

OCEAN COUNTY COLLEGE

# CATALOG

## 2018-2019



# OCEAN COUNTY COLLEGE CATALOG 2018-2019

The information contained herein is for academic years 2018-2019. The college reserves the right to change, add or delete courses, policies, fees and procedures. Ocean County College is a public two-year community college funded by Ocean County and the State of New Jersey.

Ocean County College prohibits discrimination on the basis of race, color, creed, sex, national origin, age, religion, marital status, sexual orientation, disability, ancestry, veteran's status, or Vietnam-era veteran status. This institution complies with the provisions of Section 504 of the Rehabilitation Act of 1973.

The Ocean County College 2018-2019 Catalog is published by the Office of College Relations and the Division of Academic Affairs.

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*\*at the time of publication*



# ACADEMIC CALENDAR

## SUMMER 2018

### First Five-Week & Ten-Week Sessions

Mon., May 21	Classes Begin
Thurs., May 24	No Classes - Commencement
Mon., May 28	No Classes - College Closed
Tues., June 26	Last Day of Classes (1st 5-week)
Wed., July 4	No Classes - College Closed
Wed., August 1	Last Day of Classes (10-week)

### Second Five-Week & Six-Week Sessions

Wed., June 27	Classes Begin
Wed., July 4	No Classes - College Closed
Wed., August 1	Last Day of Classes (2nd 5-week)
Wed., August 8	Last Day of Classes (6-week)

### Post Session

Mon., August 6	Classes Begin
Wed., August 29	Last Day of Classes

## FALL 2018

Wed., September 5	Classes Begin
Wed., November 21-Fri., November 23	No Classes
Fri., December 21	Last Day of Classes

## SPRING 2019

Wed., January 23	Classes begin
Mon., February 18	No Classes
Mon., March 18-Sun., March 24	No Classes-Spring Break
Wed., May 15	Last Day of Classes
Thurs., May 23	Commencement

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OCEAN COUNTY COLLEGE

# GENERAL INFORMATION



# CONTACTING THE COLLEGE

## ON MATTERS CONCERNING:

## CALL:

Academic Affairs.....	Vice President of Academic Affairs.....	732-255-0317
Academy of Lifelong Learning .....	Academy for Lifelong Learning.....	732-255-0409
Admissions .....	Admissions Office.....	732-255-0400 ext. 2960
Advising & Transfer .....	Academic Advising Center.....	732-255-0300
Alumni Affairs .....	Executive Director of College Relations .....	732-255-0494
Athletics .....	Director of Athletics.....	732-255-0345
Bookstore .....	Director of Bookstore/Barnes & Noble .....	732-255-0333
Business Education & Training .....	Director of Business Education & Training .....	732-255-0510
Career, Employment, & Counseling Services.....	Director of Counseling Services.....	732-255-0400 ext. 2941
Continuing & Professional Education.....	Director, Continuing & Professional Education and Workforce Development .....	732-255-0409
College Readiness.....	Executive Director of Academic Success.....	732-255-0400 ext. 2257
Disability Related Services .....	Dean of Academic Services.....	732-255-0456
.....	TTY/TDD & Voice: NJ Relay 711	
Educational Opportunity Fund Program .....	Director of EOF/C4AE .....	732-255-0311
e-Learning.....	Vice President of e-Learning.....	732-255-0514
.....	Dean of e-Learning.....	732-255-0400 ext. 2176
Evening & Weekend Services .....	Evening/Weekend Administrator .....	732-255-0400 ext. 2449
Financial Aid .....	Director of Financial Aid .....	732-255-0310
The Hub.....	Director of Enrollment Services.....	732-255-0482
Foundation .....	Executive Director of Foundation.....	732-255-0492
Honors Program .....	Coordinator of Honors Program.....	732-255-0400 ext. 2215
For Adults 65 & Over .....	Director of the Academy of Lifelong Learning .....	732-255-0409
Library .....	Director of Library Services .....	732-255-0392
Center for Access & Equality .....	Director of EOF/C4AE .....	732-255-0493
NJ Stars .....	Academic Advising Center.....	732-255-0300
Public Relations.....	Executive Director of College Relations .....	732-255-0400 ext. 2071
Registration & Records .....	Office of Registration & Records.....	732-255-0304
Southern Education Center .....	Director of SEC .....	609-978-2077
Student Affairs .....	Vice President of Student Affairs.....	732-255-0315
Student Life/Student Center.....	Director of Student Life.....	732-255-2455
Study Abroad .....	Coordinator of Study Abroad .....	732-255-0400 ext. 2276
Testing/Placement .....	Director of Testing & Adaptive Services .....	732-255-0420
Transfer .....	Academic Advising Center.....	732-255-0300
Tuition & Fees .....	Cashier/Billing Office .....	732-255-0324
Tutoring .....	Dean of Academic Services.....	732-255-0456
Veterans Affairs.....	Veterans Coordinator .....	732-255-0400 ext. 2080

On matters concerning academic programs in:	Call the office of:	
English, Literature, Foreign Languages, Communications, Theater, Performing Arts, Fine Arts, Philosophy, and History	Dean of the School of Arts & Humanities	732-255-0338 or 732-255-0375
Mathematics, Science, Computer Science, and Engineering	Dean of the School of Science, Technology, Engineering, & Mathematics (STEM)	732-255-0368 732-255-0378 732-255-0395
Social Science, Criminal Justice, Education, Fire Science, Public Administration, and Business	Dean of the School of Business & Social Science	732-255-0381
Health & Human Performance, Hospitality, Homeland Security		732-255-0390
Nursing & Health Sciences	Dean of the School of Nursing & Health Sciences	732-255-0395

# GENERAL INFORMATION

## APPROVAL

New Jersey Commission on Higher Education

## ACCREDITATION

### Institutional

Commission on Higher Education, Middle States Association of Colleges and Schools

*Ocean County College is accredited by the Commission on Higher Education, Middle States Association of Colleges & Schools and may be contacted at the following address:*

Middle States Commission on Higher Education  
3624 Market Street  
Philadelphia, PA 191049-2680  
Tel: 267-284-5000 • Fax: 215-662-5501  
[www.msche.org](http://www.msche.org)

### Nursing & Health Services

Accreditation Commission for Education in Nursing (ACEN)  
3343 Peachtree Road  
Suite 850  
Atlanta, GA 30326  
Tel: 404-975-5000  
[www.acenursing.org](http://www.acenursing.org)

## MEMBERSHIP

American Association of Community and Junior Colleges  
American Council on Education  
American Association for Paralegal Education  
Middle States Association of Colleges and Schools  
New Jersey Association of Colleges and Universities  
New Jersey Council of County Colleges  
Documents verifying licensing and accreditation of Ocean County College by the State of New Jersey and by the Middle States Association of Colleges and Schools are available upon request in the Office of the President, Administration Building, second floor.

## LOCATION

Located in the demographic center of Ocean County in Toms River, the college is within 40 minutes commuting distance of all Ocean County citizens.

The relatively close proximity of the county to the metropolitan areas of New York, Philadelphia, Baltimore and Washington, D.C. makes it possible for students to take advantage of cultural offerings in these areas.

## TRANSPORTATION

New Jersey Transit provides bus transportation to the college campus. For specific bus routes and schedules, call 800-772-2222 between 6:00am and midnight or go to [NJtransit.com](http://NJtransit.com)

## OFF-CAMPUS COURSES

The college sponsors off-campus credit courses at various public school sites throughout the county. These classes are usually conducted in the evening hours. There is an off-campus site within 20 minutes driving time of any location in Ocean County.

## E-LEARNING/ONLINE CLASSES

Ocean County College Online, OCC's e-Learning division, currently offers 14 fully online degree programs: Business, Computer Science, Engineering, Environmental Sciences, Public Service, Library Arts, Criminal Justice, General Studies, Homeland Security, Hospitality and Tourism, Global Studies, and more. Additionally, OCC Online offers 12 fully online certificate programs: Accounting, Information Technology, Legal Secretary, Global Studies, Fire Science, Criminal Justice, Small Business Management, Middle Eastern Studies, and more. For a full listing, please visit [www.ocean.edu](http://www.ocean.edu) and click on "Study Online."

OCC Online offers over 160 unique online courses that can be taken as part of a degree program or by themselves, depending on student needs. Courses are available in 15, 10, 7.5, and 5 week semesters throughout the year.

Online programs, certificates, and courses follow the same academic rigor as traditional face to face courses, utilizing the same learning objectives and employing a variety of student-centered learning methodologies. 100% of OCC's online courses are a-synchronous which means that students are able to complete coursework according to their life demands. Students are never required to come to campus and are never required to be "online" at a specific day/time. Online course syllabi and course due dates inform students of what assignments are due and by when.

OCC online provides 24/7 support to all students, as well as online tutoring in a variety of subjects, to facilitate student success.

Online courses are designated by the section name "DL" which stands for Distance Learning. These can be viewed on WebAdvisor or in Student Planning.

Students registered for online courses may access them through OCC's Portal: Ocean Connect by clicking on "My Courses."

For more information about online degrees, certificates, and courses, please contact the e-Learning Office at 732-255-0514, by email at [elearninginfo@ocean.edu](mailto:elearninginfo@ocean.edu) or on the web at [www.ocean.edu](http://www.ocean.edu), "Study Online."

## SOUTHERN EDUCATION CENTER (SEC)

195 Cedar Bridge Road; Manahawkin, NJ

Ocean County College is also in Manahawkin. Referred to as the Southern Education Center (SEC), OCC's Manahawkin location is conveniently situated on the loop road behind Southern Regional High School. Students can complete coursework towards any OCC degree at the SEC. They can also access enrollment services, student activities, tutoring, and even library services without traveling to Toms River. Fall, spring, and summer semester courses are offered at the SEC and are taught by many of the same faculty who teach at the Toms River location, ensuring students the same quality academic experience without the drive! Visit [go.ocean.edu/SEC](http://go.ocean.edu/SEC) for more information or call 609-978-2077.



OCEAN COUNTY COLLEGE

# INTRODUCTION



## HISTORY

The interest in establishing a facility for higher education in Ocean County dates back to 1957 when the Ocean County Board of Chosen Freeholders went on record favoring a study of the need for such a facility within the county.

In accordance with the provisions of the New Jersey State Law of 1962, which enabled counties to establish and operate colleges; the Board of Chosen Freeholders authorized an in-depth feasibility study. The research indicated a need and recommended that a two-year college for 900 students be established. Subsequently, a study by the State Department of Education supported these findings. Thereafter, the State Board of Education officially approved Ocean County's request to establish a two-year college and substantiated the ability of the county to support it financially.

On November 5, 1963, the citizens of the county approved the establishment of a college in Ocean County by public referendum. Immediately thereafter on January 15, 1964, the Board of Chosen Freeholders adopted a resolution that established in Ocean County the first county college in the State of New Jersey. On March 4, 1964, the nine members of the Board of Trustees were appointed.

The selection of the college president, the architect, and the campus site in fall of 1964 enabled the Board of Trustees and the Administration to plan for the educational programs and facilities to accommodate 900 full-time students. Key members of the administrative staff were appointed in September of 1965 to engage in the detailed planning necessary for the opening of the college in the fall of 1966.

Ocean County College has been accredited by the Middle States Association of Colleges and Secondary Schools since May 1969. In fall 2011, the college had its highest enrollment of more than 10,300 full- and part-time students. Many take advantage of courses offered in the evenings, weekends, at off-campus sites throughout the county, and online through distance education.

During continuing expansion of the student body and increasing instructional and service activities, the college continues to expend every effort to maintain the high quality programs that resulted in early accreditation.

## CULTURAL STATEMENTS

### “An Exceptional Education

at a Premier Public College”

#### Mission Statement

It is the mission of Ocean County College to foster excellence and a caring environment through its commitment to:

- Offer comprehensive educational programs that develop intentional learners of all ages and ensure the full assessment of student learning in these programs;
- Provide broadly-based student support, starting from our initial contact with every individual student, regardless of his or her unique needs;
- Measure employee attitudes toward the workplace and student attitudes toward the learning experience and make responsive adjustments in institutional strategies;
- Provide a well-designed campus and facilities with advanced technology;
- Address our human resource needs by recruiting and hiring highly qualified people and continuing to develop the potential of each employee;
- Generate and manage fiscal resources to best serve strategic priorities;
- Employ the leadership team to continue to efficaciously address outreach, development, engagement, institutional effectiveness, and a fully realized implementation of the college's vision;
- Continue to reach out to members of the Ocean County community and beyond in order to create meaningful, fulfilling, and mutually beneficial partnerships.

#### Vision Statement

Ocean County College will be the boldest, most creative, most student-centered college in America.

#### Guiding Principles

To assure achievement of its mission, Ocean County College is guided by the organizational principles listed below. They define the high regard the College holds for its employees, students, and other stakeholders. The Guiding Principles were developed and ratified by the Guiding Coalition and President's Leadership Team. Effecting these principles will require a persistent commitment to organizational development to achieve a challenging, stimulating, and supportive work environment.

#### Ocean County College is Student-Focused:

*The success of our students is our priority.*

- Proactive: Vigorously seek new opportunities for the students in both existing and new markets using ingenuity and innovative thinking.
- Supportive: Guide, coach, and mentor one another to provide the best possible experience for students and enable them to achieve their full potential.
- Communicative: Articulate ideas and concerns, practice genuine listening before speaking, and maintain confidentiality when appropriate.
- Impartial: Remain open-minded and engage new initiatives with optimism and enthusiasm.
- Positive: Remain congenial, practice empathy, and have fun.
- Courageous: Act with discipline to maintain accountability while pursuing decisions based on evidence and consensus.
- Collaborative: Practice teamwork in all actions and decisions.
- Trustworthy: Practice integrity and transparency in all actions.
- Accountable: Commit to student success while delivering high performance and presenting results transparently.



## Value Proposition

Through partnerships, Ocean County College combines the openness and community orientation of a community college with the advanced learning opportunities that encompass baccalaureate, graduate, and professional degrees. These offerings provide Ocean County residents the opportunity to achieve a remarkably broad range of learning goals through face-to-face and online learning. Through its extensive online programs, Ocean also serves a broader population of learners, nationally and globally. Online learning will generate substantial enrollment gains and net revenues that will enable Ocean to achieve and maintain exceptional financial strength, investing in human resources, faculty and staff development, and innovations necessary to sustain resilience and maintain a strong competitive advantage.

By 2020, Ocean County College will have dramatically enhanced the size and scope of its programmatic footprint in Ocean County and the virtual reach of its programs internationally. The following 20/20 vision outlines a scenario for Ocean County College in five years.

## OCEAN COUNTY COLLEGE 20/20 VISION

In 2020, Ocean County College has become a new model for higher education in the 21st century. Through a strategy of deep partnering with premier universities and multi-national corporations, the College has achieved broad reach across the United States and globally with joint bachelor and graduate online degrees. OCC provides affordable access; demonstrates resilience in the face of demographic, economic, and social forces of disruption; maintains continuing performance excellence and financial sustainability; serves as a technology innovator making data-driven decisions; and enhances the civic and financial well-being of all County citizens and students worldwide who take advantage of its offerings.

Established in 1964 as a provider of associate degree learning and continuing and professional education for the citizens of Ocean County, New Jersey, the College has expanded both the scope and richness of its mission. OCC has forged alliances with a wide range of academic institutions, including Kean University, New Jersey Institute of Technology, University of the Sciences in Philadelphia, Sussex County Community College, and the Ocean County Performing Arts Academy. Through these relationships, OCC brokers face-to-face, hybrid, and online learning for the citizens of Ocean County and globally at the baccalaureate, master's, and doctoral levels. It has refined and increased its continuing professional education and employment-focused certificate offerings.

Ocean County College has become an online learning provider with international reach by leveraging its partnerships with technology vendors, like Pearson Learning Solutions, and a range of U.S. and international universities. As a result, joint degree programs have been developed with institutions in other countries, such as Mexico, Egypt, and other areas in the Middle East and North Africa. In these venues, Ocean offers its freshman and sophomore courses to students already enrolled at these institutions, providing them with more convenient and affordable pathways to high quality bachelor and graduate degree options. These programs yield substantial net revenue, which supports the financial sustainability of the College in a time of declining public funding and traditional enrollments. Additionally, Ocean's Learning Management System platform is being used by a number of other institutions that are contracting with Ocean County College to offer online learning programs.

Ocean County College's evolution is also clearly reflected in its physical presence. Its main campus has flourished with the construction of a shared-ownership Gateway Building with Kean University; a new Student Center; the STEM Building with the New Jersey Institute of Technology, the Health Sciences Center with a health education

university, and a facility with a major medical provider; as well as a regional Performing Arts Center, which serves as the cultural hub of Ocean County. In addition to new construction, there has been significant ongoing renovation and renewal of existing buildings and facilities.

Capitalizing on Ocean County College's partnerships, students and faculty are deeply engaged with innovative entrepreneurs, graduate school professors, research universities, local businesses, and multi-national corporations. By attracting universities to share its expansive campus, Ocean County College has created a university community in Toms River while retaining its connection to its community college roots: culture, mission, and affordability.

Ocean County College has thoroughly reinvented itself to ensure its sustainability to 2020 and beyond, with enrollment in degree and non-degree programs surpassing 20,000 learners of all kinds. Achieving these outcomes has required an earnest commitment to profound organizational change, which has been facilitated by a solid partnership among the President, the College Administration, the Board of Trustees, and the Ocean County Freeholders, as well as by enthusiastic support from OCC faculty and staff.

The College has extended itself in an unprecedented manner to generate new mission, vision, strategy, and value propositions that focus on performance excellence and innovation. Most importantly, all of the College's efforts have and will continue to focus on students, both traditional and nontraditional, and their recruitment, retention, and success.

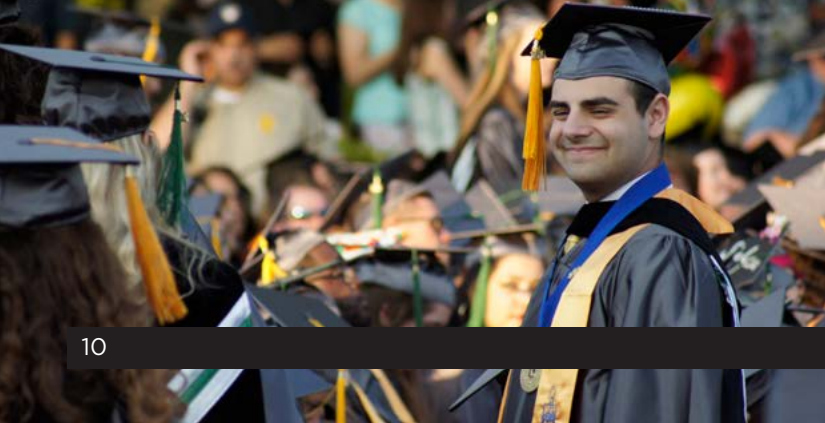
### Strategies for Performance Excellence & Success

- Strategy #1: Craft and Execute Transformative Strategies
- Strategy #2: Build Resilience through Innovation, Reinvention, and New Programs
- Strategy #3: Develop Leadership and Fill Key Positions
- Strategy #4: Understand and Meet the Needs of Stakeholders
- Strategy #5: Create a Challenging and Supportive Work Environment
- Strategy #6: Leverage Collaboration, Partnership, and Sharing
- Strategy #7: Continuously Improve Learning Support Processes and Practices
- Strategy #8: Leverage Information and Results



OCEAN COUNTY COLLEGE

# ADMISSIONS AND ACADEMIC INFORMATION



## ADMISSIONS

New Jersey's community colleges are "open door" institutions that admit all high school graduates, those holding state-issued high school equivalency diplomas, and all other persons 18 years of age or older who have the ability to benefit from post secondary education. Ocean County College is a rolling admissions institution. Students may apply online at [www.ocean.edu](http://www.ocean.edu) as early as possible during the six months prior to the start of the semester. Acceptance will be considered when all the necessary steps have been completed.

