement, with up to ten years to repay.

NI CLASS

The CLASS loan program is for students and supplements the Direct Lending program. Annual loan limit is the cost of education minus any financial aid received. There are three repayment options: (1) defer all payments until after graduation; (2) pay interest only; (3) or pay interest and principal.

Students must use their full Federal eligibility first. For more information, visit hesaa.org/NJCLASS.

How Aid is Awarded

Unless otherwise noted as a merit-based scholarship, financial aid is awarded to students solely on the basis of their financial need. Financial need is the difference between a student's cost of attendance and their financial resources, as determined by RCBC using the student's FAFSA.

Cost of Attendance

The student's cost of attendance includes allowances for such items as tuition, fees, books, supplies, room and board, personal expenses and transportation for one academic year.

Resources—Expected Family Contribution

The family's expected contribution is computed from the data the family submits on the FAFSA to the Department of Education. If you are a dependent student, it comprises the parent's contribution and the student's contribution from income and assets. If you are independent, it is based on your and, if married, your spouse's income and assets.

Other Resources

Other resources may include government education benefits, employer tuition payments, veteran benefits, and other payments made to your student account by outside third parties. All other resources are used in determining your financial need and must be reported to the Financial Aid Office.

Outside Aid

Outside aid is typically a RCBC Foundation scholarship, veteran benefits or other private scholarships. All outside aid is used in determining need and must be reported to the Financial Aid Office.

General Eligibility Requirements

To qualify for federal, state, RCBC need-based financial aid and most assistance other than scholarships, you must meet general eligibility requirements:

- Have a high school diploma, GED or equivalent
- Be enrolled or accepted for enrollment in a degree or certificate program
- Be a U.S. citizen, U.S. national or eligible non-citizen.
- If you are selected for verification by the Department of Education or RCBC, complete the verification process prior to disbursement of any financial aid funds.
- Maintain satisfactory academic progress in your degree or certificate program of study.
- Not be in default on a federal student loan.
- Not owe a refund on a federal or state grant.
- Demonstrate financial need to qualify for need-based funds.
- Meet the defined criteria for each financial aid program section of the RCBC website.

Financial Aid Satisfactory Academic Progress (SAP) Policy

All students receiving student financial aid from federal, state or institutional sources must make satisfactory academic progress (SAP) at Rowan College at Burlington County (RCBC). SAP is monitored at the end of each semester for aid recipients who are degree-seeking or pursuing a certificate. SAP measures a student's performance for all terms of enrollment, including terms in which the student does not receive financial aid. The three requirements measure cumulative grade point average, percent of credits earned relative to those attempted, and percent of attempted credits, including transfer credits, relative to the credits required for program completion.

A financial aid applicant is responsible for knowing the Financial Aid SAP Policy. The Financial Aid Office sends a notification of aid eligibility (or ineligibility) to a student who has been placed on probation or suspended status. Whether or not a student receives the notification, responsibility for meeting the minimum SAP requirements to qualify for student aid remains with the student. Students who are ineligible for aid may enroll at RCBC if they are able to pay for tuition and fees. Payment arrangements can be made by contacting the RCBC Business Office.

To maintain satisfactory academic progress and aid eligibility, an aid recipient must meet all three of the following minimum requirements.

1. Completion Rate

A student must successfully complete a minimum of 66.67% of all credits attempted to be making Satisfactory progress and maintain aid eligibility. Credits with a grade of A, B+, B, C+, C, D, or P are successfully completed. If a completion rate is below 66.67%, a student will be considered on suspended status.

2. Maximum Time Frame

A student must complete a program of study within 150% of the number of credit hours required for degree graduation or certificate completion to be making Satisfactory progress and maintain aid eligibility. The 150% is measured on the basis of attempted credits, including transfer credits.

For example, if an associate degree program requires 64 credits for graduation, it must be completed within 96 credits to maintain aid eligibility. Since credit hour requirements for academic programs vary, check the college catalog for the precise number of credits required. Multiply the number by 1.5.

NOTE: The measure of maximum time frame will exclude up to 30 credits of developmental course work and all English as a Second Language (ESL) course work in the calculation of attempted credits.

If the number of attempted credits exceeds 150% of the active program's requirement for graduation, the student is placed on suspended status. The student may appeal based on special circumstances or a change in the academic program of study. See Appeal Process below.

NOTE: RCBC permits the pursuit of more than one academic program concurrently. Maximum Time Frame will be measured using the credit number requirements of the longest standing active program.

3. Cumulative Grade Point Average

A student must maintain at least a 2.0 cumulative grade point average (GPA) to be making Satisfactory progress and maintain aid eligibility. The GPA is calculated by dividing total number of grade points earned by the total credits attempted for courses with grades of A, B+, B, C+, C, D, and F.

If the cumulative GPA is less than 2.0, the student is placed on suspended status.

Status Definitions and Aid Eligibility

- Satisfactory Status Student is eligible for financial aid. This category may include students with no SAP issue at all, students who have successfully completed their Warning period of enrollment and are following their Academic Plan, and students who have met SAP requirements after being ineligible previously.
- Warning Defined as any student not making SAP standards for the first time. Student may automatically receive aid for one semester while on Financial Aid Warning and no appeal is necessary.
 - The Financial Aid Warning period will consist of the next semester the student is enrolled in classes.
 - Students will continue to receive financial aid while on Financial Aid Warning.

- If student has not met SAP requirements after Warning period, he/she will need to submit an Appeal. If appeal is approved, student will be placed on Probation status.
- Suspended Failure to meet the three minimum requirements, but student is eligible to appeal. If the appeal is approved, the student can continue financial aid eligibility for another period of enrollment under a Probation status. Students may also choose not to appeal and attempt to regain financial aid eligibility by meeting SAP while paying out of pocket (without any financial aid). Students in this category are ineligible for financial aid.
- **Probation** Failure to make SAP, but appeal is approved and student is financial aid eligible for one more period of enrollment, or possibly more if following required Academic Plan (which may include documentation requirements not directly related to academic performance).
- Ineligible Failure to make SAP and/ or failure to follow required Academic Plan. This status also applies to appeals that are not approved - the student is not eligible for financial aid until cumulative SAP standards are met.

Academic Amnesty for Financial Aid

Federal regulations make no provision for academic amnesty. If a student's prior coursework was given special treatment under RCBC's provisions for Academic Amnesty, the student's cumulative GPA must be calculated based on the inclusion of all credits attempted at RCBC. If the recalculated GPA is less than 2.0, the student may appeal to the Financial Aid Office for special circumstances.

Transfer Credits for Financial Aid

Credits transferred from another college are counted in the number of credits attempted and completed to measure completion rate and maximum time frame. Transfer credits are not counted in the calculation of grade point average.

Withdrawals/Incompletes/Repeats/ Other Grades for Financial Aid

NOTE: None of the following grades are included in the calculation of cumulative GPA with the one exception of the highest grade earned on a repeated course.

Credits with a grade of "AW" (academic withdrawal), "W" (withdrawal) or "E" (old excused withdrawal) assigned after the drop/add period of a term are treated as attempted but not earned.

Credits with a grade of "I" (incomplete), "X" (extended incomplete), "SR" (stopped attending remedial level course) or "ST" (stopped attending college-level course) are treated as attempted but not earned.

Credits for repeated courses are treated as attempted but not earned, except for the course with the highest grade, which is included in the GPA calculation.

Credits for developmental and ESL coursework with a grade of "A*" (outstanding), "B*" (advanced), "C*" (pass), "P" (pass), "O" (outstanding), "S" (satisfactory) are treated as attempted and earned. The grades of "F*" (unsatisfactory), "U" (unsatisfactory) or "Q" (questionable) is treated as attempted but not earned.

Credits with a grade of "N" (no grade reported) or "NA" (non-attendance) are treated as attempted but not earned.

A grade of "AU" (audit), "L" (old audit), "M" (old audit non-attendance), "Z" (withdrew before the 10th day of a term) or "EX" (credit by exam) are not included in attempted or earned credits.

Second Degree Students for Financial Aid

Financial aid is available for students pursuing a second degree. Credits hours attempted and/or completed toward a prior degree will be included in the measures of Completion Rate and Maximum Time Frame, along with any transfer credits.

Change in Program for Financial Aid

If a student changes academic programs, the credits from the prior program will be counted in attempted and earned credits. If the student does not meet the minimum SAP requirements, the student may appeal on the basis of a change in program and request that only credits applicable to the new program be included in the calculation of cumulative GPA, completion rate, and maximum time frame.

Ineligibility for Financial Aid

Students classified as on Academic Dismissal by RCBC are immediately ineligible for financial aid. Any aid disbursed for a term in which the student has been dismissed must be repaid to the college.

Students who do not meet the minimum SAP requirements and have a SAP status of suspended are ineligible for financial aid. Any aid disbursed for a term in which the student is disqualified must be repaid to the college.

Appeal Process for Financial Aid

Students placed on suspended status may appeal their status and eligibility for financial aid. Appeals must be submitted in writing to the Financial Aid Office and will be evaluated by the Financial Aid SAP Committee for special circumstances. Special circumstances with documentation that may be approved:

- 1. student has a serious illness or accident.
- 2. death, accident, or serious illness in the immediate family,
- 3. unanticipated military deployment, or
- 4. change in academic program

Documentation of the student's special circumstances, past academic performance, and assessment of ability to make up the SAP deficiencies will be evaluated. If the appeal is approved, the student is placed on Probation for one term if pursuing a degree or certificate. Approval of financial aid based on an appeal is normally granted one time during a student's academic career at Rowan College at Burlington County. If a student has not corrected the deficiencies after the first probationary period, the student is ineligible for aid until the deficiencies are corrected.

Unless there are special circumstances, a student placed on suspended status should demonstrate the ability to successfully complete coursework without financial aid before making an appeal. For example, a student enrolled for 12 semester credits who successfully passes all courses with a minimum 2.00 GPA and with grades of "C" or better, and who can complete the program of study within the allowable maximum time frame, is encouraged to file an appeal.

A student who fails to meet the SAP requirements and chooses to enroll without benefit of financial aid does not need to appeal for reinstatement of financial aid eligibility when the SAP minimum requirements are met.

Students should be aware that being re-admitted to RCBC does not automatically make them eligible for financial aid. Students must meet the standards above to qualify for financial aid eligibility. Students that have lost eligibility to participate in federal student aid programs for reasons of satisfactory academic progress can regain that eligibility only by enrolling at Rowan College at Burlington County at his/her own expense and demonstrating that he/ she is capable of completing a semester without any failures, incompletes or withdrawals and showing the ability to complete his or her degree requirements in a more regular fashion. The mere passage of time will not ordinarily restore eligibility to a student who has lost eligibility for failure to make satisfactory progress.

As of July 1, 2011 Students are responsible for the most current version of this policy, which is reviewed annually and published in the financial aid section of the RCBC website.

Registration

Registration

An official registration must be processed online or in person to attend classes. No student is permitted to attend a class if his/her name does not appear on the class list. Only students who have officially registered and paid, and whose names appear on the official class list, are permitted to attend the class and receive a grade or credit for the course.

Prerequisite and Corequisite Courses

A prerequisite is a course that improves a student's chance of success in another course. A corequisite is a course that a student is required to take at the same time as another course in order to enroll. Without them, a student is unlikely to be successful in the course for which the prerequisite or corequisite is required. In certain circumstances, students may obtain approval from the Dean of the course or appropriate academic administrator to take a course without the prerequisite or corequisite.

Certification/Verification

Certifications and verifications of enrollment and academic status are processed by the Office of the Registrar. These verifications will normally be done after the end of the Add period. Enrollment Verification forms are available online at rcbc.edu.

Veterans' certifications are processed by the Military Education and Veteran Services Office. Please allow five business days for processing.

Cancellation of Classes

Regularly scheduled classes may be cancelled due to snow or other conditions beyond the control of the college. See page 197 for more information.

Classes may be cancelled due to lack of or low enrollment. Affected students are informed by telephone and/or in writing by the academic division offering those classes. Students are given a choice of selecting other sections and/or other courses if they so desire or the refund of tuition and fees.

Registration Schedule Changes

Students wishing to make changes to their schedule following the beginning of any semester/term may do so through the Add/Drop period. Semester/term specific deadlines are published on the Academic Calendar (rcbc.edu/academic-calendar). Students may Add/Drop courses using their student BaronOne/WebAdvisor or Self-Service account, or by a submitting an Add/Drop Form to the Office of the Registrar. A completed form may be submitted using an RCBC student email account by emailing registration@ rcbc.edu, or by submitting the form in person during normal business hours. There is a minimum \$20 fee for schedule changes, however some schedule changes may also incur additional costs.

Students who add course(s) on or after the first day of any term will not be dropped for non-payment and must take action to remove themselves from the registered course.

Students who drop course(s) within the published Add/Drop period of a semester/term will receive a 100% refund and no record of the course will appear on the academic transcript.

Withdrawal from Courses

After the specified Add/Drop period, students who do not intend, or, are unable to complete any course for which they are officially registered must complete a Withdrawal form. The student is responsible for completing and submitting the form to the Office of the Registrar on the 2nd floor of the Student Success Center prior to the "Withdrawal Deadline". Semester/term specific deadlines are published on the Academic Calendar (rcbc.edu/academiccalendar). A student may withdraw from a course and receive a grade of "W" up to the end of the ninth week of classes in a regular semester. Withdrawing from a class will result in a "W" grade on the official college transcript. "W" grades do not contribute to a student's gradepoint average, but may affect a student's satisfactory academic progress.

It is strongly recommended that students considering this option, speak with Advising and Financial Aid prior to withdrawing. Students who do not officially withdraw prior to the published deadline on the Academic Calendar will receive a grade of "F" or "ST" or "SR" for the course. Students are not permitted to withdraw from courses after the published "Withdraw Deadline", however, exceptions may be made under documented extenuating circumstances. For more information, review the Administrative Withdrawal Request.

Administrative Withdrawal Request

Occasionally, a student may have the need to withdraw from their registered courses after the Withdraw Deadline due to an extenuating circumstance. In these instances, students may submit a written request an appropriate documentation for an Administrative Withdrawal to the Office of the Registrar. Administrative Withdrawal decisions are academic and do not eliminate a student's financial obligation to the college, regardless of the outcome. Students who receive approval for Administrative Withdrawals are still responsible for their tuition and fees. Students who wish to seek financial reimbursement should review information for Exceptions & Appeals Petitions on page 17.

The following are Administrative Withdrawal criteria:

- Administrative Withdrawal Requests must be submitted using an RCBC student email or in person, and substantiated by official documentation.
- 2. Requests will only be considered if the date(s) of the extenuating circumstance coincide with the applicable semester/ term in which courses are attempted.
- 3. Requests will only be considered up to 30 business days after the end of the semester in question.
- 4. Administrative Withdrawals will be applied to ALL COURSES taken within the semester/term of the request.

College Action

Consistent with law, Rowan College at Burlington County reserves the right to dismiss at any time students who in its judgment are undesirable and whose continuation in the school is detrimental to themselves, the staff and/or their fellow students.

When a student is withdrawn from the college as a result of administrative action or for the convenience of the college (except for disciplinary reasons), he/she is entitled to full refund of tuition and fees. If the student is withdrawn from a course or courses for disciplinary reasons, he/she is not entitled to a refund.

To Declare or Change a Major

Students must follow the appropriate steps to change and/or declare a new major:

- 1. Obtain a Change of Major form from Advising or from the website (rcbc.edu/forms).
- 2. Submit the completed form to the Office of the Registrar in Student Services for processing.
- Students who already have an Anticipated Graduation Date listed on their Program Evaluation should ensure that their new major is assigned to a Graduation.

Student Appeals

College policy establishes the following student-related committees:

Academic Standards Committee

The Academic Standards Committee reviews student appeal of academic dismissal. Forms to appeal academic dismissal are available in the Office of Academic Advisement at the Mount Laurel, Willingboro and Mount Holly campuses. See page 36 for deadlines.

College Motor Vehicle Committee

The college Motor Vehicle Committee adjudicates appeals against motor vehicle traffic violations issued on campus. Forms are available online at rcbc.edu/conduct.

Student Grievance Committee

The Student Grievance Committee reviews any item not covered by other committees. Appeals can be made through the Office of the Provost.

Services for Student Success

Academic Advising – ext. 1559 Educational Opportunity Fund (EOF) Program – ext. 1462 Student Support Services – ext. 1208 Student Support Counseling – ext. 1582

Academic Advising (rcbc.edu/advising)

The Office of Academic Advising is committed to providing up-to-date information on academic programs consistent with students' degree and/ or career objectives. Early academic planning is:

- The key to ensuring students graduate within the expected timeline.
- Part of a successful transition to the job market.
- A component of the transfer process to any four-year transfer institution.

Academic advisors/counselors work with students regarding academic, career, transfer, personal and/or social matters. Academic advising is available through scheduled or walk in appointments on the Mount Laurel campus. Limited advising services are available by appointment at the Willingboro Campus. Students are expected to meet with an Academic Advisor at least once per academic semester.

For more details on Academic Advising, go to the Academic Advising website (rcbc.edu/advising).

Assignment to Faculty Advisors

Generally, students in good academic standing may be assigned to a faculty advisor in their major. The goal in assigning students to a faculty advisor is to assist students in planning academic programs consistent with their degree and/or career objectives. The assignments are designed to provide each student with academic information and assistance with managing the college requirements. Faculty advisor assignments will normally remain unchanged until such time as students complete their educational program, change their vocational goal or withdraw from the college.

Transferring to a Four-Year Institution

RCBC has multiple partnerships with in-state and out-of state 4-year colleges and universities. Articulation and Guaranteed Admission agreements have been designed to help students transition to a baccalaureate degree with ease. Transferring to a 4-year college/ university involves significant planning. Therefore, all students interested in transferring must begin the planning process early upon entering RCBC. To request a transfer appointment students should schedule an appointment with an academic advisor early in their academic career. They can do so by visiting rcbc.edu/advising.

Educational Opportunity Fund (EOF) Program (rcbc.edu/EOF)

The Educational Opportunity Fund Program, referred to as EOF, was established in 1968 by the New Jersey legislature. The EOF program provides students from economically and educationally challenged backgrounds an opportunity to pursue a degree at New Jersey colleges and universities. The program typically recruits applicants who are the first in their family to attend college, provides innovative support services designed to ensure student engagement, retention, graduation and transfer, and offers financial support to offset the expense of college. To be considered for admission into the program students must:

- Complete the RCBC EOF application which is located on our website, rcbc.edu/eof.
- Enroll full-time and plan to obtain a degree from RCBC.
- Have held legal residence in the state of New Jersey for at least 12 months.
- Plan to transfer to a four-year college after obtaining their RCBC degree.
- Demonstrate financial need determined by completion of the FAFSA and HESAA/NJFAMS applications.
- Complete an interview with the EOF Director.

Selection is based on evidence of promise and potential to succeed at college with the support of EOF and other campus partners. If selected, students are required to sign an agreement to take full advantage of program benefits.

Services for Students with Disabilities (rcbc.edu/studentsupport)

In accordance with Section 504 of the Americans with Disabilities Act of 1973, the Student Support Services Office's mission is to ensure all students with disabilities are provided access to educational and extracurricular activities while on college premises through support in the form of reasonable accommodations such as adaptive technology, counseling, note-taking assistance and American Sign Language interpreters. Students who have disabilities must provide documentation of disability (ies), attend an intake appointment, and sign a Disability Release Form (rcbc.edu/PDFFiles/SP/Disability Release_Form.pdf) prior to the start of each semester to ensure reasonable accommodations. Copies of the Dispute Resolution for Students with Disabilities are available from Catherine Briggs, Title IX and Section 504 Coordinator, located in the Student Success Center, room 237 on the Mount Laurel Campus or by calling her at (856) 222-9311, ext. 1235.

Student Support Counseling (rcbc.edu/counseling)

RCBC recognizes that attending college paired with life circumstances, can be stressful and at times overwhelming. RCBC's Office of Student Support provides experienced staff to counsel students who may need support and referral services to assist them in making their college experience successful. Counseling services are confidential, non-judgmental, voluntary, and free of charge to currently registered students. Appointments can be set up by calling (856) 222-9311, ext. 1582 or by using our online request form at: rcbc.edu/counseling/request-form.

Additional Resources and Services

Test Center (rcbc.edu/testcenter)

Rowan College at Burlington County Test Center provides testing services to the college community. The Test Center is located on the second floor of the Student Success Center on the Mount Laurel Campus. The Test Center administers and proctors exams to both RCBC students as well as external testing customers.

The Test Center also offers the Accuplacer placement exam. The college placement exam is a computer based exam offered on a walk-in basis on the Mount Laurel Campus. Scheduled assessments are also offered at the Willingboro Campus. The Mount Holly Campus, Joint Base MDL and Burlington County High Schools during Spring Ahead testing.

Tutoring Program (rcbc.edu/tutoring)

Tutoring is available to currently enrolled RCBC students. The program provides academic assistance to students who are experiencing difficulty in their courses, including distance education. The service is free and available at the Mount Laurel and Willingboro campuses. All tutoring takes place in designated locations on college property. Appointments are scheduled at the mutual convenience of the student and tutor.

Anyone interested in becoming a tutor is welcome and encouraged to contact the Learning Center for an interview. All tutoring takes place in designated locations on college property. Appointments are scheduled at the mutual convenience of the student and tutor.

For further details contact the Learning Center, (856) 222-9311, ext. 2096.

Career Services (rcbc.edu/careers)

The Career Services Center provides a full range of free resources and assistance to students and alumni of Rowan College at Burlington County. Through the Career Services online job board system – RCBC CareerLink – local employers post full-time, part-time, seasonal positions and internship opportunities. On campus student employment positions are also posted on CareerLink. Additionally, the Center provides a free career interest assessment and counseling to assist with identifying a career path and choosing a major.

To support the resources listed above, the Career Services Center conducts free workshops throughout the year on career exploration, resume and cover letter writing, improving your online image, networking, using LinkedIn and interview preparation. Individual counseling sessions with a Career Advisor are also available to assist with any career related need. Internship and Job Fairs are held throughout the year. All Workshops are free and open to all students, alumni and community residents.

For more information, email careerservices@rcbc.edu or call (856) 222-9311, ext. 1034.

RCBC CareerLink - rcbc.edu/careerlink

Career Services Location: Mount Laurel Campus Student Success Center

Service-Learning Scholars (rcbc.edu/service-learning)

The Service-Learning Scholars Program provides an opportunity for students to become leaders in campus and community engagement through a guided service-learning experience. Scholars commit to one full year in the program and participate in a minimum of 200 hours of service. The program is highly selective and successful Scholars are awarded a \$1,000 scholarship. For details regarding the application process, interested students should contact servicelearning@rcbc.edu.

Public Safety/Parking

The Rowan College at Burlington County Public Safety Department is committed to enhancing the quality of life on campus by providing the highest level of professional security and safety services. This is accomplished by integrating the optimum combinations of state-of-the-art technology and personal service to the college community.

In accomplishing our mission we are guided by the following values that serve as a foundation for every action we take: Service, Integrity, Respect, Professionalism, Accountability, Mentoring, and Appreciation.

Contact Information

Mount Laurel(856) 222-9311, ext. 2100 Willingboro (609) 877-4520, ext. 3100 Mount Holly (609) 267-5618, ext. 4100

A Public Safety Officer is available 24 hours a day to answer your call at (856) 434-SAFE (7233). At the Willingboro Campus, (609) 877-4520, ext. 3100 and the Mount Holly Campus at (609) 267-5618, ext. 4100, Public Safety is only available during hours of operations. After hours, all incoming emergency calls will be routed from the centers to one of the campuses.

For life threatening emergencies call 911, then Public Safety:

- Explain the nature of the emergency
- Your name
- The building and campus from which you are calling
- Your exact location (room number)
- Answer all questions and do not hang up until the operator if finished

The Public Safety Department has access to all areas, buildings, classrooms, custodial closets, offices, etc. The parking lots, walkways, and outside patios are well illuminated, patrolled, and monitored by the Public Safety Department.

ID Cards

The student ID card is your official college identification and must be carried at all times while on the college premises. Students must obtain an ID card to use college services such as the Library, computer labs, Test Center and College Store. In order to obtain an ID card, students must visit the Public Safety Department. Your current class schedule and valid photo ID are required in order to obtain your ID. There will be a \$20 replacement fee for each additional card required. ID cards are issued seven days per week. Your ID card must be validated each semester by visiting the RCBC Public Safety office nearest you providing a copy of your current class schedule.

Registration of Motor Vehicles

Faculty, staff and students must register their vehicles with RCBC's Public Safety Department. Vehicles can be registered at the Public Safety Office at each RCBC campus. You must show your state registration and a valid photo driver's license in order to receive your RCBC vehicle registration. All privately owned vehicles driven by students will be parked only in student lots. Failure to comply will result in a citation.

Should a student, faculty or staff member need to temporarily park a vehicle on campus other than the vehicle registered with the RCBC Public Safety Department, the individual must immediately report to the Public Safety Department. A temporary parking pass will be issued for the necessary duration of time. *Failure to comply will result in a citation.*

Users of the college parking lots will be issued two parking decals at no expense. There will be a \$10 charge for additional decals. Decals may be obtained in the Public Safety Office at any RCBC campus. Students must notify Public Safety when a vehicle should be deleted from the Public Safety records.

To obtain an ID card and parking permit, each student must be registered for classes, have paid all charges by the established deadlines, and have a valid photo ID, driver's license, or passport.

Parking is restricted to designated parking lots. Students must park only in designated spaces. Complete parking rules and regulations will be found in the Student Handbook.

Traffic and Parking Violations

Users of the college campus who fail to comply with parking and traffic regulations and parking regulations on college grounds are subject to the following fines:

3. Moving violation

5. A service charge of \$10 will be added to all violations.

loss of parking privileges

PLEASE DO NOT PARK ON THE GRASS, IN FIRE ZONES OR IN THE ROADWAYS.

Failure to pay fines or appeal within the time limits will result in the freezing of student records. Students whose records are frozen may not register at any time in the future until their financial obligation is fulfilled. Fines may be paid by mail or in person at the Accounting Office.

RCBC reserves the right to tow vehicles (at the owner's expense) for traffic violations.

Library

The library serves the information and research needs of RCBC students, faculty and staff. It supports all RCBC programs, provides direct and indirect instruction including research and information literacy training and provides access to a wide variety of physical and online resources that support teaching and learning at the college. The library provides information literacy education through our Library Resource Instruction program and also offers workshops on selected topics such as proper citation and plagiarism prevention techniques.

A Library Information Specialist and a Paraprofessional are available at the library during operating hours, and can be reached by telephone, e-mail, live chat or text message. Messages received outside normal operating hours are answered as soon as possible the next business day. Please contact the library for all of your research and resource needs.

The library is accessible to the entire community and provides free wireless internet access as well as fully equipped computers and portable Chromebooks for student use. RCBC students in credit courses receive a library barcode affixed to their RCBC ID card; for more information on obtaining your library card visit rcbc.edu/library/card. All RCBC library users must register their barcode number for full access to all services. Borrowers may easily place holds and renew items online, by phone, or inperson. Call ext. 1482 or 2021 or visit the website at rcbc.edu/library for assistance.

Library Holdings

There are over 25,000 items, both print and non-print (media), in the circulating, reference, reserve and special collections, including many current textbooks. These holdings, as well as over 45,000 e-book titles and thousands of streaming videos, are listed in the library's online catalog. Additional resources, available from anywhere in the world, are provided via inter-library loan services. Electronic databases, most featuring full text documents, and a

substantial e-book collection provide an ever-growing selection of scholarly and reference works and can be easily accessed by staff and students.

Electronic materials can be utilized off-campus, via the internet, using your RCBC library barcode on your RCBC ID and your assigned PIN. Library staff can assist with most access and PIN reset issues during normal operating hours, and there is a 24/7 PIN reset function available from the catalog login screen.

Off-campus access is particularly important for students in the college's Distance Education programs. Online databases and e-books support all college programs. All members of the college community may access resources such as the New York Times and the Oxford English Dictionary from anywhere in the world. The library also maintains special collections on specific topics such as the Professional Development collection for teaching professionals which includes books, DVDs and news journals for educators and the Burlington County Center for Social Justice and Holocaust Studies which includes select books and videos on social issues.

Due to an innovative partnership with the Burlington County Library System, the RCBC library serves the academic needs of Burlington County residents and can provide certain library services not available elsewhere, while at the same time working collaboratively to provide seamless borrowing privileges for most items between and among the county branch locations.

Materials borrowed from the RCBC library can be returned at other county branch locations and viceversa. The library's catalog is merged with the BLInC (Burlington Libraries Information Consortium) system, to give users potential access to over one million items. Items within the county system, including on- and off-campus holdings can be requested online and received at any participating branch location, including the RCBC library, usually within a few business days.

Other items within the region, state, country or around the world can be requested via inter library loan. If your research should lead you to a book, an article or a journal that RCBC does not own, RCBC can borrow them for you to use at RCBC from almost any library in the country. This service is available at no cost to RCBC students and effectively multiplies our holdings to meet your academic needs. Interlibrary loan requests can be placed by clicking the JerseyCat Interlibrary Loan link at rcbc.edu/library.

Library Hours and Contact Information

RCBC's new state-of-the-art Knowledge Commons Library is located on the second floor of the Student Success Center on the Mount Laurel campus and features a technology enhanced 21st century environment for collaborative research including computers, books, portable computing devices and digital media resources as well as group study rooms modeled after corporate meeting spaces. Quieter space for individual study is available at all times.

Visit our website at rcbc.edu/library, call (856) 222-9311, ext. 2021 or email us at library@rcbc.edu with your inquiries.

Fall and Spring Semester Hours

Monday - Thursday: 8 am - 9 pm
Friday: 8 am - 5 pm
Saturday: 11 am - 4 pm
CLOSED

Summer Hours

Monday - Thursday: 9 am - 9 pm Friday: 9 am - 5 pm Saturday: 9 am - 3 pm Sunday: CLOSED

Library hours may vary. Before making a trip to campus, please visit rcbc.edu/library or call us for specific library hours.

The college will enforce fines for not complying with library regulations. A list of rules and fines can be found at rcbc.edu/library/lending-fees.

Military Education and Veteran Services

The Military Education and Veteran Services Office serves as the focal point of contact for student veterans. The office offers assistance to military affiliated students attending RCBC (Active, Guard and Reserve, Veteran, and military dependents). While primary emphasis is placed on education, information and assistance is provided to students and community residents for veteran, military and military dependent state and federal educational benefits. The staff is sensitive to the needs of veterans and their families. RCBC strives to assure each a successful academic experience.

Application for Benefits

Veterans must be enrolled in a degree-seeking program to qualify for benefits. First-time RCBC students who believe they are eligible for veterans' educational assistance should apply for benefits at the Military Education and Veteran Services Department. Veterans must submit proper documentation with their application. It may take approximately six to ten weeks to receive the first payment following submission of the application package and certification of enrollment.

Academic Program at Joint Base MDL

RCBC offers courses at the Joint Base MDL Education Centers, as well as on the Mount Laurel campus.. Any veteran needing information concerning eligibility for educational assistance is welcome to visit the office or call (856) 222-9311, ext. 1299.

Change in Status

It is essential that every person using Veteran Education benefits contact the Military Education and Veteran Services Department each semester to report their registration, and to make sure they have been certified for that semester. Veterans must also report any course changes during the semester to keep their file updated and to avoid any unnecessary conflict in their pay status.

Veteran Affairs Work-Study Program

Veteran students can participate in the VA work study program. The work-study veterans add an important personal touch to the services provided by the Military Education and Veteran Services Department. These student veterans assist new applicants in the initial process of enrolling in the college and applying for educational benefits, as well as performing Veterans' Office duties. Student veterans are paid with funds provided by the VA work-study program. This program enables them to supplement their income while providing a valuable service to fellow veterans.

Disabled Veterans – Chapter 31

Any veteran with a disability rating from the Department of Veterans Affairs of 10% or more is entitled to apply for Vocational Rehabilitation. Voc Rehab provides payment of tuition, fees, books, and required supplies along with a monthly subsistence allowance. Those veterans who believe they are eligible for Chapter 31 benefits should contact the Military Education and Veteran Services Department for more information.

General Information

Information is available from the Military Education and Veteran Services Department. The number is (856) 222-9311, ext. 1299.

Veteran Absenteeism

Excessive absenteeism can result in benefits being decreased or terminated. The Military Education and Veteran Services Department is kept informed of attendance records and will take appropriate action to prevent overpayments by VA. Reported changes sent to VA are based on the student veteran's date of last attendance.

According to VA, the date of last attendance is defined as one of the following:

- 1. Date officially withdrawn. A drop/ add form must be submitted to the Office of the Registrar.
- 2. Date that the veteran failed to demonstrate satisfactory progress, as defined by the institution's Standards of Academic Progress.
- 3. Definite date of last attendance from instructor's records.
- 4. For classes where attendance is not mandatory, the date is determined from the last activity date reflected in the instructor's records; either the last paper submitted or the last examination completed.

VA does not pay for non-punitive grades such as auditing of a course (AU), or for courses that will not fulfill criteria for graduation in the chosen major. If student veterans anticipate being absent from classes, they should notify their instructors and VA certifying official to discuss the situation with them, which may prevent an excessive absence report.

Note: Coordinate with the instructor and Military Education and Veteran Services if unique military circumstances are preventing you from completing the course. Your instructor may approve an "Incomplete" grade. An "I" is a better option than a failing grade resulting in paying back Tuition Assistance and having to retake the course.

In-County Tuition for Military, Veterans and their Eligible Dependents

Military members, veterans and their dependent family members are eligible to receive in-county tuition regardless of their residence. Members and dependents will be asked to substantiate their military affiliation and dependent status.

Spouses and domestic partners of active duty and activated Guard and Reserve members are eligible for a tuition scholarship. Spouses must follow the RCBC process to receive benefits including mandatory completion of FAFSA and RCBC Scholarship application as well as providing proof of eligibility, and comply with registration deadlines. Registration timelines are limited, and the most current information is available on the website: rcbc.edu/vets.

The Military Spouse Tuition Waiver Program

The Military Spouse Tuition Waiver Program is available to spouses of Active Duty military members who have completed their Federal Financial Aid Application (FAFSA) in its entirety, and received a final status notification. Any necessary appeals or other requirements as determined by Financial Aid must also be completed. If a student is ineligible for grants, tuition will be waived and the student is eligible to register for any open course (excluding culinary) four days prior to the start of every term.

Deployment During a Class

If you receive Military Orders and you have completed more than half of any course, you may be entitled to receive a grade for the completed work. Please discuss the situation with the instructor and coordinate with the Office of Military Education & Veteran Services to determine eligibility. Orders must be provided.

Benefits for Members of the Selected Reserve – Chapter 1606

Effective July 1, 1985, members of the selected reserve of the U.S. Armed Forces may be eligible for Chapter 1606 educational assistance. The Unit Commander will provide a "Notice of Basic Eligibility" (NOBE). Veterans must bring this NOBE in and fill out an application for GI Bill benefits online at gibill.VA.gov. These will be submitted to the DVA with a certification of enrollment at RCBC. Veterans are entitled to 36 months of training under Chapter 1606, and it must used within ten years of the date of eligibility on the NOBE.

Dependents of Military Personnel and Veterans – Chapter 35

Children and spouses of veterans who died or are permanently and totally disabled as the result of a service-connected disability are eligible for benefits under Chapter 35 of the Montgomery GI Bill.

Children must be between 18 and 26 years of age. Spouses must use the benefit within ten years of becoming eligible.

New Jersey Educational Benefits Veterans Tuition Credit Program

New Jersey offers a stipend to certain veterans who are or were eligible for GI Bill benefits, who served on active duty between December 31, 1960 and May 7, 1975, and who were legal residents of New Jersey at the time of induction, the time of discharge, or for one year prior to application for this benefit.

National Guard Tuition-Free Program

Available to members of the New Jersey National Guard, use of this program requires the student to produce a Commanders Certificate each semester, and file for all available state and federal financial aid for each academic year by completing the Free Application for Federal Student Aid (FAFSA). The FAFSA application can be completed online at fafsa.ed.gov.

Post 9/11 – Chapter 33

Eligibility is for individuals with at least 90 days of aggregate service on or after September 11, 2001 or individuals discharged with a service connected disability after 30 days. You must have received an honorable discharge to be eligible for the post-9/11. The post-9/11 will become effective for training on or after August 1, 2009. Qualifying active duty includes:

- full-time duty in the armed forces, other than active duty for training;
- a call order to active duty under Title 10.

For more information please contact the Military Education and Veteran Services Department at (856) 222-9311, ext. 1299, email vets@rcbc.edu or visit rcbc.edu/vets for the most current information.

VetCenter Outreach for Veteran Counseling

RCBC recognizes the unique experiences of military personnel, and their family members and works with the Trenton Vet Center to conduct on-sight counseling for eligible veterans and their family members. The counselor may be reached through the RCBC website (rcbc.edu/vets) or contact the Military Education and Veteran Services Department for the next campus visit. Services are offered free of charge and are completely confidential.

Academic Information/Regulations

Student Attendance Policy General Attendance Requirement

Students are required to attend all class, clinical, laboratory, and studio sessions for the full duration of each such instructional session.

Faculty are required to take attendance, and grade penalties for absence will be imposed when a student exceeds a ten percent absence rate, not to exceed 10% of the final grade. However, class participation may be considered a separate grading component according to individual instructor's syllabi. Additionally, students are responsible to be aware of and follow specific program requirements regarding attendance and participation.

Instructors will distribute their attendance and participation expectations at the beginning of the semester, and it is the student's responsibility to understand and adhere to the expectations for each course. Faculty expectations for student attendance and participation are subject to review and approval by the appropriate division dean.

Students are responsible for communicating with instructors to make reasonable arrangements for the completion of course requirements not completed due to absence.

Appeal Procedure:

Appeals of grades affected by this policy may be made using the most current grade appeals process.

Special Note for Students Receiving Financial Aid and/or Veterans Aid:

Attendance will be reviewed by Financial Aid and Veterans Aid programs, and benefits will be contingent upon compliance with the program's regulations.

Credit Unit and Loads

A credit hour, the unit of credit, is the equivalent of a subject pursued one 50-minute period a week for 15 weeks or 750 minutes of instruction. In general, for laboratory courses, 100 to 200 minutes per week for 15 weeks equals one credit hour. The 15th week of the semester will be exam week. Credits for clinical instruction vary with the program.

The normal academic load for students in the fall and spring semesters is 15-17 credits; the minimum full-time load is 12 credits and the maximum full-time load is 17 credits.

Students who would like to register for an overload - 18 or more credits, must have an overall GPA of a 3.0 or higher. Signed permission from a counselor/ academic advisor is required on a schedule which contains an overload.

The normal academic load for students in summer terms is not to exceed a maximum of 10 credits per term.

Students who are receiving financial aid, veterans' benefits, Social Security or other types of aids/grants must carry a 12-credit hour load during the fall or spring semester for full benefits.

International students who have been issued a student visa to attend the college must complete at least 12 credits in the fall and spring semesters. This is a requirement of the U.S. Immigration and Naturalization Service.

Students carrying a load of one to 11 credits are considered part-time students, during the fall or spring semester.

Student Classification (Applied to degree-seeking students only)

Earned Credit Hours Level 0 - 28Freshman 29-64 Sophomore

Phi Theta Kappa

Phi Theta Kappa is the International Honor Society of the two-year college. Each fall and spring semester, invitations to join Chi Iota, Rowan College at Burlington County's chapter, are sent to eligible students. Eligible students have completed at least 12 college-level credits at Rowan College at Burlington County with a cumulative GPA of 3.5 or higher, and have received no grade of D, F, ST, or I and no more than one semester grade of X.

Participation in Assessment Activities

Rowan College at Burlington County is committed to providing each student a quality college experience. In order that we continue to improve the quality of our programs and activities, it is necessary to assess our efforts in student learning, student satisfaction, student development and student involvement. Therefore, students will be requested to participate in college assessment activities.

Educational Technology Statement

Rowan College at Burlington County advocates a technology-enhanced teaching and learning environment. Advanced technological tools may be used in any course section to facilitate instruction. Many of our sections are web-enhanced, which means that some of your work will be submitted or completed online. Web enhancements may include on-line materials, grade books, testing and quizzes and assignment submission.

Many students enjoy the flexibility and convenience that these online enhancements have provided; however, if you have concerns about the technology involved, please speak to your instructor immediately.

Grading System

The following grades are used on the student's permanent record (transcript) for all courses in which the student is enrolled after the initial registration and at the end of the schedule adjustment period (Drop/Add period): A, B+, B, C+, C, D, F, PS, I, X, AU, W, AW, NA, SR and ST.

Grades remain on a student's permanent record. They may only be changed by the course instructor following approval by the appropriate Division Dean. Extraordinary circumstances will be handled on a case by case basis.

Grades for Developmental Courses*

Developmental courses (those with numerical designations of less than 100) do not count toward graduation and are not computed into a student's grade point average (GPA). Although no grade points are assigned, developmental courses count toward enrollment status (i.e. full-time, half-time, etc.). I and X contracts may be arranged with the instructor of the course.

	•	may be arranged	with the instructor of the course.
Cred	it Course Grade	Explanation	Grade Points Per Credit Hour
A	Mastery of essential ele	ements and related concepts, plus demonstrated excellence or ori	ginality. 4
B+	Mastery of essential ele	ements and related concepts, showing higher level understanding	g. 3.5
В	Mastery of essential ele	ements and related concepts.	3
C+	Above average knowled	dge of essential elements and related concepts.	2.5
С	Acceptable knowledge	of essential elements and related concepts.	2
D	Minimal knowledge of	f related concepts.	1
F	Unsatisfactory progress	s. This grade may also be assigned in cases of academic miscondu	act, such as cheating or plagiarism.
I	the requirements of the member and the stude satisfactorily within 30	ete. At the discretion of the instructor, a grade of "I" may be assigned to ecourse during the semester. The grade of "I" is given only by ment and requires completion of an "I" contract form. The student of calendar days of the onset of the following semester or term. If ally become the grade assigned in the "I" contract form.	nutual agreement between the faculty must complete all grade requirements
X	The grade of "X" is to only upon mutual agre Students receiving a gr	The grade of "X" is awarded to allow the student additional tim be awarded only when the student shows that he/she is making element between the faculty member and the student and require rade of "X" must register and pay to retake the course. If the cour must be made up within the next 12 months that the student is	satisfactory progress. This grade is given s completion of the "X" contract form. rse is not repeated, the "X" will become
X*		complete. The grade of X* is an administrative grade which is ass y completes a course that was previously awarded an X grade.	signed by the Registrar when a student
PS		cal courses only). The student met the objectives of the course withat is not calculated into the student's GPA; credits will be applied	
AU	A grade of audit is awa	arded to a student for a course that they registered for, but do no	t wish to accrue credit or grade points.
ST	Designation for studer ST may be assigned in	nts in college-level courses who stopped attending before sufficien lieu of "F" grade. Instructors will include last date of attendance	nt evaluations were completed. e.
W	reason(s) for withdraws week of classes in a sen the student and submit	om a course or courses. Any student who withdraws must comple al, within the established semester/term withdraw deadlines. Stud nester or up to an equivalent time in a given semester or term. Th tted to the Office of the Registrar in order for the withdrawal to b to established procedures will receive a failing grade for all course	lents may withdraw up to the ninth e Withdraw Form must be initiated by be considered official. Students who fail
AW	Denotes an administra	ntive withdrawal due to exceptional circumstances.	
NA	Indicates that a studen	t enrolled but never attended a course.	
ESL .	and Developmental Cou	urse Grade	

ESL and Developmental Course Grade

- A* Outstanding: The student has done clearly superior work.
- B* Advanced comprehension of course objectives.
- C* Pass: The student has achieved the objectives of the course and is ready to proceed to the next level.
- F* Unsatisfactory: The student has done unsatisfactory work during the semester.
- SR Designation for students in Developmental courses who stopped attending before sufficient evaluations were completed. SR may be assigned in lieu of "F" grade. Instructors will include last date of attendance.

Semester Grades

Grades are issued at the end of each semester/term. Final grades for all RCBC courses will be provided electronically at rcbc.edu under the listing for WebAdvisor.

Grade Point Average

To determine grade point average (GPA), multiply the number of grade points for each grade received by the number of credit hours (cr) for the course; then divide the total number of grade points by the total number of credit hours attempted. Grades in courses transferred from another institution are not included in computing grade point average. Example:

HIS 103	3cr. with a grade "A"		
	(4 points)	=	12
ENG 101	3cr. with a grade "B"		
	(3 points)	=	9
BIO 101	4cr. with a grade "C"		
	(2 points)	=	8
CIS 101	3cr. with a grade "C"		
	(2 points)	=	6
Total points			
Divide 35	grade points by 13 cr.		
2.69 GPA			

Student Grade Appeals

The Student Grade Appeal policy applies to all students enrolled in credit bearing courses, offered under any mode of delivery. The Student Grade Appeal policy offers students an avenue to discuss and resolve problems, in a timely manner that may arise with his/her educational progress. This document establishes a policy that defines a grade appeal process that provides due process as articulated in Procedure 217, for students in the event of a final grade dispute with a course professor.

Grade appeals governed under this policy must be formally initiated by a student in a timely manner that shall not exceed the conclusion of the next successive semester of the regular academic year or, in the case of a summer term appeal, the next successive Fall semester. Student grade appeals that do not conform to this deadline for appeal shall be considered untimely and without merit.

This policy requires:

- 1. A written request for a formal meeting with the course professor related to the grade dispute,
- 2. A review and recommendation by the divisional Dean, and
- 3. An appeal to the Provost who will convene the Grade Appeal Committee to review the records relevant to any dispute and make a recommendation to the President or designee, whose decision will be final.

Recognition of Scholastic Achievement

Students who are recommended by the faculty, are honored at the annual Academic Awards Ceremony.

Dean's List

The Dean's List is official recognition by the college of outstanding academic achievement. Students with a declared major are awarded this recognition during the fall and spring semesters. A break in enrollment of two or more semesters/terms results in a restart of the Dean's List calculation. The new calculation will be based on the most recent enrollment.

Note: College Acceleration Program (C.A.P.) courses are not considered for the Dean's List.

A student must complete a minimum of 12 college level credits with no grade lower than a "C" in any given semester, and who further has achieved a semester grade point average (GPA) of 3.50 or higher, to quality for this honor.

Full-Time Students

1. For purposes of **this** policy, a full-time student shall be defined as an individual enrolled in 12 or more college level credits during a semester or six or more college level credits during a term.

Part-time Students

1. Students enrolled in fewer than 12 college level credits in a semester are eligible for this honor upon the completion of 12 college level credits and thereafter for each additional 12 college level credit interval which they complete. However, lists will only be published following the fall and spring semesters.

- 2. If a student completes an increment of 12 college level credits during a semester/term, the whole semester/term will be counted. The next increment of 12 credits will start with the following semester/term.
- Criteria for recognition on the Dean's List is a grade of "C" or better in unduplicated 12 credit intervals. The grade point average (GPA) for each 12 credit interval must be 3.50 or higher.

Audit Policy

A student may audit a course if they do not want credit for the course. A student may declare audit status at the time of registration or within the first eight weeks of each semester or up to an equivalent time in a given term. See the Academic Calendar for Audit Deadline dates for specific semesters/terms. An audited course may be dropped during the Drop/Add period. Fees for an audited course are based on the regular credit value of the course. The student record will indicate the no grade, grade points, or credits attempted/ completed will be awarded for an audited course. Once the request to audit a course is processed, the status of the course cannot be changed back to credit earning.

Repeating a Course Conditions

- Any course may be taken two times.
 Permission to exceed this limit may
 be granted after the completion of the
 Third Repeat Petition by the Director
 of Academic Advising.
- 2. The grade of each attempt is entered on the permanent record of the student. However, only the highest grade is computed into the cumulative grade point average (GPA).
- 3. The credit hours assigned to the course will be counted only once toward meeting graduation requirements regardless of the number of times the course is repeated.

Change of Program or Degree Status

Students who wish to declare or change their major must complete a "Change of Degree Status" form and submit it to the Office of the Registrar. In addition notification of the change of major and a request for an updated evaluation should be sent to registration@rcbc.edu.

Declaring Courses Non-Applicable

This provides a means by which a student may have certain grades removed from the calculation of her/his grade point average (GPA) as result of a change of her/his program of study.

When a student changes her/his program of study, it may be possible to have certain grades declared non-applicable. The initial courses and grades remain a permanent part of the student's academic record; however, their weight is removed from the cumulative grade point average (GPA) calculation. Credits earned in courses declared non-applicable are not considered as credits completed toward graduation.

The criteria used in determining non-applicability are as follows:

- The student has officially declared a new major or changed from non-degree to degree-seeking status.
- 2. The courses to be considered are not pertinent to the student's new program of study and are not part of the general education requirements.
- 3. The student has completed at least 12 college level credits of required courses (program or general education) in her/his new program of study with grades of "C" or better in each such course.

This policy may be applied for a student only one time. Contact the Advisement Office for procedural information.

Academic Amnesty

This policy allows a student to restart the calculation of her/his grade point average (GPA). The requirement and submission for Academic Amnesty are as follows:

- 1. Student has been away from RCBC for three or more years.
- 2. Student met with a counselor/advisor Academic Amnesty and completed the Academic Amnesty application.
- 3. If approved all previous grades and credits will remain on the student's permanent record but will be disregarded in the determination of the new GPA and the fulfillment of graduation requirements.
- 4. The student's record will restart with a 0.00 GPA.
- 5. The transcript of the student will continue to reflect all of her/ his previous grades. However, the transcript will include a line indicating where the old record ends and the new record begins.

If a student has been away from RCBC for three or more years, they may apply for Academic Amnesty by meeting with an advisor and completing the Academic Amnesty application. This application may be filed only one time. For further details please contact the Advisement Office at ext. 1557.

Calculation of GPA

- All previous grades and credits will remain on the student's permanent record but will be disregarded in the determination of the new GPA and the fulfillment of graduation requirements.
- 2. The student's record will restart with a 0.00 GPA.
- The transcript of the student will continue to reflect all of her/his old grades. However, the transcript will include a line indicating where the old record ends and the new record begins.

Satisfactory Academic Performance and Progress

This policy establishes the standards for academic performance and progress which must be met by all Rowan College at Burlington County students.

Students receiving financial aid from federal and state sources must also comply with the provisions of "Special Conditions of Satisfactory Academic Performance and Progress for Financial Aid Recipients," in order to maintain eligibility for financial aid.

Students using veteran education benefits must also maintain satisfactory progress toward degree completion and failure to maintain this progress must be reported to the Veteran's Administration which may result in a debt to Veteran's Affairs.

Definitions

For purposes of this policy the following terms are defined:

Student: An individual enrolled at Rowan College at Burlington County in a degree-seeking program taking college-level or developmental courses.

Full-time Student: An individual enrolled for 12 or more credits during a semester.

Satisfactory Academic Performance and Progress

A student is considered to hold the status of satisfactory academic performance and progress if she/he meets the following two criteria:

- 1. Has a grade point average (G.P.A.) of 2.0 or higher;
- 2. Has completed a minimum of 66% of all credits attempted by attaining grades of A, B+, B, C+, C, D, O, P, I, X and marks, if applicable, of AW, NA, W, or AU in all courses attempted.

(TIER 1) Early Warning

The first semester that a student's cumulative GPA falls below 2.0 and the completion rate is below 66.67%, the student will be placed on Early Warning status. The student will receive a letter from the college indicating that they should meet with a college representative prior to choosing classes.

(TIER 2) Academic Probation

After the Early Warning semester, student's whose cumulative GPA falls below 2.0 and the completion rate is below 66.67% will be placed on Academic Probation status.

The student will receive a letter from the college indicating that registration is restricted and requires the approval of a college academic advisor/counselor.

There are restrictions on online and accelerated courses and a limit of 13 credits per semester. A student placed on academic probation will be notified of that action at the time grades are issued. Further, the student will be informed of the requirement to be interviewed by a college academic advisor/counselor. Students will also be required to participate in a college workshop. A probationary student must obtain approval of all course selections by consulting with a college academic advisor/counselor prior to registering.

A student will be allowed to continue on probationary status provided their semester GPA remains at 2.0 or higher. A student will be removed from academic probation status when his/ her cumulative GPA has risen to 2.0 or above and the completion rate is above 66.67%. Once removed from probation status for one semester, any student returned to probation status will begin the probation cycle again.

Students using veteran education benefits who are placed on probation must be reported to Veteran's Affairs and will be restricted from receiving benefits at another institution or from changing their program of study until their academic performance returns to satisfactory progress. Please note that veteran education benefits restrict the number of times a course may be repeated.

Students who fail more than one course while using military education/tuition assistance benefits may be required to take two courses demonstrating satisfactory academic progress prior to eligibility for tuition assistance being restored.

(TIER 3) Academic Dismissal

After the probation semester, students whose semester GPA falls below 2.0 will be moved to dismissal status. The student will receive a letter from the college indicating that they are on dismissal status.

Conditions of Dismissal

- 1. A student who has been dismissed may not enroll in any course which carries academic credit for a period of at least one 15- week semester, with reinstatement occurring only in a fall or spring semester.
- Permission for a dismissed student to re-enroll in a credit course(s) is granted only by the Academic Standards Committee.
 Deadlines for petitions are as follow:
 August 5 Fall Semester
 (Eligible to Pick Up Form June 5)

 December 5 Spring Semester
 (Eligible to Pick Up Form October 5)

If permission to re-enroll is granted by the Academic Standards Committee, the student must have written approval of a college academic advisor/counselor for course selection. Please note that the Academic Standards Committee will determine which course(s) and the number of credits students will take. Students will be placed on Tier 2 of the Academic Probation policy upon their return. See Petition to Re-Enroll for Academic Credit Course process.

Petition to Re-Enroll in Courses that Carry Academic Credit

Students who are academically dismissed due to poor academic performance, based on the college's Satisfactory Academic Performance and Progress Policy, will need to sit out for a full 15-week semester.

Toward the end of the dismissal period, the student meets with an academic advisor/counselor and completes a Petition to Re-Enroll in Courses that Carry Academic Credit form.

The form is reviewed by the Academic Standards Committee and the student would appear before the Committee. As a result of the Committee meeting with the student, a decision will be rendered regarding a student's next step.

Graduation

All students who have successfully completed all requirements for degrees and academic/career certificates will automatically be graduated from the college. Students must complete the graduation requirements in effect at the time they declared their major, unless the current catalog of record is beneficial for the student, in which case, the student record may be updated.

The Office of the Registrar will create graduation applications for all students who have active degree, academic and/ or career certificates programs and have completed 75% of the program. Graduation Applications will be created in the order that majors were added to a student's record. Additional information on automatic graduation can be found on the website (rcbc.edu/graduation).

NOTE: A student cannot graduate until the requirements for "X" and "I" contracts are fulfilled.

Catalog that Applies to a Student's Graduation

A candidate for graduation will be evaluated based on the catalog that is most advantageous for the student. The status of the catalog and/or applicable courses must be active and the catalog year must be on or after the year in which the student matriculated.

Graduation with Honors

Graduation with Honors is official recognition by the college of outstanding academic achievement by a student during the entire period of her/his enrollment at the college.

Criteria:

- 1. To be considered for Graduation with Honors, a student must have earned a minimum of 30 semester hours at Rowan College at Burlington County.
- 2. Only courses that carry college credits will be used in computing grade point averages (GPA) for graduation.
- 3. Graduation with Honors is available only to individuals receiving Associate of Applied Science, Associate of Science, Associate of Arts, or Associate of Fine Arts degrees.
- 4. Requests for exceptions due to circumstances of an extraordinary nature may be submitted to the Provost.

Types of Honors

Cum Laude (Honors) – Required Cumulative GPA: 3.50 – 3.74

Magna Cum Laude (High Honors) – Required Cumulative GPA: 3.75 – 3.89

Summa Cum Laude (Highest Honors) – Required Cumulative GPA: 3.90 & above.

Participation in Commencement Ceremony

Students who wish to participate in the annual May commencement ceremony must meet the following criteria:

- 1. Student has met all degree requirements for declared degree program by the current year's fall or spring terms or is registered for the final courses necessary to meet degree requirements in the summer term of that same academic year.
- 2. The Program Evaluation (available through BaronOne/WebAdvisor or Self-Service account) status is 'Complete' or 'In Progress'.
- 3. Responded 'Yes' to participate in the annual commencement ceremony.
- 4. Has a cumulative GPA of 2.0 or higher.

Additional information on participating in Commencement can be found on the website (rcbc.edu/commencement).

Diplomas

Diplomas are ordered at the end of the fall, spring and summer semesters. Students will be notified of pick-up and delivery information via their RCBC email accounts.

Diplomas will not be released/mailed if the student owes money to the college. Additional information on diplomas can be found on the website (rcbc.edu/ graduation/diplomas).

Multiple Degrees

Students pursuing more than one degree from Rowan College at Burlington County must meet the following criteria:

- 1. Satisfy the General Education Requirements for each degree,
- 2. Satisfy the program requirements for each major, and
- Earn at least 15 additional credits for each declared major beyond the credit requirements for completion of the first degree.

Students pursuing multiple degrees should meet with a college academic advisor/ counselor to prepare a program. This should be done prior to the completion of 32 credits.

Transcript of Final Grades

Grades are issued at the end of each semester/term. Final grades are accessible by logging into WebAdvisor and selecting the 'Grades' link located under the Academic Profile section.

Students may also use Academic Profile to request an official transcript showing degree completion. A review of the transcript information is recommended to ensure that the degree is posted prior to submitting the online transcript request.

Transfer of Academic Record (Transcript)

In accordance with the Family Educational Rights and Privacy Act of 1974, Rowan College at Burlington County is not permitted to release a student's academic record without the student's written permission.

An official transcript bearing the college seal and the signature of the Registrar will be sent directly to another educational institution or employer upon receipt of a written or online WebAdvisor request from the student. Written requests should be submitted to the Office of the Registrar. Allow at least one week for processing. Transcripts of students who owe money to the college will not be sent until the balance is paid.

To protect the security of student records, any official transcript handled by a student bears the notation "Issued to Student." Most institutions will not accept as official a transcript bearing this notation.

Transcript Errors

Errors on transcripts regarding grades must be brought to the Registrar's attention within **one year** of the occurrence of the error. No changes to the transcript will be made after one year. Under extraordinary circumstances, appeals can be made to the Provost.

Transferring to Four-Year Colleges and Universities

The Convenient, Affordable Route to a Bachelor's Degree

A primary goal of Rowan College at Burlington County is to help prepare students to transfer to four-year colleges and universities. All students who attend Rowan College at Burlington County will be conditionally-accepted to Rowan University. Once the students receive their associate degree, they may attend the university online, on the main campus in Glassboro, on the Camden Campus or for selected programs on Rowan College at Burlington County's Mount Laurel Campus. Certain degrees will require program-specific requirements. RCBC has also created a wide range of transfer opportunities including GUARANTEED ADMISSIONS and ARTICULATION AGREEMENTS, with a considerable number of colleges and universities. These agreements are designed to help students plan for transfer during the time they are students at RCBC and help ease the process of transfer after they graduate from RCBC.

Transfer to Other Institutions

Students should be aware that RCBC offers four different associate degree programs: the Associate of Arts (AA); the Associate of Science (AS); the Associate of Fine Arts (AFA): and the Associate of Applied Science (AAS). The AA and AS degrees are designed to provide the freshman and sophomore level courses for a baccalaureate program and therefore, are designated as Transfer Degree Programs at RCBC. The AAS and the AFA programs are not designed for transfer. Students should be aware of this distinction so they do not experience disappointment if they seek to transfer to four-year schools.

Students planning to transfer to four-year schools are advised to speak with an academic advisor early in their academic program at RCBC. Advisors will assist students in developing an academic plan for graduation from RCBC and transfer to four-year schools. In addition, students should consult the catalogs and websites of the schools they are interested in to learn more about their academic programs and requirements. Students can also access information about many New Jersey four-year institutions through NJ Transfer at njtransfer.org.

Premier Partnership with Rowan University

Graduates of RCBC have the opportunity to stay in Mount Laurel for a BS or BA through the 3+1 program. RCBC graduates enrolling in programs offered through Rowan Global (online, in Mount Laurel, or in Camden) will receive a 15% discount off of the prevailing on-campus Rowan University tuition and fees. RCBC and Rowan University offer 2+2 and 3+1 programs. Please visit rcbc.edu/rowan for a list of degree offerings. RCBC students are automatically admitted to Rowan University, if students graduate from RCBC with an Associate of Arts or Science degree, complete prerequisite course requirements, and meet the GPA standards of each program. The tuition discount will not apply for RCBC graduates who continue onto to the University in Glassboro. For more information, visit rcbc.edu/rowan.

Guaranteed Admissions Programs

Rowan College at Burlington County's Guaranteed Admissions Programs are an inexpensive way for students to complete their bachelor's degrees by providing a seamless transfer of courses and credits from RCBC to many four-year colleges and universities. Through this program, students are guaranteed admission to "partner schools" from RCBC provided that all criteria associated with the Guaranteed Admission Program have been fulfilled.

Students who are interested in transferring into one of the Guaranteed Admissions partner schools should contact the Advising Office during their first semester at RCBC. The steps for entering the Guaranteed Admissions Program (GAP) and the criteria for successful transfer through GAP can be found on the Intent to Transfer Form. Intent to Transfer Forms are found online at rcbc.edu/forms or by contacting the Academic Advising Department.

Degree Completion Programs at RCBC

After earning an associate degree, students can pursue a bachelor's degree at RCBC with our onsite partners:

Rowan University, Rutgers University – School of Business Camden and Wilmington University each provide their same quality programs with their own faculty in RCBC classrooms. These partnerships allow RCBC graduates to enroll in a high-quality baccalaureate program while remaining in Burlington County. To learn more about a four-year degree program at RCBC, contact the Academic Advising Department at rcbc.edu/advising or (856) 222-9311, ext. 2737.

Students may also contact each onsite partner directly:

Rowan University (856) 222-9311, ext. 2222 aoneil@rcbc.edu

Rutgers University – School of Business Camden (856) 225-6135 cal.maradonna@rutgers.edu

Wilmington University (856) 291-7400 louise.l.babuschak@wilmu.edu

Transfer Tips

- Be certain you are enrolled in an academic program that is designed for transfer (A.A. and A.S. degree programs are designed for transfer, while most A.A.S. and A.F.A. programs are not).
- Meet with an Advisor early in your academic career at RCBC to talk about your interests and transfer goals; learn how RCBC can help you transfer; and build an academic plan for graduation from RCBC and transfer to four-year schools.
- Begin to identify schools that have the major(s) you are interested in.
 Students can visit the RCBC advising website to use college search engines to assist them in their research on four year college/universities.
- Arrange to visit the four-year schools you are interested in and meet with admissions representatives and faculty who can tell you more about their academic programs and requirements.
- Arrange follow-up meetings with an Academic Advisor regarding your transfer plans.
- Make sure you are aware of the application process and deadline dates for the schools you are considering for transfer.
- Study hard and set aside the appropriate amount of time for your academic work each semester so you can earn the best grades possible.

The CEEB college code for Rowan College at Burlington County is 2180.

Student Life, Government, Clubs & Organizations

Office of Student Life

The Office of Student Life is located on the first floor of the Student Success Center in Mount Laurel. For information about clubs, organizations, and Student Government you may call (856) 222-9311, ext. 2251. If you need information about athletics, intramurals or recreational activities, please call (856) 291-4257.

Student Participation in College Governance

Students have opportunities to participate in the college decision-making process through the Student Government Association and Student Senate. Please call (856) 222-9311, ext. 2251 for details on how you can participate.

Student Government Association

Student Government is composed of a group of active students involved in representing the interests of the associated students of RCBC on college governance committees and programs. Participation allows a student to work cooperatively with fellow students, faculty, staff, and administration. The RCBC Student Government is composed of the following branches: Executive Board, Programming Board and Student Senate.

Clubs and Organizations

In order for a club or organization to be officially recognized, students must follow the procedure for recognition developed by the Office of Student Life. If you would like to form a new organization on campus please visit the Office of Student Life, located on the first floor of the Student Success Center in Mount Laurel or contact studentlife@rcbc.edu.

Recognition allows funding for events and the use of a variety of college facilities. All clubs, in addition to adhering to the stated purpose of the group, are involved in campus service projects. Clubs bring to the college a variety of events including but not limited to speakers, films, and entertainers.

A list of current clubs and organizations can be viewed via the Student Life online engagement system, Campus Labs, at rcbc.edu/campus-labs. New groups are always being formed. Current recognized student organizations include:

American Sign Language Club

Art

Book Club

Business Club

Campus Crusade for Christ

Computer Science Club

Creative Arts Guild

Criminal Justice Club

Dental Hygiene Club

Diagnostic Medical Sonography Club

Education Club

Environmental Club

EOF Club

Fashion Design Club

Film Club

Gamers Club

Gay Straight Alliance

Human Services Club

International Students Club

Lamplight Players

Marketing Club

Math Club

Phi Theta Kappa

Philosophy Club

Psychology Club

Radiography Club

Student Government Association

Student Nurses Association

Campus Involvement and Social Media

The Office of Student Life understands that RCBC students are busy, so we've come up with a way for you to get involved with student life without having to take time away from your job, friends, or academics. By using an online platform, OrgSync, students can engage online with student clubs and easily access information on campus activities and student clubs.

OrgSync is available on your computer, tablet, or phone. It provides students with a way to meet new students, join clubs, get information about activities, weigh in on polls, voice your student concerns, and so much more. You can access the system at rcbc.edu/orgsync,

Log into your OrgSync account NOW! Enter your RCBC student email (firstname_lastname@mymail.rcbc. edu) and the password sent to you from OrgSync via the welcome email message (or the password you picked if you've already logged in). Once a student logs in, you can start exploring all aspects of the RCBC Student Life programs!

Not sure about your initial password? Check the email sent to your RCBC student email account or click the "Forgot my Password" link on the OrgSync login page!

Do you have questions? Contact the Office of Student Life at (856) 222-9311, ext. 2251 or email **studentlife@rcbc.edu** and we'll be more than happy to help with any of the above questions, or anything else you can come up with regarding OrgSync or other student life programs!

Public Notices

Any student wishing to post public notices must have them approved by the Office of Student Life. Notices may only be placed on official bulletin boards.

Student Areas on Campus

There are various areas on campus where students can congregate for social interaction. These areas include:

Student Lounges

There are a number of lounge areas situated throughout college buildings. All activities in lounges must be requested through the Office of Student Life.

On the Mount Laurel Campus, there are a number of different lounges available for students located in each building. A list and description of each lounge and student space on campus can be found at rcbc.edu/student-life/lounges.

Cafeteria

The Mount Laurel Campus cafeteria is located on the first floor of the Student Success Center. The cafeteria is a main gathering place for students. It is a self-busing area and your cooperation is requested in keeping it clean.

Athletics and Recreation

Intercollegiate Sports

Barons Athletics is a member of the National Junior College Athletic Association (NJCAA), which has over 500 member schools in 42 states. Each year nearly 60,000 student-athletes compete in one of 28 different sports, and the organization sponsors 48 national championship events and eight football bowl games.

The NJCAA member colleges in New Jersey, Delaware, and eastern Pennsylvania make up Region XIX of the NJCAA. This organization holds post-season tournaments which are the stepping stones to the NJCAA national tournament.

Call the Athletics Department at (856) 291-4257 for more information.

Participation on Athletic Teams

In order for students to participate in intercollegiate athletics in an NJCAA sport, they must:

- Be a graduate of a high school with an academic diploma, general education diploma or state department of education approved high school equivalency test.
- 2. Be enrolled in 12 or more credits on the 15th day of the semester of participation.
- 3. Have passed a physical examination.
- 4. Maintain an appropriate GPA as determined by the NJCAA and the college.
- 5. Show evidence of making satisfactory progress toward graduation as determined by the NJCAA and the college.
- 6. Maintain amateur status as defined by the NJCAA.

There are many exceptions and variations to these regulations. If you have a question about eligibility, you should contact the Athletic Director.

Caution: dropping a course may affect an athlete's eligibility to participate. Check with the athletic director before dropping any courses.

Note:

 Transfer students from a two-year or four-year college/university may be immediately eligible for participation on an NJCAA sponsored team.

Barons NJCAA Sponsored Programs:

Division I

Men's Soccer

Women's Soccer

Division II

Baseball

Men's Basketball

Women's Basketball Softball

Division III

Men's Golf

Women's Golf

Athletic Facilities

Please be aware that all RCBC Athletic Facilities are currently located off campus.

The Athletics Department, along with the college training room, is located on the first floor of the Student Success Center. The college training room is fully equipped and staffed to provide injury care, prevention and rehabilitation for student-athletes.

Intramurals and Recreation

Recreational activities are those that are informal in nature, while intramurals are more formally structured competitive activities. Rowan College at Burlington County offers a variety of both.

Competition

Seasonal competition is offered on the intramural level in a variety of sports.

Activities

Intramural and recreational activities are usually scheduled for weekdays but some activities are held on weeknights and weekends. Not all activities are offered each year.

Information

Announcements about both intramural and recreational activities will be advertised on bulletin boards and on TV monitors throughout the college campus.

Eligibility

Any RCBC student or employee is eligible to participate in intramural/recreation events, provided he/she has a validated ID card. Students who are members of an intercollegiate team may participate in that sport on the intramural level according to specific guidelines established by the Athletic Director.

Awards

Each member of the winning team in a sport and persons finishing in first place in individual activity tournaments will receive an intramural T-shirt.

Uniforms

In team competition, each member of a team should wear similar colored jerseys. All teams or individuals must provide their own apparel.

Waiver of Liability

All individuals participating in an organized recreation/intramural activity will be required to sign a waiver of liability form.

Accidents/Incidents

All accidents/incidents occurring as a result of participation in college sponsored events should be reported to the intramural/ recreation administrator in charge of the activity, the Athletic Director and Public Safety personnel.

Special Programs and Courses

Service-Learning

Rowan College at Burlington County offers students the opportunity to participate in Service-Learning activities. Service-Learning enhances the academic curriculum by extending learning experiences outside the classroom. It encourages students to develop a sense of civic responsibility and caring for others. Students will devote a specified number of hours to community service through the coordination of their classroom instructor. Interested students should check with their instructor or contact the Service-Learning Coordinator at (856) 222-9311, ext. 1601.

Experiential Learning and Internships rcbc.edu/careers/experiential-learning

A student majoring in any field may apply for experiential learning related to his/her academic goals. Students already employed may also participate in this program.

Earning Experiential Learning and Internship credit is based upon developing and achieving learning objectives based on new learning and/ or increased proficiency. Students are assigned to a Faculty Coordinator who oversees the development and achievement of the objectives and visits the student and their supervisor at the work location.

The Experiential Learning program at Rowan College at Burlington County has a "rolling registration" which allows a 15-week semester to begin at any time that a student is selected for a position or a currently employed student receives approval to earn credit for his/her position.

Students interested in obtaining an internship or who have a position which may qualify for Experiential Learning credit should contact (856) 222-9311, ext. 1034. For more information, visit rcbc.edu/careers/experiential-learning.

Workforce Development Institute

The Workforce Development Institute officially opened in July 2015, bringing all of the county and college workforce development resources together to better serve job seekers and employers in the region.

A national model of shared services, the institute has three divisions: Business Outreach, Educational Program & Grants and Career Services. It is the regional center for workforce development initiatives and resources to assure our community has a quality workforce to meet the changing needs of the labor market.

The Institute works closely with leading local employers to align the workforce development training and educational programs with the skills employers and employees need today and in the future.

It provides easy access to demanddriven and comprehensive employment, educational, training and economic development services to meet the needs of job seekers, employers and the community, such as:

- Management Certificates
- Health Sciences Certificates
- Supply Chain & Logistics Certification
- Human Resources Certification
- Entrepreneurial Certification
- Graphic Design Certification
- Professional Licensing Preparation
- Employment Services
- Retired and Senior Volunteer Program
- Learning Is For Everyone (LIFE)
- Pinelands Institute for Natural and Environmental Studies (P.I.N.E.S.)
- Economic Development Services
- Customized Training
- On-the-Job Training Contracts
- Incentive Based Employee Placement
- Labor Market Information
- Career Pathway Consultation
- Military Transition Support

A brochure listing Personal and Professional Development certificate programs and courses is produced by the college three times a year and posted online at rcbc.edu.

Air Force GEM (General Education Mobile)

RCBC is one of the first colleges to support the GEM (General Education Mobile) program and consistently offers one or more of the core courses online in every general education area required for all CCAF degrees. Many courses are also offered in seven-week military terms on Joint Base MDL in addition to our extensive online offerings that meet all GEM requirements. Please visit rcbc.edu/gem for specific course offerings and enrollment information.

Servicemembers Opportunity College (SOC)

Rowan College at Burlington County has been designated as an institutional member of Servicemembers Opportunity Colleges (SOC), a group of over 400 colleges and universities providing voluntary postsecondary education to members of the military throughout the world. As an SOC member, Rowan College at Burlington County recognizes the unique nature of the military lifestyle and has committed itself to easing the transfer of relevant course credits, providing flexible academic residency requirements and crediting learning from appropriate military training and experiences. SOC has been developed jointly by educational representatives of each of the Armed Services, the Office of the Secretary of Defense and a consortium of 13 leading national higher education associations. It is sponsored by the American Association of State Colleges and Universities (AASCU) and the American Association of Community Colleges (AACC).

Distance Education

Rowan College at Burlington County has been actively involved with distance learning since 1978, providing classes for those who want or need an alternative to classroom based courses. Each semester classes are offered which span the disciplines from Art to Music and from Biology to Physical Science. Our online courses utilize a state-of-the-art course management system to deliver dynamic college level instruction over the Internet. Online courses typically include textbook readings, web-based resources, interaction with highly qualified faculty, interaction with fellow students, projects and exams. College faculty are available to answer questions and direct student learning. Distance Education courses are fully accredited and part of the curriculum, allowing students to learn whenever and wherever it's convenient for them, while satisfying degree requirements. Students who are self-motivated and highly organized tend to be successful in Distance Education courses. For the latest and most up-to-date information on distance learning and current course offerings, please visit our website at rcbc.edu/distance-education or contact the Office of Distance Education by emailing dlearn@rcbc.edu or by calling (856) 222-9311, ext. 1790.

Developmental Education Courses

(Students whose native language is English)

Developmental education courses provide students with the skills needed to succeed in college. These courses are designed to serve several types of students, including the student:

- who has been away from school for some time and needs to "brush up" in some area of study,
- 2. who did not complete a college preparatory program in high school,
- 3. whose placement assessment scores indicate the probability of future difficulty in successfully completing college-level courses,
- 4. whose SAT scores fall below 540 in Verbal/Critical Reading and/or 500 in Math.

The college offers a variety of developmental courses. These courses are not calculated as part of a student's grade point average and do not count towards graduation. Students who place into developmental courses must see an academic advisor to register for courses. These students are permitted to enroll in college-level courses once the appropriate developmental courses have been successfully completed.

Students who take developmental courses in English, Reading, Mathematics or Algebra skills, may extend the time required to graduate.

English as a Second Language

(Students whose native language is not English)

Students whose native language is not English often need specialized instruction in English before attempting college-level courses. RCBC offers a program in English as a Second Language for this purpose.

Participation in the program is open to all students, both full-time and part-time. Courses included in the ESL program are in Reading, Writing, Speaking and Listening, Grammar, TOEFL, and English for Academic Purposes. Interested students can look for a complete list of courses on pages 160-161.

RCBC's vocational opportunities are accessible without regard to race, color, national origin, sex or handicap. For more information please contact the Office of International Programs, ext. 1350 or 2232.

Courses included				
in the ESI	L program	Credits		
ESL 066	ESL Reading I	4		
ESL 067	ESL Reading II	4		
ESL 068	ESL Reading III	4		
ESL 074	Intermediate			
	Intensive Grammar	4		
ESL 076	ESL Writing I	4		
ESL 077	ESL Writing II	4		
ESL 078	ESL Writing III	4		
ESL 081	Speaking and Listening	g I 4		
ESL 082	Speaking and Listening	g II 4		
ESL 083	Speaking and Listening	g III 4		
ESL 093	ESL English for			
	TOEFL I	4		
ESL 094	ESL English for			
	TOEFL II	4		
ESL 097	ESL English for			
	Academic Purposes	4		

For information about ESL courses, contact the ESL office at ext. 1599.

Study Abroad

Students may apply to study abroad through Rowan College at Burlington County. Several world locations are available for academic semesters or summer offerings. Information about the application process and eligibility requirements is available at rcbc.edu/study-abroad or by contacting the Study Abroad Coordinator.

Student Conduct and Responsibilities

As a Rowan College at Burlington County student, you are a member of the college community. All RCBC students are considered to be adults in the eyes of the college and are expected to conduct themselves accordingly. Students are ultimately responsible for their own conduct and the conduct of their guests and visitors.

The Student Code of Conduct and the college policies and procedures are designed to ensure that students are aware of acceptable and appropriate behavior on campus, in classrooms, on campus trips, online and in the community. Students can access the Code of Conduct online at rcbc.edu/conduct.

Students also have rights and responsibilities while taking classes on campus or online.

Students have a right to:

- Mutually respectful interactions with other students, faculty and staff
- Knowledgeable faculty and staff
- Receive student-focused college services and support as appropriate
- Discuss various ideas in a civilized manner in and outside of the classroom
- Feel safe on campus
- Access campus policies and procedures
- · Access to technology and other resources
- Receive timely communications regarding campus information and updates
- Receive timely follow ups to questions or concerns
- Receive accommodations for disabilities with appropriate documentation
- Due process in addressing matters such as behavioral or academic disputes
- The confidentiality of their educational records as referenced in the published catalog policy
- Discuss policy, procedures and campus changes through the Student Government and other appropriate channels

Students have a responsibility to:

- Take ownership of their educational planning including academic requirements for their degree
- Maintain good academic standing
- Prepare for class and complete course requirements
- Minimize distracting behavior that could impact other students' learning
- Follow standard expectations for student behavior, including following the code of conduct and civility policies
- Engage in mutually respectful interactions with other students, faculty and staff
- Self advocate, seek help and provide documentation when needed to support requests for assistance or support
- Report suspicious behavior, follow established campus rules and exercise driving and parking lot etiquette
- Follow college deadlines for registration and services
- Not share passwords for email and other college systems or disclose private information about others
- Check email regularly for communication from the college and instructors
- Be aware of college finances and make payment arrangements prior to deadlines
- Understand student rights, campus services, and college policies and procedures
- Use college resources appropriately and respect college facilities

For more information on the Student Code of Conduct procedure, prohibited behavior, or the Hearing Process for violations, please visit rcbc.edu/conduct.

Title IX Procedure Overview

Rowan College at Burlington County seeks to provide a campus environment free from all forms of harassment and discrimination. Students and staff are encouraged to report any incidents of gender-based misconduct, such as

- Sexual Harassment
- Gender-based Harassment
- Sexual Intimidation
- Sexual Exploitation
- Sexual Assault and Non-Consensual Sexual Contact
- Relationship Violence
- Stalking
- Retaliation

RCBC offers two options for reporting Title IX incidents:

 Confidential reporting is available through the Student Support Counselor. The reporting through this staff member can result in counseling only or result in both counseling and official reporting. Support for students seeking confidential reporting is available through the Student Success Center. Students can make an appointment online through rcbc.edu/counseling or call (856) 222-9311, ext. 1585. Private, non-confidential reporting is available for individuals seeking to report an incident for investigation by the college or other law enforcement office. Students or staff reporting in this manner will also be offered support counseling as the report and investigation process is initiated. An online reporting form is available at rcbc.edu/titleIX.

Contact Information for RCBC Title IX Coordinator:

Reports submitted through the private, non-confidential reporting to a responsible reporter, online reporting form submissions, or reports initiated with the Office of Public Safety are all submitted to the Title IX Coordinator.

The contact information for the Title IX Coordinator is:

Catherine R. Briggs, Ed.D.

Dean of Student Success / Title IX Coordinator (856) 242-5391

cbriggs@rcbc.edu

Additional details regarding reporting forms, investigation processes, responsible reporters, and support resources are available at rcbc.edu/titleIX.

Academic Programs

Associate of Fine Arts (A.F.A.)

The Associate of Fine Arts degree provides students with a concentrated focus and immersion into the fine arts. It may be used as a transfer program.

Associate of Arts (A.A.)

The Associate of Arts is a transfer degree designed to complete the first half of a baccalaureate or four-year liberal arts degree program. Traditionally, the purpose of this degree has been to give students a broad, highly academic background in the fine arts, humanities, and social sciences.

Associate of Science (A.S.)

The Associate of Science degree offers students a program emphasizing coursework in mathematics, the sciences, business or certain health sciences fields. The Associate of Science is a transfer degree and is designed to complete the first half of the requirements for a baccalaureate.

Associate of Applied Science (A.A.S.)

This degree differs from the Associate of Arts and Science degrees previously outlined because the Associate of Applied Science degree is not generally intended as a transfer program. It is a degree that emphasizes career preparation for job entry after graduation. Credits earned in these degree programs may be applicable to a four-year degree depending upon the institution and the content area.

Academic Certificate Programs

Some career areas require less than two years of postsecondary education for entry into the field. At Rowan College at Burlington County, these programs are generally one year in duration and include courses specifically related to career requirements as well as general education courses designed to assist students to better understand the world in which they live and work.

Career Certificates

Career Certificates encompass courses specifically related to employment requirements. In some cases, general education coursework may also be required.

Degree Requirements

Rowan College at Burlington County offers four degrees: the Associate of Arts, Fine Arts, Associate of Science, and the Associate of Applied Science. In addition, the college offers a variety of one-year certificate programs, certain special programs, non-credit programs, and workshops for the college and the community.

Advisory Statement

All degree-seeking students must show an ability to benefit from college-level courses. Proficiency is demonstrated either by receiving appropriate scores on the College Assessment or by completion of course work in the areas where the student did not receive appropriate assessment scores.

All degree-seeking students must demonstrate proficiency in reading, writing, and mathematics. Students who successfully achieve a passing grade on the College Assessment or are exempt should register for ENG 101 during their first semester. Students enrolled in a developmental writing course must follow the appropriate sequence of courses leading to ENG 101.

Students who have not completed ENG 101 at the point of having attempted 15 college-level credit hours (100 or higher), should enroll in ENG 101 concurrently with their other coursework.

If the selected program requires a second written communication course and students have not completed this course at the point of having attempted 32 college-level credit hours, they should enroll in the appropriate English course concurrently with their other coursework.

Students who successfully achieve a passing grade on the algebra portion of the College Assessment or are exempt should refer to the catalog page describing their program of study. Generally, AS and AAS Degree programs require or recommend specific mathematic courses to fulfill the general education mathematics requirement. Students may enroll in MTH 107 or a higher mathematics course if a specific mathematics course is not required.

Degree Requirements

To receive an associate degree (A.A., A.F.A., A.S., A.A.S.) students must:

- 1. apply and be admitted to the program in which they seek a degree.
- 2. complete the General Education Requirements for the degree sought.
- 3. fulfill all the course and credit hour requirements with a cumulative 2.0 GPA for their particular curriculum as outlined in the Academic Programs section of the catalog.
- 4. complete at least 25% of the credits required in attendance at Rowan College at Burlington County.
- 5. fulfill all financial obligations to the college.
- apply for graduation. Applications are available online through WebAdvisor and at the Mount Laurel Campus and the Willingboro Campus. All applications must be accompanied by a graduation fee. See page 37 for deadline dates.

General Education Philosophy

Rowan College at Burlington County is committed to providing educational opportunities shaped by the traditions of higher education and the demands of the contemporary world. The General Education program provides a foundation in the knowledge and skills needed to develop a life of personal fulfillment and contribution to society.

Students enrolled in the General Education requirements will be able to:

- Communicate effectively in both speech and writing.
- Use appropriate mathematical and statistical concepts and operations to interpret data and to solve problems.
- Use the scientific method of inquiry, through the acquisition of scientific knowledge.
- Use social science theories and concepts to analyze human behavior and social political institutions and to act as responsible citizens.

- Use computer systems or other appropriate forms of technology to achieve educational and personal goals.
- Analyze works in the fields of art, music or theater; literature; and philosophy and/or religious studies; and will gain competence in the use of a foreign language.
- Understand historical events and movements in World, Western, non-Western or American societies and assess their subsequent significance.
- Understand the importance of a global perspective and culturally diverse people.
- Understand ethical issues and situations.

The General Education requirements are grouped into major categories (Communication, Mathematics, Science, Social Science, Technology, Humanities, History, Diversity, Ethical Reasoning and Action) and by degree (A.A., A.F.A., A.S., or A.A.S.)

Students have considerable flexibility in selecting courses in most of the categories. However, there are some categories where the options are limited. These courses are called the core curriculum. It is the philosophy of the college that all students graduate with knowledge, skills, and abilities in a core of courses regardless of major. These core course requirements are identified on pages 49-53.

NOTE: Specific General Education Requirement courses are required and suggested for each program. See each program page for specific requirements and suggested coursework.

Associate of Arts (A.A.) Degrees

See appropriate program page in catalog for recommended/required course(s).

See appropriate program page in catalog for recommended/re	equired course(s).	
1. Written and Oral Communications – 9 credits	6. Arts and Huma	nities – 9 credits
ENG 101 College Composition I		edits chosen from:
ENG 102 College Composition II	ART 101	Introduction to Art
*‡ SPE 102 Public Speaking	MUS 101	Music Appreciation
. 1 0	*‡ PHI 101	Introduction to Philosophy
2. Mathematics – 3 credits	THR 101	Introduction to Theatre
MTH 107 Introduction to Statistics	Group B –	6 additional credits chosen from Group A
OR higher math course	Group B	(above) or:
Ö	ART 250	Art History I
3. Natural Science – 7 or 8 credits	ART 251	Art History II
Group A – 4 credits chosen from:	ASL 101	Elementary American Sign Language I
BIO 103 & 104 General Biology I and Lab	ASL 102	Elementary American Sign Language II
BIO 107 & 108 General Biology II and Lab	ASL 201	Intermediate American Sign Language I
BIO 110 & 111 Fundamentals of Anatomy	ASL 202	Intermediate American Sign Language II
and Physiology I and Lab	CHI 101	Elementary Chinese I
BIO 114 & 115 Fundamentals of Anatomy	FRE 101	Elementary French I
and Physiology II and Lab	FRE 102	Elementary French II
BIO 120 & 121 Basic Biology and Human Affairs and Lab	FRE 201	Intermediate French I
BIO 130 & 131 Environmental Science and Lab	GER 101	Elementary German I
BIO 155 & 156 Basic Microbiology and Lab	GER 101 GER 102	Elementary German II
CHE 107 & 108 Chemistry and Lab	HIS 101	United States History I
CHE 115 & 116 General Chemistry I and Lab	HIS 101 HIS 102	•
PHY 110 & 111 Principles of Physics I and Lab		United States History II Ancient and Medieval Foundations
PHY 112 & 113 Principles of Physics II and Lab	HIS 103	of Western Civilization
PHY 120 & 121 Introduction to Astronomy and Lab	HIS 104	
PHY 210 & 211 General Physics I and Lab	HIS 230	Modern European History Islamic Civilization
PHY 212 & 213 General Physics II and Lab		
PSC 105 & 106 Physical Science I and Lab	HIS 266	African-American History I
PSC 107 & 108 Physical Science II and Lab	HIS 267	African-American History II
SST 100 Principles of Sustainability	ITA 101	Elementary Italian I
Group B – 3 or 4 additional credits chosen from	ITA 102	Elementary Italian II
Group A (above) or any 101 or higher	LIT 203	Masterpieces of World Literature I
course from BIO, CHE, PHY, or PSC	LIT 206	Women's Literature
	LIT 207	British Literature I
4. Technology – 3 credits	LIT 208	British Literature II
CIS 101 Introduction to Computers	LIT 209	American Literature I
CIS 161 Computer Applications	LIT 210	American Literature II
	LIT 218	Literature and Film
5. Social Science – 6 credits	LIT 220	Shakespeare
Take 6 credits from different disciplines from the following:	PHI 105	Introduction to Logic
ANT 102 Introduction to Cultural Anthropology	PHI 112	Eastern Philosophy
ECO 203 Principles of Microeconomics	*PHI 205	Ethics
ECO 204 Principles of Macroeconomics	REL 205	Comparative Religion
GEO 102 Principles of Geography	SPA 101	Elementary Spanish I
POL 101 American National Gov't & Politics	SPA 102	Elementary Spanish II
POL 103 Comparative Government and Politics	SPA 201	Intermediate Spanish I
POL 220 Western Political Thought	TUR 101	Elementary Turkish I
POL 250 International Politics	TUR 102	Elementary Turkish II
*‡ PSY 101 Introduction to Psychology		
PSY 251 Child and Adolescent Psychology		. 1
PSY 256 Developmental Psychology		continued on next page
*‡ SOC 101 Principles of Sociology		
*SOC 160 Society, Ethics & Technology		

Associate of Arts (A.A.) Degrees

See appropriate program page in catalog for recommended/required course(s).

7. History – 6 credits	
HIS 101	United States History I
HIS 102	United States History II
HIS 103	Ancient and Medieval Foundations
	of Western Civilization
HIS 104	Modern European History
HIS 230	Islamic Civilization
HIS 266	African-American History I
HIS 267	African-American History II
	·

3	. Diversity – 3 credit	TS
	Three credits chose	en from:
	ANT 102	Introduction to Cultural Anthropology
	ASL 103	American Deaf Culture
	ASL 201	Intermediate American Sign Language I
	ASL 202	Intermediate American Sign Language I
	FRE 201	Intermediate French I
	HIS 213	Genocide
	HIS 230	Islamic Civilization
	HIS 266	African-American History I
	HIS 267	African-American History II
	LIT 203	Masterpieces of World Literature I
	LIT 206	Women's Literature
	LIT 211	Masterpieces of World Literature II
	LIT 216	Poetry of the Holocaust
	LIT 217	The Holocaust in World Literature
	PHI 112	Eastern Philosophy
	REL 205	Comparative Religion
	SOC 209	Introduction to Women's Studies
	SOC 210	Minority Groups
	SPA 201	Intermediate Spanish I

^{*}This course meets the ethical reasoning and action goal. ‡ This course meets the information literacy action goal.

Associate of Science (A.S.) Degrees

See appropriate program page in catalog for recommended/required course(s).

1. Written Commun	ications – 6 credits	5. Arts and Humani	ties – 3 credits
ENG 101	College Composition I	Three credits chos	sen from:
ENG 102	College Composition II	ART 101	Introduction to Art
		MUS 101	Music Appreciation
2. Mathematics – 3 c	redits	*‡ PHI 101	Introduction to Philosophy
MTH 107	Introduction to Statistics	THR 101	Introduction to Theatre
	OR higher math course		
	C .	6. History – 3 credit	S
3. Natural Sciences –	7 or 8 credits	Three credits chos	
Group A –	4 credits chosen from:	HIS 101	United States History I
BIO 103 & 104	General Biology I and Lab	HIS 102	United States History II
BIO 110 & 111	Fundamentals of Anatomy	HIS 103	Ancient and Medieval Foundations
210 110 00 111	and Physiology I and Lab	1110 105	of Western Civilization
BIO 120 & 121	Basic Biology and Human Affairs and Lab	HIS 104	Modern European History
BIO 130 & 131	Environmental Science and Lab	HIS 230	Islamic Civilization
BIO 155 & 156	Basic Microbiology and Lab	HIS 266	African-American History I
CHE 107 & 108	Chemistry and Lab	HIS 267	African-American History II
	•	1113 20/	Affican-American History II
CHE 115 & 116	General Chemistry I and Lab	7 Dii 2 1	:
PHY 110 & 111	Principles of Physics I and Lab	7. Diversity – 3 cred Three credits chos	
PHY 112 & 113	Principles of Physics II and Lab		
PHY 120 & 121	Introduction to Astronomy and Lab	ANT 102	Introduction to Cultural Anthropology
PHY 210 & 211	General Physics I and Lab	ASL 103	American Deaf Culture
PHY 212 & 213	General Physics II and Lab	ASL 201	Intermediate American Sign Language I
PSC 105 & 106	Physical Science I and Lab	ASL 202	Intermediate American Sign Language II
PSC 107 & 108	Physical Science II and Lab	FRE 201	Intermediate French I
SST 100	Principles of Sustainability	HIS 213	Genocide
Group B –	3 or 4 additional credits chosen from	HIS 230	Islamic Civilization
	Group A (above) or any 101 or higher	HIS 266	African-American History I
	course from BIO, CHE, PHY, or PSC	HIS 267	African-American History II
		LIT 203	Masterpieces of World Literature I
4. Social Science – 6		LIT 206	Women's Literature
Take 6 credits fron	n different disciplines from the following:	LIT 211	Masterpieces of World Literature II
ANT 102	Introduction to Cultural Anthropology	LIT 216	Poetry of the Holocaust
ECO 203	Principles of Microeconomics	LIT 217	The Holocaust in World Literature
ECO 204	Principles of Macroeconomics	PHI 112	Eastern Philosophy
GEO 102	Principles of Geography	REL 205	Comparative Religion
POL 101	American National Government &	SOC 209	Introduction to Women's Studies
	Politics	SOC 210	Minority Groups
POL 103	Comparative Government and Politics	SPA 201	Intermediate Spanish I
POL 220	Western Political Thought		1
POL 250	International Politics		
*‡ PSY 101	Introduction to Psychology		
PSY 251	Child and Adolescent Psychology		
PSY 256	Developmental Psychology		
*\$ SOC 101	Principles of Sociology		
*SOC 160	Society, Ethics and Technology		
30C 100	ociety, Lunes and recumology		

^{*}This course meets the ethical reasoning and action goal. ‡ This course meets the information literacy action goal.

Associate of Applied Science (A.A.S.) and Associate of Fine Arts (A.F.A.) Degrees

See appropriate program page in catalog for recommended/required course(s).

1. Written and Oral Communications – 6 credits ENG 101 College Composition I ENG 102 College Composition II *‡ SPE 102 Public Speaking

2. Mathematics – 3 credits

See appropriate program page in catalog

for recommended course.

3. Natural Science – 4 credits Four credits chosen from:

BIO 103 & 104 General Biology I and Lab BIO 110 & 111 Fundamentals of Anatomy and Physiology I and Lab BIO 120 & 121 Basic Biology and Human Affairs and Lab BIO 130 & 131 Environmental Science and Lab BIO 155 & 156 Basic Microbiology and Lab CHE 107 & 108 Chemistry and Lab CHE 115 & 116 General Chemistry I and Lab Principles of Physics I and Lab PHY 110 & 111 PHY 120 & 121 Introduction to Astronomy and Lab

PHY 210 & 211
PHY 212 & 213
PSC 105 & 106
PSC 107 & 108
PS

4. Social Science – 3 credits
Three credits chosen from:

ANT 102 Introduction to Cultural Anthropology ECO 203 Principles of Microeconomics GEO 102 Principles of Geography

POL 101 American National Government &

Politics

*‡ PSY 101 Introduction to Psychology *‡ SOC 101 Principles of Sociology *SOC 160 Society, Ethics & Technology

5. Arts and Humanities – 3 credits

Three credits chosen from:

ART 101 Introduction to Art
MUS 101 Music Appreciation

*‡ PHI 101 Introduction to Philosophy
THR 101 Introduction to Theater

6. Additional General Education Requirements – 3 credits See appropriate program page in catalog for required and/or recommended course.

^{*}This course meets the ethical reasoning and action goal. ‡ This course meets the information literacy action goal.

Associate of Applied Science (A.A.S.) Degrees for Health Sciences Programs

See appropriate program page in catalog for recommended/required course(s).

Written and Oral Communications – 6 credits
 See appropriate program page in catalog for required course.

ENG 101 College Composition I ENG 102 or *‡ SPE 102 College Composition II or Public Speaking

2. Mathematics – 3 credits

See appropriate program page in catalog for required course.

3. Natural Science – 4 credits

See appropriate program page in catalog for required course.

BIO 103 & 104 General Biology I and Lab BIO 110 & 111 Fundamentals of Anatomy and Physiology and Lab

CHE 115 & 116 General Chemistry I and Lab PHY 110 & 111 Principles of Physics I and Lab PHY 210 & 211 General Physics I and Lab PHY 212 & 213 General Physics II and Lab 4. Social Science – 3 credits

See appropriate program page in catalog

for recommended course.

ANT 102 Introduction to Cultural Anthropology

ECO 203 Principles of Microeconomics GEO 102 Principles of Geography

POL 101 American National Government &

Politics

*‡ PSY 101 Introduction to Psychology *‡ SOC 101 Principles of Sociology

5. Additional General Education Requirement – 6 credits

These 6 credits are determined by each specific health science program. Please see appropriate program page in catalog for required courses.

^{*}This course meets the ethical reasoning and action goal. ‡ This course meets the information literacy action goal.

Recommended Semester Sequences

The recommended course sequence is designed for full-time students who average twelve (12) to fourteen (14) credits per semester, enroll in mini-semester courses or attend summer term courses. It is intended only as a guide. Students may need more time to complete major requirements based on placement testing and the meeting of course prerequisite skills.

Associate of Arts and Associate of Fine Arts Degree

First Semester		Second Semester		Summer or Mini Semester	
English 101*	3 cr.	English 102	3 cr.	Social Science	3 cr.
Mathematics*	3 cr.	Arts & Humanities	3 cr.	History	3 cr.
Social Science	3 cr.	CIS 101 or CIS 161	3 cr.		
Program Course**	3 cr.	Program Course**	3 cr.		
Third Semester		Fourth Semester		Summer or Mini Se	emester
SPE 102	3 cr.	Arts & Humanities	3 cr.	History	3 cr.
Natural Science	3-4 cr.	Natural Science	3-4 cr.	Elective	3 cr.
Program Course**	3 cr.	Program Course**	3 cr.	Elective	3 cr.
110gram Course	<i>J</i> C1.	110gram Course			
Diversity Course	3 cr.	History	3 cr.		

Associate of Science Degree

First Semester		Second Semester	ter Summer or Mini Semester		ter
English 101*	3 cr.	English 102	3 cr.	Social Science	3 cr.
Mathematics*	3 cr.	Diversity Course	3 cr.	History	3 cr.
Natural Science	4 cr.	Natural Science	3-4 cr.		
Program Course **	3 cr.	Program Course**	3 cr.		
Third Semester		Fourth Semester		Summer or Mini Semes	ter
Program Course**	3 cr.	Program Course**	3 cr.	Elective	3-4 cr.
Program Course**	3 cr.	Program Course**	3 cr.	Elective	3-4 cr.
Program Course**	3 cr.	Arts & Humanities	3 cr.		
Social Science	3 cr.	Elective	3 cr.		

^{*} Placement testing required

Important Note

Decisions regarding the transferability of courses are made by the baccalaureate degree granting colleges/universities and differ from school to school. Students who are planning to transfer should select courses according to the expectations of the transfer institution. Transfer articulation guides for New Jersey colleges can be found at **njtransfer.org** or by meeting with a Transfer Advisor in the Transfer Office. Transfer deadlines can be found on the Advising Website at **rcbc.edu/advising**.

^{**} Program courses are specified in the Program Outlines section of this catalog.

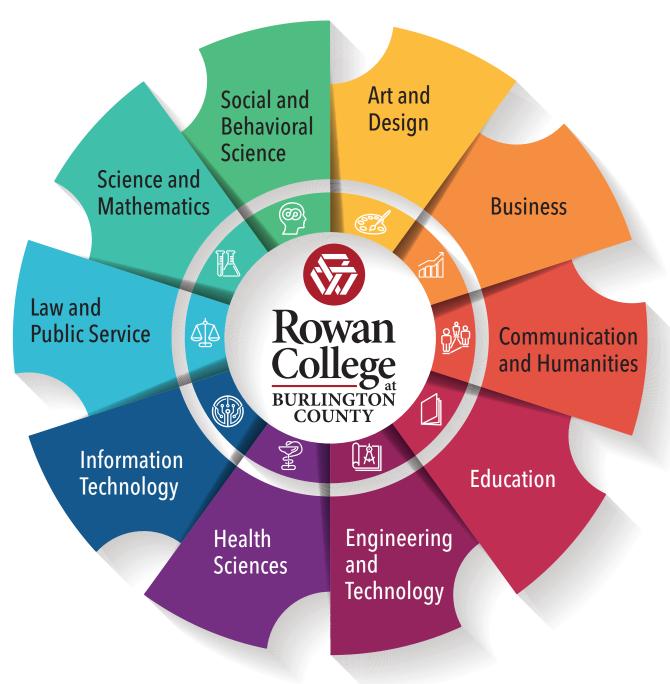
Programs and Contact Person

Liberal Arts (LA) Divis	ion – During periods when th	e faculty a	re not available students may contac	ct the LA Division at ext. 144	1.
Dean	Donna Vandergrift	1400	Fine Arts	Jeffery Bailey	1317
Associate Dean	LA Division	1441	History	James Judge	1346
Accounting	Frank Caranci	1618	Human Services	Brina Sedar	2713
	Tina Burrell	1628	Languages	Michelle Harkins	1648
Advanced and		1.550	Liberal Arts	Academic Advising	1559
Continuous Studies	Academic Advising	1559	Music	Russ Gartner	1353
American Sign Language	LA Division	1441	Paralegal	Lauren Brill	1441
Art	Jeffrey Bailey LA Division	1317	Philosophy	Jack Kerwick	1612
Business Administration	LA Division LA Division	1441 1441	Photography	Lila Ingui	1441
Business Management Tech. Communication Arts	Erica Osmond	1441	Political Science	Ken Mariano	1603
			Psychology	Elizabeth Lavertu	1759
Criminal Justice	Joseph Rizzo Gina Yanuzzi	2343 1546	Reading	Diane Schellack	1521
Developmental English Education	Corvena Francis-Denton	2342	Small Business	LA Division	1441
	Erika Baldt	1613			
English			Sociology	LA Division	1441
Entertainment Technologies	Brooke Mailhout	2529	Study Abroad	Jessica Gicking-Aspden	1614
ESL	Meral Muyesser	2724	Theatre	Patricia Cohill	1779
			nd Mathematics (STEM) Division		
	5 5		udents may contact the STEM Divi		2756
Dean	Edem G. Tetteh	1239	Cybersecurity	Paul Warner	2750
Associate Dean	Elizabeth Price	1259	Electrical Engineering Tech.	Dave Wilson	1052
Advanced and	A 1 · A1··	1550	Engineering	STEM Division	1446
Continuous Studies	Academic Advising	1559	Environmental Science	Marc Zamkotowicz	1622
Alternative Energy/ Sustainability	Robert Brzozowski	1941	Fashion Design	Lisa Steinberg	1370
•	Jenn Rienzi	2030	Geoscience	Marc Zamkotowicz	1622
Biology	Laura Ritt	1233	Geospatial Technology	Marc Zamkotowicz	1622
Biotechnology	Laurie Meadows	2050	Graphic Design and	Tiffany Ruocco	1230
Chemical Engineering	Laura Stewart	2011	Digital Media		
Chemistry	Laura Stewart	2011	Hospitality & Tourism	Nicolette DiPietro	4404
Computer Info. Systems	Christopher Simber	2090	Liberal Arts and Sciences	Academic Advising	1559
Computer Mgmt. Info. Sys.	Aloyius Nagbe	2026	Mathematics	Jianene Meola	1442
Computer Science	Christopher Simber	2020		Diane Veneziale	1515
Computer Networking	Dave Wilson	1052		Crystal Bourne	1347
Technology	Dave wilson	10)2	Mechanical Engineering Tech	•	1052
Construction Management	STEM Division	1446	Physics	Nam Kim	2034
Culinary Arts	James Brudnicki	4426	Technical Studies	STEM Division	1446
·					
Health Sciences Division –		-	available students may contact the H	Health Sciences Division at ext.	1410.
Dean	Karen Montalto	1579	Exercise Science	II 11 C : D : : :	1/10
Advanced and		1.550	Health & Wellness	Health Sciences Division	1410
Continuous Studies	Academic Advising	1559	Health Informatics	Susan Scully	1257
Cancer Registry	Susan Scully	1257	Health Information Tech.	Susan Scully	1257
Computed Tomography	Pamela Joseph	1407	Health Sciences	Health Sciences Division	1410
Coding	Fran DiLorenzo	1668	Magnetic Resonance Imaging		1407
Dental Hygiene	Gail Vasilenko	1419	Nursing	Martin Manno	1578
Diagnostic Med. Sonography	Sepideh Abdollahzadeh	1629	Paramedic Sciences	Chris Corson	2519
			Radiography	Pamela Joseph	1407

Meta Majors

Rowan College at Burlington County uses meta-majors to group together degree and certificate programs that share commonalities including subject matter, courses, and/or career opportunities. For students, the benefit of using meta-majors is that rather than exploring each individual major offered at the college, students can think about broader areas where they have an interest. In addition, students can readily identify similar or related programs should they choose to change their major.

The college has assigned all Associate of Arts (AA) degree programs, Associate of Fine Arts (AFA) degree programs, Associate of Science (AS) degree programs, Associate of Applied Science (AAS) degree programs, Academic Certificates (CRT), and Career Certificates (SPC), to one of the following meta-majors: Art and Design, Business, Communications and Humanities, Education, Engineering and Technology, Health Sciences, Information Technology, Law and Public Service, Science and Mathematics, and Social and Behavioral Science.



Art (AA.ART, AFA.ART)

Cooking and Baking (SPC.FCB)

Culinary Arts (AAS.CUL)

Entertainment Technologies (AAS.ETS, AAS.ETV)

Fashion Design (AAS.FAD, SPC.FDC*)

Graphic Design and Digital Media (AAS.GDD)

Music (AS.MUS)

Photography (AFA.PHO, CRT.PHO)

Theater (AA.THR)

Accounting (AS.ACC, CRT.ACC)

Business Administration (AS.BUS)

Business Management Technology (AAS.BMT)

Business Technology (SPC.BTC)

Fashion Product Merchandising (AS.FPM)

Hospitality and Tourism Management (AS.HOS)

Small Business (CRT.BUS)

American Sign Language/Deaf Studies (AS.ASL/DEA)

Communication Arts (AA.COM)

English (AA.ENG)

History (AA.HIS)

Philosophy (AA.PHI)

Education (AS.EDU)

Alternative Energy Technologies (AAS.ALT)

Chemical Engineering (AS.CGR)

Computer Networking Technology (AAS.PCT)

Construction Management (AS.CON)

Electrical Engineering Technology (AAS.EET)

Engineering (AS.EGR)

Geospatial Technology (AAS.GIS, CRT.GIS)

Mechanical Engineering Technology (AAS.MET)

Cancer Registry Management (AAS.MCR, CRT.MCR*, SPC.MCR)

Coding (SPC.ACO)

Computed Tomography (SPC.CTC)

Dental Hygiene (AAS.DHY)

Diagnostic Medical Sonography (AAS.DMS)

Electronic Health Record (SPC.EHR)

Exercise Science Health and Wellness Promotion (AS.HWP)

Health Information Technology (AAS.HIT)

Healthcare Informatics (AAS.HCI)

Health Science(s) (AS.HSC, AAS.HSC)

Magnetic Resonance Imaging (SPC.MRP*)

Medical Billing Specialist Certificate (SPC.MBS)

Nursing (AAS.NUR)

Paramedic Science (AAS.PAR, CRT.PAR*)

Radiography (AAS.RAD)

Computer Information Systems (AS.INF)

Computer Management Information Systems (AAS.MIS)

Computer Networking Support and Servicing (SPC.EET)

Computer Science (AS.CSE)

Cybersecurity (AAS.IAC)

Criminal Justice (AS.CRJ)

Fire Investigation Certificate (SPC.FSI)

Fire Science Certificate (SPC.FSC)

Paralegal (AAS.LEX)

Political Science (AA.POL)

Biology (AS.BIO)

Biotechnology (AS.BIT)

Chemistry (AS.CHE)

Environmental Science (AS.ENV)

Geoscience (AS.GSC)

Mathematics (AS.MTH)

Physics (AS.PHY)

Addictions Counseling (SPC.HSA*)

Human Services (AAS.HMS)

Psychology (AA.PSY)

Sociology (AA.SOC)

DEGREE AND CERTIFICATE PROGRAMS NOT ASSOCIATED WITH A META-MAJOR

The following degree and certificate programs are offered by Rowan College at Burlington County, but are not associated with a specific meta-major due to their generalized nature. Liberal Arts and Liberal Arts and Sciences prepare students for entering a Bachelor's degree program with a broad-based foundation in Art and Design, Communication and Humanities, Science and Mathematics, and Social and Behavioral Science. Technical Studies provides a pathway to an associate degree by allowing students to earn credits for approved apprenticeships and corporate, industrial, or military training programs. Advanced and Continuous Studies provides students with the means to progress beyond the standard number of credits corresponding to a first associate degree and earn a second associate degree while maintaining matriculation status and financial aid eligibility. The total accumulation of approximately 90 unique credits can be transferred to Rowan University through the 3+1 partnership or to another four-year college willing to accept up to ninety credits taken at RCBC.

Advanced and Continuous Studies (AS.ADC, AAS.ADC)

Liberal Arts (AA.LIB)

Liberal Arts and Sciences (AS.LSC, CRT.LSC*)

Technical Studies (AAS.TES)

Meta Majors – Alphabetical Order

Accounting	AS.ACC72	Exercise Science Health and	
Accounting	CRT.ACC73	Wellness Promotion	AS.HWP104
Addictions Counseling	SPC.HSA132	Fashion Design	AAS.FAD65
Advanced and Continuous Studies	AS.ADC136	Fashion Design	SPC.FDC66
Advanced and Continuous Studies	AAS.ADC137	Fashion Product Merchandising	AS.FPM77
Alternative Energy Technologies	AAS.ALT 87	Fire Investigation Certificate	SPC.FSI121
American Sign Lang/Deaf Studies	AS.ASL/DEA81	Fire Science Certificate	SPC.FSC 122
Art	AA.ART59	Geoscience	AS.GSC129
Art	AFA.ART60	Geospatial Technology	AAS.GIS93
Biology	AS.BIO125	Geospatial Technology	CRT.GIS94
Biotechnology	AS.BIT126	Graphic Design & Digital Media	AAS.GDD67
Business Administration	AS.BUS74	Health Information Technology	AAS.HIT105
Business Mgmt. Technology	AAS.BMT75	Health Science	AS.HSC107
Business Technology	SPC.BTC76	Health Science	AAS.HSC 108
Cancer Registry Management	AAS.MCR96	Healthcare Informatics	AAS.HCI106
Cancer Registry Management	CRT.MCR97	History	AA.HIS
Cancer Registry Management	SPC.MCR98	Hospitality and Tourism Mgmt.	AS.HOS78
Chemical Engineering	AS.CGR 88	Hospitality	CRT.HOS79
Chemistry	AS.CHE127	Human Services	AAS.HMS
Coding	SPC.ACO99	Liberal Arts	AA.LIB
Communication Arts	AA.COM 82		_
Computed Tomography	SPC.CTC100	Liberal Arts and Sciences	AS.LSC
Computer Information Systems	AS.INF115	Liberal Arts and Sciences	CRT.LSC140
Computer Management	110100	Magnetic Resonance Imaging	SPC.MRP109
Information Systems	AAS.MIS116	Mathematics	AS.MTH130
Computer Networking Support and Servicing	SPC.EET117	Mechanical Engineering Technology	
Computer Science	AS.CSE	Medical Billing Specialist Certificate	
Computer Networking Technology		Music	AS.MUS68
Construction Management	AS.CON90	Nursing	AAS.NUR111
Cooking and Baking	SPC.FCB61	Paralegal	AAS.LEX123
Criminal Justice	AS.CRJ120	Paramedic Science	AAS.PAR112
Culinary Arts	AAS.CUL62	Paramedic Science	CRT.PAR113
Cybersecurity	AAS.IAC119	Philosophy	AA.PHI85
Dental Hygiene	AAS.DHY101	Photography	AFA.PHO69
Diagnostic Medical Sonography	AAS.DMS102	Photography	CRT.PHO70
Education	AS.EDU86	Physics	AS.PHY131
Electrical Engineering Technology	AAS.EET91	Political Science	AA.POL124
Electronic Health Record	SPC.EHR103	Psychology	AA.PSY134
Engineering	AS.EGR92	Radiography	AAS.RAD114
English	AA.ENG83	Small Business	CRT.BUS80
Entertainment Technologies	AAS.ETS63	Sociology	AA.SOC135
Entertainment Technologies	AAS.ETV64	Technical Studies	AAS.TES141
Environmental Science	AS.ENV128	Theater	AA.THR71

Art



Option to Liberal Arts, (AA.ART)

The A.A. Art program provides students with both a broad-based liberal arts education and a strong foundation in the visual arts. Art students learn technical skills and the basic principles of drawing, design, and color. Students may also elect courses in painting, sculpture, ceramics, photography, art history, and an introduction to computer graphics. Students develop competency in studio arts, an appreciation of the role of visual art in society, and an understanding of the works of past and present major artists.

This transfer program is designed for students interested in a career in the arts but not necessarily as working artists. Many career opportunities in the arts require a broad liberal arts education along with studio competency. Some of these professions include: art conservation, museum studies, and curatorial studies.

Graduates of this program should be able to:

- Demonstrate proficiency in the basic artistic materials, techniques, and principles of art and design;
- Demonstrate effective oral and written communication skills:
- Demonstrate an understanding of major art works from the past, the styles they represent, and their significance for artists today;
- Discuss and analyze major issues facing the art world today;
- Demonstrate an ability to select and prepare artworks for exhibition;
- Prepare a comprehensive portfolio that demonstrates competence in all areas of art foundations.

General Education Courses †	Credits
Written & Oral Communications	9
Mathematics	3
Natural Science	7-8
Technology	3
Social Science (PSY 101 recommended)	6
Arts & Humanities (ART 101 recommended)	9
History	6
Diversity	3
Total	46-47

† See General Education Requirements on page 49.

Program C	ourses	C	redits
ART 110	Design I		3
ART 112	Design II		3
ART 120	Drawing I		3
ART 214	Portfolio Preparation		2
Select three	credit hours from the following:		
ART 121	Drawing II	3	
ART 122	Figure Drawing	3	
ART 220	Painting	3	
ART 252	Introduction to Modern Art	3	3
GDD 101	Introduction to Computer Graphics	3	
PHO 102	Black & White Photography	3	
PHO 103	Color Photography	3	
PHO 115	History of Photography	3	
Total			14

Total Required for Degree 60



60

Associate of Fine Arts, (AFA.ART)

The Associate in Fine Arts degree in Art provides a strong foundation in drawing, design, and 3 dimensional design. This degree is not a transfer degree but is designed as an immersion experience in program, studio, and art history courses for students planning to pursue a four-year degree in studio art. Students will prepare a comprehensive portfolio demonstrating competence in all areas of art foundations.

Graduates of this program should be able to:

- Demonstrate their proficiency in the basic artistic materials, techniques and principles of art and design;
- Demonstrate effective oral and written communication skills:
- Demonstrate an understanding of major art works from the past, the styles they represent, and their significance for artists today;
- Discuss and analyze major issues facing the art world today;
- Demonstrate an ability to select and prepare artworks for exhibition;
- Demonstrate the ability to document their artwork;
- Prepare a comprehensive portfolio that demonstrates competence in all areas of art foundations.

General Education Courses †	Credits
Written and Oral Communications	6
Mathematics (MTH 107 or higher)	3
Natural Science (PSC 105/106 recommended)	4
Social Science	3
Arts and Humanities (ART 101 required)	3
Additional General Education	
(Required – any diversity course listed on page 51)	3
Total	22

† See General Education Requirements on page 52.

Program C	ourses	(Credits
ART 120	Drawing I		3
ART 110	Design I		3
ART 112	Design II		3
GDD101	Introduction to Computer Graphics		3
ART 122	Figure Drawing		3
ART 135	3D Design		3
ART 214	Portfolio Preparation		2
ART 250	Art History I		3
ART 251	Art History II		3
ART 252	Introduction to Modern Art		3
Select six cre ART 121 ART 220 ART 221 ART 222 ART 223 GDD 110 PHO 102 PHO 115 PHO 120	Sculpture II Graphic Design Black and White Photography History of Photography	3 3 3 3 3 3 3 3	6
	Digital Photography I		25
Total			35
Electives			3

Cooking and Baking



Career Certificate, (SPC.FCB)

This certificate provides students with the knowledge and skills necessary for an entry-level position in a commercial kitchen or bakery. Students will be able to demonstrate basic culinary skills, practice sanitary food handling, and incorporate basic nutrition principles into recipes.

Students can use these courses towards the Food Service and Hospitality Management Certificate and the Culinary Arts degree.

Program C	ourses Cre	aits
CUL 107	Culinary Arts	4
CUL 125	Foundations of Baking	3
CUL 160	Patisserie	4
CUL 203	Garde Manger	4
CUL 230	Culinary Practicum	2
FSM 125	Food Service Sanitation & Accident Prevention	2
FSM 215	Elementary Nutrition	2
Select one 4	-credit course from the following:	
CUL 122	Techniques and Traditions 4	
	or	- 4
CUL 235	Advanced Baking 4	
Total Requ	ired Credits	25

Culinary Arts



Associate of Applied Science, (AAS.CUL)

The Culinary Arts curriculum provides specific training required to prepare students to assume positions as trained culinary professionals in a variety of food service settings including full service restaurants, hotels, resorts, clubs, catering operations, contract food service, and health care facilities. Course offerings emphasize practical application, a strong theoretical knowledge base, professionalism, and provide the critical competencies to successfully meet industry demands. Graduates should qualify for entry-level positions, such as line cook, station chef, and assistant pastry chef. With experience, graduates may advance to positions such as sous-chef, executive chef, or food service director.

Graduates of this program should be able to:

- Demonstrate and apply proper use of professional food service equipment, safety and sanitation in the work environment;
- Use basic principles and techniques of food preparation to produce various types of foods;
- Apply knowledge of traditional and contemporary cooking and baking procedures within a variety of world cuisines;
- Evaluate and alter recipes and menus based on different needs, such as quantity and nutrition;
- Identify the concepts of cost control, purchasing and receiving in food service operations;
- Apply industry related knowledge and skills in a professional culinary and service setting.

General Education Courses †	Credits
Written & Oral Communications	6
Mathematics (MTH 113 required)	3
Natural Science	4
Social Science	3
Arts & Humanities	3
Additional General Education Requirements	
(Required – any diversity course listed on page 51)	3
Total	22

† See General Education Requirements on page 52.

Program Co	ourses	Credits
CUL 107	Culinary Arts	4
CUL 122	Techniques and Traditions	4
CUL 125	Foundations of Professional Baking	3
CUL 203	Garde Manger	4
CUL 206	Italian Traditions and	
	American Regional Cuisine	4
CUL 211	Purchasing and Menu	3
CUL 216	A La Carte	3
CUL 230	Culinary Practicum	2
FSM 122	Quality Service in Food/Restaurant Operation	ons 4
FSM 125	Food Service Sanitation and Accident Preve	ntion 2
FSM 215	Elementary Nutrition	2
HOS 110	Introduction to Hospitality	3
Total		38

Entertainment Technologies | Sound & Recording Engineering



Option to Entertainment Technologies, (AAS.ETS)

The Entertainment Technology Program provides students with a solid foundation in the knowledge and skills needed for entry into the entertainment field or to transfer to a baccalaureate program. Students may choose from the following two options: Sound and Recording Engineering (AAS.ETS) and Video and Digital Media Production (AAS.ETV). Students who wish to transfer to a baccalaureate program are strongly advised to seek information regarding admission and transfer requirements.

The Sound and Recording Engineering Option provides students with opportunities for entry-level positions in theatrical performance, entertainment events, audio production for theatre, concerts, theme parks, industrial/corporate settings, and in sound and recording studios. Graduates may also work as freelancers and entrepreneurs.

Students will learn amplification, sound reinforcement, and recording of live performances. They will develop a practical and operational understanding of the various hardware elements including speakers, mixers, amplifiers, microphones, analog and digital recording, mixing consoles, signal routing and processors (equalizers, compressors, limiters, gates, etc.). Students will also have hands-on experiences that enable them to edit audio, mix audio, utilize acoustics, synchronize audio with video and multimedia, and add sound effects.

Graduates of this program should be able to:

- Explore and acquire broad-based knowledge of audio engineering technology and demonstrate proficiency in the application of critical listening and practical audio engineering skills;
- Employ, apply, and operate sound engineering technologies and techniques in a manner that displays practical and creative understanding and fluency;
- Demonstrate independent, imaginative, and creative approaches to problem-solving in the field of sound engineering;
- Use microphones, outboard gear, consoles, and software effectively to conduct studio recording sessions featuring live instruments and vocals;
- Integrate knowledge and theory of the recording industry, sound recording, music technology and laws and regulations into productions.

Graduates of this program can transfer to Rowan University to continue their education towards a Bachelor of Science in Music Industry.

General Education Courses †	Credits
Written & Oral Communications	6
Mathematics	3
Natural Science	4
Social Science	3
Arts & Humanities	3
Additional General Education Requirements	
(Required – any diversity course listed on page 51)	3
Total	22

† See General Education Requirements on page 52.

Program Courses		
ETC 105	Entertainment Law	3
ETC 222	Entertainment Tech Field Experience	3
MUS 105	Music Fundamentals	3
SOC 207	Communication, Mass Media, and Society	3
Total		12
Specialized	Courses	
ETS 101	Live Sound Production I and Lab	4

ETS 105 Recording Engineering I and Lab 4
ETS 225 Advanced Music Production 3
Total 11

Electives may be taken from the other Entertainment Technology Specialized Courses.

Electives

Total Required For Degree 60

15

Entertainment Technologies | Video & Digital Media Production



60

Option to Entertainment Technologies, (AAS.ETV)

The Entertainment Technology Program provides students with a solid foundation in the knowledge and skills needed for entry into the entertainment field, or to transfer to a baccalaureate program. Students may choose from the following two options: Sound and Recording Engineering (AAS.ETS) and Video and Digital Media Production (AAS.ETV). Students who wish to transfer to a baccalaureate program are strongly advised to seek information regarding admission and transfer requirements.

The Video and Digital Media Production option of the Entertainment Technology Program prepares students for jobs such as broadcast or production engineers, producers and assistant producers, video editors, camera operators, master control and technical directors, freelance business persons, and the associated video production opportunities in the expanding video and Internet areas.

Non-linear digital video editing is the industry standard for professionals working in television and film — and now on Web pages and the Internet. Industry demand for editors skilled in the leading digital post-production techniques has caused non-linear editing to emerge as a rapidly growing specialty.

With the expansion of digital video, DVDs, webstreaming, video CDs, and the associated media, opportunities exist for employment on production teams, serving as freelancers or operating as independent producers, or entrepreneurs for recording special events, weddings, social functions, corporate content media, instructional and multimedia productions, and a host of varied content and media applications.

Graduates of this program should be able to:

- Demonstrate proficiency in the operation of video cameras, lighting equipment for location and studio production, audio for digital production, and digital video editing hardware and software;
- Evaluate technical and aesthetic qualities of digital video productions in the context of historical and contemporary trends in society;
- Employ current business practices as well as legal knowledge to all aspects in the field of digital video production;
- Produce "content" both in studio and field settings, such as television programs, videos for broadcast, cable, web streaming, interactive multimedia projects, entertainment productions, and a wide variety of applications used within public and private sectors.

Graduates of this program can transfer to Rowan University to continue their education towards a Bachelor of Arts in Radio, Television and Film.

General Education Courses †	Credits
Written & Oral Communications	6
Mathematics	3
Natural Science	4
Social Science	3
Arts & Humanities	3
Additional General Education Requirements	
(Required – any diversity course listed on page 51)	3
Total	22

† See General Education Requirements on page 52.

Total Required for Degree

Program Courses		Credits
COM 120	Radio Production	3
ETC 105	Entertainment Law	3
ETC 222	Entertainment Tech Field Experience	3
SOC 207	Communication, Mass Media and Society	3
Total		12
Specialized	Courses	
ETV 101	TV Production (Studio)	4
ETV 102	TV Production (Field)	4
ETV 105	Editing	3
Total		11
•	y also be taken from the other Entertainment Specialized Courses.	15

Fashion Design



Associate of Applied Science, (AAS.FAD)

The fashion design program prepares students to either begin work as an independent business within the fashion design field or have the optimum opportunity to transfer program credits to a 4 year university.

Students who successfully complete the Fashion Design program will receive a solid introduction of all aspects of the apparel design industry. An emphasis on sewing construction, pattern making, sketching, fashion technology, textiles and business aspects in a global marketplace are included.

Students will have the opportunity to explore employment opportunities within the apparel design industry. Positions available with a 4 year education in fashion design include: Assistant Fashion Designer, Fashion Designer, Technical Designer, Pattern-Drafter, Fashion Product Development, Textile Designer, Fashion Trend and Color Analyst, and Fashion Stylist.

Graduates of this program should be able to:

- Present knowledge of seasonal fashion, color and fabric trends to design concepts and original collections;
- Proficiently execute garment sewing and construction as well as utilizing skills from pattern drafting techniques;
- Use a variety of art media to sketch original garment ideas on a fashion figure using industry standard techniques;
- Demonstrate the ability to use industry standard tools such as; industrial sewing machines, computer software and research media to create and/or assemble garments and presentations;
- Identify fiber, fabric and surface textures relating to textiles within the apparel and home fashion industry;
- Conceptualize design ideas through historical context and primary and secondary research.

General Education Courses †	
Written & Oral Communications	
(ENG 101 required, ENG 102 recommended)	6
Mathematics (MTH 107 required)	3
Natural Science	4
Social Science	3
Arts & Humanities (PHI 101 required)	3
Additional General Education Requirements	
(Required – any diversity course listed on page 51)	3
Total	22

† See General Education Requirements on page 52.

Program Courses		Credits
ART 120	Drawing I	3
FAD 107	Fashion Drawing	3
FAD 120	Apparel Construction	4
FAD 131	Fashion Research Methods	3
FAD 135	Introduction to Textiles	3
FAD 142	Pattern Development	4
FAD 144	History of Fashion Design	3
FAD 160	Fashion Technology	3
FAD 222	Fashion Design Collection	4
Total		30
Electives (re	commended):	8
ART 110	Design I	
ART 122	Figure Drawing	
ART 250	Art History I	
TEC 101	Career Readiness I	
TEC 201	Career Readiness II	
TEC 202	Career Readiness III	

Total Required for Degree

60

Fashion Design



Career Certificate, (SPC.FDC) §

This certificate program is for students who would like to develop and enhance their personal skills or use this program for specific industry related knowledge.

Students who successfully complete this certificate program will be able to: sketch and design original concepts using industry standard media, create technical apparel illustrations for development packages using industry standard software, develop immaculate sewing skills for apparel construction, and develop original pattern concepts for fashion apparel.

Program (Courses	Credits
FAD 107	Fashion Drawing	3
FAD 120	Apparel Construction	4
FAD 142	Pattern Development	4
FAD 160	Fashion Technology	3
Total Requ	iired Credits	14

Graphic Design and Digital Media



Associate of Applied Science, (AAS.GDD)

The Graphic Design and Digital Media program provides students with a solid foundation in design concepts and practices, and encourages the development of informed responses to issues surrounding visual communication.

In completing the Graphic Design and Digital Media program, students prepare themselves for entry-level positions in the design professions, such as junior designers, designers' assistants, and production artists.

Students who wish to transfer are strongly advised to seek information about the admission requirements to a four-year institution of their choice early in their studies at RCBC.

Students of graphic design should display an aptitude in the visual arts. An interview and/or portfolio review may be helpful before enrolling in this program to assess student interests and aptitudes, and to ensure appropriate placement in the program.

Graduates of this program should be able to:

- Discuss and apply the principles of visual composition, typography, symbolic representation, illustration, and history to the design process;
- Exercise effective written, oral, and visual communication skills concerning issues relevant to design and the design problem-solving process;
- Use industry tools and technologies to produce original creations for print and digitally-based distribution;
- Demonstrate effective working habits, including an ability to meet deadlines, and incorporate constructive criticism while generating alternative solutions to design problems;
- Prepare a professional portfolio and develop strategies to pursue employment and transfer opportunities.

General Education Courses †	Credits
Written & Oral Communications (SPE 102 required	6
Mathematics	
(MTH 107 or MTH 112 or MTH 113 recommended)	3
Natural Science	4
Social Science	3
Arts & Humanities	3
Additional General Education Requirements	
(Required – any diversity course listed on page 51)	3
Total	22

† See General Education Requirements on page 52.

	Program C	Credits	
	ART 110	Design I	3
	ART 112	Design II	3
	ART 120	Drawing I	3
	GDD 101	Introduction to Computer Graphics	3
	GDD 110	Graphic Design I	3
	GDD 112	Illustration	3
	GDD 115	Typography	3
	GDD 214	Graphic Design II	3
	GDD 220	Portfolio	3
	GDD 225	History of Graphic Design	3
	Total		30
Electives (recomended):			8
	ART 250	Art History I	
	ART 251	Art History II	
	ART 252	Introduction to Modern Art	
	TEC 101	Career Readiness I	
	TEC 201	Career Readiness II	
	TEC 202	Career Readiness III	

Total Required for Degree 60

Music



Option to Liberal Arts and Sciences, (AS.MUS)

The Associate of Science in Music degree provides students with a variety of courses in music appreciation, theory, harmony, and performance. In addition to music teaching, students who complete the Music major may pursue employment opportunities as a church musician or director, professional performer, or in the music industry.

All students are advised to select academic courses which will coincide with their intended careers. Students should become familiar with the college catalog of the intended transfer college.

Graduates of this program should be able to:

- Demonstrate proficiency on an orchestral/band instrument, piano, voice, or guitar;
- Demonstrate knowledge of the fundamentals of music;
- Write harmonizations in both diatonic and chromatic styles;
- Utilize aural skills developed through sight-singing, ear training and musical dictation;
- Perform in a recital, demonstrating both the technical and artistic components of music.

Students who plan to transfer are encouraged to check the catalogs from four-year colleges or universities for baccalaureate requirements.

General Education Courses †	Credits
Written & Oral Communications	6
Mathematics	3
Natural Science	7-8
Social Science	6
Arts & Humanities (MUS 101 required)	3
History	3
Diversity	3
Total	31-32

† See General Education Requirements on page 51.

Program Cours	Credits			
MUS 105	Music Fundamentals	3		
MUS 110	Aural Skills	2		
MUS 115	Music Theory I	3		
MUS 210	Aural Skills II	2		
MUS 215	Music Theory II	3		
MUC 101	Class Piano I	1		
MUC 102	Class Piano II	1		
MUC 103	Class Piano III	1		
MUP 131-138	Applied Music I	2		
MUP 141-148	Applied Music II	2		
MUP 231-238	Applied Music III	2		
MUP 241-248	Applied Music IV	2		
Select four 1-cree	lit courses from the following			
MUS 150-153	Chorus I-IV	1		
MUS 161-164	College Community Concert Band)	$1 \mid -4$		
Total	•	28		
Electives		0-1		
Total Required for Degree				

Photography



Associate of Fine Arts, (AFA.PHO)

The photography program provides students with a foundation in the skills necessary for continuation and/or completion of a baccalaureate photography program at a four-year institution. The program also prepares students for entry-level work in commercial, editorial, corporate, portrait, wedding, and public relations photography. In addition, graduates of the program may choose to work as a self-employed freelance photographer.

Students planning to transfer to a baccalaureate program should consult the catalog of the college where they intend to complete their studies.

Graduates of this program will be able to:

- Demonstrate proficiency with analog and digital camera systems for traditional and digital output;
- Demonstrate proficiency in the use of industry standard image editing software;
- Design lighting set-ups for studio and location photography;
- Produce a cohesive body of work for printed or online presentation;
- Demonstrate effective oral and written communication skills as used in critiquing art.

General Education Courses †	Credits
Written & Oral Communications	6
Mathematics (MTH 113 recommended)	3
Natural Science (PSC 105/106 recommended)	4
Social Science (PSY 101 recommended)	3
Arts & Humanities	3
Additional General Education Requirements	
(CIS 101 required)	3
Total	22

† See General Education Requirements on page 52.

Program C	Credits	
ART 110	Design I	3
ART 112	Design II	3
ART 250	lits from the following: Art History I Introduction to Modern Art	3 - 3
GDD 101	Introduction to Computer Graphics	3
PHO 102	Black and White Photography I	3
PHO 115	History of Photography	3
PHO 120	Digital Photography I	3
PHO 202	Black and White Photography II	3
PHO 203	Portfolio Production	2
PHO 207	Portrait Photography	3
PHO 215	Digital Photography II	3
PHO 220	Studio Photography	3
Total		35
Electives		3
Total Requ	60	

Photography

Certificate, (CRT.PHO)

The photography certificate program enables students to venture into entry-level positions in commercial, corporate, editorial, portrait, wedding, and public relations photography. In addition, graduates of the program may choose to work as a self-employed freelance photographer.

Graduates of this program should be able to:

- Operate both traditional and digital cameras with varying formats;
- Use photo imaging software;
- Employ lab procedures in both film processing and printing;
- Design lighting set-ups for both studio and location photography;
- Operate scanners and ink jet printers;
- Work collaboratively with colleagues in photography and supported occupations;
- Develop critical thinking skills necessary to be an effective photographer;
- Demonstrate entry-level competence in the photography profession.

General Education Courses		Credits
ENG 101	English Composition	3
ART 101	Introduction to Art	3
Total		6
Program C	Credits	
GDD 101	Introduction to Computer Graphics	3
PHO 102	Black and White Photography I	3
PHO 115	History of Photography	3
PHO 120	Digital Photography I	3
PHO 202	Black and White Photography II	3
PHO 203	Portfolio Production	2
PHO 207	Portrait Photography	3
PHO 215	Digital Photography II	3
PHO 220	Studio Photography	3
Total		26
Total Requ	32	

Theatre



Option to Liberal Arts, (AA.THR)

The Associate of Arts in Theatre is designed to prepare students for transfer to a four-year school offering a Bachelor of Arts or Bachelor of Fine Arts with concentration in Theatre or Speech and Theatre.

Students planning to pursue a Bachelor of Arts degree may intend to teach in the public schools, with proper school certification, either at the elementary or secondary level. Students who transfer to a four-year school offering a Bachelor of Fine Arts may intend to pursue a career in the professional theatre in acting, directing, scene design or technical theatre.

Students who earn degrees in Theatre often find careers in sales, marketing, broadcasting, public relations, and law or pursue higher degrees in Communications.

Graduates of this program should be able to:

- Discuss the culture of the theatre, including the ethics, financial implications, and necessary personal commitment;
- Identify personal strengths and weaknesses in the areas of voice, body and imagination;
- Execute, either onstage or backstage, a college produced play;
- Define and apply the vocabulary of the theatre;
- Demonstrate effective written and oral communication skills as used in critiquing art.

Students who wish to complete a baccalaureate degree in theatre should become familiar with the college catalog for the intended transfer institution.

General Education Courses †	Credits
Written & Oral Communications	9
Mathematics	3
Natural Science	7-8
Technology	3
Social Science	6
Arts & Humanities	
(THR 101 required & LIT 220 recommended)	9
History	6
Diversity	3
Total	46-47

† See General Education Requirements on page 49.

Program C	Courses	Credits
THR 105	Fundamentals of Acting I	3
THR 110	Stagecraft I	3
THR 113	Children's Theatre	3
	or	3
THR130	Musical Theatre Workshop	3
THR125	Voice and Diction	3
Total		12
Electives		2
Total Requ	ired for Degree	60

Accounting



Option to Liberal Arts and Sciences, (AS.ACC)

The Associate in Science program in Accounting is designed to provide the first two years of a four-year program leading to a baccalaureate degree. Graduates of this program have transferred to area institutions.

Students may study full-time or part-time. Courses are offered both in the day and evening.

Students who wish to transfer to a baccalaureate program are strongly advised to seek information regarding admission and transfer requirements for those programs.

Graduates of this program should be able to:

- Analyze, record and interpret transactions to make ethical business and financial decisions;
- Prepare and interpret financial statements for different types of organizations;
- Perform all the steps in the accounting cycle;
- Utilize the computer and accounting systems to record accounting information;
- Apply business concepts to current events to understand causes that may affect our economy.

General Education Courses †	Credits
Written & Oral Communications	6
Mathematics (MTH 118 or MTH 142 recommended)	3-4
Natural Science	7-8
Social Science (ECO 204 required)	6
Arts & Humanities	3
History	3
Diversity	3
Total	31-33

† See General Education Requirements on page 51.

Program C	ourses*	(Credits
ACC 110	Principles of Accounting I		3
ACC 111	Principles of Accounting II		3
Select a min. ACC 116 BUA 102 BUA 205 BUA 206 BUA 220	imum of 15 credit hours from the following: Computerized Accounting Principles of Management Business Law I Business Law II Principles of Marketing	3 3 3 3	- 15
ECO 203	Principles of Microeconomics	3	
Total			21

Electives*

University.

ACC 210**	Intermediate Accounting I	3	
ACC 211**	Intermediate Accounting II	3	
BUA 101	Business Functions in a Global Society	3	– 6-8
MTH 143	Statistics I	4	
MTH 243	Statistics II	3	
PSY 259	Social Psychology	3	

Total Required for Degree

60

*Selection of program and elective courses should be based on knowledge of their acceptability in transfer to the receiving college. Rowan University requires the completion of MTH 143 and MTH 142 or MTH 118 for admission into the College of Business.

**ACC 210 and ACC 211 recommended for Wilmington

Accounting



Certificate, (CRT.ACC)

This certificate program provides the knowledge, skills, and practice in accounting and related fields for a person with work experience or educational background in a non-accounting field. This certificate program requires a minimum of 33 credit hours. Persons with either a bachelor's degree or associate degree may substitute business courses or computer science courses in place of math and English courses. In other words those with an AS, BS or BA degree may use this program to gain a foundation in accounting. Certificate holders can also enter either private or public service areas.

Students may be able to transfer certificate credits for use in associate or baccalaureate degree program. Students are strongly advised to seek information regarding admission and transfer requirements for those programs.

Graduates of this program should be able to:

- Perform all the steps in the accounting cycle;
- Record business transactions;
- Prepare financial statements for different types of organizations;
- Utilize the computer to record accounting information;
- Demonstrate an understanding of the legal and ethical decision making process;
- Apply economic concepts to current events to understand causes for situations.

General Ed	ducation Courses	Credits
Written Communication (ENG 101 required)		3
Mathemati	cs (MTH 107 required)	3
Total		6
Program C	Courses	Credits
ACC 110	Principles of Accounting I	3
ACC 111	Principles of Accounting II	3
ACC 116	Computerized Accounting	3
ACC 210	Intermediate Accounting I	3
ACC 211	Intermediate Accounting II	3
ACC 213	Cost Accounting	4
BUA 102	Principles of Management	3
CIS 101	Introduction to Computers	3
Total		25
Elective		3
Total Requ	ired for Certificate	34

Business Administration



60

Option to Liberal Arts and Science, (AS.BUS)

The Business Administration curriculum is designed for the student who plans to earn a business-related baccalaureate degree at a four-year college or university. The program provides the necessary preparation in the business disciplines, accounting, business law, economics, management, statistics, and other business-related courses necessary for acceptance into third-year status at a four-year college.

Some four-year colleges and universities have mathematicsoriented programs, and all business schools require a high level of written and oral communication skills. Students should consult college and university catalogs before selecting a particular RCBC business program and/or courses.

Graduates of this program should be able to:

- Demonstrate knowledge and skills of accounting, finance, economics, management, and marketing;
- Use written and oral skills as well as technology to communicate effectively;
- Interpret business law and recognize the importance of institutional policies;
- Examine business situations and apply knowledge and skills to solve problems and make business decisions.

General Education Courses †	Credits
Written & Oral Communications	6
Mathematics (MTH 118 or MTH 142 recommended)	3-4
Natural Science	7-8
Social Science (ECO 204 required)	6
Arts & Humanities	3
History	3
Diversity	3
Total	31-33

† See General Education Requirements on page 51.

Program Co	ourses	C	redits
ACC 110	Principles of Accounting I		3
BUA 220	Principles of Marketing		3
ECO 203	Principles of Microeconomics		3
MTH 143	Statistics I		4
Electives (Sei	lect a minimum of 9 credits from the followi	ng):	
ACC 111	Principles of Accounting II	3	
BUA 102	Principles of Management	3	
BUA 205	Business Law	3	— 9
BUA 206	Business Law II	3	
CIS 111	Programming in BASIC	3	
CIS 161	Computer Applications	3	l
Total			22
Electives*	(MTH 243 OR SPE 102 or		
	COM 200 recommended)		5-7

*Selection of electives should be based on knowledge of their acceptability in transfer to the receiving college. Rowan University requires the completion of MTH 143 and MTH 142 or MTH 118 for admission into the College of Business.