The candidate is responsible for the completion of all admission requirements. These are listed below.

- 1) If a student attended a secondary school, an official transcript from the secondary school showing subjects completed and grades earned is requested. If the student is a high school graduate, the transcript must include the date of graduation. A state-issued high school equivalency diplomas may be submitted as evidence of high school graduation. Note: Financial aid programs require students to submit a high school transcript.
- 2) Official transcripts forwarded to the Office of Registration and Records from any college previously attended.
- 3) A medical examination by a physician is required only of those individuals accepted into the nursing program.
- 4) Proof of residency.  
Signing the online application after listing the address may be sufficient. A copy of a valid New Jersey voter registration, driver's license, county I.D. card or official Ocean County high school transcripts are acceptable documents. Proof of residence must be satisfactory to college officials.
- 5) In order to qualify as a resident, an adult must have established legal, permanent domicile within the county for 1 year prior to the date of registration. Adjustments to residency status can only be made prior to the first day of class each semester.  
Applicants for the NURSING PROGRAM are required to take the American College Test (ACT) or the Scholastic Aptitude Test (SAT). This requirement is waived if the applicant has a Bachelor's degree from a regionally accredited college or university and successful completion of A&P I & II with a minimum of a "C" within the last ten years or has a 2.7 college GPA which includes the General Education component of the Nursing Program.

## REGISTERING FOR COURSES

The registration dates and course schedules for each term are available on our website or from the Registration and Records Office. Registration forms are available in this office as well. Full time students must see an academic advisor before registering for classes, and obtain the advisor's signature on the registration form. Part time students can obtain advising if they choose, but it is not required. Completed registration forms can be processed in the Registration and Records Office.

## STUDENT IMMUNIZATION REQUIREMENTS

In accordance with New Jersey law, all new on-campus students carrying 12 or more credits are required to submit a record of immunization against measles, mumps, rubella, and hepatitis B or indicate exemption due to medical reasons or religious beliefs.

## ACADEMIC INFORMATION

### OCC Online Services

There are a variety of online sites and services you will find helpful and/or be required to use while a student at OCC. Some require a login and password.

### College Website

Almost any information a student might need can be found on the website at [www.ocean.edu](http://www.ocean.edu). You can browse the site, use our quick links or search feature to find something specific.

### College Portal – Ocean Connect

Ocean Connect is the college portal and can be accessed via our main web page by clicking, "My Ocean" at the top of the page. Ocean Connect contains a vast amount of information, and it is recommended that students become familiar with the many features this system provides.

To log in to Ocean Connect:

- If you've used Office 365 before, then your Ocean Connect username and password are the same as what you used for Office 365

New Student Users:

- Your username is your first name, followed by an underscore, your last name and [@students.ocean.edu](mailto:@students.ocean.edu).
- Your Student ID number is always 7 digits long, and always starts with a 0.

For more information or if you need help logging in, go to [help.ocean.edu](http://help.ocean.edu).

### Academic Progress

The academic sanctions for failing to maintain satisfactory academic standards/progress may include warning, probation, continued probation, or academic suspension. These sanctions will be imposed on students who either fail to earn sufficient grade points or who continue to withdraw excessively from classes. More specifically, any student who has completed 12 or more semester hours with a cumulative grade point average below 2.0 (C average) or who has failed to earn at least 50 percent of all credits registered for on the official day of counting student enrollment for two or more consecutive semesters will have an academic sanction of warning, probation, continued probation or academic suspension.

A student placed on academic sanction or suspension may appeal the action to the Academic Standards Committee.

### Academic Standing

In order to remain in good standing and become eligible for graduation, the student must maintain a C average or a grade-point average of 2.0.

A student will be placed on academic probation if he/she earns a cumulative grade-point average of less than 2.0.

### Class Attendance

Ocean County College, recognizing that class attendance must be consistent with the objectives of the institution, has developed and maintained student attendance regulations and procedures that are consistent with these objectives.

Attendance at all classes and appointments is expected. Following Policy # 5162, at the beginning of each course, the instructor will state the attendance policy for that course. Individual instructors determine the attendance policies for their courses; however, if an instructor chooses to make absence a component of course grading procedures, grade penalties for absence may be imposed only when a student exceeds a 10% absence rate.

A student may withdraw without academic penalty at any time up to the 60% point of the semester or be withdrawn if they have stopped attending class for a period of time. Withdrawal may have a negative effect on a student's financial aid package. Withdrawal deadline dates are published. After that deadline, students cannot withdraw.



## Changes in Schedule

A student may drop a course at any time prior to the first date of the term and receive a full tuition refund. (See section on refunds concerning drops after the first date of classes.)

A student may add a course or change a schedule only during the designated Drop/Add time period after classes have begun. No registration will be allowed after the attendance census date of the term.

Students who have access to register Online can drop online. Students who do not have access to register on line need to submit an official Add/Drop form to the Registration and Records Office. No Instructor signature needed. Add/Drop forms can be obtained from the Registration and Records Office and must be submitted to Registration and Records prior to the attendance census date.

After a semester begins, students who drop and add courses within the same day, even if done as separate transactions at different times of the day, will have tuition and fees processed on an even exchange concept. If the drop and add are on separate dates, tuition and fees for the drop will be processed according to the Refund Policy. The added courses will be billed at full rate.

A student may withdraw at any time up to the 60% point of the semester; a grade of "W" will be assigned. No withdrawals are allowed after that time. Exact withdrawal deadline dates are available on our website and posted throughout the campus.

## Auditing a Course

Students registered for audit are entitled to participate in all course activities but receive no credit. Permission to Audit forms are due to Registration & Records before the attendance census date of the term. In special circumstances a student may appeal in writing to the Academic Standards Committee for permission to change to audit after the census date, if he/she is passing at the time. No student may change from audit to credit. Audit students not fulfilling all course requirements may be required to withdraw from the course. The grade of "R" (registered for audit) will be recorded.

Any student who is auditing a course will still be financially responsible to the college for all tuition and fees.

## Incomplete Work

A grade of "I" (Incomplete) may be awarded by an instructor if he/she approves a written request received from the student no later than the day of the final examination. A valid reason for the request must be offered. Approval of the request will allow 30 days from the beginning of the next regular semester for the work to be completed. However, if the student is enrolled in a course for which the "I" grade is a prerequisite, the work for the incomplete course must be made up by the fifth day of the next regular semester or the student must withdraw from the higher level course. Extensions in both cases may be granted by the instructor with the consent of the Vice President of Academic Affairs. When the work is completed, a change of grade form will be prepared by the instructor and forwarded to the Office of Registration and Records after all required signatures are obtained. If the work is not completed within 30 days of the following semester, the grade of "F" will automatically be recorded.

## Grading System

The student is at all times responsible for his/her own academic progress and standing, for contributing by preparation for and participation in those classes in which he/she is enrolled and for maintaining an academic achievement record commensurate with his/her ability.

Reports showing the grades received by the student will be issued at the end of each semester.

The following marks, with their value in grade points per semester hour of credit are used:

### GRADE POINTS PER SEMESTER HOUR

A	Excellent	4.0
B+	Very Good	3.5
B	Good	3.0
C+	Above Average	2.5
C	Average	2.0
D	Passing – Below Average	1.0
F	Failure	0
W	Withdrawn/Non-Payment	None
I	Incomplete	None
R	Audit	None
P	Pass	None
NC	No Credit	None

Incomplete grades (I) must be resolved prior to 30 days into the following semester (five days for prerequisites). Meanwhile, the initial grade report will indicate the "I" grade but will not affect the semester and grade point average. If the work is not complete within 30 days into the next regular semester or an extension is not granted by the Vice President of Academic Affairs, the grade of "F" will be recorded.

Any course may be repeated. Note that the second grade received is the one that counts toward the grade point average and the credits earned (even if the second grade is lower than the first).

## Nursing Program Requirements

The minimum passing grade for nursing (NURS) courses is "C" (75%). All required courses in the nursing curriculum must also be passed at the "C" level or higher.

Students may not continue the program upon failure on the second attempt of a required nursing course or failure of a second required nursing course.

## Pass/No Credit Grading

One free elective course outside the major field of study may be taken each semester during the sophomore year on a pass/no credit basis. A part-time student who has earned a minimum of twenty-eight (28) semester hours of credit may register on a pass-no credit basis for one elective course during any succeeding semester for a maximum of three courses. Students so registered shall be expected to complete all course requirements. The grade of P will be recorded for successful completion of each course with semester hours of credit applied toward a degree. A grade of "NC" - No Credit will be used to indicate unsuccessful completion of the course and will appear on the permanent record. In neither case will the grade point average be affected.

## President's List & Honors

The President's Honors List is official recognition by the faculty of outstanding academic achievement. A student who has completed a minimum of 12 credits, with no grade lower than C in a given semester, and has achieved a semester grade point average of 3.50 or better qualifies for this honor. The President's Honors List is compiled each semester. Part-time students are eligible for this honor at the completion of 16, 32, 48 and 64 credit hours respectively, having a cumulative grade point average of 3.50 or better.

A candidate whose final cumulative grade-point average is 3.50 or better will be graduated with honors:

- Cum Laude..... (3.50-3.79)
- Magna Cum Laude..... (3.80-3.89)
- Summa Cum Laude..... (3.90-4)

Enrollment on a full-time or part-time basis does not have to be maintained during consecutive semesters to qualify. If a student stops attending for one semester or more, the cumulative average will be the determinant.

## Student Classification

In deciding on a credit-hour load, the student must consider the pressures of employment and other limiting factors. One method is to estimate that each credit hour carried will require two hours of out-of-class preparation.

- 1) A full-time student is one who is in good academic standing and who carries 12 or more hours of credit. The full-time student will normally carry 15 to 18 credit hours in order to graduate after four semesters. Full-time students must be enrolled as degree candidates.
- 2) A probationary student is one who has a grade-point deficiency or other academic deficiency and will normally carry no more than 12 hours of credit in a semester.
- 3) A part-time student is one who carries 11 or fewer semester hours of credit in a semester.
- 4) A non-degree student is one who has not been admitted to a degree program.
- 5) A sophomore student is a student who has earned a minimum of 30 semester hours. All other degree candidates are considered freshmen.
- 6) A visiting student is one who is matriculated at another school while enrolled at OCC.

## Course Withdrawal

A student who wishes to withdraw during a semester must process a request online. The student remains financially responsible to the college for all tuition and fees, subject to the applicable refund percentage. (See also Refunds and Changes in Schedule). Failing to attend class will not relieve you of your financial responsibility, even if you have not paid your bill.

A student may withdraw or be withdrawn from a course without academic penalty at any time up to the 60% point of the semester (exact dates for each semester are available on our website and posted throughout campus). Withdrawal may have a negative effect on a student's financial aid. If a student stops attending or is administratively withdrawn after this date, an "F" will be assigned. Students wishing to withdraw from courses are responsible for submitting their request by the published deadline. Late withdrawals cannot be accepted.

Students receiving financial aid or VA educational benefits must, under the law, notify the Office of Registration and Records and the Financial Aid Office of their withdrawal from the college or of changing from full-time to part-time status. Failure to do so may result in reimbursing the government agency.

## DEADLINES FOR WITHDRAWALS

If you come in to Registration and Records to drop a course by**:	The result will be:
The day before the first day of the semester	Full tuition refund (minus fees), and course does not appear on the transcript.
The attendance census date of the semester	50% tuition refund (minus fees), and course does not appear on the transcript; if adding a course at the same time, no loss of 50% tuition.
The 60% point of the semester	No refund, instructor signature required, and course with a "W" grade appears on the transcript.
After the 60% point of the semester	No withdrawals of any kind will be accepted. The course, with earned grade, appears on the transcript.

*\*\*Exact dates for each semester are available on our website and posted in the Registration and Records Office.*

*Failure to be aware of dates is not grounds for a refund.*

## ACCEPTANCE OF CREDITS

### Acceptance of Credits from an Accredited Institution

Credits granted for work completed at other regionally accredited institutions may be applied to a degree student's record at Ocean County College if requested. It is the responsibility of the student if requested to provide the Registration and Records Office with a catalog of the institution from which the credits are expected to be transferred.

### Advanced Standing

Students who have demonstrated outstanding achievement in certain subjects while in high school (e.g., English or foreign language) and who meet specific college departmental criteria, may be considered for advanced placement and/or credit. Advanced placement/credit will be considered on the basis of grades attained in the College Entrance Examination Board Advanced Placement Program examinations.

### Challenge Examination

With instructor approval, challenge examinations may be offered to qualified students who apply. This policy may be implemented only for those courses in which objectives can be measured by examination. An examination may not be requested earlier than the end of the third week from the beginning of classes, nor later than three weeks prior to the end of classes. Grading will be on a Pass/Fail basis only. Students who successfully complete the challenge examination will be awarded a Pass grade and credit for the course at the end of the semester. The college reserves the right to change these scores in accordance with statewide community college procedures.

### College Level Examination Program (CLEP)

In accordance with established departmental criteria, credit may be granted for the General Examination or the Subject Examinations of the College Level Examination Program (CLEP). Questions concerning the examinations accepted at this college and minimum scores required are available in the Registration & Records, Advising, and Testing offices.

### Credit By Examination

Credit from non-accredited institutions and/or credit for work and other experiences may be granted on the basis of credit by examination in accordance with established departmental criteria. The Vice President of Academic Affairs will approve the granting of such credit upon recommendation of the appropriate department administrator in accordance with College policy. This policy applies only to fully matriculated students who have not transferred in the maximum credits acceptable. A fee shall be assessed for each examination. A grade of Pass/No Credit will be issued for Credit By Examination.

### Portfolio Assessment

Students may earn credit through portfolio assessment for experiential learning in certain academic programs.

## ASSESSMENT

### College Placement Test

All degree seeking students are required to demonstrate college-level proficiency in English and Mathematics. Therefore, the college tests incoming freshmen in reading, writing, and mathematics skills. The results of these tests have no effect on admission to Ocean County College. Their purpose is to help the college place students in courses appropriate to their academic backgrounds and needs. The Placement Test should be taken as soon as possible after admissions applications are submitted to avoid delays in the scheduling of courses. Also, early testing may enable students needing development courses to complete them during summer sessions. Students with the following scores will be exempt from the corresponding segments of the Placement Test:

Test	English	Mathematics
NEW PSAT (as of Fall 2015)	PSAT Reading Test $\geq 29$	Mathematics $\geq 27.5$
OLD PSAT (through Spring 2015)	PSAT Reading Test $\geq 54$	Mathematics $\geq 53$
NEW SAT (as of March 2016)	Evidence-Based Reading & Writing $\geq 450$	Mathematics $\geq 500$
OLD SAT (through Feb. 2016)	Critical Reading $\geq 540$	Mathematics $\geq 530$
PARCC (as of Fall 2015)	Grade 11 English Language Arts & Literacy $\geq 4$	Grade 11 Algebra II $\geq 4$
ACT*	English/Writing with Essay $\geq 23$	Mathematics $\geq 22$

PSAT, SAT and ACT scores are valid for 5 years.

PARCC scores are valid for 18 months beyond graduation date.

•Students submitting ACT scores must provide a composite English/Writing score. Students who took the ACT without the essay must take the Writeplacer essay, and, depending on their scores, may also need to take the Accuplacer Reading Comprehension and Sentence Skills Placement Tests.

After students are accepted by the college, they can go to [go.ocean.edu/test](http://go.ocean.edu/test) to schedule to take the College Placement Test. Appointments are preferred but walk-in testing is also available. Please see the Testing Center webpage for hours of operation. This test should be taken as soon as possible, since a delay in testing could result in a delay in the scheduling of courses. Also, early testing may enable students to complete developmental courses during the summer terms.

Students may challenge (retake) the Placement Test only once, and must do so before beginning any developmental courses. Placement Test scores are valid for three years. For additional information and practice sites, visit the Testing Center on the OCC website at [www.ocean.edu](http://www.ocean.edu); search for "Placement Test".

### College Level Math Test

Students who wish to register in the Mathematics course sequence MATH 191 or higher and who have not met the course prerequisites must take the College Level Math Test. This placement test assesses current mathematical ability in areas such as algebra, trigonometry, and functions. For additional details on this test, visit the Mathematics Department page on the OCC website, or stop by the Mathematics Department Office (Russell Building, room 112).

## DEVELOPMENTAL POLICY

College policy states that full-time students must take the Placement Test before registering for their first semester. Part-time students must take this test before registering for a math or English course or before attempting their 12th credit. Also, prior to taking the Placement Test, part-time students may not enroll in more than three courses in a semester.

Students needing developmental English must enroll in the course immediately. Students needing developmental mathematics must enroll in the course before completing 15 credits. The passing grade for a developmental course is "C". New full-time students needing ENGL 091 are limited to a maximum of 14 credits.

The required courses are:

- ENGL 091 (4 cr.)
- STSC 155: College Success Seminar (3 cr.)
- Developmental Math (if needed)
- Courses identified on a limited load course list (if needed for the 12-13 credit maximum)

Part-time students who need ENGL 091 and who wish to take additional courses will be restricted to a limited load and must select from the limited load course list.

Students enrolled in developmental courses may need to attend Ocean County College for one or more additional semesters in order to satisfy specific program degree requirements. The college will not award a diploma to any student who has not demonstrated competency in the developmental skills.

### Developmental Courses

The developmental courses offered by the college are:

- ENGL 091: Developmental Reading & Writing I
- ENGL 095: Developmental Reading & Writing II
- ENGL 098: Writing Skills Development
- MATH 011: Introduction to Algebra I
- MATH 012: Introduction to Algebra II
- MATH 023: Algebra Basics

The minimum passing grade for a developmental course is "C". Developmental courses cannot be used to satisfy degree requirements but are prerequisites to advanced courses.

### Developmental Probation, Restriction and Suspension

- A. Developmental Probation - Math  
Students failing to attain a minimum grade of "C" in the mathematics developmental courses will be placed on remedial probation.
  1. FULL-TIME students are limited to 12 semester hours and must re-enroll immediately in the developmental course.
  2. PART-TIME students must include the developmental course as part of their course load in the next semester in which they enroll.
- B. Developmental Restriction - English  
Students failing to attain a minimum grade of "C" in English developmental courses will be placed on developmental restriction. (Developmental restriction takes priority over Developmental Probation).
  1. Students placed on developmental restriction are limited to a maximum credit load of 12-13 credits, which must include the needed developmental course. The remainder of courses must be selected from the limited load list.