Business Management Technology



Associate of Applied Science, (AAS.BMT)

This program prepares students for entry-level and middle management positions in business, government, and social service agencies. A combination of general business, management, and general education courses provides the necessary decision-making and problem solving skills needed in a changing business environment.

Students wishing to transfer to baccalaureate degree programs are strongly advised to seek information regarding admission and transfer requirements for those programs.

Graduates of this program should be able to:

- Recognize the importance of the global market;
- Demonstrate the capacity to utilize terminology common to the business environment in order to facilitate effective communication;
- Demonstrate an awareness of and a concern for the ethical implications of institutional policies and individual practices;
- Demonstrate an understanding of accounting systems;
- Be proficient in the use of technology for business applications and research.

General Education Courses †	Credits
Written & Oral Communications (SPE 102 required)	6
Mathematics (MTH 107 recommended)	3
Natural Science	4
Social Science (PSY 101 recommended)	3
Arts & Humanities	3
Additional General Education Requirements	
(CIS 161 required)	3
Total	22

† See General Education Requirements on page 52.

Program C	ourses	Credits
ACC 110	Principles of Accounting I	3
ACC 111	Principles of Accounting II	3
BUA 102	Principles of Management	3
BUA 205	Business Law I	3
BUA 211	Human Resource Management	3
BUA 215	Finance	3
BUA 220	Principles of Marketing	3
ECO 203	Principles of Microeconomics	3
ECO 204	Principles of Macroeconomics	3
ENG 105	Technical Writing	3
	or	3
COM 200	Business and Prof. Communication	3
Total		30
Electives (C	OM 200, CIS 111, BUA 101)	8
Total Requ	ired for Degree	60

Business Technology



Career Certificate, (SPC.BTC)

This program will give students exposure to coursework that will assist them in attaining business technology jobs, focusing on entry-level office positions. Also if students choose to continue at RCBC after attaining the certificate, the coursework will provide a solid foundation for students seeking to attain a Business Administration degree. The certificate program requires a minimum of 18 credits.

Program C	ourses	Credits
CIS 161	Computer Applications	3
Select three o	courses (9 credits) from the following:	
BUA 102	Principles of Management	3
BUA 205	Business Law I	3
BUA 215	Finance	3
BUA 220	Principles of Marketing	3
ACC 110	Principles of Accounting I	3
Elective: Sel	ect one 3-credit course from the following:	
ENG 101	College Composition I	3
COM 200	Business and	3
	Professional Communication	3
SPE 102	Public Speaking	3
Elective: Sel	ect one 3-credit course from the following:	
PSY 101	General Psychology	3
SOC 101	Principles of Sociology	3 - 3
ECO 203	Prin. of Microeconomics	3
ECO 204	Prin. of Macroeconomics	3
Total Requ	ired Credits	18

Fashion Product Merchandising



Option to Liberal Arts and Sciences, (AS.FPM)

This program prepares students for careers within the fashion marketing, merchandising, production and product development industry.

The program is structured with the understanding that students will be electing to transfer to a four year university that specializes in Fashion Merchandising, Product Development, Production, Business and/or Marketing.

Students will have the opportunity to explore employment opportunities within the apparel industry. Positions available with a 4 year education: Fashion Product Development, Fashion Production, Fashion Buying and Planning, Fashion Trend and Color Analyst, Fashion Stylist and Fashion Management.

Graduates of this program should be able to:

- Present knowledge of seasonal fashion, color and fabric trends;
- Identify fiber, fabric and surface textures relating to textiles within the apparel and home fashion industry;
- Demonstrate knowledge of garment construction utilizing basic sewing and assembly techniques;
- Strategize for fashion marketing, branding, product development and online retail technology;
- Conceptualize fashion trends though historical context and primary and secondary research;
- Apply accounting and economic concepts to the fashion industry.

Students who wish to prepare for more technically-oriented or artistically expressive careers in fashion are encouraged to review the Associate in Applied Science Fashion Design program in this catalog.

General Education Courses †	Credits
Written & Oral Communications	
(ENG 101 required, ENG 102 recommended)	6
Mathematics (MTH 107 recommended)	3
Natural Science	8
Social Science (ECO 203 & PSY 101 required)	6
Arts & Humanities (PHI 101 required)	3
History (HIS 101 or HIS 102 recommended)	3
Diversity (ANT 102, LIT 203 or REL 205 recommende	d) 3
Total	32

† See General Education Requirements on page 51.

Program Courses		Credits
ACC 110	Principles of Accounting	3
ECO 204	Principles of Macroeconomics	3
FAD 120	Apparel Construction	4
FAD 131	Fashion Research Methods	3
FAD 135	Introduction to Textiles	3
FAD 144	History of Fashion Design	3
FAD 155	Fashion Merchandising	3
Total		22
Electives	(ACC 115, BUA 205, BUA 220,	
	FAD 160, MTH 112 or MTH 130)	6
Total Required for Degree		60

Hospitality and Tourism Management



60

Associate of Science, (AS.HOS)

In preparing students for careers as restaurant, hotel, and tourism leaders, event planners, and entrepreneurs in the 21st century, we offer innovative learning experiences. The students experience learning in both informal and formal learning spaces during their time in the hospitality program. One day you will be in the cranberry bogs learning about ecotourism and the next you will experience being a manager at our student run restaurant, Vaulted Cuisine.

The Hospitality and Tourism Management program at RCBC takes pride in its partnerships with industry organizations in our community. These professional relationships provide our students with diverse job opportunities. Our Hospitality and Tourism Management graduates leave RCBC prepared to transfer to many of the area's best four-year schools for Hospitality and Tourism Management. Students who wish to transfer are strongly advised to seek information about the admission requirements to a four-year institution of their choice early in their studies at RCBC.

Graduates of this program should be able to:

- Assess the structure and function of the hospitality industry;
- Analyze the best hospitality practices;
- Demonstrate teamwork, leadership, and interpersonal skills within the hospitality industry;
- Examine and solve industry related problems using 21st century hospitality tools and resources;
- Practice effective planning in the hospitality industry;
- Describe the diverse sectors of the global hospitality industry.

General Education Courses †	Credits
Written Communications	6
Math (MTH 107 required)	3
Natural Science	8
Social Science	6
Arts and Humanities	3
History	3
Diversity	3
Total	32

† See General Education Requirements on page 51.

Program C	Courses Cred	lits
CUL 107	Culinary Arts	4
FSM 125	Food Service Sanitation & Accident Prevention	2
HOS 110	Introduction to Hospitality	3
HOS 120	Service Management	4
HOS 225	Hotel Operations	3
HOS 235	Ecotourism Destinations/NJ Focus	3
HOS 250	Hospitality Human Resource Management	3
TEC 101	Career Readiness I	1
TEC 201	Career Readiness II	1
TEC 202	Career Readiness III	1
Select 3 crea	lits from the following:	
CUL 211	Purchasing and Menu Planning 3	- 3
HOS 160	Accounting for Hospitality 3	-)
Total		28

Hospitality



Certificate, (CRT.HOS)

In preparing students for careers as restaurant, hotel, and tourism leaders, event planners, and entrepreneurs in the 21st century, we offer innovative learning experiences.

The students experience learning in both informal and formal learning spaces during their time in the hospitality program. One day you will be in the cranberry bogs learning about ecotourism and the next you will experience being a manager at our student run restaurant, Vaulted Cuisine.

The Hospitality and Tourism Management program at RCBC takes pride in its partnerships with industry organizations in our community. These professional relationships provide our students with diverse job opportunities.

Students may be able to transfer certificate credits for use in associate or baccalaureate degree program. Students are strongly advised to seek information regarding admission and transfer requirements for those programs.

Graduates of this program should be able to:

- Summarize how the hospitality industry is organized;
- List the most common hospitality practices;
- Outline the concepts of teamwork, leadership, and interpersonal skills within the hospitality industry;
- Solve industry related problems using 21st century hospitality tools and resources;
- Explain the role of effective planning in the hospitality industry;
- Describe the diverse sectors of the global hospitality industry.

General Education Courses †		Credits
Written Communications (ENG 101 required)		3
Mathematics (MTH 107 or higher)		3
Total		6
Program Co	purses	Credits
FSM 125	Food Service Sanitation and	
	Accident Prevention	2
HOS 110	Introduction to Hospitality	3
HOS 120	Service Management	4
HOS 160	Accounting for Hospitality	3
HOS 225	Hotel Operations	3
HOS 235	Ecotourism Destinations/NJ Focus	3
HOS 250	Hospitality Human Resource Management	3
Total		21
Electives	(TEC 101, TEC 201, TEC 202)	3
Total Required for Degree		30

Small Business



Certificate, (CRT.BUS)

The Small Business certificate program is designed to provide students with the knowledge and skills necessary to operate or assist in the operation of a small business. Small business continues to be a major engine of growth in our economy, outstripping the rate of growth in all other business sectors.

Students may be able to transfer certificate credits for use in associate or baccalaureate degree program. Students are strongly advised to seek information regarding admission and transfer requirements.

Graduates of this program should be able to:

- Demonstrate an understanding of how new business is started;
- Demonstrate an understanding and knowledge of the concept of customer relationship management;
- Demonstrate an understanding of a strategic marketing plan, which effectively combines the marketing mix elements of product, price, promotion and place;
- Demonstrate effective communication skills;
- Demonstrate an understanding of accounting systems;
- Analyze and resolve problems common to small business.

General Ed	ucation Courses	Credits
Written Cor	mmunications (ENG 101 required)	3
Mathematic	Mathematics (MTH 107 or higher required)	
Total		6
Program Co	ourses	Credits
ACC 110	Principles of Accounting I	3
BUA 101	Business Functions in a Global Society	3
BUA 102	Principles of Management	3
BUA 205	Business Law I	3
BUA 220	Principles of Marketing	3
BUA 230	Small Business Management	3
ECO 203	Principles of Microeconomics	3
COM 200	Business and Professional Communication	3
Total		24
Total Requi	ired for Certificate	30

American Sign Language / Deaf Studies



Option to Liberal Arts and Sciences, (AS.ASL/DEA)

This program is designed for students who intend to complete a baccalaureate degree in a chosen field (e.g. Biology, Business Administration, Computer Science, Criminal Justice, Education, Nursing, Medicine, Social Sciences, the Arts) which serves individuals who are deaf and who use ASL to communicate.

Students planning to transfer after graduation should consult the catalog of the college where they intend to complete their studies.

Graduates of this program customarily transfer to baccalaureate institutions. Graduates not immediately pursuing an additional degree frequently work as paraprofessionals in the student's chosen field of study which serves individuals who are deaf and who use ASL to communicate. (Positions include lab technician; office technician in a business, criminal justice or social services organization; teacher's aide; a substitute teacher.)

Graduates of this program should be able to:

- Be proficient in all aspects of American Sign Language across registers and dialects;
- Demonstrate comprehensive knowledge of American Deaf
- Explain the historical, social, political, recreational, medical, educational, and linguistical issues that affect individuals who are Deaf/Hard of Hearing;
- Identify the laws and legislations that impact the civil rights of Deaf people;
- Demonstrate knowledge of the prevalent models (pathological vs. humanistic) of deafness;
- Identify the various types, causes, and levels of deafness.

General Education Courses †	Credits
Written & Oral Communications	6
Mathematics (MTH 113 recommended)	3
Natural Science (BIO 103/104 recommended)	7-8
Social Science (PSY 101 & SOC 101 required)	6
Arts & Humanities (THR 101 recommended)	3
History	3
Diversity	3
Total	31-32

† See General Education Requirements on page 51.

Program Courses		Credits
ASL 101	Elementary American Sign Language I	3
ASL 103	American Deaf Culture	3
ASL 102	Elementary American Sign Language II	3
ASL 104	Fingerspelling	3
ASL 201	Intermediate American Sign Language I	3
ASL 202	Intermediate American Sign Language II	3
Total		18
Electives (recommended):		10-11

ENG 252	Semantics
SPE 101	Effective Oral Communication
SPE 102	Public Speaking

Total Required for Degree 60

Selection of electives should be based upon knowledge of prospective major of the receiving college and of the acceptability of transfer to that receiving college.

Communication Arts



Option to Liberal Arts, (AA.COM)

Communication Arts trains students in interpersonal, group, and public communications. The Communication program has as its goal the education of individuals who will actively engage in successful communications in various areas of public life. This preparation is concentrated in two areas: writing and production. The first area is concerned with providing students with the education needed in fields such as print and broadcast journalism, public relations, advertising, and marketing. The second area is concerned with providing students with education needed in radio and television behind the scenes production. Students are advised that employment in both of these fields traditionally requires education beyond the A.A. degree and practical experience in the field.

Students planning to transfer after graduation should consult the catalog of the college where they intend to complete their studies.

Graduates of this program should be able to:

- Demonstrate practical application of skills in their area of specificity;
- Form critical judgments about the interaction of society and the various media;
- Make ethical decisions about the duties and responsibilities of the media and those involved in public communications;
- Analyze the effective use of language in a variety of environments and modes.

General Education Courses †	Credits
Written & Oral Communications	9
Mathematics	3
Natural Science	7-8
Technology	3
Social Science (POL 101 recommended)	6
Arts and Humanities (PHI 105 recommended)	9
History	6
Diversity (ANT 102 recommended)	3
Total	46-47

† See General Education Requirements on page 49.

Program Courses		(Credits
ENG 252	Semantics		3
COM 200 B	Susiness and Professional Communication		3
COM 105 ENG 251	lit hours from the following: Writing for Mass Media Creative Writing Introduction to Journalistic Writing I Communication, Mass Media & Society	3 3 3	6
Total			12
Electives			1-2
Total Required for Degree			60

English



Option to Liberal Arts, (AA.ENG)

The English major option provides students with a Liberal Arts concentration aimed at developing excellent reading and writing skills. Students develop the ability to analyze text, collect and organize research data, and write clearly and effectively. In addition, the program emphasizes critical reading and writing skills required in a variety of career fields including law, medicine, teaching, communications, business, and industry.

Graduates of this program should be able to:

- Write for different audiences and purposes;
- Develop and argue a thesis supported in coherent paragraphs with relevant citation format;
- Apply critical perspectives to select texts that comment on the human experience;
- Relate the cultural, historical, and social significance of texts.

Students planning to transfer after graduation should consult the catalog of the college where they intend to complete their studies.

General Education Courses †	Credits
Written & Oral Communications	9
Mathematics	3
Natural Science	7-8
Technology	3
Social Science	6
Arts & Humanities	9
History	6
Diversity	3
Total	46-47

† See General Education Requirements on page 49.

Program Courses		Credits
Select 12 d	redit hours from the following:	
LIT 203	Masterpieces of World Literature I	3
LIT 207	British Literature I	3
LIT 208	British Literature II	3 - 12
LIT 209	American Literature I	3
LIT 210	American Literature II	3
LIT 211	Masterpieces of World Literature II	3
Total		12
Electives	1-2	
Total Required for Degree		60

History



Option to Liberal Arts, (AA.HIS)

This program is designed to introduce students to the changes in human society over time, to expose students to the diversity of the human experience, to chronologically examine the global struggle of all people, and to assist students to scientifically evaluate their own heritage.

Written composition, oral presentation, problem solving, and critical thinking are essential skills used in historical study. The history curriculum prepares students for study in a variety of fields including education, public service, and political science. Moreover, the study of history prepares students for careers in law, journalism, business, public relations, international relations, archives, museums and historical societies. Majoring in history provides an excellent bridge to any career requiring an in-depth study of the human condition.

Students planning to teach History on the Elementary or Secondary level, should include the following as open Electives; EDU 112 History Foundations and PSY 250 Educational Psychology.

Students planning to transfer after graduation should consult the catalog of the college where they intend to complete their studies.

Graduates of this program should be able to:

- Demonstrate a factual knowledge of significant past events;
- Demonstrate an understanding of history as a process of cause and effect, rather than solely as memorization of facts, dates, or people;
- Utilize critical thinking to evaluate the impact of complex human behavior on significant past events;
- Demonstrate an understanding of historical perspective as an instrument to determine what makes a past event significant;
- Use their knowledge of recurring historical themes to understand varied outcomes in differing historical time periods.

General Education Courses †	Credits
Written & Oral Communications	9
Mathematics (MTH 107 recommended)	3
Natural Science	7-8
Technology	3
Social Science (POL 101 required)	6
Arts & Humanities (ART 250, ART 251 recommended)	9
History (HIS 101 and HIS 103 required)	6
Diversity (REL 205 or Foreign Language required)	3
Total	46-47

† See General Education Requirements on page 49.

Program C	ourses	Credits
HIS 102	United States History II	3
HIS 104	Modern European History	3
Select three c	credit hours to include the following:	
HIS 266	African-American History I	3
HIS 267	African-American History II	3 - 3
HIS 212	The American Civil War	
	& Reconstruction	3
Select three a	credit hours to include the following:	
HIS 210	New Jersey History	3
HIS 215	Renaissance and Reformation 1300-1700	3 3
HIS 220	Modern Britain	3
HIS 230	Islamic Civilization	3
Total		12
Electives (re	commended):	1-2
LIT 211	Masterpieces of World Literature II	
POL 103	Comparative Government & Politics	
POL 215	Constitutional Law	
POL 250	International Politics	
or		
any Foreign	Language	

Recommended Courses for Elementary/Secondary Education:

PSY 250 Educational Psychology

EDU 112 Historical Foundations of American Education

Total Required for Degree

Philosophy



Option to Liberal Arts, (AA.PHI)

Philosophy training teaches students how to think, especially about the most fundamental questions. Growing out of this belief, the Philosophy program has two general aims.

The first is to provide students who may enter a variety of majors at the upper division level with a liberal arts foundation centered in disciplined thought and moral awareness. Such a foundation is important for many professions today, including law, and other graduate programs.

The second is to provide students whose eventual goal is teaching and/or research in philosophy, religion or ethics with a strong two-year foundation for entering a philosophy major at a transfer college.

Students planning to transfer after graduation should consult the catalog of the college where they intend to complete their studies.

Graduates of this program should be able to:

- Think critically about a variety of philosophical or religious issues;
- Write at a level that uses discourse and analysis appropriate to philosophy or comparative religion;
- Demonstrate breadth and diversity by discussing approaches from a variety of philosophical or religious traditions;
- Demonstrate sound judgment in approaching contemporary moral problems.

General Education Courses †	Credits
Written & Oral Communications	9
Mathematics	3
Natural Science	7-8
Technology	3
Social Science	6
Arts & Humanities (PHI 101 required)	9
History	6
Diversity	3
Total	46-47

† See General Education Requirements on page 49.

Program Courses		Credits
PHI 105	Introduction to Logic	3
	or	3
PHI 112	Eastern Philosophy	3
PHI 205	Ethics	3
PHI 210	History of Philosophy	3
	or	3
PHI 220	Environmental Ethics	3
REL 205	Comparative Religion	3
Total		12
Electives		1-2

Education



9

11

Option to Liberal Arts and Sciences, (AS.EDU)

In accordance with New Jersey State guidelines and the requirements of many four-year colleges, students who plan to enter the field of education should engage in a broad-based liberal arts curriculum during their freshmen and sophomore years. Students in this program will also study (1) the historical and philosophical foundations of education and (2) the application of psychological theories to educational practices.

Students are advised to select academic courses which will coincide with the subject matter they intend to teach. All students should become familiar with the college catalog of the intended transfer institution.

Graduates of this program customarily transfer to baccalaureate institutions. Graduates not immediately pursuing an additional degree are eligible to substitute teach in New Jersey schools.

Graduates from this program should be able to:

- Describe the historical and philosophical foundations of American education;
- Discuss and evaluate current trends and issues facing the American educational system today;
- Demonstrate a knowledge of the most widely accepted theories and philosophies of education;
- Apply an understanding of psychological concepts to the learning behaviors of children;
- Develop personal responses to classroom situations based on educational theories;
- Demonstrate effective oral and written communication skills:
- Display an awareness of the history and variety of human achievement, experiences, values and modes of expression;
- Identify the elements of good teaching;
- Compare and contrast the role of federal, state and local governments in education.

Please Note: The New Jersey Board of Education revised teacher education guidelines in 2016. It is important that all students who choose a teacher education program contact the Transfer Office at RCBC or the college/university where they intend to complete the program to determine the content areas which are acceptable majors for teacher education candidates. Students graduating on or after September 1, 2016 must achieve a cumulative GPA of at least 3.0 or higher for NJ certification. Courses taken at accredited two-year colleges are accepted toward meeting requirements for NJ teacher certification only if such courses appear on an official transcript of a regionally accredited four-year college. It is recommended that students take the Praxis Core before transferring to a four-year college in New Jersey.

General Education Courses †	Credits
Written & Oral Communications	6
Mathematics (MTH 211 recommended)	3
Natural Science (BIO 103/104 recommended)	7-8
Social Science (SOC 101/PSY 101 recommended)	6
Arts & Humanities	3
History (HIS 101 or 102 recommended)	3
Diversity (ANT 102 recommended)	3
Total	31-32

† See General Education Requirements on page 51.

Program C	Courses	Credits
Select at lea	st 9 credit hours from the following:	
EDU 105	Teaching as a Profession	3
EDU 112	Historical Foundations of American Education	3
EDU 130	Human Exceptionality	3 9
PSY 250	Educational Psychology	3
PSY 251	Child Psychology	3
PSY 256	Developmental Psychology	3
Total		9

Select 9 credit hours from the following:

Total

Art (ART), Biology (BIO), Chemistry (CHE), Geography (GEO), History (HIS), Literature (LIT), Mathematics (MTH), Music (MUS or MUC), Political Science (POL), Psychology (PSY), Sociology (SOC), Spanish (SPA) or Theatre (THR)

Electives*	(EDU 210, MTH 212,		

Total Required for Degree 60

*Students are encouraged to meet with a Transfer Advisor to determine which courses will transfer to their intended four-year college or university.

SPE 102 recommended)

^{**} Literature and GEO 102 Principles of Geography are recommended courses for transferring to Rowan University.

Alternative Energy Technologies



Associate of Applied Science, (AAS.ALT)

This program is designed to prepare students to move directly into the energy workforce with a broad, hands-on education approach. Students will be exposed to various alternative energy technologies, with a concentration on solar electric systems (solar panels), energy storage (battery systems), and energy auditing (building energy efficiency). The curriculum is vetted by energy professionals and prepares students with the skills needed in today's job market.

Students will be prepared to pass industry-recognized entry level credentialing exams at the completion of certain courses:

- NABCEP Photovoltaic Associate
- BPI Building Analyst Professional
- OSHA 30 Industry Certificate

Career opportunities include entry level positions in:

- Solar photovoltaic systems design and installation
- Installation of energy storage & microgrid systems
- · Building energy auditing & retrofitting
- Sales representatives/estimators
- Site surveyors/assessors

Types of employers:

- Solar photovoltaic installation companies
- Residential energy auditing/retrofitting companies
- Builders/construction management companies
- Engineering/architecture firms (experience required)

Graduates of the program should be able to:

- Apply critical thinking and communication skills;
- Assess building energy use and provide recommendations for improvement;
- Demonstrate proficiency in solar photovoltaic technology, including site evaluation and system installation;
- Demonstrate an understanding of the business aspects of energy, including project management;
- Apply knowledge to understand future advanced technologies and trends in energy.

General Education Courses †	Credits
Written and Oral Communications	
(ENG 101 & SPE 102 recommended)	6
Mathematics (MTH 113 or higher)	3
Natural Science	4
Social Science	3
Arts and Humanities	3
Additional General Education Requirements	
(SOC 160 Recommended)	3
Total	
	22

† See General Education Requirements on page 52.

Program C	courses	Credits
ALT 110	Energy Auditing for Residential Buildings	3
ALT 111	Energy Auditing for Residential Buildings	
	Laboratory	1
ALT 113	Alternative Energy Sources	3
ALT 115	Solar Photovoltaic Systems I	3
ALT 116	Solar Photovoltaic Systems I Laboratory	1
ALT 215	Solar Photovoltaic Systems II	3
ALT 216	Solar Photovoltaic Systems Il Laboratory	1
ALT 222	Energy Storage and Microgrids	3
ALT 141	Energy Investment Analysis	3
PHY 107	Fundamentals of Physics	3
SST 100	Principles of Sustainability	3
TEC 120	Safety Management	3
TEC 212	Project Management	3
Total		33

Electives (recommended):			
CON 101	Building Materials and Construction Methods		
CON 220	Understanding Construction Drawings		
EGR 110	Design Computer Graphics I		
TEC 101	Career Readiness I		
TEC 201	Career Readiness II		
TEC 202	Career Readiness III		
TEC 211	Entrepreneurship		

Chemical Engineering



Option to Liberal Arts and Sciences, (AS.CGR)

This program is designed to parallel the first two years of a program in Chemical Engineering at a four-year college or university. Some of the area institutions offering programs in Chemical Engineering are: Rowan University, New Jersey Institute of Technology (Newark), Drexel University (Philadelphia), and Rutgers University (New Brunswick). Selection of courses should be made on the knowledge of their acceptability in transfer to the receiving college or university. Graduates of Chemical Engineering work at manufacturing companies in chemical processes such as petrochemical refineries and pharmaceutical companies to name a few.

Graduates of this program should be able to:

- Demonstrate a thorough knowledge of chemistry by analyzing information and solving problems;
- Have the skills required to work safely and effectively in a scientific laboratory;
- Discuss areas related to chemistry such as ethics, information technology, intellectual property and regulatory compliance;
- Demonstrate the ability to communicate effectively both verbally and in writing.

General Education Courses †	Credits
Written & Oral Communications	6
Mathematics (MTH 118 required)	4
Natural Science (PHY 210/211 & PHY 212/213 require	ed) 8
Social Science	6
Arts & Humanities	3
History	3
Diversity	3
Total	33

† See General Education Requirements on page 51.

Program Courses		Credits
CHE 115	General Chemistry I	3
CHE 116	General Chemistry I Laboratory	1
CHE 117	General Chemistry II	3
CHE 118	General Chemistry II Laboratory	1
CHE 240	Organic Chemistry I	3
CHE 241	Organic Chemistry I Laboratory	1
CHE 242	Organic Chemistry II	3
CHE 243	Organic Chemistry II Laboratory	1
EGR 104	Engineering Design Fundamentals	4
MTH 119	Calculus II and Analytic Geometry	4
Total		24
Electives* (MTH 220, MTH 201, or MTH 230 recommended)		
Total Required for Degree		60

*CSE 135 or CSE 110 is a required elective for admissions to Rowan University's College of Engineering.

Computer Networking Technology



Option to Electrical Engineering Technology, (AAS.PCT)

The Computer Networking Technology option to the Electrical Engineering Technology program provides a solid theoretical foundation as well as practical "hands-on" laboratory experiences in electronics and computers. This option includes some electronic courses as well as computer and networking courses to enable graduates to pursue a career as a computer and network technician.

The mission of the Rowan College at Burlington County Electrical Engineering Technology program and Computer Networking Technology option is to produce graduates who are able to obtain employment as a technician or transfer to a four-year college. In addition, graduates will be technically competent, able to communicate effectively, work well with others and demonstrate professionalism.

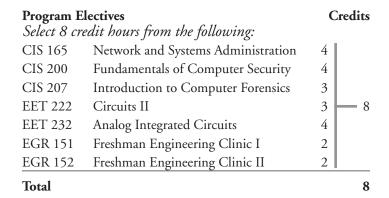
Graduates of this option should be able to:

- Apply the knowledge, techniques, skills, and modern tools of the discipline to engineering technology activities;
- Apply knowledge of analog and digital electronics, computers, networks, mathematics and science to technical problems or projects;
- Conduct standard laboratory tests and measurements, and to analyze and interpret experiments;
- Function effectively as a member of a technical team;
- Identify the characteristics of, analyze and solve technical problems;
- Apply written, oral, and graphical communication in both technical and nontechnical environments; and an ability to use appropriate technical literature;
- Express a commitment to address professional development through conferences, seminars, courses and the pursuit of advanced degrees;
- Express a commitment to address professional and ethical responsibilities, including societal and global issues and a respect for diversity;
- Recognize a commitment to quality, timeliness and continuous improvement;
- Apply circuit analysis and design, computer programming, associated software, analog and digital electronics, and microcomputers, and engineering standards to the building, testing, operation, and maintenance of electrical/ electronic(s) systems;
- Apply principles of physics or chemistry to electrical/ electronic(s) circuits in a rigorous mathematical environment at or above the level of algebra and trigonometry.

General Education Courses †	
Written & Oral Communications	
(ENG 101 and SPE 102 required)	6
Mathematics (MTH 130 required)	4
Natural Science (PHY 110/111 required)	4
Social Science (SOC 160 required)	3
Arts & Humanities	3
Additional General Education Requirements	
(MTH 118 required)	4
Total	24

† See General Education Requirements on page 52.

Program Courses		Credits
CIS 138	Introduction to Operating Systems	4
CIS 150	Networking Fundamentals	4
CSE 110	Introduction to Computer Science I	4
EET 121	Circuits I	4
EET 210	IT Essentials: A+	4
EET 230	Semiconductor Electronics	4
EET 240	Digital Electronics	4
Total		28



Construction Management



Option to Liberal Arts and Sciences, (AS.CON)

Construction management is a dynamic profession – a combination of technology, art and science. While an understanding of the technical aspects of construction is extremely important, it is also essential that construction professionals have a comprehensive knowledge of the business and management aspects of the profession.

And though construction has traditionally been a very conservative industry, the increasing rate of technological development and competition in the industry have served to accelerate the development of new construction methods, equipment, materials, and management techniques. As a result of these forces, there is an increasing need for innovative and professionally competent construction professionals. Students enrolled in the Construction Management program receive broad academic, technical, business, and construction management courses that are designed to produce well-rounded construction professionals.

Graduates of this program should be able to:

- Demonstrate an understanding of safety, management and supervision principles;
- Apply construction law and knowledge of contracts to construction principles;
- Analyze construction documents, drawings and building materials;
- Communicate effectively with a wide variety of stakeholders;
- Use technology to support management projects.

Options after graduation:

Career Opportunities: Graduates of the Construction Management program have secured entry-level positions as assistant project managers, estimators, schedulers, and field superintendents for general contractors, subcontractors, and construction managers. Some are employed as owner-representatives working for architectural firms, consulting engineering firms, commercial companies, and institutions that have needs for building or other construction projects.

General Education Courses †	Credits
Written & Oral Communications	6
Mathematics (MTH 130 required)	4
Natural Science (PHY 110/111 & PHY 112/113 require	ed) 8
Social Science (ECO 203 required)	6
Arts & Humanities (PHI 101 recommended)	3
History (HIS 102 recommended)	3
Diversity	3
Total	33

† See General Education Requirements on page 51.

Program Co	ourses	Credits	6
BUA 205	Business Law I	3	,
CON 101	Building Materials and Construction Metho	ods 3	j
CON 102	Building Materials and Construction Metho	ods II 3	j
CON 220	Understanding Construction Drawings	3)
EGR 110	Design Computer Graphics I	3	,
TEC 120	Safety Management	3	,
TEC 212	Project Management	3	,
Total		21	L

Program Electives			redits
Select 6 credit hours from the following:			
TEC 101	Career Readiness	1	
TEC 201	Career Readiness II	1	
TEC 202	Career Readiness III	1	
EGR 203	Surveying	3	— 6
SST 100	Principles of Sustainability	3	
ALT 110	Energy Auditing Residential Buildings	3	
ALT 113	Alternative Energy Sources	3	
TEC 211	Entrepreneurship	3	
Total			6

Electrical Engineering Technology



Associate of Applied Science, (AAS.EET)

The Electrical Engineering Technology program provides a solid theoretical foundation as well as practical "hands-on" laboratory experiences in Electronics. This program includes traditional EET courses as well as some computer courses to enable graduates to pursue a career as an industrial electrical engineering technician.

The mission of the Rowan College at Burlington County Electrical Engineering Technology program and Computer Networking Technology option is to produce graduates who are able to obtain employment as a technician or transfer to a four-year college. In addition, graduates will be technically competent, able to communicate effectively, work well with others and demonstrate professionalism.

Graduates of this program should be able to:

- Apply knowledge, techniques, skills, and modern tools of mathematics, science, engineering, and technology to solve well-defined engineering problems appropriate to the discipline;
- Design solutions for well-defined technical problems and assist with engineering design of systems, components, or processes appropriate to the discipline;
- Conduct standard tests, measurements, and experiments to analyze and interpret results;
- Function effectively as a member of a technical team;
- Apply written, oral, and graphical communication in both technical and non-technical environments; and identify and use appropriate technical literature.

The Rowan College at Burlington County
Electrical Engineering Technology Program is
Accredited by:
Engineering Technology Accreditation Commission
(ETAC) of ABET, 415 North Charles St.,
Baltimore, MD 21201 (410) 347-7700

The Computer Networking Technology Option is on page 89.

General Education Courses †	
Written & Oral Communications	
(ENG 101 and SPE 102 required)	6
Mathematics (MTH 130 required)	4
Natural Science (PHY 110/111 required)	4
Social Science (SOC 160 required)	3
Arts & Humanities	3
Additional General Education Requirements	
(MTH 118 required)	4
Total	24

† See General Education Requirements on page 52.

Program C	ourses	Credits
CSE 110	Introduction to Computer Science I	4
EET 121	Circuits I	4
EET 222	Circuits II	3
EET 230	Semiconductor Electronics	4
EET 232	Analog Integrated Circuits	4
EET 240	Digital Electronics	4
EGR 151	Freshman Engineering Clinic I	2
EGR 152	Freshman Engineering Clinic II	2
EGR 251	Sophomore Engineering Clinic I	1
EGR 252	Sophomore Engineering Clinic I	1
ENG 102	College Composition II	3
PHY 112	Principles of Physics II	3
PHY 113	Principles of Physics II Laboratory	1
Total		36
Total Requ	ired for Degree	60

Engineering



Option to Liberal Arts and Sciences, (AS.EGR)

This program is designed for students who intend to transfer to a baccalaureate degree in Engineering. Students planning to transfer after graduation should consult the catalog of the college where they intend to complete their studies and enroll in courses which will meet transfer requirements.

Graduates of this program should be able to:

- Communicate effectively both verbally and in writing;
- Demonstrate effective mathematical skills and application of scientific principles in solving engineering problems;
- Apply critical thinking and problem solving skills in the analysis of data, in the design of experimental procedures and evaluation of outcomes.

RCBC has formal transfer agreements with several area four-year institutions.

General Education Courses †	Credits
Written & Oral Communications	6
Mathematics (MTH 118 required)	4
Natural Science (CHE 115/116 & PHY 210/211 require	ed) 8
Social Science *** (ECO 203 Recommended for RU)	6
Arts & Humanities	3
History	3
Diversity	3
Total	33

† See General Education Requirements on page 51.

Program C	ourses	Credits
EGR 151*	Freshman Engineering Clinic I	2
EGR 152*	Freshman Engineering Clinic II	2
MTH 119	Calculus II and Analytic Geometry	4
MTH 220	Calculus III and Analytic Geometry	4
PHY 212	Physics II	3
PHY 213	Physics II Laboratory	1
Total		16

Program Electives

C.1 11	1: 1		
Select 11 crea	dit hours from the following:		
BIO 103/104	General Biology I and Lab	4	
CHE 117/118	General Chemistry II & Lab	4	
CSE 110**	Introduction to Computer Science I	4	
CSE 112	Introduction to Computer Science II	4	
CSE 135**	Comp. Programming & Problem Solving	3	
EET 240	Digital Electronics	4	
EGR 110	Design Comp Graphics	3	-11
EGR 201	Engineering Statics	3	
EGR 251*	Sophomore Engineering Clinic I	1	
EGR 252*	Sophomore Engineering Clinic II	1	
EGR 230	Strength of Materials	3	
MTH 201	Linear Algebra	3	
MTH 230	Differential Equations	4	
SPE 102	Public Speaking	3	
Total			11

Total Required for Degree

^{*} Required for Rowan University Engineering

^{**} CSE 110 is a required elective for Electrical and Mechanical Engineering and CSE 135 or CSE 110 is a required elective for Biomedical, Chemical, and Civil Engineering for admissions to Rowan University's College of Engineering.

^{***} ECO 203 recommended as one of the Social Science courses for Rowan University.

Geospatial Technology



Option to Liberal Arts, (AAS.GIS)

This program consists of a sequence of introductory courses in geographic information systems (GIS), global positioning systems (GPS), and remote sensing (RS).

These courses will emphasize the application of geospatial technology to a broad range of issues such as sustainable population growth, land use management, transportation route planning, and water-quality management.

Graduates of this program should be able to:

- Demonstrate an understanding of geographic information systems and how they can be used to manage and analyze spatial information;
- Demonstrate the principle of data acquisition and management;
- Demonstrate an understanding of the principle of remote sensing and image processing;
- Discuss the value and applicability of geospatial technology in the real world.

General Education Courses †	Credits
Written & Oral Communications	6
Mathematics (MTH 130 required)	4
Natural Science	4
Social Science	3
Arts & Humanities	3
Additional General Education Requirements	
(Required – any diversity course listed on page 51)	3
Total	23

† See General Education Requirements on page 52.

Program C	Courses	Credits
CIS 139	Introduction to Python	3
CSE 213	Database Systems	3
GEO 102	Principles of Geography	3
GIS 101	Fundamentals of Geographic	
	Information Systems	3
GIS 201	Advanced Applications in GIS	3
GIS 202	Fundamentals of Remote Sensing	3
GIS 203	Fundamentals of Global Positioning System	ns 3
GIS 293	Geospatial Tech. Projects/Internship	3
C.1 12	List Lorent Committee C. Housing	
	edit hours from the following:	
CIS 160*	Introduction to Manning & CIS 2	

Total			37
MTH 107	Introduction to Statistics	3	
EGR 203	Surveying	3	
EGR 113	Design Computer Graphics II	3	
EGR 110	Design Computer Graphics I	3	
ECO 204	Principles of Macroeconomics	3	
CSE 137	and Problem Solving	3	 13
CSE 135	Computer Programming		
CSE 110	Introduction to Computer Science I	4	
CIS 111	Programming in BASIC	3	
BIO 131	Environmental Science Lab	1	
BIO 130	Environmental Science	3	
GIS 160*	Introduction to Mapping & GIS	3	

Total Required for Degree

^{*} GIS 160 recommended if transferring to Rowan University

Geospatial Technology



Certificate, (CRT.GIS)

The certificate program provides training in geospatial technologies to individuals who are interested in obtaining employment or enhancing their workplace skills within the field of geospatial technology.

Graduates of this program should be able to:

- Demonstrate an understanding of geographic information systems and how they can be used to manage and analyze spatial information;
- Demonstrate the principle of data acquisition and management with the global positioning system;
- Demonstrate an understanding of the principles of remote sensing and image processing;
- Discuss the value and applicability of geospatial technology in the real world.

General Education Courses †	Credits
Written Communications (ENG 101 required)	3
Mathematics (MTH 107 or higher required)	3
Total	6

† See General Education Requirements on page 52.

Program Courses (Credits
CIS 139	Introduction to Python	3
CSE 213	Database Systems	3
GIS 101	Fundamental of Geographic	
	Information Systems	3
GIS 201	Advanced Applications in GIS	3
GIS 202	Fundamentals of Remote Sensing	3
GIS 203	Fundamentals of Global Positioning System	ns 3

Select 6 credit hours from the following:

Total			24
MTH 107	Introduction to Statistics	3	
GIS 160	Introduction to Mapping and GIS	3	
GEO 102	Principles of Geography	3	
EGR 110	Design Computer Graphics I	3	 6
ECO 204	Principles of Macroeconomics	3	
	and Problem Solving	3	
CSE 135	Computer Programming		
CSE 110	Introduction to Computer Science I	4	
	J. T. J. J. T. J. J. T. J. J. T. J.		

Total Required for Certificate

Mechanical Engineering Technology



Associate in Applied Science, (AAS.MET)

The Associate of Applied Science degree in Mechanical Engineering Technology (AAS.MET) is designed to provide a high-quality educational opportunity that prepares students to achieve career goals in the field of MET. Mechanical engineering technology involves understanding how products and machinery work as well as how to design, fabricate or use them. Examples of societal improvements due to mechanical engineering technology include engines, air-conditioned environments, and jet aircraft.

Graduates of this program should be able to:

- Apply knowledge, techniques, skills, and modern tools
 of mathematics, science, engineering, and technology to
 solve well-defined engineering problems appropriate to
 the discipline;
- Design solutions for well-defined technical problems and assist with engineering design of systems, components, or processes appropriate to the discipline;
- Conduct standard tests, measurements, and experiments to analyze and interpret results;
- Function effectively as a member of a technical team;
- Apply written, oral, and graphical communication in both technical and non-technical environments; and identify and use appropriate technical literature.

General Education Courses †	Credits
Written & Oral Communication	
(ENG 101 and SPE 102 required)	6
Mathematics (MTH 130 required)	4
Natural Science (CHE 115/116 required)	4
Social Science (SOC 160 required)	3
Arts and Humanities	3
Additional General Education Requirements	
(MTH 118 required)	4
Total	24

† See General Education Requirements on page 52.

Program Courses		Credits
CSE 110	Introduction to Computer Science I	4
EGR 151	Freshman Clinic I	2
EGR 152	Freshman Clinic II	2
EGR 201	Engineering Statics	3
EGR 251	Sophomore Engineering Clinic I	1
EGR 252	Sophomore Engineering Clinic II	1
ENG 105	Technical Writing	3
MET 210	CNC Programming I	4
MET 215	Applied Thermal Energy I	3
MET 220	Introduction to Mechanical Design	3
MET 235	Material Science and Manufacturing	3
PHY 210	General Physics I	3
PHY 211	General Physics I Lab	1
Total		33
Elective (EGR 230 recommended)		3
Total Dogu	ired for Degree	60

Cancer Registry Management



65

Associate of Applied Science, (AAS.MCR)

This program prepares students for a career in the field of Cancer Registry Management. Cancer registration is an important and fundamental tool in cancer control. A cancer registry has been defined as a system for the collection, storage, analysis, and interpretation of data on persons with cancer, within a healthcare facility or group of healthcare facilities.

Certified Tumor Registrars (CTR) are data information specialists that capture a complete history, diagnosis, treatment, and health status for every cancer patient in the U.S. The data provide essential information to researchers, healthcare providers, and public health officials to better monitor and advance cancer treatments, conduct research, and improve cancer prevention and screening programs. Registrars work closely with physicians, administrators, researchers, and healthcare planners to provide support for cancer program development, ensure compliance of reporting standards, and serve as a valuable resource for cancer information with the ultimate goal of preventing and controlling cancer.

Students interested in this program should attend a HIM information session and visit the HIM website at rcbc.edu/ HIM. The Cancer Registry Management program applies selective admission standards. Therefore admission to the college does not guarantee admission to the program. Students must apply to the program and meet all admission standards prior to taking program level courses (see program website). Interested applicants are encouraged to review the standards of the program prior to applying for admission. A criminal history background check is required.

Graduates of this program should be able to:

- Demonstrate skills in relation to Data Collection (case finding; abstracting; and follow-up, survivorship & outcomes), Data Quality Assurance, Analysis and Data Usage, Operations & Management, Cancer Committee and Conference, and Activities Unique to Centralized Registries;
- Have knowledge and skills required to be competent in all registry tasks necessary for an entry level cancer registrar position and attain the technical knowledge appropriate for entry level on the CTR examination;
- Demonstrate oral and written communication skills necessary to interact with other health care professionals;
- Model professionalism including; demonstrate a good work ethic and participate in personal and professional growth opportunities.

The Rowan College at Burlington County Cancer Registry management is Accredited by the Formal Education Program Review Committee (FEPRC) of the National Cancer Registrars Association (NCRA), 1330 Braddock Place, Suite 520, Alexandria, VA 22314. (703) 299-6640

General Education Courses †	
Written & Oral Communications	
(ENG 101 and SPE 102 required)	6
Mathematics (MTH 107 required)	3
Social Science (PSY 101 required)	3
Natural Science (BIO 110/111 required)	4
Additional General Education Requirements	
(BIO 114 and CIS 161 required)	6
Total	22

† See General Education Requirements on page 52.

Program C	ourses Cree	dits
BIO 115	Fundamentals of Anatomy & Physiology II Lab	1
COM 200	Business and Professional Communication	3
HIT 103	Legal Aspects of Health Information	3
HIT 105	Medical Terminology	2
HIT 115	Pathophysiology	3
HIT 117	Pharmacology	3
HIT 224	Healthcare Information Systems	3
MCR 101	Cancer Registry Structure & Mgmt.	3
MCR 104	Cancer Registry Operations	3
MCR 111	Cancer Disease Coding and Staging	3
MCR 114	Oncology Treatment and Coding	3
MCR 201	Abstracting Methods	3
MCR 204	Follow Up, Data Quality, & Utilization	3
MCR 211	Multiple Primary Histology & Hematopoietics	3
MCR 220	Cancer Registry Clinical I	2
MCR 221	Cancer Registry Clinical II	2
Total		43

Cancer Registry Management



Certificate, (CRT.MCR) §

This program prepares students for a career in the field of Cancer Registry Management. Cancer registration is an important and fundamental tool in cancer control. A cancer registry has been defined as a system for the collection, storage, analysis, and interpretation of data on persons with cancer, within a healthcare facility or group of healthcare facilities.

Certified Tumor Registrars (CTR) are data information specialists that capture a complete history, diagnosis, treatment, and health status for every cancer patient in the U.S. The Cancer Registry Management Program curriculum was designed so that:

- a student who is a credentialed registered health information technician (RHIT) and possesses an A.A.S. degree can take the cancer registry courses and receive a certificate upon completion.
- a student who possesses an A.A.S. degree and completes the five (5) prerequisite courses: Medical Terminology, Anatomy & Physiology I & II Lecture and Lab, Pathology, and Pharmacology can take the cancer registry courses and receive a certificate upon completion.

The program will consist of nine courses including lectures, hands on activity and 160-180 hours of clinical.

Graduates of this program should be able to:

- Demonstrate skills in relation to Data Collection (case finding; abstracting; and follow-up, survivorship & outcomes), Data Quality Assurance, Analysis and Data Usage, Operations & Management, Cancer Committee and Conference, and Activities Unique to Centralized Registries;
- Have knowledge and skills required to be competent in all registry tasks necessary for an entry level cancer registrar position and attain the technical knowledge appropriate for entry level on the CTR examination;
- Demonstrate oral and written communication skills necessary to interact with other health care professionals;
- Model professionalism including; demonstrate a good work ethic and participate in personal and professional growth opportunities.

The Rowan College at Burlington County Cancer Registry Management is Accredited by the Formal Education Program Review Committee (FEPRC) of the National Cancer Registrars Association (NCRA), 1330 Braddock Place, Suite 520, Alexandria, VA 22314. (703) 299-6640

General Education Courses †	Credits
Written Communication (ENG 101 required)	3
Social Science (PSY 101 recommended)	3
Total	6
† See General Education Requirements on page 52	

† See General Education Requirements on page 52.

Program C	ourses	Credits
MCR 101	Cancer Registry Structure & Management	3
MCR 104	Cancer Registry Operations	3
MCR 111	Cancer Registry Disease Coding & Staging	3
MCR 114	Oncology and Coding	3
MCR 201	Abstracting Methods	3
MCR 204	Follow Up Data Quality & Utilization	3
MCR 211	Multiple Primary and Hematopoietics	3
MCR 220	Cancer Registry Clinical I	2
MCR 221	Cancer Registry Clinical II	2
Total		25

Cancer Registry Management



Career Certificate, (SPC.MCR)

The Cancer Registry Management Certificate is offered to individuals who possess the technical and clinical knowledge and skills required to maintain cancer-related data collection systems. These individuals manage and analyze clinical cancer information for the purposes of processing, maintaining, compiling, and reporting health information in many areas including: Research, Quality Management and Improvement, Facility Planning and Marketing, Long-Term patient follow up, Cancer Program Development, Survival Data, Compliance with Reporting Standards, Evaluation of the Results of Treatment, National Accreditation Standards.

Cancer registrars are data management experts who report cancer statistics for various healthcare agencies. Registrars work closely with physicians, administrators, researchers, and health care planners to provide support for cancer program development, ensure compliance of reporting standards, and serve as a valuable resource for cancer information with the ultimate goal of preventing and controlling cancer. The cancer registrar is involved in managing and analyzing clinical cancer information for the purpose of education, research, and outcome measurement. This 25 credit certificate program is geared towards professionals who currently have an associate degree and wish to obtain the necessary knowledge to sit for the National Cancer Registry Associations (NCRA) Certified Tumor Registrar credential (CTR).

The Rowan College at Burlington County Cancer Registry Management is Accredited by the Formal Education Program Review Committee (FEPRC) of the National Cancer Registrars Association (NCRA), 1330 Braddock Place, Suite 520, Alexandria, VA 22314. (703) 299-6640

Program Courses		edits
MCR 101	Cancer Registry Structure and Management	3
MCR 104	Cancer Registry Operations	3
MCR 111	Cancer Registry Disease Coding and Staging	3
MCR 114	Oncology and Coding	3
MCR 201	Abstracting Methods	3
MCR 204	F/U, D.Q. & Utilization	3
MCR 211	Multiple Primary and Hematopoietics	3
MCR 220	Clinical I	2
MCR 221	Clinical II	2
Total Requ	Total Required Credits	

Coding



Career Certificate, (SPC.ACO)

This program will prepare students for entry level employment as a medical coder in the inpatient or other medical settings such as clinics, physician offices, health insurance companies, and consulting firms. Student will acquire basic knowledge to: assign diagnoses/procedure codes using ICD-10-CM/PCS; assign procedure codes using CPT-4; validate coding accuracy using clinical information in the patient's health record; use electronic application and work processes to support clinical classification and coding; understand Major Complications or Comorbidity (MCC) and Complication or Comorbidity (CC); understand Diagnostic Related Groups (DRG's); understand interpret and apply regulatory guidelines; and prepare for the coding certification exam of the student's choice.

Students will receive a career certificate and 26 credits that can easily transfer to the HIT associate degree. The program is part-time and classes are typically offered in the evenings and/or online.

Admission requirements: Graduation from high school or attainment of a GED with C grade or higher; High school biology or equivalent college course work.

Required (Courses Include Cr	edits
BIO 110	Fund. of Anatomy and Physiology I (lecture)	3
BIO 114	Fund. of Anatomy and Physiology II (lecture)	3
HIT 105	Medical Terminology	2
HIT 115	Pathophysiology	3
HIT 117	Pharmacology	3
HIT 205	HCPCS Coding (CPT-4)	3
HIT 209	ICD-10-CM Coding	3
HIT 210	ICD-10-PCS Coding	3
HIT 211	Reimbursement Methodologies	3
Elective: Se	lect one 3-credit course from the following:	
HIT 238	Applications in Acute Care Coding 3	
HIT 239	Applications in	— 3
	Ambulatory Coding 3	
Total Requ	uired Credits	29

Computed Tomography



Career Certificate, (SPC.CTC)

This program is designed to give the ARRT, American Registry of Radiologic Technologists, credentialed radiologic technologist the ability to seek a position as a Computed Tomography Technologist upon completion. The 18 career credits are based on the ASRT. American Society of Radiologic Technologists, Curriculum Guide for Computed Tomography. The enrolled student will be given the knowledge and clinical time necessary to prepare for the ARRT CT examination. The program includes courses utilizing hybrid (online and in class) instruction. The course are generally offered in 7-week blocks during the fall and spring semesters. The two 15-week clinical components of 270 hours are taken in the fall and the spring. An additional 10-week summer clinical of 108 hours is available to those students requiring additional clinical time.

Admitted students must:

- Hold ARRT, RT(R) credentials
- Hold a State of New Jersey Diagnostic Radiography license;
- Complete a satisfactory physical examination indicating they can perform the rigorous program activities;
- Undergo and pass a criminal background check and drug screening;
- Maintain malpractice/liability insurance and personal health insurance throughout the program;
- Students are responsible for their own transportation to clinical sites.

Limitation: See program coordinator.

Program Courses		Credits
CTP 110	Introduction to Computed Tomography	3
CTP 120	CT Sectional Anatomy and Pathology	3
CTP 130	CT Procedures	3
CTP 140	CT Physics and Equipment	3
CTP 150	CT Clinical Education I	3
CTP 151	CT Clinical Education II	3
CTP 152*	CT Clinical Education III	2
Total Required Credits		18

*CPT 152 is optional.

Dental Hygiene



Associate of Applied Science, (AAS.DHY)

This program prepares students for a career as a Registered Dental Hygienist by combining classroom instruction with laboratory and clinical experience. It is a rigorous and demanding program, both physically and academically, providing students with a knowledge base to integrate manual skills with the delivery of high-quality oral health care services.

The program emphasizes skills in communication, critical thinking, personal integrity, assessment and evaluation of a variety of treatment options. It prepares students to interact with patients as clinician, health educator, prevention specialist, and counselor in order to deliver a total health maintenance package.

The New Jersey Board of Dentistry regulates dental hygiene licensure. All persons desiring to practice dental hygiene in New Jersey shall first secure a license from the Board. Licensure applicants must demonstrate competence by passing both the National Dental Hygiene Boards and the American Dental Hygiene Licensing Examination. Successful completion of the New Jersey Jurisprudence examination and an affidavit of good moral character are also required. Additionally, the Board of Dentistry requests a criminal background check.

Students interested in Dental Hygiene should attend one of our informational seminars, held periodically throughout the year.

Enrollment is limited. Admitted students must:

- hold current certification in CPR for health care professionals;
- satisfactorily complete a physical examination which indicates that they can participate in all clinical activities;
- maintain malpractice/liability insurance and personal health insurance throughout the program;
- undergo and pass a criminal background check and drug screening.

Attendance at extramural clinical sites for enrichment of experience is mandatory. Students are also responsible for their own transportation to specified sites.

The program includes clinical experience in the process of dental hygiene care. Students are apprised that they may be exposed to bloodborne pathogens and potentially infectious diseases. They are also required to sit as patients for their student partners. The program includes education and training to ensure the safety of the student, the public, and the faculty and staff.

Graduates of this program should be able to:

- Develop self-awareness, self-direction, critical think skills, self-evaluative skills, and professional accountability;
- Obtain entry-level positions as professional dental hygienists with the ability to transfer to accredited institutions of higher learning;
- Practice within the legal, ethical, and regulatory framework and standards of professional dental hygiene practice;
- Participate as members of their professional organizations and serve their community as healthcare professionals.

General Education Courses †	Credits
Written & Oral Communications	
(ENG 101 and SPE 102 required)	6
Mathematics (MTH 107 required)	3
Natural Science (BIO 110/111 required)	4
Social Science (PSY 101 required)	3
Additional General Education Requirements	
(SOC 101 and CHE 210 required)	6
Total	22

† See General Education Requirements on page 52.

Program Courses		Credits
BIO 114	Fundamentals of Anatomy	
	& Physiology II	3
BIO 115	Fundamentals of Anatomy	
	& Physiology II Lab	1
BIO 155	Basic Microbiology	3
BIO 156	Basic Microbiology Lab	1
CHE 107	Chemistry	3
CHE 108	Chemistry Lab	1
DHY 101	Pre-clinical Dental Hygiene	4
DHY 110	Dental Head and Neck Anatomy	3
DHY 120	Dental Radiology	3
DHY 130	Dental and Medical Emergencies	1
DHY 140	Oral Embryology and Histology	2
DHY 151	Clinical Services I	4
DHY 160	Periodontology I	2
DHY 200	Dental Pharmacology and Pain Control	2
DHY 201	Clinical Services II	4
DHY 210	Periodontology II	2
DHY 220	Oral Pathology	3
DHY 222	Local Anesthesia	1
DHY 240	Dental Public Health	3
DHY 241	Supportive Therapies	3
DHY 251	Clinical Services III	4
Total		53

The Rowan College at Burlington County Dental Hygiene Program is accredited by:

Total Required for Degree

American Dental Association's Commission on Dental Accreditation, 211 East Chicago Ave, Chicago, Illinois, 6011 Telephone 1-800-621-8099 ext 2718

Diagnostic Medical Sonography



64

Associate of Applied Science, (AAS.DMS)

This accredited program prepares students for a career as a Diagnostic Medical Sonographer. A Sonographer is a medical professional who performs diagnostic imaging in which a radiologist will read and transcribe an official report of findings. This diagnostic imaging modality utilizes sound waves to perform diagnostic imaging. Students will learn about anatomy, pathology, protocols of examinations, and how to interact with other medical professionals and physicians to enable the best care to be provided for patients.

The program consists of academic, laboratory, and clinical components. General Education and program courses provide a foundation in the knowledge and skills needed to develop a life of personal fulfillment and contribution to society. Content areas of the academic component include radiology organization and procedures, physiology and pathology of organs and vasculature of the abdominal and pelvic cavities, OB/GYN pathology and physiology, vascular pathology and physiology, patient care, ultrasound equipment, and future uses of ultrasound technology. Experience at the clinical education setting and the on-campus lab is required to successfully complete the competency-based clinical component.

The program emphasizes communication, critical thinking, personal integrity, assessment and evaluation of ultrasound images and performance of diagnostic ultrasound exams. It prepares students to interact with patients as well as all health care professionals.

Students who are interested in this program should plan to attend a DMS Information Seminar, which is held periodically throughout the year. The application is available at rcbc.edu/DMS.

Students admitted must be CPR certified (from the American Heart Association, BLS for healthcare professionals), complete a satisfactory physical examination indicating they can perform the rigorous program activities, have a GPA of 3.0 or higher, must be 18 at the start of the program, have completed high school biology and algebra with a "C" or better, undergo and pass a criminal background check, PA FBI fingerprinting check and drug screening, and maintain malpractice/liability insurance and personal health insurance throughout the program. DMS students are responsible for their own transportation to clinical sites.

Graduates of this program should be able to:

- Perform non-invasive and imaging ultrasound examinations;
- Apply their technical knowledge while operating ultrasound equipment;
- Utilize their knowledge in the outpatient and/or hospital settings;
- Discuss healthcare related issues with other healthcare professionals.

Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756, (727) 210-2350. In collaboration with: Joint Review Committee — Diagnostic Medical Sonography (JRC-DMS), 6021 University Boulevard, Suite 500, Ellicott City, MD 21043, (443) 973-3251

General Education Courses †	Credits
Written & Oral Communications	
(ENG 101 and ENG 102 required)	6
Mathematics (MTH 107 required)	3
Natural Science (BIO 110/111 or BIO 208/209)	4
Social Science (PSY 101 required)	3
Additional General Education Requirements	
(BIO 114 or BIO 212, BIO 115, SOC 101)	7
Total	23

† See General Education Requirements on page 52.

Program C	Courses	Credits
DMS 101	Introduction to Sonography	2
DMS 102	Cross-sectional Anatomy	2
DMS 107	Ultrasound Abdomen	3
DMS 108	Ultrasound Abdomen Lab	1
DMS 110	Ultrasound Physics I	2
DMS 113	Ultrasound OB/GYN I	2
DMS 114	Ultrasound OB/GYN I Lab	1
DMS 130	Pediatrics and Small Parts	2
DMS 131	Pediatrics and Small Parts Lab	1
DMS 211	Ultrasound Physics II	2
DMS 214	Ultrasound OB/GYM II	3
DMS 215	Ultrasound OB/GYN II Lab	1
DMS 218	Ultrasound Vascular	2
DMS 219	Ultrasound Vascular Lab	1
DMS 220	Clinical Practicum I	3
DMS 224	Sonographic Interpretations I	2
DMS 230	Clinical Practicum II	4
DMS 240	Clinical Practicum III	4
PHY 107	Fundamentals of Physics*	3
Total		41

Total Required for Degree

* PHY 107 is a prerequisite for admissions to the AAS.DMS program

Electronic Health Record



Career Certificate, (SPC.EHR)

This program will prepare students for workforce roles that will facilitate the conversion of a paper-based medical record system to an electronic system. Some key employment settings include, but are not limited to: healthcare provider's offices or clinics, healthcare facilities, state and local health agencies, and Health IT Vendors.

Students will acquire knowledge to: develop revised workflow and information management models for a practice based on meaningful use of a certified E.H.R. product, apply project management and change management principles to create implementation project plans, and apply a user oriented approach to training on a range of health IT applications.

After successful completion of the program students will receive an Electronic Health Record career certificate. Students will also be prepared to sit for a national credential exam offered by American Health Information Management Association (AHIMA) or the Health Information Management Systems Society (HIMSS).

The program includes courses utilizing hybrid (online and classroom lab) and distance learning (online) instruction.

Admission Requirements: Graduation from high school or attainment of a GED with a C grade or higher and a current background in health sciences or IT preferred.

Required C	ourses Include Ci	edits
HIT 105	Medical Terminology	2
HIT 120	Introduction to Healthcare and Public Health	3
HIT 121	Introduction to Health IT	3
HIT 224	Healthcare Info Systems	3
HIT 228	Fundamentals of Health IT Workflow Process	3
HIT 229	IT Project Management	4
HIT 230	Training & Instructional Design in Healthcare	e 4
Total Requi	red Credits	22

Exercise Science Health and Wellness Promotion



Associate of Science, (AS.HWP)

The Exercise Science Health and Wellness Promotion major provides students with an introduction to subjects that are fundamental to these topics. This major includes instruction in the basic science courses that prepare students to meet the needs, at an introductory level, to the personal fitness field. This major articulates with the exercise science major at a 4 year college. The program covers nutritional requirements for consumers that promote health and wellness, explores the relationship of exercise science and health, and serves as the essential first step for the student who wishes to pursue higher education in this field. The major is open to all students admitted to the college.

To apply for the program, students should complete a Rowan College at Burlington County application and take all necessary assessments. Other requirements include a High School Diploma or GED.

Graduates of this program should be able to:

- Demonstrate an understanding of the interrelationship among exercise science, health promotion, and wellness;
- Recognize the impact of unhealthy behavior on individual health and wellness;
- Exhibit oral and written communication skills necessary to interact with other health care professionals and consumers;
- Communicate the fundamentals of nutrition and its effects on physical performance and health.

General Education Courses †	Credits
Written Communication	6
Mathematics (MTH 107 or MTH 112 or MTH 130)	3-4
Natural Science (BIO 103/104 and CHE 107/108	
or CHE 115/116)	8
Social Science (PSY 101, SOC 101)	6
Arts & Humanities	3
History	3
Diversity	3
Total	32-33

† See General Education Requirements on page 51.

Program C	ourses	Credits
Select 4 crea	lits from:	
BIO 110	Fundamentals of Anatomy & Physiology	3
BIO 111	Fundamentals of Anatomy & Physiology Lab	1
or	et i nysiology Eur	4
BIO 208	Human Anatomy & Physiology	3
BIO 209	Human Anatomy	
	& Physiology Lab	1
Select 4 crea	lits from:	
BIO 114	Fundamentals of Anatomy	
	& Physiology II	3
BIO 115	Fundamentals of Anatomy	
	& Physiology II Lab	1
or		4
BIO 212	Human Anatomy & Physiology II	3
BIO 213	Human Anatomy & Physiology II Lab	1
HWP 101	Introduction to Health Promotion and Wellness	3
HWP 110	Introduction to Exercise Science	3
NUR 220	Nutrition in Nursing and Health Care	3
SPE 102	Public Speaking	3
Total		20
Electives (r	ecommended):	7-8
CIS 161	Computer Applications	
HUS 207	Addiction Dynamics and Interventions	
PSY 203	Human Sexuality	
PSY 257	Psychology of Adjustment	
Total Requ	ired for Degree	60

Health Information Technology



Associate of Applied Science, (AAS.HIT)

Health information management (HIM) is the practice of acquiring, analyzing, and protecting digital and traditional medical information vital to providing quality patient care. HIM programs incorporate the disciplines of medicine, management, finance, information technology, and law into one curriculum. HIM professionals are highly trained in the latest information management technology applications and understand the workflow in any healthcare provider organization from large hospital systems to the private physician practice. They are vital to the daily operations management of health information and electronic health records (EHRs). They ensure a patient's health information and records are complete, accurate, and protected.

This program prepares students for a career in the field of health information management. The curriculum combines didactic courses (mostly offered via distance learning) with professional practice experience in selected health care facilities. Graduates of this program are eligible to apply to the American Health Information Management Association (AHIMA) to establish eligibility to take the certification examination and earn the credential RHIT, Registered Health Information Technician.

Students must apply to the program and undergo a criminal history background check. (see program website). Students admitted must have a satisfactory physical examination prior to beginning HIT 110 (PPE I) and HIT 212 (PPE II). HIT students are responsible for their own transportation (including all parking and/or toll expenses) to professional practice sites.

Students are required to maintain membership in the American Health Information Management Association, maintain personal health insurance coverage throughout the program and to purchase a Program Key for EHRGo, an educational EHR, for the duration of the program.

Graduates of this program should be able to:

- Demonstrate knowledge of Health Data Structure, Content and Standards:
- Demonstrate an understanding of quality management and performance improvement programs, be able analyze clinical data and identify trends that demonstrate quality, safety, and effectiveness of healthcare;
- Demonstrate an understanding of human resources including, leadership, teams, committees, orientation and training programs, performance measurement, benchmarking and QI tools;
- Demonstrate knowledge of Healthcare Delivery Systems, including information system policies and procedures, current laws, accreditation, licensure and certification standards, comply with the changing regulations in reimbursement systems, and differentiate the roles of various providers and disciplines throughout the continuum of healthcare;
- Demonstrate the use of Information and Communication
 Technologies including hardware and software to ensure data
 collection, storage, analysis, and reporting of information,
 common and specialized software applications used in healthcare,
 and apply policies and procedures necessary in the use of the
 electronic health records, personal health records and public health
 applications.

General Education Courses †	Credits
Written & Oral Communications	
(ENG 101 and SPE 102 required)	6
Mathematics (MTH 107 required)	3
Natural Science (BIO 110/111 required)	4
Social Science (PSY 101 required)	3
Additional General Education Requirements	
(BIO 114 and CIS 161 required)	6
Total	22

† See General Education Requirements on page 52.

Program Co	ourses Cred	its
BIO 115	Fundamentals of Anatomy & Physiology II Lab	1
COM 200	Business and Professional Communication	3
HIT 102	Introduction to Health Information Technology	3
HIT 103	Legal Aspects of Health Information	3
HIT 105	Medical Terminology	2
HIT 107	Health Information in Nonacute Care	3
HIT 110	Professional Practice Experience I	2
HIT 115	Pathophysiology	3
HIT 117	Pharmacology	3
HIT 204	Healthcare Management & Personnel	3
HIT 205	HCPCS (CPT-4) Coding	3
HIT 209	ICD-10-CM Coding	3
HIT 210	ICD-10-PCS Coding	3
HIT 211	Reimbursement Methodologies	3
HIT 212	Professional Practice Experience II	2
HIT 218	Healthcare Quality and	
	Performance Improvement	3
HIT 224	Healthcare Information Systems	3
Total		46

This program is accredited by Commission on Accreditation for Informatics and Information Management Education (CAHIIM) Accreditation Services c/o AHIMA, 233 N. Michigan Avenue, 21st Floor Chicago, Il 60601-5800, (312) 233-1131

Total Required for Degree

Healthcare Informatics



63

Associate of Applied Science, (AAS.HCI)

The Healthcare Informatics major prepares students to enter the healthcare workforce in entry level IT roles. The major provides students with an introduction to subjects that are fundamental to these topics. The curriculum combines didactic courses with a professional practice experience in selected healthcare facilities.

Students who are interested in this program should attend a Health Information Management (HIM)/Healthcare Informatics information session and visit the HIM website at rcbc.edu/him. The Healthcare Informatics program applies selective admission standards. Therefore admission to the college does not guarantee admission to the program. Students must apply to the program and undergo a criminal history background check.

Graduates of this program should be able to:

- Apply skills in healthcare IT workflow;
- Demonstrate skills needed to be professional and technically competent;
- Demonstrate effective oral and written communication skills:
- Demonstrate the ability to analyze and interpret data that will lead to improved quality of care.

General Education Courses †	Credits
Written and Oral Communications	
(ENG 101 and SPE 102 required)	6
Mathematics (MTH 130 required)	4
Natural Science	
(BIO/CHE/PHY/PSC w Lab recommended)	4
Social Science (SOC 160 required)	3
Additional General Education Requirements	
(MTH 143 and CIS 161 required)	7
Total	24

† See General Education Requirements on page 52.

Program C	Courses Cre	dits
CIS 138	Introduction to Operating Systems	4
CSE 110	Introduction to Computer Science	4
CSE 213	Database Systems	3
HIT 103	Legal Aspects of Health Information	3
HIT 120	Introduction to Healthcare and Public Health	3
HIT 121	Introduction to Health IT	3
HIT 218	Quality and Performance Improvement	3
HIT 224	Healthcare Information Systems	3
HIT 228	Fundamentals of Health IT Workflow Process	3
HIT 229	IT Project Management	4
HIT 230	Training and Instruction Design in Healthcare	4
HIT 250	Healthcare Informatics Internship	2
Total		39

Health Science



Credits

Associate of Science, (AS.HSC)

The Health Science major provides students with an introduction to subjects that are fundamental to health related professions. This interdisciplinary major includes instruction in the basic science courses that prepare students to meet the needs of a modern healthcare delivery system. Courses also assist to develop interactive skills. The major is open to all students admitted to the college. Graduates of this program will be able to articulate with a variety of majors at a 4 year institution, such as a general health science degree or other majors that require the same basic sciences and general education classes. Students often enroll in this major to complete prerequisites for health related degrees.

To apply for the program, students should complete a Rowan College at Burlington County application and take all necessary assessments. Other requirements include a High School Diploma or GED.

Graduates of this program should be able to:

- Demonstrate knowledge of the fundamental concepts, theories, and applications of health science;
- Describe the impact of the sciences, including biology, chemistry, and physics, on health science;
- Use the scientific method to examine health and well-being;
- Describe the interdisciplinary relationship among biological, psychological, and cognitive factors in understanding overall health.

General Education Courses	Credits
Written & Oral Communications	6
Mathematics (MTH 107)	3
Natural Science (BIO 110/111 or BIO 208/209	
BIO 114/115 or BIO 212/213)	8
Social Science (PSY 101 & SOC 101)	6
Arts & Humanities (PHI 101)	3
History	3
Diversity	3
Total	32

† See General Education Requirements on page 52.