2. Students placed on developmental restriction who fail to pass the developmental course on the second attempt, are limited to 6-7 credits, which must include the developmental course.
3. Students placed on developmental restriction who fail to pass the developmental course after having been limited to 6-7 credits on their third attempt, can only register for that developmental course.

## CENTER FOR STUDENT SUCCESS

### Dedicated to student success focusing on the first year.

At Ocean County College, we are committed to providing a community that will maximize the potential for success for every first year student. The faculty and staff are dedicated in offering a solid academic foundation through active learning, technology, innovative teaching, and diversified experiences while promoting an environment that encourages student involvement.

The Center for Student Success is an integral part of the OCC community, offering an array of services for students to achieve academic success.

### Academic Coaching

Coaching sessions assist students in strengthening academic skills, improving study habits and developing organizational skills. Sessions focus on topics such as goal setting, time management, note taking, testing, and stress management. These sessions are open to all students in the fall and spring semesters. Small groups meet in the Center for Student Success. To make an appointment, please call the Center for Student Success at 732-255-0400 ext. 2957.

### College Success Seminar - STSC 155

This course will assist students in building a solid foundation for a successful college experience through development of critical thinking, information literacy, interpersonal communication, communication in an academic environment, and resource acquisition. STSC 155 is designed to meet three critical needs: 1) to engage the student in learning opportunities, both in and out of the classroom, 2) to develop the appreciation of critical thought among all disciplines, and 3) to improve the student/faculty interactions at Ocean County College.

### Disability Services

Disability Services are located within the Center for Student Success. Our staff work with students with disabilities to develop an Accommodation Plan allowing academic adjustments, which minimize the impact of a disability in a learning environment. Students with documentation of a learning disability, medical/physical disability, visual or hearing impairment, and/or psychological/psychiatric disability must arrange disability services through the Center for Student Success. To arrange for services, a student must: 1. Complete a Student Intake Packet provided by the Center for Student Success 2. Present written documentation of disability 3. Meet with a staff member from the Center for Student Success

### NJ Stars Enrichment Services

New Jersey Stars Enrichment Program, mandated by legislature, is required for all NJ Stars students who do not earn a 3.0 GPA during their first semester. Students in the Enrichment Program are required to take our STSC 155 College Success Seminar to maintain their scholarship. The program also provides students with valuable resources and services such as advising, course scheduling, academic coaching and tutoring to help NJ Stars students build a foundation for success in college.

### Peer Tutors

Peer Tutors are available in various content areas, such as mathematics, science, humanities, and social sciences. OCC students, under the recommendation of faculty, are able to become peer tutors and help students succeed in college. This is a valuable experience for the tutors as well as the tutees. Training and certification is provided through the Center for Student Success.

### Testing Center

In addition to Placement testing, the Testing Center also offers high school equivalency exams and partners with Disability Services, Kean-Ocean, Continuing & Professional Education, The School of Nursing, virtual and distance learning institutions, and test vendors to administer and proctor various academic tests, skills- and competency-based tests and professional certifications. It is located on the ground floor of the Library building, Room L014. Hours: Mondays & Fridays, 8:00am-4:00pm; Tuesdays, Wednesdays, & Thursdays 8:00am-8:00pm; Saturdays 8:00am-1:00pm. Phone: 732-255-0401 Fax: 732-255-0496.

### Voluntary Mentoring Program for Students

A program in which faculty, administrators and staff serve as mentors to students. In a one-on-one relationship, mentors can assist students in achieving both personal and educational goals by offering encouragement, support and guidance. Mentors serve as role models encouraging students to explore their interests and navigate campus resources. To connect with a mentor, students can call the Center for Student Success at 732-255-0400 ext. 2957.

### The Writing Center

The Writing Center is a free resource open to all OCC and Kean-Ocean students looking for help with any aspect of writing and/or reading for any class, whether a student struggles with writing, are an advanced writer looking to polish your skills, or simply for help getting started on an assignment. For hours and additional information, visit the college website or call 732-255-0400 ext. 2341.

### The Mathematics Center

Free professional and peer mathematics assistance is available for students in all areas of mathematics and in certain courses with a mathematical component. We offer a variety of services to help achieve academic goals, including: homework assistance, quiz and test prep, study groups, workshops, and Attached Tutoring. For hours and additional information, visit the college website or call 732-255-0400 ext. 2341.

### Office Information

Location: Library Building, Room 124  
Phone: 732-255-0456 Fax: 732-864-3860  
TTY/TDD & Voice: NJ Relay 711  
Hours: Monday through Friday, 8:00am-4:00pm

## SPECIALIZED PROGRAMS

### High School Students

Participation in the following programs is arranged through the high school guidance department, and students must be recommended by a high school guidance counselor. For more detailed guidelines, contact your high school guidance office or call the Office of Registration and Records at 732-255-0304.

### Early Admission Program

Under the Early Admissions Program policy, high school students who have completed their junior year, whose class rank is at least at the 90th percentile and who meet certain other admissions criteria including SAT performance may, with the concurrence of their high school administration, matriculate as full-time degree students at Ocean County College.

## Jump Start Program

With the concurrence of their high school administration, high school students may enroll as part-time, non-degree students at Ocean County College in the "Jump Start" Program. Jump Start students may register for a maximum of two courses per semester while attending high school. Reduced tuition is available, excluding all online courses. Online learning courses are not recommended for students in the Jump Start Program.

## Tech Prep

Tech Prep is a partnership between Ocean County College and area high schools to develop highly skilled, performance oriented workers in demand occupations for the future. Students from the participating high schools comprising the 2+2 Tech Prep Consortium can continue their education at OCC with a coordinated curriculum that assures continuity in instruction and eliminates duplication of educational experiences. Many students go on to receive baccalaureate degrees through the 2+2 Tech Prep Program. For information on specific programs call Academic Affairs at 732-255-0423.

## Kean-Ocean

Earn credits toward your Bachelor's or Master's degree on the Ocean County College campus with the OCC/Kean University Partnership. Kean University and Ocean County College (Kean-Ocean) have established a partnership that enables area residents to complete the upper level undergraduate courses required for certain Kean University undergraduate degrees on the campus of OCC. Students can earn degrees in Accounting, Biology, Communications, Communications-Public Relations, Criminal Justice and Elementary Education.

### UNDERGRADUATE

Kean-Ocean provides undergraduate courses that will lead to a Bachelor's degree completion program in:

- Accounting
- Biology
- Biology, Teacher Certification Option
- Biology, Teacher Certification Option with Dual Cert. in Special Ed.
- Biology, Health Professions Option
- Communication
- Communication- Public Relations
- Criminal Justice
- Elementary Education, K-6 Certification
- Elementary Education, K-6 and 5-8 Subject Certification
- English, Standard Option
- English, Teacher Certification Option
- English, Teacher Certification Option with Dual Cert. in Special Ed.
- Finance
- History
- History, Teacher Certification Option with Dual Cert. in Special Ed.
- History, Teacher Certification Option
- Management
- Management-Entrepreneurship
- Marketing
- Mathematical Sciences
- Mathematical Sciences Teacher Certification
- Mathematical Sciences Dual Cert. in Special Education
- Nursing)
- Physical Education and Health Teacher Certification
- Physical Education - Global Fitness
- Psychology
- Public Administration
- Recreation Administration - Community Recreation Option
- Recreation Administration - Therapeutic Recreation (25301)
- Recreation Administration - Commercial Recreation (25302)
- Sociology
- Special Education, K-6)
- Special Education K-6 with 5-8 Subject Certification

### GRADUATE

Courses are being offered at OCC for Kean master's degrees in the following areas:

- MA Counseling - School Counseling
- MA Counseling - School Counseling and LPC Qualification
- MA Counseling - Clinical Mental Health
- MA Counseling - Alcohol and Drug Abuse Counseling
- School Assistance Coordinator Certification
- MA Educational Administration (Kean Online)
- MS Exercise Science
- MSN Nursing - Clinical Management
- MSN Nursing - Community Health
- MSN Nursing - School Nurse

If you want to apply for a Kean-Ocean program and already have or will soon complete your associate degree, apply directly to Kean University. The application can be accessed through the Kean-Ocean webpage at: [www.kean.edu/keanatocean](http://www.kean.edu/keanatocean).

## Thomas Edison University

Ocean County College has partnered with Thomas Edison University to deliver one of the most affordable pathways to a baccalaureate degree in NJ. Students will finish their associate degree, and can complete up to 90 credit hours at OCC as part of a 3 + 1 agreement..

The following programs of study are available:

- AS Business Administration to the BABS General Management
- AS Computer Science to BA Computer Science
- AS Computer Science to BS Information Technology
- AS Criminal Justice to BA Criminal Justice
- AA Liberal Arts to BA Psychology
- AA Liberal Arts to BA Liberal Studies
- AAS Technical Studies to BS Technical Studies

## Articulation and Joint/Dual Admission Agreements

Ocean County College partners with senior institutions in a number of ways to provide our graduates with a smooth transition to baccalaureate degree programs through Articulation Agreements and Joint or Dual Admissions Agreements.

Articulation Agreements are formal agreements between Ocean County College and baccalaureate granting colleges and universities which have been developed to improve the transfer process. These agreements provide a formalized partnerships designed to take the guess work out of how the courses you complete at Ocean County College will apply to your future Bachelor's degree when you transfer into a baccalaureate program.

Joint Admissions or Dual Enrollment Agreements are also articulation agreements, but ones which are designed to simultaneously admit participating students into both institutions. The benefits of such agreements include access to advising at both schools while at the community college, invitation to special events aimed at helping participants build a connection to the senior institution to aid in transition; promotes seamless transfer of credits from Ocean County College to the partner institution through advising and curriculum guidance; provides full access to student life at both institutions – such as attending athletic events, trips through Student Life, clubs, and the library at both institutions. Sometimes these types of agreements also offer preferential admission to identified degree programs or specially identified scholarships for participants.

Your advisor can help you select courses that will meet the requirements of your transfer institution, while also fulfilling your Ocean County College graduation requirements.

## Transfer (Articulation) Agreements

Ocean County College has Transfer (Articulation) Agreements with the following colleges and universities:

- Albright College
- Bellevue University
- Berkley College
- Colorado State University: Global Campus
- DeVry University
- Excelsior College
- Fairleigh Dickinson University
- Franklin University
- Georgian Court University
- Kaplan University
- Kean at Ocean, Kean University
- Monmouth University
- New Jersey Institute of Technology
- Northwood University
- Norwich University
- Paul Smith's College
- Richard Stockton University
- Rutgers University
- St. John's University
- St. Joseph's University
- Southern New Hampshire University
- Strayer University
- SUNY Maritime College
- The College of New Jersey
- Thomas Edison State College
- United States Sports Academy
- University of the Arts
- University of Maryland University College
- William Paterson University

If you want to apply for a Kean-Ocean program and already have or will soon complete your associate degree, apply directly to Kean University. The application can be accessed through the Kean-Ocean webpage at: [www.kean.edu/keanatocean](http://www.kean.edu/keanatocean).

## Honors by Contract Program

The Honors by Contract Program allows high achieving students the opportunity to work individually with faculty members on directed higher-level educational activities that are related to course objectives while being enrolled in a regular course.

Students complete the regular course assignments in addition to faculty directed higher-level academic assignments. Students completing Honors by Contract courses will have the designation denoted on their transcripts. Students who successfully complete four Honors by Contract courses with an overall grade point average of 3.5 or above will graduate from Ocean County College with the designation of Ocean County College Honors Student. This designation will be noted on the students' transcripts, diplomas, and in Commencement programs.

All students with a grade point average of 2.5 or above, or its equivalent, from high schools, other higher education institutions, or Ocean County College are eligible to enroll in the Honors by Contract courses. Students may only enroll in two Honors by Contract courses per semester. Students enrolled in any remedial courses may not participate in the Program. Faculty members who teach college-level courses (100 level and above) may participate in the Honors by Contract Program; however, STSC 155 is not included.

## New Jersey Stars Program

### NJ STARS I

The New Jersey Student Assistance Reward Scholarship Program (NJ STARS) is an initiative created by the State of New Jersey that provides New Jersey's highest achieving students with free tuition less any State and/or Federal grants and/or scholarships received at Ocean County College.

Students must:

- Be a resident of Ocean County, rank in the top 15% of their high school class at the end of their junior year or in the top 15% of their graduating class.
- Students may receive 4-5 semesters of funding for up to 18 credits per semester.
- Students must apply for all forms of State and Federal Student Aid (FAFSA) and submit any requested documentation to complete and verify application data within the established deadlines.
- Students must maintain continuous full-time enrollment and achieve a minimum cumulative grade point average (GPA) of 3.0.
- Students must earn a 3.25 cumulative GPA upon graduation from community college to be eligible for NJ STARS II.

### NJ STARS II

NJ STARS II is a continuation of NJ STARS I that provides partial scholarships and enables successful NJ STARS students to earn a Bachelor's degree at a New Jersey four-year institution of higher education.

Students must:

- Complete NJ STARS I at the community college
- Earn an associate degree from a New Jersey community college with a minimum of 3.25 GPA.
- Maintain a 3.25 average GPA in their junior year to receive the scholarship in his/her senior year.
- Be admitted to a New Jersey four-year institution of higher education.
- Be enrolled in a full-time course of study (up to 18 credits per semester) in a baccalaureate degree program during the academic year following graduation from community college.
- Students may receive an NJ STARS II scholarship for up to four (4) semesters, excluding summer sessions and must apply for all forms of State and Federal need-based grants and merit scholarships by completing the Free Application for Federal Student Aid (FAFSA) within the established deadlines and complete any required verification procedures.

For additional program information and requirements, please visit [www.ocean.edu](http://www.ocean.edu) or [www.njstars.net](http://www.njstars.net). Call 732-255-0300.

## Global Education Experience

Ocean County College offers exciting travel opportunities, both within and outside the United States, to promote cross-cultural understanding and awareness of global perspectives. OCC faculty members lead our Global Education Experience seminars. The programs are open to all students; some of the programs are open to community members as well. Eligible OCC students may apply for a Global Education Experience Scholarship through the OCC Foundation. These travel and educational seminars allow students to earn college credit while they travel. The college can also assist students in locating semester-long overseas programs offered by other institutions. A sampling of our recent and upcoming abroad programs include:

- Theatre in London, England
- The military battlefields of France
- Travel in the Middle East and North Africa in Rabat, Morocco
- Global science and the history and culture of Ireland
- Seminar at sea cruise

For more information on international travel opportunities offered by Ocean County College, go to the main website, [www.ocean.edu](http://www.ocean.edu), click the A-Z Index, and search "Global Education Experience."

## Reduced Tuition for Seniors

Ocean County residents, 65 years of age or older, may enroll in credit courses on a space available basis with a reduced tuition (not including textbooks). Registration will only be accepted the day before classes begin for the semester. For more information, please contact the Registration & Records Office at 732-255-0304.



OCEAN COUNTY COLLEGE

# EXPENSES AND FINANCIAL INFORMATION



## TUITION\*

*The student's tuition and fees are established by the college's Board of Trustees and are subject to change.*

Failure to make payment arrangements at the time of registration for tuition and fees may cause cancellation of your class schedule. In the event your schedule is canceled for non-payment, you must re-register and provide payment.

### For County Students

At publication, tuition for a certified resident of Ocean County is based on a per credit hour charge of \$119.

The total cost for educating each student is determined by dividing the cost of operating the college by the estimated number of full-time equated students attending the college. The state's contribution per student is subtracted. The balance is shared between the county, the student and other miscellaneous sources.

### For Eligible Out-of-County Residents

Students attending a county community college outside their county of residence are eligible for the prevailing in-county tuition rate under the following conditions: (1) the county of residence does not sponsor a county college, or (2) the college in the county of residence certifies that it does not offer the particular course or program of study desired by the applicant, or (3) the college in the county of residence certifies that it cannot admit the applicant into a particular course. Under chargeback legislation, the sending county is obligated to contribute toward tuition. For required documentation, contact the Registration and Records Office at 732-255-0304 or registrar@ocean.edu.

A copy of the student's College Skills Assessment test scores must be submitted before a chargeback can be considered. If eligible, the student should request an "Inability to Admit" form from the college in his/her county of residence and a "Certificate of Residence for the Purpose of Chargeback" form from his/her county fiscal officer. These forms should be presented to the Cashier's Office at Ocean County College immediately following registration. If the forms are not submitted, the student must pay out-of-county tuition rates. Out-of-county students should contact the Office of Registration and Records for more information concerning the Chargeback Law.

### Tuition Schedule

At publication, rates for full-time and part-time students were as listed below, (excluding fees). A current listing of tuition and fees can be obtained from the cashier's office, located in the Administration building or on the website at [www.ocean.edu](http://www.ocean.edu).

**County residents:** \$119/semester hour

**Out-of-county N.J. residents:** \$137/semester hour

**Out-of-county E-Learning:** \$137/semester hour

**Out-of-state residents:** \$225/semester hour

**Jump Start (after applied Trustee Discount):** \$85/semester hour plus technology fee

**Reduced Tuition for Seniors:** \$59.50/semester hour plus technology fee

**Tuition Deposit (Nursing Students Only):** A \$300 nonrefundable tuition deposit is required of newly accepted nursing students.

## FEES\*

### College/Student Fees

At publication, full-time and part-time students pay a college/student fee of \$19 per credit hour. The fee represents partial subsidy of the following services:

- 1) College Budget
  - Advising
  - Intercollegiate Athletics
  - Student Life Office Administrative Operations
  - Transfer & Placement
  - Financial Aid
  - Admissions & Records
  - Parking
- 2) Student Life Fund
  - Clubs & Organizations
  - College Center Building Fund

In addition, full- and part-time students pay a technology fee of \$12.50 per credit hour.

### Graduation, Diploma, and Certificate Fees

Applications are available in the Office of Registration and Records. A fee of \$65 for a cap and gown is required for students planning to participate in the Commencement ceremony payable to the Barnes and Noble OCC Bookstore.

Graduation applications should be filed by March for spring graduation and June for summer graduation. Students applying after this date will be reviewed with those graduating the next semester.

### Course Fees

The following fees will be required of all students enrolled in certain designated courses. These fees are used to offset laboratory materials, tutoring or other needed costs. Fee categories appear at the conclusion of applicable course descriptions. A special table of fees, not shown here, also exists for International Education courses.

Fee Category	Fee Per Course
1	\$20
2	\$30
3	\$40
4	\$55 (Hybrid Courses)
5	\$115
6	\$105
7	\$100 (Online Courses)
8	\$2,500 (Nursing only)

*In addition to the above, students may be required to purchase materials for their own use in conjunction with certain courses as noted at the end of those course descriptions. These costs will be identified by the course instructor and will not be included on the student's bill prepared by the college.*

*\*At time of publication.*

### Instructional Material Fees

The following fees will be required of all students enrolled in certain designated course selections. These fees are used to offset the cost of the required text material delivered in a digital format that is accessed through the LMS (Learning Management System).

Fee Category	Fee Per Course
1	\$50
2	\$75
3	\$95
4	\$120
5	\$150

Registration Fees

All students are expected to comply with the schedule of registration as published in the college calendar. **A \$20 non-refundable registration fee is charged to all students for each registration term.** Post registration generally will be permitted up through the census date for those who failed to do so during the regular registration period.

Tuition & Fees Payment

All tuition and fees must be paid at the time of registration. Checks or money orders are acceptable when made payable to Ocean County College. A charge of \$25 will be assessed for all checks issued to the college and not paid upon presentation to the bank. The college offers a payment plan option to students who cannot pay their entire bill in full at the time of registration. Visa, MasterCard, American Express and Discover are also accepted.

Office of Student Life Emergency Loan Fund Penalty Fees\*

The following penalty fees will be assessed to students who are delinquent in payment of their Office of Student Life Emergency Loans:

- 14-20 days overdue.....\$5
- 21 or more days overdue.....\$10
- Returned check fee .....\$25

The student shall also be responsible for absorbing all costs involved in collection of any delinquent emergency loans and/or penalty fee.

\*At time of publication.

International Students

In order for an international student to attend Ocean County College, the following requirements must be met prior to acceptance and our issuing an I-20 Student Visa form:

- 1) Submission of a completed admissions application. The address on the application should indicate where the student would be living while attending Ocean County College.
- 2) All minors, under 18 years of age, must show proof of high school diploma or United States equivalent and are required to have a sponsor. A minor's admissions application must be signed by the student and by the sponsor.
- 3) A notarized affidavit from a United States citizen or an authorized agency attesting to the assumption of responsibility for the international student during the period the individual intends to remain in the United States. The affidavit of support must be a completed I-134 found at [www.uscis.gov](http://www.uscis.gov).
- 4) Satisfactory performance on the Test of English as a Foreign Language (TOEFL) is required as evidence of proficiency in English. If the exam is taken on a computer the passing score is 173 and if paper based, the passing score is 500. TOEFL iBT passing score is 61. Students who currently reside in the United States under some type of visa can submit the following TOEFL scores: a score of 127 or high on a computer based test, 443 or higher on a paper-based test or a passing score of 43 or higher for the TOEFL iBT. An additional test of language skills will be required and students will have to take additional English courses depending on their scores. All international student applicants must meet this requirement. For more information concerning this test and the location of the nearest testing center, contact them online at [www.toefl.org](http://www.toefl.org). If you don't have access to the web, you can write to the Educational Testing Service, P.O. Box 6151, Princeton, NJ 08541-6151, USA, or call at 609-771-7714.
- 5) The cost of tuition for an international student will be the same as that of an out-of-state or foreign resident, regardless of residency. Documented funds for educational and living expenses must be shown in a bank account or other readily convertible assets excluding real estate and other fixed assets. See budget below.

- 6) An international address from the student's country of origin, with a photocopy of their current Visa and Passport, is required for identification purposes. Students must also note what type of current Visa they have if they are already in the United States.
- 7) Since Ocean County College is a non-residential institution, the student must make arrangements for room, board, and transportation. It is the responsibility of the student to arrange this prior to the start of classes.
- 8) When applying for the Spring Semester, we must receive all completed paperwork by November 15th. When applying for the Fall Semester, we must receive it by July 15th.
- 9) a. Students who are transferring their F-1 Visa into Ocean County College must also complete the Notice of Intention to Transfer form and submit a copy of all I-20s they have received from their current and previous schools.  
b. Student who will be receiving their first I-20 must pay the SEVIS fee at [www.fmjfee.com](http://www.fmjfee.com).

Ocean County College abides by the Student and Exchange Visitor Information System (SEVIS) regulations regarding the reporting of international students. While attending Ocean County College, all international students must be full time-students. International students are required to register and complete a minimum of 12 credits each semester.

INTERNATIONAL STUDENT BUDGET 2018-2019

Estimated cost based upon 15 credit semesters:

Tuition & Fees.....	\$7,350
Books & Supplies .....	\$2,025
Room/Board & Utilities.....	\$16,340
Transportation .....	\$3,300
Personal Expenses.....	<u>\$1,500</u>
Total .....	\$32,315



## TEXTBOOKS (BARNES & NOBLE BOOKSTORE)

For the convenience of the students, the college operates a bookstore located in the Jon and Judith Larson Student Center. A full-time student may expect textbooks to be approximately \$800 with supplies per semester. The figure is only an estimate and can vary significantly depending upon the courses chosen.

The bookstore offers a wide variety of new, used, and rental textbooks in addition to an array of products such as sportswear, school supplies, tablets, insignia items, novelty gifts, etc.

The bookstore is open Monday through Wednesday from 8:30am to 6:00pm, Thursday 8:30am to 5:00pm and Friday from 8:30am to 2:00pm. Hours are extended during the beginning of each semester. Special hours are posted on the Bookstore website. Students may also use OCC's online bookstore to purchase books, supplies, and apparel.

## AID & SCHOLARSHIPS

### Financial Aid

Ocean County College provides financial assistance to qualified students through various combinations of grants, loans, and part-time employment. Eligibility is determined on an individual basis. Recipients are required to meet program guidelines and maintain good academic standing.

Unless otherwise specified, financial aid is awarded on an annual basis and students must reapply each year.

All students applying for financial aid must file a Free Application for Federal Student Aid (FAFSA). The form can be completed online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

**For State aid, FAFSA** applications to attend Ocean County College must be received by the Federal Processor no later than **September 15** for fall semester and **February 15** for spring semester. Applications submitted after the above State deadlines are considered late and may result in a loss of State aid. Late applicants should expect to pay for their own tuition, fees and books, but those who establish eligibility for financial aid may receive a refund after processing is completed

### Verification

A student's application may be selected for review in a process called Verification. In this process, a school is required to compare information from the application with copies of the Federal IRS tax transcripts, W-2 forms or other financial documents. The law says the school is required to ask the student for this information before awarding aid. If the student is selected, please be aware of the following document submission deadlines. NO AID will be awarded until a file is complete. If we do not receive the information in a timely manner, students should expect to pay for their tuition, fees and books until the file is complete and the student is awarded.

Students must maintain academic progress with parameters defined by the U.S. Department of Education. Students must maintain a 2.0 cumulative Federal GPA and complete 67% of classes within a given semester. No distinction is made between "F" grades, "W" grades or "I" grades with regard to Financial Aid Standards of progress. See a financial aid officer for complete details.

### Special Circumstances

If a student experiences financial hardships during the current tax year, they may request a special circumstance review of their application. Students may be required to complete the verification process before their special circumstances are considered. Students should expect to pay their tuition, fees and books until the review is completed and the student is awarded. Students requesting a special circumstance review after January 1st will be required to provide W-2s and an IRS Tax Return Transcript for the current year before the Financial Aid Office will consider a special circumstance review.

### Financial Aid Deferments

The Director of Financial Aid is the official responsible for granting financial award or scholarship related deferments. Under most situations there is no additional charge to the student.

Financial Aid Programs Available at OCC:

#### FEDERAL

- Federal Work-Study (FWS)
- Pell Grants (PELL)
- Supplemental Educational Opportunity Grants (SEOG)
- PLUS loans
- Federal Stafford Loans

#### STATE OF NEW JERSEY

- Educational Opportunity Fund (EOF)
- National Guard Tuition Credit Program
- NJ CLASS Loans
- NJ Stars Program
- POW/MIA Tuition-Benefit Program (POW/MIA)
- Public Tuition Benefit Program (PTBP)
- Tuition Aid Grant (TAG)
- Veterans Tuition Credit Program (VTCP)
- Volunteer Tuition Credit Program

### Other Programs

Other educational benefits are available to eligible students through the Veterans Administration, New Jersey Rehabilitation Commission and the Ocean County College Foundation. Reserve Officer Training Corps (ROTC) Scholarships are also available.

Applications and additional information can be obtained by contacting the Financial Aid Office, located on the first floor in the Administration Building.

## Veterans

Veterans, dependents of veterans, and other military personnel may apply to receive educational assistance from the Veterans Administration while enrolled at Ocean County College. All new students should contact the Veterans' Services Office located on the first floor of the Administration building prior to enrolling in classes.

Once VA eligibility is determined, all new students should contact the Veterans' Services Office. New and current students will attend a Veterans' Group Advising session each semester to discuss degree and course selection, career and transfer goals, and graduation requirements. Students must enroll in a degree program or Approved Certificate program. Certificate programs are limited and must be verified for benefits. Students may take certain courses for transfer to a degree at another college if written approval is obtained from the transfer institution.

VA benefits are paid only for courses that are required for the completion of the student's degree program. Student must make satisfactory academic progress in order to maintain eligibility for VA educational benefits.

VA processing takes about six to eight weeks. Veterans should contact the Financial Aid Office regarding other aid available from the State of New Jersey.

To contact a Veterans' Services representative, email [elearningvet@ocean.edu](mailto:elearningvet@ocean.edu) or call 732-255-0400, extension 2080.

## OCEAN COUNTY COLLEGE FOUNDATION

### Scholarship Opportunities

The Ocean County College Foundation is a private, nonprofit organization dedicated to the growth and development of the College through scholarships, endowments, and capital and special projects. The Foundation's goal is to make higher education accessible to all Ocean County residents attending OCC.

Since its inception in 1965, the Ocean County College Foundation has raised and awarded millions of dollars in scholarships to students, and has provided financial support to a number of programs benefiting the OCC community. A variety of academic scholarships and awards are available to both new and returning students. Scholarships and awards vary in amounts, and several can be renewed. Recipient applications are reviewed and selected by the Foundation Scholarship Committee. For additional scholarship information and to apply online, please visit [go.ocean.edu/scholarships](http://go.ocean.edu/scholarships).

## METHODS OF PAYMENT

### Payment in Full

All tuition and fees must be paid at the time of registration.

Checks or money orders are acceptable if made payable to Ocean County College. Checks or money orders must include the student's name and his or her social security number or student I.D. number. The college also accepts cash payment. VISA, MASTERCARD, AMEX and DISCOVER are also accepted in person, by telephone and on the web.

A charge of \$25 will be assessed for all checks issued to the college and not paid upon presentation to the bank. Once a personal check is returned by a bank to the college it will not be re-deposited nor will the college accept another personal check in its place. Instead, payment must be made in cash or by certified check or money order.

Once payment has been made, the check cannot be returned to the student if the student changes his or her mind about attending. Likewise, the student should not process a stop payment order at his or her bank. The college will treat a stop payment as a returned check and will apply the \$25 returned check charge. Instead, the student should go to the Office of Registration and Records and process a drop form. The college will in turn generate a refund check in the appropriate amount.

### Monthly Payment Plan

Payment to OCC for tuition and fees is normally required to be paid in full at the time of registration. However, we recognize that making payment in full before the semester begins can cause an economic hardship for many students. To remedy this situation, we provide the OCC Tuition Payment Plan (TPP).

More information regarding the payment plan is available on the web or at the Cashier's office. Brochures can be obtained from the Cashier's Office and the SEC and are available for download at [www.ocean.edu](http://www.ocean.edu).

## REFUNDS

Students who officially withdraw from courses may be eligible for a percentage refund of tuition and certain fees. Students must go to the Registration & Records Office and complete a drop form, in person or online. Failing to attend class will not relieve you of your financial obligation to the college, even if you have not yet paid your full tuition bill. Completing the drop form according to the schedule below will eliminate or reduce your financial obligation. Students receiving Financial Aid must complete 60% of the semester in order to be entitled to 100% of their Financial Aid Funds awarded for the semester. Withdrawals occurring prior to 60% completion date will result in the recalculation of aid eligibility and the return of ineligible aid to Federal or State agencies. This may result in the student owing a balance to the school. It is the responsibility of the student to officially withdraw from classes during the appropriate refund periods if the student is to receive a REFUND OR CREDIT.

Percentages are applied against tuition and fee charges for registered courses. The resulting amount will then be compared to any student payments that may have been made with the difference being the amount of the refund due to the student or the balance still owed to the college. No refund will be given for the following fees: Registration, Tuition Deposit, Certificate, Graduation, or Tuition Payment Plan.

Official date of withdrawal will be the date the Registration and Records Office receives the completed withdrawal form with all required signatures. The official date of withdrawal for online requests is the date that the student initiates the request.

### Refund percentages are as follows:

- Class cancelled by the college: 100%
- Withdrawal prior to the first official day of the semester or term: 100%
- Withdrawal between the first official day of the semester or term, up to and including the official attendance census date of the semester or term (10<sup>th</sup> day of a semester or approximately the 5<sup>th</sup> day of a term; check your bill schedule or ask the Registration & Records Office for specific dates): 50%
- Withdrawal after the official attendance census date of the semester or term: None

If a student fails to withdraw from a specific Term prior to the beginning of that Term and does not attend classes at all for that Term, all eligibility for that Term is rescinded. Student charges and refunds will be calculated according to the policy as listed under "Refunds".

The exact refund dates for each semester or term are printed on the bill/schedule received by every student at the time of registration.

FAILURE TO BE AWARE OF THESE DATES IS NOT GROUNDS FOR A REFUND.

Occasionally, extraordinary circumstances require Ocean County College to make an exception to the above refund period policy, in which case a REFUND may be issued. Substitution of faculty is not grounds for a refund. It is the policy of Ocean County College to make these exceptions due to extenuating circumstances with supporting documentation only.

Additionally, all appeals must be received within 12 months of the affected term. Late appeals will not be considered. If you feel that you have a valid refund appeal, you may write a letter of appeal, including supporting documentation, to:

Office of Academic Affairs  
Tuition Refund Appeals Committee  
Ocean County College  
College Drive  
PO Box 2001  
Toms River, NJ 08754-2001

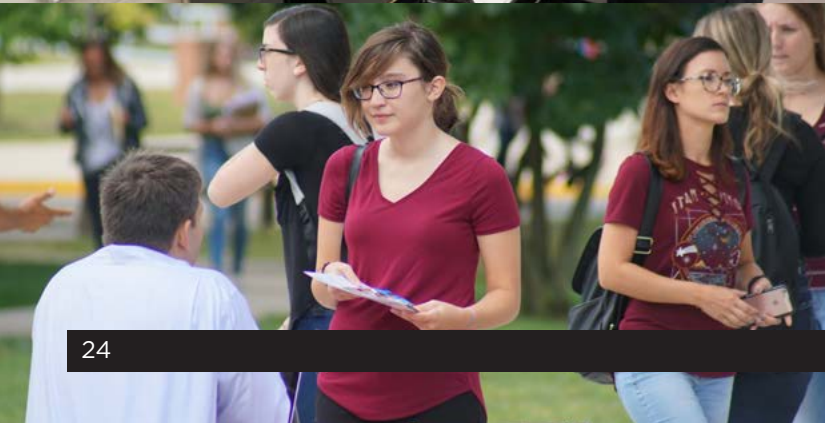
You will be notified in writing of the finding of the committee after the merits of your case are reviewed.





OCEAN COUNTY COLLEGE

# STUDENT SERVICES



## STUDENT AFFAIRS DIVISION

Student Affairs at Ocean County College is based on a developmental model that fosters professionally guided self-exploration, which encourages the student to assess personal needs, values, interests and skills. Although self-understanding is a lifelong quest, OCC provides a unique opportunity to assist students in generating clear alternatives in academic, career and personal decision-making that will determine the direction of one's life.

Student Affairs provides many professional support systems to meet the needs of the diverse student population. The offices of the division consist of the following and are open from 8:00am to 8:00pm, Monday through Thursday and from 8:00am to 5:00pm on Friday (summer hours may vary):

- Athletics & Intramurals Program
- Counseling & Student Development Services
- Registration & Records
- Academic Advising, Transfer & Career Services
- Financial Aid
- Admissions/Recruitment
- Veterans Services
- Educational Opportunity Fund Program
- Center for Access & Equity
- Student Life/Clubs & Organizations
- Student Support Services
- The Hub
- Program Compliance

## ACADEMIC ADVISING OFFICE

### Advising, Transfer, and Career Services

The mission of the Advising, Transfer and Career Services Office is to assist students in accomplishing their academic, career and life-long learning goals. Advising, Transfer and Career Services strives to support students at all stages of their academic journey. The integration of academic and career planning will create a comprehensive, holistic experience, providing students with:

- An introduction to academic programs and course requirements
- Development of an academic plan, with a focus on short and long-term goals
- Self and career exploration
- Preparation for successful transfer or employment

The Advising, Transfer and Career Services Office is open 8:00am-8:00pm, Monday-Thursday, and 8:00am-5:00pm Friday. For more information, please contact us at 732-255-0300, email [advisingoffice@ocean.edu](mailto:advisingoffice@ocean.edu), or visit [go.ocean.edu/advising](http://go.ocean.edu/advising).

### New Student Orientation

All new full-time students are required to attend an Orientation session prior to the start of the Fall or Spring semester at OCC. Orientation is a critical part of the academic planning process. The program offers students the opportunity to meet with an academic advisor, discuss goals and learn how to use OCC's enrollment technology. New part-time students are also encouraged to attend Orientation.

Ocean County College also offers a Parent Orientation. At Parent Orientation, parents of incoming students will be introduced to Academic Leadership and Student Support Services at OCC. Parents will hear about the academic opportunities and resources available to students, and they will learn how they can best support their students in the transition to becoming independent college students.

## Student Planning

Student Planning is an online resource that provides students and advisors with the tools they need to plan and track progress toward degree completion. Students can use Student Planning to review degree requirements, create an academic plan, register for courses and even see how credits would apply to a different degree program. The Advising, Transfer and Career Services Office encourages students to use Student Planning to create short and long-term plans that will help them to fulfill their educational goals. Students can access Student Planning by logging into their Ocean Connect account. For help using Student Planning, students can see their advisor or visit [go.ocean.edu/studentplanning](http://go.ocean.edu/studentplanning).

## Transfer Advising

The majority of OCC graduates transfer to four-year colleges and universities. Advising, Transfer and Career Services assists students in aligning their studies, transfer goals and career aspirations. Students are encouraged to start planning for transfer early! A great place to get started is at [go.ocean.edu/transfer](http://go.ocean.edu/transfer), where students will find information on events such as transfer fairs, instant decision days and transfer workshops; tutorials on NJ Transfer; and a timeline for transfer preparation. For more information, please contact Advising, Transfer and Career Services at 732-255-0300.

## Career Advising

Advising, Transfer and Career Services provides students with appropriate career advising, based on the individual student's academic experience and goals. Advisors will teach students to identify career pathways and ensure that their academic plans align with their life vision. Students will receive the tools they need to explore careers and employment, as well as their own strengths, passions and goals. OCC also maintains information about open positions with local employers and offers assistance with resumes, interviewing skills, and job search strategies. For more information, please contact Advising, Transfer and Career Services at 732-255-0300, email [careerservices@ocean.edu](mailto:careerservices@ocean.edu), or visit [go.ocean.edu/career](http://go.ocean.edu/career).