Program Courses

Total Required for Degree

Select 19-22 cred	it hours from the following:	
BIO 103/104	General Biology I and Laboratory	4
BIO 107/108	General Biology II and Laboratory	4
Select 4 credit ho	urs from the following:	
BIO 155/156	Basic Microbiology and Laboratory	4
BIO 221/222	Microbiology and Laboratory	4 - 4
CHE 107/108	Chemistry and Laboratory	4
CHE 115/116	General Chemistry I and Laborator	y 4
CHE 117/118	General Chemistry II and Laborato	ory 4
Select 3 credit hor	urs from the following:	
CHE 210	Nutrition	3
NUR 220	Nutrition in Nursing and Healthcare	3 3
Select 3-4 credit I	hours from the following:	
MTH 112	College Algebra	3 -3-4
MTH 130	Precalculus	4
PHY 110/111	Principles of Physics I and Lab	4
PHY 112/113	Principles of Physics II and Lab	4
PSY 256	Developmental Psychology	3
Total		19-22
Electives (any H	IT course recommended)	6-9

Health Science



Associate of Applied Science, (AAS.HSC)

The Associate of Applied Science Degree in Health Science is for practicing allied healthcare paraprofessionals who have graduated from an accredited postsecondary education program with a certificate and/or diploma and who are certified or licensed to practice in their chosen field. This curriculum is designed for healthcare paraprofessionals who have completed a non-credit postsecondary healthcare program culminating in a certificate or licensure. Certification or licensure must be recognized by the appropriate accrediting agencies. This program offers the general education component which, when completed and combined with credit awarded for prior postsecondary healthcare education, qualifies the student to be awarded an Associate of Applied Science (A.A.S.) Degree in Health Science.

Applicants must meet the general admission criteria of the college and are required to submit the following documentation for review: A copy of current license and or certificate, official transcripts and diploma from the completed training program, and a current resume.

The number of credits awarded for non-credit post-secondary healthcare education will be determined after a review of the documentation. A maximum of thirty credits for certification/licensure will be granted after completion of the required Rowan College at Burlington County degree requirements (with grades of "C" or higher) resulting in an A.A.S. Degree in Health Science.

Postsecondary accredited health sciences program consisting of a minimum of 500 hours will earn 30 college credits. Accredited allied health programs with no less than 300 and up to 499 hours will earn a minimum of 22 college credits.

Students receiving less than 30 credits for their postsecondary work should select additional courses to graduate with a minimum of 62 credits. See page 49, Associate of Arts (A.A.) Degree.

It is important to note that this curriculum will not confer eligibility for advanced certification nor advanced licensure within the healthcare disciplines.

Graduates of this program should be able to:

- Practice within the parameters of individual knowledge and experience;
- Practice within the ethical, legal and regulatory frameworks of professional practice;
- Serve as a positive role model within the healthcare setting and community at large;
- Recognize the impact of economic, political, social and demographic forces on the delivery of healthcare;
- Participate in lifelong learning.

General Education Courses	Credits
Written & Oral Communications	
(ENG 101 and ENG 102 required)	6
Mathematics (MTH 107 required)	3
Natural Science (BIO 110/111 required)	4
Social Science (PSY 101 required)	3
Additional General Education Requirements	
(SOC 101 required & any diversity course*)	6
Total	22

^{*}See college catalog General Education Requirements on page 51.

Technical Core Credits

The number of credits awarded for non-credit post-secondary healthcare education will be determined after a review of the documentation. A maximum of thirty credits for certification/licensure will be granted after completion of the required Rowan College at Burlington County degree requirements (with grades of "C" or higher) resulting in an A.A.S. Degree in Health Science.

Accredited Health Sciences Program

Subtotal	22-30 credits
Total	52
Electives	8
Total Required for Degree	60

Magnetic Resonance Imaging



Career Certificate, (SPC.MRP) §

This program is designed to give the ARRT, American Registry of Radiologic Technologists, credentialed radiologic technologist the ability to seek a position as a Magnetic Resonance Imaging Technologist upon completion. The 18 career credits are based on the American Society of Radiologic Technologists, Curriculum Guide for Magnetic Resonance Imaging. The enrolled student will be given the knowledge and clinical time necessary to prepare for the ARRT MRI examination. The program includes courses utilizing hybrid (online and in class) instruction. The course are generally offered in 7-week blocks during the Fall and Spring semesters. The two 15-week clinical component of 270 hours are taken in the Fall and the Spring. An additional 10-week summer clinical of 108 hours is available to those students requiring additional time.

Admitted students must:

- Hold ARRT, RT(R) credentials;
- Hold current certification in CPR from the American Heart Association BLS for Health Care professionals;
- Complete a satisfactory physical examination indicating they can perform the rigorous program activities;
- Undergo and pass a criminal background check and drug screening;
- Maintain malpractice/liability insurance and personal health insurance throughout the program;
- Students are responsible for their own transportation to clinical sites.

Limitation: See program coordinator.

Program C	ourses	Credits
MRP 110	Introduction to Magnetic Resonance Imagin	g 3
MRP 120	MRI Sectional Anatomy and Pathology	3
MRP 130	MRI Procedures	3
MRP 140	MRI Physics & Equipment	3
MRP 150	MRI Clinical Education I	3
MRP 151	MRI Clinical Education II	3
MRP 152*	MRI Clinical Education III	2
Total Requ	ired Credits	20

*MRP 152 is optional.

Medical Billing Specialist



Certificate, (SPC.MBS) §

This program will prepare a student become a medical biller. Medical billing is the process of submitting and following up on claims with health insurance companies in order to receive payment for services rendered by a healthcare provider. Medical billing translates a healthcare service into a billing claim. The responsibility of the medical biller in a healthcare facility is to follow the claim to ensure the practice receives reimbursement for the work the providers perform.

The biller typically assembles all data concerning the bill. This can include charge entry, claims transmission, payment posting, insurance follow-up, and patient follow-up. Medical billing specialists are largely responsible for making sure medical office revenue cycles run smoothly.

Medical billers regularly communicate with physicians and other healthcare professionals to clarify diagnoses or to obtain additional information. The medical biller must understand how to read the medical record and, like the medical coder, be familiar with CPT®, HCPCS Level II and ICD-10-CM codes.

The program will prepare the student to sit for the Certified Professional Biller (CPB^{TM}) credential.

Graduates of this certificate will:

- Code and classify data for medical billing using current classification systems,
- Use written and verbal skills to communicate clearly using standard medical terminology,
- Comply with standards and regulations required by law in healthcare practices
- Demonstrate knowledge of anatomy and physiology, and basic disease processes related to the human body.

Program Courses		Credits
HIM 101	Introduction to the Medical Office	3
HIM 110	Human Body in Health and Disease	3
HIM 200	Billing & Claims Processing	3
HIT 105	Medical Terminology	2
HIT 205	HCPCS (CPT-4)	3
HIT 209	ICD-10-CM Coding	3
Total Required Credits		17

Nursing



Associate of Applied Science, (AAS.NUR)

The philosophy of the nursing program of Rowan College at Burlington County is consistent with the mission of the college in its commitment to meet the educational needs of the community at large. The program reflects the constantly changing patterns of healthcare delivery.

This program combines classroom instruction with laboratory and clinical experiences. Students are admitted twice yearly and can choose day or evening class and clinical placements. Graduates are prepared to sit for the National Council Licensing Examination for Registered Nurses. Nursing licensure is regulated by the New Jersey Board of Nursing and legal limitations exist for eligibility to take the licensure exam. A criminal history background check is a prerequisite for admittance to the program. Students with a positive background will not be admitted to the program.

Interested applicants should check rcbc.edu/nursing for updates to admission that are posted each semester. Basic requirements for admission include: High school diploma or GED; High school level algebra, biology and chemistry with labs or equivalent college course work with a grade of C or better; achievement of a cumulative GPA of 3.0 or greater in all college course work; completion of all remedial work as determined by the College Assessment Test; CPR certification through American Heart Association BLS for Health Care Professionals; Physical examination indicating they can perform required activities outlined in the student handbook; Personal health insurance; Clear background check and FBI fingerprinting; and negative drug screen.

Graduates of this program will be able to:

- Apply critical thinking skills to guide decisions regarding nursing practice for individuals and groups within a complex health care delivery system;
- Adapt therapeutic interventions to assist individuals and groups in the promotion maintenance and restoration of health;
- Apply professional standards and cultural concepts in planning the care of patients with complex healthcare alterations;
- Evaluate therapeutic communication strategies when caring for individuals and groups of patients with complex healthcare alterations:
- Synthesize evidence based research as it applies to the care of patients with complex healthcare alterations;
- Demonstrate incorporation of professional nursing standards of practice and commitment to professional development into personal nursing practice.

*LPNs can substitute NUR 130, 131, 132 with NUR 118.

General Education Courses †	
Written & Oral Communications	
(ENG 101 & ENG 102 required)	6
Mathematics (MTH 107 required)	3
Natural Science (BIO 110/111 required)	4
Social Science (PSY 101 required)	3
Additional General Education Requirements	
(SOC 101 required and PHI 101 required)	6
Total	22

† See General Education Requirements on page 52.

Program Co	ourses Cre	dits
BIO 114	Anatomy and Physiology II	3
BIO 115	Anatomy and Physiology II Lab	1
BIO 155	Microbiology	3
BIO 156	Microbiology Laboratory	1
PSY 256	Developmental Psychology	3
NUR 130*	Fundamentals of Nursing	4
NUR 131*	Fundamentals of Nursing Laboratory	1
NUR 132*	Fundamentals of Nursing Clinical	1
NUR 140	Nursing Care of the Childbearing Family	2
NUR 141	Nursing Care of the Childbearing	
	Family Clinical	2
NUR 145	Nursing Care of the Children and Families	2
NUR 146	Nursing Care of Children and Families Clinical	1 2
NUR 216	Management and Professional Issues	1
NUR 220	Nutrition in Nursing and Health Care	3
NUR 240	Nursing Care of Patients with	
	Mental Health Alterations	2
NUR 241	Nursing Care of Patients with Mental Health Alterations Clinical	1
NUR 245	Nursing Care of Patients	
	with Medical Surgical Health Alterations	3
NUR 246	Nursing Care of Patients	
	with Medical Surgical Health Alterations	
	Clinical	2
NUR 250	Advanced Concepts of Nursing Care	4
NUR 251	Advanced Concepts of Nursing Care Clinical	4
NUR 303	Pharmacology for Nursing	3
Total		48
Total Requi	ired for Degree	70

The Rowan College at Burlington County Nursing Program is accredited by:

The New Jersey Board of Nursing, 124 Halsey St., 6th Floor, Newark, NJ 07102 (973) 504-6430 and the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road, Suite 850, Atlanta, GA 30326 (404) 975-5000 • www.acenursing.com • Fax (404) 975-5020

Paramedic Science



Associate of Applied Science, (AAS.PAR)

The philosophy of the Virtua Paramedic Science Program at Rowan College at Burlington County is consistent with the mission of the college in its commitment to meet the educational needs of the community at large. The program addresses current needs within emergency medical care in healthcare delivery.

The program combines classroom instruction with high fidelity laboratory simulation and clinical experiences to encourage critical thought in the care of patients requiring emergency assistance.

*Basic requirements for admission include:

- High school diploma or GED;
- High school level English, algebra and biology;
- Completion of all remedial work as determined by the college assessment test;
- Current and valid EMT certification from New Jersey;
- CPR certification for the healthcare provider or the professional rescuer through the American Heart Association, American Red Cross or National Safety Council;
- The ability to perform the physical requirements of the profession;
- A complete medical history and physical exam to include bloodwork and a drug screen;
- A criminal history background check with FBI fingerprinting; and
- Personal health insurance.

Graduates of this program will be able to:

- Perform entry-level skills in a variety of settings as described by the scope of practice for a paramedic;
- Demonstrate personal and professional ethics and interpersonal communication skills that are expected in emergency settings;
- Utilize critical thinking skills to assess and care for a diverse population of critically ill and injured patients;
- Exhibit proficiency in the use of technology and adjunct and diagnostic equipment utilized in paramedic sciences; and
- Demonstrate leadership skills in assuming responsibility for directing and managing emergency situations.

General Education Courses †	Credits
Written & Oral Communications	6
Mathematics (MTH 107)	3
Natural Science (BIO 110/111)	4
Social Science (PSY 101)	3
Additional General Education Requirements	
(BIO 114/115, PSY 256 required)	7
Total	23

† See General Education Requirements on page 52.

Program Courses		Credits
PAR 111	Principles of Paramedic Science	4
PAR 112	Paramedic Skills and Scenario Lab	1
PAR 113	Paramedic Clinical Practice I	1
PAR 121	Principles of Paramedic Science II	8
PAR 122	Paramedic Skills and Scenario Lab II	1
PAR 123	Paramedic Clinical Practice II	1
PAR 231	Principles of Paramedic Science III	4
PAR 232	Paramedic Skills and Scenario Lab III	1
PAR 233	Paramedic Clinical Practice III	2
PAR 242	Paramedic Skills and Scenario Lab IV	2
PAR 243	Paramedic Clinical Practice IV	3
PAR 252	Paramedic Skills and Scenario Lab V	1
PAR 253	Paramedic Field Internship I	3
PAR 262	Paramedic Skills and Scenario Lab VI	1
PAR 263	Paramedic Field Internship II	3
PAR 272	Paramedic Skills and Scenario Lab VII	1
PAR 273	Paramedic Field Residency	2
Total		39
Total Requ	uired for Degree	62

*Please see paramedic science student handbook for all admission requirements.

The Virtua Paramedic Science Program at Rowan College at Burlington County is accredited by:

The Commission on Accreditation of Allied Health Education Programs (CoAEMSP), 8301 Lakeview Parkway Suite 111-312, Rowlett, TX 75088, 214-703-8445, FAX 214-703-8992, www.coaemsp.org

Paramedic Science



Certificate, (CRT.PAR) §

The philosophy of the Virtua Paramedic Science Program at Rowan College at Burlington County is consistent with the mission of the college in its commitment to meet the educational needs of the community at large. The program addresses current needs within emergency medical care in healthcare delivery.

The program combines classroom instruction with high fidelity laboratory simulation and clinical experiences to encourage critical thought in the care of patients requiring emergency assistance.

- *Basic requirements for admission include:
- High school diploma or GED;
- High school level English, algebra and biology;
- Completion of all remedial work as determined by the college assessment test:
- Current and valid EMT certification from New Jersey;
- CPR certification for the healthcare provider or the professional rescuer through the American Heart Association, American Red Cross or National Safety Council;
- The ability to perform the physical requirements of the profession;
- A complete medical history and physical exam to include bloodwork and a drug screen;
- A criminal history background check with FBI fingerprinting; and
- Personal health insurance.

Graduates of this program will be able to:

- Perform entry-level skills in a variety of settings as described by the scope of practice for a paramedic;
- Demonstrate personal and professional ethics and interpersonal communication skills that are expected in emergency settings;
- Utilize critical thinking skills to assess and care for a diverse population of critically ill and injured patients;
- Exhibit proficiency in the use of technology and adjunct and diagnostic equipment utilized in paramedic sciences; and
- Demonstrate leadership skills in assuming responsibility for directing and managing emergency situations.

General Education Courses †	Credits
Natural Science (BIO 110/111)	4
Natural Science (BIO 114/115)	4
Total	8

† See General Education Requirements on page 51.

Program C	ourses	Credits
PAR 111	Principles of Paramedic Science	4
PAR 112	Paramedic Skills and Scenario Lab	1
PAR 113	Paramedic Clinical Practice I	1
PAR 121	Principles of Paramedic Science II	8
PAR 122	Paramedic Skills and Scenario Lab II	1
PAR 123	Paramedic Clinical Practice II	1
PAR 231	Principles of Paramedic Science III	4
PAR 232	Paramedic Skills and Scenario Lab III	1
PAR 233	Paramedic Clinical Practice III	2
PAR 242	Paramedic Skills and Scenario Lab IV	2
PAR 243	Paramedic Clinical Practice IV	3
PAR 252	Paramedic Skills and Scenario Lab V	1
PAR 253	Paramedic Field Internship I	3
PAR 262	Paramedic Skills and Scenario Lab VI	1
PAR 263	Paramedic Field Internship II	3
PAR 272	Paramedic Skills and Scenario Lab VII	1
PAR 273	Paramedic Field Residency	2
Total		39

Total Required for Degree 47

The Virtua Paramedic Science Program at Rowan College at Burlington County is accredited by:

The Commission on Accreditation of Allied Health Education Programs (CoAEMSP), 8301 Lakeview Parkway Suite 111-312,
Rowlett, TX 75088, 214-703-8445, FAX 214-703-8992, www.coaemsp.org

^{*}Please see paramedic science student handbook for all admission requirements.

Radiography



Associate of Applied Science, (AAS.RAD)

This program prepares students for entry into careers as Radiologic Technologists (RT). A Radiologic Technologist is responsible for the production of radiographic images. This is a full-time day program which begins each fall semester and lasts six consecutive semesters (24 months).

The program consists of both an academic and clinical component. General education and program courses provide a foundation in the knowledge and skills needed to develop a life of personal fulfillment and contribution to society. Content areas of the academic component include positioning, exposure, patient care, equipment, and radiation protection. Experience at the clinical education setting and lab is required to successfully complete the competency based clinical component.

The program emphasizes communication, critical thinking, personal integrity, assessment and evaluation of radiographs and performing radiography exams. It prepares students to interact with patients as well as all health care professionals.

Enrollment into this program is limited by the number of available clinical sites. Students who are interested in this program should plan on attending the Radiography Information Seminar, which is held periodically throughout the year. A Radiography program application must be submitted and the applicant must meet specific criteria for admission. The application form is available on the Radiography Program website, rcbc.edu/radiography. The application cycle begins November 1 and ends January 31.

Admitted students must:

- Hold current certification in CPR from the American Heart Association BLS for Health Care professionals;
- Complete a satisfactory physical examination indicating they can perform the rigorous program activities;
- Undergo and pass a criminal background check and drug screening;
- Maintain malpractice/liability insurance and personal health insurance throughout the program;
- Students are responsible for their own transportation to clinical sites.

Graduates of the program are eligible to take the examination offered by the American Registry of Radiologic Technologists and/ or the state licensing examination.

Graduates of this program should be able to:

- Have knowledge and skills required to be clinically competent in all radiographic tasks necessary for an entry level radiographer including; apply positioning skills, utilize safe radiation protection practices, and attain the technical knowledge appropriate for an entry level technologist on the ARRT examination;
- Demonstrate oral and written communication skills;
- Develop critical thinking skills including; adapt standard procedures for non-routine patients and critique images for diagnostic quality;
- Model professionalism including; demonstrate a good work ethic and participate in personal and professional growth opportunities.

General Education Courses †	Credits
Written & Oral Communications	
(ENG 101 and SPE 102 required)	6
Mathematics (MTH 107 required)	3
Natural Science (BIO 110/111 required)	4
Social Science (PSY 101 required)	3
Additional General Education Requirements	
(CIS 101 and SOC 101 required)	6
Total	22

† See General Education Requirements on page 52.

Program Co	ourses Cr	edits
BIO 114	Fund. of Anatomy & Physiology II	3
BIO 115	Fund. of Anatomy & Physiology II Lab	1
HIT 105	Medical Terminology	2
RAD 107	Principles of Radiation Protection & Biology	2
RAD 113	Introduction to Radiologic Science	2
RAD 117	Patient Care in Radiologic Science	2
RAD 127	Radiographic Image Production,	
	Characteristics & Principles	2
RAD 129	Digital Image Acquisition and Display	2
RAD 140	Radiography Clinical Procedures I	3
RAD 142	Clinical Practicum & Image Evaluation I	2
RAD 150	Radiography Clinical Procedures II	3
RAD 152	Clinical Practicum & Image Evaluation II	2
RAD 160	Radiography Clinical Procedures III	3
RAD 162	Clinical Practicum & Image Evaluation III	2
RAD 235	Radiographic Imaging Equipment	2
RAD 240	Radiography Clinical Procedures IV	3
RAD 242	Clinical Practicum & Image Evaluation IV	3
RAD 250	Radiography Clinical Procedures V	2
RAD 252	Clinical Practicum & Image Evaluation V	3
RAD 262	Clinical Practicum & Image Evaluation VI	3
Total		47
	RAD 129 RAD 140 RAD 142 RAD 150 RAD 152 RAD 160 RAD 162 RAD 235 RAD 240 RAD 242 RAD 250 RAD 252 RAD 262	Characteristics & Principles RAD 129 Digital Image Acquisition and Display RAD 140 Radiography Clinical Procedures I RAD 142 Clinical Practicum & Image Evaluation I RAD 150 Radiography Clinical Procedures II RAD 152 Clinical Practicum & Image Evaluation II RAD 160 Radiography Clinical Procedures III RAD 162 Clinical Practicum & Image Evaluation III RAD 235 Radiographic Imaging Equipment RAD 240 Radiography Clinical Procedures IV RAD 242 Clinical Practicum & Image Evaluation IV RAD 250 Radiography Clinical Procedures V RAD 262 Clinical Practicum & Image Evaluation V RAD 262 Clinical Practicum & Image Evaluation VI

Total Required for Degree

69

This program is accredited by Joint Review Committee on Education in Radiologic Technology, 20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-2901

(312) 704-5300 | mail@jrcert.org

New Jersey Radiologic Technology of Board Examiners Department of Environmental Protection Bureau of X-Ray Compliance P.O. Box 420 Mail Code 25-01, Trenton, NJ 08625-0420 (609) 984-5890

Computer Information Systems



Option to Liberal Arts and Sciences, (AS.INF)

This program is designed for students who intend to complete a baccalaureate degree in Information Systems with an emphasis on business applications of information systems in the decision-making and data processing environment.

Students should consult the catalog of the college where they intend to complete their studies and enroll in courses which will meet transfer requirements.

Graduates of this program should be able to:

- Analyze a complex computing problem and apply principles of computing and other relevant disciplines to identify solutions;
- Design, implement, and evaluate a computing-based solution to meet a given set of computing requirements in the context of a program's discipline;
- Communicate effectively in a variety of professional contexts;
- Recognize professional responsibilities and make informed judgments in computing practice based on legal and ethical principles;
- Function effectively as a member or leader of a team engaged in activities appropriate to the program's discipline;
- Support the delivery, use, and management of information systems within an information systems environment.

General Education Courses †	Credits
Written & Oral Communications	6
Mathematics (MTH 142 required)	3
Natural Science	7
Social Science (SOC 160 recommended)	6
Arts & Humanities	3
History	3
Diversity	3
Total	31

† See General Education Requirements on page 51.

Program Co	ourses	Cre	edits
CIS 150	Networking Fundamentals		4
CSE 110	Introduction to Computer Science I		4
CSE 112	Introduction to Computer Science II		4
CSE 135	Computer Programming & Problem Solvi	ng	3
CSE 213	Database Systems		3
MTH 201	Linear Algebra	3	
	or	\vdash	— 3
MTH 226*	Discrete Mathematics	3	
Total			21

Electives (please select 8 credit hours from the following:)

ACC 110	Principles of Accounting I	3	
CIS 165	Network & Systems Administration	4	
CIS 200**	Fundamentals of Network Security	4	8
CSE 222	Advanced Programming Workshop I	2	
CSE 223	Advanced Programming Workshop II	2	
MTH 119	Calculus II and Analytic Geometry	4	
MTH 143	Statistics I	3	

Total Required for Degree

^{*} Required for Rowan 3+1 in Computing and Informatics

^{**}Recommended for Rowan 3+1 in Computing and Informatics

Computer Management Information Systems



Associate of Applied Science, (AAS.MIS)

This program is designed primarily to meet the needs of those students who intend to seek immediate employment in the business world. The student will receive background in theory and practice in modern computer programming, applications, and business systems analysis.

Management Information Systems is a very specialized area within the computer field. In addition to courses in information processing, the curriculum includes courses in business-related subjects.

Graduates of this program should be able to:

- Analyze a complex computing problem and apply principles of computing and other relevant disciplines to identify solutions;
- Design, implement, and evaluate a computing-based solution to meet a given set of computing requirements in the context of a program's discipline;
- Communicate effectively in a variety of professional contexts;
- Recognize professional responsibilities and make informed judgments in computing practice based on legal and ethical principles;
- Function effectively as a member or leader of a team engaged in activities appropriate to the program's discipline;
- Identify and analyze user needs and take them into account in the selection, creation, integration, evaluation, and administration of computing-based systems.

General Education Courses †	Credits
Written & Oral Communications	6
Mathematics (MTH 141 required)	3
Natural Science	4
Social Science	3
Arts & Humanities	3
Additional General Education Requirements	
(Required – any diversity course listed on page 51)	3
Total	22

† See General Education Requirements on page 52.

Program Courses		Credits
ACC 110	Principles of Accounting I	3
ACC 111	Principles of Accounting II	3
BUA 101	Business Functions in a Global Society	3
CIS 132	MS Access Techniques and Programming	3
CIS 139	Introduction to Python	3
CIS 150	Networking Fundamentals	4
CIS 165	Network and Systems Administration	4
CIS 207	Introduction to Computer Forensics	3
ENG 105	Technical Writing	3
Total		29
Electives	(Any CIS, CSE or	
	EET courses recommended)	9
Total Required For Degree		

Computer Networking Support and Servicing



Career Certificate, (SPC.EET)

This special program will enable students to prepare for both
A+ and CISCO-CCNA Certification examinations. These two
industry-recognized certificates would qualify the individuals
for numerous job opportunities as Computer and Networking
Service Technicians. All courses in this certificate apply toward
Computer Networking Technology AAS degree program.

Program	Courses	Credits
liugiaiii	Courses	Cicuits

Total Required Credits		27
EET 240	Digital Electronics	4
EET 210	IT Essentials: A+	4
CIS 207	Introduction to Computer Forensics	3
CIS 200	Fundamentals of Network Security	4
CIS 165	Network and Systems Administration	4
CIS 150	Networking Fundamentals	4
EET 121	Circuits I*	4

*If the student does not have a previous background in circuits it is recommended that he/she take EET 101.

Computer Science



Associate of Science, (AS.CSE)

This program is designed to prepare graduates for transfer to four-year colleges and universities offering baccalaureate majors in computer science, information systems, and related fields.

Students should consult the catalog of the college where they intend to complete their bachelor's degree studies and enroll in courses which will meet transfer requirements.

Graduates of this program should be able to:

- Analyze a complex computing problem and apply principles of computing and other relevant disciplines to identify solutions;
- Design, implement, and evaluate a computing-based solution to meet a given set of computing requirements in the context of a program's discipline;
- Communicate effectively in a variety of professional contexts;
- Recognize professional responsibilities and make informed judgments in computing practice based on legal and ethical principles;
- Function effectively as a member or leader of a team engaged in activities appropriate to the program's discipline;
- Apply computer science theory and software development fundamentals to produce computing-based solutions.

General Education Courses †	Credits
Written & Oral Communications	6
Mathematics (MTH 118 required)	4
Natural Science (PHY 210/211 required,	
BIO 103/104, CHE 115/116* or PHY 212/213)	8
Social Science Any**	6
Arts & Humanities	3
History	3
Diversity	3
Total	33

† See General Education Requirements on page 51.

Program Courses		Credits
CSE 110	Introduction to Computer Science I	4
CSE 112	Introduction to Computer Science II	4
CSE 210	Machine & Assembler Language	3
MTH 119	Calculus II and Analytic Geometry	4
MTH 226	Discrete Mathematics	3

,		0	
CSE 114*	Object Oriented Programming		
	and Data Abstraction	4	
CSE 135	Computer Programming		
	and Problem Solving	3	
CSE 215	Programming Languages	3	
CSE 222	Advanced Programming Workshop	2	— 9
CSE 223	Advanced Programming Workshop II	2	
CSE 225	Computer Organization	3	
MTH 201*	Linear Algebra	3	
PHY 212*	General Physics II	3	
PHY 213*	General Physics Laboratory II	1	
Total			27

60 Total Required for Degree

Electives (Select a minimum of 9 credits from the following):			
CSE 114*	Object Oriented Programming		
	and Data Abstraction	4	
CSE 135	Computer Programming		
	and Problem Solving	3	
CSE 215	Programming Languages	3	
CSE 222	Advanced Programming Workshop	2	 9
CSE 223	Advanced Programming Workshop II	2	
CSE 225	Computer Organization	3	
MTH 201*	Linear Algebra	3	
PHY 212*	General Physics II	3	
PHY 213*	General Physics Laboratory II	1	
Total			27

^{*}Indicates course is recommended for Rowan University. **SOC 160 is recommended as one of the social sciences for Rowan University.

Cybersecurity



Associate in Applied Science, (AAS.IAC)

The mission of the Rowan College at Burlington County Cybersecurity program is to prepare students for careers in the areas of cyber/information security, computer security, network security, information technology criminal investigation, or transfer to a four-year college. Our graduates will be technically competent, able to communicate effectively and demonstrate professionalism. Students who plan to transfer to a 4-year college should select electives based on the requirements of the college they intend to transfer to.

Graduates of this program should be able to:

- Analyze a complex computing problem and apply principles of computing and other relevant disciplines to identify solutions;
- Design, implement, and evaluate a computing-based solution to meet a given set of computing requirements in the context of a program's discipline;
- Communicate effectively in a variety of professional contexts:
- Recognize professional responsibilities and make informed judgments in computing practice based on legal and ethical principles;
- Function effectively as a member or leader of a team engaged in activities appropriate to the program's discipline;
- Apply security principles and practices to the environment, hardware, software, and human aspects of a system.

General Education Courses †	Credits
Written & Oral Communications	
(ENG 101 and SPE 102 required)	6
Mathematics (MTH 130 required)	4
Natural Science	4
Arts & Humanities	3
Social Science (SOC 160 required)	3
Additional General Education Requirements	
(MTH 118, MTH 142, or MTH 226* required)	3-4
Total	23-24

† See General Education Requirements on page 52.

4 4 4 4 3
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21
31 6

*Indicates courses is required for 3+1 in Computing and Informatics

Total Required for Degree

Criminal Justice



60

Associate of Science, (AS.CRJ)

The Criminal Justice program provides students with an education based in a liberal arts core and interdisciplinary criminal justice curriculum. The criminal justice aspect focuses on law, law enforcement, and corrections. It examines legal systems, the impact of crime, the criminal justice system's role, and organization and techniques of applied criminal justice through a group of program and specialized elective courses, as well as a program of internship and independent study.

The program prepares students for continuing education in the field, as well as careers in the major institutions of criminal justice and law enforcement on a local, state and federal level. It also acquaints students with the growing career opportunities in the private security and investigation industries.

Students who wish to transfer to a baccalaureate program are strongly advised to seek information regarding admission and transfer requirements.

Criminal justice is an aspect of our lives that is continuously changing with new case decisions, advanced technology and changes in public opinion and policy. The need for educated professionals in the public and private sectors of criminal justice has created many fascinating and rewarding career options. The extreme media and public interest in the system has also provided tremendous increases in the professions of criminal justice.

Graduates of this program should be able to:

- Demonstrate knowledge of the five major Amendments of the U.S. Constitution that apply to the Criminal Justice System, including the 1st, 4th, 5th, 6th, and 8th;
- Demonstrate the application of critical thinking skills in the criminal justice system;
- Analyze the relevance of addiction, socioeconomic status, and environmental factors to criminal behavior and an individual's experience with the criminal justice process;
- Describe the interrelationships between the police, corrections, and court systems.

General Education Courses †	Credits
Written & Oral Communications	6
Mathematics	3
Natural Science	7-8
Social Science	6
Arts & Humanities	3
History	3
Diversity	3
Total	31-32

† See General Education Requirements on page 51.

Program Courses		(Credits
CRJ 101	Introduction to Criminal Justice		3
CRJ 102	Police Operations and Procedures		3
CRJ 103	Introduction to the Correctional System		3
CRJ 106	Introduction to Court Systems		3
			ı
Select six cre	dit hours from the following:		
CRJ 111*	Criminal Law	3	
CRJ 113*	Criminal Investigations	3	
CRJ 114	Criminalistics	3	<u> </u>
CRJ 203	Legal Rights of the Convicted	3	
CRJ 207	Community Corrections	3	6
CRJ 213	Arson Investigation	3	
CRJ 217	Juvenile Delinquency	3	
CRJ 218	Introduction to Private Security	3	
CRJ 219	Organized Crime	3	
Total			18
Electives (no	commended):		10-11
CRJ 220	· · · · · · · · · · · · · · · · · · ·		10-11
POL 215	Constitutional Law		
10221)	Constitutional Day		

*CRJ 111 and CRJ 113 are recommended for the 3+1 Law and Justice Studies program.

Total Required for Degree

Fire Investigation



Career Certificate, (SPC.FSI)

This certificate is designed to provide the technical knowledge and specific skills necessary for fire investigation to those already active in the field of firefighting and prevention as well as for those who may be interested in these areas.

This program requires a minimum of 29 credits. The four Fire Science (FSC)* courses are offered through the Burlington County Emergency Services Training Center in Westampton. Attendance at these courses requires sponsorship by a county fire company. Applicants needing assistance for sponsorship should contact the Burlington County Emergency Services Training Center at (609) 702-7157. The two Criminal Justice (CRJ) courses are offered at Rowan College at Burlington County.

General Education Course		Credits
ENG 101	College Composition I	3
D		Credits
Program C	ourses	Credits
FSC 101	Introduction to Fire Science*	7
FSC 103	Fire Detection and Suppression Systems*	3
FSC 201	Fire Service Construction Principles*	4
FSC 204	Fire Inspector Certification*	6
CRJ 113	Criminal Investigation	3
CRJ 213	Arson Investigation	3
Total Required Credits		

^{*}These courses are offered at the Burlington County Emergency Services Training Center in Westampton.

Fire Science



Career Certificate, (SPC.FSC)

This certificate recognizes the completion of program courses offered through the Burlington Emergency Services Training Center. These courses are designed for the professional education needs of firefighters as well as those interested in a

volunteer service in the field of firefighting and prevention. Students who complete this program will develop a working understanding of the fundamentals of fire science technology and fire protection engineering using the most advanced fire science technology available.

This program requires students to be sponsored by a county fire company. Applicants needing assistance for sponsorship should contact the Burlington County Emergency Services Training Center at (609) 702-7157.

This certificate requires 27 credits. Coursework can be applied to the Associate of Applied Science degree in Technical Studies.

Program Courses		Credits
FSC 101	Introduction to Fire Science*	7
FSC 102	Fire Department Organization and	
	Management*	4
FSC 103	Fire Detection and Suppression Systems*	3
FSC 201	Fire Service Construction Principles*	4
FSC 202	Tactics and Strategies*	3
FSC 204	Fire Inspector Certification*	6
Total Required Credits		27

^{*}These courses are offered at the Burlington County Emergency Services Training Center in Westampton.

Paralegal

Associate of Applied Science, (AAS.LEX)

Approved by the American Bar Association

This program is intended to prepare individuals for employment as a paralegal, also referred to as a legal assistant. A paralegal is a person, qualified by education, training or work experience, who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity, and who performs specifically delegated substantive legal work for which a lawyer is responsible.

This program prepares students to perform the functions of a paralegal which typically include communicating with clients, drafting legal documents, performing research, and case management. Paralegals may not engage in the practice of law.

This rigorous program combines an in-depth study of legal concepts and the application of those concepts with a strong background in general education. This combination prepares students to work in diversified legal environments.

Students who plan to complete a baccalaureate program should consult with the program director early in the enrollment process regarding transfer opportunities or with the receiving institution regarding the transfer of credits.

Graduates of this program should be able to:

- Demonstrate an understanding of legal terminology;
- Conduct client interviews and collect relevant information for the preparation of a case;
- Demonstrate an understanding of the distinctions between the judicial systems at the local, state and national levels;
- Locate, research and cite sources of law;
- Draft documents typically required of working paralegals;
- Develop high standards of legal ethics and professional conduct.

In order to ensure the quality and integrity of the program, transfer credit for any legal specialty (LEX designated) course will only be accepted from institutions approved by the American Bar Association. In this regard, a limit of 15 credits of legal specialty courses will be accepted.

The course entitled Paralegal Skills and Practices and the course entitled Paralegal Internship are excluded from transfer in all cases.

In any instance wherein the transfer of a course from an American Bar Association approved institution has a course title or description that is not an obvious match to a corresponding course at Rowan College at Burlington County, the Coordinator of the Paralegal Program will determine the acceptance of the transfer course.

No credit is currently awarded for legal specialty courses other than by transfer or attendance.

Students are required to take at least 10 semester credits or equivalent of legal specialty courses through traditional classroom instruction.

The Rowan College at Burlington County Paralegal Program is accredited by: American Bar Association Standing Committee on Paralegals, 321 N. Clark, Chicago, IL 60654-7598, (800) 285-2221, (312) 988-5618, Fax: (312) 988-5483, www.americanbar.org, www.abaparalegals.org

General Education Courses †	Credits
Written & Oral Communications	6
Mathematics (MTH 107 or higher required)	3
Natural Science	4
Social Science	3
Arts & Humanities	3
Additional General Education Requirements	
(CIS 101 required)	3
Total	22

† See General Education Requirements on page 52.

Program C	Courses	(Credits
BUA 205	Business Law I		3
LEX 110	Introduction to Paralegal Studies		3
LEX 111	New Jersey Legal Systems		3
LEX 112	Legal Writing		3
LEX 113	Legal Research and Library Use		3
LEX 122	Family Law		3
LEX 123	Bankruptcy Law		3
LEX 124	Real Property		3
LEX 125	Comparative Business Entities		3
LEX 212	Civil Litigation Practice		3
LEX 214	Administration of Decedents' Estates		3
LEX 235	Paralegal Internship		2
Select at lea	st 3 credit hours from the following:		
ACC 110	Principles of Accounting I	3	
BUA 208	Labor-Management Relations	3	
CIS 207	Introduction to Computer Forensics	3	
CRJ 111	Criminal Law	3	
CRJ 203	Legal Rights of the Convicted	3	3
CRJ 217	Juvenile Delinquency	3	
ETC 105	Entertainment Law	3	
HIT 103	Legal Aspects of Health Information	3	
POL 215	Constitutional Law	3	

Total Required for Degree 60

Total

Political Science



Option to Liberal Arts, (AA.POL)

The study of political science encompasses the human experience within the constantly changing world political system. The Political Science program provides studies in United States, foreign, and international politics, and government. Political Science courses offer a range of basic requirements for careers in law, criminal justice, corrections, business, industry, government service, teaching, public policy, political journalism, lobbying, legislative service, and political research. Students who wish to transfer to a baccalaureate program upon completion of the AA in Political Science should check the catalogs of four-year colleges and universities in order to coordinate requirements.

Graduates of this program should be able to:

- Describe the types of governments currently part of the world political system and how they impact daily life and modern-day politics;
- Analyze and critically assess the formal and informal political institutions and their respective roles;
- Analyze the causes and consequences of different forms of political participation and outline the ways in which individuals and groups can affect political outcomes;
- Examine the historical forces and processes that helped shape the basic concepts, issues, and theories in the world political system;
- Identify international organizations and their role in international politics.

General Education Courses †	Credits
Written & Oral Communications	9
Mathematics (MTH 107 recommended)	3
Natural Science	7-8
Technology	3
Social Science	6
Arts & Humanities	9
History (HIS 101 & HIS 102 recommended)	6
Diversity	3
Total	46-47

† See General Education Requirements on page 49.

Program Courses		Credits
POL 101	American Government and Politics	3
POL 103	Comparative Government and Politics	3
Select 6 crea	lit hours from the following:	
POL 215	Constitutional Law	3
POL 220	Western Political Thought	3 - 6
POL 250	International Politics	3
Total		12
Elastinos (m.		1-2
,	ecommended): Business Law I	1-2
BUA 206	Business Law II	
CRJ 111	Criminal Law	
Total Requ	ired for Degree	60

Biology



Option to Liberal Arts and Sciences, (AS.BIO)

This program prepares students to transfer to a four-year institution to complete a baccalaureate degree with a major in one of the following areas: biology, microbiology, biotechnology, physical therapy, pharmacology or physician assistant programs. Students in this program engage in a broad-based liberal arts and sciences curriculum that is typical of freshman and sophomore biology majors at a four-year institution.

Graduates of baccalaureate biology programs can enter professional programs such as medicine, dentistry, veterinary medicine, chiropractic medicine, and physical or occupational therapy. Biology graduates can also continue graduate work beyond their baccalaureate degree and enter exciting research fields such as molecular biology, microbiology, botany, and zoology.

Graduates of this program should be able to:

- Describe and be able to apply biological concepts and principles;
- Communicate effectively both verbally and in writing;
- Apply critical thinking skills in the design and analysis of scientific experiments.

General Education Courses †	Credits
Written & Oral Communications	6
Mathematics (MTH 118 or MTH 130 required)	4
Natural Science (CHE 115/116 & CHE 117/118 requir	ed) 8
Social Science	6
Arts & Humanities	3
History	3
Diversity	3
Total	33

† See General Education Requirements on page 51.

Program C	ourses	Credits
BIO 103	General Biology I	3
BIO 104	General Biology I Laboratory	1
BIO 107	General Biology II	3
BIO 108	General Biology II Laboratory	1
CHE 240	Organic Chemistry I	3
CHE 241	Organic Chemistry I Laboratory	1
Select 9 crea	lits from the following:*	
BIO 202*	General Biology III: Biological Skills	4
BIO 204*	General Biology IV: Global Biology	4
BIO 208	Human Anatomy & Physiology I	3
BIO 209	Human Anatomy & Physiology I Lab	1
BIO 212	Human Anatomy & Physiology II	3
BIO 213	Human Anatomy & Physiology II Lab	1
BIO 221	Microbiology	3
BIO 222	Microbiology Laboratory	1
BIT 210	Molecular Genetics	3
CHE 242	Organic Chemistry II	3 - 9
CHE 243	Organic Chemistry II Laboratory	1
MTH 119	Calculus II and Analytic Geometry	4
PHY 110	Principles of Physics I	3
PHY 111	Principles of Physics I Laboratory	1
PHY 112	Principles of Physics II	3
PHY 113	Principles of Physics II Laboratory	1
PHY 210	General Physics I	3
PHY 211	General Physics I Laboratory	1
PHY 212	General Physics II	3
PHY 213	General Physics II Laboratory	1
Total		21
Electives		6

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^{*}Indicates course is required for Rowan 3+1 BA and BS in Biological Sciences.

Biotechnology



Option to Liberal Arts and Sciences (AS.BIT)

This program prepares students for transfer to a four-year college or university or for a laboratory technician position in laboratories engaged in biotechnology. Graduates of this program may choose career paths in medical, pharmaceutical, agricultural, environmental, or forensic science industries, as well as basic biological research.

This program provides both theoretical and practical knowledge of the biotechnology field along with a solid foundation in biology, chemistry, and mathematics. Through lecture courses and extensive laboratory experiences the student will be trained in a broad range of techniques involving molecular genetics, protein recovery, cell culture, and microbial growth control. Record keeping, interpretation and trouble shooting of experiments, and interpersonal skills are also emphasized.

Students planning to transfer after graduation should consult the catalog of the college where they intend to complete their studies and enroll in courses, which will meet transfer requirements.

Graduates of this program should be able to:

- Communicate effectively both verbally and in writing;
- Apply critical thinking and problem solving skills in the analysis of data, in the design of experimental procedures and evaluation of outcomes;
- Knowledge of the terms, techniques and theories applied to Biotechnology;
- Demonstrate good laboratory skills.

General Education Courses †	Credits
Written & Oral Communications	6
Mathematics (MTH 130 required)	4
Natural Science (BIO 103/104 & CHE 115/116 require	ed) 8
Social Science	6
Arts & Humanities	3
History	3
Diversity	3
Total	33

† See General Education Requirements on page 51.

Program C	Courses	Credits
BIO 107	General Biology II	3
BIO 108	General Biology II Laboratory	1
BIO 221	Microbiology	3
BIO 222	Microbiology Laboratory	1
CHE 117	General Chemistry II	3
CHE 118	General Chemistry II Laboratory	1
CHE 240	Organic Chemistry I	3
CHE 241	Organic Chemistry I Laboratory	1
CHE 242	Organic Chemistry II	3
CHE 243	Organic Chemistry II Laboratory	1

Electives (Select 3 credits from the following):

Note that The Control of the Co

Total			23
BIT 293	Special Projects in Biotechnology III	3	
BIT 220	Protein Recovery and Purification	3	
	Microbial Fermentation	3	3
BIT 214	Cell Culture and		
BIT 210	Molecular Genetics	3	

Electives (CSE 135, MTH 143 recommended)

Total Required for Degree 60

Chemistry



Option to Liberal Arts and Sciences, (AS.CHE)

This program prepares students for transfer into baccalaureate programs leading to careers in fields such as industrial chemist, pharmaceutical chemist, medicine, pharmacy, and environmental technology.

Graduates of this program should be able to:

- Demonstrate a thorough knowledge of chemistry by analyzing information and solving problems;
- Have the skills required to work safely and effectively in a scientific laboratory;
- Discuss areas related to chemistry such as ethics, information technology, intellectual property and regulatory compliance;
- Demonstrate the ability to communicate effectively both verbally and in writing.

General Education Courses †	Credits
Written & Oral Communications	6
Mathematics (MTH 118 required)	4
Natural Science (PHY 210/211 & PHY 212/213 require	ed) 8
Social Science	6
Arts & Humanities	3
History	3
Diversity	3
Total	33

† See General Education Requirements on page 51.

Program C	ourses	Credits
CHE 115	General Chemistry I	3
CHE 116	General Chemistry I Laboratory	1
CHE 117	General Chemistry II	3
CHE 118	General Chemistry II Laboratory	1
CHE 240	Organic Chemistry I	3
CHE 241	Organic Chemistry I Laboratory	1
CHE 242	Organic Chemistry II	3
CHE 243	Organic Chemistry II Laboratory	1
MTH 119	Calculus II and Analytic Geometry	4
Total		20
Electives (re	ecommended):	7
MTH 220	Calculus III and Analytic Geometry	
BIO 103	General Biology I	
Total Requ	ired for Degree	60

Environmental Science



Option to Liberal Arts and Sciences, (AS.ENV)

This program is designed for the student who wishes to pursue a bachelor's degree at a four-year institution in the field of Environmental Science, Environmental Technology, Environmental Engineering, Wildlife Management, Ecology, and Wastewater Engineering.

Graduates of this program should be able to:

- Discuss ecological concepts by critically analyzing data sets and figures;
- Understand and employ the scientific method when performing an experiment;
- Demonstrate knowledge of the world's major ecosystems;
- Describe the diversity of human populations as they relate to the distribution of natural resources;
- Demonstrate an understanding of the ethical, economic and political framework in which environmental issues are enmeshed.

General Education Courses †	Credits
Written & Oral Communications	6
Mathematics (MTH 118 or MTH 130 recommended)	4
Natural Science (BIO 103/104 & CHE 115/116 require	ed) 8
Social Science	6
Arts & Humanities	3
History	3
Diversity	3
Total	33

† See General Education Requirements on page 51.

Program Co	ourses	C	redits
BIO 107	General Biology II		3
BIO 108	General Biology II Laboratory		1
Select 19 cre	dit hours from the following:		_
BIO 130	Environmental Science	3	
BIO 131	Environmental Science Lab	1	
CHE 117	General Chemistry II	3	
CHE 118	General Chemistry II Laboratory	1	
CHE 240	Organic Chemistry I	3	
CHE 241	Organic Chemistry I Laboratory	1	
CHE 242	Organic Chemistry II	3	
CHE 243	Organic Chemistry II Laboratory	1	
MTH 118	Calculus I and Analytic Geometry	4	
MTH 119	Calculus II and Analytic Geometry	4	
MTH 143	Statistics I	4	— 19
PHY 110/111	Principles of Physics I /Lab	4	
PHY 210/211	General Physics I/Lab	4	
PHY 112/113	Principles of Physics II/Lab	4	
PHY 212/213	General Physics II/Lab	4	
PSC 120	Introduction to Geology	3	
PSC 121	Introduction to Geology Laboratory	1	
GIS 101	Fundamentals of Geographic		
	Information Systems (GIS)	4	
GIS 160	Introduction to Mapping &	,	
	Geographic Information Systems (GIS)	4	
Total			23
Electives			4
LICCHVCS			4
Total Requi	ired for Degree		60

Geoscience



Associate of Science, (AS.GSC)

Geoscience is the study of the planet earth and its interrelated components. This program is designed for students interested in transferring to a four-year institution to pursue a Bachelor's degree in Geoscience. The program covers fundamental concepts in geoscience principles, explores the relationships between various geoscience realms, and serves as an important first step for students interested in pursuing higher education in this field. Graduates of this program can enter exciting career fields including geology, hydrology, oceanography, geologic engineering, and natural resource management.

Graduates of this program should be able to:

- Apply scientific concepts and principles;
- Describe simple and complex interactions between various earth science realms;
- Apply critical thinking skills in the analysis of data acquired through scientific inquiry;
- State the importance of society's understanding of various earth sciences and their interactions.

General Education Courses †	Credits
Written Communications	6
Mathematics (MTH 130 or MTH-118)	4
Natural Science (CHE 115/116 and CHE 117/118 requ	ired) 8
Social Science	6
Arts & Humanities	3
History	3
Diversity	3
Total	33

† See General Education Requirements on page 52.

Program C	ourses	(Credits
PSC 120	Introduction to Geology		3
PSC 121	Introduction to Geology Laboratory		1
PSC 140	Introduction to Marine Science		3
PSC 141	Introduction to Marine Science Labora	atory	1
PHY 110	Principles of Physics I		3
PHY 111	Principles of Physics I Laboratory		1
MTH 143	Statistics I		4
	dit hours from the following:		
GIS 101	Fundamentals of Geographic	2	
CIC 201	Information Systems (GIS)	3	
GIS 201	Advanced Applications/Geographic Information Systems (GIS)	3	
GIS 202	Fundamentals of Remote Sensing	3	
PHY 120	Introduction to Astronomy	3	
PHY 121	Introduction to Astronomy Lab	1	— 11
BIO 103	General Biology I	3	
BIO 104	General Biology I Lab	1	
PHY 112	Principles of Physics II	3	
PHY 113	Principles of Physics II Lab	1	
MTH 118	Calculus I	4	
MTH 119	Calculus II	4	<u> </u>

Total Required for Degree 60

Total

Mathematics



Credits

60

Option to Liberal Arts and Sciences, (AS.MTH)

This program is designed to prepare graduates for transfer to a baccalaureate degree program in mathematics or a related area.

Graduates of this program should be able to:

- Differentiate and integrate algebraic and transcendental functions;
- Perform double and triple integrals;
- Perform partial differentiation;
- Solve first order differential equations and second order differential equations with constant coefficients;
- Reason critically, analyze, and solve mathematical problems objectively.

General Education Courses †	Credits
Written & Oral Communications	6
Mathematics (MTH 118 required)	4
Natural Science (PHY 210/PHY 211 required,	
PHY 212/PHY 213 recommended)	8
Social Science	6
Arts & Humanities	3
History	3
Diversity	3
Total	33

† See General Education Requirements on page 51.

Program Courses

Total Required for Degree

CSE 110	Introduction to Computer Science I	4
	or	3-4
CSE 135	Computer Programming	3
	and Problem Solving	4
MTH 119	Calculus II and Analytic Geometry	4
MTH 201	Linear Algebra	3
MTH 220	Calculus III and Analytic Geometry	4
MTH 226	Discrete Mathematics	3
MTH 230	Differential Equations	4
Total		21-22
Electives		6

Physics



Option to Liberal Arts and Sciences, (AS.PHY)

Physics is the study of the basic principles of the natural world. This program is designed for those students interested in transferral into a baccalaureate program in physics. The goals of the program are to provide students with a clear understanding of the basic concepts and principles of physics, and to strengthen their understanding through problem solving and laboratory experiments.

Graduates of this program should be able to:

- Apply critical thinking skills and equations to solve numerical problems;
- Apply critical thinking skills to solve conceptual problems;
- Demonstrate good laboratory skills;
- Demonstrate effective oral and written communication skills.

General Education Courses †	Credits
Written & Oral Communications	6
Mathematics (MTH 118 required)	4
Natural Science	7-8
Social Science	6
Arts & Humanities	3
History	3
Diversity	3
Total	32-33

† See General Education Requirements on page 51.

Total Required for Degree

Program Courses		Credits
CSE 135	Computer Programming &	
	Problem Solving	3
MTH 119	Calculus II and Analytical Geometry	4
MTH 220	Calculus III and Analytical Geometry	4
PHY 210	General Physics I	3
PHY 211	General Physics I Laboratory	1
PHY 212	General Physics II	3
PHY 213	General Physics II Laboratory	1
Total		19
Electives	(CHE 115/116, CHE 117/118; EGR 201, 202; MTH 230 recommended) 8-9

Addictions Counseling



Career Certificate, (SPC.HSA) §

This program will provide students with fundamental training in the area of drug and alcohol counseling. This certificate is of value to students entering the human services profession who are seeking in-depth training in a specialized area of practice as well as those who are already experienced in the drug and alcohol field who may use this certificate to advance their skills and qualifications. This program requires 15 credits in a five course cluster, one of which is a field placement in a drug and alcohol facility.

Program Courses	
Human Services I	3
Human Services II	3
Introduction to Counseling	3
Addiction Dynamics and Interventions	3
Interviewing Techniques	3
red Credits	15
	Human Services I Human Services II Introduction to Counseling Addiction Dynamics and Interventions Interviewing Techniques

§ This certificate is NOT eligible for Financial Aid.

Human Services



Associate in Applied Science, (AAS.HMS)

The Human Services program is designed to educate and train individuals in the human services profession. The human services worker is a generalist who can work in a variety of settings including community health centers; agencies serving the physically and mentally disabled; rehabilitation, drug and alcohol programs and halfway houses. Employment opportunities also exist in services for youth; detention centers; community living arrangements; hospitals; senior citizen; and social agencies and organizations, welfare and human services departments. The generalist approach is achieved through a core of courses which stress the holistic nature of individuals. Emphasis is placed upon becoming competent in the skill areas required for working in the human services field. The Human Services degree program combines classroom learning and a field placement.

Human services students learn to help people to understand their problems and motivate them to seek assistance. They assist in obtaining services for people in need through advocacy, outreach and brokering, and the collection of client personal, social, and vocational data for the preparation of intake reports and case records. The human services student understands how to arrange for and follow-up with specific educational, social, and vocational programs for clients, and gather and evaluate data concerning human services programs. The human services student becomes an effective participant in local planning and development of programs, and learns how to educate and facilitate behavior change in individual clients, their families, and groups in effective problem solving, in daily living skills and in more effective interpersonal relationships.

Human service workers are "people-helping professionals." They serve individuals and groups of all ages in a variety of settings. Human service workers care about others and dedicate themselves to bettering the lives of the persons they work with directly and the community.

Graduates of this program should be able to:

- Demonstrate competency in the core skill areas of the Human Services profession including direct service skills and interpersonal skills;
- Develop a professional identify in human services;
- Be fully knowledgeable of community services;
- Identify the Ethical Standards of Human Services and apply them to professional experiences;
- Examine diverse populations, group dynamics and social issues to assist in establishing a rapport with clients.

General Education Courses †	Credits
Written & Oral Communications	
(ENG 101 and SPE 102 required)	6
Mathematics (MTH 113 or MTH 107 recommended)	3
Natural Science (BIO 103/104 recommended)	4
Social Science (PSY 101 required)	3
Additional General Education Requirements	
(SOC 101 and PHI 101 required)	6
Total	22

† See General Education Requirements on page 52.

Program C	ourses	Credits
HUS 101	Human Services I	3
HUS 102	Human Services II	3
HUS 110	Contemporary Issues in Social Welfare	3
HUS 201	Introduction to Counseling	3
HUS 205	Social Work Process	3
HUS 210	Human Services Field Placement	3
PHI 205	Ethics	3
PSY 105	Introduction to Group Dynamics	3
PSY 202	Interviewing Techniques	3
	Additional Psychology course at 200 level	3
SOC 201	Social Problems	3
SOC 205	Marriage and the Family	3
Total	•	36
Electives		2
Total Requ	ired for Degree	60

Psychology



60

Option to Liberal Arts, (AA.PSY)

The Psychology Option to Liberal Arts provides students with an understanding of how individual behavior is connected to biological, developmental, cognitive, and social processes. This option presents a scientific framework for understanding their own feelings, thoughts, and behaviors, and that of others. In addition, students may be able to deal with their own lives more effectively. The Psychology program offers students the opportunity to gain knowledge of numerous topics in psychology, and to examine select areas in more depth.

Psychology studies are foundational to many career areas such as education, social work, medicine, and industry. Students who plan on transferring to a baccalaureate program in psychology should check the catalog of four-year colleges and universities before selecting courses.

Graduates of this program should be able to:

- Describe key concepts, principles, and overarching themes in psychology;
- Use scientific reasoning to interpret psychological research;
- Apply the perspective of psychology to contemporary social issues;
- Apply critical thinking, analysis, and synthesis to develop and defend a position;
- Demonstrate effective oral and written communication skills:
- Apply psychological content and skills to career goals.

General Education Courses †	Credits
Written & Oral Communications	9
Mathematics	3
Natural Science	
(BIO 103/104 & BIO 107/108 recommended)	7-8
Technology	3
Social Science (PSY 101 required	
& SOC 101 recommended)	6
Arts & Humanities	9
History	6
Diversity	3
Total	46-47

† See General Education Requirements on page 49.

Program Courses		(Credits
Select 12 cre	edit hours from the following:		
PSY 106*	Psychology of Scientific Thinking	3	
PSY 203	Human Sexuality	3	
PSY 210*	Psychology as a Profession and Practice	3	
PSY 250	Educational Psychology	3	
PSY 251	Child & Adolescent Psychology	3	1.2
PSY 255	Abnormal Psychology	3	
PSY 256	Developmental Psychology	3	
PSY 257	Psychology of Adjustment	3	
PSY 258	Psychology of Personality	3	
PSY 259	Social Psychology	3	
Total	-		12
Electives (re	ecommended):		1-2
SRS 150	Introduction to Student Research		
SRS 250	Intermediate Student Research		
SLR 111	Service-Learning Practicum		
SLR 112	Service-Learning Practicum and		
	Community Partnerships		

*Recommended for students transferring to Rowan University.

Total Required for Degree

Sociology



Option to Liberal Arts, (AA.SOC)

Sociology is the study of society and human behavior, social action, and social change. The focus of study in this program involves application of critical thought to social processes and social problems. Specific areas of interest include social institutions, symbolic meaning, bureaucratic organizations, socialization, deviance, political systems, class society, social interaction, the family, gender, minority relations, social movements, and social change.

Students should also coordinate their course work with the catalog of the intended transfer institution since graduates of this program usually transfer.

A degree in sociology prepares the student for work in the public and private sectors, including such diverse fields as government agencies, advocacy groups, educational institutions, social services, counseling, corrections, business management, office administration, mass media, urban studies, ecology and the political arena.

Graduates of this program should be able to:

- Demonstrate a fundamental understanding of social life and human behavior in society;
- Analyze a social problem through the process of research and data;
- Develop an understanding and appreciation of human experience from a global perspective;
- Identify diversity, social catalysts, and the origin of detriments of social issues;
- Explain how contemporary social issues and sociological models can promote an understanding of the sociological perspective.

General Education Courses †	Credits
Written & Oral Communications	9
Mathematics (MTH 107 recommended)	3
Natural Science	7-8
Technology	3
Social Science (ANT 102 & PSY 101 recommended)	6
Arts & Humanities (PHI 101 recommended)	9
History (HIS 102 & HIS 104 recommended)	6
Diversity	3
Total	46-47

† See General Education Requirements on page 49.

Program Courses		Credits
SOC 101	Principles of Sociology	3
Select 9 cred	lit hours from the following:	
SOC 201	Social Problems	3
SOC 205	Marriage and the Family	3 - 9
SOC 208	Social Classes in America	3
SOC 210	Minority Groups	3
Total	-	12
Electives		1-2
Total Required for Degree		60

Advanced and Continuous Studies

Associate of Applied Science, (AAS.ADC)

This program provides students with the means to progress beyond the standard number of credits corresponding to a first associate degree and earn a second associate degree while maintaining matriculation status and financial aid eligibility. Students committed to the RCBC/RU 3+1 program will initially matriculate in the RCBC major that corresponds to the Rowan University baccalaureate degree program of their choice. Subsequent to pursuing the initial associate degree, students will enroll and matriculate in Advanced and Continuous Studies. This second associate degree will be comprised of the already-earned general education credits and additional program courses needed to attain the approximately 90 unique credits required to directly transition into Rowan University's, or other four-year partnering institutions', senior year in their chosen baccalaureate program.

Due to the complex nature of Advanced and Continuous Studies, students are required to meet with an academic advisor prior to matriculating into the program.

Graduates of this program should be able to:

- Apply written, oral, and visual communication skills and conventions to the challenges within varied environments, including the workplace;
- Interpret and employ a method of inquiry to draw conclusions based on verifiable evidence;
- Exhibit competency in the application of technology appropriate to the discipline and academic level;
- Describe and analyze the origins, progression, and current nature of contemporary issues in the discipline.

General Education Courses* †	Credits
Written & Oral Communications	6
Mathematics	3-4
Natural Science	4
Social Science	3
Arts & Humanities	3
Additional General Education Requirements	3-4
Total	22-24

† See General Education Requirements on page 52.

Program Courses

Select a total of 24-30 credits which have not been used towards another degree at the institution and are based upon knowledge of available transfer program.

For a recommended list of courses,

please visit rcbc.edu/rowan/major-maps.

Total	24-30
Electives	8-14
Total Required for Degree	60

^{*}Credits earned previously in the first RCBC associate degree

Advanced and Continuous Studies

Associate of Science, (AS.ADC)

This program provides students with the means to progress beyond the standard number of credits corresponding to a first associate degree and earn a second associate degree while maintaining matriculation status and financial aid eligibility. Students committed to the RCBC/RU 3+1 program will initially matriculate in the RCBC major that corresponds to the Rowan University baccalaureate degree program of their choice. Subsequent to pursuing the initial associate degree, students will enroll and matriculate in Advanced and Continuous Studies. This second associate degree will be comprised of the already-earned general education credits and additional program courses needed to attain the approximately 90 unique credits required to directly transition into Rowan University's, or other four-year partnering institutions', senior year in their chosen baccalaureate program.

Due to the complex nature of the Advanced and Continuous Studies, students are required to meet with an academic advisor prior to matriculating into the program.

Graduates of this program should be able to:

- Apply written, oral, and visual communication skills and conventions of academic discourse to the challenges of a specific discipline.
- Interpret and employ a method of inquiry to draw conclusions based on verifiable evidence.
- Exhibit competency in the application of technology appropriate to the discipline and academic level.
- Describe and analyze the origins, progression, and current nature of contemporary issues in the discipline.

General Education Courses* †	Credits
Written Communications	6
Mathematics	3-4
Natural Science	7-8
Social Science	6
Arts & Humanities	3
History	3
Diversity	3
Total	31-33

† See General Education Requirements on page 51.

Program Courses

Select a total of 27-29 credits which have not been used towards another degree at the institution and are based upon knowledge of available transfer program.

For a recommended list of courses,

please visit rcbc.edu/rowan/major-maps.

Total	27-29

Total Required for Degree 60

^{*}Credits earned previously in the first RCBC associate degree

Liberal Arts

Associate of Arts, (AA.LIB)

The Liberal Arts major, with its twin "Liberal Arts and Sciences" major, is the basic major to prepare one for entering many occupations, especially the professions at a higher level. Liberal arts training has long been considered the mark of becoming an educated person.

At the AA (two-year) level, the major can be taken either as a whole, or by concentrating in one of its "options" (see English, History, Sociology, etc.). Whichever way one chooses, this degree would be the usual preparation for entering a BA (four-year) degree program at a transfer institution. Students should familiarize themselves with specific recommendations of that four-year program to determine whether it would be better to concentrate or to stay with the general Liberal Arts major. Most students who stay with the general major have decided to postpone the narrowing process until they have had more time to explore specific interests.

By studying liberal arts before specializing, the student is making the choice to widen his/her ability to question and to form sound judgements, based on studying the rich world traditions that give us guidance as to what it is to lead a full human life. Technical training without liberal arts training is considered to prepare one for making technical decisions, but not for overall human or social decisions.

Graduates of this program should be able to:

- Demonstrate an understanding of concepts in a variety of fields;
- Identify a specific field based on an exploration of interests;
- Critically read and write the English language;
- Demonstrate an appreciation of Western culture and global diversity;
- Evaluate the complexities of human behavior;
- Appraise human and social decisions with some sophistication and authority.

General Education Courses †	Credits
Written & Oral Communications	9
Mathematics	3
Natural Science	7-8
Technology	3
Social Science	6
Arts & Humanities	9
History	6
Diversity	3
Total	46-47

† See General Education Requirements on page 49.

Program Courses

Credits

To include a concentration of at least four courses or a total of 12 credits which are based upon knowledge of the acceptability of transfer to the receiving college. When students have selected a major program from one of the Liberal Arts programs listed below, they are encouraged to change their major to that program.

Electives 1-2

Total Required for Degree

Liberal Arts and Sciences

Associate of Science, (AS.LSC)

This curriculum is designed for students who desire to pursue an academic concentration in one of the natural science or health sciences areas. Included is the appropriate General Education foundation with sufficient flexibility to accommodate the requirements of the four-year institution(s) to which students may wish to transfer. Students must be familiar with the catalog(s) of the transfer college(s) to enable them to select courses wisely.

Graduates of this program should be able to:

- Understand and employ the scientific method of inquiry to draw conclusions based on verifiable evidence;
- Apply critical thinking and problem solving skills in the analysis of data, in the design of experimental procedures and evaluation of outcomes;
- Understand and explain scientific theories that have had a broad impact on society;
- Demonstrate knowledge of current scientific advances and techniques;
- Demonstrate good laboratory skills;
- Communicate effectively both verbally and in writing.

General Education Courses †	Credits
Written & Oral Communications	6
Mathematics	3
Natural Science	7-8
Social Science	6
Arts & Humanities	3
History	3
Diversity	3
Total	31-32

† See General Education Requirements on page 51.

Program Courses

To include a concentration of at least four courses or a total of 18 credits which are based upon knowledge of the acceptability of transfer to the receiving college.

Total	8	 12-18
Electives		10-17

Total Required for Degree 60

Liberal Arts and Sciences

Certificate, (CRT.LSC) §

This certificate will give students exposure to coursework that will assist them in transferring to four year institutions and will give them a completion certificate. Courses selected should be transfer friendly and follow our general education framework. The certificate will also provide a good background for a student continuing to pursue an associate degree, particularly an Associate of Arts degree.

Program Courses		dits
ENG 101	College Composition I	3
ENG 102	College Composition II	3
SPE 102	Public Speaking	3
	Mathematics (MTH 107 Introduction to Statistics or higher)	
	Natural Science	4
	Social Science	3
	Arts & Humanities	6
	Additional General Education Credits	9
Total		34
Total Requ	ired for Certificate	34

† See General Education Requirements on page 51.

Technical Studies

Associate of Applied Science, (AAS.TES)

This program allows students to earn credits toward an Associate of Applied Science (AAS) degree in Technical Studies through educational experience for approved apprenticeships and corporate, industrial, or military training programs. The technical core credits will be applied to an AAS degree up to 23 credits. Students must earn additional general education credits and program course credits, depending on their choice of concentration.

Students may choose to earn an AAS degree in Technical Studies in a Business Management, Construction Management, or General option.

All elective courses will be selected with the assistance of a faculty advisor.

Graduates of this program should be able to:

- Communicate effectively using written, oral and computer skills.
- Retrieve, create, organize, analyze, disseminate and communicate information using technology.
- Describe the interdisciplinary/ multidisciplinary aspects of the chosen career field.
- Demonstrate ability to think logically and solve problems using analysis, synthesis and evaluation.
- Portray cultural competence and sensitivity in a professional setting.

General Education Courses †	Credits
Written & Oral Communications	6
Mathematics	3
Natural Science (PHY 110/111 recommended)	4
Social Science	3
Arts & Humanities	3
Additional General Education Credits	
(Required – any diversity course listed on page 51)	3
Total	22

† See General Education Requirements on page 52.

Technical Core	Credits*
Credits awarded in recognition of educational	
experience earned for approved apprenticeships	
OR corporate, industrial or military training.	23
Total	23

Concentration Options (choose one)

Students must take 15 credits in a particular area of study (ex. alternative energy, biology, etc.), or in one of the following concentrations:

BUSINESS MANAGEMENT (choose courses with the advice of the Dean)

(choose courses with the advice of the Dean)	15
Total Business Management credits	15
CONSTRUCTION MANAGEMENT	
(choose courses with the advice of the Dean)	15
Total Construction Management credits	15
GENERAL MANAGEMENT (choose courses with the advice of the Dean)	15
Total General Management credits	15
FIRE SCIENCE	
(choose courses with the advice of the Dean)	15
Total Fire Science credits	15

Electives – Any credits not satisfied by Technical Core can be taken as electives.

60

^{*}Credits awarded on successful completion of an approved apprenticeship or corporate, industrial or military training programs.

Course Descriptions

Each description includes a key indicating the weekly hours assigned to lecture, laboratory or studio and clinical activities for the course. For example, 3/2/1 means the course involves 3 hours of lecture per week, 2 hours of lab or studio per week, and 1 hour clinical per week.

Certain courses are offered only once or twice a year or on a 15-week format only. Please check course descriptions and semester brochures. Some courses require a course or materials fee.

ACCOUNTING

ACC 110 Principles of Accounting I 3 cr

This course introduces accrual accounting theory and practice. It emphasizes the accounting cycle, merchandising accounting, income measurement, valuation of assets, internal controls, accounting for current and fixed assets, accounting for current and long term liabilities, accounting for sole proprietorships, partnerships, and corporate business forms, and financial statement presentation and interpretation. It includes instruction in electronic spreadsheet applications.

Prerequisite: MTH-075; ENG-080 or ENG-075 3/0/0 FA/SP Course fee charged

ACC 111 Principles of Accounting II 3 cr.

This course examines the uses of accounting data in the management process. It includes preparing and using financial statements, cost behavior analysis, standard costing, manufacturing, job order and process costing, activity based costing, budgeting and control, performance measurement, responsibility accounting, cash flows, capital budgeting, and incremental analysis. It includes instruction in electronic spreadsheet applications.

Prerequisite: ACC 110 or ACC 113 3/0/0 FA/SP/SU Course fee charged

ACC 116 Computerized Accounting 3 cr.

This course will provide an introduction to computerized accounting practice in a realistic and practical manner. The student will apply accounting concepts and procedures in using the computer. Projects will include general ledger, accounts payable, accounts receivable and payroll. The emphasis of the course will be an in-depth knowledge of a computerized accounting package which will be used to enter transactions, make adjusting entries, and produce financial statements. In addition, Microsoft Excel will be used to computerize the accounting cycle.

Prerequisite: ACC 112

3/0/0

ACC 210 Intermediate Accounting I 3 cr.

This course demonstrates the application of current accounting principles and procedures to problems such as financial statement presentation, balance sheet, profit determination, depreciation and accounting for current assets.

Prerequisite: ACC 113 3/0/0 FA

ACC 211 Intermediate Accounting II 3 cr.

This course emphasizes investments, depreciable assets, intangibles, liabilities, leases, corporate capital, retained earnings, statement of cash flows, and earnings per share.

Prerequisite: ACC 210 3/0/0 SP

ACC 213 Cost Accounting 4 cr.

This course focuses on cost concepts, job order and process costing, analysis of materials, labor and factory overhead costs, budgeting, standard costing, and capital budgeting.

Prerequisite: ACC 113 4/0/0

ALTERNATIVE ENERGY

ALT 110 Energy Auditing for Residential Buildings

This course will assist students to understand single-family buildings and how residential structures interact with the internal systems and loads and external loads and impacts. Students will need to travel to various off-campus residential locations to perform handson energy audit procedures. This course is essentially divided into three sections: 1. Building Science and Building Systems; 2. Energy Auditing, Practices and Procedures; and 3. The Economics of Energy Upgrades. There will be an emphasis on exploring "green" employment opportunities. This course will prepare students for the Building Performance Institute's (BPI) Building Analyst certification.

3/0/0 Course fee charged

ALT 111 Energy Auditing for Residential Buildings Laboratory 1 cr.

This course exposes students to the design and function of various heating, ventilating and air conditioning (HVAC) systems found in typical residential homes. The course will enable the student to understand the various HVAC systems. Students will learn the skills to complete diagnostics in the field of Energy Auditing/HVAC industry, and to conduct safety and performance testing to assess system condition and identify savings opportunities.

Corequisite: ALT 110

0/2/0 SP Course fee charged

ALT 113 Alternative Energy Sources

This course is designed to give the student a basic knowledge of current forms of alternative energy, such as solar thermal, solar electric (photovoltaic), hydroelectric, bioenergy (ethanol & pyrolysis), ocean energy, wind, and geothermal. There is an emphasis on alternative electric generation. Energy conversions and the socio-economic implications of alternative sources will be presented. There will be discussion on the latest trends in alternative energy generation and distribution.

3/0/0

ALT 115 Solar Photovoltaic Systems I 3 cr.

This course provides an introduction to PV systems, including PV markets and applications, safety basics, electricity basics, solar energy fundamentals, PV module fundamentals, and system components. In conjunction with the follow-up course (Solar Photovoltaic Systems II), these two PV systems courses are designed to provide the student with the necessary knowledge and skills to pass the "NABCEP Photovoltaic Associate" exam (North American Board of Certified Energy Practitioners).

Prerequisite: PHY 107 Corequisite: ALT 116 3/0/0

3 cr.

ALT 116 Solar Photovoltaic Systems I Laboratory

1 cr.

This lab provides hands-on skills for understanding basic electricity, electrical circuits and solar photovoltaic (PV) systems. This lab may also review software for solar PV calculations, monitoring, and data recording. Students will also learn practical skills on the environmental effects on solar PV systems. Students will be expected to write up lab reports which will be used in grading.

Prerequisite: ALT 115 (if not taken as a corequisite)

Corequisite: ALT 115 0/2/0 Course fee charged

ALT 141 Energy Investment Analysis 3 cr.

This course includes: interest, simple payback and lifecycle cost analysis; time value of money; cash flow equivalence; cost-benefit analysis; effects of tax credits, depreciation, inflation and/or escalating fuel costs on energy investments; and cost estimating procedures. The emphasis will be on analysis of energy investments using worksheets and Life-Cycle Cost Analysis (LCCA) software to consider total cost-benefits over the life of an investment and cost estimation procedures.

Prerequisite: ALT 110 3/0/0 FA/SP

ALT 215 Solar Photovoltaic Systems II

This course follows Solar Photovoltaics Systems I. Topics include PV system sizing principles, PV system electrical design, PV system mechanical design, and performance analysis, maintenance, and troubleshooting. At the end of this second course, the student should have the necessary knowledge to pass the "NABCEP Photovoltaic Associate" exam (North American Board of Certified Energy Practitioners).

Prerequisite: ALT 115, ALT 116

Corequisite: ALT 216 3/0/0 FA/SP

ALT 216 Solar Photovoltaic Systems II Laboratory

This course will instruct students in the hands-on aspects of solar photovoltaic (PV) system installation. Topics include PV design review, solar project management, site safety, electrical and mechanical component installation, the completion process, maintenance, and troubleshooting. Students must dress in construction-type shoes and appropriate attire to perform class activities outdoors. This course will help prepare students for the NABCEP (North American Board of Certified Electrical Practitioners) PV Associate and PV Installation Professional certification exams.

Prerequisites: ALT 115, ALT 116

Corequisite: ALT 215

0/2/0 FA/SP Course fee charged

ALT 222 Energy Storage and Microgrids

Students in this course will learn the basics of energy storage and microgrid (ESM) systems. Students will be introduced to the benefits and markets of ESM systems. as well as the science, technology, and economics of most common systems.

Prerequisite: ALT 115 and ALT 116

3/0/0

AMERICAN SIGN LANGUAGE

ASL 101 Elementary American Sign Language I

3 cr.

This course introduces students to American Sign Language, visual-gestural communication, and deaf culture. Students begin to develop receptive and expressive communications skills with an introduction to American Sign Language transcription, non-manual behaviors, topic-comment structure, sentence types, noun-verb pairs, use of space, pronominalization, classifiers, and temporal and distributional aspects. A minimum of five contact hours in the deaf community is required.

3/0/0 FA/SP

ASL 102 Elementary American Sign Language II

3 cr.

1 cr.

3 cr.

This course develops the receptive and expressive communications skills acquired in ASL 101. It presents a more in-depth examination of American Sign Language transcription, non-manual behaviors, topic-comment structure, sentence types, noun-verb pairs, use of space, pronominalization, classifiers, and temporal and distributional aspects. A minimum of ten contact hours in the deaf community is required.

Prereauisite: ASL 101 3/0/0 FA/SP

ASL 103 American Deaf Culture

3 cr.

This course introduces students to deaf people as a cultural linguistic minority group. Students may or may not have had prior experience with deaf people. It examines the values, norms, and traditions of deaf people in North America. It emphasizes myths surrounding deafness, the historical treatment of deafness and deaf people, the anatomy of the ear and the etiology of hearing loss, the education of deaf children, the deaf identity, legislation that affects the deaf and hard of hearing population, interpreters and their work between cultures, deaf-blindness, and current controversies in technology and education. Although this course focuses on deaf people in the western world, global comparisons are drawn.

3/0/0 FA/SP

ASL 104 Fingerspelling

3 cr.

This course is for students with limited knowledge of deaf American culture or its language, American Sign Language (ASL). It builds on demonstrated receptive and expressive skills in the language and lays a foundation for and builds upon receptive and expressive skills in finger-spelling. It includes overviews of fingerspelling theory and practice through demonstrations and videos.

Prerequisite: ASL 101, ASL 103 Corequisite: ASL 102 3/0/0 FA/SP

ASL 201 Intermediate American Sign Language I

3 cr.

This course develops the expressive and receptive communications skills acquired in ASL 102. Students begin to demonstrate competency and understanding of non-manual behaviors, topic-comment structure, sentence types, noun-verb pairs, use of space, pronominalization, classifiers, and temporal and distributional aspects.

Prerequisite: ASL 102

Corequisite: IEP 111 (if admitted to Interpreter Education

Program) 3/0/0

ASL 202 Intermediate American Sign Language II

3 cr.

This course develops the expressive and receptive communications skills acquired in ASL 201. Students demonstrate competency and an in-depth understanding of non-manual behaviors, topiccomment structure, sentence types, noun-verb pairs, use of space, pronominalization, classifiers, and temporal and distributional aspects.

Prerequisite: ASL 201

3/0/0

ASL 203 Advanced American Sign Language I

3 cr.

This course develops the expressive and receptive communications skills acquired in ASL 202 so students begin to demonstrate fluency.

Prerequisite: ASL 202

3/0/0

ASL 204 Advanced American Sign Language II

3 cr.

This course develops the expressive and receptive communications skills acquired in ASL 203 so students demonstrate fluency.

Prerequisite: ASL 203

3/0/0

ANTHROPOLOGY

ANT 102 Introduction to **Cultural Anthropology**

3 cr.

This course covers the similarities and differences in human societies, from hunting and gathering to industrialized societies. It compares and contrasts American beliefs and practices with those of other societies.

3/0/0

ARABIC

ARA 101 Elementary Arabic I

3 cr.

This course is for students with no knowledge of Arabic. It focuses on laying a foundation for speaking, reading, and writing Arabic.

3/0/0

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Lab/studio art courses require students to purchase materials with costs ranging from \$50 to \$150 per semester.

ART 101 Introduction to Art

This course provides an introductory knowledge and appreciation of art works from 30,000 BCE to the present. It introduces students to major art works and discusses major artistic styles. It demonstrates how these art works and styles reflect the artists who created them. It is intended to broaden appreciation of other cultures and their contribution to our common heritage.

3/0/0 FA/SP/SU

ART 110 Design I

This course in two-dimensional design explores creative composition and experimentation with the basic elements of line, shape, texture, and value as well as the principles used to organize these elements: balance, rhythm, emphasis, scale and proportion.

1/4/0 FA/SP Course fee charged

ART 112 Design II 3 cr.

This course introduces students to the theoretical knowledge of color theory with an emphasis on its practical applications. Students will study the use of color by artists from a number of disciplines and eras.

Prerequisite: ART 110

1/4/0 FA/SP Lab fee charged

ART 120 Drawing I 3 cr.

This course uses traditional drawing media and focuses on drawing from direct observation. Students will work from a number of subjects including: still life, landscape, and the human figure. Students will be introduced to a range of materials and techniques.

1/4/0 FA/SP Course fee charged

ART 121 Drawing II 3 cr.

This course builds on the skills students acquired in Drawing I. These skills include: drawing from observation, proficiency using basic materials and techniques and implementing compositional strategies. In Drawing II students will continue to develop these skills while also focusing on contemporary approaches to drawing and a greater emphasis placed on personal expression.

Prerequisite: ART 120

1/4/0 FA/SP Course fee charged

ART 122 Figure Drawing 3 cr.

This course builds on skills students acquired in Drawing I including drawing from direct observation as well as material and techniques and compositional strategies. Students will draw the figure from life, both nude and clothed. Students will produce both gestural sketches and sustained drawings in a variety of media.

1/4/0 Course fee charged

ART 135 3D Design

3D Design is an introduction to the materials, techniques and procedures for creating art works and designs in 3 dimensions. This course will prepare the student for more advanced courses in a number of disciplines including: sculpture, architecture and other design fields that work in 3 rather than 2 dimensions. 1/4/0

ART 214 Portfolio Preparation 2 cr.

This course guides students in portfolio preparation through discussions of what constitutes a good portfolio and through studio work, particularly in drawing. It also presents information on how to select, prepare for, and secure a job in the field.

Prerequisite: ART 110, ART 112, ART 120

1/2/0 FA/SP

3 cr.

ART 220 Painting I

This course uses traditional painting media and techniques of application. It emphasizes developing individual skills and perceptions.

1/4/0 FA/SP Course fee charged

ART 221 Painting II 3 cr.

This course expands on the skills learned in ART 220 with an emphasis on exploring the media and additional development of painting skills and perceptions.

Prerequisite: ART 220

1/4/0 FA/SP Course fee charged

ART 222 Sculpture I 3 cr.

This course examines the organization of forms, volumes, and space as a basis of creative sculpture. It provides experiences with traditional and contemporary techniques and the use of materials such as clay, wood, and stone.

1/4/0 FA Course fee charged

ART 223 Sculpture II 3 cr.

This course expands on the knowledge and techniques taught in ART 222. It emphasizes sculptural techniques in various media.

Prerequisite: ART 222

1/4/0 Course fee charged

ART 250 Art History I 3 cr.

This course surveys the visual arts from prehistoric times through the Renaissance, emphasizing painting, sculpture, architecture, and the minor arts.

3/0/0 FA

ART 251 Art History II 3cr.

This course surveys the visual arts from the Renaissance through the Modern era, emphasizing painting, sculpture, architecture, and the minor arts.

3/0/0 SF

ART 252 Introduction to Modern Art

This course introduces modern art, from its origins in the nineteenth century to the present. Students investigate paintings, sculpture, architecture, graphics, and photography created by modern masters such as Van Gogh, Picasso, Dali, and Warhol. A museum visit with a guided tour by the instructor may be included.

3/0/0 SP

3 cr.

3 cr.

ART 296 Special Topics in Art— Without Model I

3 cr.

3 cr.

This course develops individual artistic style by having students work independently with the instructor on specific assignments.

Prerequisite: Permission0/6/0 Course fee charged

BIOLOGY

BIO 103 General Biology I

3 cr.

This course considers the fundamental principles of biology with emphasis on the molecular and cellular basis of life. The topics covered include cell structure, function, mitosis, meiosis, genetics, evolution, and ecology.

Prerequisite: High school chemistry or CHE 107; High school biology or BIO 120 or equivalent; MTH 075 or equivalent; college reading and writing level.

3/0/0 FA/SP/SU

BIO 104 General Biology I Laboratory 1 cr.

This laboratory course includes experiments which require students to apply their knowledge of enzymes, diffusion, osmosis, cellular respiration, fermentation, mitosis, meiosis, genetics, bacteriology, and protist biology. This course may not be taken prior to the General Biology I lecture.

Prerequisite or Corequisite: BIO 103 0/2/0 FA/SP/SU Course fee charged

BIO 107 General Biology II 3 cr.

This course is a comparative study of the kingdoms, including but not limited to morphology, physiology, organ systems, homeostasis, evolution, and taxonomy. *Prerequisite*: BIO 103, BIO 104

3/0/0 FA/SP/SU

BIO 108 General Biology II Laboratory 1 cr.

This laboratory course examines the biodiversity of multicellular algae, plants, fungi, and animals. Students learn to use dichotomous keys for identification purposes and dissection skills to examine plant and animal anatomy. This course may not be taken prior to the General Biology II lecture.

Prerequisite: BIO 103, BIO 104, BIO 107

Corequisite: BIO 107

0/2/0 FA/SP/SU Course fee charged

BIO 110 Fundamentals of Anatomy and Physiology I

This course concentrates on cellular physiology and the following organ systems: integumentary, skeletal, muscular, nervous, and the special senses. This course is designed for allied health majors.

Prerequisite: High school biology required or BIO 120, BIO 121

3/0/0 FA/SP/SU

BIO 111 Fundamentals of Anatomy and Physiology I Laboratory 1 cr.

This laboratory course provides laboratory experiences that apply to the topics and concepts covered in the Fundamentals of Anatomy and Physiology I lecture. All dissections are performed via computer animation.

Prerequisite or Corequisite: BIO 110 0/3/0 FA/SP/SU Course fee charged

BIO 114 Fundamentals of Anatomy and Physiology II

This course concentrates on the following organ systems: cardiovascular, respiratory, urinary, digestive, endocrine, reproductive and genetics. This course is designed for allied health majors.

Prerequisite: BIO 110 3/0/0 FA/SP/SU

BIO 115 Fundamentals of Anatomy and Physiology II Laboratory

and Physiology II Laboratory 1 cr.
This laboratory course provides laboratory experiences

that apply to the topics and concepts covered in the Fundamentals of Anatomy and Physiology II lecture. All dissections are performed via computer animation.

Prerequisite or Corequisite: BIO 114 0/3/0 FA/SP/SU Course fee charged

BIO 120 Basic Biology and Human Affairs 3 cr.

This course explores the scientific investigation of biological principles with emphasis on the cellular basis of life, plant and animal structure and function, quenetics, reproduction, evolution, and ecology.

3/0/0 FA/SP/SU

BIO 121 Basic Biology and Human Affairs Laboratory 1 cr.

This course provides laboratory experiences that apply to the topics and concepts covered in Biology and Human Affairs.

Prerequisite or Corequisite: BIO 120 0/2/0 FA/SP/SU Course fee charged

BIO 130 Environmental Science 3 cr.

This course introduces current environmental problems. The scientific method is the tool for the analysis and possible solution to these problems. The course also covers the economic, ethical, and political aspects of these issues.

Prerequisite: High school chemistry or biology

Corequisite: BIO 131

3/0/0

BIO 131 Environmental Science

Laboratory

This course introduces students to laboratory and field techniques and equipment used in environmental science. Field trips acquaint students with methods of resource recovery and resource conservation.

Prerequisite: High school chemistry or biology

Corequisite: BIO 130

3 cr.

3 cr.

0/2/0 Course fee charged

BIO 155 Basic Microbiology 3 cr.

This course discusses normal and abnormal microbiota of humans with emphasis on transmission, prevention, and control of pathogens. It is designed for students who have not taken BIO 103/104 (General Biology I), i.e., two-year nursing students and non-biology majors. *Prerequisite:* High school chemistry or CHE 107; High school biology or BIO 120; MTH 075 or equivalent; college reading level; ENG 101

3/0/0 FA/SP/SU

BIO 156 Basic Microbiology Laboratory 1 cr.

This course focuses on the identification of normal and abnormal microflora and parasites common to humans. *Prerequisite or Corequisite:* BIO 155

0/3/0 FA/SP/SU Course fee charged

BIO 202 General Biology III: Biology Skills and Methods

This course focuses on the skills needed to succeed in upper-level biology courses. Components of the course will include: critical thinking, experimental design, hypothesis generation and testing, primary literature review, library research skills, peer review, basing opinions upon data collected in well-designed experiments, evaluation of data and other information for reliability, and scientific writing, data collection, analysis, and presentation. Laboratory activities will provide hands-on opportunities to apply these skills.

Prerequisite: BIO 107, BIO 108

3/3/0

BIO 204 General Biology IV: Global Ecology 4 cr

This course focuses on both the underlying theory and the application of the science of ecology, the branch of biology which investigates how organisms interact with each other and with their physical environment. Components of this course will include: utilizing proper experimental design, effective oral and written communication, critical evaluation of primary literature, synthesizing this material with core concepts covered in General Biology I $-\,$ III, and providing, receiving, and responding appropriately to constructive criticism from peers. Laboratory activities will provide hands-on applications of concepts covered in lecture, as well as an independent research project.

Prerequisite: BIO 202

3/3/0 Course fee charged

BIO 208 Human Anatomy and Physiology I 3 cr.

This course covers the following organ systems in both the normal and diseased states: integumentary, skeletal, muscular, nervous, and special senses. This course is designed for biology majors or those intending to transfer to a four-year institution.

Prerequisite: BIO 107, BIO 108

3/0/0 FA/SU

1 cr.

BIO 209 Human Anatomy and Physiology I Laboratory

1 cr.

This course provides laboratory experiences that apply to the topics and concepts covered in Human Anatomy & Physiology I lecture. The laboratory experiences involve structural and functional concepts of mammalian systems. This laboratory course involves hands-on dissection activities.

Prerequisite or Corequisite: BIO 208

0/3/0 FA/SU Course fee charged

BIO 212 Human Anatomy and Physiology II 3 cr.

This course covers the following organ systems in both the normal and diseased states: cardiovascular, respiratory, urinary, digestive, endocrine, reproductive, and genetics. This course is designed for biology majors or those intending to transfer to a four-year institution.

Prerequisite: BIO 208, BIO 209

3/0/0 FA/SP

BIO 213 Human Anatomy and Physiology II Laboratory

1 cr.

3 cr.

This course provides laboratory experiences that apply to the topics and concepts covered in Human Anatomy & Physiology II lecture. The laboratory experiences involve structural and functional concepts of mammalian systems. This laboratory course involves hands-on dissection activities.

Prerequisite or Corequisite: BIO 212

0/3/0 FA/SP Course fee charged

BIO 221 Microbiology

This course is a study of the classification, structure, and fundamental aspects of microorganisms, including prokaryotes, protozoa, fungi, viruses, prions, and parasites. It includes discussions of the concepts of immunology and epidemiology.

Prerequisite: BIO 103, BIO 104

3/0/0 FA/SP

BIO 222 Microbiology Laboratory 1 cr.

This course includes laboratory exercises that deal with aseptic procedures, microbiological techniques, isolation and identification of representative groups in the protista and the monera.

Prerequisite or Corequisite: BIO 221

0/3/0 FA/SP Course fee charged

BIO 330 Advanced Microbiology

4 cr

This course deals with the morphology and physiology of unicellular organisms, with emphasis upon bacteria. It studies culture methods, growth parameters, isolation, identification and characterization, and metabolism of microorganisms in the laboratory.

Prerequisite: BIO 204 3/3/0 FA/SP

BIO 335 Advanced Genetics 4 cr.

This course will provide an in-depth background in all areas of Mendelian, molecular, population and evolutionary genetics. The students will learn how to use genetic tools in dissecting complex biological pathways, developmental processes and regulatory systems. Discussion of landmark genetic experiments will constitute the basis of an inquiry-based approach that will delineate the dynamic nature of modern genetics. The laboratory exercises are designed to put special emphasis on molecular biology techniques and the use of bioinformatics.

Prerequisite: BIO 204 3/3/0 FA/SP

BIOTECHNOLOGY

BIT 103 Introduction to Biotechnology 3 cr.

This course introduces the field of biotechnology. It discusses the history of biopharmaceutical industry, the drug discovery process, and bio-pharmaceutical drugs currently on the market. It also covers biotechnology applications such as gene therapy, reproductive cloning, genetic fingerprinting, recombinant DNA technology, and protein expression systems.

Prerequisite: High school biology or BIO 120 or equivalent 3/0/0

BIT 150 Basic Laboratory Techniques in Biotechnology

This course provides theoretical and practical knowledge of a working biotechnology laboratory. It covers how to operate standard equipment, prepare solutions, write protocols and present data. It introduces technical math, graphing and Good Manufacturing Practices. It provides hands-on experience with electrophoresis, PCR, and laboratory notebook maintenance.

Prerequisite or Corequisite: BIT 103 1/2/0 Course fee charged

BIT 210 Molecular Genetics 3 cr.

This course describes recombinant DNA techniques, as well as molecular biology of genes. It discusses molecular cloning, plasmid design, transfection and protein expression systems. It provides laboratory experience with plasmid isolation, transformation, electrophoresis, and PCR.

Prerequisite: BIO 103, BIO 104 2/2/0 Course fee charged

BIT 214 Cell Culture and Microbial Fermentation

3 cr.

This course describes cell physiology and prepares students for work with recombinant protein expression systems. It specifically addresses bioreactor design, large-scale manufacturing and fermentation conditions. It includes laboratory exercises on aseptic cell culture techniques, cryopreservation, cell quantification and viability assays.

Prerequisite: BIO 103, BIO 104 2/2/0 Course fee charged

BIT 220 Protein Recovery and Purification 3 cr.

This course provides an understanding of protein biochemistry. It introduces purification methods and protein characterization. It provides laboratory experiences in electrophoresis, Western blots, microarrays and chromatography.

Prerequisite: BIO 103, BIO 104 2/2/0 Course fee charged

BIT 293 Special Projects in Biotechnology III 3 cr.

In this course, students develop an independent project which incorporates many of the biotechnology techniques learned in the program. Students collaborate with an advisor to design an experiment, collect and analyze data, and write a scientific report.

Lab hours depend on project (usually 2 hours per week per credit).

BUSINESS ADMINISTRATION

BUA 101 Business Functions in a Global Society

3 cr.

3 cr.

This course covers the business functions of any organization: marketing, operations, production, accounting, finance, distribution, investments, human resource management, banking, and information handling in our current global society.

3/0/0 FA/SP/SU

2 cr.

BUA 102 Principles of Management 3 cr.

This course focuses on the fundamental concepts in the management process of planning, organizing, leading and control which specifically relate to the ever-changing world in which managers work. It emphasizes decision-making and the leadership roles of the manager.

3/0/0 FA/SP/SU

BUA 108 Personal Finance and Money Management

This course introduces students to the complexities of modern personal money management and helps them avoid some problems in everyday living. It covers budgeting basics; intricacies of home ownership; income taxes and investments; and the wise use of insurance, wills, and trusts.

3/0/0 FA/SP/SU

BUA 205 Business Law I

3 cr.

3 cr.

This course is an introduction to legal principles and procedures. It includes an introduction to business law, ethics, crimes, torts, contracts, the uniform commercial code, sales, product liability and consumer protection.

3/0/0 FA/SP/SU

BUA 206 Business Law II

This course is an advanced examination of business law principles and procedures. It includes commercial paper, agency, partnership, corporations, rights of debtors and creditors, business regulation and the law of property.

Prerequisite: BUA 205

3/0/0

BUA 208 Labor-Management Relations 3 cr.

This course focuses on contemporary trends in employee-management relations. It examines the legal, social, and economic aspects of labor relations and the techniques and attitudes essential for development and leadership in employee-management relations.

BUA 211 Human Resource Management 3 cr.

This course is an examination of personnel management and administrative functions, such as philosophy; policies; organization; job analysis; recruitment; appraisal; development; promotion; discipline; communication; wage and salary; incentives system; and career development.

Prerequisite: BUA 102 or permission

3/0/0

BUA 215 Finance 3 cr.

This course examines money, the Federal Reserve System, and financial management. It includes capital budgeting, financial analysis, and the use of cash-flow analysis. Students analyze loan application forms, annual reports, and new securities prospectus reports. *Prerequisite:* ACC 113

3/0/0 SP

BUA 220 Principles of Marketing 3 cr.

This course is a survey of the roles of the consumer, retailer, and wholesaler, as well as the functions of price, product, advertising, financing, and risk. It emphasizes the interaction of each of the marketing components and developing an awareness of the whole marketing process.

3/0/0 FA/SP/SU

BUA 221 Principles of Advertising 3 cr.

The management of advertising and its relationship to other components of the marketing mix is the focus of this course. Topics will cover: target markets, advertising objectives, the creative process, edit selection, advertising effectiveness, the role of ad agencies and societal issues.

2 cr.

This course teaches the techniques of successful selling. It covers prospecting, the approach, sales presentation, answering objections, closing the sale. Students apply these techniques through in-class presentations.

BUA 225 Human Relations in Management 3 cr.

This course examines human behavior and its effect on management. It focuses on individual and group behavior and interpersonal relationships, including motivation and organizational leadership.

Prerequisite: BUA 102

3/0/0

BUA 230 Small Business Management 3 cr.

This course gives a thorough understanding of small business operations. It focuses on the relationship of small business to the American economy, short-and long-range small business ownership, wholesaling, retailing, service, and franchised operations.

3/0/0 FA/SP/SU

CANCER REGISTRY

MCR 101 Cancer Registry Structure and Management

An introduction to the cancer registry and the cancer registrar profession. It will include the types of registries; central and hospital based legal and ethical standards, cancer registry management functions and operations. Emphasis will be placed on standard setting organizations.

Prerequisite: Admission to the Cancer Registry Program

3/0/0

MCR 104 Cancer Registry Operations 3 cr.

Introduction to disease registry files, principles of abstracting, data set identification and case ascertainment. Will focus on the Commission on Cancer, Cancer Program Standards as well as cancer committee, cancer conferences and quality monitoring.

Prerequisite: Admission to the Cancer Registry Program

3/0/0

MCR 111 Cancer Registry Disease Coding and Staging

This course will define cancer and provide an overview of its natural disease course. It will differentiate between benign and malignant tumors and discuss the main characteristics of cancer. The ICD-0-3 coding system will be introduced as well as instruction and practice in the usage of the AJCC, Summary Staging and Collaborative Staging manuals. This course will also provide guidance on coding diagnosis, sequencing and evaluating the extent of the disease.

Prerequisite: MCR 101, MCR 104

3/0/0

MCR 114 Oncology and Coding

This course will give an in-depth review of various cancer treatment options and plans, palliative options and clinical trials process available to cancer patients. It also acclimates one to the coding guidelines for surgery, radiation, chemotherapy, immunotherapy, hormonal, alternative, palliative and other treatment coding. Upon completion students should be able to code oncology treatments and procedures using appropriate standard setter guidelines.

Prerequisite: MCR 101, MCR 104

3/0/0

MCR 201 Abstracting Methods 3 cr.

Students will learn to identify appropriate clinical documentation from the medical record for capture in the abstract consistent with cancer registry regulatory requirements. Various case studies and registry systems will be utilized to review the medical record and how to properly document it within an abstract to support the cancer information within the medical records.

Prerequisite: MCR 111, MCR 114 3/0/0

MCR 204 Follow Up, Data Quality and Utilization

3 cr.

Students will be introduced to cancer patient followup activities with emphasis being placed on patient confidentiality and ethical issues. This course will also introduce cancer statistics, descriptive and analytic epidemiology, cancer surveillance, annual reporting preparation, presentation of cancer data and special studies.

Prerequisite: MCR 111, MCR 114

3/0/0

3 cr.

MCR 211 Multiple Primary Hematopoietics 3 cr.

This course will cover general and site-specific coding rules for determining the number of primary diagnoses in the presence of multiple tumors and/or histologic types. It will also cover rules governing the abstracting and coding of hematopoietic and lymphoid neoplasms, including the use of the SEER Hematopoietic and Lymphoid Neoplasm Database.

Prerequisite: MCR 201, MCR 204

3/0/0

3 cr.

MCR 220 Cancer Registry Clinical I

The professional practice experience is the hands-on application of the Management of Cancer Registry (MCR) program coursework. The clinical practice will provide the student with experience in the technical aspects of cancer registry operations and compliment the knowledge gained during the academic portion of their education. Students will be required to have a complete history and physical with immunizations as specified; obtain liability insurance for the duration of the clinical practice; and have health insurance for the duration of the clinical practice. When applicable, drug testing and a criminal history background check may be required. The college is not responsible for any cost related to the above requirements. A copy of above must be submitted to the program prior to any clinical hours being performed.

Prerequisite: MCR 201, MCR 204

Corequisite: MCR 211

0/0/6

MCR 221 Cancer Registry Clinical II 2 cr.

This is a continuation of the MCR 220 course. The professional practice experience is the hands-on application of the Management of Cancer Registry (MCR) program coursework. The clinical practice will provide the student with experience in the technical aspects of cancer registry operations and complement the knowledge gained during the academic portion of their education. Students will be required to have a complete history and physical with immunizations as specified; obtain liability insurance for the duration of the clinical practice; and have health insurance for the duration of the clinical practice. When applicable, drug testing and criminal history background check may be required. The college is not responsible for any cost related to the above requirements. A copy of above must be submitted to the program prior to any clinical hours being performed.

Prerequisite: MCR 201, MCR 204 Corequisite: MCR 211, MCR 220

CHE 107 Chemistry

3 cr.

1 cr.

This is an introductory course that covers the fundamental laws, terms, and mathematics of general chemistry. It includes treatment of nomenclature, stoichiometry, solution chemistry, and gas laws.

Prerequisite: High school algebra I or MTH 075

Corequisite: CHE 108 3/0/0 FA/SP/SU

CHE 108 Chemistry Laboratory

This course provides laboratory experiences that illustrate important theories and concepts in basic chemistry. It stresses standard laboratory techniques, scientific equipment and its proper use, and laboratory safety.

Prerequisite: High school algebra I or MTH 075

Corequisite: CHE 107

0/2/0 FA/SP/SU Course fee charged

CHE 115 General Chemistry I 3 cr.

This course is a systematic study of fundamental principles and concepts including: dimensional analysis; atomic structure; periodicity; chemical bonding; thermochemical equations; stoichiometry of chemical reactions; the liquid, solid, and gaseous states; and solution chemistry.

Prerequisite: High school chemistry or CHE 107/108 and MTH 012 or equivalent skills

3/0/0 FA/SP/SU

CHE 116 General Chemistry I Laboratory 1 cr.

This course provides laboratory experiences that apply to the topics and concepts covered in General Chemistry I.

Prerequisite or Corequisite: CHE 115 0/2/0 FA/SP/SU Course fee charged

CHE 117 General Chemistry II 3 cr.

This course is a systematic study of thermodynamics, kinetics; equilibrium; ionic equilibria; electrochemistry; coordination compounds; nuclear chemistry; and an introduction to organic chemistry.

Prerequisite: CHE 115, CHE 116 and MTH 112 or MTH 130

3/0/0 FA/SP/SU

CHE 118 General Chemistry II Laboratory 1 cr.

This course provides laboratory experiences that apply to the topics and concepts covered in General Chemistry II.

Prerequisite or Corequisite: CHE 117

0/2/0 FA/SP/SU Course fee charged

CHE 210 Nutrition 3 cr.

This course examines the basic concepts in the science of human nutrition and their relationship to the needs of man.

Prerequisite: CHE 107 or CHE 115 or high school chemistry with a grade of "B" or better or permission

3/0/0 FA/SP/SU

CHE 240 Organic Chemistry I

3 cr.

This course presents the fundamental principles of organic chemistry. It includes basic techniques of organic compound synthesis; structure, properties, and nomenclature of organic compounds; the addition, substitution, elimination and oxidation-reduction reactions of organic compounds; reaction mechanisms; infrared spectroscopy; and a brief introduction to mass spectometry.

Prerequisite: CHE 117, CHE 118

Corequisite: CHE 241 3/0/0 FA/SP/SU

CHE 241 Organic Chemistry | Laboratory 1 cr.

This course provides laboratory experiences that apply to the topics and concepts covered in Organic Chemistry I.

Prerequisite or Corequisite: CHE 240

0/3/0 FA/SP/SU Course fee charged

CHE 242 Organic Chemistry II

3 cr.

This course is a continuation of Organic Chemistry I. The topics covered in this course include: structure, properties and nomenclature of organic compounds; the complex synthesis of organic compounds; electrophilic, aromatic, free radical, nucleophilic substitution reactions and their mechanisms; NMR spectroscopy; and an introduction to biochemistry.

Prerequisite: CHE 240, CHE 241

Corequisite: CHE 243 3/0/0 FA/SP/SU

CHE 243 Organic Chemistry II Laboratory 1 cr.

This course provides laboratory experiences that apply to the topics and concepts covered in Organic Chemistry II.

Prerequisite or Corequisite: CHE 242

0/3/0 FA/SP/SU Course fee charged

CHINESE

CHI 101 Elementary Chinese I

3 cr.

3 cr.

This course presents the basics of Mandarin Chinese for those who have no knowledge of the language. It focuses on speaking, reading, and writing Mandarin Chinese.

3/0/0 FA

CINEMA

CIN 109 American Cinema

This course examines how business savvy, creativity, and technical skills drive the film industry. Studio executives, directors, cinematographers, and others share their thought and experiences. Clips from over 300 movies demonstrate why movies continue to captivate audiences.

3/0/0

COMMUNICATIONS

COM 103 Media Operations

3 cr.

This course prepares students to work in radio and television production. It emphasizes the physical use of and technical requirements needed to operate the range of equipment used to produce radio, television, and video programs.

3/0/0

COM 105 Writing for Mass Media 3 cr.

This course introduces writing for radio and television. It includes the narrative interview, personality sketches, and documentary writing. Students write narratives, speeches, reports, public service announcements, press advisories, and news releases.

Prerequisite: ENG 101

3/0/0

COM 120 Radio Production

This course teaches basic studio operations and editing for broadcast applications. Students produce commercials and public service announcements for radio. A major objective is creating a picture in the mind's eye with voice, music, sound effects, and other elements.

2/2/0 Course fee charged

COM 200 Business and Professional Communication

3 cr.

3 cr.

Effective communication skills are a key factor in any professional environment. This course will identify and explain the communication process and allow the learner to apply these concepts to business and professional examples. Students will be able to understand, analyze, and evaluate messages in a professional context. Students will participate in business presentations that include, but are not limited to, interviews, technical presentations, persuasive presentations, and sales presentations.

Prerequisite: SPE 102 3/0/0 FA/SP

COM 202 Television Production I 3 cr.

This course introduces the theory and operation of the modern television studio and control equipment for broadcast and closed circuit systems. It covers types of programming; production fundamentals; script analysis and blocking; lighting; sets; sound; graphics; and optics. Additional studio hours required

2/2/0 Course fee charged

3 cr.

This course introduces students to the study of new media theory and explores the impact of 21st century developments on the communications landscape. In particular, it will consider how rapid and accelerating developments in digital technologies challenge us to rethink the very nature of communication. Students will define and analyze digital platforms and devices and the profound way they are affecting groups, institutions, businesses, communities, and governments communication. Through integrated coursework, students will learn skills to design and create graphics, audio, video, and other content for websites, apps, gaming, and emerging new media technologies.

3/0/0 FA/SP

Course fee charged

COM 220 Sports Media

3 cr.

This course explores the use of various media in reporting, writing stories and press releases, and editing and production it applies to sports. The history of sports writing and sports broadcasting and the state of these fields today will be explored. Students will focus on the current demands and necessary skill needed for sports media in print, broadcast, and digital domains.

Prerequisite: ENG 102

3/0/0

COM 291 Communication Art Special Projects

1 cr.

Students conduct advanced study in a selected area. 0/2/0

COM 294 Special Projects in Communication Arts I

3 cr.

Students conduct advanced study in a selected area of Communication Arts. Each student's project must include a statement of objectives, literature research, project plan, and completed media production project. *Prerequisite*: COM 120 or COM 202

0/6/0 Course fee charged

COM 301 Writing, Research, and Technology 3 cr.

This course will focus on modern communication writing practices in the digital age. Students will be asked to explore a variety of writing samples for truth and accuracy. Students will explore meaning-making, circulation practices, and the ethical ramifications of writing for various audiences.

Prerequisite: ENG 102 3/0/0 FA/SP

COMPUTED TOMOGRAPHY

CTP 110 Introduction to Computed Tomography

3 cr.

Content provides a foundation in ethics and law related to the practice of medical imaging. Basic understanding of the operation of Computed Tomography, CT, devices will be explained. Content is designed to introduce concepts related to the disease process. Content will provide the basic concepts of patient care, including physical and psychological needs of the patient and family. Routine and emergency care procedures are described. Basic concepts of pharmacology and venipuncture of contrast media are provided.

Prerequisite: ARRT, RT(R), ARRT, RT (NM)

3/0/0

CTP 120 CT Sectional Anatomy and Pathology

3 cr.

This course begins with a review of gross anatomy. Gross anatomical structures are located and identified in axial, sagittal, coronal and orthogonal planes. Illustrations of anatomical images will be compared with Computed Tomography, CT, and MR images in the same imaging planes. The characteristic appearance of each anatomical structure as it appears on CT, MR and US will be stressed.

Prerequisite: CTP 110

3/0/0

CTP 130 CT Procedures 3 cr.

Content provides detailed coverage of procedure for CT imaging of adults and pediatric patients. Procedures include but are not limited to, indications for the procedure, patient education, preparation, orientation and positioning, patient history and assessment, contrast media usage, scout images, scan parameters and archiving of images. CT procedures will be taught for differentiation of specific structures, patient symptomology and pathology. CT images studies will be reviewed for quality, and anatomy and pathology.

Prerequisite: CTP 120

3/0/0

CTP 140 CT Physics and Equipment 3 cr.

Content is designed to impart understanding of the physical principles and instrumentation involved in computed tomography. The historical development and evolution of computed tomography is reviewed. Physics topics include x- radiation used in forming the image, beam attenuation, linear attenuation coefficients, tissue characterizes and Hounsfield numbers. Data acquisition and manipulation techniques, image reconstruction algorithms will be explained. CT systems and operations will be explored with full coverage of radiographic tube configuration, collimator design and function, detector types, characteristic and function and the CT computer and array processor. CT image processing and display will be examined.

Prerequisite: CTP 130

3/0/0

CTP 150 CT Clinical Education

3 cr.

Clinical education consists of 135 hours in an affiliate hospital or imaging center. It is designed to enable the student to achieve the competencies necessary to meet the ARRT eligibility requirements.

Prerequisite: CPT 140

0/0/9

CTP 151 CT Clinical Education II 3 cr.

Clinical education consists of 135 hours in an affiliate hospital or imaging center. It is designed to enable the student to achieve the competencies necessary to meet the ARRT eligibility requirements. This course is a continuation, if the clinical requirements are not completed in the Fall semester.

Prerequisite: ARRT, RT(R), ARRT, RT (NM)
Corequisite: CTP 110, CTP 120, CTP 130, CTP 140

0/0/9

CTP 152 CT Clinical Education III 2 cr.

Clinical education consists of 90 hours in an affiliate hospital or imaging center. It is designed to enable the student to achieve the competencies necessary to meet the ARRT eligibility requirements. This course is a continuation, if the clinical requirements are not completed in the Fall and Spring semesters.

Prerequisite: ARRT, RT(R), ARRT, RT (NM)

Corequisite: CTP 110, CTP 120, CTP 130, CTP 140

0/0/6

COMPUTER INFORMATION SYSTEMS

CIS 101 Introduction to Computers 3 cr.

This course is an overview of computer hardware, software, representation and processing of data, design of algorithms, systems, and procedures; and computer languages. It presents and applies the fundamentals of problem solving and programming in a high-level computer language.

3/0/0 FA/SP/SU Course fee charged

CIS 111 Programming in BASIC 3 cr.

This course provides an introduction to programming using the QBASIC language and how to use a computer to solve a problem. It covers algorithms, flowcharts, pseudocodes, control structures, loops, subprograms, and arrays. It introduces and emphasizes structured programming techniques.

Prerequisite: MTH 012 or equivalent skills

3/0/0 SP Course fee charged

CIS 132 MS Access Techniques and Programming

3 cr.

This course covers a review of basic Access operations; relational data base concepts and operations; complex query design, custom form and report design; macros; and modules. Integrating Access with other Windows applications and an introduction to Visual Basic is also covered. It emphasizes specific techniques as well as concepts in data base design, data base programming, and typical data base applications.

Prerequisite: CIS 161

3/0/0 Course fee charged

CIS 138 Introduction to Operating Systems 4 cr.

This course introduces students to the basics of modern operating systems. Students learn concepts, commands and operations, in popular Operating systems, such as Microsoft Windows, Linux and Apple (Mac) operating systems. The lab components provide` hands-on skills in the following areas: operations and commands, accessing and installing application software, managing files and folders, controlling and configuring printers and other hardware, controlling and configuring the user environment, security configuration, troubleshooting and disaster recovery. Recommended Prerequisite: Prior microcomputer experience

3/2/0 FA/SP/SU Course fee charged

CIS 139 Introduction to Python 3 cr.

This course introduces programming and developing Graphical User Interfaces (GUIs) using Python. Students design, code, test, debug, and run applications using variables, decision and control structures, functions, files, lists, classes and objects. It emphasizes the fundamentals of programming, problem solving, software engineering techniques, and algorithm design and development. The lab component provides hands-on programming experience for beginning programmers and computer science students.

3/0/0

CIS 141 Microsoft Office Fundamentals 2 cr.

This course presents the concepts and operations of the main components of Microsoft Office: Word, Excel, and PowerPoint. Students are taught to apply these office applications to a wide range of business and personal problems. Students also will learn techniques to integrate MS Applications into systems by linking, embedding, and publishing web contents. Instructions on the use of the internet as alternative to traditional classroom learning will also be taught, as well as, the skills and strategies for finding and retrieving information on the Internet.

2/0/0 FA/SP/SU Course fee charged

CIS 150 Networking Fundamentals

This course emphasizes the knowledge and application of basic concepts of networking technology. It presents the OSI model, industry standards, network topologies, IP addressing, subnet masking, networking components, and basic network design. Students will gain hands-on experience in basic network infrastructure design, troubleshooting, and testing. It will provide students with the necessary skills to pass the COMPITA Network & Certification exam.

Prerequisite: CIS 101 or CIS 138 or CSE 110 or EET 101 or permission

3/2/0 FA/SP Course fee charged

CIS 155 Fundamentals of Web Design 4 cr.

This course focuses on the overall production processes surrounding website design with particular emphasis on design elements involving layout, navigation and interactivity. Students are introduced to various Adobe Software packages. It uses on-line modules developed by the Cisco Academy program.

Prerequisite: CIS 101 or higher or CSE 110 or higher or permission

4/0/0

CIS 161 Computer Applications 3 cr.

This course presents the concepts and operations of the main components of Microsoft Office: Word, Excel and Powerpoint. Students are taught to apply these office applications to a range of business and personal problems. Students also learn application in software integration, such as: linking, embedding, and web publishing. Instructions on the use of the Internet as alternative to traditional classroom learning will also be taught, as well as the skills and strategies for finding and retrieving information on the Internet.

3/0/0 FA/SP/SU Course fee charged

CIS 165 Network and **Systems Administration**

This course provides an advanced knowledge of networking as well as related equipment and terminologies. The course will cover local area network, wide area network, managing enterprise level networks using Active Directory and remote access. Advanced network management and environment customization techniques will be explored through the hands on lab component, which will include creating users/groups, managing file permissions, configuring server roles, using group policies to configure and secure the network, routine system maintenance and troubleshooting. It will provide the necessary skills to pass the Microsoft MCSA Server 2012 70-410 certification exam.

Prerequisite: CIS 101 or EET 101 or CIS 138 or permission

Corequisite: CIS 150

3/2/0 FA/SP Course fee charged

CIS 200 Fundamentals of Network Security 4 cr.

This course is an introduction to network security focusing on the overall security processes with particular emphasis on hands on skills in the following areas: security policy design and management, security technologies; products & solutions; firewall and secure router design; installation; configuration; and maintenance; AAA implementation using routers and VPN implementation using routers.

Prerequisite: CIS 150 or CIS 165 or permission

Coreauisite: CIS 150 or CIS 165

FA/SP 3/2/0 Course fee charged

CIS 207 Introduction to Computer Forensics 3 cr.

This introductory course focuses on computer forensics principles and an exposure to computer technology concepts from operating systems and file types to data transmission and PDAs. Students are introduced to the foundation of electronic evidence collection and handling, as well as the role of evidence in detecting and prosecuting computer crimes; cyberterrorism; traditional and violent crimes; incident response; civil cases; fraud and information security verification. Demonstrations and hands-on investigations familiarize students with a number of relevant investigative techniques.

Prerequisite: CIS 138 or CIS 150 or permission

Coreauisite: CIS 138 or CIS 150

2/2/0 FA/SP Course fee charged

CIS 208 Introduction to Cybersecurity 3 cr.

This course introduces students to the field of cybersecurity. Students are introduced to various security topics, including: Internet security, spyware, vulnerability, virus attacks, network defense, passwords, firewalls, intrusion detection, risk management, disaster preparedness/recovery, privacy, policies and procedures, as well as mitigation strategies to potential cyber threats. Lectures and projects would be utilized to promote understanding of cyber threats and security. It will provide students with the necessary skills to pass the COMPTIA CSA+ certification exam.

Prerequisite: CIS 165, CIS 200 Corequisite: CIS 165, CIS 200

2/2/0 FA/SP Course fee charged

CIS 215 Penetration Testing Fundamentals 3 cr.

This course is an introduction to penetration testing. It focuses on penetration testing process, methodologies, and vulnerability assessment amongst other topics. Students will be introduced to various real world penetration testing tools and procedure through hands-on lab activities. Discussion topics include: vulnerability assessment, exploitation, wired and wireless networking intrusion, spoofing and scanning.

Prerequisite or Corequisite: CIS 200

2/2/0 FA/SP

CSE 135 Computer Programming and Problem Solving

3 cr.

This course is an introduction to the Linux operating system with an emphasis on installation, configuration, maintenance, networking and security. Demonstration and hands-on experimentation will provide the student the necessary skills to pass the COMP/TIA Linux+ certification exam.

Prerequisite: CIS 150, CSE 110 or permission

CSE 222 Advanced Programming Workshop I

CSE 220 Linux +

This is an advanced course in programming languages, integrated development environments (IDE's), application programming interfaces (API's), software packages, libraries, and programming technologies. The workshop nature of the course requires hands-on solutions in a high-level language (other than Java). including requirements definition & decomposition, IPO development, and algorithm design, development, and implementation.

Prerequisite: CSE 112 or CSE 135

0/4/0 FA/SP Course fee charged

CSE 223 Advanced Programming Workshop II

2 cr.

This is an advanced course in programming languages, integrated development environments (IDE's), application programming interfaces (API's), software packages, libraries, and programming technologies. The workshop nature of the course requires hands-on solutions in a high-level language (Java), including requirements definition & decomposition, IPO development, and algorithm design, development, and implementation.

Prerequisite: CSE 112 or CSE 135

0/4/0 SP Course fee charged

CSE 225 Computer Organization 3 cr.

This course introduces the computer system structure and organization. It emphasizes representation of information; circuit analysis and design; process or architecture, and input/output.

Prerequisite: CSE 210

3/0/0 Course fee charged

CSE 334 Applied Database Technologies 3 cr.

This course covers the practical aspects of relational database systems, including database modeling using ER and EER diagrams, physical database design, the relational database query language SOL, normal forms. database integrity and transaction management. Includes a project involving an RDBMS.

Prerequisite: CSE 222

2/2/0 FA/SP Course fee charged

This course introduces ethical hacking, security testing and network defense/counter measures. Students who have a good knowledge of computer and networking learn how to protect networks by using an attacker's technique to compromise network systems security. Hands-on lab activities enable students to learn how to protect network/systems by using the tools and methods used by hackers to break into networks/systems. Discussion topics include: hacker methodology and tools, how hackers operate, as well as setting up strong countermeasures to protect networks/systems.

Prerequisite or Corequisite: CIS 215

2/2/0 FA/SP

COMPUTER SCIENCE

CSE 110 Introduction to Computer Science I 4 cr.

This course introduces the fundamental concepts of programming and problem solving. It focuses on simple data types, control structures, and introduction to array and string data structures and algorithms, as well as debugging techniques and the social implications of computing. It emphasizes good software engineering principles and developing fundamental programming skills in the context of a language that supports the object-oriented paradigm. The lab component provides hands-on programming experience that is vital for beginning programmers and computer science students.

Corequisite: MTH 130 or permission 3/2/0 FA/SP/SU Course fee charged

CSE 112 Introduction to Computer Science II

4 cr.

This course builds upon the work completed in CSE 110 to introduce the fundamental concepts of data structures and complex algorithms. It focuses on recursion, the underlying philosophy of objectoriented programming, fundamental data structures (i.e. queues, stacks, linked lists, trees and graphs), sorting and searching techniques, recursion and the basics of algorithmic analysis. Additional lecture time will be devoted to the Standard Template Library and its components. The lab components provide handson programming experience that is vital for beginning programmers and computer science students.

Prerequisite: CSE 110

3/2/0 FA/SP/SU Course fee charged

CSE 114 Object Oriented Programming and Data Abstraction

This course is an introduction to Object-Oriented Programming and to the methodology of programming from an object-oriented perspective. Through the study of object design, this course also introduces the basics of human-computer interfaces, graphics, with an emphasis on software engineering. A second operating system/programming platform is introduced.

Prerequisite: CSE 110

4/0/0

systems, and paged memory. It also covers instruction sets and execution, addressing modes, and assembly language programming, including subroutines, coroutines, interrupts, and traps.

3/0/0

database design and database programming. It focuses on data models (E/R, relational, and object oriented), dependencies, constraints, normalization, relational algebra, and SQL.

3/0/0 Course fee charged

CSE 215 Programming Languages 3 cr.

This course introduces the conceptual study of programming language syntax, semantics, and implementation. It includes language definition structure; data types and structures; control structures; data flow; declarative forms; functional forms; concurrency; objects; scoping and binding; inheritance; and interpretation.

Prerequisite: CSE 112 2/2/0 FA/SP

2 cr.

This is an introductory course in programming in a high-level language and its use in solving engineering, business, and scientific programs. It includes data types, control structures, functions, arrays, files, and the mechanics of running, testing, and debugging. It emphasizes the fundamentals of problem solving, software engineering techniques, and algorithm design. The lab component provides hands-on programming experience for beginning programmers

Prerequisite: MTH 130

FA/SP 2/2/0 Course fee charged

CSE 151 Introduction to JAVA

and computer science students.

4 cr.

This course provides an introduction to JAVA and Object Oriented programming. It focuses on simple data types; control structures; an introduction to array and string data structures; algorithms; debugging techniques; and the social implications of computing. It emphasizes good software engineering principles and developing fundamental programming skills in the context of a language that supports the object-oriented paradigm. The lab component provides hand-on programming experience that is vital for beginning programmers and

Prerequisite: CIS 101 or CSE 110 or higher; MTH 012 or equivalent skills

3/2/0 Course fee charged

computer science students.

CSE 210 Machine and

Assembler Language Programming 3 cr.

This course focuses on the organization of digital computers, buses, registers, processors, I/O, memory

Prerequisite: CSE 110

Course fee charged

CSE 213 Database Systems 3 cr.

This course serves as an introduction to the theory of

Prerequisite: MTH 130 or MTH 141

CONSTRUCTION MANAGEMENT

CON 101 Building Materials and Construction Methods

3 cr.

This introductory course provides an understanding of the fundamentals of residential and commercial construction materials and practices. Students gain an understanding of the types of construction, structural design requirements, and the properties of common construction materials such as wood, concrete, iron, and steel.

Prerequisite: MTH 075 or equivalent, college reading level and writing level

3/0/0 FA

CON 102 Building Materials and Construction Methods II

3 cr.

This course is a second level course covering the advanced topics of building materials and construction methods in residential and commercial construction applications. Building on the competencies of CON 101, students will continue to develop their knowledge base of the most common building materials in use and their interrelationship in a construction project.

Prerequisite: CON 101 3/0/0 SP

CON 103 Statics and Strength of Materials 3 cr.

This course focuses on the fundamental principles of structural design. It emphasizes analysis of structures to determine internal and external forces; the design of members and connections based allowable tension, compression, bending and shearing stresses; analysis of trusses; and the computerized study of forces as represented by vectors. The lab component provides hands-on experience in examining, testing and evaluating the strengths of different building materials. *Prerequisite*: MTH 130

2/2/0 FA/SP Course fee charged

CON 210 Estimating 3 cr.

This course provides students with an understanding of the estimating procedures and techniques used for developing budgets and schedules to meet the performance requirements of the construction project. Students learn how to estimate labor, raw material, and capital equipment cost to develop meaningful construction budgets and schedules.

Prerequisite: CON 202

3/0/0 Course fee charged

CON 220 Understanding Construction Drawings

This course is an introductory course covering the fundamentals of interpreting construction drawings. Students will learn how to examine a variety of construction documents, including drawings, details, graphic standards, sections, and quantities for competitive bidding of projects.

Prerequisite: CON 101

3/0/0

CRIMINAL JUSTICE

CRJ 101 Introduction to Criminal Justice 3 cr.

This course is an introduction to the philosophy and development of the system for dealing with social deviancy through criminal justice. It focuses on the concepts, agencies, and institutions involved in the administration of criminal justice.

3/0/0 FA/SP

CRJ 102 Police Operations and Procedures 3 cr.

This course is a survey of the role of traffic, investigative, juvenile, vice, and other specialized units within law enforcement agencies. It focuses on the line activities of law enforcement agencies with emphasis on the patrol function and the prevention of crime.

3/0/0 FA/SP

CRJ 103 Introduction to the Correctional System

3 cr.

This course is an introduction to the entire correctional system from law enforcement through the administration of justice, probation, parole, prison system, and correctional institutions.

3/0/0 FA/SP

CRJ 106 Introduction to Court Systems 3 cr.

This course is an overview of the criminal courts and their role within the criminal justice system. It examines some civil aspects of the court system and their interconnection with the criminal courts. It analyzes historical and current data regarding the structure and theory of criminal courts and investigates and questions criminal procedure and the dynamics of criminal court processes.

3/0/0

CRJ 111 Criminal Law 3 cr.

This course examines fundamental provisions and underlying assumptions of criminal law. It focuses on principles and doctrines, crimes against the person, crimes against property and habitation, and crimes against public order.

Prerequisite: CRJ 101 3/0/0 FA/SP

CRJ 113 Criminal Investigation 3 cr.

This course is a survey of the fundamentals of criminal investigation theory and history. The student follows evidence from the crime scene to the courtroom with emphasis on techniques appropriate to specific crimes. *Prerequisites:* CRJ 101 and CRJ 102

3/0/0 FA/SP

3 cr.

CRJ 114 Criminalistics 3 cr.

This course focuses on the collection, identification, preservation, and transportation of physical evidence. It emphasizes examination of physical evidence within the investigator's resources and demonstration of laboratory criminalistics.

Prerequisites: CRJ 101 and CRJ 102 Corequisite/Prerequisite: CRJ 113

3/0/0 FA/SP

CRJ 203 Legal Rights of the Convicted

3 cr.

This course examines the legal rights of the convicted offender in the criminal justice system. It focuses on the legal aspects of conviction and sentencing together with the legal rights of probationers, prison inmates, and parolees.

3/0/0

CRJ 207 Community Corrections 3 cr.

This course provides an understanding of probation, parole and community corrections. The supervision, treatment and re-entry of offenders are explored. Specific alternatives to incarceration such as bail, community service, pre-trial release, residential halfway houses, day reporting, drug courts, ISP (Intensive Supervision Program), and house arrest are components to be discussed.

3/0/0

CRJ 213 Arson Investigation 3 cr.

This course introduces the study of arson, types of incendiary fires and laws covering arson; methods of determining fire causes, recognizing and preserving evidence; and interviewing and detaining witnesses. 3/0/0

CRJ 217 Juvenile Delinquency 3 cr.

This course examines the development and philosophy of dealing with juvenile delinquency, youth crime, and youth victimization through the juvenile justice system. It examines the role of probation, treatment approaches, and the Juvenile Justice Commission.

3/0/0 FA/SP

CRJ 218 Introduction to Private Security 3 cr.

This course examines the systems and organization of security with primary emphasis on the private sector. It focuses on historical and philosophical perspectives of security and compares the public and private sectors. It concentrates on contemporary issues in security including legal authority, the branches and functions of security in multiple industry and institutional settings, and the growing function of the private sector investigator.

3/0/0

CRJ 219 Organized Crime 3 cr.

This course examines and analyzes the theory on organized crime and terrorism; the controversy surrounding the phenomenon; and efforts at control. It focuses on the historical aspects; the structural components of various defined groups; the economic theory and business practices; and the sociological and criminological theory as it relates to current regional organized crime groups.

CRJ 220 Independent Study in Criminal Justice

3 cr.

This course is for in-service police officers and preservice students. The student is required to work in a local police department or other agencies within the criminal justice system and/or pursue an extensive study of some aspect of the criminal justice system through research, observation, or extended reading. It requires a demonstration of scholarly achievement.

Prerequisite: 30 credits, 2.8 GPA, ENG 101, CRJ 101, Student/college agreement

3/0/0

CRJ 310 Theories of Crime 3 cr.

This course provides an understanding of the causes of crime in the United States and examines the fundamentals of criminology, crime, the manner in which crime is measured, and theories of crime. The philosophical, biological, psychological, and sociological theories as it pertains to why individuals commit crime will be explored. Specific types of crime such as violent crime, white-collar and organized crime will also be discussed.

Prerequisite: CRJ 101 and one course from the following: CRJ 102, CRJ 103 or CRJ 106 3/0/0

CRJ 315 Drugs and Crime in America 3 cr.

This course provides an understanding of the relationship between illegal drugs and crime. The national and international trafficking, control of illegal drugs, and explanations of drug use will be explored. Historical and political foundations of drug policy and alternative policies for controlling psychoactive drug use and its consequences will be discussed.

Prerequisite: CRJ 101 and CRJ 102 or CRJ 103 or CRJ 106 3/0/0

CULINARY ARTS

CUL 107 Culinary Arts 4 cr.

This introductory course in food preparation includes instruction and practice in sanitation, safety, tools, equipment, basic cooking principles, recipes, menus, work preparation, stocks, sauces, soups, meats, and poultry. This course also includes instruction and practice in the production of seafood; vegetables; potatoes and starches; garnish; international cuisine; and basic baking principles.

Corequisite: FSM 125

1/6/0 FA/SP Course fee charged

CUL 122 Techniques and Traditions 4 cr.

This course will cover the major cuisines of the world in a very broad and general overview. Each week covers a different geographical region and explores both general history and culinary aspects of the culture. Each week will include menus specifically for that region. Students will learn a variety of cooking methods and styles.

Prerequisite: FSM 125, CUL 107 1/6/0 Course fee charged

CUL 125 Foundations of Professional Baking - Baking I

3 cr.

This fundamental course in baking includes instruction and practice in sanitation; safety; tools; equipment; basic baking principles; recipes; recipe conversions; weights and measures; yeast doughs; artisan breads; quick breads; doughnuts; fritters; pancakes; waffles; basic syrups; creams; sauces; pastry basics; and pies.

Prerequisite: FSM 125

2/3/0 Course fee charged

CUL 160 Patisserie – Baking II 4 cr.

This course in desserts includes instruction and practice in the preparation of tarts, special pastries, cakes, icings, cake decorating, special cakes, cookies, custards, puddings, mousses, soufflés, an introduction to frozen desserts, and fruit desserts.

Prerequisite: CUL 125, FSM 125 1/6/0 Course fee charged

CUL 203 Garde Manger

4 cr.

This culinary arts production course is designed to develop practical necessary skills for students to work in cold kitchen or garde manger positions in foodservice operations. An overview on the preparation of classical garde manger techniques, salad and salad dressings, sandwiches, cured and smoked meats; sausage; terrines and pates; canapes; hors d'oeuvers, cold soups; vegetable and fruit displays; basic cheese knowledge; and buffet presentation.

Prerequisite: FSM 125, CUL 107 1/6/0 Course fee charged

CUL 206 Italian Traditions and American Regional Cuisine 4 cr.

This course in the Italian and American traditions is an intensive experience in classical and authentic Italian and American foods and culture. Since "Italian cuisine" is actually a composite of foods of Italian regions (20), many towns and many households, this course will stress the importance of understanding the term "Regional Cuisine." Likewise, students will gain an understanding in American cuisine by examining the history, diverse cultures and regional culinary traditions of the evolving United States from Native American and first settlers to the present. Throughout this course students will be presented with a variety of authentic Italian and American ingredients, terms, preparations and recipes.

Prerequisite: FSM 125, CUL 107 1/6/0 Course fee charged

CUL 211 Purchasing and Menu Planning 3 cr.

This course will prepare students to plan, evaluate and purchase everything that is needed to produce a set menu, including smallwares and equipment. The course will also prepare students to evaluate vendors and determine suitability by price, service, and product line.

1/4/0 Course fee charged

CUL 216 A la Carte

3 cr.

2 cr.

This course is designed to introduce students to the operation of a full service restaurant serving á la Carte menus. Students will take orders, work cooking stations, and provide service to customers. Students will learn how to manage both the front and back of the house.

Prerequisite: Permission of Instructor 2/3/0 Course fee charged

CUL 230 Culinary Arts Practicum

This work experience course consists of supervised on-the-job learning experiences at college-approved work sites. This includes at least 240 hours in planned activities in cooking, food preparation and related duties. Students also develop a personal portfolio.

Prerequisite: Completion of 15 CUL credits, FSM 125 and permission of CUL Director 0/0/16 FA/SP/SU Course fee charged

CUL 235 Advanced Baking – Baking III 4 cr.

This course will provide experience with fine decorating; showpieces; advanced dessert design; holiday themed desserts; cake decorating; and sugar and marzipan sculpture.

Prerequisite: CUL 125, CUL 160, FSM 125 1/6/0 Course fee charged

CUL 240 Confectionary Arts and Plated Desserts

4 cr.

This course will introduce students to the art of plated desserts and confections. The course will cover design, flavor profile, costing, presentation and feasibility for restaurant service of plated desserts. In addition, this course will provide an overview of the basic confectionary arts, including sugar candies; molded and filled chocolate; and packaging and product design for confections.

Prerequisite: FSM 125, CUL 125, CUL 160 1/6/0 Course fee charged

CUL 245 Café Operation and Artisanal Bread Baking

4 cr.

This course instructs students on the basics of running a simple café that specializes in baked goods, simple soups, salads and sandwiches, and dessert and confectionary items. As part of the course requirement students will be required to bake all the café's breads, breakfast breads, and rolls. The laboratory is a café space open to the public.

Prerequisite: FSM 125, CUL 125, CUL 160 1/6/0 Course fee charged

DHY 101 Pre-Clinical Dental Health 4 cr.

This course introduces the basic knowledge, skills and judgments necessary for prevention of diseases of the teeth and surrounding tissue. Laboratory experiences provide for practical application of the principles of comprehensive dental hygiene treatment.

Prerequisite: Admission to program, CPR certification. *Corequisite:* BIO 110, BIO 111, CHE 107, CHE 108, DHY 110, DHY 120, DHY 130

3/8/0 Course fee charged

DHY 110 Dental Head and Neck Anatomy 3 cr.

This course presents the basic structures of the oral cavity, including the nomenclature, structure, morphology, and function of the teeth. It emphasizes the clinical appearance of the anatomical features of the teeth and points out relationships to adjacent teeth, opposing teeth, and surrounding tissue. It also covers the configuration and function of gross structures of the head and neck and emphasizes the importance of anatomical concepts.

Prerequisite: Admission to program, CPR certification. *Corequisite:* BIO 110, BIO 111, CHE 107, CHE 108, DHY 101, DHY 120, DHY 130

3/0/0 Course fee charged

DHY 120 Dental Radiology

This course integrates the didactic, laboratory, and clinical principles of dental radiography. It covers x-ray production, processing, intra-and extra-oral techniques, quality assurance, utilization of radiographic selection criteria, radiographic interpretation, radiation biology and safety, and infection control and hazardous waste disposal. It provides laboratory experiences which progress from mannequin simulation to assigned patients in order to explore clinical applications.

Prerequisite: Admission to Program, CPR certification (current)

Corequisite: BIO 110, BIO 111, CHE 107, CHE 108, DHY 101, DHY 110, DHY 130

2/0/3 Course fee charged

DHY 130 Medical and Dental Emergencies 1 cr.

This course emphasizes the importance of emergency prevention. It prepares students to recognize and manage medical emergencies that may occur in the dental environment.

Prerequisite: Admission to program, CPR certification (current)

Corequisite: Bio 110, BIO 111, CHE 107, CHE 108, DHY 101, DHY 110, DHY 120 1/0/0

DHY 140 Oral Embryology and Histology 2

This course provides a conceptual framework for understanding the growth and development of oral structures as well as an overview of the peri-natal events that begin their growth. It focuses on the microscopic structures of the oral tissues, growth and development of the face and oral cavity. It also covers the development of the deciduous and permanent dentition, including common disturbances and anomalies.

Prerequisite: BIO 110, BIO 111, CHE 107, CHE 108, DHY 101, DHY 110, DHY 120, DHY 130 Corequisite: BIO 114, BIO 115, BIO 155, BIO 156, ENG 101, DHY 151 2/0/0

DHY 151 Clinical Services I

This course focuses on information about oral physiotherapy, fluoride, treatment planning, adjunctive instrumentation, hypersensitivity, and air abrasive systems. There are examinations of case studies with respect to treatment planning, behavior modification strategies; and adult and pediatric preventive counseling. It requires clinical practice. Students must demonstrate advanced techniques of dental hygiene treatment.

Prerequisite: BIO 110, BIO 111, CHE 107, CHE 108, DHY 101, DHY 110, DHY 120, DHY 130

Corequisite: BIO 114, BIO 115, BIO 155, BIO 156, DHY 140, ENG 101, DHY 160

3/0/12 Course fee charged

DHY 160 Periodontology I 2 cr.

This course focuses on the basic concepts of the anatomy and pathology of the periodontium. It examines in depth classification, etiology, and treatment of periodontal disease. It integrates correlation of the relationship of the histopathologic changes of the supporting structures of the teeth by using case-based clinical studies.

Prerequisite: BIO 110, BIO 111, CHE 107, CHE 108, DHY 101, DHY 110, DHY 120,

DHY 130

3 cr.

Corequisite: BIO 114, BIO 115, BIO 155, BIO 156, DHY 140, DHY 151, ENG 101

2/0/0

DHY 200 Dental Pharmacology and Pain Control

2 cr.

4 cr.

This course introduces pharmacology and methods of pain control as it relates to the practice of dentistry. It focuses on adverse drug reactions; pharmacological effects; and their usual indications and contraindications. It emphasizes the clinical application of topical and local anesthesia. It discusses systemic toxicity and local complications to prepare students for the prevention and management of emergencies that may develop during treatment as well as sedation methods and general anesthesia.

Prerequisite: BIO 114, BIO 115, BIO 155, BIO 156, DHY

140, DHY 151, ENG 101 Corequisite: DHY 222, PSY 101 2/0/0

4 cr.

DHY 201 Clinical Services II

This course allows students the opportunity to demonstrate advanced treatment techniques relative to the dental hygiene appointment in the clinical setting. It emphasizes skills in oral physiotherapy, treatment planning, behavior modification strategies, adult and child preventive counseling, and adjunctive instrumentation.

Prerequisite: DHY 160, DHY 200, DHY 222, PSY 101 Corequisite: CHE 210, DHY 210, DHY 220,

DHY 241; MTH 107

3/0/12 Course fee charged

DHY 210 Periodontology II 2 cr.

This course builds on the information presented in DHY 160. It focuses on current information on clinical and adjunctive home care aids, as well as a variety of treatment modalities. It also presents surgical options, including implants. It requires student case presentations which cover complete charting; review of medical and dental histories; radiographs and/or study models; record of treatment; patient compliance; and recommended maintenance schedules.

Prerequisite: DHY 160, DHY 200, DHY 222, PSY 101 Corequisite: CHE 210, DHY 201, DHY 220,

DHY 241; MTH 107

2/0/0

DHY 220 Oral Pathology 3 cr.

This course investigates the study of abnormalities in morphology and function. It focuses on the cellular level first, including cellular alterations and response. It centers its approach on etiology; pathogenesis; clinical and microscopic signs and symptoms; differential diagnosis; treatment; follow-up and prognosis with emphasis on those lesions most frequently encountered. It focuses on the recognition of pathological conditions, both systemic and oral, as well as their risk factors so appropriate precautions and/or treatment may be taken.

Prerequisite: DHY 160, DHY 200, DHY 222, PSY 101 Corequisite: CHE 210, DHY 201, DHY 210,

DHY 241; MTH 107

3 cr.

This course is designed to prepare the student to provide local anesthesia to patients requiring pain management during the course of dental hygiene treatment. This course will provide the fundamental knowledge of choosing the appropriate agent, selection of injection, administering local anesthesia, and health history evaluation to avoid potential complications.