## The New Jersey Student Tuition Assistance Reward Scholarship (NJ STARS) Program

The NJ STARS program is an initiative created by the State of New Jersey that provides New Jersey's highest achieving students with free tuition at their home county college. NJ STARS advisors help STARS students get and stay on track through services such as academic coaching; graduation advising; and transfer and career planning. For more information, please visit [go.ocean.edu/njstars](http://go.ocean.edu/njstars) or contact STARS Coordinator Jennifer Kipp at 732-255-0400 ext. 2933 or email [jkipp@ocean.edu](mailto:jkipp@ocean.edu).

## COUNSELING SERVICES

Counseling Services provides comprehensive services to students in a respectful and encouraging environment. The department designs and offers services so they can be successful in setting and achieving their career, academic, and life plans and goals. Individual and group services, as well as some online services, provide a framework for students to increase their knowledge and understanding so they can make educated decisions, succeed academically and lead satisfying and productive lives.

## Confidential and Personal Counseling

Personal Counseling Sessions are provided by trained and licensed counselors. The focus of counseling services is to assist students with dealing with personal, social, and/or emotional concerns that interfere with academic success and learning. The emphasis of all counseling is on identifying and bolstering strengths and resources. Counselors work with students who are academically at-risk through the Step-by-Step or Academic Success program.

## Student Support Services (SSS)

A federal grant fund program dedicated to increasing the retention and graduation rates of students who are first-generation, low-income, and/or disabled, and who have an academic need. Students who qualify receive personal attention from the SSS dedicated staff and services that include: understanding degree requirements and assistance selecting courses, professional tutoring, information and assistance applying to FAFSA, assistance with transferring to a 4-year college or university, education on economic and financial literacy, visits to colleges within NJ and other trips that are culturally enriching.

## The Displaced Homemakers Program of Ocean County

A state grant funded program which provides services to individuals who lost their primary source of income due to separation, divorce, disability or death or the primary family wage earner. All services are designed to help the client become economically self-sufficient.

For more information, contact us at 732-255-0400 ext. 2945 or on our web page at [www.ocean.edu](http://www.ocean.edu) and search for "Displaced Homemakers".

## EDUCATIONAL OPPORTUNITY FUND (EOF)

The Educational Opportunity Fund (EOF) is a state funded program designed to assist low-income New Jersey residents who are capable and motivated, but lack adequate preparation for college study. EOF supports a wide array of campus-based outreach and support services at 28 public and many private colleges and universities in New Jersey. Ocean County College is one of 19 participating community colleges.

**EOF MISSION:** To provide access to higher education

Students are evaluated for admittance based upon academic readiness, potential, motivation and financial need; an interview is required. Students must register full time (12 credits or more) and also complete a Free Application for Federal Student Aid (FAFSA).

**EOF@OCEAN offers:**

**First Experience** to assist your entry into college

**Tutoring** to help you achieve at the highest levels

**Seminars/Workshops/Activities** to enrich your experience

**Advising** to provide individualized academic and personal support

**Leadership Conference** to develop skills to direct and guide

**Financial Aid** for summer sessions

All are welcome to apply, regardless of age, race, ethnicity, disability, sexual orientation, gender identity, or expression. EOF enrollment is determined by state funding, apply early. For additional information, contact the EOF Office at 732-255-0400, extension 2026 or at [eof@ocean.edu](mailto:eof@ocean.edu).

## THE CENTER FOR ACCESS & EQUALITY (C4AE)

*Tikkun Olam ~ Repairing the World*

**PHILOSOPHY:** C4AE works to give the voices of OTHERS opportunity for expression and recognition. We work to develop understanding of differences, bridge communication and create space for coming together in celebration of likeness - We work toward uniting the HUMAN RACE

**MISSION:** It is the mission of the Center for Access and Equity to promote inclusion and pluralism.

**GOALS:**

- To develop, initiate, promote and support programming in the areas of: inclusion, social justice, diversity, gender equity, pluralism and access

- To outreach, recruit, and advocate actively to immigrant new comers, LGBTQ2IA2, and communities of color
- To support said communities toward degree completion
- To collaborate with like constituencies to develop, promote and support programs aligned with C4AE's mission
- To model supportive behaviors of acceptance, respect for boundaries, facing conflict, and seeking solutions
- To address students with preferred or chosen name or pronoun and correct pronunciation

All are welcome regardless of age, race, ethnicity, disability, sexual orientation, gender identity or expression, class, or country of origin. Contact C4AE at 732-255-0400, ext. 2026 for more information.

## THE HUB

The HUB, Ocean County College's one stop shop, provides students express enrollment services. Students can apply to the college, register, drop or add classes, and get financial aid information within the lobby of the Administration building. The HUB allows students to complete their enrollment processes in one location, simply and easily. In addition to physical services, the HUB also features 24/7 virtual assistance through our website [go.ocean.edu/hub](http://go.ocean.edu/hub) and our chatbot, Reggie.

## INTERCOLLEGIATE ATHLETICS & INTRAMURAL PROGRAMS

We have a wide range of intercollegiate athletics and intramurals available for the students of Ocean County College. The sport programs have been ranked as a member of the National Junior College Athletic Association (NJCAA) and have competed at the 2-year college championships in their sport. Presently, we have Soccer, Tennis, Cross Country, Golf, Basketball, Softball, Lacrosse, Volleyball and Baseball as our certified sport programs. Please check out our website for more information: [www.occvikings.com](http://www.occvikings.com). The Intramural activities are open to students and staff of the college during the Fall and Spring semesters. Please check us out on Facebook (OCC Intramurals) for times and programs available throughout the year.

For more information, contact the Athletics Office at 732-255-0345.

## LIBRARY SERVICES

The Ocean County College Library offers a wide variety of materials and personalized assistance to members of the college community in locating and evaluating appropriate resources to satisfy their information needs.

The mission of the OCC Library is to provide its users with information pertinent to all areas of instruction; to teach Information Literacy in collaboration with classroom faculty; and to provide access to professional librarians who can assist patrons in locating the information they need.

The Library collection contains over 80,000 books and audiovisual materials, including over 200 print periodicals; and houses both State and Federal government documents. In addition, the Library subscribes to a number of online databases, allowing students access to an even greater variety of articles and information resources; including more than 200,000 eBooks. Supplementary materials can be requested through interlibrary loan.

Borrowing privileges are extended to currently enrolled OCC and Kean-Ocean students, faculty, and staff. The College ID card is required for all Library transactions. To access the library website, go to [www.ocean.edu](http://www.ocean.edu). To access library resources from off campus, use your Ocean Connect account.



## STUDENT LIFE

The Student Life Office is the center of student activity on campus. Our mission is to offer a diversified program of student activities developed by students in consultation with faculty and administration. The co-curricular program is a learning laboratory for the exploration of human relations skills and the development of emotional intelligence. Discount services and travel to area recreational, educational, and cultural activities are offered to OCC students. Student Life oversees, along with faculty advisors, more than 50 special interest student organizations reflecting the diversity of the general community and the OCC student population.

### Dining Facilities

Full cafeteria and vending services are available in the Jon and Judith Larson Student Center. Breakfast, lunch, and dinner are served daily during the academic year.

#### CAFETERIA HOURS:

Monday through Thursday	8:00am – 6:30pm
Friday	8:00am – 2:00pm

#### COFFEE SHOP:

Monday through Friday	7:30am – 8:00pm
Saturday	7:30am – 1:00pm

Vending services are also available in other buildings throughout the campus.

### Clubs & Organizations

The goal of the extracurricular program is to help students to assume responsibility for their own behavior via the group process of a club or organization. All student activities are planned and developed by members of the clubs and organizations with the aid of the Director and Assistant Director of Student Life, the Coordinator of Student Programming, the Student Life staff and club advisors.

Every official student club or organization privileged to use the college name has a constitution compatible with the philosophy of the college and with local, state and federal laws, as well as a faculty advisor and a stated number of objectives. Each group is responsible for planning its own program and controlling its own budget, within the pattern established through the Student Senate and under the general supervision of the club advisor, the Director of Student Life and/or the Assistant Director.

A general program of cultural, social and educational events, developed annually by student organizations, is offered to the student body. This program is coordinated through the Office of Student Life and includes lectures, films, bus trips to entertainment and sporting events, on-campus theatre productions, and other student-oriented programs.

## Student Government – ASOCC

The Associated Students of Ocean County College (ASOCC) and its representative body, the Student Senate, exist to further the well-being of the students, to serve as a channel of communication between the students and the administration, and to cooperate closely with the faculty and administration in maintaining academic and social standards of excellence. The senate is authorized by the college to administer, under specified conditions, a number of regulations and procedures relating to student life.

Ocean County College student organizations include the Student Activities Board, Phi Theta Kappa (a national honor society), Circle K International (a service organization), the Organization for Black Unity (O.B.U.), the Hispanic Club, and the Paralegal Association. Other clubs on campus include the Student Nurses Organization, Criminal Justice Association, Campus Crusade for Christ (CRU), and EOF Alliance. Students may also decide to become involved with Phi Beta Lambda (business club), the Environmental Club, Mathematics Club, Judo Club, Science Club, and Women's Network.

Student publications include the Viking News, a bi-weekly campus newspaper and a literary magazine, Seascape. Students may also join the theatre company, the college chorus, the concert band or participate in WOCC, the campus radio station. A complete list of student clubs and organizations is located in the Student Handbook and is also available from the Office of Student Life.

## O.C.E.A.N., INC. KIDS CHILD DEVELOPMENT CENTER

The Ocean Community Economic Now's Childcare Center is located on the Ocean County College campus via Lot 2, next to the tennis courts. This service; available to all OCC students, employees and the surrounding Ocean County community, provides quality childcare with an early childhood development curriculum and Head Start Program.

For more information, call O.C.E.A.N. Inc. at 732-244-5333.

## TEXTBOOKS (BARNES & NOBLE BOOKSTORE)

For the convenience of the students, the college operates a bookstore located in the Jon and Judith Larson Student Center. A full-time student may expect textbooks to be approximately \$800 with supplies per semester. The figure is only an estimate and can vary significantly depending upon the courses chosen.

The bookstore offers a wide variety of new, used, and rental textbooks in addition to an array of products such as sportswear, school supplies, tablets, insignia items, novelty gifts, etc.

The bookstore is open Monday through Wednesday from 8:30am to 6:00pm, Thursday 8:30am to 5:00pm and Friday from 8:30am to 2:00pm. Hours are extended during the beginning of each semester. Special hours are posted on the Bookstore website. During the summer semester and semester break the bookstore is open Monday through Friday from 8:30am to 4:00pm. Students may also use OCC's online bookstore to purchase books, supplies, and apparel.

OCEAN COUNTY COLLEGE

# ACADEMIC DEGREES AND GENERAL EDUCATION REQUIREMENTS



## ASSOCIATE DEGREES & DEGREE PROGRAMS

Ocean County College offers Associate in Arts (A.A.), Associate in Science (A.S.), and Associate in Applied Science (A.A.S.) degrees. All degree programs contain a core General Education foundation required by all two-year and four-year colleges and universities.

## GENERAL EDUCATION REQUIREMENTS

General education courses are grouped into several major categories: Communication, Mathematics, Science, Technology, Social Science, Humanities, History, Diversity/Global and Cultural Awareness, Information Literacy and Ethical Reasoning.

## GRADUATION REQUIREMENTS FOR DEGREE PROGRAMS

A degree signifying graduation from Ocean County College will be awarded to all students completing an approved planned program, provided the following minimum conditions have been filled:

- 1) A student must have earned at least 64 semester hours of credit with a minimum cumulative grade-point average of 2.00
- 2) If a student has taken developmental classes, these courses do not count toward meeting graduation requirements for any degree. Sufficient additional credits must be completed to meet the 64 credit minimum for a degree.
  - a) Veterans, active duty personnel and those who have completed basic training may apply to receive credit for HEHP 893 from the Veterans Affairs office. A copy of DD Form 214 and a request for HEHP credit must be submitted to the Financial Aid Office.
  - b) Distribution of Semester Hours of Credit for Degrees

### Additional Graduation Requirements

- 1) Required courses in all programs of study are as stipulated in the catalog at the time the student matriculates in a degree program as long as the student is continuously enrolled.
- 2) A student must have earned at least 32 semester hours of credit at Ocean County College.
- 3) Ocean County College officially graduates students in January, and confers degrees three times per year: January, May and August. We will still have only one Commencement Ceremony in May, and all applicants for that academic year are eligible to participate. For example, students who graduate in January are eligible to participate in the Commencement Ceremony the following May.
- 4) Students are required to follow the curriculum as outlined in the catalog at the time of matriculation (degree status). If the student skips a year (a consecutive fall and spring semester), the catalog at the time of reactivation is in effect. The option does exist to update to a more current catalog. If a student changes his/her curriculum, the current catalog at that time is in effect.
- 5) Students must file a free graduation application at the Cashier's Office. Applications are available in the Registration and Records office. The application deadlines are posted on our website.

### NOTES

- 1) ENGL 091 or ENGL 095, MATH 011, MATH 012, and MATH 023 cannot be used to satisfy degree requirements.
- 2) Students placed in ENGL 091 or ENGL 095, MATH 011, MATH 012, and MATH 023 as a result of the College Placement Test scores will be required to complete these courses in addition to the general education requirements.
- 3) It is strongly recommended that writing courses be taken in sequence. For example, ENGL 151 should be taken immediately after completion of ENGL 095.



## APPROVED GENERAL EDUCATION COURSES

### COMMUNICATION (GCOM)

ENGL 151: English I  
ENGL 152: English II\*  
COMM 154: Fundamentals of Public Speaking

### DIVERSITY (GDIV)

ANTH 133: Introduction to Anthropology  
ANTH 134: Cultural Anthropology  
ANTH 237: Indians of North America  
ARTS 191: The Arts of the Islamic World  
COMM 202: Intercultural Communication\*  
ENGL 222: Indigenous American Literature\*  
ENGL 223: African American Literature\*  
ENGL 225: Chinese Literature in Translation\*  
ENGL 226: Arabic Literature in Translation\*  
ENGL 227: Jewish & Holocaust Literature\*  
ENGL 235: Literature and Myth\*  
ENGL 237: Multicultural Fairy and Folk Tales\*  
ENGL 240: Women in Literature\*  
ENGL 244: Women's Lives\*  
ENGL 255: World Literature Ancient Through 1600\*  
ENGL 256: World Literature 1600 to Present\*  
FILM 190: World Cinema\*  
FILM 242: Women in Film\* (formerly ENGL 242)  
GEOG 162: Human Geography  
HIST 181: World Civilization to 1600  
HIST 182: World Civilization from 1600  
HIST 191: African American History  
HIST 268: Jewish History and Culture  
HIST 272: History of Russia  
HIST 275: History and Culture of China  
HIST 278: History of the Arab World Since WW I  
HIST 280: Modern Latin American History\*  
HIST 282: Modern Israel  
HUMN 201: Postmodernism and the Arts\*  
MUSC 194: Introduction to World Music  
POLI 101: Global Issues  
POLI 265: Comparative Politics and Government  
POLI 268: Women and Politics  
PSYC 175: Cross Cultural Psychology\*  
PSYC 270: Psychology of Gender\*  
RELG 193: World Religions (formerly PHIL 193)  
RELG 293: Religious Experiences\* (formerly PHIL 293)  
SOCI 230: Women in Society: Social Issues  
SOCI 238: Race and Ethnicity\*

### HISTORY (GHIS)

HIST 171: Western Civilization to 1650  
HIST 172: Western Civilization from 1650  
HIST 173: U.S. History to 1877  
HIST 174: U.S. History from 1877  
HIST 181: World Civilization I  
HIST 182: World Civilization II  
HIST 191: African American History  
HIST 230: America and the West After WW II  
HIST 280: Modern Latin American History\*

### HUMANITIES (GHUM)

ARBC 101: Elementary Arabic I  
ARBC 102: Elementary Arabic II\*  
ARBC 201: Intermediate Arabic I\*  
ARBC 202: Intermediate Arabic II\*

ARTS 181: Art from Prehistory to Middle Ages  
ARTS 182: Art from Renaissance to Modern World  
ARTS 205: Modern Art  
ARTS 206: American Art  
ASLN 100: American Sign Language I  
ASLN 103: American Sign Language II\*  
CHIN 100: Elementary Chinese I  
CHIN 102: Elementary Chinese II\*  
CHIN 201: Intermediate Chinese I\*  
CHIN 202: Intermediate Chinese II\*  
DANC 145: Dance Appreciation  
ENGL 211: Introduction to Poetry\*  
ENGL 212: Introduction to Drama\*  
ENGL 223: African American Literature\*  
ENGL 240: Women in Literature\*  
ENGL 251: American Literature Through the Civil War\*  
ENGL 252: American Literature Post Civil War\*  
ENGL 253: British Literature Through 1785\*  
ENGL 254: British Literature 1785 to Present\*  
ENGL 255: World Literature Ancient Through 1600\*  
ENGL 256: World Literature 1600 to Present\*  
ENGL 257: The Short Story\*  
ENGL 258: The Short Novel\*  
ENGL 260: Shakespeare\*  
ENGL 280: American Poets: Voices and Visions\*  
FILM 190: World Cinema\*  
FILM 192: Film Genres\*  
FILM 200: Understanding Film\*  
FILM 202: From Literature to Film\*  
FREN 191: Elementary French I  
FREN 192: Elementary French II\*  
FREN 291: Intermediate French I\*  
FREN 292: Intermediate French II\*  
GREK 100: Greek I  
GREK 102: Greek II\*  
GRMN 191: Elementary German I  
GRMN 192: Elementary German II\*  
GRMN 291: Intermediate German I\*  
GRMN 292: Intermediate German II\*  
HEBR 151: Elementary Modern Hebrew I  
HEBR 152: Elementary Modern Hebrew II\*  
HEBR 251: Intermediate Modern Hebrew I\*  
HEBR 252: Intermediate Modern Hebrew II\*  
HIST 171: Western Civilization to 1650  
HIST 172: Western Civilization from 1650  
HIST 173: U.S. History to 1877  
HIST 174: U.S. History from 1877  
HIST 181: World Civilization I  
HIST 182: World Civilization II  
HIST 191: African American History  
HIST 230: America and the West After WW II  
HIST 280: Modern Latin American History\*  
HUMN 200: Modernism and the Arts\*  
HUMN 201: Postmodernism and the Arts\*  
IRSH 101: Elementary Irish I\*  
IRSH 102: Elementary Irish II\*  
ITAL 100: Elementary Italian I  
ITAL 102: Elementary Italian II\*  
ITAL 200: Intermediate Italian I\*  
ITAL 202: Intermediate Italian II\*  
JAPN 101: Elementary Japanese I  
JAPN 102: Elementary Japanese II

## APPROVED GENERAL EDUCATION COURSES *Continued*

JAPN 201: Intermediate Japanese I\*  
JAPN 202: Intermediate Japanese II\*  
LATN 100: Elementary Latin I  
LATN 102: Elementary Latin II\*  
LATN 201: Intermediate Latin I\*  
LATN 202: Intermediate Latin II\*  
MUSC 185: Introduction to Jazz History