Prerequisite: DHY 101, DHY 110, DHY 130,

DHY 140, DHY 151, DHY 160 Corequisite: DHY 200 2/1/1/ Course fee charged

DHY 240 Dental Public Health

This course prepares students to provide patient education to individuals and groups, focusing on a holistic approach. It covers the development, implementation, and evaluation of dental health education programs in a variety of settings through analysis of patient lifestyle, values, behavior, and environment.

Prerequisite: CHE 210, DHY 201, DHY 210,

DHY 220, DHY 241; MTH 107

Corequisite: DHY 251, SOC 101, SPE 102 3/0/0 Course fee charged

DHY 241 Supportive Therapies 3 cr.

This course provides lecture and laboratory experiences to apply the theory, techniques and applications of dental material manipulation to the clinical arena. All delegable expanded functions as outlined in the New Jersey Dental Auxiliaries Practice Act will be emphasized and taught to clinical competency. Exploration of the Dental Hygienists' role in Dental specialty practice is included.

Prerequisite: DHY 200, DHY 222, PSY 101 Corequisite: DHY 201, DHY 210, DHY 220,

CHE 210, MTH 107

2/2/2 Course fee charged

DHY 251 Clinical Services III 4 cr.

This capstone course offers an integrative clinical approach to the provision of patient care services. It emphasizes the honing of clinical skills, the synthesis of prior learning, and application to the delivery of care. It covers practice management and its application to the business of dental hygiene to prepare students for the modern workforce and its various demands.

Prerequisite: CHE 210, DHY 201, DHY 210,

DHY 220, MTH 107

Corequisite: DHY 240, DHY 241, SOC 101, SPE 102

Course fee charged 3/0/12

DIAGNOSTIC MEDICAL SONOGRAPHY

DMS 101 Introduction to Sonography 2 cr.

Introduces the diagnostic foundations of diagnostic medical sonography, including terminology; scan plane orientations; anatomical relationships; departmental administrative operations; hospital organization; HIPPA regulations; blood and fluid precautions; and basic patient care principles.

Prerequisite: Acceptance in Program, BIO 110, BIO 111, **ENG 101**

2/0/0

DMS 102 Cross-sectional Anatomy 2 cr.

This course will require the student to study sectional anatomy of the body in the transverse, longitudinal and coronal planes. Emphasis will be placed on the vessels and organs imaged sonographically. There will also be correlation of the anatomy to sonographic images, CAT, MRI and X-Ray images.

Prerequisite: Acceptance in Program, BIO 110,

BIO 111

Corequisite: DMS 101, DMS 107

2/0/0 FA

DMS 107 Ultrasound Abdomen 3 cr.

This course will give the student a comprehensive understanding of the anatomy, physiology, embryology, and pathological processes of the abdominal region. Specific attention is paid to the liver, pancreas, gallbladder, abdominal vascular, biliary systems, spleen, body cavities, urinary systems, abdominal wall/ components, and male pelvis.

Prerequisite: Acceptance in Program, BIO 110, BIO 111 Corequisite: DMS 101, DMS 102, DMS 108

3/0/0

DMS 108 Ultrasound Abdomen Lab 1 cr.

This laboratory course provides laboratory experience that applies to the topics and concepts covered in Ultrasound of the Abdomen. Students will be introduced to ultrasound knobology and scanning protocols of the abdominal and male pelvis regions.

Prerequisite: Acceptance in program,

BIO 110, BIO 111 Corequisite: DMS 107

0/3/0 Course fee charged

DMS 110 Ultrasound Physics I 2 cr.

This course will discuss and solve mathematical problems associated with human tissue, basic instrumentation and scanning technology.

Prerequisite: PHY 107

2/0/0

DMS 113 Ultrasound OB/GYN I

2 cr. This course consists of normal pelvic anatomy,

physiology, embryology and pathological processes. First trimester normal and abnormal anatomy, physiology, and embryology will be studied.

Prerequisite: DMS 101, DMS 102, BIO 114,

BIO 115

Corequisite: DMS 114

2/0/0

DMS 114 Ultrasound OB/GYN I Lab 1 cr.

This laboratory course provides laboratory experiences that apply to the topics and concepts covered in the Ultrasound OB/GYN I course. Students will build on previous ultrasound knobology knowledge. Students will produce sonograms pertaining to protocols of first trimester obstetrics and gynecology.

Prerequisite: DMS 101, DMS 102, BIO 114,

BIO 115

Coreauisite: DMS 113

0/3/0 Course fee charged

DMS 130 Ultrasound Pediatrics and Small Parts

2 cr.

This course focuses on the anatomy, embryology, physiology, and pathology of the neck, thyroid, breast, scrotum, musculoskeletal, pediatric hip and abdomen, neonatal brain and spine. Coursework will familiarize the student with protocols to evaluate normal versus abnormal sonographic appearances. Correlation of pertinent history, symptoms, clinical laboratory tests, and other diagnostic procedures will be highlighted.

Prerequisite: DMS 101, DMS 102, BIO 114,

BIO 115

Corequisite: DMS 131

2/0/0

DMS 131 Ultrasound Pediatrics and Small Parts Lab

1 cr.

This laboratory course provides laboratory experience that applies to the topics and concepts covered in Ultrasound Pediatrics and Small Parts. Students will apply ultrasound knobology and scanning protocols of pediatric and small part imaging.

Prerequisite: DMS 101, DMS 102, BIO 114,

BIO 115

Corequisite: DMS 130 0/3/0 Course fee charged

DMS 211 Ultrasound Physics II 2 cr.

This course will discuss the physics utilized for imaging acquisition in diagnostic ultrasound imaging. Advanced material will build upon content learned in DMS 110, such as real-time imaging, pulsed echo instrumentation, Doppler, Artifacts, and Bioeffects facts; and safety/biological effects.

Prerequisite: DMS 110 2/0/0 SU

DMS 214 Ultrasound OB/GYN II

4 cr.

This course will prepare the student to perform sonograms of the female pelvis, encompassing both gynecological and obstetrical examinations. This course consists of normal and abnormal anatomy throughout the second and third trimesters of pregnancy. Crosssectional anatomy of these structures and their appearances on the sonogram will be discussed. Fetal abnormalities, high-risk pregnancies and maternal disease will also be correlated to the sonographic examination. Classroom instruction will be coordinated with lab activities in Ultrasound OB/GYN II Lab.

Prerequisite: DMS 113, DMS 114 Corequisite: DMS 215

3/0/0

DMS 215 Ultrasound OB/GYN II Lab 1 cr.

This laboratory course provides laboratory experiences that apply to the topics and concepts covered in the Ultrasound OB/GYN II course. Students will build on previous ultrasound knobology knowledge utilizing ALARA standards. Students will produce sonograms pertaining to protocols of second/third trimester obstetrics and gynecology.

Prerequisite: DMS 113, DMS 114 Corequisite: DMS 214

0/3/0 Course fee charged

DMS 218 Ultrasound Vascular 2 cr.

This course will provide the student with an understanding of the uses of Doppler and color ultrasound in the diagnostic evaluation of vascular disease. Instruction will include a discussion of the principles of Doppler physics and instrumentation, hemodynamics, imaging protocols, and proper scanning techniques for performing vascular sonograms.

Prerequisite: DMS 102, DMS 107 Corequisite: DMS 219

2/0/0

DMS 219 Ultrasound Vascular Lab

This laboratory course provides laboratory experiences that apply to the topics and concepts covered in Ultrasound Vascular. Students will build on previous ultrasound knobology knowledge pertaining to vascular scanning. Students will produce vascular sonograms.

Prerequisite: DMS 102, DMS 107

Corequisite: DMS 218

0/3/0 Course fee charged

DMS 220 Clinical Practicum I

This course is designed to integrate didactic and clinical coursework in order to develop the student's ultrasonic skills in a diagnostic environment and may include scanning in campus laboratories, private offices, hospital rotations, and outpatient radiology centers. Includes experience in abdominal, pelvic, obstetrical, and small parts scanning.

Prereauisite: DMS 107, DMS 108, DMS 110, DMS 113,

DMS 114, DMS 130, DMS 131

Corequisite: DMS 211, DMS 214, DMS 215

0/0/24 Course fee charged

DMS 224 Sonographic Interpretations I 2 cr.

This course will prepare the student for clinical practice and the registry exams. The student will hear lectures given by experienced sonographers and physicians on ultrasound related topics. The student will review a series of studies on ultrasound procedures, testing his/her diagnostic skill in identifying a wide range of abnormalities. Finally, the student will be required to take a series of registry-like examinations on abdomen and physics ultrasound. This course will also include a hands-on lab that includes all the preceding topics.

Prerequisite: DMS 102, DMS 107, DMS 108,

DMS 110

Corequisite: DMS 230 1/3/0 Course fee charged

DMS 230 Clinical Practicum II 4 cr.

This course is designed to develop and improve upon the student's independent ultrasonic skills in a diagnostic environment and may include scanning in campus laboratories, private offices, hospital rotations, and outpatient radiology centers. Includes experience in abdominal, pelvic, obstetrical, small parts, and vascular scanning.

Prerequisite: DMS 220

Corequisite: DMS 218, DMS 219, DMS 224

Course fee charged 0/0/32

DMS 240 Clinical Practicum III 4 cr.

This course is designed to increase the student's confidence and competency within their ultrasonic skills in a diagnostic environment and may include scanning in campus laboratories, private offices, hospital rotations, and outpatient radiology centers. Includes experience in abdominal, pelvic, obstetrical, small parts, and vascular scanning.

Prerequisite: DMS 230

0/0/32 FA/SP/SU Course fee charged

DRAFTING AND DESIGN TECHNOLOGY

DDT 205 Structural Systems I

3 cr.

This course applies the principles of statics and strength of materials to the analysis and design of structural steel, reinforced concrete, timber, and aluminum structures. Current specifications dealing with these materials are used. It also includes layout and detailing of a simple structure, as well as computerized beam selection forces as represented by vectors.

Prerequisite: CON 103

2/2/0

ECONOMICS

ECO 203 Principles of Microeconomics 3 cr.

This course focuses on basic economic principles with particular emphasis on microeconomic theory and problems. It covers graphs, supply, demand, the price system, resource allocation, distribution of income, socioeconomic problems, international trade, economic development, and comparative economic systems.

3/0/0 FA/SP/SU

ECO 204 Principles of Macroeconomics 3 cr.

This course is an introduction to the economic institutions of our society. It focuses on supply, demand, business organization, income, social security, management-labor relations, taxation, money and banking, consumption, savings and investments. It applies these concepts and their interrelationships to problems such as economic activity, employment and unemployment, and inflation and public policies.

3/0/0 FA/SP/SU

EDUCATION

EDU 105 Teaching as a Profession 3 cr.

This course addresses the professional characteristics and historical development of teaching as a profession. It discusses the role of the teacher, lesson preparation, and other issues facing teachers. It also provides an overview of select teacher education programs.

3/0/0

EDU 112 Historical Foundations of American Education

3 cr.

This course is a study of the historical and philosophical foundations of American education. It examines current trends and issues in education including but not limited to educational reform, diversity in the classroom, instructional approaches, and school effectiveness.

4 cr.

This course is designed to develop students' awareness and understanding of the nature and needs of individuals with exceptionalities. It provides a lifespan perspective that will assist students in better understanding, accepting, and advocating for individuals with disabilities.

Coreguisite: PSY 101 or SOC 101 and ENG 101

3/0/0

EDU 210 Inclusive Principles and Pedagogies

3 cr.

3 cr.

This course introduces the basic concepts and principles of curriculum and instruction for the inclusive classroom. It will focus on teaching principles and strategies, curriculum development and implementation, and classroom conditions that influence teaching and learning to promote positive classroom management techniques supportive of all learners in an inclusive setting. Through the use of case study scenarios, observations, and video experiences, students will have varied opportunities to reflect on and apply new learning to enhance their understanding of proactive behavioral strategies and supports. This course requires 45 classroom observation hours.

Prerequisite: EDU 130 2/0/3

ELECTRICAL ENGINEERING TECHNOLOGY

EET 101 Introduction to Electronics 3 cr.

This course explores the fields of electronics and computers for those who have no experience in these fields. It includes circuit components, Ohm's Law, basic DC and AC circuits, an introduction to power supplies, transistor and integrated circuit amplifiers, and optoelectronic communications. Laboratory experiments cover these topics and verify lecture theory. The laboratory also introduces measurement techniques using a multimeter, function generator, oscilloscope, and computer simulation using circuit analysis software.

Prerequisite: High school algebra or MTH 075 Note: EET 101 cannot be taken after passing EET 121

2/2/0 FA/SP Course fee charged

EET 111 Electronic Computer Graphics 3 cr.

This course uses computer software to perform computer aided drafting software related to the electronic industry. Lectures cover development of electronic block diagrams, layout, schematics, routing, parts lists, and production drawings. Handson laboratory exercises develop printed circuit board designs including layout, trace routing, assembly and hole drill drawings.

Course fee charged 2/2/0

This course focuses on the basic principles of direct and alternating current and on the properties of passive electrical components. It covers atomic theory, current, voltage, resistance, resistive networks, network theorems, work power, capacitance, inductance and transformers. Laboratory exercises include building circuits from schematics, using laboratory equipment to make measurements, and to verify theory. Circuit analysis software is used to simulate and verify the laboratory analysis where appropriate.

Prerequisite: EET 101 or EGR 104 or permission

Corequisite: MTH 130

3/3/0 FA/SP Course fee charged

EET 210 IT Essentials: A+ 4 cr.

This course is an in-depth exposure to information technology and data communications. Students develop the necessary skills to enter this field by building a computer, installing the operating system, adding peripherals, and connecting the computer to a local area network and to the Internet. This course helps students prepare for CompTIA's A+ certification exam.

Prereauisite: EET 101

3/3/0 Course fee charged

EET 222 Circuits II

This course covers the fundamentals of AC electrical circuits. It focuses on series/parallel RLC circuits, voltage and impedance phasor diagrams, power in AC circuits, filters, resonance, frequency Response, and BODE plots. There is a final project with a written report and an oral presentation.

Prerequisite: EET 121, MTH 130 2/3/0 Course fee charged

EET 230 Semiconductor Electronics 4 cr.

This course introduces the characteristics, operation, and application of solid state devices including diodes, bipolar and MOS field effect transistors, and light dependent semiconductor devices. It covers diodes, power supplies, the transistor switch, and DC and AC analysis of various types of amplifiers. These include the bipolar common emitter, common collector, power amps, and MOS field effect transistor amplifiers. Laboratory experiments cover the course topics and verify lecture theory.

Prerequisite: EET 121 and MTH 130 2/4/0 Course fee charged

This course focuses on the characteristics and applications of analog integrated circuits including operational amplifiers and specialized linear integrated circuits. It investigates circuits including inverting, noninverting and differential amplifiers, non-linear circuits, active filters, equalizers, oscillators, timers, and power supply regulator IC's. Laboratory experiments cover the course topics and verify lecture theory. Circuit analysis software is used to simulate and verify the laboratory analysis where appropriate.

EET 232 Analog Integrated Circuits

Prerequisite: EET 121

3/3/0 Course fee charged

EET 240 Digital Electronics

This course introduces the theory and design of logic circuits used in computers and other digital instruments. Lectures cover digital systems, binary numbers, Boolean algebra, binary logic gates, combinational logic and simplification techniques; combinational logic functions; flip-flops, counters & shift registers, sequential logic functions; finite state machines, memories and Programmable Logic Devices. The laboratory component includes hands-on computer-based development and simulation tools to develop and test digital circuits and includes a final project and oral presentation.

Prerequisite: EET 121 or EGR 151 3/3/0 Course fee charged

EET 242 Microprocessor Systems 4 cr.

This course examines microcomputer programming. analysis, and troubleshooting for real-time applications. The major emphasis is the verification of studentassembled programs that use both serial and parallel input-output devices on a microcomputer system. It includes numbering systems, microprocessor unit, memory, input/output, instruction sets, addressing modes, assembler techniques, systems configuration, hardware, subroutines, and example programs. There is a final project with a written report and oral presentation.

Prerequisite: EET 240 and CSE 110 or permission from instructor

3/3/0 Course fee charged

EET 330 Instrumentation and Measurement

3 cr.

A study of the basic concepts and principles associated with the operation and use of sensors and instruments for the measurement and for the control of various properties (temperature, pressure, liquid level, fluid flow, etc); accuracy and reliability of instruments and their role in control systems. Hands-on activities to take learned knowledge and apply it to applicable equipment.

Prerequisite: EGR 252

2/2/0 Course Fee charged

EET 360 Rapid Prototyping and Fabrication 3 cr.

A study of the basic procedures of utilizing additive manufacturing for rapid prototyping. Introduction towards fundamental concept of Additive Manufacturing Process Chain. Different typical Additive Manufacturing processes and their selections for industrial production. Computer Aided Design (CAD) for Additive Manufacturing and its applications. Handson activities will apply the knowledge learned to the applicable equipment.

Prerequisite: EGR 252

2/2/0 Course Fee charged

EET 370 Control Systems and PLCs 3 cr.

A study of fundamental usage of Programmable Logic Controller for industrial control and automation. PLC programming for timers, counters and human machine interface (HMI) development. PLC program development for instrumentation and process control. Analog programming for advanced control. Handson activities will apply the knowledge learned to the applicable equipment.

Prerequisite: EGR 252

2/2/0 Course fee charged

EMERGENCY MEDICAL SERVICES

EMS 101 Basic Emergency Medical Technician

8 cr.

This course will cover all aspects of pre-hospital care and special circumstances that may be encountered. Students will be required to perform a 10 hour hospital observation rotation prior to the end of this course. Skills that will be learned during the course are: spinal immobilization; respiratory care; care of the pediatric patient; and care of the trauma patient. The following programs will also be covered in the course: IMS 100/700; Haz-Mat Awareness and CBRNE Awareness. Students successfully completing the course and the NJ Department of Health exam are certified as emergency medical technicians.

Prerequisite: CPR for Professional Rescuers 8/0/0

EMS 102 Psychomotor Skills for EMT Certification

1 cr.

This course provides the student with the necessary simulation lab and clinical hours in order to learn and practice skills required for EMT certification. The student has the opportunity to have simulation lab practice with clinical instructors in order to develop confidence and expertise in performing all required skills.

Prerequisite: CPR.AHA Corequisite: EMS 101

0/5/3

ENGINEERING

EGR 104 Engineering Design Fundamentals 4 cr.

This course presents an introduction to engineering involving teams of students of various disciplines working on engineering design projects. Electronic and mechanical topics along with schematic drawing software are incorporated in lecture and lab modules. Lecture topics include: technical communications, analytic and computer-based tools and the engineering design process. These topics are designed to give students the skills to design, build, document and present a working project. The laboratory component will develop projects that have elements of Electronic and Mechanical Engineering design. Each handson lab team prepares a written report, gives an oral presentation and demonstrates their project to an outside panel of judges.

Prerequisite or Corequisite: ENG 101

3/3/0 FA/SP Course fee charged

EGR 110 Design Computer Graphics I 3 cr.

This course covers beginning to intermediate AutoCAD with emphasis on the AutoCAD language over drafting principles. The lecture introduces the relevant AutoCAD topics, which are then implemented in the handson laboratory component. All projects use AutoCAD software.

2/2/0 Course fee charged

EGR 113 Design Computer Graphics II 3 cr.

This course covers advanced AutoCAD techniques. It covers orthographic projection; isometric projection; sections; auxiliary views; three-dimensional detailed drawings and engineering design projects. The lecture introduces the relevant advanced AutoCAD topics, which are then implemented in the hands-on laboratory component. All projects involve use of the AutoCAD software.

Prerequisite: EGR 110

2/2/0 Course fee charged

EGR 151 Freshman Engineering Clinic I 2 cr.

This course presents an introduction to engineering involving teams of students of various disciplines working on engineering design projects. Electrical and mechanical topics are incorporated in lecture and lab modules. Lecture topics include: technical communications, using analytic and computer-based tools and the engineering design process. These topics are designed to give students the skills to design a working project. The laboratory component gives the student an opportunity to develop their design projects possessing elements of electrical and mechanical design.

Prerequisite/Corequisite: ENG 101

1/2/0 FA Course fee charged

EGR 152 Freshman Engineering Clinic II

This course is a continuation of Freshman Clinic I. Students will continue working on their projects from EGR 151. Topics covered include: microcontroller operation and programming, schematic drawing software, and a continuation of technical communications, using analytic and computer based tools. These topics are designed to give students the skills to build, document and present a working project. In the laboratory, students will build projects designed in EGR 151 that have elements of Electrical and Mechanical Engineering design. Each lab team prepares a written report, gives an oral presentation and demonstrates their project to an outside panel of judges.

Prerequisite: EGR 151

1/2/0 SP Course fee charged

EGR 201 Engineering Statics 3 cr.

This course focuses on the fundamental principles of engineering mechanics including statics of particles and rigid bodies in two and three dimensions. It covers mathematical analysis as applied to the study of trusses, frames, and machines; frictional forces; distributive forces; center of gravity and moment of inertia; as well as methods of virtual work. The free-body diagram approach and vector analysis methods are used.

Prerequisite: MTH 118

3/0/0

EGR 202 Engineering Dynamics 3 cr.

This course focuses on forces and motion Including kinematics of particles; kinetics of particles analyzed using Newton's Second Law and energy and momentum methods; systems of particles; kinematics of rigid bodies, plane motion of rigid bodies analyzed using energy and momentum methods; kinetics of rigid bodies in three dimension, and mechanical vibration.

Prerequisite: EGR 201, MTH 119

3/0/0

EGR 203 Surveying 3 cr.

This basic course will teach the use of the level, transit, tape, linear measurements, leveling contours, traverses, and construction surveying will be demonstrated. Field and office work, site planning and computerized traverses will be studied.

Prerequisite: MTH 130 or permission 2/2/0 Course fee charged

EGR 210 Design Computer Graphics III 3 cr.

This course continues to develop the skills learned in EGR 113. It uses the advanced capabilities of AutoCAD for drafting and design to create complex three-dimensional models. It focuses on the application of solid modeling and rendering techniques and applies them to an advanced design concept.

Prerequisite: EGR 113

2/2/0 Course fee charged

EGR 212 Material Science and Engineering 3 cr.

This course provides students with an introduction to material science and engineering. Students will apply the basics of chemistry, such as atomic bonding, to develop an understanding of the structure-property relationships in materials. Materials designed for mechanical, electrical, and optical applications will be studied.

Prerequisite: CHE 115

3/0/0

EGR 220 Advanced CADD Project 3 cr.

This course is designed so a student selects and completes one or more projects throughout the semester. The lecture provides advanced CAD topic information. The laboratory component provides hands-on experience for the student to develop skills for their application. The student selects, with the approval of the instructor, an industrial application. The student prepares a formal proposal and a final project report based on the completed project.

Prerequisite: EGR 210

2/2/0 Course fee charged

EGR 230 Strength of Materials 3

The course presents the theory and analytical techniques used in the design and analysis of engineered structural components. The course addresses the principles of stress and strain, mechanical properties of materials, and beam and bar analysis. The study of structural components includes axial forces, torsion, bending, shear, combined loading, buckling and design. Concepts such as principal stresses, Hooke's Law for plane stress, and failure criteria are introduced. *Prerequisite:* EGR 201

3/0/0

EGR 251 Sophomore Engineering Clinic I 1 cr.

Sophomore Clinic is an interdisciplinary, team-taught course designed to help students develop professional and technical writing skills in engineering. This course encourages students to build strong communication practices in conjunction with engineering design skills in order to recognize the relationship between critical thinking and writing. Hands on activities will be included to provide the data to be documented through writing.

Prerequisite(s): EGR 152, PHY 210, PHY 110, ENG 101,

MTH 118

Co-requisite/Prerequisite: ENG 102 0/2/0 Course Fee Charged

EGR 252 Sophomore Engineering Clinic II 1 ca

Sophomore Clinic is an interdisciplinary, team-taught course designed to help students develop professional and public speaking in engineering. This course encourages students to build strong communication practices in conjunction with engineering design skills in order to recognize the relationship between critical thinking and oral communications. Hands on activities will be included to provide the data to be expressed through oral presentations.

Prerequisite: EGR 251

Corequisite/Prerequisite: SPE 102 0/2/0 Course fee charged

EGR 351 Junior Engineering Clinic I 2 cr.

This is a continuation of the Engineering Clinic sequence. During the period of this course, design methodology, proposal development, library research, project management and computer usage are stressed. It provides the opportunity for junior students to demonstrate their professional competence by designing and building a functional applied technology, or engineering prototypes using the associated equipment or knowledge provided in the lecture courses offered this semester. Working in crossfunctional teams and vertical integration of juniors and seniors, demonstration of a chosen project will confirm understanding of selected areas.

Prerequisite: EGR 252

0/4/0 Course fee charged

EGR 352 Junior Engineering Clinic II 2 cr.

This is a continuation of the Engineering Clinic Sequence. During this course, design methodology, proposal development, library research, project management and computer usage are stressed. It provides the opportunity for juniors and seniors to demonstrate their professional competence by designing and building a functional applied technology, or engineering prototypes using the associated equipment or knowledge provided in the lecture courses offered this semester. The students work in cross-functional teams and learn project management skills, team dynamics, design, technical communication skills, construction and/or modeling, documentation and demonstration of a chosen project which shows understanding of selected areas.

Prerequisite: EGR 351

0/4/0 Course fee charged

ENGLISH

ENG 060 Academic Literacy

6 cr.*

This course is an integrated and accelerated model for developmental reading and writing. It is designed for those students who demonstrate a need for review and improvement of fundamental skills in reading and writing. Standard English usage and correct mechanics are emphasized, along with a process approach for developing unified and coherent paragraphs and essays. Students also strengthen comprehension and critical thinking skills through extensive reading on a variety of topics.

*Credits do not apply toward graduation.

Prerequisite: Placement based on assessment and recommendation of an academic advisor.

6/0/0

ENG 080 English Composition I Clinic 3 cr.*

This course offers intensive instruction and practice of necessary skills for writing expository essays. It emphasizes select sections of the writing process, organization, methods of development, and diction. It provides significant support for student research and research based writing according to multiple documentation formats.

* Credits do not apply toward graduation.

Prerequisite: ENG 060 or ENG 055, REA 075; or placement based on assessment and academic advisement

Corequisite: ENG 101

3/0/0

ENG 101 College Composition I

3 cr.

This course develops skills in expository writing. It emphasizes the writing process, organization, methods of development, and diction. It requires a research essay using the MLA documentation format.

Prerequisite or Corequisite: ENG 080 or

equivalent skills

3/0/0 FA/SP/SU Course fee charged

ENG 102 College Composition II 3 cr.

This course in composition focuses on reading, analyzing, and discussing literature. It emphasizes reading skills, the expression of insights in writing, and the pleasures of reading literature.

Prerequisite: ENG 101 and completion of all required Developmental Reading

3/0/0 FA/SP/SU

ENG 105 Technical Writing 3 cr.

This course focuses on the writing skills necessary for presenting information of a technical nature. There is intensive practice through students writing reports in their own technical or engineering field.

Prerequisite: ENG 101

This course focuses on effective communication using business vocabulary and its influence on human relations in business and industry. It emphasizes instruction and practice of the form, presentation, tone, and psychology of business letters and reports.

Prereauisite: ENG 101 or higher 3/0/0

ENG 251 Creative Writing

3 cr.

3 cr.

This writing course focuses on the short story and/or poetry, with occasional evaluation of the work of other writers. It requires a final portfolio.

Prerequisite: ENG 102 or permission 3/0/0

ENG 252 Semantics

3 cr.

This course examines the use and impact of language in contemporary American society. It focuses on the effects of language manipulation in political, economic, and social areas. Special attention is given to the connotation of words, logical fallacies, propaganda, and doublespeak. It examines the distinction between responsible, persuasive language and exploitive language.

Prerequisite: ENG 102 or permission 3/0/0

ENGLISH AS A SECOND LANGUAGE

ESL 056 Integrated ESL for Beginners 4 cr.*

This course is designed to help non-native English speakers whose placement scores indicate limited or no ability to read, speak and write in English. Students in this course learn practical vocabulary, important English phrases, greetings, the alphabet, the English number system, fundamental grammatical concepts, and basic pronunciation.

* Credits do not apply toward graduation. 4/0/0

ESL 066 ESL Reading I 4 cr.*

This course is for beginning non-native speakers of English. It introduces basic phonics; vocabulary development; and pre-reading and reading strategies such as topic sentence and main idea to increase reading comprehension.

* Credits do not apply toward graduation. Prerequisite: Placement based on assessment and recommendation of an academic advisor 4/0/0 Course fee charged

ESL 067 ESL Reading II

This intermediate course is for non-native speakers of English who have an understanding of basic phonics, vocabulary, and pre-reading and reading strategies such as topic sentence and main idea. It focuses on increasing reading comprehension with more intermediate vocabulary development, word and dictionary usage structural analysis, and additional pre-reading and reading strategies such as author's purpose and supporting details.

* Credits do not apply toward graduation. Prerequisite: ESL 066 or intermediate reading level comprehension scores based on assessment and recommendation of an academic advisor

4/0/0 Course fee charged

ESL 068 ESL Reading III

4/0/0

4 cr.*

This advanced course is for non-native speakers of English who have an understanding of intermediate vocabulary, word usage; and reading strategies such as main idea; author's purpose; and supporting details. It focuses on increasing reading with more advanced vocabulary development, word and dictionary usage, structural analysis, and additional pre-reading and reading strategies such as outlining and inference.

*Credits do not apply toward graduation. Prerequisite: ESL 067 or placement based on assessment and recommendation of an academic advisor

Course fee charged

ESL 074 Intermediate Intensive Grammar 4 cr.

This intensive course is for non-native speakers of English who have elementary grammar skills. It focuses on intensive instruction of intermediate grammar and focuses on specific grammar usage problems that intermediate students typically experience. 4/0/0

ESL 076 ESL Writing I 4 cr.*

This intensive course is for beginning non-native speakers of English. It introduces elementary grammar and helps students to develop basic paragraph writing skills through speaking and writing activities.

*Credits do not apply toward graduation. Prerequisite: Placement based on assessment and recommendation of an academic advisor 4/0/0 Course fee charged

4 cr.* ESL 077 ESL Writing II

This intensive course is for non-native speakers of English who understand paragraph development and have elementary grammar skills. It focuses on intermediate grammar and introduces the organization and development of the basic five-paragraph essay through speaking and writing activities.

*Credits do not apply toward graduation. Prerequisite: ESL 076 or placement based on assessment and recommendation of an academic advisor

4/0/0 Course fee charged

ESL 078 ESL Writing III

4 cr.*

This intensive course is for non-native speakers of English who understand the organization and development of the five-paragraph essay and have intermediate grammar skills. It introduces advanced grammar and the refinement of longer essays through speaking and writing activities. It prepares students to enter ENG 101.

*Credits do not apply toward graduation. Prerequisite: ESL 077 or placement based on assessment and recommendation of an academic advisor

4/0/0 Course fee charged

4 cr.* ESL 081 ESL Speaking and Listening I

This basic course provides intensive drill in the phonetics and intonation uses of the English language for the non-native speaker of English. Students practice phonics and intonation uses in essential daily speech patterns to improve speaking skills and do active, guided listening of recorded materials.

*Credits do not apply toward graduation. Prerequisite: Placement based on assessment and recommendation of an academic advisor 4/0/0 FA/SP Course fee charged

ESL 082 ESL Speaking and Listening II 4 cr.*

This intermediate course is designed for non-native speakers of English who wish to develop more correct pronunciation with improved intonation. It addresses students' pronunciation difficulties as well as their use of idiomatic English. The intensive practice with more difficult daily and academic situations is supplemented by guided listening of recorded materials to improve listening skills in both academic and personal settings.

*Credits do not apply toward graduation. Prerequisite: ESL 081 or placement based on assessment and recommendation of an academic

4/0/0 FA/SP Course fee charged

advisor

ESL 083 ESL Speaking and Listening III 4 cr.*

This advanced course is designed for non-native speakers of English who wish to reduce accent and develop near-native fluency with idiomatic expressions. Students focus on the organization and presentation of formal reports. It emphasizes academic language in class discussions. More advanced listening is provided and note-taking strategies are practiced to help students prepare for college-level communication demands.

*Credits do not apply toward graduation. Prerequisite: ESL 082 or placement based on assessment and recommendation of an academic advisor

4/0/0 Course fee charged FA/SP

ESL 093 English for TOEFL I

4 cr.*

The TOEFL I preparation course is designed to help students who are non-native speakers of English acquire the skills and confidence necessary to achieve a high TOEFL (Test of English as a Foreign Language) score. The TOEFL test is a requirement for admission to most four-year American colleges and universities. The Class concentrates on the four areas of the TOEFL test: listening, speaking, reading, and writing, as well as test-taking skills and strategies.

*Credits do not apply toward graduation.

Prerequisite: ESL 067, ESL 077 or placement based on

assessment

Corequisite: ESL 068, ESL 078

4/0/0

ESL 094 English for TOEFL II 4 cr.*

The TOEFL II preparation course is designed to provide further instruction and practice on reading and writing, as well as test-taking skills and strategies. Students will have a chance to take practice tests in each section and, based on the results, receive further suggestions for improvement on their performance from their instructor. There will be daily homework assignments in all language skill areas, including vocabulary. The TOEFL (Test of English as a Foreign Language) test is a requirement for admission to most four-year American colleges and universities.

*Credits do not apply toward graduation.

Prerequisite: ESL 093 or placement based on assessment

4/0/0

ESL 097 English for Academic Purposes 4 cr.*

English for Academic Purposes is an advanced level bridge course between ESL and college-level classes. The course gives students practice in undergraduate level academic writing and reading. Listening, speaking and grammar skills will also be integrated into the course. The course materials and assessments for English for Academic Purposes reflect the type of activities and situations students will encounter in college-level courses, such as note-taking, writing extended essays, reading academic texts, giving presentations, and participating in group discussions.

*Credits do not apply toward graduation.

Prerequisite: ESL 078, ESL 068 or placement based on assessment

4/0/0

ENTERTAINMENT TECHNOLOGIES: CORE

ETC 105 Entertainment Law

3 cr.

3 cr.

4 cr.

This course introduces the legal aspects of the entertainment and digital media industry. It covers ethics; copyright; the Digital Millennium Copyright Act and its implications; law in cyberspace; intellectual property; performance rights; songwriting and personal appearance contracts; trademarks; and other relevant topics.

3/0/0

ETC 222 Entertainment Tech Field Experience

erience

This course provides students with opportunities to work in a selected field for course credits. It includes at least 200 hours of tech field experience on the job in Entertainment Technologies professional setting. The students will fulfill a wide range of duties agreed to by both the student and faculty supervisor.

Prerequisite: ETS Majors - ETS 105;

ETV Majors – ETV 102 0/0/9 FA/SP/SU

ENTERTAINMENT TECHNOLOGIES: SOUND

ETS 101 Live Sound Production I

This course introduces the basic concepts of acoustics in sound recording and reinforcement in studios and live venues. It covers the operation and use of sound system components, consoles, amplifiers, speakers, microphones, and other equipment. It includes handson learning experiences in operating sound systems for live events.

3/3/0 Course fee charged

ETS 105 Recording Engineering I 4 cr.

This course provides hands-on learning experiences in the basic operation of a sound stage and recording studio. It covers audio theory; use of the console; tape and digital recording equipment; digital editing equipment; microphone placement; differentiation of microphones and their associated uses; multi-track mixing; and recording session procedures. It also includes the use of digital recording techniques and duplication.

Prerequisite: ETS 101

3/3/0 Course fee charged

ETS 225 Advanced Music Production 3 cr.

This course will introduce and teach the student how to use today's technology to create and produce music. Students will be exposed to music arrangements, pro tools techniques, music software, basic music theory, artist relations and producing live bands.

Prerequisite: ETS 105

1/4/0 Course fee charged

ENTERTAINMENT TECHNOLOGIES: VIDEO

ETV 101 TV Production (Studio)

4 cr.

This course introduces the theory and operation of the modern multi-camera television studio and control equipment for broadcast and online content. It covers types of programming and phases of production, including conception of ideas, script analysis, directing, blocking, lighting, sets, sound, graphics, and handson operation of equipment. Students will participate in newscasts and the creation of studio-based live talk-show productions, and produce public service announcements.

3/2/0 Course fee charged

ETV 102 TV Production (Field) 4 cr.

This course provides the student with a broader knowledge of the fundamentals of television and cinematic video production, as well as the tools needed to develop critical investigations in a variety of contemporary non-fiction forms. Students will produce and complete documentary and workshop projects, thus offering experience in project development and conceptualization, camerawork, sound recording, lighting and editing.

Prerequisite: ETV 101

3/2/0 Course fee charged

ETV 105 Editing for the Media 3 cr.

This course covers the operation of computerized digital, non-linear editing techniques. Students learn how to operate desktop, non-linear digital editors to create various forms of video for education, entertainment, special events, commercial, and industrial applications.

3/0/0 Course fee charged

FASHION DESIGN

FAD 107 Fashion Drawing

In this course, students will learn to croqui sketch apparel design ideas and create detailed rendered illustrations using industry standard methods and media. Technical flats, garment details and fabric rendering will be included. Students will study and review the basic front, back and side poses of the fashion figure and will complete original designed collections of illustrated garments.

1/4/0

FAD 120 Apparel Construction 4 cr.

This course is the study of the fundamentals of apparel construction methods. Students will become familiar with construction terminology, lab equipment and production techniques. A sample book of various industrial construction methods will be developed. Students will create and assemble an original garment design.

2/4/0 Course fee charged

3 cr.

FAD 131 Fashion Research Methods

This course explores the processes of first hand research and visual documentation methods for fashion concepts and development. Students will record their observational findings in a journal and build on these concepts to create industry standard visual presentations. Resources for exploration include museum visits, trend and forecasting reports, pop-culture, community, architecture and natural environment. Students will respond to their research by developing presentations on color, fabric and fashion styling trends.

3/0/0

FAD 135 Introduction to Textiles

3 cr.

3 cr.

This course introduces textile materials and processes pertinent to apparel design and development and emphasizes textiles currently used in the apparel industry. It focuses on fibers, yarns and textile structures and textile styling and advances in technology. 3/0/0

FAD 142 Pattern Development 4 cr.

This course introduces flat pattern methods for drafting and designing of basic apparel. Draping will be introduced and completed original ensembles will be constructed.

Prerequisite: FAD 120

3/3/0 Course fee charged

FAD 144 History of Fashion Design

This course will introduce students to the historical evolution of fashion design, tracing clothing origins from the ancient world of Egypt, Greece and Rome and continuing to modern times. The importance of clothing as a record of lifestyle, culture, politics and social economic conditions will be discussed. Attention will be given to aesthetics of past styles and the influences that inspire contemporary fashion.

3/0/0

FAD 155 Fashion Merchandising

This course introduces students to essential concepts in the practice of profitable fashion merchandising. Students will learn and apply fundamental tools of the trade including online and retail store buying aspects, introduction to retail pricing, merchandise inventory and marketing.

3/0/0

FAD 160 Fashion Technology

This course introduces students to computer technology that is currently used in the Fashion Industry. Using computer software students will create flat technical drawings and presentations. Correct terminology will be taught to analyze and create development packages for overseas manufacturing.

3/0/0

FAD 222 Fashion Design Collection

In this course, students will use primary and secondary research to develop original design plans for a variety of projects. The design process will include croqui sketches, rendered fashion illustrations, fitted muslin prototypes, fabric selection and completed garments. Each step of the design process will be documented.

Prerequisite: FAD 142, FAD 107 2/4/0 Course fee charged

FIRE SCIENCE

FSC 101 Introduction to Fire Science

7 cr.

This course will provide the training, knowledge and skills necessary to meet the minimum requirements to safely perform as an entry-level firefighter operating under direct supervision. The course follows NFPA 1001 (Standard for Fire Fighter Professional Qualifications). Hazardous Material Awareness and Operations, Incident Management System Orientation (I-100/700) and CPR are included as part of the course. Students completing the course will be eligible to apply for NJ Division of Fire Safety Firefighter I certification (including ProBoard/ IFSAC certification).

5/4/0 Course fee charged

FSC 102 Fire Department Organization and Management

4 cr.

This course is designed to introduce firefighters and company officers to essential and innovative management, leadership and human relations methods. This course is also appropriate for training officers responsible for teaching and developing fire officers and officer candidates. Knowledge of essential firefighting skills is assumed. The course curriculum corresponds to the requirements in NFPA 1021 (Professional Qualifications) for Level I in personnel and fire ground management. The supervisory addresses issues related to human relations such as equal opportunity employment, professional development, employee health and safety, and the officer's legal responsibilities to the employees and the community. Successful completion of this course is a part of the requirements to apply for and obtain NJ Division of Fire Safety Fire Officer I certification (including ProBoard/ IFSAC certification).

Prerequisite: FSC 101

4/0/0 Course fee charged

FSC 103 Fire Detection and Suppression Systems

3 cr.

This course provides a technical study of typical automatic signaling and detection devices and special hazard fire suppression systems. Topics covered include hazard analysis, hardware, hydraulic calculations, system specifications, and code compliance relative to design criteria and final acceptance.

Course fee charged 3/0/0

FSC 201 Fire Service Construction Principles 4 cr.

This course provides a fundamental understanding of construction principles of concern to fire service personnel. The course will discuss construction materials such as wood, masonry, concrete, and steel as it relates to building design criteria and material behavior as it relates to fire service operations. Topics to be covered include construction principles and terminology, wood and ordinary construction, garden apartments and other protected structures, smoke and fire containment, truss construction, rack storage facilities, and buildings with sprinklers.

Prerequisite: FSC 101

4/0/0 Course fee charged

FSC 202 Tactics and Strategies

3 cr.

This course is designed to meet the needs of firefighters looking to gain the knowledge of the operation of fire suppression companies in structural firefighting. Student will perform an analysis of the nature of fire problems and the selection of initial strategies and tactics including an in-depth study of efficient and effective use of manpower and equipment to mitigate the emergency. The students will: identify potential scenarios in various fire situations; implement strategies and tactics; and describe components of the incident management system. Students will demonstrate that course objectives have been met through the use of class discussions and test taking, including a live burn practical evolution. Essential firefighting skills and an understanding of the incident command system are assumed.

Prerequisite: FSC 101

3/0/0 Course fee charged

FSC 204 Fire Inspector Certification 6 cr.

This course is designed to ensure that students are competent in the basics of fire code enforcement. The student will become familiar with the New Jersey Uniform Fire Code, including the 2006 International Fire Code-New Jersey Edition and other reference standards. The students will be prepared to take the International Code Council Fire Inspector Test, based upon the 2006 International Fire Code the 2006 International Building codes, as required for NJ Division of Fire Safety (includes ProBoard/IFSAC) certification. The program will consist of classroom lecture and field work. Students should have some knowledge of building construction and fire detection and suppression systems.

Prereauisite: FSC 101

6/0/0 Course fee charged

FRENCH

FRE 101 Elementary French I 3

This course is for students with no knowledge of French. It focuses on laying a foundation for speaking, reading, and writing French.

3/0/0 FA/SP

FRE 102 Elementary French II 3 cr

This course is for students with limited knowledge of French. It focuses on building upon demonstrated skills in speaking, reading, and writing French.

Prerequisite: FRE 101 or one year of high school French 3/0/0 FA/SP

FRE 201 Intermediate French I 3 cr.

This course focuses on speaking French. Class discussion is based on the reading of selected short stories, plays, and novels. It reinforces grammar and composition skills. *Prerequisite:* FRE 102 or two years of high school French 3/0/0

FRE 202 Intermediate French II 3 cr.

This course continues the emphasis on speaking French. Class discussion is based on the reading of selected short stories, plays, and novels. It reviews grammar and composition skills.

Prerequisite: FRE 201

3/0/0

FOOD SERVICE MANAGEMENT

FSM 122 Quality Service in Food/Restaurant Operation

This course covers what managers need to know about serving food and dealing with customers, covering all aspects of service from casual to fine dining. This is a hands on course that runs the front of the house operation in our student cafe.

Prerequisite: FSM 125

1/6/0

FSM 125 Food Service Sanitation and Accident Prevention 2

This course focuses on food safety information including food-borne illness; pest management; sanitation regulations; safe food storage; cleaning programs; accident prevention and safety; emergency actions; and crisis management.

2/0/0

FSM 215 Elementary Nutrition 2 cr.

This course focuses on the basic concepts of nutrition. It focuses on a healthy lifestyle with an emphasis on personal nutrition; pregnancy; children; weight management; exercise; vegetarian eating; heart disease; cancer; diabetes; healthy recipe and menu planning; nutrition misinformation; and marketing nutrition in food service.

2/0/0

GEOGRAPHY

GEO 102 Principles of Geography 3 cr.

This course is a survey of geography, including place names, climate, land forms, and peoples. It covers the implications of historical geography, economics, and political systems.

3/0/0 FA/SP

GEOSPATIAL TECHNOLOGY

GIS 101 Fundamentals of Geographic Information Systems (GIS)

This introductory course includes an overview of maps and computer systems; a look at models for attribute and spatial data; the organization of information in a GIS; how a GIS can be used; and future trends for this technology. Geographic Information Systems (GIS) deals with the development and use of maps and data. GIS integrates the display capabilities of a computerized map with the information management tools of a spreadsheet.

3/0/0 Course fee charged

GIS 160 Introduction to Mapping and Geographic Information Systems (GIS) 3 cr.

This course will serve as an introduction to the science of mapping and the analysis of geographic data. Students will understand the value and relevance of geographic data and how it can be interpreted through the portrayal of maps. Students will also utilize geographic information systems to compile and present geographic data.

3/0/0 FA/SP Course fee charged

GIS 201 Advanced Applications in Geographic Information Systems 3 cr.

This course provides skills and knowledge to explore problems using a GIS. Students learn how to convert data to digital format; import digital data; edit digital data; create and manipulate databases; analyze spatial relationships; provide map outputs; and create program user interfaces.

Prerequisite: GIS 101

4 cr.

3/0/0 Course fee charged

GIS 202 Fundamentals of Remote Sensing 3 cr.

This course focuses on the principles of remote sensing and image processing and their applications. It concentrates on aerial photography, but includes satellite imagery. It details the physical principle upon which a variety of photographic and non-photographic sensors operate, describes the existing satellite systems used for remote sensing, describes the principles behind image interpretation, and provides instruction with computer programs.

Prerequisite: GIS 101

3/0/0 Course fee charged

GIS 203 Fundamentals of Global Positioning System (GPS)

3 cr.

This course introduces the Global Positioning System (GPS), including the conceptual basis for GPS and hands-on operation of the technology, including computer interfaces, GIS software, and real-world applications.

Prerequisite or Corequisite: GIS 101 2/2/0 Course fee charged

GIS 291 Geospatial Technology Projects/Internship I

1 cr.

GIS 292 Geospatial Technology Projects/Internship II

3 cr.

2 cr.

GIS 293 Geospatial Technology Projects/Internship III

3 cr.

3 cr.

These courses enable students to complete a series of projects supervised by a faculty member or to complete an internship with a company or government agency. Both options provide experience in using GIS, GPS, and remote sensing technologies together to solve a variety of problems in areas such as mapping; marketing; environmental studies; town and regional planning; and facility management. Students use GIS, GPS, and image processing software to complete projects during the semester.

Prerequisite: Permission of the instructor

GERMAN

GER 101 Elementary German I

This course is designed for students with no knowledge of the language. Training is designed to lay a foundation for speaking, writing, and reading the language.

3/0/0

GER 102 Elementary German II 3 cr.

This course is for students with limited knowledge of the language. Training is designed to build on demonstrated skills in speaking, writing, and reading the language.

3/0/0

GER 201 Intermediate German I 3 cr.

This course focuses on speaking German. Class discussion is based on cultural readings from the German-speaking world. There is intensive grammar study and composition work.

Prerequisite: GER 102 or two years of high school German or permission

GRAPHIC DESIGN AND DIGITAL MEDIA

Lab/studio art courses require students to purchase materials with costs ranging from \$50 to \$150 per semester.

GDD 101 Introduction to Computer Graphics 3 cr.

This course introduces the elements and principles of graphic design. It explores industry design software in the Macintosh environment and how to use the computer as an artistic tool.

3/0/0 FA/SP Course fee charged

GDD 110 Graphic Design I

This course presents the basic principles of graphic design and explores them through problem-solving assignments. It gives an overview of the graphic design field and professional working methods. It emphasizes the development of strong conceptual content and solid craftsmanship in design execution.

Prerequisite: GDD 101

3/0/0 FA/SP Course fee charged

GDD 112 Illustration 3 cr.

This course focuses on the basic principles of illustration such as color, form, composition, as well as concept development and communication. It presents the history of illustration and its importance in graphic design. Assignments focus on the creation of original artwork through traditional and digital media, including scans, vector-based, and pixel-based software.

Prerequisite: ART 120, GDD 101 3/0/0 Course fee charged

GDD 115 Typography

This course focuses on the basic principles of typography as an art form and its place and importance in graphic design. It also presents the history of typography and type classification as well as letterforms.

Prerequisite: GDD 101
3/0/0 Course fee charged

GDD 214 Graphic Design II 3 cr.

This course builds on the information in GDD 110. It emphasizes advanced visual problem-solving with digital media from concept development to final presentation.

Prerequisite: GDD 110, ART 110 3/0/0 Course fee charged

GDD 220 Portfolio 3 cr.

This course has students develop a portfolio for professional practice as a graphic designer from new assignments and from the refinement of work completed in previous courses. It addresses career options, portfolio presentation, resume writing, and professional practices. This course should be taken last in the GDD program.

Prerequisite: GDD 115, GDD 214

3/0/0 SP Course fee charged

GDD 221 Web Design I

This course introduces design concepts and techniques applicable to the World Wide Web, with an emphasis on the visual problem-solving process. It examines the creative possibilities as well as the technical aspects of web design as students learn to prepare pages for the Internet environment. It uses state-of-the-art 2D and 3D web design software.

3 cr.

Prerequisite: GDD 110

3/0/0 Course fee charged

GDD 225 History of Graphic Design 3 cr.

This course surveys the history of graphic design from the beginning of visual communication to the onset of the digital age. Students will study the cultural, economic and political impact of graphic design throughout history.

3/0/0

3 cr.

3 cr.

GDD 317 Publication Layout and Design 3 cr.

This course focuses on the design, layout and conceptual composition of publications such as brochures, magazines, newspaper pages, fliers and advertisements. Students will learn how to integrate imagery and artwork with typographic elements through hands-on projects and workshoptype demonstrations. Students will be guided in developing creative compositions in order to increase the effectiveness of communication. Industry-standard design software will be utilized to create effective layouts.

Prerequisite: GDD 115, GDD 214

3/0/0 SP Course Fee Charged

HEALTH AND WELLNESS

HWP 101 Introduction to Health and Wellness Promotion

3 cr.

This course is based on the concepts outlined in "Healthy People 2020" the nationwide health improvement priorities identified to increase public awareness and understanding of health, disease and disability as well as opportunities for prevention and improvement. It provides an introduction to health and disease, health promotion and the continuum of health and wellness. Strategies to introduce the public to health disparities as well as strategies for improvement are covered.

3/0/0

HWP 103 ECG Application 3 cr.

This course provides the learner with basic information on the electrical conduction of the cardiac system and the monitoring equipment involved in patient assessment. Basic wave form interpretation is included as well as weekly hands on practice in a skills lab setting. Students perform ECG in the lab setting on volunteers and at the end of the course are eligible to sit for certification as an ECG technician.

2/3/0

HWP 110 Introduction to Exercise Science 3 cr.

This course examines the fundamental components of physical fitness and how exercise and lifestyle affects health and wellness. Topics include the principles of exercise, development of an exercise program, fitness assessment, components of fitness, exercise and special conditions. The relationship between individual lifestyle choices and personal health are discussed. 3/0/0

HEALTH INFORMATION MANAGEMENT

HIM 101 Introduction to the Medical Office 3 cr.

This course introduces the student to the medical office and medical professionals. It covers records management, medical communications, scheduling skills, and describes procedures for preparing patients' charts and bills. This is a foundation course for the Medical Billing Specialist Certificate. Students will receive hands-on practice with a simulated electronic health records system. Computer and internet is required.

3/0/0 Course fee charged

HIM 110 Human Body in Health & Disease 3 cr.

This course provides an overview of the anatomy and physiology of the eleven major organ systems of the human body. Common diseases, disorders and the effects of aging will be discussed as they pertain to each system. This course is intended for allied health majors.

3/0/0 Course fee charged

HIM 200 Billing & Claims Processing 3 cr

This course will provide students with an understanding necessary for claims processing and billing regulations. It will introduce students to various third-party payers and the claims processing required for each. Students will develop the ability to appeal denied and underpaid insurance claims. Students will learn hands-on utilizing paper and electronic software. Computer and internet access is required.

3/0/0 Course fee charged

HEALTH INFORMATION TECHNOLOGY

HIT 102 Introduction to Health Information Technology

3 cr.

This course is an overview of the organization of health care in the United States. It addresses the structure of healthcare organizations; accrediting and governmental bodies that provide standards for the provision of health care to include the current flow of the acute care medical record. It introduces the allied health professions and the organizational structure of the medical staff and its composite members. It focuses on an overview of payer organizations including, but not limited to, managed care and capitation; the health information management profession's history; current structure and career potentials; and projected future roles. This course utilizes specialized software for hands on practice with an electronic health record.

Prerequisite: Acceptance into the HIT Program 3/0/0

HIT 103 Legal Aspects of Health Information

3 cr.

This course focuses on the legal aspects of the health record, health information, and the health information department. It emphasizes the implications of legal aspects for the health information practitioner; gives an in-depth study of the confidentiality of health information as well as the standards, regulations, and laws that govern the release of health information. It also covers how to monitor and implement legal changes, liability issues, and the risk management function.

3/0/0 Course fee charged

HIT 105 Medical Terminology 2 cr.

This course is the study of medical terminology, the language of medicine, focusing on prefixes, suffixes, word roots and their combining forms by review of each body system and specialty area. It also emphasizes word construction, spelling, usage, comprehension and pronunciation. In addition, students gain information regarding anatomy and physiology, symptomatology, pathology, diagnostic/surgical procedures, pharmacology and abbreviations. This course utilizes a publisher-based online learning system and computer access is required for BOTH in class and distance learning courses.

2/0/0 Course fee charged

HIT 107 Health Information in Non-Acute Care

3 cr.

3 cr.

This course includes thorough discussion of the different types of non-acute care facilities. It emphasizes national and state accrediting, licensing and certifying standards regarding documentation and management of health information in non-acute patient records. It covers the development, content, and management of health information in the non-acute setting and students develop policy and procedures and perform qualitative/quantitative analysis on medical records. It also includes release of information and other basic functions of the Information Management Technologist in the non-acute care facility. Term paper completion is facilitated by an off-site visit to a non-acute care facility. *Prerequisite*: HIT 102, HIT 103

3/0/0 Course fee charged

HIT 110 Professional Practice Experience I 2 cr.

This course is the first of two Professional Practice Experiences (PPE I). It emphasizes the practical application of theory and concepts learned in HIT 102 and 103. Students will be exposed to working professionals from all areas of health information, including but not limited to: acute care, non-acute care, insurance industry, quality and performance improvement, data quality analysis, electronic health records, management and consulting.

Prerequisite: HIT 102, HIT 103

2/0/0

HIT 115 Pathophysiology

This course focuses on the mechanisms of disease and disease effects on the human body. It emphasizes the disease process, basic concepts, terminology, the most common diseases of each body system, with normal anatomy and physiology compared to pathologic anatomy and physiologic malfunctioning due to the disease process. It also covers diagnostic methods, management, treatment modalities, and prognosis.

Corequisite: BIO 114

3/0/0

HIT 117 Pharmacology 3 cr.

This course provides a framework of thinking for healthcare professionals, laying a foundation of knowledge about drug treatment. It focuses on a general understanding of the actions and reasons for use of various groups of pharmacologic agents. It discusses medications according to major drug classifications and body systems. It develops critical thinking through the use of relevant case studies and actual chart analysis.

Prerequisite or Corequisite: BIO 114

3/0/0

HIT 120 Introduction to Healthcare and Public Health

3 cr.

A survey of how healthcare and public health are organized and services delivered in the US. It covers public policy; relevant organizations and their interrelationships; professional roles; legal and regulatory issues; and payment systems. It also addresses health reform initiatives in the US. It discusses how care is organized within a practice setting, privacy laws, and professional and ethical issues encountered in the workplace.

3/0/0 Course fee charged

HIT 121 Introduction to Health IT 3 cr.

This course provides a basic overview of computer architecture; data organization, representation and structure; structure of programming languages; networking and data communication. It traces the development of IT systems in health care and public health, beginning with the experiments of the 1950s and 1960s and culminating in the HITECH act, including the introduction of the concept of "meaningful use" of electronic health records.

3/0/0 Course fee charged

HIT 204 Healthcare Management and Personnel

3 cr.

This course introduces the management and personnel skills necessary for entry-level employment at the supervisory level. It emphasizes management functions, including planning, organizing, controlling, and directing and personnel skills, such as communication, motivation, recruitment, discipline, and team building. Individual role playing and group activities are used.

Prerequisite: HIT 102 or permission 3/0/0 Course fee charged

HIT 205 HCPCS Coding (CPT-4) 3 cr.

This course introduces the student to Physicians' Current Procedural Terminology, with emphasis on evaluation and management; modifiers; and surgical procedure coding guidelines. Students are presented with referencing resources specific to current conventional and federally administered CPT-4 coding guidelines. It discusses tumor and trauma registries. It uses a computerized classification system.

3/0/0 Course fee charged

HIT 209 ICD-10-CM Coding 3 cr.

This course focuses on disease coding with the International Classification of Diseases 10th Edition, Clinical Modification (ICD-10-CM). It covers coding principles; conventions; clinical and technical guidelines; maintenance and referencing resources. It also emphasizes the review of medical records to identify diagnoses treated, and/or services performed, and the correct sequencing for optimal reimbursement. *Prerequisite:* BIO 114 or BIO 212; HIT 115, HIT 117

or HIM 110
3/0/0 Course fee charged

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HIT 224 Healthcare Information Systems

Gr. H

3 cr.

HIT 238 Applications in Acute Care Coding 3 cr.

This course focuses on procedure coding with the International Classification of Diseases Procedural Coding System (ICD-10-PCS). It covers history, structure and organization of the coding system. It also covers ICD-10-PCS attributes, characteristics and definitions. A review of each of the sections of the procedural coding systems is included. It also emphasizes the review of medical records to identify diagnoses treated, and/or services performed, and the correct sequencing for optimal reimbursement.

Prerequisite: BIO 114, HIT 115, HIT 117
3/0/0 Course fee charged

HIT 211 Reimbursement Methodologies 3 cr.

This course presents Third Party Payer and Compliance/ Auditing Issues, Correct Coding Policy, and Government Prospective Payment Systems (e.g. RBRVS, APC, DRG, RUG). Students learn terminology and principles commonly applied in the Managed Care environment. Students conduct a review of billing practices, applying the compliance guidelines introduced in the course.

Prerequisite: HIT 209, HIT 210; Program Signature Required.

Corequisite: HIT 205 3/0/0

HIT 212 Professional Practice Experience II 2 cr.

This course provides supervised professional practice experience in acute and non-acute settings. Practice objectives are designed to focus the student on management-oriented activities; fostering development of observational skills; independent function; problem analysis and solution; as well as integration of a range of technical knowledge and skills previously acquired. Students have clinical practice in the non-acute (direct and non-direct care) settings that provide them with opportunities to compare and contrast fundamental information management practices of alternative sites.

Prerequisite: HIT 110, HIT 204, HIT 209, HIT 210

0/0/7 Course fee charged

HIT 218 Healthcare Quality and Performance Improvement 3 cr.

This course focuses on sources and use of health data, including health data collection through manual and automated systems, data retrieval, analysis and display. The course focuses on and uses techniques of continuous quality improvement (CQI) and associated tools of data analysis. It includes vital statistics; reportable disease registries and conditions; and standards and requirements of accrediting, licensing, fiscal, and other regulatory agencies.

3/0/0 Course fee charged

This course is an intensive study of medical information systems. Students acquire an understanding of health information systems and the application of those systems in the healthcare environment. Security and confidentiality of information stored in the computer-based patient record will be addressed, as well as the logistics of monitoring and utilizing the information. This course utilizes specialized educational software for hands on practice with an electronic health record.

Prerequisite: CIS 161

3/0/0

3 cr.

HIT 228 Fundamentals of Health IT Workflow Process

This course includes the fundamentals of health workflow process analysis and redesign is a necessary component of complete practice automation and includes topics of process validation and change management. It also introduces the concepts of health IT and practice workflow redesign as instruments of quality improvement. It addresses establishing a culture that supports increased quality and safety, and discusses approaches to assessing patient safety issues and implementing quality management and reporting through electronic systems. A discussion of rapid prototyping, user-centered design and evaluation, usability; understanding effects of new technology and workflow on downstream processes; facilitation of a unit-wide focus group or simulation will also be included in this course.

Prerequisite: HIT 105, HIT 120, HIT 121 3/0/0 Course fee charged

HIT 229 Health IT Project Management 4 cr.

This course provides an understanding of project management tools and techniques that result in the ability to create and follow a project management plan. This course develops the skills necessary to communicate effectively across the full range of roles that will be encountered in healthcare and public health settings. It helps prepare students for leadership roles, principles of leadership and effective management of teams with emphasis on the leadership modes and styles best suited to IT deployment.

Prerequisite: HIT 105, HIT 120, HIT 121 4/0/0 Course fee charged

HIT 230 Training and Instructional Design in Healthcare 4 cr.

This course develops the skills necessary to communicate effectively across the full range of roles that will be encountered in healthcare and public health settings. It also provides an overview of learning management systems, instructional design software tools, teaching techniques and strategies, evaluation of learner competencies, maintenance of training records, and measurement of training program effectiveness.

Prerequisite: HIT 105, HIT 120, HIT 121 4/0/0 Course fee charged

This course focuses on disease and procedural coding the International Classification of Diseases 10th Edition, Clinical Modification (ICD-10-CM and ICD-10-PCS). Coding principles, conventions, clinical and technical guidelines, maintenance and referencing resources will be presented. This course will address and provide a hands-on review and coding of medical records to identify treated diagnoses, procedures and/or services performed and correct sequencing for optimal reimbursement.

Prerequisite: HIT 209, HIT 210; Program Signature Required 3/0/0

HIT 239 Applications in Ambulatory Care Coding

3 cr.

This capstone course focuses on advanced topics in diagnosis and procedural coding including ICD-10-CM and HCPCS/CPT for outpatient and physician services. The course concentrates on official coding guidelines, sequencing skills, modifiers and the use of code sets as they relate to healthcare reimbursement methodology for outpatient and physician services. This course includes hands on practice in coding scenarios using ICD-10-CM and HCPCS/CPT codebooks.

Prerequisite: HIT 209, HIT 205; Program Signature Required 3/0/0

HIT 250 Healthcare Informatics Internship 2 cr.

This course provides supervised internship in a healthcare related IT department (90 hours). Objectives are designed to focus the student on activities related to the electronic health record, fostering development of observational skills, demonstrate knowledge of workflow, problem analysis and solution, as well as integration of a range of technical knowledge and skills previously acquired.

Prerequisite: Program Signature Required 0/0/6

HISTORY

HIS 101 United States History I 3 cr.

This course examines the political, economic, social and military history of the United States from its beginnings through Reconstruction.

Prerequisite or Corequisite: ENG 101

3/0/0 FA/SP/SU

HIS 102 United States History II 3 cr.

This course focuses on the political, economic, social, and military history of the United States since Reconstruction.

Prerequisite or Corequisite: ENG 101

3/0/0 FA/SP/SU

HIS 103 Ancient and Medieval Foundations of Western Civilization

3 cr.

This course examines the evolution of Western culture from the Stone Age to the end of the Thirty Years War. It emphasizes the medieval and early modern periods.

Prerequisite or Corequisite: ENG 101

3/0/0 FA/SP/SU

HIS 104 Modern European History 3 cr.

This course is an appraisal of the enduring values of western civilization. It focuses on the power politics; scientific, political, and industrial revolutions from their origins in the seventeenth century to the 20th century. *Prerequisite or Corequisite*: ENG 101

3/0/0 FA/SP/SU

HIS 210 History of New Jersey

This survey course covers New Jersey history from the colonial period to the present, with particular attention given to local and county history. 3/0/0

HIS 212 The American Civil War 3 cr.

This course examines the causes, character, and consequences of the American Civil War. It identifies the multiple origins of the conflict; the cost to the nation socially, economically, politically; and militarily; and demonstrates the impact it has had upon the twentieth century.

Prerequisite: HIS 101 and ENG 101

3/0/0

HIS 213 Genocide 3 cr.

This course presents the history of intolerance and bigotry through an analysis of genocide. Human rights violations and challenges to social justice will be analyzed and students will witness how such consequences lead to acts of atrocity. Recognition and prevention will be discussed through issues of conscience, ethics, and moral responsibility. Students will participate in independent and collaborative activities while surveying and analyzing the history of genocide (from Namibia and Armenia to Rwanda and Darfur).

3/0/0

HIS 215 Renaissance and Reformation 3 cr.

This course deals with two distinct upheavals that took place in Western Europe between 1300 and 1700. The first investigates the Renaissance-its classical bases; its characteristics and developments in the various arts; and the major figures involved in those areas. The second concentrates on the Reformation – its precedents in Christian church history; theological ideas proposed by various Protestant reformers; and the Roman Catholic reaction to the upheaval. Long-term results of both movements will be covered.

Prerequisite: HIS 103

3/0/0

HIS 220 Modern Britain

A survey of Britain from the late 18th century to the present. Topics include the industrial revolution, political and social reform, society and social issues, Ireland, the British Empire, the World Wars, the welfare state, economic decline and the transformation of Britain into a modern European state.

Prerequisite: HIS 104 and ENG 101

3/0/0

HIS 230 Islamic Civilization

This course introduces the history, culture and art of Islam from the 7th century to the present. It examines the historical development, spread and significance of Islam as a religious, social and political force.

3/0/0

3 cr.

HIS 266 African-American History I 3 cr.

This course examines the economic, political, and social history of African people from seventeenth century west Africa through the Atlantic Slave Trade; colonial and antebellum America; the Civil War; and Reconstruction up to 1877.

Prerequisite: ENG 101 3/0/0 FA

HIS 267 African-American History II 3 cr.

This course focuses on the political, economic, cultural, and social evolution of African Americans from America's Reconstruction period to the present.

Prerequisite: ENG 101

3/0/0

HOSPITALITY

HOS 110 Introduction to Hospitality

This introductory course will provide a general overview introduction to the hospitality, travel and tourism industry. In addition, the course will provide students a basic success map so they can evaluate, prepare, and plan for their future success in the hospitality field. The success map will include job evaluation techniques, resume writing, case management studies, the importance of lifelong learning, and basic job success skills.

3/0/0

HOS 120 Service Management 4 cr.

This course provides an overview of managing guest experiences in all sectors of hospitality. This is a handson course that runs the front of the house operation in our student restaurant.

2/4/0 FA/SP Course fee charged

HOS 160 Accounting for Hospitality 3 cr.

This course will outline the basic hospitality accounting rules and discuss topics specific to hotel and hospitality accounting practices.

Prerequisite: MTH 104 or higher

3/0/0

HOS 225 Hotel Operations

This course is designed to provide the students with a general understanding of the daily operations of the lodging industry, and specifically the operations and

management of full service hotels and resorts.

Prerequisite: HOS 110

3/0/0

3 cr.

3 cr.

HOS 235 Ecotourism Destinations with a New Jersey Focus

This course will discuss the rise of ecotourism as a sub-development of hospitality. The course will have a strong focus on New Jersey tourism development in this area.

Prerequisite: HOS 110

3/0/0

HOS 250 Hospitality Human Resource Management

3 cr.

3 cr.

3 cr.

This course is designed to provide students the tools to hire, develop, and manage talent in the rapidly changing hospitality industry. Students will develop skills in workforce planning, recruitment, training, labor relations, diversity, and benefits management.

Prerequisite: HOS 110

3/0/0

HOS 265 Hospitality Practicum 3 cr.

This course is 160 hours of practical study with directed writing and research.

Prerequisite: HOS 110

0/6/0

3 cr.

HUMAN SERVICES

HUS 101 Human Services I

This introductory course offers an overview of helping strategies and interventions with attention to principles, methodology, practitioner skills and knowledge. It addresses social issues and problems and the attendant service systems of social care, social control, and social rehabilitation. It introduces the fields of human services, social work, counseling and case management. It emphasizes legal issues of the human services profession.

3/0/0 Course fee charged

HUS 102 Human Services II 3 cr.

This course introduces students in the human services, public administration, criminal justice, childcare, gerontology, and related curricula to intervention skills and activities and their uses in working with others. It examines ethical dilemmas in the helping professions.

Prerequisite: HUS 101

3/0/0 Course fee charged

HUS 110 Contemporary Issues

in Social Welfare

This course defines and discusses issues from various aspects of social service practice. It proposes and analyzes intervention methodologies and solutions for problems such as family violence; mental health and chemical dependency; foster care; adoption; delinquency; and crime. It prepares students to work with diverse populations as helping professionals.

3/0/0 Course fee charged

HUS 201 Introduction to Counseling 3 cr.

This course examines the theoretical foundations and various counseling styles and techniques. It develops student skills in the understanding of developmental, nondirective, psychodynamic, transactional and other approaches to individual, marital, and family counseling. It examines the characteristics of a workable counseling relationship.

3/0/0 Course fee charged

HUS 205 Social Work Process 3 cr.

This course surveys practices, concepts, methods, and current trends in human service work. It stresses basic skills inherent in casework, group work, and community organization. It examines methods of data collection used by a variety of social service agencies. It utilizes a strength-based empowerment approach and emphasizes skills for working with older adults and persons with developmental disabilities.

3/0/0 Course fee charged

HUS 207 Addiction Dynamics and Interventions

3 cr.

3 cr.

This course provides a working knowledge of the helping process as it applies to drug and alcohol counseling. It focuses on assessment and diagnostic skills; the pharmacology of commonly abused substances; appropriate goals and treatment plans; individual, group and family treatment approaches; the levels of care available to drug and alcohol clients and their families; current research, trends and success rates in treatment; the impact of sex, age, and ethnicity on the treatment process; the ethical guidelines of practice; and the American Psychiatric Association's diagnostic criteria for substance use disorders and their relationship to other mental health disorders. It also covers the procedure for applying for state, national and international drug and alcohol counselor certification.

3/0/0 Course fee charged

HUS 210 Human Services Field Placement 3 cr.