### **HUMANITIES, continued (GHUM)**

MUSC 190: Introduction to Music Appreciation  
MUSC 192: Music History and Literature to 1750  
MUSC 193: Music History and Literature 1750-1920  
MUSC 194: Introduction to World Music  
PHIL 190: Introduction to Critical Thinking  
PHIL 191: Introduction to Philosophy  
PHIL 192: Contemporary Ethical Issues  
PHIL 225: Traditional Philosophy of East Asia\*  
PORT 101: Elementary Portuguese I  
PORT 102: Elementary Portuguese II  
RELG 193: World Religions (formerly PHIL 193)  
RELG 293: Religious Experiences\* (formerly PHIL 293)  
RUSS 101: Elementary Russian I  
RUSS 102: Elementary Russian II\*  
SPAN 151: Elementary Spanish I  
SPAN 152: Elementary Spanish II\*  
SPAN 251: Intermediate Spanish I\*  
SPAN 252: Intermediate Spanish II\*  
THTR 195: Theater Appreciation  
THTR 196: Contemporary Theater

### **MATHEMATICS (GMAT)**

MATH 151: Survey of Mathematics  
MATH 156: Introduction to Statistics  
MATH 158: Algebraic Modeling  
MATH 161: College Algebra  
MATH 165: College Algebra (Accelerated)  
MATH 171: Finite Mathematics  
MATH 181: Introduction to Probability  
MATH 191: Pre-calculus I\*  
MATH 192: Pre-calculus II\*  
MATH 195: Pre-calculus (Accelerated)  
MATH 201: Pre-calculus Techniques and Applications  
MATH 240: Business Calculus\*  
MATH 265: Calculus I\*  
MATH 266: Calculus II\*  
MATH 267: Calculus III\*  
MATH 270: Discrete Mathematics\*  
MATH 275: Linear Algebra\*  
MATH 280: Differential Equations\*

### **LAB SCIENCE (GSCL)**

BIOL 114: Principles of Biological Science  
BIOL 119: Nature of Science and the Human Body  
BIOL 130: Human Anatomy and Physiology I  
BIOL 131: Human Anatomy and Physiology II\*  
BIOL 161: General Biology I  
BIOL 162: General Biology II\*  
BIOL 163: Introduction to Botany  
BIOL 232: Microbiology\*  
BIOL 261: Ecology\*  
BIOL 264: General Microbiology\*  
BIOL 265: Marine Biology\*  
CHEM 180: Introductory Chemistry  
CHEM 181: General Chemistry I

CHEM 182: General Chemistry II\*  
CHEM 283: Organic Chemistry I\*  
CHEM 284: Organic Chemistry II\*  
ENVI 152: Environmental Science  
PHYS 171: Physics I  
PHYS 172: Physics II\*  
PHYS 180: Introduction to Astronomy  
PHYS 181: Astronomy I: Solar System  
PHYS 182: Astronomy II: Stars and Galaxies\*  
PHYS 281: General Physics I\*  
PHYS 282: General Physics II\*  
PHYS 283: General Physics III\*  
SCIE 105: Forensic Science

### **SOCIAL SCIENCE (GSOC)**

ANTH 133: Introduction to Anthropology  
ANTH 134: Cultural Anthropology  
ECON 151: Macroeconomic Principles  
ECON 152: Microeconomic Principles  
GEOG 161: World Physical Geography  
GEOG 162: Human Geography  
POLI 161: American Federal Government  
POLI 162: American State and Local Government  
POLI 183: Introduction to Political Science  
POLI 263: Introduction to International Relations  
POLI 265: Comparative Politics and Government  
PSYC 172: General Psychology  
PSYC 173: Child Psychology\*  
PSYC 273: Adolescent Psychology\*  
PSYC 278: Life Span\*  
SOCI 181: Introduction to Sociology

### **TECHNOLOGICAL COMPETENCY OR INFORMATION LITERACY (GTEC)**

CSIT 110: Introduction to Computers and Computer Applications  
CSIT 123: Integrated Office Software  
CSIT 165: Programming I  
INFO 110: Library Research & Information Literacy  
\*Courses with an asterisk have prerequisites

## OCC GENERAL EDUCATION GOALS & OBJECTIVES

### Based on the NJ Community Colleges/AOA General Education Foundation

New Jersey Community College General Educational Philosophy: Students are empowered to meet twenty-first century challenges through learning processes that lead to knowledge acquisition, skills mastery, critical thinking, and the exercise of personal, social, and civic responsibilities.

The Colleges maintain responsibility for offering a general education program, whose learning outcomes facilitate attainment of all NJCC Gen. Ed. Learning Goals. Course-level learning outcomes must be consistent with the College-Wide Learning Outcomes that fulfill the NJCC Gen Ed Learning Goals. (Local general education courses must also be consistent with NJCC GE Course Criteria for satisfying requirements).

NJCC Goal Categories	NJCC Gen. Ed. Learning Goals	College-Wide General Education Learning Objectives
<b>1 Written &amp; Oral Communication (Communication)</b>	Students will communicate effectively in both speech and writing.	a. Students will explain and evaluate what they read, hear, and see. b. Students will state and evaluate the views and findings of others. c. Students will logically and persuasively state and support orally and in writing their points of view or findings. d. Students will evaluate, revise, and edit their communication.
<b>2 Quantitative Knowledge &amp; Skills (Mathematics)</b>	Students will use appropriate mathematical and statistical concepts and operations to interpret data and to solve problems.	a. Students will translate quantifiable problems into mathematical terms and solve these problems using mathematical or statistical operations. b. Students will construct graphs and charts, interpret them, and draw appropriate conclusions.
<b>3 Scientific Knowledge &amp; Reasoning (Science)</b>	Students will use the scientific method of inquiry, through the acquisition of scientific knowledge.	a. Applying the scientific method, students will analyze a problem and draw conclusions from data and evidence. b. Students will distinguish between scientific theory and scientific discovery, and between science and its scientific technological applications, and they will explain the impact of each on society.
<b>4 Technological Competency (Technology)</b>	Students will use computer systems or other appropriate forms of technology to achieve educational and personal goals.	a. Students will use computer systems and/or other appropriate forms of technology to present information. b. Students will use appropriate forms of technology to identify, collect, and process info. c. Students will use appropriate library/learning resource tools such as cataloging systems to access information in reference publications, periodicals, bibliographies, and data bases. d. Students will recognize when information is needed and be able to locate, evaluate, and use information.
<b>5 Society &amp; Human Behavior (Social Science)</b>	Students will use social science theories and concepts to analyze human behavior and social, economic, and political institutions and to act as responsible citizens.	a. Students will analyze and discuss behavioral or societal issues using theories and concepts from a social science perspective. b. Students will explain how social institutions and organizations influence individual behavior. c. Students will describe and demonstrate how social scientists gather and analyze data and draw conclusions. d. Students will apply civic knowledge both locally and globally and engage in activities that exercise personal, social, and civic responsibility.
<b>6 Humanistic Perspective (Humanities)</b>	Students will analyze works in the fields of art, music, or theater; literature; philosophy and/or religious studies; and/or will gain competence in the use of a foreign language.	a. Students will describe commonly used approaches and criteria for analyzing works*. b. Students will analyze works* applying commonly used approaches and criteria. c. Students will demonstrate proficiency in the production and comprehension of a foreign language. *In the fields of art, music, or theater; literature; philosophy and/or religious studies and possibly within the context of studying and using a language other than English.



NJCC Goal Categories	NJCC Gen. Ed. Learning Goals	College-Wide General Education Learning Objectives
<b>7 Historical Perspective (History)</b>	Students will understand historical events and movements in World, Western, non-Western or American societies and assess their subsequent significance.	<ul style="list-style-type: none"> <li>a. Students will state the causes of a major historical event and analyze the impact of that event on a nation or civilization.</li> <li>b. Students will discuss a major idea, movement, invention or discovery, and how it affected the world or American society.</li> <li>c. Students will demonstrate how writers' interpretations of historical events are influenced by their time, culture, and perspective.</li> </ul>
<b>8 Global &amp; Cultural Awareness</b>	Students will understand the importance of a global perspective and culturally diverse peoples.	<ul style="list-style-type: none"> <li>a. Students will link cultural practices and perspectives with geographic and/or historical conditions from which they arose and evaluate the contributions of people from various nations and/or cultures.</li> <li>b. Students will explain why an understanding of differences in people's backgrounds is particularly important to American society.</li> <li>c. Students will recognize and explain the possible consequences of prejudicial attitudes and discriminatory actions.</li> <li>d. Students will be exposed to global linkages in economics, politics, business, health, and other shared cultural concerns.</li> </ul>
<b>9 Ethical Reasoning &amp; Action</b>	Students will understand ethical issues and situations.	<ul style="list-style-type: none"> <li>a. Students will analyze and evaluate the strengths and weaknesses of different perspectives on an ethical issue or a situation.</li> <li>b. Students will take a position on an ethical issue or a situation and defend it.</li> </ul>
<b>10 Information Literacy</b>	Students will address an information need by locating, evaluating, and effectively using information.	<ul style="list-style-type: none"> <li>a. Students will identify and address an information need.</li> <li>b. Students will access information effectively and efficiently.</li> <li>c. Students will evaluate and think critically about information.</li> <li>d. Students will use information effectively for a specific purpose.</li> <li>e. Students will use information ethically and legally.</li> </ul>
<b>11 Independent/ Critical Thinking</b>	Students will demonstrate independent/critical thinking in the humanities, natural sciences, and social sciences	<ul style="list-style-type: none"> <li>a. Students will interpret and evaluate literary and visual art based on stylistic and contextual analysis.</li> <li>b. Students will arrive at solutions through hypothesis, inquiry, analysis, and interpretation in studying the natural sciences.</li> <li>c. Students will synthesize diverse ideas and information and draw valid inferences in studying the social sciences.</li> </ul>

*Note: This document should be used in conjunction with the General Education Foundation (8-15-2007) and the NJCC GE Course Criteria (8-15-2007).*

*Board of Trustees Approval Dates: June 22, 2009; December 9, 2011.*

# PROGRAMS OF STUDY

## PROGRAMS OF STUDY

### Degrees Offered at OCC

OCC offers three degrees: the Associate in Arts (A.A.) degree, the Associate in Science (A.S.) degree, and the Associate in Applied Science (A.A.S.) degree. The A.A. and the A.S. degrees prepare students for transfer to arts and sciences baccalaureate programs at four-year colleges and universities. The A.A.S. degree prepares students for immediate employment after graduation, although many students who pursue this degree transfer successfully to four-year colleges and universities.

### Programs of Study

Within each of the three degrees are several choices of programs. Students should choose a program best suited for their educational objectives. The chart on the following page identifies the programs available within each degree, along with options and concentrations. Options are defined by specific requirements, while concentrations include a set of suggested, but not required, courses. A substantial portion of the Liberal Arts degree and numerous requirements for General Studies and other degrees can be completed through the use of online courses.

### Certificates

Students can also obtain a Certificate of Proficiency or a Certificate of Completion. Certificate programs are designed to equip students with skills for immediate employment in a wide range of job possibilities. Certificates of Proficiency require 30 or more credits, while Certificates of Completion require a fewer number of credits. In general, credits earned through a certificate program may later be applied to an associate degree in a related field or in general education.

### Additional Offerings

OCC also offers courses through the following college offices: International Travel; Center for Business Education Training; Continuing and Professional Education; The Academy for Lifelong Learning and The Office of School Relations.

<b>FIELDS OF STUDY</b>	<b>AVAILABLE DEGREES</b>	<b>AVAILABLE CERTIFICATES</b>
<b>Liberal Arts</b>	A.A. in Liberal Arts	n/a
<b>General Studies</b>	A.S. in General Studies with concentrations in Business, Computer Studies, Health & Physical Education, Humanities, Math, Science, or Social Science. Students may enroll in a Joint OCC/NJIT program concentrating in Computer Science.	n/a
<b>Business</b>	A.A.S. in Business A.A.S. in Business Paralegal Studies option A.A.S. in Web Marketing A.S. in Business Administration A.S. in Business Administration Sports Management Option A.S. in Business Administration Health Administration Option A.S. in Hospitality, Recreation, and Tourism Management	Certificate of Proficiency in Accounting, Admin. Office Management/Bookkeeping, Paralegal Studies, and Small Business Management Certificate of Completion in Accounting, Business Studies, Financial Market Analysis, Forensic Accounting, Legal Secretary
<b>Communications/Visual Communications</b>	A.S. in Graphic Arts, Design, and Media A.A.S. in American Sign Language - English Interpreter	
<b>Computer Science</b>	A.S. in Computer Science with options in Cyber-Information Security, Game Development and Design, Information Technology A.A.S. in Computer Science/ Information Technology	Certificate of Proficiency in Information Technology Certificate of Completion in Information Technology
<b>Criminal Justice</b>	A.S. in Criminal Justice	Certificate of Proficiency in Criminal Justice
<b>Digital Mass Media</b>	A.A. in Digital Mass Media - Journalism option A.A. in Digital Mass Media - Broadcast/Production option	
<b>Education</b>		Certificate of Completion in Teacher Aide
<b>Engineering</b>	A.S. in Engineering	Certificate of Completion in Advanced Manufacturing and Mechatronics
<b>Environmental Science</b>	A.S. in Environmental Science	
<b>Fine Arts</b>	A.A. in Fine Arts	
<b>Fire Science</b>		Certificate of Proficiency in Fire Science
<b>Global Studies</b>	A.A. in Global Studies	
<b>Health &amp; Human Performance</b>	A.A. in Liberal Arts with courses in Health & Human Performance: Exercise Science/Sports Medicine or Health & Human Performance Teacher or Wellness & Health Promotion A.S. in General Studies - Health & Physical Education option	Certificate of Proficiency in Exercise Science, Personal Training, Physical Therapy Aide, Sports Management, Nutrition Certificate of Completion in Holistic Health and Wellness
<b>Homeland Security</b>	A.S. in Homeland Security	
<b>Journalism</b>	A.A. in Digital Mass Media - Production, Broadcast & Journalism option	
<b>Nursing &amp; Health Sciences</b>	A.A.S. in Nursing A.S. in Occupational Therapy Assistant A.S. in Psychosocial Rehabilitation	
<b>Performing Arts</b>	A.A. in Performing Arts, Art Administration Option A.A. in Performing Arts, Dance Option A.A. in Performing Arts, Music Option A.A. in Performing Arts, Theater Option	
<b>Public Service</b>	A.S. in Public Service Areas of Interest include Addictions Counseling, Developmental Disability Assistant, Fire Science, Human Services, Municipal Administration, Public Administration/Government	Certificate of Completion in Addictions Counseling
<b>Technical Studies</b>	A.A.S. in Technical Studies with a Computer Technology option and an Industrial-Technical option	

**A.A. = Associate in Arts • A.A.S. = Associate in Applied Science • A.S. = Associate in Science**



## ADDICTIONS

See Public Service - page 63

## AMERICAN SIGN LANGUAGE ENGLISH INTERPRETING

### Associate in Applied Science

The AAS in American Sign Language-English Interpreting program prepares students to interpret English into ASL and ASL into English. The program promotes American Sign Language skills, an understanding of deaf culture, knowledge of the interpreter's role and responsibility, theoretical skills in interpreting, and practical experience in interactive settings. Various settings in which the interpreter works are examined in addition to ethical decision making in relation to the role of the interpreter.

This program attracts applicants coming from various backgrounds: (a) graduates of two and four year ASL programs, (b) individuals with no degree but with prior knowledge and skills in ASL, and (c) beginning students. Students who successfully complete ASLN 100: American Sign Language I and ASLN 103: American Sign Language II will be admitted into the program. Students who transfer into the program from other institutions must first meet with the Program Chair for skills assessment in order to determine placement.

Students within the program will need to achieve a "B" or higher in each course in order to continue in the program. In the event a student receives a "C," it will be up to the Program Chair to allow the student to continue in the program on program probation.

#### FIRST SEMESTER

- 3 cr. ENGL 151: English I
- 3 cr. ASLN 104: Fingerspelling in American Sign Language
- 3 cr. ASLN 112: American Sign Language III
- 3 cr. ASLN 115: ASL Grammar & Syntax
- 3 cr. ASLN 125: Visual Gestural Communication
- 15 cr.

#### SECOND SEMESTER

- 3 cr. ENGL 152: English II
- 3 cr. COMM 154: Fundamentals of Public Speaking
- 3 cr. ASLN 105: Deaf Culture and History
- 3 cr. ASLN 121: Interpreting Theory
- 3 cr. ASLN 201: American Sign Language IV
- 15 cr.

#### SUMMER 10 WEEK

- 3 cr. ASLN 162: Translating from ASL into English
- 3 cr. ASLN 165: Translating from English into ASL
- 6 cr.

#### THIRD SEMESTER

- 3 cr. ASLN 225: Deaf-Blind Interpreting
- 3 cr. ASLN 230: ASL-English Interpreting
- 3 cr. ASLN 235: English-ASL Interpreting
- 3 cr. MATH Gen. Ed. Requirement
- 3 cr. Humanities or Social Science Gen. Ed. Requirement
- 15 cr.

#### FOURTH SEMESTER

- 5 cr. ASLN 260: Interactive Interpreting
- 1 cr. ASLN 265: Specialized Sign Language
- 3 cr. Humanities Gen. Ed. Requirement
- 4 cr. Lab Science Gen. Ed. Requirement
- 13 cr.

**TOTAL CREDITS 64**

*Note: cr. (credit) = semester credit hour*

*Courses satisfying general education requirements must be selected from the list of Approved General Education Courses.*

## BUSINESS

### Associate in Applied Science

This general business career preparation curriculum is designed to qualify students for entry-level positions in business, nonprofit organizations, and government organizations. Graduates can expect to find employment as a bookkeeper, manager in retailing, office manager, bank teller/loan officer trainee, sales/marketing person, and small business owner.

Students will complete the Business Core Requirements, General Education Requirements, and enough elective courses to acquire at least 64 credits and earn the Associate in Applied Science Degree in Business.

The A.A.S. Business degree is designed as a career, not transfer, program.

#### FIRST SEMESTER

- 3 cr. ENGL 151: English I
- 3 cr. BUSN 131: Introduction to Business Administration
- 3 cr. COMM 154: Fundamentals of Public Speaking or COMM 110: Introduction to Communications
- 3 cr. Mathematics Gen. Ed. Requirement
- 3 cr. CSIT 123: Integrated Office Software
- 15 cr.

#### SECOND SEMESTER

- 3 cr. ENGL 152: English II
- 3 cr. BUSN 134: Principles of Marketing
- 3 cr. BUSN 210: Business Communications
- 3 cr. Business Program Elective
- 3 cr. ECON 151: Macroeconomic Principles
- 15 cr.

#### THIRD SEMESTER

- 3 cr. BUSN 251: Business Law I
- 3 cr. BUSN 271: Principles of Management
- 3 cr. ACCT 161: Principles of Accounting I
- 3 cr. ECON 152: Microeconomic Principles
- 3 cr. BUSN 215: Integrated Software Applications
- 3 cr. BUSN 151: Intro. to Human Resource Management
- 18 cr.

#### FOURTH SEMESTER

- 3 cr. BUSN 252: Business Law II
- 3 cr. ACCT 162: Principles of Accounting II
- 4 cr. Lab Science Gen. Ed. Requirement
- 3 cr. BUSN 220: Career Management & Professional Behavior
- 3 cr. Business Program Electives
- 16 cr.