This course places students in a social service agency for eight hours per week for fourteen consecutive weeks to perform tasks and engage in learning activities associated with acquiring professional standards, behaviors, and conduct. Students are supervised by a faculty member and field supervisor and are expected to attend a weekly seminar to discuss their experiences and observations. Students learn how to prepare for clinical supervision and complete a professional portfolio.

Prerequisite: HUS 205

2/0/8 Course fee charged

ITALIAN

ITA 101 Elementary Italian I

3 cr.

3 cr.

This course is for students with no knowledge of Italian. It focuses on laying a foundation for speaking, reading, and writing Italian.

3/0/0 FA

ITA 102 Elementary Italian II

This course is for students with limited knowledge of Italian. It focuses on building upon demonstrated skills in speaking, reading, and writing Italian.

Prerequisite: ITA 101 or one year of high school Italian 3/0/0 SP

ITA 201 Intermediate Italian I 3 cr.

This course focuses on speaking Italian. Class discussion is based on cultural readings from the Italian-speaking world. There is intensive grammar study and composition work.

Prerequisite: ITA 102 or two years of high school Italian or permission

3/0/0

ITA 202 Intermediate Italian II 3 cr.

This course focuses on achieving skill in speaking Italian. Class discussion is based on cultural readings from the Italian-speaking world. There is intensive grammar study and composition work.

Prerequisite: ITA 201 or permission

3/0/0

JOURNALISM

JOU 101 Introduction to Journalistic Writing I

3 cr.

This course introduces investigating, reporting, and writing the variety of news stories typically found in newspapers. Students practice writing news stories and also study and analyze samples of contemporary American journalism.

Prerequisite or Corequisite: ENG 101

3/0/0 FA

LITERATURE

LIT 203 Masterpieces of World Literature I 3 cr.

This course is a sampling of significant Biblical and classical literature (Greek and Roman) as well as mythological literature. The emphasis will be on reading and discussing the origins of the allusions found in modern arts.

Prerequisite: ENG 102 or permission

3/0/0

LIT 206 Women's Literature

This course examines the roles assigned to women in society as reflected in poetry, short stories, novels, and autobiographical writings by women. It reflects the views of women held in different countries and at different times in the recent past.

3 cr.

3 cr.

3 cr.

Prerequisite: ENG 102 or permission

3/0/0

LIT 207 British Literature I

This course focuses on British literature from its origins to the late eighteenth century. It emphasizes critical reading and analysis of selected fiction, poetry, drama, and essays.

Prerequisite: ENG 102 or permission

3/0/0 FA

LIT 208 British Literature II

This course focuses on British literature from the Romantic to the contemporary period. It emphasizes critical reading and analysis of selected fiction, poetry, drama, and essays.

Prerequisite: ENG 102 or permission

3/0/0 SI

LIT 209 American Literature I 3 cr.

This course is a survey covering American literature from the Puritan period to the Civil War. It emphasizes major trends in literary development during that time span.

Prerequisite: ENG 102 or permission

3/0/0 FA

LIT 210 American Literature II 3 cr.

This course is a survey covering American literature from the Civil War to modern times. It emphasizes major trends in literary development during that time span.

Prerequisite: ENG 102 or permission

3/0/0 SP

LIT 211 Masterpieces of World Literature II 3 cr.

This course will cover both fictional and non-fiction works from the eleventh century to the present with a focus on European and non-Western traditions. Students will explore the historical, social, and cultural contexts of chosen texts in order to trace the development of modern literary genres.

Prerequisite: ENG 102

LIT 215 Introduction to Children's Literature 3 cr.

This survey course introduces the history, psychology, and literary techniques of quality children's literature. It emphasizes the evaluation and analysis of children's literature to assess what makes a quality piece of literature.

Prerequisite: ENG 102 3/0/0 FA/SP/SU

LIT 216 Poetry of the Holocaust 3 cr.

This course examines the poetry that reflects upon the Nazi destruction of 6,000,000 Jews during the Holocaust of World War II. The poetry is a testimony to the lost lives and the devastated souls. Poets recreate both the sorrow and the inspiration of varied Holocaust experiences. It focuses on communal and individual identity; memory; and the desire for self-representation.

3/0/0

LIT 217 The Holocaust in World Literature 3 cr

This course examines the literature that reflects upon the extermination of 6,000,000 Jews during the Holocaust of World War II. The literature stands as testimony to the broad range of Holocaust experiences, both sorrowful and inspirational. These events are re-experienced through fiction; dramatic works; memoirs; diaries; film and guest lecturers; and artists. It includes selected works by men and women; Jews and non-Jews; figures famous and unknown; eyewitnesses, survivors, and second- and third-generation writers.

3/0/0

LIT 218 Literature and Film 3 cr.

This course explores the complex interplay between film and literature. Selected novels, short stories, and plays are analyzed in relation to film versions of the same works in order to gain an understanding of the possibilities—and problems—involved in the transposition to film.

Prerequisite: ENG 102 (or ENG 101 with permission) 3/0/0

LIT 220 Shakespeare 3 c

This course focuses on Shakespeare's life and times and the study of a selection of his plays: historical, comedic, and tragic.

Prerequisite: ENG 102 or permission 3/0/0

MAGNETIC RESONANCE IMAGING

MRP 110 Introduction to Magnetic Resonance Imaging (MRI)

3 cr.

Taught through a hybrid format, the basic understanding of the operation of MRI devices will be explained. Content will provide the basic concepts of patient care, including physical and psychological needs of the patient and family. Routine and emergency care procedures are described. Basic concepts of pharmacology and venipuncture of contrast media are provided. Content provides a foundation in ethics and law related to the practice of medical imaging. In addition, MRI safety for the patient, family and self will be presented.

Prerequisite: ARRT, RT(R), ARRT, RT(NM)

Corequisite: MRP 150

3/0/0

MRP 120 MR Sectional Anatomy and Pathology

3 cr.

Taught through a hybrid format, this course begins with a review of gross anatomy. Gross anatomical structures are located and identified in axial, sagittal, coronal and orthogonal planes. Illustrations of anatomical images will be compared with MRI images in the same imaging planes. The characteristic appearance of each anatomical structure as it appears on MRI will be stressed.

Prerequisite: MRP 110 Corequisite: MRP 150

3/0/0

MRP 130 MRI Procedures

3 cr.

Content provides detailed coverage of procedure for MR imaging of adults and pediatric patients. Procedures include, but not limited to, indications for the procedure, patient education, preparation, orientation and positioning, patient history and assessment, contrast media usage, scout images, scan parameters and archiving of images. MR procedures will be taught for differentiation of specific structures, patient symptomology and pathology. MR images studies will be reviewed for quality, and anatomy and pathology.

Prerequisite: MRP 120 Corequisite: MRP 150

3/0/0

MRP 140 MRI Physics and Equipment

3 cr.

Taught through a hybrid format, the content is designed to impart understanding of the physical principles and instrumentation involved in magnetic resonance imaging (MRI). The historical development and evolution of MRI is reviewed. Physics topics include magnetism, magnets shim systems, radiofrequency systems, gradients systems used in forming the image, data acquisition and manipulation techniques, k-space mapping and filling, fast Fourier transformation and post processing techniques will be explained. MRI systems and operations will be explored with full coverage of the imaging parameters and imaging options to include image quality, contrast, artifacts, and quality assurance.

Prerequisite: MRP 130 Corequisite: MRP 150

3/0/0

MRP 150 MRI Clinical Education 3 cr.

Clinical education consists of 120 hours in an affiliate hospital or imaging center. It is designed to enable the student to achieve the competencies necessary to meet the ARRT eligibility requirements for the MRI examination. Course can either be taken in the Fall or Spring

Prerequisite: ARRT, RT(R), ARRT, RT(NM)

Corequisite: MRP 110 & MRP 120 or MRP 130 & MRP

140 0/0/9

MRP 151 MRI Clinical Education II 3 cr.

Clinical education consists of 135 hours in an affiliate hospital or imaging center. It is designed to enable the student to achieve the competencies necessary to meet the ARRT eligibility requirements for the MRI examination. This course is a continuation, if the clinical requirements are not completed in the Fall semester.

Prerequisite: ARRT, RT(R), ARRT, RT (NM)
Corequisite: MRP 110, MRP 120, MRP 130,
MRP 140
0/0/9

MRP 152 MRI Clinical Education III 2 cr.

Clinical education consists of 90 hours in an affiliate hospital or imaging center. It is designed to enable the student to achieve the competencies necessary to meet the ARRT eligibility requirements for the MRI examination. This course is a continuation, if the clinical requirements are not completed in the Fall and Spring semesters.

Prerequisite: ARRT, RT(R), ARRT, RT (NM)
Corequisite: MRP 110, MRP 120, MRP 130,

MRP 140 0/0/6

MATHEMATICS

MTH 012 College Algebra Clinic

3 cr.*

This course is designed to provide students with the necessary skills to be successful in MTH 112 College Algebra. The curriculum will be geared towards the student's level of algebraic skill. Topics will be chosen from linear and quadratic equations and inequalities, absolute value equations and inequalities, rationals, radicals, complex numbers, graphs and transformations of functions.

*Credits do not apply toward graduation.

Prerequisite: MTH 075; placement based on assessment and academic advisement

Corequisite: MTH 112 College Algebra

3/0/0 FA/SP/SU

MTH 030 Precalculus Clinic 3 cr.*

This course is designed to provide students the necessary skills to be successful in MTH 130 Precalculus. The curriculum will be geared towards the student's level of algebraic skill. Topics will be chosen from exponents, geometry of right triangles, rational expressions, polynomials, linear equations and inequalities, complex numbers, quadratic equations as well as polynomial, rational, exponential and logarithmic functions.

*Credits do not apply toward graduation.

Prerequisite: Placement based on assessment and recommendation of academic advisor

Corequisite: MTH 130 3/0/0 FA/SP/SU

MTH 055 Pre-Algebra

This developmental course focuses on skills needed to prepare students for algebra. It includes the operations of integers, exponents, order of operations, understanding variables, and solving equations. It also introduces operations of rational numbers in the form of signed fractions and decimals as well as problem solving in terms of perimeter and area.

*Credits do not apply toward graduation.

4/0/0 FA/SP/SU

MTH 075 Elementary Algebra 4 cr.*

This developmental course is designed for students who have not taken a full year of high school algebra or who require a review of certain topics in elementary algebra. It focuses on signed numbers; polynomial expressions and their operations; rational algebraic expressions; factoring; the solving and graphing of first degree equations in one variable; and systems of linear equations (algebraic and graphic solutions).

*Credits do not apply toward graduation.

Prerequisite: Demonstrated competency in arithmetic skills covered in MTH 055

4/0/0 FA/SP/SU

MTH 104 Business Mathematics

This course provides the mathematical foundation for all of the business career curricula. Arithmetic concepts are reviewed and applied to payroll; depreciation; interests; discounts; negotiable instruments; taxes; stocks and bonds; mathematics of merchandising; and computer mathematics. It uses and stresses business formulas, and equations.

Prerequisite: MTH 075 or equivalent skills

3/0/0 FA/SP

MTH 107 Introduction to Statistics 3 cr.

This is a first course in basic statistical concepts. It focuses on frequency distributions of empirical data, calculations of descriptive statistics, probability distributions, confidence intervals, hypothesis testing, chi square, regression, and correlation.

Prerequisite: MTH 075 or equivalent skills

Note: Students may receive credit for either MTH 107 or MTH 143, but not credit for both courses.

3/0/0 FA/SP/SU

MTH 112 College Algebra 3 cr.

This course prepares students for upper level college mathematics courses. It focuses on graphs and transformations of functions; inverse and combinations of functions; solving linear and absolute value equations; polynomial equations; quadratic equations; and polynomial, rational, exponential, and logarithmic functions and their graphs.

Prerequisite: MTH 012 or MTH 095 or equivalent skills *Corequisite*: MTH 012 or equivalent skills

3/0/0 FA/SP/SU

4 cr.*

MTH 113 Modern College Mathematics I 3 cr.

This course satisfies the mathematics requirements for students in non-science fields. It emphasizes sets; logic; numeration and mathematical systems, elements of number theory and topics in probability.

Prerequisite: MTH 075 or equivalent skills

3/0/0 FA/SP/SU

MTH 118 Calculus I and Analytic Geometry 4 cr.

This course focuses on selected content from plane analytic geometry; limits and continuity; derivatives of algebraic, trigonometric, logarithmic, and exponential functions; extrema; differentials; antiderivatives; definite integrals; and applications. Graphic and symbolic calculation software is provided and applied to selected topics.

Prerequisite: MTH 130 or permission

4/0/0 FA/SP/SU

MTH 119 Calculus II and Analytic Geometry 4 cr.

This course focuses on differentiation of inverse trigonometric functions and application of implicit and logarithmic differentiation. It also emphasizes the completion of the Basic Integration Formulas, techniques of integration, improper integrals, parametric equations, sequences, and series. Application of integration include area and volumes of solids of revolution. Symbolic calculation software is provided and applied to selected topics.

Prerequisite: MTH 118 4/0/0 FA/SP/SU

3 cr.

MTH 130 Precalculus

This course is the analytic study of elementary relations and functions including linear, quadratic, higher order polynomial, exponential, logarithmic, and trigonometric. Upon successful completion of this course, the student is expected to begin the formal study of calculus. A graphing calculator is required. *Prerequisite:* MTH 030 or MTH 112 or equivalent skills

Corequisite: MTH 030 4/0/0 FA/SP/SU

MTH 141 Elementary Quantitative Methods for Management 3 cr.

This course satisfies the mathematics requirement for business and social science majors in transfer programs. It focuses on linear, quadratic, exponential and logarithmic functions and their graphs; matrices; linear systems; and linear programming, including simplex method.

Prerequisite: MTH 012 or equivalent skills 3/0/0

MTH 142 Calculus: Techniques and Applications

3 cr.

4 cr.

This course satisfies the mathematics requirement for business and social science majors in transfer programs. It focuses on topics from applied calculus: limits; derivatives; maxima and minima; anti-derivatives; and the definite integral. It emphasizes developing the calculus skills necessary to solve problems of management and the social sciences.

Prerequisite: MTH 112 or MTH 130 or MTH 141 or permission

3/0/0 FA/SP/SU

MTH 143 Statistics I 4 cr

This course presents basic statistical principles and methods. It focuses on descriptive statistics; probability theory; Binomial; Poisson; z, t, and Chisquare distributions; central limit theorem; confidence intervals; and hypothesis testing. One hour per week is spent in the microcomputer laboratory exploring software applications of statistical concepts presented in the lecture. No previous computer experience is assumed

Prerequisite: MTH 112 or MTH 141 or MTH 130 Note: Students may receive credit for either MTH 107 or MTH 143, but not credit for both courses.

4/0/0 FA/SP/SU Course fee charged

3 cr.

This course focuses on the basic theory and applications of real finite-dimensional vector spaces and linear transformations. It includes matrices, applications to systems of linear equations, Gaussian elimination, linear dependence and independence, basis and dimension, change of basis, inner product spaces, Gram-Schmidt Process, matrix of linear transformation, determinants, eigenvalues and eigenvectors, and diagonalization of a matrix.

Prerequisite: MTH 118

3/0/0

MTH 211 Structures of Mathematics I

This course concerns the development of number systems and algebraic structures, including the natural numbers, the integers, rational numbers, and real and complex numbers. Students will be required to reason mathematically, solve problems, and communicate mathematics effectively at different levels of formality using a variety of representations of mathematical concepts and procedures.

Prerequisite: MTH 075 or equivalent skills

3/0/0

MTH 212 Structures of Mathematics II 3 cr.

This course is designed primarily for elementary education majors. The course will require students to investigate problems in order to deepen their conceptual and procedural understanding in the areas of algebra, data analysis, probability, geometry, measurement, and systematic listing and counting.

Prerequisite: MTH 211 3/0/0

MTH 220 Calculus III and Analytic Geometry 4 cr.

This course focuses on vectors in the plane and space; vector calculus; multivariate functions and partial derivatives; directional derivatives; multiple integrals and surface integrals; vector fields; line integrals; Greens's theorem; Divergence theorem; and Stokes's theorem.

Prereauisite: MTH 119 4/0/0 FA/SP

MTH 226 Discrete Mathematics 3 cr.

This course is an elementary introduction to certain topics in Discrete Mathematics appropriate for work in computer science and in the further study of mathematics. It focuses on sets; logic; proof types direct, indirect, contrapositive, and induction; counting and probability; combinatorics; relations and functions; graph theory; trees; Euler and Hamiltonian circuits; and Boolean Algebra.

Prerequisite: MTH 111 and MTH 112, or MTH 130 3/0/0 FA/SP/SU

This course focuses on methods of solution, applications, and theory of ordinary differential equations. It includes first order differential equations, linear

differential equations of higher order, power series solutions, Laplace transforms, and systems of linear differential equations.

Prerequisite: MTH 220

4/0/0

MTH 243 Statistics II

This course focuses on test of fit, test of independence; analysis of variance; simple and multiple regression; correlation analysis; time series; index numbers; and non-parametric statistics.

Prerequisite: MTH 143

3/0/0

MTH 280 Biometry

4 cr.

This course considers elementary data analysis. probability and sampling distributions. It uses the normal and t-distributions to introduce estimation and hypotheses testing. It includes descriptive techniques and inference for simple linear regression and correlation. Analyses of variance, nonparametric tests and Chi-Square tests are covered in this course. Emphasis is placed on experimentation and the application of statistical methods to the biological sciences. Laboratory components will give the students opportunities to apply topics through experimental design, hypothesis testing and independent research. Computer software is used regularly in data manipulation, statistical analyses, and formal presentation of results.

Prerequisite: BIO 103, BIO 104, BIO 107, BIO 108,

MTH 118 3/3/0

MTH 291 Special Projects Mathematics I

This course involve independent study and research on some topic or in some area of mathematics. Projects include a statement of objectives, a literature search and a written report. Lab hours depend on the project (usually two hours per week per credit).

Prerequisite: Permission of the instructor

MECHANICAL ENGINEERING **TECHNOLOGY**

MET 210 CNC Programming I 4 cr.

This course introduces the concepts and capabilities of computer numerical control machine tools. Emphasis will be on laboratory work related to setup, operation, and basic applications. Students will explain operator safety, machine protection, data input, program preparation and program storage.

Prereauisite: CSE 110

3/2/0 FA/SP Course fee charged This course will discuss the applications of the thermal sciences, such as thermodynamics, fluid dynamics, and heat transfer. Topics include the first and second laws of thermodynamics; volumetric properties of pure fluids; heat effects; application to flow process; power cycles; and refrigeration.

Prerequisite: MTH 118

3/0/0

MET 220 Introduction to **Mechanical Design**

3 cr.

This course will discuss the mechanical engineering design process mechanical engineering design process, along with open-ended problem solving, teamwork, and team-based design projects. Also, estimation, modeling and basic science principles related to project will be covered. Emphasis will be put on manufacturing. assembly and testing. Further, communication skills in design and ethical issues in design will be discussed.

Prerequisite: MTH 118

3/0/0

MET 235 Material Science and Manufacturing

3 cr.

This course will discuss materials science and manufacturing. The course covers the behavior of materials, starting from an atomic level, and building to how atomic level structures influence macroscopic failure in both metals and polymers. The rheology of various materials becomes the transition into how they are developed into useful products through various manufacturing methods including casting, extrusion, molding, sintering, machining and through composite fabrication techniques.

Prerequisite: CHE 115

3/0/0

MET 301 Applied Thermal Energy II 3 cr.

This course will discuss the applications of fluid mechanics and heat transfer, including: turbomachinery, heat exchangers, condensation and boiling heat transfer, special topics in fluid mechanics, heat transfer, and design projects.

Prereauisite: MET 215

3/0/0

MET 311 Applied Fluid Mechanics 3 cr.

This course will discuss the general fluid flow and with fluid flow in pipe systems. Topics covered in the area of general fluid flow include hydrostatics, laws of fluid motion, kinematics, dynamics, energy balance, and dimensionless groups. Topics covered in the area of pipe flow include incompressible flow, compressibility, pumps, viscosity, boundary layers, turbulence, and

Prerequisite: MTH 118

MET 312 Machine Design

3 cr.

This course introduces the students to machine design. It deals with the design and selection of machine elements, such as shafts, couplings, bearings, gears, springs, clutches, brakes, screws, and fasteners. Computer simulation and analysis will be introduced. Design experience will be synergistically integrated throughout the curriculum and culminate in a design

Prerequisite: EGR 201, EGR 230

3/0/0

MET 330 Applied Mechanical Principles 3 cr,

This course offers students a balanced foundation of mechanical principles and practical laboratory applications. Mechanical Engineering Technology principles such as mechanical design, CNC programming, computer-aided manufacturing, applied thermal energy, material processes and manufacturing, mechanical fluid transmission, engineering safety, measurement, and quality will be covered. Students will work in group, design and build prototype models presentation. Other advanced mechanical topics related to the current industry environment will be covered such as advanced and smart manufacturing, industrial automation, logistics, and supply chain.

Prerequisite: MET 210, MET 215, MET 235

0/2/0 Course fee charged

MUSIC (APPLIED)

MUC 101 Class Piano I 1 cr.

This course offers the beginning piano student elementary piano techniques and music reading skills. It involves instruction in a single one hour session each week and requires daily practice to grow and develop piano technique.

1/1/0 FA/SP Course fee charged

MUC 102 Class Piano II 1 cr.

This course continues the class piano sequence and builds on the elementary piano skills and techniques acquired in MUC 101.

Prerequisite: MUC 101 or equivalent,

or by permission

1/1/0 FA/SP Course fee charged

MUC 103 Class Piano III 1 cr.

The final course in class piano sequence continues to build on the elementary piano skills and techniques acquired in MUC 101 and MUC 102.

Prerequisite: MUC 101 and MUC 102 or

equivalent, or by permission

1/1/0 FA/SP Course fee charged

MUSIC (PRIVATE APPLIED)

(Previous musical experience required)

MUP 131-139 Applied Music I 1 or 2 cr.

These courses involve either 30 minute (1 cr.) or 60 minute (2 cr.) lessons consisting of weekly private instruction in: Woodwind 131; Brass 132; Strings 133; Percussion 134; Voice 135; Composition 136; Piano 137; Guitar 138; or Secondary Instrument 139. Lessons are offered at a time mutually agreed upon by the student and instructor. Students registered for applied lessons are also expected to attend a once a month performance class as per the course calendar, and to perform a final juried exam during finals week. An authorized signature is required.

Prerequisite: Permission of the music coordinator.

MUP 141-149 Applied Music I 1 or 2 cr.

These courses involve either 30 minute (1 cr.) or 60 minute (2 cr.) lessons consisting of weekly private instruction in: Woodwind 141; Brass 142; Strings 143; Percussion 144; Voice 145; Composition 146; Piano 147; Guitar 148; or Secondary Instrument 149. Lessons are offered at a time mutually agreed upon by the student and instructor. Students registered for applied lessons are also expected to attend a once a month performance class as per the course calendar, and to perform a final juried exam during finals week. An authorized signature is required.

Prerequisite: Successful completion of Applied Music I, and permission of the music coordinator.

MUP 231-239 Applied Music III 1 or 2 cr.

These courses involve either 30 minute (1 cr.) or 60 minute (2 cr.) lessons consisting of weekly private instruction in: Woodwind 231; Brass 232; Strings 233; Percussion 234; Voice 235; Composition 236; Piano 237; Guitar 238; or Secondary Instrument 239. Lessons are offered at a time mutually agreed upon by the student and instructor. Students registered for applied lessons are also expected to attend a once a month performance class as per the course calendar, and to perform a final juried exam during finals week. An authorized signature is required.

Prerequisite: Successful completion of Applied Music I, Applied Music II and permission of the music coordinator.

MUP 241-249 Applied Music IV 1 or 2 cr.

These courses involve either 30 minute (1 cr.) or 60 minute (2 cr.) lessons consisting of weekly private instruction in: Woodwind 241; Brass 242; Strings 243; Percussion 244; Voice 245; Composition 246; Piano 247; Guitar 248; or Secondary Instrument 249. Lessons are offered at a time mutually agreed upon by the student and instructor. Students registered for applied lessons are also expected to attend a once a month performance class as per the course calendar, and to perform a final juried exam during finals week. An authorized signature is required.

Prerequisite: Successful completion of Applied Music I, Applied Music II, Applied Music III and permission of the music coordinator.

MUSIC APPRECIATION THEORY/HARMONY

MUS 101 Music Appreciation

3 cr.

This course surveys the forms, media, and history of Western music, as well as its social and aesthetic significance. Focusing on the enjoyment of music, methods of comprehending music, listening techniques, and discernment of musical elements. It is intended for the student who wishes to acquire the skills needed to listen to music astutely and critically. 3/0/0 FA/SP

MUS 105 Music Fundamentals 3 cr.

This course begins to explore how music is conceived and communicated through the study of musical language, notation, and construction. Primary concepts of note reading, rhythm, scales, key signatures, intervals and chords are studied, as well as basic piano skills for melodic study. It is designed for students with little to no previous music theory training.

3/0/0

MUS 110 Aural Skills 2 cr.

This course develops the ability to sight-sing melodic passages and to notate rhythmic, melodic, and harmonic examples through ear training exercises.

Prerequisite: MUS 105 or equivalent, or by permission

2/0/0

MUS 115 Music Theory I 3 cr.

This course focuses on traditional tonal harmony and provides a more in depth study of how music is conceived and communicated through musical language, notation, and construction. * Note that this class does involve some sight singing and ear training.

Prerequisite: MUS 105 or equivalent,

or by permission

3/0/0

MUS 210 Aural Skills II

2 cr.

This course further develops aural skills including the ability to sight-sing melodic passages and to notate rhythmic, melodic, and harmonic examples through dictated ear training exercises.

Prerequisite: MUS 110

2/0/0

MUS 215 Music Theory II 3 cr.

This course continues the focus on tonal harmony and applies the skills learned in MUS 115. This is the final course in the theory sequence and it focuses on more complex elements of musical theory, analysis, composition, and the chromatic harmony of the 19th and 20th centuries. *Note that this course does involve some sight singing and ear training.

Prerequisite: MUS 115

MUSIC (PERFORMANCE)

MUS 111-114 Brass Ensemble I-IV 1 cr. ea. MUS 121-124 Jazz Ensemble I-IV 1 cr. ea. MUS 125-128 Vocal Jazz Ensemble I-IV 1 cr. ea. MUS 131-134 String Ensemble I-IV 1 cr. ea. 1 cr. ea.

MUS-135-138 Guitar Ensemble I-IV

MUS 141-144 Woodwind Ensemble I-IV 1 cr. ea. MUS 145-148 Percussion Ensemble I-IV 1 cr. ea.

These ensembles involve class rehearsals, instructor presentation and demonstration of performance techniques, and public performance. Each ensemble meets once per week. These performance courses are recommended electives for music majors and are open to all students who play musical instruments and read

Note: Student participation in ensembles is determined by the instructor of the course.

Prerequisite: Courses should be taken in sequence I-IV

MUS 150 - MUS 153 Chorus I-IV 1 cr.

This study and performance-oriented course in representative choral literature is open to all students. Prerequisite: Courses should be taken in sequence I-IV. 0/2/0 Course fee charged FA/SP

MUS 161-MUS 164

County/Community Concert Band I-IV 1 cr.

The College/Community Concert Band rehearses once per week and performs various concerts and events throughout the semester. Concert band members are not required to audition and the ensemble is open to all students who play a band instrument and read music, regardless of major.

MUS 291 Honors Performance 1 cr.

This course provides a student of exceptional ability particular instruction in preparation for the performance of an honors recital.

Prerequisite: Permission

0/2/0

NURSING

NUR 118 Introduction to Professional Nursing LPN Bridge

3 cr.

This course is designed to facilitate successful entry of practical nurse graduates into the second semester of the registered nurse program. It provides theoretical content and skills testing in order to provide the student with the necessary knowledge skills and attitude to successfully progress into the registered nursing program. This course includes the essential elements of the nursing process, documentation, professionalism, and the registered nurse practice act. Concepts essential in order to develop care plans and delegate care to members of the healthcare team are covered. The course is focused on preparing the licensed practical nurse for transition into the registered nursing program.

Prerequisite: Admission to the program and demonstration of LPN license

FA/SP Course fee charged

NUR 130 Fundamentals of Nursing Care 4 cr.

This initial nursing course provides the student with opportunities to explore and apply basic concepts to nursing. Fundamental psychomotor and communication nursing skills are developed and applied within a framework of the nursing process and Maslow's human needs. The course is 5 credits of theory

Prerequisite: Admission to program Corequisite: NUR 131, NUR 132 4/0/0 Course fee charged

NUR 131 Fundamentals of Nursing Lab 1 cr.

In this nursing lab course, students demonstrate psychomotor skills including safety, wound care, asepsis, assessment, and medication administration. Students have the opportunity for practice and evaluation of skills prior to entering the clinical setting. Students receive 1 credit for 3 hours of lab which is taken over 7 weeks (6 hours a week).

Coreauisite: NUR 130, NUR 132 0/3/0 Course fee charged

NUR 132 Fundamentals of Nursing Clinical 1 cr.

In this nursing clinical course, students have the opportunity to provide nursing care to patients in various settings. Professional nursing standards of practice are integrated in the clinical area. Students receive 1 credit for 3 hours of clinical which is completed in 7 weeks (6 hours a week).

Corequisite: NUR 130, NUR 131 0/0/6 Course fee charged

NUR 140 Nursing Care of the **Childbearing Family**

2 cr.

This course examines the health and social situation of today's childbearing family. Areas of focus are the birth process, care of newborns and women's health needs. The course emphasizes health promotion in the expectant family, the childbearing process and education during the postpartum period. This course is 2 credits and 2 hours weekly for 14 weeks.

Prerequisite: NUR 130, 131, 132; or NUR 118

Corequisite: NUR 141

2/0/0 FA/SP/SU Course fee charged

NUR 141 Nursing Care of the **Childbearing Family Clinical**

2 cr.

In this course the student will continue to develop clinical skills in the care of families throughout the childbearing experience. Emphasis is placed on assessment, therapeutic interventions and medication administration according to established standards of nursing practice. This course is 2 credits (1 credit to 3 hours) and is 6 hours weekly for 14 weeks.

Prerequisite: NUR 130, 131, 132; or NUR 118

Coreauisite: NUR 140

0/0/6 FA/SP/SU Course fee charged

NUR 145 Nursing Care of Children and Families

2 cr.

2 cr.

This course examines the health and social situations of today's children and their families. Children from birth through the adolescent phase are the focus. The course emphasizes health promotion, maintenance and restoration. Growth and development concepts are integrated throughout the course. This course is 2 credits and meets for 2 hours weekly.

Prerequisite: NUR 130, 131, 132; or NUR 118

Corequisite: NUR 146 2/0/0 Course fee charged

NUR 146 Nursing Care of Children and Families Clinical

In this clinical course (corequisite with nursing theory NUR 145), the student will continue to develop clinical skills in the nursing care of children and families in the healthcare setting. Emphasis is placed on assessment, therapeutic interventions and medication administration according to established standards of nursing practice. This course is 2 credits (1 credit to 3 hours) and is 6 hours weekly for 14 weeks.

Prereauisite: NUR 130, 131, 132; or NUR 118

Corequisite: NUR 145

0/0/6 Course fee charged 1 cr.

This course covers current issues affecting health care delivery; management techniques; legal and ethical concerns; and political/legislative strategies. It involves discussion, role playing, and individual projects to analyze and synthesize the issues.

Prerequisite: NUR 240, 241, 245, 246 1/0/0 FA/SP Course fee charged

NUR 220 Nutrition in Nursing and Healthcare

3 cr.

2 cr.

This course focuses on the understanding of nutritional requirements throughout the lifecycle as well as modifications for disease states. Nutritional assessment techniques as well as specific diets for health and disease are discussed.

3/0/0 Course fee charged

NUR 240 Nursing Care of Patients with Mental Health Alterations

This course introduces students to mental health nursing and focuses on health restoration and maintenance of patients with mental health concerns across the lifespan. Concepts of critical thinking, evidence based practice, therapeutic communication and collaboration, cultural awareness, and professional values are emphasized. This course is 2 credits and students participate in 2 hours weekly of theory for 14

Prerequisite: NUR 140, 141, 145, 146

Corequisite: NUR 241

2/0/0 Course fee charged

NUR 241 Nursing Care of Patients with Mental Health Alterations Clinical 1 cr.

In NUR 241, the student will continue to develop clinical nursing skills in the care of patients with mental health alterations. Emphasis is placed on assessment and therapeutic interventions for patients and groups according to established standards of nursing practice for patients with mental health alteration in the healthcare setting. Therapeutic communication is emphasized, as is assessment. This course is 1 credit (1 credit to 3 hours) and is 3 hours weekly for 15 weeks.

Prerequisite: NUR 140, 141, 145, 146

Corequisite: NUR 240 0/0/3 Course fee charged

NUR 245 Nursing Care of Patients with Medical Surgical Alterations 3 cr.

This courses focuses on the health promotion, disease prevention and the restoration of optimal health in young adults through old age. The course emphasizes health promotion, maintenance and restoration. Health alterations including common acute illnesses, chronic diseases and disabilities are examined. The perioperative experience is integrated into this course. This course is 2 credits and meets for 2 hours weekly.

Prerequisite: NUR 140, 141, 145, 146

Corequisite: NUR 246

3/0/0 Course fee charged

NUR 246 Nursing Care of Patients with Medical Surgical Health Alterations Clinical 2 cr.

In this course the student will continue to develop clinical skills in the care of medical surgical patients. Emphasis is placed on assessment and therapeutic interventions for patients with selected medical surgical alterations according to established standards of nursing practice. This course is 2 credits (1 credit to 3 hours) and is 6 hours weekly for 14 weeks.

Prerequisite: NUR 140, 141, 145, 146

Corequisite: NUR 245

0/0/6 Course fee charged

NUR 250 Advanced Concepts of Nursing Care 4 cr.

This course is the capstone of the nursing program. This course focuses on the health promotion, disease prevention and restoration of optimal health in young adults through old age. Managing care for individuals as well as groups of patients with complex needs is emphasized. Health promotion, maintenance and restoration is further developed as the student focuses on individuals with multiple complex health alterations. Concepts of interprofessional collaboration, delegation and leadership, evidence based practice and health literacy continue to be emphasized.

Prerequisite: NUR 240, 241, 245, 246

Corequisite: NUR 251

4/0/0 Course fee charged

NUR 251 Advanced Concepts of Nursing Care Clinical 4 cr.

In this course the student will refine clinical skills in the beginning practice of professional nursing. Emphasis is placed on developing the leadership role in the care of groups of patients with complex health alterations. This course is 4 credits (1 credit to 3 hours) and is 12 hours weekly for 14 weeks.

Prerequisite: NUR 240, 241, 245, 246

Corequisite: NUR 250

0/0/12 Course fee charged

NUR 301 Comprehensive Health Assessment 3 cr.

This course builds upon fundamental knowledge and skills of health assessment. In utilizing a systematic approach, the student will develop a holistic approach in assessing the patient throughout the lifespan. Upon completion, the student will show competency in obtaining a thorough health history and becoming efficient in the physical skills of inspection, palpation, percussion, and auscultation. Differences between normal and abnormal findings will be explored and appropriate documentation of findings will be stressed. Students will also be exposed to the cultural differences in health and will incorporate evidence based approaches to assessment.

Prerequisite: NUR 130, 131, 132; or NUR 118

2/2/0 Course fee charged

NUR 302 Pathophysiology

cr.

This course uses a system based life span approach to discriminate between normal physiologic function and pathophysiologic processes. The course relates manifestation of disease, risks factors for disease and the principles of illness and injury to therapeutic nursing interventions and outcomes.

Prerequisite: BIO 114/115 (or BIO 212/213), and BIO 155/156 (or BIO 221/222), and NUR 130, 131, 132; or NUR 118

3/0/0 Course fee charged

NUR 303 Pharmacology for Nursing 3 cr.

This course will enhance current knowledge of a broad spectrum of pharmacologic agents. Emphasis is on the administration of drugs using QSEN competencies for safe, effective, and therapeutic drug therapy. Drug classifications studied are about safe drug administration, nursing implications and effects and precautions, drug interactions, and the potential for toxicity. Pharmacologic considerations that involve, but are not limited to, the legal, ethical, age, cultural, and risk for dependence are discussed in the current context of our time.

Prerequisite: BIO 155/156 or BIO 221/222

and NUR 130, 131, 132.

3/0/0 FA/SP/SU Course fee charged

PARALEGAL

LEX 110 Introduction to Paralegal Studies 3 cr.

This course is an overview of the legal system and focuses on basic legal concepts and paralegal skills. It emphasizes careful reading for detail; developing analytical and critical thinking skills; and written presentation of arguments. It also covers professional ethics and conduct; issues of confidentiality; conflicts of interest; and unauthorized practice of law.

3/0/0 FA/SP Course fee charged

LEX 111 New Jersey Legal Systems 3 cr.

This course focuses on New Jersey's court system, including an examination of the various types of legal practices as they relate to the courts. It covers rules and procedure of appellate practice, including briefs, filings, petitions, and motions as well as elements of the Federal court system.

3/0/0 FA/SP Course fee charged

LEX 112 Legal Writing 3 cr.

This course introduces basic concepts in legal writing. Paralegals are expected to prepare a variety of legal instruments to provide hands-on practice with various types of documents and forms as well as their use.

Prerequisite: LEX 113, ENG 101

3/0/0 SP Course fee charged

LEX 113 Legal Research and Library Use 3 cr.

This course introduces practical experience in the techniques of legal research, references to citations, and the use of a law library. It includes practice in locating and using legal forms.

Prerequisite or Corequisite: LEX 110, LEX 111 3/0/0 FA/SP Course fee charged

LEX 122 Family Law

This course examines family law practice including complaints, interrogatories, depositions, motions, and pleadings in the areas of divorce, separation, and custody, annulment, adoption, name change, guardianship, legitimacy, and other Family Court procedures.

Prerequisite or Corequisite: LEX 110, LEX 111 3/0/0 FA/SP Course fee charged

LEX 123 Bankruptcy Law 3 cr.

This course outlines basic debtor/creditor bankruptcy law and provides guidelines, practices, and procedures that a paralegal in this field may use. It covers sources of law, consensual debt creation, creditor interest in real estate, general provisions of the Bankruptcy Code and case administration (Chapter 7, Chapter 11 and Chapter 13).

Prerequisite: LEX 113

3/0/0 SP Course fee charged

LEX 124 Real Property

This course focuses on the legal and financial requirements of residential real estate transactions. It examines deeds, contracts, mortgages, and other documents commonly associated with real estate. Students learn the historical background which makes real estate unique, along with a practical understanding of the different local practices affecting its purchase and sale. Some basic math skills are helpful in understanding surveys, the proper calculation of taxes, and the settlement statement.

Prerequisite: LEX 110

3/0/0 FA/SP Course fee charged

LEX 125 Comparative Business Entities 3 cr.

This course focuses on the sole proprietorship, partnership (general and limited), the limited liability company, and the general business corporation, including an analysis of formation, operation, dissolution, financing, and tax implications of each entity. It reviews legal documents including initial organizational documents; stock certificates; stock transfer ledger; by-laws and minutes; trade name certificates; and means of dissolution. It examines law practice and procedure in buy-sell agreements, employment agreements, and non-competition agreements.

Prerequisite: LEX 113

3/0/0 FA/SP Course fee charged

LEX 212 Civil Litigation Practice

This course covers general rules governing lawyers, courts, and civil practice. Students become familiar with the court rules, pre-trial procedure, and common legal issues. Special emphasis is placed on understanding ethics rules and professional responsibility. Students are also taught the requirements for filing complaints, answers, and for pre-trial discovery, including interrogatories, depositions, subpoenas, and motion practice.

Prerequisite: LEX 110 and LEX 111

3 cr.

3 cr.

3/0/0 FA/SP Course fee charged

LEX 214 Administration of Decedents' Estates

3 cr.

2 cr.

6 cr.

3 cr.

This course focuses on practice and procedures with respect to estates; wills and their legal effects; administration of estates; trusts; accountings; devises, bequests; distribution of estates; law of interstate distribution; obligations of fiduciaries; and the Probate Division of the courts. It also includes an examination of New Jersey inheritance tax and federal estate tax returns.

Prerequisite: LEX 111 and LEX 124

3/0/0 FA/SP Course fee charged

LEX 235 Paralegal Internship

The internship program provides an opportunity for students to gain a workplace experience. The student is placed in a law office or other firm using paralegals, under the supervision of an attorney. The internship is guided by prescribed learning outcomes that are specific to the type and orientation of the law firm or business in which the student is placed.

Prerequisite: LEX 112 and LEX 212

0/0/6 By arrangement Course fee charged

PARAMEDIC SCIENCE

PAR 110 Paramedic Care I

This course discusses the assessment of patients for specific disease processes and the treatment and care of those diseases. Topics covered include cardiology, pulmonology, hematology, neurology, toxicology, gastroenterology, urology, allergies, and anaphylaxis and EGG interpretation. Students will have the opportunity practice skills in the laboratory utilizing the guidelines set down in the National Highway Traffic Safety Administration paramedic curriculum and the New Jersey Administrative Code governing paramedic training, NJAC 8:41A. The focus of the laboratory will be advanced patient assessment, advanced airway management and medication administration.

Prerequisite: PAR 100 Corequisite: PAR 115

4/4/0 Course fee charged

PAR 111 Principles of Paramedic Science I 4 cr.

This theory course prepares the student to develop an understanding of the roles and responsibilities of the paramedic, EMS systems, and laws that affect EMS. It will introduce the student to emergency pharmacology, fluids, electrolytes and intravenous therapy, and disease specific medications. Dosing and drug calculations and administration will be learned.

Prerequisite: Admission to Program Corequisite: PAR 112, PAR 113 4/0/0

PAR 112 Paramedic Skills and Scenario Lab 1 cr.

This skills and scenario lab will provide the setting for educational imprinting, cognitive integration, frequent drilling and autonomic development of psychomotor skills that are necessary to care for critically ill patients. Through the use of medical simulation and increasingly stressful situations, this course prepares the student for clinical and field internship rotations. Students will take the AHA CPR for Healthcare Provider Course. Additional psychomotor skills learned include: diagnostic skills, 12 Lead ECG acquisition, phlebotomy, intravenous therapy, medication administration and basic and advanced airway management.

Prerequisite: Admission to Program Corequisite: PAR 111, PAR 113

0/3/

PAR 113 Paramedic Clinical Practice I 1 cr.

This course introduces the student to patient experiences in the hospital clinical environment. Students will demonstrate the concepts and understanding of paramedic clinical skills. Rotations include various patient care areas allowing competency in cardiac catheterization lab, cardiac stress lab, operating room, PACU and respiratory therapy. Students are assigned a preceptor who is responsible to observe and assess performance. Travel to off-site clinical affiliates is required.

Prerequisite: Admission to Program Corequisite: PAR 111, PAR 113

0/0/4

PAR 115 Paramedic Clinical II 2 cr.

The course prepares the student to recognize the need for and the management of appropriate patient care via clinical observation and the practical application of learned skills.

Prerequisite: PAR 105 Corequisite: PAR 110

0/0/6 Course fee charged

PAR 120 Paramedic Clinical III 2 cr.

The course prepares the student to recognize the need for and the management of appropriate patient care via clinical observation and the practical application of learned skills. Students will attend clinical in the intensive care unit and the emergency department.

Prerequisite: PAR 115, BIO 110, BIO 111

0/0/6 Course fee charged

PAR 121 Principles of Paramedic Science II 8 cr.

This course provides the student with the foundation to assess and manage various medical emergencies. Students will explore body systems and the pathophysiology that causes a patient to experience acute emergencies. Topics include: neurology, gastroenterology, immunology, infectious disease, endocrinology, cardiology, toxicology, pulmonology, hematology, urology, non-traumatic musculoskeletal disorders, and diseases of the eyes, ears, nose, and throat.

Prerequisite: PAR 111, PAR 112, PAR 113 Corequisite: PAR 122, PAR 123

8/0/0

PAR 122 Paramedic Skills and Scenario Lab II

This skills and scenario lab will provide the setting for educational imprinting, cognitive integration, frequent drilling and autonomic development of psychomotor skills that are necessary to care for critically ill patients. Through the use of medical simulation and increasingly stressful situations, this course continues to prepare the student for clinical and field internship rotations. Psychomotor skills learned include: diagnostic skills, 12 Lead ECG acquisition, medication administration, and electrical therapy such as manual defibrillation, synchronized cardioversion, and transcutaneous pacing.

Prerequisite: PAR 111, PAR 112, PAR 113
Coreauisite: PAR 121, PAR 123

0/3/0

PAR 123 Paramedic Clinical Practice II 1 cr.

This course introduces the student to patient experiences in the hospital clinical environment. Students will demonstrate the concepts and understanding of paramedic clinical skills. Rotations include various patient care areas allowing competency in cardiac catheterization lab, cardiac stress lab, operating room/post-anesthesia care unit, and respiratory therapy. Students are assigned a preceptor who is responsible to observe and assess performance. Travel to off-site clinical affiliates is required.

Prerequisite: PAR 111, PAR 112, PAR 113 Corequisite: PAR 121, PAR 122

0/0/4

PAR 200 Paramedic Care II 5 cr

The course discusses the assessment of patients for specific disease processes, and the treatment and care of those diseases. Topics covered include neonatology, obstetrics, gynecology, pediatrics, geriatrics, behavior and psychiatrics, trauma, and burns. Students will have the opportunity to practice in the laboratory utilizing guidelines set down by the National Highway Traffic Association's paramedic curriculum and the New Jersey Administrative Code, 8:41A.

Prerequisite: PAR 110, BIO 114, BIO 115

Coreauisite: PAR 205

4/2/0 Course fee charged

PAR 205 Paramedic Clinical IV

This course prepares the student to recognize the need for and the management of appropriate patient care via clinical observation and the practical application of learned skills. Students will attend clinical shifts in pediatrics, labor and delivery, a trauma center and a psychiatric unit. Focus will be on the management of patients with trauma, psychiatric crisis, childhood illnesses, pregnancy and pregnancy complications.

Prerequisite: PAR 120 Corequisite: PAR 200

0/0/6 Course fee charged

PAR 210 Paramedic Clinical V 6 o

This course will provide the educational field experience required to prepare the student to achieve certification as an Emergency Medical Technician- Paramedic. Field internship allows the paramedic student to apply learned theory and skills while under the guidance of a certified paramedic preceptor. Students will progress through carefully scripted phases with definite cognitive and psychomotor skill sets to be mastered.

Prerequisite: PAR 205

0/0/18 Course fee charged

PAR 215 Paramedic Clinical VI

The course is structured to prepare and evaluate the student's ability to demonstrate leadership characteristics in the identification and implementation of patient treatment plans and initial and continued care including transferring patients to a receiving facility. This is a capstone course that is the summation of clinical practice and evaluation of all prior learning including the preceding five semesters of coursework, clinical rotations, and the field internship in paramedic science.

Prerequisite: PAR 210

0/0/9 Course fee charged

PAR 231 Principles of Paramedic Science III 4 cr.

This theory course provides the student with the foundation to assess and manage various medical emergencies. Students will explore body systems and the pathophysiology that causes a patient to experience acute emergencies. Topics include mental health, gynecology, shock and resuscitation, trauma, neonatology, obstetrics, pediatrics, geriatrics, behavioral and special needs populations and trauma/ burns.

Prerequisite: PAR 121 Corequisite: PAR 232, PAR 233

4/0/0

PAR 232 Paramedic Skills and Scenario Lab III

1 cr.

This skills and scenario lab will provide the setting for educational imprinting, cognitive integration, frequent drilling and autonomic development of psychomotor skills that are necessary to care for critically ill patients. Through the use of medical simulation and increasingly complex situations, this course continues to prepare the student for clinical and field internship rotations. Psychomotor skills learned include: performing a comprehensive physical assessment of the pediatric patient, pediatric airway management, trauma assessment and management, and obstetrical emergencies.

Prerequisite: PAR 121, PAR 122, PAR 123

Corequisite: PAR 231, PAR 233

0/3/0

2 cr.

PAR 233 Paramedic Clinical Practice III 2 cr.

This course continues to introduce students to patient experiences in the hospital clinical environment. Students will demonstrate the concepts and understanding of paramedic clinical skills. Students will be introduced to higher acuity areas such as adult intensive care units and adult emergency departments. Students are assigned a preceptor who is responsible to observe and assess performance. Travel to off-site clinical affiliates is required.

Prerequisite: PAR 121, PAR 122, PAR 123 Corequisite: PAR 231, PAR 232

0/0/8

3 cr.

PAR 242 Paramedic Skills and Scenario Lab IV

2 cr.

This skills and scenario lab will provide the setting for educational imprinting, cognitive integration, frequent drilling and autonomic development of psychomotor skills that are necessary to care for critically ill patients. Through the use of medical simulation and increasingly complex situations, this course continues to prepare the student for clinical and field internship rotations. Psychomotor skills learned include alternative access devices, and air medical skills, MCI and CBRNE operations.

Prerequisite: PAR 231, PAR 232, PAR 233

Corequisite: PAR 243

0/6/0

PAR 243 Paramedic Clinical Practice IV

This clinical course continues to introduce students to patient experiences in the hospital clinical environment. Students will demonstrate the concepts and understanding of paramedic clinical skills. Students will continue to be introduced to higher acuity areas such as adult emergency departments and specialty care areas such as the pediatric ED, Children's specialized hospitals, special care nursery, neonatal ICU, labor and delivery, behavioral health and specialty ICUs such as trauma, burn, and neurological. Students are assigned a preceptor who is responsible to observe and assess performance. Travel to off-site clinical affiliates is required.

Prerequisite: PAR 231, PAR 232, PAR 233

Corequisite: PAR 242

0/0/12

PAR 252 Paramedic Skills and Scenario Lab V 1 cr.

This skills and scenario lab will provide the setting for educational imprinting, cognitive integration, frequent drilling and autonomic development of psychomotor skills that are necessary to care for critically ill patients. Through the use of medical simulation and increasingly complex situations, this course complements the student's clinical rotation. Psychomotor competency and team leading is a focus of this course

Prerequisite: PAR 242, PAR 243

Corequisite: PAR 253

0/3/0

PAR 253 Paramedic Field Internship I 3 cr.

This clinical course continues to provide the student with the opportunity to connect theory and clinical skills learned throughout the paramedic program, with the reality of rendering patient care in the prehospital environment. The successful completion of the Phase I Field Internship checklist, team leading and interventional skills are the focus of this clinical. Students will be exposed to multiple geographical disparate care environments. Travel is required to offsite clinical affiliates throughout the state.

Prerequisite: PAR 242, PAR 243 Corequisite: PAR 252

0/0/12

PAR 262 Paramedic Skills and Scenario Lab VI

This skills and scenario lab will provide the setting for educational imprinting, cognitive integration, frequent drilling and autonomic development of psychomotor skills that are necessary to care for critically ill patients. Through the use of medical simulation and increasingly complex situations, this course complements the student's clinical rotation and focuses on developing the skills necessary in rapid sequence intubation, cricothyrotomy and team leading.

Prerequisite: PAR 252, PAR 253

Corequisite: PAR 263

0/3/0

PAR 263 Paramedic Field Internship II

This clinical course continues to provide the student with the opportunity to connect theory and clinical skills learned throughout the paramedic program, with the reality of rendering patient care in the pre-hospital environment.Students will be exposed to multiple geographical disparate care environments. Travel is required to off-site clinical affiliates throughout the state.

Prerequisite: PAR 252, PAR 253 Corequisite: PAR 262

0/0/12

3 cr.

PAR 272 Paramedic Skills and Scenario Lab VII 1 cr.

This skills and scenario lab will provide the setting for educational imprinting, cognitive integration, frequent drilling and autonomic development of psychomotor skills that are necessary to care for critically ill patients. Through the use of medical simulation and increasingly complex situations, this course complements the student's field internship rotation and focuses on the student's ability to become a team lead and increase competencies.

Prerequisite: PAR 262, PAR 263

Corequisite: PAR 273

0/3/0

PAR 273 Paramedic Field Residency 2 cr.

This clinical course is designed for students to lead emergency responses in the field by navigating all aspects of the patient experience under the supervision of an assigned preceptor. This capstone course requires that students demonstrate terminal competence in all skills sets for completion of the program. Travel is required to off site clinical affiliates throughout the state. Prerequisite: PAR 262, PAR 263

Corequisite: PAR 272

0/0/8

PAR 290 Independent Study for **Paramedic Science**

This clinical course is designed for students to expand and perfect emergency response skills in particular areas through simulation lab experiences. Permission to enter this course is by instructor recommendation. The course is a clinical course for up to 3 hours per week. Prerequisite: Permission of faculty

0/0/3

PHILOSOPHY

PHI 101 Introduction to Philosophy 3 cr.

This course examines some of the fundamental questions concerning knowledge, existence, and value. Does God exist? What constitutes good and evil? Is there an afterlife? What is free will? It emphasizes examining the original works of important philosophers.

3/0/0 FA/SP

PHI 105 Introduction to Logic

3 cr. This course introduces the principles of valid reasoning, with emphasis upon their practical uses

3 cr.

in the development of critical thinking. It focuses on conditions of clear statements; semantics of definitions; adequate evidence; common fallacies; and inductive and deductive logic.

3/0/0

PHI 112 Eastern Philosophy

This course focuses on the traditional philosophies of China, such as Confucianism and Taoism, and the Buddhist philosophic tradition, stretching from India to Japan, with an emphasis on reading and interpreting original texts. Comparisons are made with appropriate Western traditions, such as the Greeks and the existentialists.

3/0/0

PHI 205 Ethics 3 cr.

This course focuses on the ethical concerns of humans. Readings from significant philosophers are used to show the major ethical problems from ancient to modern times.

Prerequisite: PHI 101 or permission

PHI 210 History of Philosophy 3 cr.

This course focuses on an overview of Western thought from antiquity to the present. It emphasizes the development of civilization through the living ideas of past ages to the students can view contemporary ideas in the perspective of their roots in past societies. It stresses the impact of social and cultural factors upon the spirit of the times throughout history.

Prerequisite: PHI 101 or permission

PHI 220 Environmental Ethics 3 cr.

This course examines such questions as, "What are the rights of animals?", "Is there a land ethic?", and "How can we achieve environmental justice?" Such problems are discussed within the larger context of environmental philosophy, including such perspectives as utilitarianism, holism, social ecology, deep ecology, ecofeminism and postmodernism. Applications to local issues in land use, wilderness, civic agriculture and food will be included.

3/0/0

1 cr.

PHI 230 Biomedical Ethics 3 cr.

This course explores ethical issues in medicine and biotechnology. The course will focus on the philosophical analysis of these issues and the application of ethical theories. The aim is to equip students to understand the depth of moral dilemmas in the biomedical fields, the reasoning behind the different positions that are often taken, and how to evaluate these positions.

PHI 240 World Philosophy I

3 cr.

This course will introduce students to philosophy as it's been practiced on a global scale, in Western and Eastern civilizations. Specifically, the focus will be on ancient Asian, Greek, and Roman thought, as well as medieval philosophy. Through careful reading of primary texts, students will learn both the differences between the various philosophical traditions examined, as well as the remarkable commonalities that they share. The course centers in the study of perspectives that are far removed in time and place from the present day. Yet students will learn how these views at once speak to perennial, universal themes while revealing their relevance for contemporary concerns.

Prerequisite: PHI 101

3/0/0

PHOTOGRAPHY

Note: Each student must have a 35mm camera with manual settings. Students are required to purchase printing paper, film, a processing tank and mounting supplies. The cost of these supplies is approximately \$150-\$250 per semester.

PHO 102 Black and White Photography I 3 cr

This beginning course in photographic techniques includes simple optics, camera formats, lenses, light meters, choice of proper film, and basic composition.

Additional lab time is required.

3/0/0 FA/SP Course fee charged

PHO 115 History of Photography 3 cr.

This course is an overview of the history of photography from its origins to the present day. It focuses on the development and history of photography as an art form and the impact this medium has had on both art and culture. It also emphasizes major photographers and their work.

3/0/0

PHO 120 Digital Photography I 3 cr.

This is a beginning course focusing on the use of scanners, digital cameras, image editing software, and inkjet printers. Students will explore content and composition while developing technical skills to improve their photographs. The course covers all steps of a photographer's digital workflow from capture to output.

3/0/0 Course fee charged

PHO 202 Black and White Photography II 3 cr.

This intermediate course is for the student who has mastered basic Black and White Photography I. The student will improve exposure techniques and will refine black and white printmaking for the purpose of more successfully achieving the aesthetic and practical intent of the photograph. Assignments reflect individual expression through photography. A thematic fifteen print portfolio will also be produced.

Prerequisite: PHO 102 or permission 3/0/0 Course fee charged

PHO 203 Portfolio Production

2 cr.

Advanced students are given the opportunity to produce a comprehensive thematic portfolio that they will develop and print. The prints may be produced either traditionally or digitally. Individual and group critiques will be ongoing in order to aid the student in the direction and realization of the photographic theme.

Prerequisite: PHO 102, PHO 202, PHO 207, PHO 215, PHO 220

2/0/0 FA/SP/SU Course fee charged

PHO 207 Portrait Photography 3 cr.

This course will explore a range of portrait styles from formal studio portraiture to environmental portraiture and their application to editorial, executive, family, or wedding portraiture. There is a strong emphasis, with hands on experience, in the use of available light as well as the use of artificial light including both strobe and tungsten.

Prerequisite: PHO 102, PHO 120, PHO 215

3/0/0 Course fee charged

PHO 215 Digital Photography II 3 cr.

This intermediate course continues the use of digital cameras while focusing on advanced image editing with industry standard software. Students will become skilled in advanced color and exposure correction, retouching, and compositing through masking and layers. Students will produce both color and black and white inkjet enlargements.

Prerequisite: PHO 120

3/0/0 Course fee charged

PHO 220 Studio Photography 3 cr.

This course is an introduction to all aspects of studio photography. Students will gain a working knowledge of artificial lighting techniques, using both strobe and tungsten lights, while discovering the creative advantage of working with controlled lighting. Assignments will emphasize a variety of lighting practicesforproductsandpeopleinastudioenvironment. Studio equipment and tools will be provided, but students are required to have a digital SLR cameras for this course.

Prerequisite: PHO 120, PHO 215 3/0/0 Course fee charged

PHYSICAL SCIENCE

PSC 105 Physical Science I

This course is an introduction to physical science designed especially for students without an extensive science background. It focuses on the Earth, the ocean, weather, and the universe as separate systems and as one dynamic system.

3/0/0 FA/SP/SU

PSC 106 Physical Science I Laboratory

1 cr.

This laboratory course provides experiences that apply to the concepts and topics covered in Physical Science I. Prerequisite or Corequisite: PSC 105

0/2/0 FA/SP/SU Course fee charged

PSC 107 Physical Science II 3 cr.

This course explores the interaction between human societies and the natural world. Students will learn about the impact of natural events on society and methods utilized in an attempt to mitigate their effects. Students will also learn about the use of natural resources, fossil fuels, and alternative forms of energy and their effect on society and the environment.

3/0/0 FA/SP

PSC 108 Physical Science II Laboratory 1 cr.

This laboratory course provides experiences that apply to the concepts and topics covered in Physical Science II.

Prerequisite or Corequisite: PSC 107

0/2/0 Course fee charged

PSC 120 Introduction to Geology 3 cr.

This course is an introduction to basic geological concepts and processes. The course covers the composition and structure of the earth, mechanics of geological phenomena, identification and analysis of geological landforms, and the impact of the geological environment on people.

Prerequisite: MTH 075

3/0/0

PSC 121 Introduction to Geology Lab 1 cr.

This course provides laboratory experience that apply to topics and concepts covered in Introduction to Geology.

Prerequisite: MTH 075

0/3/0 Course fee charged

PSC 140 Introduction to Marine Science 3 cr.

This introduces an awareness of coastal and marine systems of the world. Marine Science is a multidisciplinary science that studies the oceans, physical and chemical dynamics of the marine environment, the forces affecting marine processes, and the relationships between organisms and their environments.

3/0/0

3 cr.

PSC 141 Introduction to Marine Science Lab 1 cr.

This course provides laboratory experience that apply to topics and concepts covered in Introduction to Marine Science.

Prerequisite or corequisite: PSC 140

0/3/0 FA/SP Course fee charged

PHYSICS

PHY 107 Fundamentals of Physics 3 cr.

This course is an introduction to the basic principles of physics. The topics of motion, mechanics, heat energy, properties of matter, sound, light, electricity and magnetism will be presented in a conceptual context. Application of principles to environmental and health problems are included. This course is recommended for students with no previous physics experience.

Prerequisite: MTH 075 3/0/0 FA/SP

PHY 110 Principles of Physics I 3 cr.

This non-calculus level course reviews the physical properties of matter, mechanics, heat, and sound. The course stresses the relationship between physical laws and applied problems in various disciplines. It is designed for students majoring in the applied sciences, allied health, life sciences, and the liberal arts.

Prerequisite: MTH 130 0/2/0 FA/SP/SU

PHY 111 Principles of Physics I Laboratory 1 cr.

This laboratory course provides experiences that apply to the topics and concepts covered in Principles of Physics I.

Prerequisite or Corequisite: PHY 110 0/2/0 FA/SP/SU Course fee charged

PHY 112 Principles of Physics II 3 cr.

This course is a continuation of Principles of Physics I. It focuses on electricity, magnetism, light, optics, and an introduction to atomic and nuclear physics.

Prerequisite: PHY 110, PHY 111 3/0/0 FA/SP/SU

PHY 113 Principles of Physics II Laboratory 1 cr.

This laboratory course provides experiences that apply to the topics and concepts covered in Principles of Physics II.

Prerequisite or Corequisite: PHY 112 0/2/0 SP/SU Course fee charged

PHY 120 Introduction to Astronomy 3 cr.

This is an introductory astronomy course intended for non-science majors. It focuses on the nature of light; operation of telescopes; our solar system; birth, evolution, and death of stars; black holes; galaxies; and cosmology. There are sessions for observing the night sky with a Meade ETC 125 telescope.

3/0/0

PHY 121 Astronomy Laboratory 1 cr.

This laboratory course complements the PHY 120 course. The laboratory experiences include computer simulations, experiments on basic phenomenon, and observations of the night/day sky.

Prerequisite or Corequisite: PHY 120 0/2/0 Course fee charged

PHY 210 General Physics I

This course is a study of the fundamental concepts and laws of mechanics with emphasis on the conservation laws. It focuses on scalar and vector qualities of mechanics; rectilinear and circular motion; equilibrium and Newton's laws of motion; work; energy; momentum; and the conservation laws. It is designed for students majoring in engineering, the sciences, mathematics, and computer science programs.

Prerequisite: High school physics or PHY 107 and MTH 118

3/0/0 FA/SP/SU

PHY 211 General Physics I Laboratory 1 cr.

This laboratory course provides experiences that apply to the concepts and topics covered in General Physics I.

Prerequisite or Corequisite: PHY 210

0/2/0 FA/SP/SU Course fee charged

PHY 212 General Physics II

This course is an introduction to thermodynamics, electricity, and magnetism. It focuses on heat and thermal energy; electric and magnetic fields; basic DC circuit analysis; and electromagnetic waves.

Prerequisite: PHY 210, PHY 211 3/0/0 SP/SU

PHY 213 General Physics II Laboratory 1 cr.

This laboratory course provides experiences that apply to the concepts and topics covered in General Physics II. *Prerequisite or Corequisite*: PHY 212

0/2/0 SP/SU Course fee charged

POLITICAL SCIENCE

POL 101 American National Government and Politics

This course is a comprehensive examination of the basic principles of the U.S. constitutional system. It focuses on the operation of the democratic process; the organization, powers, and procedures of Congress; the presidency and the federal judiciary; interest groups; political parties; media; and voting. It emphasizes

the leading political, economic, and social influences affecting democratic government.

3/0/0 FA/SP/SU

POL 102 State and Local Government 3 cr.

This course is a comprehensive examination of the structures, processes, and policy outputs of state and local governments throughout the United States and in New Jersey.

3/0/0

POL 103 Comparative Government and Politics

3 cr.

3 cr.

This course focuses on selected political systems considered in a comparative framework. Cases are taken from countries both more and less economically developed. It emphasizes government processes and institutions.

3/0/0 FA/SP

POL 215 Constitutional Law

This course examines individual rights and civil liberties through the study of the U.S. Constitution and leading Supreme Court decisions. It focuses on the judicial process and the effect of judicial decisions on American society.

Prerequisite: ENG 101 3/0/0 FA

POL 220 Western Political Thought 3 cr.

This course is a survey of the most significant political philosophy from ancient times into the modern era. It focuses on the issues of liberty, equality, political obligation, and justice.

3/0/0

3 cr.

3 cr.

POL 250 International Politics 3 cr.

This course examines patterns of behavior in international systems. It focuses on the state; sovereignty; war and peace; power; nationalism; imperialism; law; security dilemmas; interdependence; international regimes; and ethical and global issues.

Prerequisite: ENG 101

3/0/0

POL 262 Internship in Politics 3 cr.

This course is designed to provide students an opportunity of directed study and research in a local, state or national governmental agency or office. A demonstration of scholarly achievement will be required

Prerequisite: Project approval by the instructor

PSYCHOLOGY

PSY 101 Introduction to Psychology 3 cr.

This course is designed to provide a general understanding and application of the basic principles of psychology. Topics will include history of psychology; scientific methods; physiological basis of behavior; development; principles of learning; personality theory and assessment; abnormal behavior; psychotherapy; and social psychology.

3/0/0

PSY 105 Introduction to Group Dynamics 3 cr.

This course focuses on group functioning and leadership and the factors involved in group cohesion and group conflict; communication systems; emotional styles; and group role function. It examines how to design and facilitate task groups and therapy groups.

3/0/0 FA/SP Course fee charged

PSY 106 Psychology of Scientific Thinking 3 cr.

This course will examine methods of science and the role that science plays in understanding how the world works. The development of critical thinking skills and an evidence-based approach to evaluating scientific claims will be emphasized. Students will study the psychological processes that underlie the scientific method and the persistence of belief in pseudoscientific and non-scientific claims.

Prerequisite: PSY 101

3/0/0

PSY 202 Interviewing Techniques 3 cr.

This course trains students to understand and effectively utilize the interviewing process to assist clients with problem resolution. It examines various interviewing styles and techniques and the theoretical foundation of each. It develops interviewing skills through the use of student interaction, role-playing, videotape, and recordings of actual student interviews. It focuses on the concepts of communication, interaction, and the self.

3/0/0 FA/SP Course fee charged

PSY 203 Human Sexuality 3 cr.

This course is an academic interdisciplinary study of human sexuality. It focuses on sexual biology; developing sexual relationships; love and intimacy; sexual choices; contraception; S.T.D.; sexual customs; and sex education.

3/0/0

PSY 210 Psychology as a Profession and Practice 3 cr.

This course will introduce students to traditional and emerging applied areas in psychology, with the goal of increasing students' knowledge about how psychological information is used to impact people's lives. In addition, students will learn how psychological knowledge can be applied in ways that allow us to better understand the individual and the broader social world. Finally, students will explore possible career paths in psychology and learn how to best prepare for a career in psychology or related fields post-graduation. Prerequisite or Corequisite: PSY 101

3/0/0

PSY 250 Educational Psychology 3 cr.

This course is specifically designed for prospective teachers. It focuses on the application of the principles of psychology to the teaching and learning processes. Prerequisite or Corequisite: PSY 101 or permission 3/0/0

PSY 251 Child and Adolescent Psychology 3 cr.

This course is a study of growth, adjustment and capacities of individuals from conception through adolescence. It emphasizes the study of normal children.

Prerequisite: PSY 101 or permission

3/0/0

PSY 255 Abnormal Psychology

This course is a study of the characteristic features of various types of mental abnormalities, dynamics, and therapeutic methods.

Prerequisite: PSY 101

3/0/0

PSY 256 Developmental Psychology 3 cr.

This course considers human psychological and physiological development from conception to old age. It examines a comprehensive review of the basic biopsychological principles of growth in conjunction with major research findings.

Prerequisite: PSY 101

3/0/0

PSY 257 Psychology of Adjustment 3 cr.

This course examines the psychological concepts relevant to the problems of personal adjustment in today's computer world. To foster student growth in self-awareness and self-understanding, it will focus on research and themes of adjustment; self-image; stress and coping; emotions; interpersonal relationships; aging; dying; and death.

Prerequisite: PSY 101

3/0/0

PSY 258 Psychology of Personality 3 cr.

This course explores the major theoretical approaches and current research findings in the study of personality. It focuses on biological, social, and cultural influences. Prereauisite: PSY 101

3/0/0

PSY 259 Social Psychology 3 cr.

This course examines the interactions of individuals and groups: both the ways the ideas and beliefs of an individual are affected by the environment and the way that individuals form groups. It focuses on the causes of social behavior; the influences of groups; the evolution and stages of different societies; and the major theories that seek to explain and predict behavior.

Prerequisite: PSY 101 3/0/0 FA/SP

RADIOGRAPHY

RAD 107 Principles of Radiation Protection and Biology 2 cr.

This course focuses on the radiation effects on cells and living tissues. It presents the principles and responsibilities of radiation protection and identifies federal and state regulations.

Prerequisite: RAD 113, RAD 117, RAD 127, RAD 140,

RAD 142

Corequisite: RAD 129, RAD 150, RAD 152, BIO 114,

BIO 115

2/0/0 SP Course fee charged

RAD 113 Introduction to Radiologic Science 2 cr.

This course provides the student an overview of the foundations of radiography and the practitioner's role in health care delivery. Principles, practices and policies of health care organizations are examined and discussed in addition to the professional responsibilities of the radiographer. The student is also introduced to the basic information concerning ethical and legal behavior within a health care environment.

Prerequisite: BIO 208//BIO 209, HIT 105, ENG 101 Corequisite: Admission to program, BIO 110/111 or BIO 208/209, ENG 101, HIT 105

2/0/0

3 cr.

RAD 114 Radiographic Exposure II 3 cr.

This course focuses on the prime factors of image production, imaging standards, and analysis techniques. It identifies concepts of quality control and quality assurance. Various exposure systems are compared and radiological science theories and techniques are applied in the clinical setting.

Prerequisite: RAD 130 Coreauisite: RAD 122

3/0/0 SP Course fee charged

RAD 117 Patient Care in Radiologic Science 2 cr.

The student is introduced to the methods of optimal patient care, including consideration for the physical and psychological needs of the patient and family. Communication between the technologist and health care team is stressed. Routine and emergency patient care procedures are described, to include infection control procedures using standard precautions.

Prerequisite: Admission into the Radiography Program, BIO 110, BIO 111, or BIO 208/209; HIT 105, ENG 101 Corequisite: RAD 113, RAD 127, RAD 140, RAD 142

2/0/0

RAD 122 Clinical Procedures II 5 cr.

This course focuses on the radiographic procedures of the lower extremity, pelvic girdle, and abdomen. Hands-on instruction in the proper use of fixed and mobile radiographic equipment and application of theoretical principles are demonstrated in a laboratory setting. Subsequent hands-on experience is provided under the direct supervision of qualified radiographers.

Prerequisite: RAD 121

Corequisite: BIO 110, BIO 111, RAD 107, RAD 114 2/2/16 Course fee charged FA

5 cr.

2 cr.

This course focuses on students learning to perform radiographic procedures of the spine and skull. Handson instruction in the proper use of fixed and mobile radiographic equipment and application of theoretical principles are demonstrated in a laboratory setting. Subsequent hands-on experience is provided under the direct supervision of qualified radiographers. Achieved competency is measured and pertinent initial and continual clinical competency is performed.

Prerequisite: RAD 107, RAD 122 Corequisite: BIO 114, BIO 115

2/2/16 SU Course fee charged

RAD 127 Radiographic Image Production 2 cr.

The student establishes a knowledge base in the technical factors that govern the image production process. This course focuses on the factors that influence the creation of the radiographic image.

Prerequisite: Admission to program, BIO 110/111 or BIO 208/209. ENG 101. HIT 105

Corequisite: RAD 113, RAD 117, RAD 140, RAD 142

2/0/0

RAD 129 Digital Image Acquisition and Display

The student will learn about the components, principles and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving and retrieval are discussed in detail. Principles of digital imaging quality assurance and maintenance are presented as well.

Prerequisite: RAD 113, RAD 117, RAD 127, RAD 140, RAD 142

Corequisite: RAD 107, RAD 129, RAD 150, RAD 152, BIO 114, BIO 115 or BIO 214/215

2/0/0

RAD 130 Radiographic Exposure I 3 cr.

This course focuses on the factors that influence the production of the radiographic image. It emphasizes the processing requirements, components, and procedures. It identifies the construction of the elements of image production and demonstrates the application of theoretical principles in the clinical setting.

Prerequisite: Admission to program

Corequisite: RAD 121

3/0/0 FA Course fee charged

RAD 140 Radiography Clinical Procedures I 3 cr.

The student is taught to perform radiographic procedures of the chest, upper extremity, shoulder girdle and abdomen. Anatomic structure and topographic landmarks are identified. Radiographic positioning nomenclature, aids, accessory equipment, production of quality radiographic images and radiation protection procedures are studied. Laboratory materials are used to demonstrate clinical applications of theoretical principles and concepts. Achieved laboratory competency is measured.

Prerequisite: BIO 208/209, ENG 101, HIT 105 Corequisite: RAD 113, RAD 117, RAD 127, RAD 142

2/2/0 Course fee charged

RAD 142 Clinical Practicum and Image Evaluation I

The student is assigned to the radiology department in the first semester of a clinical education center. The practical application of imaging of the following: chest, upper extremity, shoulder girdle and abdomen can be performed on actual patients through the competency process. Hands-on experience is provided under the

Prerequisite: Admission into the Radiography Program, BIO 110/111 or BIO 208/209, HIT 105, ENG 101 Corequisite: RAD 113, RAD 117, RAD 127, RAD 140

0/0/16 Course fee charged

RAD 150 Radiography Clinical Procedures II

direct supervision of qualified radiographers.

The student learns to perform radiographic procedures of the lower extremity, pelvic girdle and abdomen. Anatomic structure and topographic landmarks are identified. Radiographic positioning nomenclature, aids, accessory equipment, production of quality radiographic images and radiation protection procedures are studied. Laboratory materials are used to demonstrate clinical applications of theoretical principles and concepts. Achieved laboratory competency is measured.

Prerequisite: RAD 113, RAD 117, RAD 127, RAD 140, RAD 142

Corequisite: RAD 107, RAD 129, RAD 152 2/2/0 Course fee charged

RAD 152 Clinical Practicum and Image Evaluation II

2 cr.

The student is assigned to the radiology department in the second semester of a clinical education center. The practical application of imaging of the following: thorax, lower extremity, and pelvic girdle can be performed on actual patients through the competency process. Hands-on experience is provided under the direct supervision of qualified radiographers.

Prerequisite: RAD 113, RAD 117, RAD 127, RAD 140, RAD 142

Corequisite: BIO 114/115 or BIO 214/215, RAD 107, RAD

129, RAD 150

0/0/16 Course fee charged

RAD 160 Radiography Clinical Procedures III

3 cr.

The student learns to perform radiographic procedures of the cervical, thoracic, lumbar, sacrum, coccyx, and cranium. Anatomic structure and topographic landmarks are identified. Radiographic positioning nomenclature, aids, accessory equipment, production of quality radiographic images and radiation protection procedures are studied. Laboratory materials are used to demonstrate clinical applications of theoretical principles and concepts. Achieved laboratory competency is measured.

Prerequisite: BIO 114/115 or BIO 214/115, RAD 129,

RAD 150, RAD 152 Corequisite: RAD 162

2 cr.

3 cr.

2/2/0 Course fee charged

RAD 162 Clinical Practicum and Image Evaluation III

2 cr.

The student is assigned to the radiology department in the third semester of a clinical education center. The practical application of imaging of the following: skull, spine, and mobile can be performed on actual patients through the competency process. Hands-on experience is provided under the direct supervision of qualified radiographers.

Prerequisite: RAD 107, RAD 129, RAD 150, RAD 152, BIO

114/115 or BIO 214/215

Prerequisite/Corequisite: RAD 160, SPE 102

0/0/16 Course fee charged

RAD 224 Clinical Procedures IV 6 cr.

This course focuses on students learning to perform radiographic procedures of the biliary, digestive, reproductive, and urinary systems. Hands-on instruction in the proper use of fixed and mobile radiographic equipment and application of theoretical principles are demonstrated in a laboratory setting. Subsequent hands-on experience is provided under the direct supervision of qualified radiographers. Achieved competency is measured and pertinent initial and continual clinical competency is performed.

Prerequisite: RAD 123

2/2/24 FA Course fee charged

RAD 240 Radiography Clinical

Procedures IV

RAD 252 Clinical Practicum and Image Evaluation V

3 cr.

3 cr.

This course focuses on students learning to perform various cardiovascular, central nervous, and computed tomography procedures. Previously mastered anatomy is presented in transverse, coronal, and sagittal planes. Pathology and disease as they relate to various radiographic procedures are emphasized. Handson instruction in the proper use of fixed and mobile radiographic equipment and application of theoretical principles are demonstrated in a laboratory setting. Subsequent hands-on experience is provided under the direct supervision of qualified radiographers. Achieved competency is measured and pertinent initial and continual clinical competency is performed.

Prerequisite: RAD 224 Corequisite: RAD 120

2/0/24 SP Course fee charged

RAD 226 Clinical Procedures VI 3 cr.

This course allows the student sufficient clinical practicum to achieve entry level clinical competency. Hands-on experience is provided under the supervision of qualified radiographers. Clinical rotations in advanced modalities may be made available during this semester with the permission of the clinical coordinator. Achieved competency and pertinent initial (CT) and final clinical competency testing is performed. Prerequisite: RAD 225

0/0/24 Course fee charged SU

RAD 230 Equipment Operation and Maintenance 4 cr.

This course focuses on the construction, instrumentation, and underlying physical principles of various types of imaging. It emphasizes fluoroscopic image intensifying, mobile, and various specialized systems. Emphasis is placed in safe operating procedures and limits of radiographic equipment.

Coreguisite: RAD 225

4/0/0 SP Course fee charged

RAD 235 Radiographic Imaging Equipment 2 cr.

The content of this course is designed to establish a knowledge base in radiographic, fluoroscopic, and mobile equipment requirements and design. The content also provides a basic knowledge of quality control. Upon completion, the student will be able to understand the difference in performance and testing of imaging equipment.

Prerequisite: RAD 160, RAD 162, SPE 102

Corequisite: RAD 240, RAD 242 Prerequisite/Corequisite: CIS 101

2/0/0

The student is taught to perform radiographic procedures of the mobile radiography, pediatric, digestive, biliary, reproductive and urinary systems. Radiographic positioning aids, accessory equipment, use of contrast media, production of quality radiographs and radiation protection are presented. Laboratory materials are used to demonstrate clinical applications of theoretical principles and concepts. Achieved laboratory competency is measured.

3 cr.

3 cr.

2 cr.

Prerequisite: RAD 160, RAD 162, SPE 102

Corequisite: RAD 235, RAD 242 Prerequisite/Corequisite: CIS 101

2/2/0

RAD 242 Clinical Practicum and Image Evaluation IV

The student is assigned to the radiology department in the fourth semester of a clinical education center. The practical application of imaging of the following: biliary, digestive, urinary, and reproductive systems can be performed on actual patients through the competency process. Hands-on experience is provided under the direct supervision of qualified radiographers. Prerequisite: RAD 160, RAD 162, SPE 102

Corequisite: RAD 235, RAD 240 Prerequisite/Corequisite: CIS 101 0/0/24

RAD 250 Radiography Clinical Procedures V

The student is taught radiographic advanced imaging procedures including mammograms, arthrograms, venograms, and arteriograms. myelograms, Radiographic positioning aids, accessory equipment, production of quality radiographs and radiation protection are presented. The student will also evaluate radiographic images of all required program competencies. Finally, the student is introduced to the basic concepts of pharmacology, venipuncture and administration of diagnostic contrast agents and intravenous medications. The appropriate delivery of patient care during venipuncture is emphasized.

Prerequisite: RAD 235, RAD 240, RAD 242, CIS 101

Corequisite: RAD 252

Prerequisite/Corequisite: PSY 101, SOC 101

2/0/0

The student is assigned to the radiology department in the fifth semester of a clinical education center. The practical application of imaging of the following: bone survey, long bone measurement, bone age, foreign body, scoliosis survey, hysterosalpinography, myelography, and arthrography can be performed on actual patients through the competency process. Hands-on experience is provided under the direct supervision of qualified radiographers.

Prerequisite: RAD 235, RAD 240, RAD 242, CIS 101

Corequisite: RAD 250, PSY 101

Prerequisite/Corequisite: PSY 101, SOC 101

0/0/24 Course fee charged

RAD 262 Clinical Practicum and Image Evaluation VI

Students are assigned to the radiology department in the sixth semester of a clinical education center for practical application of the information presented in the prerequisite and co-requisite courses. This course allows the student sufficient clinical practicum to achieve entry level clinical competency. Handson experience is provided under the supervision of qualified radiographers. Clinical rotations in advanced modalities may be made available during this semester with the permission of the clinical coordinator. Achieved competency and pertinent initial and final clinical competency testing is performed.

Prerequisite: RAD 250, RAD 252, PSY 101, SOC 101

Corequisite/Prerequisite: MTH 107 0/0/24 Course fee charged

RELIGION

REL 205 Comparative Religion 3 cr.

This course examines and compares the world's major religious traditions, such as Hinduism, Buddhism, Judaism, Christianity, and Islam. It emphasizes reading and interpreting the sacred texts, as well as exploring the implications of each religion for how life is lived.

3/0/0 FA/SP

SERVICE-LEARNING

SLR 111 Service-Learning Practicum 1 cr.

This course provides students the opportunity to participate in a minimum of 15 service-learning hours accompanied by lectures throughout the semester. Students will learn about the significance and fundamental characteristics of service-learning while applying these concepts to real community needs. All placements must be unpaid, non-profit organizations (or working to obtain status), and pre-screened by the Service-Learning Program.

1/0/1

SLR 112 Service-Learning Practicum and Community Partnerships

2 cr.

This course provides students the opportunity to participate in a minimum of 45 service-learning hours accompanied by lectures throughout the semester. Students will learn about the significance and fundamental characteristics of service-learning while applying these concepts to real community needs. Through hands-on service and related assignments, students will learn about community organizations and how to partner with them to make an impact on the community. All placements must be unpaid, non-profit organizations (or working to obtain status), and prescreened by the Service-Learning Program.

1/0/3

SLR 113 Service-Learning Practicum and Community Awareness 3 cr.

This course provides students the opportunity to participate in a minimum of 90 service-learning hours accompanied by lectures throughout the semester. Students will learn about the significance and fundamental characteristics of service-learning while applying these concepts to real community needs. Through hands-on service and related assignments, students will learn how to develop awareness of social issues and the community. All placements must be unpaid, non-profit organizations (or working to obtain status), and pre-screened by the Service-Learning Program.

1/0/6

SLR 114 Service-Learning Practicum and Identity 4 cr.

This course provides students the opportunity to participate in a minimum of 135 service-learning hours accompanied by lectures throughout the semester. Students will learn about the significance and fundamental characteristics of service-learning while applying these concepts to real community needs. Through hands-on service and related assignments, students will learn how social issues can shape identities. All placements must be unpaid, non-profit organizations (or working to obtain status), and prescreened by the Service-Learning Program.

1/0/9

SOCIOLOGY

SOC 101 Principles of Sociology 3 cr.

This course focuses on the science and theory that sociologists use to understand the social world. It examines the social construction of reality, the place of institutions in modern society, and the forces that shape human social interaction.

3/0/0 FA/SP/SU

SOC 160 Society, Ethics & Technology

This course provides a framework for understanding the ways in which technology has transformed society and for assessing the social, ethical, global, environmental and professional issues associated with these changes. Students will also have the opportunity to conduct investigations into the following areas: professional responsibility, ethical implications, respect for diversity and the need for life-long learning.

Prerequisite: ENG 101

3/0/0

SOC 201 Social Problems 3 cr.

This course focuses on sociological principles and methods as they are applied to an analysis of selected problems in contemporary American society. It emphasizes world overpopulation; poverty; crime and violence; social inequality; alcohol and drug abuse; the economy; and environmental pollution.

Prerequisite: SOC 101 3/0/0 FA/SP

SOC 205 Marriage and the Family 3 cr.

This course is a comparative study of the institutions of marriage and the family in various societies, with special emphasis on the sociological study of courtship; marriage; and family development and organization in the contemporary American family.

Prerequisite: SOC 101 or PSY 101

3/0/0 FA/SP/SU

SOC 207 Communication, Mass Media and Society 3 cr.

This course covers the history, organization, economics and control of mass communications. The course will focus on the impact of books, newspapers, television, radio, film, the internet, magazines, online content and associated media among society. It includes the various technology systems involved in mass media.

FA/SP/SU 3/0/0

SOC 208 Social Class in America 3 cr.

This course investigates the dimensions of social inequality in the United States. It focuses on an analysis of the historical forces leading to existing patterns within the contemporary social class system. It emphasizes the consequences of social class position in such areas as jobs, health care, education, social mobility, and family patterns.

Prerequisite: SOC 101

3/0/0

SOC 209 Introduction to Women's Studies

This course is an overview of women's participation in a variety of fields, including history, politics, and the workforce. It also examines women's issues.

3/0/0

SOC 210 Minority Groups

This course focuses on the causes, consequences, and justifications of the inequalities associated with race, gender, and ethnicity in the United States and in other societies. It examines current social policies and explores alternative routes to social change.

Prereauisite: SOC 101

3/0/0

SOC 211 Sociology of Death and Dying 3 cr.

This course provides a broad introduction of death and dying which include areas of euthanasia, suicide, terminal illness, funeral and burial rituals, cultural and ethical values related to death. This course also presents stages of grief and bereavement as well as the process of death and dying among various age groups.

3/0/0

SOC 227 Sports in Society 3 cr.

This course examines sport from a sociological perspective, evaluating the interactive influence on other social institutions such as politics, the economy, healthcare, the media, and education. Gender, race social class, and youth socialization will be examined to understand sport as its own institution.

Prerequisite: ENG 101

3/0/0

SPANISH

SPA 101 Elementary Spanish I

3 cr.

This course is for students with no knowledge of Spanish and is designed to lay a foundation for speaking, reading, and writing the language.

FA/SP/SU 3/0/0

SPA 102 Elementary Spanish II 3 cr.

This course is for students with limited knowledge of Spanish. It focuses on building upon demonstrated skills in speaking, reading, and writing Spanish.

Prerequisite: SPA 101 or one year of high school Spanish

3/0/0 FA/SP

SPA 201 Intermediate Spanish I 3 cr.

This course focuses on speaking Spanish. Class discussion is based on cultural readings from the Spanish-speaking world. There is intensive grammar study and composition work.

Prerequisite: SPA 102 or two years of high school Spanish or permission

3/0/0 FA

SPA 202 Intermediate Spanish II 3 cr.

This course focuses on achieving skill in speaking Spanish. Class discussion is based on cultural readings from the Spanish-speaking world. There is intensive grammar study and composition work.

Prerequisite: SPA 201 or permission

3/0/0 SP SPE 101 Effective Oral Communication 3 cr.

This course examines the process of spoken communication, with an emphasis on small group interaction. It includes public speaking experiences, problem solving techniques, and approaches to discussion. *Corequisite:* ENG 101

3/0/0 FA/SP

SPE 102 Public Speaking

3 cr.

This course will focus on the planning and presentation skills used in formal speeches. Students will enhance their competence in ethical reasoning, critical thinking, organization of materials, and academic research and technology. The course will emphasize speech-making methods and techniques through extemporaneous delivery. Speeches will be presented in class and are observed and analyzed by the instructor and fellow classmates.

Prerequisite: ENG 101 3/0/0

STUDENT RESEARCH

SRS 150 Introduction to Student Research 1 cr.

Students will begin preparing for their independent research through hypothesis formation, preliminary data collection and primary literature evaluation in this laboratory-based course.

Prerequisite: Instructor permission

0/3/0 FA/SP/SU

SRS 250 Intermediate Student Research 2 cr.

This course builds on previous research completed in prior semesters. In this course, students are expected to continue to conduct advanced levels of investigations, analyses and conclusions relating to previously established research projects or experiences in this laboratory-based course.

Prerequisite: Instructor permission

0/6/0 FA/SP/SU

SRS 260 Exploratory Student Research 2 cr.

This course builds on previous research completed in prior semesters. In this course, students are expected to continue to conduct advanced levels of investigations, analyses and conclusions relating to previously established research projects or experiences in this laboratory-based course.

Prerequisite: Instructor permission

0/6/0 FA/SP/SU

SRS 270 Advanced Student Research 2 cr.

This laboratory-based course builds on previous research conducted in prior semesters. In this course, students are expected to continue to conduct extended investigations and analyses relating to an on-going research project.

Prerequisite: Instructor permission

0/6/0 FA/SP/SU

STUDENT SUCCESS

CSS 101 College Study Skills

3 cr

This course is for students who want to develop or to become more proficient at college level study skills. It focuses on time management, organizing textbook information, lecture note-taking, test taking strategies, and memory techniques.

3/0/0 FA/SP

SUSTAINABILITY

SST 100 Principles of Sustainability 3 cr.

This course is designed to provide the fundamentals of sustainability principles and practices for entry-level students as well as under- and unemployed adults who are in job transition from non-environmental sectors seeking grounding in sustainability principles. It covers basic sustainability principles relative to population issues; climate change; renewable energy; consumption; ecosystem threats; transportation; green design and construction; biodiversity; and environmental justice. Throughout the course, emphasis is placed on assisting students in exploring green employment opportunities.

3/0/0 FA/SP/SU

TECHNOLOGY

TEC 101 Career Readiness I

1 cr.

This course is part of a 3-part sequence of career exploration courses (TEC 101, TEC 201, and TEC 202). This initial course provides a career exploration introduction (a 2.0 GPA or higher is required). The total sequence contains professional development and field exposure for a minimum of 45 hours. Students will become familiar with the work environment and specific tasks, perform personal and career assessments, and develop job search and interviewing skills. The field portion focuses on specific careers. It is flexible and may take a number of formats, including job internships, cooperative education, company field trips and job profiling, a directed-study job mentorship, and job shadowing. It also allows students to explore career options firsthand and to be ready to excel in his/ her professional working environment. Students will use a combination of the available course elements of the career exploration component with the approval of the instructor.

Prerequisite: ENG 101 or by permission

0/0/6

TEC 120 Safety Management

3 cr.

An overview of fundamentals of Safety Management Principles. A detailed review of OSHA regulations and standards pertinent to engineers and managers that expect to perform and/or influence safety related activities in an engineering construction project. Minimum safety requirements are discussed in a practical context for immediate application in engineering construction field operations. Course materials include a review of OSHA Standards for the Engineering Construction Industry, a review of selected sections of OSHA Standards for General Industry, a review of general principles of Engineering construction safety management. Furthermore, at the end of the course, eligible students receive an OSHA "30 Hour Training Certificate in Occupational Safety and Health for Construction."

3/0/0

TEC 201 Career Readiness II 1 cr.

This course is part of a 3-part sequence of career exploration courses (TEC 101, TEC 201, and TEC 202). The total sequence contains professional development and field exposure for a minimum of 45 hours. Students will become familiar with the work environment and specific tasks, perform personal and career assessments, and develop job search and interviewing skills. The field portion focuses on specific careers. It is flexible and may take a number of formats, including job internships, cooperative education, company field trips and job profiling, a directed-study job mentorship, and job shadowing. It also allows students to explore career options firsthand and to be ready to excel in his/ her professional working environment. Student will use a combination of the available course elements of the career exploration component with the approval of the instructor.

Prerequisite: ENG 101

0/0/6

TEC 202 Career Readiness III 1 cr.

This course is part of a 3-part sequence of career exploration courses (TEC 101, TEC 201, and TEC 202; a 2.0 GPA or higher is required). The total sequence contains professional development and field exposure for a minimum of 45 hours. Students will become familiar with the work environment and specific tasks, perform personal and career assessments, and develop job search and interviewing skills. The field portion focuses on specific careers. It is flexible and may take a number of formats, including job internships, cooperative education, company field trips and job profiling, a directed-study job mentorship, and job shadowing. It also allows students to explore career options firsthand and to be ready to excel in his/her professional working environment. Students will use a combination of the available course elements of the career exploration component with the approval of the instructor.

Prerequisite: ENG 101 or by permission

0/0/45

TEC 211 Entrepreneurship

3 cr.

The course provides students with a solid foundation of the vital role played by entrepreneurs and entrepreneurship in the 21st century global economy. They will assess, explore, critique, and celebrate the phenomenon of entrepreneurship. The emphasis is on entrepreneurship as a manageable process that can be applied in virtually any organizational setting. Moreover, the course focuses on the creation of new ventures, their development process, and factors associated with their success. Further, the course covers theory and practice, with the applications of principles, concepts and frameworks to real world situations. 3/0/0

TEC 212 Project Management

3 cr.

3 cr.

The course covers key components of project management including project integration, project scope management, project time and cost management, quality management, human resource considerations, communications, risk management, and procurement management.

Prerequisite: ENG 101 3/0/0

THEATRE

THR 101 Introduction to Theatre 3 cr.

This course focuses on dramatic literature and examines man's political, social, and psychological relationship to his environment. It examines the basic elements of a theatrical production and the experience of a performance.

3/0/0 FA/SP

THR 105 Fundamentals of Acting I 3 cr.

This course focuses on the fundamentals of acting with application of the principles and theory of creative acting. It includes exercises in the acting methods and practices of the modern actor. It requires performance of scenes and exercises from contemporary and classic dramatic literature.

3/0/0 FA

THR 110 Stagecraft I

This course offers practical experience in scene design and construction; lighting; costuming; make-up; and sound effects. It focuses on the terminology and equipment appropriate for a stage and investigates the visual and technical aspects of the nature of stagecraft. 2/3/0 Course fee charged

THR 111 Stagecraft II 3 cr.

This course continues the fundamentals learned in THR 110.

Prerequisite: THR 110 or permission 2/3/0 Course fee charged

THR 125 Voice and Diction

3 cr.

Voice and Diction is the study of vocal mechanisms, phonetics, and related exercises to improve articulation, pronunciation and expressive intonation. The course also covers the International Phonetic Alphabet and its uses in vocal performance.

3/0/0

THR 130 Musical Theatre Workshop 3 cr.

This course is available to all RCBC students. Students will learn singing, dancing and acting skills and will be expected to execute those skills in multiple performances of a fully costumed, technically complete musical production. Audition required.

Prerequisite: Instructor permission 0/9/0

THR 132 Musical Theatre Workshop II 3 cr.

This course is available to all RCBC students who have successfully completed THR 130. In this second performance based course students will expand their basic singing, dancing and acting skills and will be expected to execute advanced skills in multiple performances of a fully costumed, technically complete musical production. Audition required.

Prerequisite: Instructor permission and THR 130 0/9/0

THR 219 Theatre Laboratory 3 cr.

This course covers theatre production under supervised, laboratory conditions for advanced students.

Prerequisite: THR 105, THR 106, or THR 110 and/or permission

TURKISH

TUR 101 Elementary Turkish I

3 cr.

This course is for beginners who have no previous knowledge of Turkish. Elementary Turkish I introduces basic vocabulary and grammar rules and focuses on building language competencies in listening, reading, speaking and writing.

3/0/0

TUR 102 Elementary Turkish II 3 cr.

This course is for students who have limited knowledge of Turkish. Elementary Turkish II focuses on building upon demonstrated skills in listening, speaking, reading and writing Turkish.

Prerequisite: TUR 101

3/0/0

Personnel

PRESIDENT

CIOCE, MICHAEL A.

B.S., Marywood University M.S. & M.B.A., Drexel University Ed.D., University of Pennsylvania

EXECUTIVE STAFF

ARCHAMBAULT, KAREN LYNN

Vice President of Enrollment Management and Student Success

B.A., Salisbury University M.A., Old Dominion University M.A., Trinity Washington University Ed.D., Rowan University

CZERNIECKI, THOMAS

Senior Vice President of Operations and Administration B.A., Montclair State University M.P.A., Kean University

FARR, MATTHEW C.

Chief Operations Officer B.S., Clemson University

MEARA, MARK JOSEPH

Chief Information Officer
A.S., Mercer County
Community College
B.A., Thomas Edison State University
M.S., Central Michigan University

PAYANZO COTTON, ANNA

Vice President of Workforce Development and Lifelong Learning A.B., Harvard University M.P.H, University of Pennsylvania

RUDMAN, ANITA

Associate Provost
B.S. and M.Ed.,
Pennsylvania State University
Ed.D., Argosy University

SPANG, DAVID I.

Senior Vice President/Provost B.S., M.S., M.B.A., Ph.D., Rutgers University

ADMINISTRATIVE STAFF

ABDOLLAHZADEH, SEPIDEH

Director of Diagnostic Medical Sonography B.S., George Washington University M.S., Jefferson University D.H.Sc., Nova Southeastern University

AMAR, DEIRDRE

Director, Willingboro Center B.S., Fisk University

AMITRANO, STEPHEN J.

Director, Print and Mail Services

BARQAWI, BAREEQ

Assistant Director of Outreach and Admissions

A.S., Camden County College B.S., Rowan University M.S., Temple University

BENNETT, KAREN

Director of Retired & Senior Volunteer Program (RSVP) B.A., Allegheny College M.A., Middlebury College

BERMUDEZ, JOVINA

Director of Financial Aid
A.A., Rowan College
at Burlington County
B.A., The Richard Stockton College
of New Jersey

BEZICH, LAURA M.

Assistant Director of Human Resources B.S. and M.B.A., Drexel University

BOBO, LINDA L.

Executive Director of Business Engagement B.S., Rider University M.B.A., St. Joseph's University

BRIGGS, CATHERINE

Dean of Student Success
A.A., Rowan College
at Burlington County
B.A., M.A., Rowan University
Ed.D., Wilmington University

BRUDNICKI, JAMES

Director of Culinary and Pastry
A.A., Atlantic Cape Community College
B.A., Thomas Edison State University

CADET, SHERLEY

Assistant Director of Testing, Tutoring and Development A.A., Rowan College at Burlington County B.A. & M.P.A., Rutgers University

CAHALL, MINDI

Director of Strategic Marketing
A.A., Rowan College
at Burlington County
B.A., The Richard Stockton College
of New Jersey

CAHALL, RONALD

IT Users Services Project Manager A.S., Rowan College at Burlington County

CLANG, JAMES Facilities Manager

CONGER, HEATHER

Director of Athletics
B.S. and M.Ed.,
The College of New Jersey

CORBIN, EDITH

Director of Educational
Opportunity Fund (EOF)
B.A., Springfield College
M.S., Wilmington University

CORSON, CHRIS

Director of the Paramedic Science Program B.A., Capella University

COSTA, JOHN

Director of Student Life
B.S. & M.Ed., Temple University

DAHMS, ADRIANNE R.

Assistant Director of Student Life B.S., James Madison University

DEVERICKS, LYNNE MARIE

Executive Assistant to the President A.S., Rowan College at Burlington County

EATON, ANDREW

Director of Public Safety B.F.A., Kutztown University

EDWARDS, ANNE

Interim Assistant Dean B.S., Otterbein College M.S., Ohio State University

EGAN, DANIEL

Manager of Multimedia Resources B.A., Lenoir-Rhyne College

EPPS, DANIELLE N.

Director of Outreach and Admissions B.S., Kean University M.B.A., University of Phoenix

GAGLIANO, JERRY

Operations Manager
B.A., Stevens-Henager College

GENTRY, MICHAEL

Supervising VA Certifying Official A.S., Rowan College at Burlington County

GHANEM, ZANEB

Assistant Director of Outreach & Admissions B.A., Stockton University M.Ed., Rowan University

GONZALEZ, KATIRIA

Assistant Registrar
A.A., Community College of
Philadelphia
B.S., La Salle University

HOFFMAN, MARTIN

Dean, Learning Resources
B.A., Pace University: Dyson College
M.S., Pace University
Ed.D., New Jersey City University

HUNT, STACY

Account Relationship Manager A.A., Rowan College at Burlington County

JOSEPH, PAMELA

Radiology Program Director
A.A.S., Rowan College
at Burlington County
B.S., Widener University
M.S., Midwestern State University

KAKLAMANOS, DONNA M.

Director of Student Support
A.A., Rowan College
at Burlington County
B.S.W. and M.S.W., Rutgers University

KEALEY, JARRETT JAMES

Director of Advising and Retention B.A., Marymount University M.A., Ohio University

LAWHORN, MYLES

Manager of Student Accounts B.S., Liberty University M.S., Drexel University

MANN, MARTIN

Director Associate Degree Nursing Program A.S., Cumberland County College B.S.N., Thomas Edison State University M.S.N., Widener University Ph.D., Capella University

MCCOLLUM, ANN

Program Delivery Manager A.S., Rowan College at Burlington County

METZINGER, HARRY

Executive Director of Finance and Human Resources B.S. Villanova University M.B.A. Temple University

MILLER, JOHN S.

*Director, Career Services*B.S., Stockton University

MONTALTO, KAREN

Dean of Health Sciences
B.S.N, Ohio State University
M.S.N, University of Pennsylvania
Ph.D., Widener University

O'NEIL, ALEXANDRA

Director of Rowan Relations
B.A., Rutgers University
M.A., The College of New Jersey

PETERSON, DAVID A.

Director, Library
B.A., Wittenberg University
M.S., Drexel University

PHILLIPS, ANTHONY

Director of Adult Basic Education B.A., Rowan University

PRICE, ELIZABETH

Engineering and Mathematics
A.A.S., Virginia Area
Community College
B.S., Albright College
M.S., Central Michigan University
Ed.D., Wilmington University

Associate Dean, Science, Technology,

PRICE, PATRICIA

Nursing Program Success Manager B.S.N., The College of New Jersey M.S.N., Villanova University Ed.D., Rowan University

RITTER, JULIE

Acting Director of Accounting B.A., Stockton University M.B.A., University of Phoenix

RUSSELL, MICHELLE

Assistant Director of Human Resources B.S., The College of New Jersey M.A. and M.B.A., Seton Hall University

RYMAN, LACYJANE

Registrar

A.A., Ocean County College B.A., The College of New Jersey

SABIR, ZAHIRAH

Manager of Strategic Partnerships B.A. and M.A., Rutgers University

SALAMATIN, NICOLE

Manager of Institutional Research B.A. & M.A., Temple University

SCOTT, NICOLE D.

Director, Educational Program & Grants B.S.S.W., Florida State University M.A., Wilmington University Ed.D., Nova Southeastern University

SCULLY, SUSAN P.

Director of Health Information
Management
A.A.S., Rowan College
at Burlington County
B.S., Stephens College
M.S., The College of Saint Scholastica

SERNAK, JUNE

Dean of Lifelong Learning
B.S., Montclair State University
M.B.A., Strayer University

STRANG, KATHRYN E.

Director of Compliance, Assessment and Research B.A., William Paterson University

TETTEH, EDEM GERARD

Dean of Science, Technology, Engineering and Mathematics B.S. and M.S., North Carolina Agricultural and Technical State University Ph.D., Purdue University

TIAN, LANZHEN

Library Reference Information Specialist B.A., Tianjin Normal University M.A., Temple University M.L.S., Drexel University

VANDERGRIFT, DONNA

Dean of Liberal Arts
B.A., Rutgers University
M.A., Rider University
Ph.D., University of the Cumberlands

VASILENKO, GAIL

Director of Hygiene B.A., University of Bridgeport M.S., Seton Hall University

VOLPE, GREGORY

Executive Director of Strategic Marketing and Communications
B.A., The College of New Jersey

WEIR, BARBARA

Program Manager, Career & Placement Services B.A., Rowan University

WOJCIECHOWICZ, LAURA

Accounting Manager B.S., Centenary University

YAKUBOV, MICHAEL

Dean of Enrollment Management B.A., Kean University M.P.A., Kean University

FACULTY

ABDUL-JABBAAR, MALIK

Instructor English

B.A. & M.A., Rutgers University

ALEXANDER, JONATHAN M.

Associate Professor English, Literature B.A., Widener University M.A., West Chester University Ph.D., Indiana University of Pennsylvania

AMENT, KAITLIN

Academic Advisor B.A., Rowan University M.A., Rider University

BAILEY, JEFFREY

Assistant Professor
B.A., Vermont College
of Norwich University
M.F.A., University of Delaware

BALDT, ERIKA E. Associate Professor

English
B.A., Rutgers University M.A.,
University of York
Ph.D., Goldsmiths,
University of London

BOCCI, KRISTIN

Assistant Professor

Academic Advisor B.A., M.A., Rowan University

BOURNE, CRYSTAL R.

Math
A.S., Rowan College
at Burlington County
B.A., M.S., Rutgers University

BRENDLE, ELIZABETH J.

Instructor
Nursing
B.S.N., Cedarville University
M.S., Ohio State University

BROOKS, AUDREY

Instructor
Nursing
A.A.S., Gloucester County College
B.S.N., Thomas Jefferson University
M.S.N., Villanova University
Ph.D., Duquesne University

BURRELL, TINA

Instructor
Business and Accounting
B.S., West Chester University
M.B.A., Wilmington University

CARANCI III, FRANK

Instructor
Business & Accounting
A.S., Camden County College
B.A., Rowan University
M.B.A., Wilmington University

CHAPMAN, BRANDON

Instructor
Sociology/Anthropology
B.A., DePauw University
M.S.S., Utah State University
Ph.D., Washington State University

CICCANTI, AMBER

Instructor
Criminal Justice
A.S., Rowan College
at Burlington County
B.A., Rowan University
M.S., Saint Joseph's University
D.B.A., Northcentral University

COHILL, PATRICIA

Instructor

Assistant Professor Theatre, Speech B.S., Fairmont State University M.A., West Virginia University

COOPER, CHRISTOPHER

Math
B.S., The College of New Jersey
M.S., Rowan University

FRANCIS-DENTON, CORVENA

Instructor
Education
B.A. and M.S.Ed.,
The City College of New York

FRANKLIN, BRENT

Instructor
Philosophy
B.A., West Chester University
M.A., Central European University
M.A., Linköping University and the
Norwegian University of Science
and Technology

GARTNER, RUSSELL

Instructor Music

B.A., Heidelberg College

M.A., Bowling Green State University

GAZZARA, CHRISTOPHER T.

Assistant Professor Communication Arts

B.A. and M.A., Rutgers University

GICKING-ASPDEN, JESSICA L.

Instructor

Developmental Writing & English

B.A., Rider University M.A., Rutgers University

WASCAVAGE, ERICA

Instructor Nursing

A.S.N., Mercer Community College

B.A., Rutgers University B.S.N and M.S.N,

Thomas Edison State University

HAGEMAN, LEON

Professor

Chemistry, Physical Science

B.S., Long Island University

M.S. and Ph.D., New York University

HARKINS, MICHELLE N.

Assistant Professor Languages/ESL

A.A., Rowan College

at Burlington County B.A., Rowan University

M.A., Temple University

HARMON, LOUVENIA A.

Associate Professor Academic Advisor

A.A., Rowan College

at Burlington County

B.A., Rutgers University

M.A., Rowan University

NCC, National Certified Counselor

HUTTNER, WALTER B.

Instructor

English

A.S., Rowan College at Burlington County

B.A., Rider University

M.A. and M.Ed, Rutgers University

JUDGE, JAMES R.

Assistant Professor

History

B.A. and M.A.,

The University of Scranton

KERR, ELIZABETH C.

Assistant Professor

Business

B.A. and M.S., Cabrini University

KERWICK, JOHN R.

 ${\it Instructor}$

Philosophy

B.A., Wingate University

M.A., Baylor University Ph.D., Temple University

KIM, NAM

Instructor

Physics

B.A., M.A., and Ph.D., SUNY

Binghamton University

KOTOWICH, STEVEN

Instructor

Physics

A.S., M.Ed., Holy Family

M.A., Villanova University

M.S., St. Joseph's University

Ph.D., Drexel University

Ph.D., Stevens University

KOSZYK, LINDA

Instructor

Nursing

B.S. & M.S., University of Delaware

LAUER, MARIA

Instructor

Nursing

D.N.P. and Ph.D., Duke University

FNP-BC, RN

LAVERTU, ELIZABETH C.

Assistant Professor

Psychology

B.A., Thomas Edison State University

M.A., Arcadia University

PSY.D, California Southern University

MAILHIOT, BROOKE

Instructor

Entertainment Technology

B.A. and M.A., Drexel University

MARIANO, KENNETH V.

Instructor

Political Science

A.S., Ocean County College B.A. and M.P.A., Kean University

MEADOWS, LAURIE SHANNON

Instructor

Biology/Biotechnology

B.S., Union University

M.S., Louisiana State University

MEOLA, JIANENE M.

Assistant Professor

Mathematics

B.A., The College of New Jersey M.A., Georgian Court University

MIHALIK, PRITI

Instructor

Mathematics

B.A., Rutgers University

M.A., Widener University

MILLWARD, ALLISON

Instructor

History

B.A., George Mason University M.A., State University of New York

Albany

MITCHELL, AMANDA

Instructor

Nursing

B.S.N., National University

M.S.N., Benedictine University

MUYESSER, MERAL

Assistant Professor

ESL

A.A., Rowan College

at Burlington County

B.A., The Anatolia University M.Ed., The College of New Jersey

NAGBE, ALOYSIUS

Instructor

STEM

A.S., Luzerne County

Community College

B.S., Bloomsburg University of

Pennsylvania

M.I.S., University of Phoenix

NALE, JANUARY

Instructor

Sociology

A.A., Atlantic Cape Community College

B.A., Rowan University

M.A., University of Pennsylvania

OSMOND, ERICA R.

Assistant Professor

Speech

B.F.A., Valdosta State University M.A., Monmouth University Ed.D., Walden University

PAPAZIS, ELIAS

Instructor

American Sign Language (ASL)/

Deaf Studies

B.S. & M.A., California State University, Northridge

PARKER, LISA

Instructor

HIT

B.S., Johns Hopkins University,

School of Nursing

B.S.N., Health Sciences Lockhaven,

University of Pennsylvania

M.S.N., Walden University

RIENZI, JENNIFER

Instructor

Biology

A.S., Rowan College at Burlington County

B.S., Stockton University

M.A., Saint Joseph's University

RITT, LAURA

Assistant Professor

Biology

B.S., Syracuse University

M.S., Rutgers University A.S.C.P.B.B., Technology in

Blood Banking

RITTENHOUSE, JOYCE

Assistant Professor

Nursing

B.S.N., Seton Hall University M.S.N., Temple University

RIZZO, JOSEPH

Instructor

Criminal Justice

B.A., Rowan University

M.A., The College of New Jersey

ROACH, ROBERT E.

Instructor

Mathematics

B.S., Massachusetts Institute

of Technology

M.S., The George Washington

University

RUOCCO, TIFFANY

Assistant Professor

Graphics

A.A., Rowan College at Burlington County

B.F.A., Centenary College M.A., Seton Hall University

SCHELLACK, DIANE

Instructor

Reading

B.A., Rowan University

M.A., William Paterson University

SEDAR, BRINA G.

Assistant Professor

Human Services

A.S., Montgomery County

Community College

B.A., M.Ed., Temple University

LPC Licensed Professional Counselor,

Pennsylvania

CADC Certified Alcohol and Drug

Counselor, Pennsylvania

ICADC Internationally Certified

Alcohol and Drug Counselor

SHERLOCK, TERRENCE P.

Assistant Professor

Chemistry, Physical Science

A.S., Rowan College

at Burlington County

B.S. Rowan University

M.A., Temple University

SIMBER, CHRISTOPHER

Instructor

Computer Science

B.S., Rowan University

M.S., Stevens Institute of Technology

SPIEHS, COLLEEN

Professor

Nursing

R.N., Helene Fuld School of Nursing B.S.N., The College of New Jersey M.S.N., University of Pennsylvania

Ph.D., Widener University

STEWART, LAURA

Assistant Professor

Chemistry

B.S., University of Massachusetts,

Dartmouth

M.S., Ph.D., University of

Massachusetts, Amhurst

STUBEE, MYRIAH

Instructor

English

B.A. & M.A., Rowan University

TOKAZEWSKI, ANNE M. S.

Instructor

Biology/Biotechnology

B.A., North Central College

M.S., Utah State University

VAN DUYNE, JEFFREY

Instructor

Engineering Technology

B.S. and M.S., Drexel University

VENEZIALE, DIANE

Assistant Professor

Mathematics

B.S., Millersville University

M.Ed., Arcadia University

WARD, ALEXANDER

Instructor

Psychology

B.A. & M.A., Rowan University

M.S., West Virginia University

WARNER, PAUL

Instructor

Information Assurance & Cybersecurity

A.A.S., Borough of Manhattan

Community College

B.S., New York City College of

Technology

M.S., American InterContinental University

WEISBROD, JONATHAN

Instructor

Mathematics

B.A. and M.A., Rowan University

WEND, WILLIAM PATRICK

Assistant Professor

English

A.A., Ocean County College

B.A., Stockton University M.A., Monmouth University

WHITFIELD, WILLIAM J.

Assistant Professor

Mathematics

B.S., The College of New Jersey

M.S., Stanford University

WILLIAMS, LAUREN

Temporary English Instructor B.S., Georgian Court University M.A., Southern New Hampshire University

WILLIAMS, SHANNON

Instructor
Nursing
B.S., Saint Joseph's University
M.S.N, Sacred Heart University

WILSON, DAVE

Instructor, Electronic Engineering M.S., Holy Family University M.S., Khmelnistky University

YANUZZI, GINA

Instructor English

A.A., Rowan College at Burlington County B.A. and M.A., The College of New Jersey

ZAMKOTOWICZ, MARC D.

Assistant Professor Geospatial Technology, Geoscience B.S., Bloomsburg University M.S., Old Dominion University Geomatics Certificate -Rutgers University

ZIMNES, FAITH

Instructor
Dental Hygiene
A.A.S., Mercer County
Community College
A.A.S., Rowan College
at Burlington County
B.A., The College of New Jersey
M.S., Capella University

SPECIAL PROJECT PROFESSIONALS

ADAMS, JOSHUA

Adult Basic Education/
Workplace Learning Link Instructor
A.A., Ocean County College
B.A., Stockton University
M.A., University of Phoenix

AGOSTINI, BENJAMIN

Technical Support Specialist I B.S., Rowan College at Burlington County

BAIN, STEPHANIE

Program Delivery Assistant B.A., Kutztown University

BIANROSA, DENISE

Technical Support Specialist II
A.A.S. & Digital Electronic Technician
Certification, DeVry University
A.A.S. & PC COMP SUPPORT/SVC
Certification, Rowan College
at Burlington County

BOGDAN, ELISA

Alternative Pain Management Coordinator B.S., Virginia Tech M.S., The George Washington University

CATALANO, JENNIFER M.

Business Manager
B.S., Rider University

CREAN, CHRISTOPHER J.

Student Services Generalist A.A., Camden County College B.A., Rowan University

DAVENPORT, DIANA

Rowan Relations Specialist B.A., Rutgers University

DEJOSEPH, ALISON

Program Development Specialist I B.S., The University of Georgia

DELUISE, DANIEL J.

Grants Specialist
B.A., Rowan University

DILORENZO, FRANCES

Coding Program Manager
A.A.S., Rowan College
at Burlington County
B.S., The City College of New York
School of Professional Studies

DYOTT, COURTNEY

DMS Clinical Coordinator B.S., Thomas Jefferson University

FATTORINI, VIRGINIA

Human Resources Generalist B.A., Ursinus College

FERNANDEZ, MARISSA R.

Benefits Specialist
B.S., La Salle University

FIELDS, PATRICE

A.A., Camden County College B.A., Eastern University

FRANKLIN, ERICA LAUREN

Service Learning Coordinator B.S., Indiana University of Pennsylvania

GAGLIANO, JERRY

Facilities Coordinator
B.A., Stevens-Henager College

GILES, ANDREW PHILIP

Aquatics Coordinator
B.A., Matthew Boulton College
SDIC, NRPA, National Aquatics
certified

GLASSER, SAMANTHA

Logistics/Operations Coordinator B.A., Stockton University

GLAZER, LARA

Adjunct Coordinator, Liberal Arts B.A., Lehigh University

GONZALEZ, KATHERINE

Retention Advisor M.A., Rosemont College B.A., Eastern University

HAWKINS, RUTH VALERIE

Counseling Specialist
B.S., Northern Michigan University

HOLGUIN-PAGAN, MAHIRYM

Health Science Programs
Division Coordinator
B.A., Rutgers University
C.B.A., National University College

IPPOLITI, CHRISTINA

Adult Education/ Workforce Learning Link Instructor B.A. & M.A., Rutgers University

JANOTA, BRYANNAH

Workforce Readiness Career Services Advisor B.S. and M.Ed, Rutgers University

JAY, SAMUEL

Adult Basica Education Case Manager/ Resources Specialist B.A. & B.A., Rowan University

JONES, NAJAH S.

EOF Program Counselor Advisor B.S., Morgan State University M.S., Rider University

KIM, SEWON

Computer Systems Engineer
B.S., Chonnam National University

KOCH, SANDRA L.

Advising and Retention Coordinator A.A., Rowan College at Burlington County B.A., Stockton University

LADDEN, ROSHNI

Coordinator of NJ STARS A.S., Rowan College at Burlington County B.S., Rowan University M.A., Rowan University

MARTIN, MICHELLE

Senior Research Analyst B.A., Thomas Edison State College

MILLER, ANGELA L.

Content Writer
B.A., Eastern University

PARKER, DOMINIQUE

Employment Specialist
B.A., Talladega College
M.A., Southern New Hampshire
University

PIETERS, RACHEL

Electronic Resources Librarian B.A. & M.A., Rutgers M.A., University of Phoenix

REYNA, BETHY

Human Resources Information Systems (HRIS) Analyst

RIFFLE, MEGAN LYNN

Community Events Coordinator B.S., Rutgers University

RINDOSH, GREGORY

WIOA Grant Accountant B.S., The College of New Jersey

RIESER, CARRISS L.

American Job Center Coordinator B.S., Point Park University M.S., Liberty University

RUDD, STEPHANIE A.

WIOA Program Quality Analyst A.S., Rowan College at Burlington County

SANJURJO LOPEZ, LOURDES M.

Student Services Generalist B.S., University of West Georgia M.S., Shippensburg University

KELLEY STUETZ

Athletics and Student Services Generalist B.S., East Stroudsburg University M.A., West Chester

SKRABLE, LAURA

Simulation Lab Coordinator B.S.N., William Paterson University M.S.N., Kean University

STEEN, KRISTIN

Athletic Trainer/Athletics Coordinator B.A. and M.A., Rowan University

STOLTE, BUFFY

Radiography Program Clinical Coordinator A.A.S., Rowan College at Burlington College

SULLIVAN, DANIEL

National Science Foundation Grant Project Manager B.S., Niagara University M.S., University of Pennsylvania

SWIATKOWSKI, EILEEN E.

Grants Specialist B.A., State University of New York (SUNY) at Oneonta

TAYLOR, SUSAN C.

STEM Lab Supervisor B.S., Rutgers University M.S., Rutgers University

TIETZ, FELICE M.

Student Success Specialist B.A., Rutgers University

VARGA, JASON

Operations Manager, Radio Station A.A., Rowan College at Burlington County B.A., Rowan University

VENEZIA, SANDY

OIT Administrative Specialist A.A.S., Rowan College at Burlington County

WALTON, ALAINA

Compliance and Research Specialist B.A., Villanova University M.A., Princeton Theological Seminary

WENTZEL, HEATHER

Coordinator, Marketing and Communications B.S., Misericordia University

WEST, TINA L.

Manager of Foundation Operations A.S., Rowan College at Burlington County B.S., Wilmington University M.S., Wilmington University

CONFIDENTIAL STAFF

CASA, EMILIA F.

Administrative Assistant to the Provost A.A.S., Queensborough Community College

KELLEHER, ROSEMARY

Administrative Assistant, President's Office B.A., College of the Holy Cross

MILLER, BARBARA

Human Resources Recruiting and Talent Management Specialist

MORGAN, CELIA

Administrative Assistant

SUPPORTIVE STAFF

ABBAMONTE, LUIZA

Secretary, Educational Opportunity Fund (EOF)

A.A., Rowan College at Burlington County B.A., Thomas Edison State University

ABBAMONTE, SCOTT L.

Student Support Resources Technician A.A., Rowan College at Burlington County

AFFOURTIT, ASHLEY

Financial Aid Officer II A.A., Rowan College at Burlington County

AGUILAR, ANGEL Assistant Lead Custodian

ALBERTSON, TINA

Accounts Payable Bookkeeper
A.S. & A.S, Rowan College
at Burlington County
A.A.S., Brookdale Community College

ANDERSON, JUSTIN

Maintenance Mechanic/Electrician

ANDREWS, DANA L.

Payroll Specialist

AUSTIN, KELSEY

Student Services Specialist B.A., Rutgers University

BAILLARGEON, CRAIG E.

Academic Records Generalist A.S., Rowan College at Burlington County

BARNHART, MICHAEL W.

Custodian

B.A., Pensacola Christian College

BATES, KATHLEEN

Purchasing Agent

BEDNAREK, MARKE A.

Assistant Lead Maintenance

BOUGHER, TINA M.

Library Technical Paraprofessional

BREDY, FRITZ G.

Offset Press Technician

BROCK, ASHLEY L.

Custodian A

BROWN, CAREY E.

Custodian A

BUCCI, TAYLOR

Admissions Counselor

B.A., Gwynedd Mercy University

BUDDEN, MICHAEL

Maintenance Mechanic/Electrician
Licensed Residential and Commercial
Electrician

BYLES, RANCEFORD

Custodian

CARTER, DANA M.

Financial Aid Junior Officer
B.A., The Pennsylvania State University

CHALAKO, MAUREEN

Test Coordinator
A.A., Rowan College
at Burlington County

CHANEY, JACINDA

Cashier

A.S., Rowan College at Burlington County B.S., Wilmington University

CHANEY, SHANTRAIL

Print and Mail Services Clerk

COMEGYS, MARY KAY

Clinical Assistant,
Dental Hygiene Program
A.S., Camden County College

CUMMINGS, ROBERT

Foreperson, Print and Mail Services

DAOUDI, SAID

Custodian A

DAVIS, ANDRE I.

Assistant Lead Custodian

DELIO, JENNIFER

Payroll Specialist

DE LITTA, KATHLEEN ELIZABETH

Athletics Specialist
A.A., Mercer County
Community College
B.S., American Public University

DEA, ELLEN

Technical Paraprofessional, Library B.A., SUNY Fredonia

DEEDS, JENNIFER L.

Financial Aid Officer
A.A., Rowan College
at Burlington County
B.S., Southern Illinois University

DEVONE, KATHLEEN

Distance Learning Coordinator
A.A., Rowan College
at Burlington County
B.A., Rutgers University-Camden
Graduate Certificate, University of
Massachusetts

ENDRE, KAREN L.

Billing Coordinator

ESTEVEZ, ANA

Admissions Counselor B.S., Stockton University

EVANS, KEVIN

Maintenance Mechanic

FELICIANO, JEREMIAS

Custodian, Physical Plant

FORTMAN, ROBERT

Custodian A

FRANCIS, SAMUEL

Maintenance Mechanic

GARCIA, DANIELLE

Secretary, Nursing A.S., Rowan College at Burlington County

GASIEWSKI, CATHERINE M.

Secretary, Division of Liberal Arts

GASIOROWSKI, KIMBERLY A.

Admissions Management Generalist

GAUNTT, KEVIN S.

Lead Groundskeeper B.S., Rowan University

GENZANO, MARGARET M.

Secretary, Willingboro Campus A.A., Rowan College at Burlington County B.S., Wilmington University

GEORGE, JENNIFER

Coordinator, McGuire Military Education and Veteran Service A.A., Rowan College at Burlington County

GERBER, KAILA

Employment Services Secretary

HAFF, BETH

Student Services Specialist I A.S., Rowan College at Burlington County

HARRISON, BRIANA

Employment Services Secretary

HEINTZELMAN, SO AE

Financial Aid Officer B.S.M., Yonsei University M.A., New Brunswick Theological Seminary

HIGGINS, LINDA C.

Academic Records Generalist A.A., Rowan College at Burlington County

HILL, CRYSTAL

Graphic Designer and Photographer B.A., Philadelphia University

HILL, LOUISE

Financial Aid Junior Officer

HORTON, LUCY

Admissions Counselor B.A., Elon University

JOHNSON, CORI

Financial Aid Specialist B.A., M.A. and M.P.A., Rutgers University

JONES, RICHARD

Offset Press Technician

KEYSER, CRAIG

Stationary Engineer

KNOWLES, KAITLIN

Facility Coordinator B.A., Rowan University

KOWALEWSKI, TERESA

Custodian

LANGBEIN, REBECCA

Science Lab Technician B.S., Kean University

LAWLESS, JAMES

Testing & Tutoring Specialist B.S., Stockton University M.S., University of Alaska Fairbanks

LEVANDUSKI, JAMES L.

HVAC Technician/Stationary Engineer

LUCAS, ROBERT

Grounds/Maintenance Assistant, Physical Plant

MARTIN, JANELL

Print Shop and Mail Services Coordinator A.A., Rowan College at Burlington County

MAYO, MAISIE

Accounts Payable Bookkeeper A.S., Rowan College at Burlington County B.S., Jefferson University

MCCULLOUGH, THOMAS J.

Engineering Foreman/Chief Engineer

MCGEE, DEBRA A.

Financial Aid Officer

A.S., Northeastern Christian Jr. College B.A., Eastern University

MCMANUS, LINDSEY

Secretary, Division of Liberal Arts

MCMULLEN, CARA

Custodian A

MEHALL, THERESA

Admissions Counselor A.A., Rowan College at Burlington County B.A., Rowan University

MENDEZ, VALERIE

VA Certifying Official
A.S. and A.A., Rowan College
at Burlington County

MONAHAN, PATRICK

Facilities Administrative Assistant B.A., Alliance College

MOORE, JUSTIN

Maintenance Mechanic

MURRAY, RICHARD F.

Stationary Engineer

NICHOLSON, DOUGLAS

Student Services Specialist I A.S., Rowan College at Burlington County B.S., Rutgers University

NIEDERMAYER, CHRISTOPHER

Assistant Lead Engineer

PODOLSKI, DONNA, M.

Senior Academic Support Specialist

A.A., Rowan College at Burlington County B.A., Rutgers University

M.A., Thomas Edison State University

QUINNAN, DAVID

Multimedia Resource Technician A.A., Art Institute of Philadelphia

RIOS, ANGEL L.

Custodian

RIVERA, ANTONIA

Accountant

B.S., Lehigh University

RIVERA, ORLANDO

Master Carpenter

ROGOZINSKI, SUSAN

Graphic Designer

B.F.A., Moore College of Art & Design

ROHWER, WILLIAM

Stationary Engineer

RUBINO, FRANK

Stationary Engineer

RUDD, STEPHANIE

Employment Services Secretary A.S., Rowan College at Burlington County

RUSSELL, SAMANTHA

Multimedia Resource Technician B.A., La Salle University

SCHELLHAS, JENNA

Student Services Specialist I A.S., Rowan College at Burlington County B.A., Stockton University

SCULLY, CHRISTOPHER M.

Distance Education Technician A.S., Rowan College at Burlington County

SEABORN, RHONDA

Test Coordinator

B.A., City College of New York

SEMIRARO, JACQUELINE A.

Purchasing Agent

B.S., University of Phoenix

SMALL, JOCELYN

Secretary of STEM

A.A.S., Ocean County College

SOTO, TRACI L.

Graphic Designer and Photographer

A.A., Rowan College at Burlington County B.A., Rutgers University

SPICER, ELIZABETH

Science Laboratory Technician A.S., Rowan College

at Burlington County

STELMACH, DEBORAH

General Cashier

STOKES, ROBERT

Custodian

TALENTO, ESTEBAN A.

Materials Management Coordinator

TORITTO, JOSHUA

Maintenance Mechanic Mount Laurel

TWYMAN, HUBERT

Custodial Lead

VAZQUEZ, MATTHEW D.

Advising and Student Support Specialist

A.A., Rowan College at Burlington County

VIGNEAU, ROBERT

Maintenance Mechanic

VILLANUEVA, ELVIS

Custodian A

VORA, RITA

General Accountant

B.A., Gujarat University

WEBBER, RITA M.

Financial Aid Specialist

WILLIAMS, CARMELLA

Business Operation Coordinator B.S., Eastern Michigan University

WILSON, DARRYL

Custodian A

WING, ALEX B.

Custodian

YAN, JEAN

General Cashier

ZANICHELLI, PATRICIA

Secretary of STEM

A.A., Plaza College

PUBLIC SAFETY

ABADIA, JOSEPH

Public Safety Officer III A.A., Rowan College at Burlington County

ADAMS, MATTHEW

Public Safety Officer II

BONTO, ZACHARY

Patrol Officer II

BRAUNSKILL, ROBERT E

Public Safety Officer II

BURNETT, HENRY, JR.

Captain

CACERES, PAUL

Public Safety Officer II

CONLIN, TYLER

Administrative Sergeant

EMRICH, EDWARD

Public Safety Officer III

HILL, DANNY

Public Safety Officer II

A.A.S. & A.A.S., Community College

of the Air Force

B.S., Embry-Riddle Aeronautical

University

HOBERT, HARRY LOUIS

Public Safety Officer II

HUFFAKER, CHRISTINE

Public Safety Officer II

JOHNSON, EDMUND

Captain

B.A., Marietta College

M.S.A., Ohio University

JOHNSTON, DAVID

Public Safety Officer IV

A.A., Rowan College

at Burlington County

KING, OTIS

Public Safety Officer II

MOTTA, ROSS

Public Safety Officer II

ROSSI, ANTHONY

Public Safety Officer II

A.A., and A.S.,

Rowan College

at Burlington County

RUIZ, ANTONIO

Public Safety Officer I

SHINE, NIJA

Patrol Officer II

A.A., Rowan College at Burlington County

TEJADA, RICARDO

Public Safety Officer II

VISCARDI, TAMMY A.

Public Safety Officer II

WOODRUFF, JASON

Public Safety Officer II

Professors Emeritus

ALLBEE, CHARLES

Professor Emeritus Humanities and Social Sciences

AYRES, STANLEIGH

Professor Emeritus Science, Technology, Engineering and Mathematics

*BARNES, PATRICIA

Professor Emeritus Science, Technology, Engineering and Mathematics

BEATTY, JAMES

Professor Emeritus Science, Technology, Engineering and Mathematics

BELLER, SHIRLEY

Professor Emeritus Science, Technology, Engineering and Mathematics

BLANTZ, NORMAN

Professor Emeritus Humanities and Social Science

BRYENTON, DAVID

Professor Emeritus Science, Technology, Engineering and Mathematics

BURRIS, JOANNA

Professor Emeritus Science, Technology, Engineering and Mathematics

*CAMPO, ROBERT

Professor Emeritus Student Development

CORREALE, CLAIRE

Professor Emeritus Science, Technology, Engineering and Mathematics

*CUNNINGHAM, JAMES

Professor Emeritus Language and Literature

DEVOLL, DOUGLAS

Professor Emeritus Student Services

EBERHARDT, JACQUELINE

Professor Emeritus Science, Technology, Engineering and Mathematics

EVELO, WAYNE

Professor Emeritus Science, Technology, Engineering and Mathematics

FAGANS, ALICE

Professor Emeritus Research and Planning

FREEMAN, WILLIAM

Professor Emeritus Humanities and Social Sciences

FRIESE, HERBERT

Professor Emeritus Humanities and Social Sciences

GAJDALO, JENIFER

Professor Emeritus Nursing and Allied Health

GATES, FRIEDA

Professor Emeritus Humanities and Social Sciences

GONSALVES, ANTHONY

Professor Emeritus Humanities and Social Sciences

HOWE, MERTON

Professor Emeritus Humanities and Social Sciences

HUGHES, SHIRLEY

Professor Emeritus Humanities and Social Sciences

LOUISE HUTTNER

Professor Emeritus Science, Technology, Engineering and Mathematics

INTINTOLI, MICHAEL

Professor Emeritus Humanities and Social Science

JENSEN, CAROLE

Professor Emeritus Language and Literature

JUDD, RUSSELL

Professor Emeritus Student Development

KAUFMAN, LESLIE

Professor Emeritus Student Services

KAUFMAN, PERRY

Professor Emeritus Humanities and Social Science

LAUFER, JOSEPH

Professor Emeritus Business Relations

*MAERTIN, LOTHAR

Professor Emeritus Science, Technology, Engineering and Mathematics

MALONEY, HARRY

Professor Emeritus Humanities and Social Science

MCAUSLAN, BARNABY

Professor Emeritus Business Studies

MELEGARI, DOUGLAS

Professor Emeritus Science, Technology, Engineering and Mathematics

MOYER, SAMUEL

Professor Emeritus Science, Technology, Engineering and Mathematics

NAPPO, FRANK

Professor Emeritus Humanities and Social Science

*NIMMER, ROBERT

Professor Emeritus Language and Literature

OSBORNE, ROBERT

Professor Emeritus Business Studies

PALMER, JOHN

Professor Emeritus Business Studies

PERRONE, CHARLES

Professor Emeritus Library

PETERSON, C. DEWITT

Professor Emeritus Language and Literature

REBURN, NORBERT

Professor Emeritus Language and Literature

*ROCKETT, WILLIAM

Professor Emeritus Science, Technology, Engineering and Mathematics

RODDY, EUGENE

Professor Emeritus Student Development

SCHMOLL, HARRY

Professor Emeritus Language and Literature

SCHOENING, CAROLE

Professor Emeritus Science, Technology, Engineering and Mathematics

SEILER, ROBERT

Professor Emeritus Athletics

SMITHERMAN, MARION

Professor Emeritus Library

STEWART, JAMES

Professor Emeritus Business Studies

THOMPSON, THOMAS

Professor Emeritus Business Studies

VAIL, JACQUE

Professor Emeritus Science, Technology, Engineering and Mathematics

VEIT, WALTER

Professor Emeritus Humanities and Social Science

WEATHERBY, DORIS

Professor Emeritus Humanities and Social Science

WHITE, WILLIAM

Professor Emeritus Language and Literature

*WILLIAMS, GEORGE

Professor Emeritus Humanities and Social Science

WOODS, BENNIE

Professor Emeritus Language and Literature

*deceased

About RCBC - Campus Maps

About Rowan College at Burlington County

Rowan College at Burlington County is ranked among the top community colleges in the nation for boosting graduates' earning power and it is reinventing itself into the national model of higher education for academic and workforce development programs.

In June 2015, the former Burlington County College established a new partnership with Rowan University, providing students conditional-acceptance into the university. Rowan University offers RCBC students discounts for programs online and on the Mount Laurel campus and makes it possible to earn a bachelor's degree for \$25,000.

The college offers associate degree programs, certificates, career track majors, continuing education classes and business training from the Workforce Development Institute. Your RCBC degree allows you to seamlessly enter Rowan University and transfer to many other local and national four-year institutions.

RCBC is bringing the modern campus experience to its main campus in Mount Laurel, which will enhance students' ability to collaborate with their peers and outstanding faculty, which will help you succeed. We are committed to helping students meet their educational and professional goals in the most affordable, accessible and engaging educational environment.

A reminder for all students, please note you are required to register your vehicle with Public Safety.

Emergency Call Boxes are located in most student parking lots in Mount Laurel. The Call Boxes will link you directly with the RCBC Public Safety Office.

Please note violators of RCBC's parking regulations may be towed at the owner's expense.

For more information on the college's facilities improvements, please visit rcbc.edu/campus-transformation.

For more information, directions, and building floor plans on each location please visit:

Mount Laurel Campus rcbc.edu/mount-laurel

Mount Holly Campus rcbc.edu/mount-holly

Willingboro Campus rcbc.edu/willingboro-campus

Military Education Center rcbc.edu/joint-base-campus

Public Transportation to RCBC

RCBC's Mount Laurel, Willingboro and Mount Holly campuses are accessible via a variety of public transit options. The Mount Laurel Campus is served by NJ Transit Route 317, while the Willingboro Campus is served by the BurLink shuttle bus service.

NJ Transit Route 317

For schedule information call NJ Transit at (973) 275-5555; for special information for the hearing impaired: (800) 772-2287 (with teleprinter 9 am–5:30 pm, Mondays-Fridays)

BurLink Bus Service

BurLink, the mini-bus service operated by the Burlington County Board of Chosen Freeholders, serves the Willingboro and Mount Holly campuses.

Schedules are available at all RCBC locations.

For details, visit the website, driveless.com or call BurLink customer service at (856) 461-1806.

Weather-Related Emergencies

RCBC uses several different media to alert students to emergencies, such as weather-related closings or delays. Messages will be sent via phone calls, text and email messages to the contacts listed in a student's WebAdvisor account. Students should make sure their contact information is always accurate and up-to-date. To update your contact information, log in to WebAdvisor and click on "emergency contact information."

In the event of severe weather that may interrupt the college schedule, announcements will be posted on the college website, rcbc.edu and social media pages and with local television and radio outlets.

Mount Laurel Campus



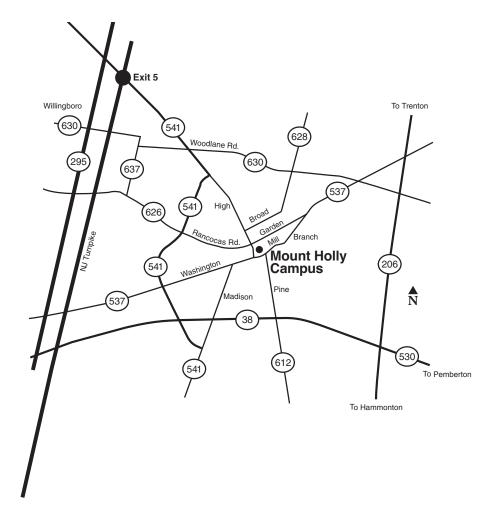
Violators of RCBC parking regulations may be towed at the owner's expense. NOTE: Emergency Call Boxes are located in most student parking lots at Mount Laurel. These Call Boxes will link you with the RCBC Public Safety Office.

Mount Holly Campus

Free parking is located behind the RCBC - Mount Holly Campus in a Township parking lot on Paxson Street. It can be accessed from High St. by turning onto Murrell St., and then right onto Paxson St.,

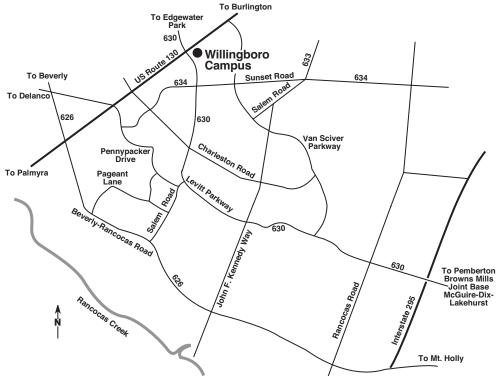
OR from Mill St. turn onto Paxson St., go 1/2 block to the parking lot.

You can enter the RCBC - Mount Holly Campus through the entrance located in the back of the building.

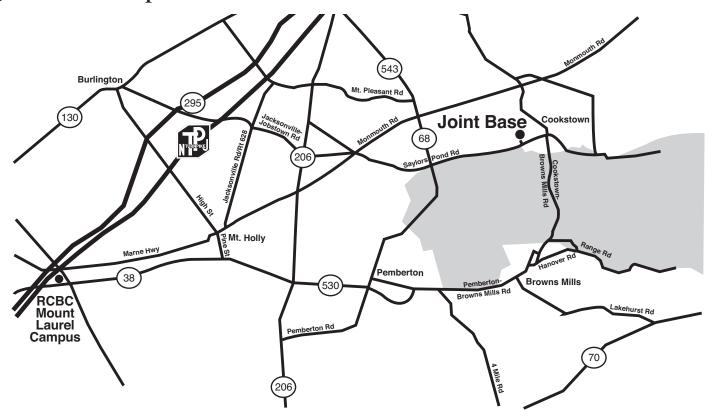


Willingboro Campus

The Center is located in the Willingboro Town Center at Route 130 North between Levitt and Van Sciver Parkways.



Joint Base Campus



The Joint Base Campus is located in Room 107, Bldg 3829, 4 School Road, McGuire AFB, NJ 08641. From RCBC's Mount Laurel Campus – Exit the campus onto Briggs Road. Take the first left onto NJ-38 East. Turn left onto

US-206 N/Vincentown Columbus Road. Continue to follow

US-206 North. Turn right onto County Rd 537 East/ Monmouth Road. Turn right onto Saylors Pond Road. Continue onto West Main Street. Continue onto Cookstown-Wrightstown Road. Turn left onto South Bolling Boulevard. Take the first right onto School Road.

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