**TOTAL CREDITS 64**

*Note: cr. (credit) = semester credit hour*

*Courses satisfying general education requirements must be selected from the list of Approved General Education Courses.*

### Program Electives

- ACCT 121: Fundamentals of Accounting
- BUSN 132: Business Calculations
- BUSN 170: Small Business Management
- BUSN 270: Principles of Advertising
- BUSN 272: Principles of Investments
- BUSN 275: Principles of Finance
- BUSN 291: International Business
- CSIT 126: Intermediate Spreadsheets & Database
- HUMN 210: Leadership & the Humanities
- LAAW 108: Introduction to Employment Law

## ACCOUNTING

### Certificate of Proficiency

The certificate program in accounting is designed to provide students with detailed and robust courses offered in the profession of accounting. This certificate is designed for students who may be required to learn new fields in accounting for their job or need updates on current procedures. It can also help students with non-business baccalaureate degrees in meeting the New Jersey requirements for licensure as Certified Public Accountants (CPA). More information regarding additional educational requirements to complete licensure as a CPA can be obtained through the New Jersey Society of CPAs ([www.njcpa.org](http://www.njcpa.org)).

3 cr.	ENGL 151: English I
3 cr.	ECON 151: Macroeconomic Principles
3 cr.	ACCT 161: Principles of Accounting I
3 cr.	ACCT 162: Principles of Accounting II
3 cr.	ACCT 261: Intermediate Accounting I*
3 cr.	ACCT 262: Intermediate Accounting II*
3 cr.	ACCT 263: Cost Accounting*
3 cr.	ACCT 265: Auditing*
3 cr.	ACCT 266: Federal Income Tax Accounting*
3 cr.	BUSN 210: Business Communications
<u>3 cr.</u>	BUSN 275: Principles of Finance*
33 cr.	

TOTAL CREDITS 33

\*These courses are only offered through Distance Learning

### Accounting Certificate of Completion

3 cr.	ACCT 161: Principles of Accounting I
3 cr.	ACCT 162: Principles of Accounting II
3 cr.	ACCT 261: Intermediate Accounting I
3 cr.	ACCT 262: Intermediate Accounting II
3 cr.	ACCT 266: Federal Income Tax Accounting
3 cr.	ENGL 151: English I
3 cr.	BUSN 131: Introduction to Business Administration
3 cr.	BUSN 210: Business Communications
<u>3 cr.</u>	CSIT 123: Integrated Office Software
27 cr.	

TOTAL CREDITS 27

## FORENSIC ACCOUNTING

### Certificate of Completion

The Forensic Accounting and Fraud Examination Certificate of Completion is designed to prepare students for a career in the forensic accounting field or to enhance the knowledge and skills of individuals already working in accounting or in a related profession. This certificate can help in preparation for the Certified Fraud Examiner Exam. This certificate is designed as a career, not transfer, program. It is intended for students with a background in Accounting.

3 cr.	COMM 154: Fundamentals of Public Speaking
3 cr.	ACCT 261 Intermediate Accounting I*
3 cr.	ACCT 262 Intermediate Accounting II
3 cr.	ACCT 265: Auditing
3 cr.	ACCT 271: Forensic Accounting
3 cr.	ACCT 273: Legal Aspects of Financial Fraud
3 cr.	ACCT 275: Fraud Examination
<u>3 cr.</u>	ACCT 277: Digital Forensic Analysis
24 cr.	

TOTAL CREDITS 24

\*This course is a prerequisite of ACCT 162, Principles of Accounting II.

## BUSINESS

### Associate in Applied Science Paralegal Studies Option

The Associate in Applied Science in Business - Paralegal Studies Option is designed to provide a foundation for the legal assistant (paralegal) career. Students engage in courses which emphasize both the theory of law and paralegal skill and which are taught by practicing attorneys who have years of legal experience.

#### FIRST SEMESTER

3 cr.	ENGL 151: English I
3 cr.	LAAW 101: Introduction to Law & Legal Assisting
3 cr.	BUSN 251: Business Law I
3 cr.	Mathematics Gen. Ed. Requirement
<u>3 cr.</u>	ECON 151: Macroeconomic Principles
15 cr.	

#### SECOND SEMESTER

3 cr.	ENGL 152: English II
3 cr.	LAAW 104: Introduction to Litigation
3 cr.	BUSN 252: Business Law II
3 cr.	LAAW 201: Legal Research & Writing for Paralegals
<u>3 cr.</u>	COMM 154: Fundamentals of Public Speaking
15 cr.	

#### THIRD SEMESTER

3 cr.	LAAW 204: Estate Administration
3 cr.	LAAW 105, LAAW 106, LAAW 206 or INTR 290: Internship-LAAW
3 cr.	BUSN 210: Business Communications
<u>9 cr.</u>	Paralegal course selections*
18 cr.	

#### FOURTH SEMESTER

3 cr.	BUSN 267: Real Estate Law
4 cr.	Lab Science Gen. Ed. Requirement
3 cr.	CSIT 123: Integrated Office Software
3 cr.	LAAW 203: Law Office Management
<u>3 cr.</u>	Paralegal course selections*
16 cr.	

TOTAL CREDITS 64

### \*Paralegal Course Selections

3 cr.	LAAW 105: Health Care & Elder Law
3 cr.	LAAW 203: Law Office Management
3 cr.	LAAW 206: New Jersey Family Law
3 cr.	CRIM 254: Constitutional Law & Rules of Evidence
3 cr.	CRIM 255: Criminal Law & Procedure
3 cr.	POLI 161: American Federal Government
3 cr.	ACCT 161: Principles of Accounting I
3 cr.	BUSN 271: Principles of Management
3 cr.	INTR 290: Internship - LAAW
3 cr.	LAAW 106: Mediation & Conflict Resolution

Note: cr. (credit) = semester credit hour

Courses satisfying general education requirements must be selected from the list of Approved General Education Courses.

## PARALEGAL STUDIES

### Certificate of Proficiency

This curriculum prepares students for the position of paralegal/legal assistant. Students will study law and acquire practical legal skills that are necessary for entry-level employment in a law office. Persons currently working in a law office or in a related environment can upgrade their skills and increase their general and specific knowledge of law. All of the courses in this certificate curriculum can apply to the Associate in Applied Science Degree in Business - Paralegal Studies Option.

- 3 cr. ENGL 151: English I
- 3 cr. ENGL 152: English II
- 3 cr. LAAW 101: Introduction to Law & Legal Assisting
- 3 cr. LAAW 104: Introduction to Litigation
- 3 cr. LAAW 201: Legal Research & Writing for Paralegals
- 3 cr. LAAW 203: Law Office Management
- 3 cr. Paralegal Certificate Course Selection\*
- 3 cr. Paralegal Certificate Course Selection\*
- 3 cr. BUSN 252: Business Law II
- 3 cr. CSIT 123: Integrated Office Systems
- 33 cr.

**TOTAL CREDITS 33**

### \*Paralegal Certificate Course Selections

- 3 cr. ACCT 161: Principles of Accounting I
- 3 cr. BUSN 210: Business Communications
- 3 cr. BUSN 267: Real Estate Law
- 3 cr. BUSN 271: Principles of Management
- 3 cr. CRIM 254: Constitutional Law & Rules of Evidence
- 3 cr. CRIM 255: Criminal Law & Procedure
- 3 cr. INTR 290: Internship
- 3 cr. LAAW 105: Health Care Law
- 3 cr. LAAW 106: Mediation & Conflict Resolution
- 3 cr. LAAW 204: Estate Administration
- 3 cr. LAAW 206: New Jersey Family Law
- 3 cr. POLI 161: American Federal Government
- 3 cr. PSYC 172: General Psychology

## LEGAL SECRETARY

### Certificate of Proficiency

The Legal Secretary Certificate of Proficiency will prepare students to work in law offices and other related business settings. Legal secretaries prepare legal correspondence and documents to assist lawyers in handling all administrative duties within law offices. Courses in this program will provide a background for these responsibilities.

- 3 cr. ENGL 151 English I
- 3 cr. ACCT 121 Fundamentals of Accounting
- 3 cr. BUSN 151 Human Resource Management
- 3 cr. BUSN 170 Small Business Management
- 3 cr. BUSN 210 Business Communications
- 3 cr. BUSN 251 Business Law I
- 3 cr. BUSN 252 Business Law II
- 3 cr. BUSN 267 Real Estate Law
- 3 cr. LAAW 203 Law Office Management
- 3 cr. CSIT 123 Integrated Office Software
- 3 cr. INFO 110 Library Research Skills

**TOTAL CREDITS 33**

## HOSPITALITY, RECREATION, AND TOURISM MANAGEMENT

See Page 53

## WEB MARKETING

### Associate in Applied Science

The A.A.S degree in Web Marketing will qualify students for entry-level technology, marketing, and e-commerce positions in business and nonprofit organizations. This program provides a broad business foundation that examines social media and e-commerce technology development, electronic and interpersonal communication, and industry standards for small businesses. Students acquire a specific skill set that emphasizes on the interactions between customers and web-based technology.

#### FIRST SEMESTER

- 3 cr. ENGL 151: English I
- 3 cr. BUSN 131: Introduction to Business Administration
- 3 cr. COMM 110: Introduction to Communications
- 3 cr. CSIT 110: Intro. to Computers and Computer Applications
- 3 cr. ECON 151: Macroeconomic Principles
- 3 cr. STSC 155: College Success Seminar
- 18 cr.

#### SECOND SEMESTER

- 3 cr. ENGL 152: English II
- 3 cr. MATH 156: Introduction to Statistics or higher
- 3 cr. ACCT 161: Principles of Accounting I
- 3 cr. BUSN 134: Principles of Marketing
- 3 cr. BUSN 210: Business Communications
- 3 cr. CSIT 131: Multi-Media for the Web
- 18 cr.

#### THIRD SEMESTER

- 3 cr. BUSN 251: Business Law I
- 3 cr. COEM 220: Video Location Production
- 3 cr. COMM 272: Public Relations and Publicity
- 3 cr. CSIT 133: Web Development Fundamentals
- 3 cr. ECON 152: Microeconomic Principles
- 15 cr.

#### FOURTH SEMESTER

- 3 cr. BUSN 220: Career Management and Professional Behavior
- 3 cr. CSIT 160 or CSIT 165: Intro. to Visual Basic or Programming I
- 3 cr. GRPH 151: Digital Imagery
- 4 cr. Lab Science General Education Course
- 13-14 cr.

**TOTAL CREDITS 64-65**

*Note: cr. (credit) = semester credit hour*

*Courses satisfying general education requirements must be selected from the list of Approved General Education Courses.*



## BUSINESS ADMINISTRATION

### Associate in Science

The AS in Business Administration is designed for those students desiring to transfer to a baccalaureate program in business. This degree is a broad program of study that provides students with specific skills as well as a general overview of business topics.

#### FIRST SEMESTER

- 3 cr. ENGL 151: English I
- 3-6 cr. MATH 161 or 165: College Algebra or higher\*
- 3 cr. STSC 155: College Success Seminar
- 3 cr. Humanities Gen. Ed. Requirement
- 3 cr. ECON 151: Macroeconomic Principles
- 15-18 cr.

#### SECOND SEMESTER

- 3 cr. BUSN 134: Principles of Marketing
- 3 cr. ENGL 152: English II
- 3 cr. MATH 191 or higher: Precalculus I
- 3 cr. CSIT 123: Integrated Office Software
- 3 cr. ECON 152: Microeconomics Principles
- 15 cr.

#### THIRD SEMESTER

- 3 cr. Elective\*\*
- 3 cr. BUSN 251: Business Law I
- 3 cr. ACCT 161: Principles of Accounting I
- 3 cr. Humanities or Social Science Gen. Ed. Requirement
- 4 cr. Lab Science Gen. Ed. Requirement
- 16 cr.

#### FOURTH SEMESTER

- 3 cr. BUSN 252: Business Law II
- 3 cr. Social Science Gen. Ed. Requirement
- 3 cr. ACCT 162: Principles of Accounting II
- 3 cr. COMM 154: Fundamentals of Public Speaking
- 3 cr. BUSN 271: Principles of Management
- 3 cr. Elective (to meet required 64 credits)\*\*
- 18 cr.

**TOTAL CREDITS 64**

Note: cr. (credit) = semester credit hour

\*\*Business 131: Introduction to Business Administration is a recommended elective.

Most four-year business degree programs require Business Calculus or Calculus as the entry-level math course. Please discuss your course choices with your assigned advisor. Two math courses are required in order to complete this program.

Courses satisfying general education requirements must be selected from the list of Approved General Education Courses.

### Associate in Science

#### Health Administration Option

This option is a combination of the business and health professions, for persons who wish to pursue careers on the administrative side of the health care industry. This degree is ideal for students who wish to transfer and earn a bachelor's degree in Health Administration, as well as for students who wish to go to work immediately in a health care setting in a variety of positions, including as a patient access representative (with CHAM certification).

#### FIRST SEMESTER

- 3 cr. ENGL 151: English I
- 3 cr. HEHP 183: Introduction to Health Administration
- 3 cr. ECON 151: Macroeconomic Principles
- 3 cr. STSC 155: College Success Seminar
- 3 cr. Humanities Gen. Ed. Requirement
- 15 cr.

#### SECOND SEMESTER

- 3 cr. ENGL 152: English II
- 3 cr. BUSN 134: Principles of Marketing
- 3 cr. CSIT 123: Integrated Office Software
- 3 cr. ECON 152: Microeconomic Principles
- 3 cr. COMM 154: Fundamentals of Public Speaking
- 15 cr.

#### THIRD SEMESTER

- 3 cr. MATH 156 or higher: Introduction to Statistics or higher
- 3 cr. ACCT 161: Principles of Accounting I
- 3 cr. BUSN 251: Business Law I
- 4 cr. BIOL 130: Human Anatomy & Physiology I
- 3 cr. Elective
- 16 cr.

#### FOURTH SEMESTER

- 3 cr. BUSN 271: Principles of Management
- 3 cr. HEHP 227: Introduction to Public Health
- 3 cr. Humanities or Social Science Gen. Ed. Requirement
- 3 cr. Social Science Gen. Ed. Requirement
- 3 cr. Elective
- 0-3 cr. Elective (to meet 64 credits)
- 18 cr.

**TOTAL CREDITS 64**

cr. (credit) = semester credit hour

Suggested electives include HEHP 188 Introduction to Nutrition, AHMT 110 Medical Terminology, ACCT 162 Principles of Accounting II, and BIOL 131 Human Physiology II. Students should consider transfer plans and consult with Advising when selecting electives.

### Associate in Science

#### Sports Management Option

The AS in Business Administration is designed for those students desiring to transfer to a baccalaureate program in sports management. This degree is a broad program of study that provides students with specific skills as well as a general overview of the sports industry.

#### FIRST SEMESTER

- 3 cr. ENGL 151: English I
- 3 cr. MATH 156 or higher: Introduction to Statistics or higher
- 3 cr. ECON 151: Macroeconomic Principles
- 3 cr. STSC 155: College Success Seminar
- 3 cr. Humanities Gen. Ed. Requirement
- 15 cr.

## SECOND SEMESTER

- 3 cr. ENGL 152: English II
- 3 cr. BUSN 134: Principles of Marketing
- 3 cr. CSIT 123: Integrated Office Software
- 3 cr. ECON 152: Microeconomic Principles
- 4 cr. Lab Science Requirement
- 16 cr.

## THIRD SEMESTER

- 3 cr. ACCT 161: Principles of Accounting
- 3 cr. BUSN 251: Business Law I
- 3 cr. HEHP 188: Introduction to Nutrition
- 3 cr. HEHP 267: Sports Management
- 3 cr. Any Gen. Ed. Course
- 15 cr.

## FOURTH SEMESTER

- 3 cr. ACCT 162: Principles of Accounting II
- 3 cr. BUSN 271: Principles of Management
- 3 cr. HEHP 225: Contemporary Health
- 3 cr. HEHP 228: Care & Prevention of Athletic Injuries
- 3 cr. COMM 154: Fundamentals of Public Speaking
- 3 cr. Elective (to meet 64 credits)
- 18 cr.

**TOTAL CREDITS 64**

*cr. (credit) = semester credit hour*

## SPORTS MANAGEMENT

### Certificate of Proficiency

The Sports Management certificate program is designed to provide students with the comprehensive skills needed for entry level employment. Employment settings may include sport camps, golf courses, YMCA, and minor league sports stadiums. Students may apply credits earned in the certificate program toward an associate degree.

- 3 cr. ENGL 151: English I
- 3 cr. MATH 156: Introduction to Statistics
- HEHP 110: Applied Modern Health or
- 3 cr. HEHP 225: Contemporary Health
- 3 cr. BUSN 131: Introduction to Business Administration
- 3 cr. BUSN 134: Principals of Marketing
- 3 cr. CSIT 123: Integrated Office Software
- 3 cr. PSYC 172: General Psychology
- 3 cr. HEHP 238: Management & Rehabilitation of Athletic Injuries
- 3 cr. HEHP 239: Strength & Condition Physiology
- 3 cr. HEHP 267: Sports Management
- 3 cr. HEHP 290: Internship I
- 33 cr.

**TOTAL CREDITS 33**

## ADMINISTRATIVE OFFICE MANAGEMENT/BOOKKEEPING

### Certificate of Proficiency

The objective of this program is to prepare students for employment in entry-level positions in business, nonprofit, and government organizations. Students who complete this certificate can expect to find employment as a bookkeeper, management trainee, office manager, bank teller/loan officer trainee, or sales/marketing professional. To further advance in this career area, completion of QuickBooks certification and/or American Institute of Professional Bookkeepers (AIPB) licensing is recommended. All of the courses in this certificate curriculum can apply to the Associate in Applied Science Degree in Business.

- 3 cr. ENGL 151: English I
- 3 cr. ACCT 121: Fundamentals of Accounting
- 3 cr. ACCT 161: Principles of Accounting I
- 3 cr. ACCT 162: Principles of Accounting II
- 3 cr. CSIT 123: Integrated Office Software
- 3 cr. CSIT 126: Intermediate Spreadsheets & Database
- 3 cr. BUSN 210: Business Communications
- 3 cr. BUSN 220: Career Management & Professional Behavior
- 3 cr. AOM-Bookkeeping Certificate Course Selection
- 3 cr. AOM-Bookkeeping Certificate Course Selection
- 30 cr.

**TOTAL CREDITS 30**

### AOM-Bookkeeping Certificate Course Selections:

BUSN 131 Introduction to Business Administration  
BUSN 151 Human Resource Management  
BUSN 170 Small Business Management  
BUSN 251 Business Law I  
BUSN 271 Principles of Management  
Completion of Quick Books

## BUSINESS STUDIES

### Certificate of Completion

This is a broad program of study that provides students with specific skills as well as a general overview of business. The courses are also related to not-for-profit organizations.

- 3 cr. BUSN 131: Intro. to Business Administration
- ACCT 121: Fundamentals of Accounting or
- 3 cr. ACCT 161: Principles of Accounting I
- 3 cr. CSIT 123: Integrated Office Software
- 3 cr. BUSN 251: Business Law
- 3 cr. BUSN 271: Principles of Management
- 3 cr. BUSN 134: Principles of Marketing
- 6 cr. Electives
- 24 cr.

**TOTAL CREDITS 24**

### Elective Courses:

- 3 cr. ACCT 162: Principles of Accounting II
- 3 cr. BUSN 151: Intro. to Human Resources Management
- 3 cr. BUSN 170: Small Business Management
- 3 cr. BUSN 210: Business Communications
- 3 cr. BUSN 252: Business Law II
- 3 cr. BUSN 270: Principles of Advertising
- 3 cr. BUSN 272: Principles of Investments

*Students must complete one-half of the total number of semester hours required for this program at OCC.*

## FINANCIAL MARKET ANALYSIS

### Certificate of Completion

The Financial Market Analysis Certificate of Completion is designed to prepare students for a career in the financial field or to enhance the knowledge and skills of individuals already working in the profession. This certificate can help in preparation for the Certified Financial Planners (CFP's) or Certified Financial Analysts (CFA's) exam. This certificate is designed as a career or transfer program. It is intended for students with a strong interest in accounting and economics.

- 3 cr. ACCT 161: Principles of Accounting I
- 3 cr. ACCT 162: Principles of Accounting II
- 3 cr. ECON 151: Macroeconomics
- 3 cr. BUSN 272: Principles of Investment
- 1 cr. BUSN 157: Introduction to Financial Software
- 13 cr.

**TOTAL CREDITS 13**

## SMALL BUSINESS MANAGEMENT

### Certificate of Proficiency

The program of study is a core of business courses, which are designed to prepare the student for ownership and operation of a small enterprise. These specialized courses stress the role of the entrepreneur.

- 3 cr. ENGL 151: English I
- 3 cr. BUSN 131: Intro. to Business Administration
- 3 cr. BUSN 134: Principles of Marketing
- 3 cr. ACCT 121: Fundamentals of Accounting or  
ACCT 161: Principles of Accounting I
- 3 cr. BUSN 170: Small Business Management
- 3 cr. BUSN 251: Business Law
- 3 cr. BUSN 271: Principles of Management
- 3 cr. CSIT 123: Integrated Office Software
- 3 cr. Small Business Management Certificate Course Selection\*
- 3 cr. Small Business Management Certificate Course Selection\*
- 3 cr. Small Business Management Certificate Course Selection\*
- 3 cr. Small Business Management Certificate Course Selection\*
- 36 cr.

**TOTAL CREDITS 36**

### Small Business Management Certificate Course Selections:

- 3 cr. ACCT 162: Principles of Accounting II
- 3 cr. BUSN 210: Business Communications
- 3 cr. BUSN 220: Career Management & Organizational Behavior
- 3 cr. BUSN 252: Business Law II
- 3 cr. BUSN 270: Principles of Advertising
- 3 cr. CSIT 126: Intermediate Spreadsheets & Database
- 3 cr. MATH 156: Introduction to Statistics

## COMPUTER STUDIES

## COMPUTER SCIENCE

### Associate in Science

The program outlined here will prepare students for transfer to a four-year college to obtain a Bachelor of Science degree in computer science. The curriculum follows the model provided by the Association of Computing Machinery and the Institute of Electrical and Electronic Engineers Computer Society in order to assure maximum transferability. This curriculum has been designed to address these needs in preparing the student for a future in computer science.

#### FIRST SEMESTER

- 3 cr. ENGL 151: English I
- 4 cr. CSIT 165: Programming I
- 4 cr. MATH 265: Calculus I
- 3 cr. Humanities Gen. Ed. Requirement
- 3 cr. STSC 155: College Success Seminar
- 17 cr.

#### SECOND SEMESTER

- 3 cr. ENGL 152: English II
- 4 cr. CSIT 166: Programming II
- 3 cr. CSIT 176: Computer Organization & Architecture
- 4 cr. MATH 266: Calculus II
- 3 cr. Humanities or Social Science Gen. Ed. Requirement
- 17 cr.

#### THIRD SEMESTER

- 3 cr. CSIT 212: Systems Analysis
- 4 cr. CSIT 265: Data Structures & Analysis
- 4 cr. MATH 267: Calculus III
- 4 cr. PHYS 281: General Physics I
- 15 cr.

#### FOURTH SEMESTER

- 3 cr. CSIT 213: Database Management
- 3 cr. MATH 270: Discrete Mathematics
- 4 cr. PHYS 282: General Physics II
- 3 cr. Social Science Gen. Ed. Requirement
- 2 cr. Elective (to meet required 64 credits)
- 15 cr.

**TOTAL CREDITS 64**

*Note: cr. (credit) = semester credit hour*

*Courses satisfying general education requirements must be selected from the list of Approved General Education Courses.*



## COMPUTER SCIENCE

### Associate in Science Cyber-Information Security Option

The program outlined here will prepare students for transfer to a four-year college to obtain a Bachelor of Science degree in computer

science. The curriculum follows the model provided by the Association of Computing Machinery and the Institute of Electrical and Electronic Engineers Computer Society in order to assure maximum transferability. Upon graduation, students can expect to transfer to a four-

year college with junior status. This curriculum has been designed to address these needs in preparing the student for a future in computer science.

#### FIRST SEMESTER

- 3 cr. ENGL 151: English I
- 4 cr. MATH 265: Calculus
- 4 cr. CSIT 165: Programming I
- 3 cr. Humanities Gen. Ed. Requirement
- 3 cr. STSC 155: College Success Seminar
- 17 cr.

#### SECOND SEMESTER

- 3 cr. ENGL 152: English II
- 4 cr. MATH 266: Calculus II
- 3 cr. CSIT 144: Introduction to Operating Systems Using UNIX
- 3 cr. CSIT 185: Networking I (or CSIT 184 Networking Essentials)
- 3 cr. Humanities or Social Science Gen. Ed. Requirement
- 16 cr.

#### THIRD SEMESTER

- 3 cr. MATH 270: Discrete Mathematics
- 3 cr. CSIT 200: Information Security Fundamentals
- 3 cr. CSIT 212: Systems Analysis
- 4 cr. Lab Science Gen. Ed. Requirement: BIOL 161: General Biology or CHEM 181: General Chemistry I or PHYS 281: General Physics I
- 3 cr. Social Science Gen. Ed. Requirement
- 16 cr.

#### FOURTH SEMESTER

- 3 cr. Computer Science Elective
- 3 cr. CSIT 213: Database Management
- 4 cr. Lab Science Gen. Ed. Requirement: BIOL 162: General Biology I or CHEM 182: General Chemistry II or PHYS 282: General Physics II
- 5 cr. Elective (to meet required 64 credits)
- 15 cr.

**TOTAL CREDITS 64**

### Associate in Science Game Development & Design Option

The program outlined here will prepare students for transfer to a four-year college to obtain a Bachelor of Science degree in computer game design. The curriculum follows the model provided by the Association of Computing Machinery and the Institute of Electrical and Electronic Engineers, Computer Society to assure maximum transferability. Upon graduation, students can expect to transfer to a four-year college with junior status. Effective problem solving is central to good game design and development. The software development process (composing and coordinating components of a program) requires that students construct algorithms for problem solving with appropriate documentation. This curriculum has been designed to prepare the student to work as a team and solve complex computer programming problems. The department recommends the following minimal criteria for prospective students in the Computer Game Development and Design option:

- High school diploma or equivalent
- Cumulative high school grade point average of C or above

- Ranked in top half of high school graduating class
- No developmental studies requirement

#### FIRST SEMESTER

- 4 cr. CSIT 165: Programming I
- 3 cr. ENGL 151: English I
- 3 cr. Humanities Gen. Ed. Requirement
- 3 cr. Social Science Gen. Ed. Requirement
- 3 cr. CSIT 115: Intro. to Computer Game Development
- 16 cr.

#### SECOND SEMESTER

- 4 cr. CSIT 166: Programming II
- 3 cr. CSIT 176: Computer Organization & Architecture
- 3 cr. ENGL 152: English II
- 3 cr. Humanities Gen. Ed. Requirement
- 3 cr. Social Science Gen. Ed. Requirement
- 16 cr.

#### THIRD SEMESTER

- 4 cr. CSIT 265: Data Structures & Analysis
- 4 cr. MATH 265: Calculus I
- 4 cr. Lab Science Gen. Ed. Requirement (BIOL 161, CHEM 181 or PHYS 281)
- 3 cr. BUSN 134: Principles of Marketing or BUSN 271: Principles of Management
- 15 cr.

#### FOURTH SEMESTER

- 3 cr. CSIT 213: Database Management
- 3 cr. CSIT 173: Game Programming with OpenGL
- 3 cr. Elective (to meet required 64 credits)
- 4 cr. Lab Science Gen. Ed. Requirement (BIOL 162, CHEM 182, or PHYS 282) (continue original science sequence)
- 4 cr. MATH 266: Calculus II
- 17 cr.

**TOTAL CREDITS 64**

*Note: cr. (credit) = semester credit hour*

*Courses satisfying general education requirements must be selected from the list of Approved General Education Courses.*

### Associate in Science Information Technology Option

The program outlined here will prepare students for transfer to a four-year college to obtain a Bachelor of Science degree in computer information systems. The curriculum follows the model provided by the Association of Computing Machinery and the Institute of Electrical and Electronics Engineers, Computer Society in order to assure maximum transferability. The field of information technology is interdisciplinary, with applications to all aspects of the economy. Information technologists need a balance of software and hardware applications with concentration in specific courses. This curriculum has been designed to prepare the student to meet the future needs of integration, design, deployment and management of computing, resources and services.

#### FIRST SEMESTER

- 3 cr. ENGL 151: English I
- 4 cr. CSIT 165: Programming I
- 3 cr. Humanities Gen. Ed. Requirement
- 3 cr. Social Science Gen. Ed. Requirement
- 3 cr. STSC 155: College Success Seminar
- 16 cr.

## SECOND SEMESTER

- 3 cr. ENGL 152: English II
  - 4 cr. CSIT 166: Programming II
  - 3 cr. CSIT 176: Computer Organization & Architecture
  - 4 cr. MATH 265: Calculus I
  - 3 cr. Humanities or Social Science Gen. Ed. Requirement
- 
- 17 cr.

## THIRD SEMESTER

- 3 cr. CSIT 185: Networking I
  - 4 cr. CSIT 265: Data Structures & Algorithm Analysis
  - 4 cr. Lab Science Gen. Ed. Requirement:  
(BIOL 161: General Biology I, CHEM 181: General Chemistry I or  
PHYS 281: General Physics I)
  - 4 cr. MATH 266: Calculus II
- 
- 15 cr.

## FOURTH SEMESTER

- 3 cr. CSIT 213: Database Management
  - 4 cr. Lab Science Gen. Ed. Requirement  
Continue original science sequence of BIOL 162: General  
Biology II, CHEM 182: General Chemistry II or PHYS 28:  
General Physics II
  - 9 cr. Elective (to meet required 64 credits)\*
- 
- 16 cr.

**TOTAL CREDITS 64**

*Kean-Ocean students need COMM 154 & MATH 270 as general electives*

*Note: cr. (credit) = semester credit hour*

*Courses satisfying general education requirements must be selected from the  
list of Approved General Education Courses.*

## INFORMATION TECHNOLOGY

### Certificate of Proficiency

This Computer Science/Information Technology certificate program is designed primarily for the student in the work environment seeking to become computer literate through a non-degree course of study. A certificate will be awarded to students completing the courses with a cumulative average of 2.0 or higher. This curriculum provides a basic core of hardware and software courses with 12 additional CSIT elective courses designed to address needs in preparing the student for advancement in the work environment or to the next level of computer science study.

- 4 cr. CSIT 165: Programming I
  - 4 cr. CSIT 166: Programming II
  - 3 cr. CSIT 176: Computer Organization & Architecture
  - 3 cr. MATH 151: A Survey of Mathematics or  
MATH 171: Finite Mathematics or  
MATH 181 or higher: Introduction to Probability
  - 3 cr. CSIT 213: Database Management
  - 3 cr. ENGL 151: English I
  - 3 cr. 200 Level Computer Science Elective
  - 9 cr. CSIT 115 or higher: Computer Science Electives
- 
- 32 cr.

**TOTAL CREDITS 32**

## INFORMATION TECHNOLOGY

### Certificate of Completion

This Computer Science/Information Technology certificate program provides a basic core of hardware and software courses with 6 additional CSIT electives to enable students with a specific retraining need to meet that goal within a limited time period. A certificate will be awarded to students completing the courses with a cumulative average of 2.0 or higher.

- 4 cr. CSIT 165: Programming I
  - 4 cr. CSIT 166: Programming II
  - 3 cr. CSIT 213: Database Management
  - 6 cr. CSIT 115 or higher: Computer Science Electives
- 
- 17 cr.

**TOTAL CREDITS 17**

## COMPUTER SCIENCE/INFORMATION TECHNOLOGY

### Associate in Applied Science

This career program prepares students for entry-level positions in a multitude of computer-related jobs. Both computer scientists and information technologists need a balance of software and hardware applications with concentration in specific courses emphasizing effective problem solving. The software development process, (composing and coordinating component of a program) requires that students construct algorithms for problem solving with appropriate documentation. This curriculum has been designed to prepare the student to meet the future needs of integration, design, deployment, and management of computing, resources and services. A graduate of the program will have a firm understanding of modern programming practices and related skills in computer information technology. The department recommends the following minimal criteria for prospective students in the Computer Science/Information Technology program:

- High school diploma or equivalent
- Cumulative high school grade point average of C or above
- Ranked in top half of high school graduating class
- No developmental studies requirement

## FIRST SEMESTER

- 4 cr. CSIT 165: Programming I
  - 3 cr. ENGL 151: English I
  - 3 cr. MATH 151: A Survey of Mathematics or MATH 171:  
Finite Mathematics or MATH 181 or higher: Intro. to  
Probability
  - 3 cr. Humanities Gen. Ed. Requirement
  - 3 cr. Social Science Gen. Ed. Requirement
- 
- 16 cr.

## SECOND SEMESTER

- 4 cr. CSIT 166: Programming II
  - 3 cr. CSIT 176: Computer Organization & Architecture
  - 3 cr. ENGL 152: English II
  - 6 cr. Computer Science Electives\*
- 
- 16 cr.

## THIRD SEMESTER

- 6 cr. Computer Science Electives\*
  - 4 cr. Lab Science Gen. Ed. Requirement
  - 3 cr. COMM 154: Fundamentals of Public Speaking
  - 3 cr. Social Science or Humanities Gen. Ed. Requirement
- 
- 16 cr.

## FOURTH SEMESTER

- 3 cr. CSIT 213: Database Management
  - 6 cr. Computer Science Electives\*
  - 3 cr. Business Studies Elective
  - 4 cr. Electives (to meet required 64 credits)
- 
- 16 cr.

**TOTAL CREDITS 64**

*Note: cr. (credit) = semester credit hour*

*Courses satisfying general education requirements must be selected from the  
list of Approved General Education Courses.*

*\*Any CSIT course (CSIT 115 or higher) including those recommended in the  
areas of interest below. Students are not required to select a specific area of  
interest to complete this degree.*

## Suggested Computer Science Electives

- 3 cr. CSIT 115: Introduction to Computer Game Development
- 3 cr. CSIT 123: Integrated Office Software
- 3 cr. CSIT 126: Intermediate Spreadsheets & Database
- 3 cr. CSIT 130: Web Site Design
- 3 cr. CSIT 131: Multimedia for the Web
- 3 cr. CSIT 133: Web Development Fundamentals
- 3 cr. CSIT 144: UNIX
- 3 cr. CSIT 173: Game Programming with OpenGL
- 3 cr. CSIT 184: Networking Essentials
- 3 cr. CSIT 212: Systems Analysis
- 3 cr. CSIT 231: Dynamic Flash & Scripting Programming Elements for Web Pages
- 3 cr. CSIT 232: Server Programming for the Web
- 4 cr. CSIT 265: Data Structures Analysis

## Suggested Business Studies Electives

- 3 cr. ACCT 161: Principles of Accounting
- 3 cr. BUSN 131: Introduction to Business Administration
- 3 cr. BUSN 134: Principles of Marketing

## CRIMINAL JUSTICE

See Law & Public Safety - page 54

## DIGITAL MASS MEDIA

### Associate in Arts Degree Program Broadcast/Production Option

The A.A. degree in Digital Mass Media offers students the first two years of courses and fieldwork which allow students to transfer into a baccalaureate program or to seek immediate employment. The program prepares for a variety of production or writing positions at newspapers and magazines (print and online), radio and television stations (and their associated Web sites), cable systems, video production companies and other production facilities. The program also prepares students for careers as publicity writers for public relations firms, advertising agencies, businesses, and organizations. The curriculum gives students hands-on writing, production, and programming experience at the College radio station, television station, video editing/post production lab, literary magazine, and the print and online versions of the college newspaper. Students also gain experience in blogs, podcasts and other new media used by both professional and citizen journalists.

#### FIRST SEMESTER

- 3 cr. ENGL 151: English I
- 3 cr. Math Gen. Ed. Requirement
- 3 cr. History Gen. Ed. Requirement\*\*\*
- 3 cr. COEM 120: Television Studio Production
- 3 cr. COMM 151: Media Writing I
- 3 cr. COMM 154: Fundamentals of Public Speaking
- 18 cr.

#### SECOND SEMESTER

- 3 cr. ENGL 152: English II
- 4 cr. Lab Science Gen. Ed. Requirement
- 3 cr. Humanities Gen. Ed. Requirement\*
- 3 cr. COEM 220: Television Location Production
- 3 cr. Social Science Gen. Ed. Requirement\*
- 16 cr.

#### THIRD SEMESTER

- 3 cr. History Gen. Ed. Requirement\*\*\*
- 3 cr. Humanities Gen. Ed. Requirement\*
- 3-4 cr. Math or Lab Science Gen. Ed. Requirement
- 3 cr. COEM 224: Video Editing & Post Production
- 3 cr. Diversity Gen. Ed. Requirement\*
- 15-16 cr.

#### FOURTH SEMESTER

- 0-3 cr. Technology Gen. Ed. Requirement\*\*
- 3 cr. Humanities Gen. Ed. Requirement\*
- 3 cr. Social Science Gen. Ed. Requirement\*
- 3 cr. COEM 284: Broadcast News Production
- 3 cr. COMM 172: Communication Law
- 15 cr.

**TOTAL CREDITS 64-65**

*Note: cr. (credit) = semester credit hour*

*Courses satisfying general education requirements must be selected from the list of Approved General Education Courses.*

*\*If this requirement has been satisfied by another Humanities or Social Science course in the Diversity category, the student must take three additional credits from the List of General Education courses.*

*\*\*Students who demonstrate proficiency must take additional general education credits in math or lab science from the List of Approved General Education Courses.*

*\*\*\*Selection should be based upon the requirements of the four-year transfer institution.*

## DIGITAL MASS MEDIA

### Associate in Arts Degree Program Journalism Option

The A.A. degree in Digital Mass Media offers students the first two years of courses and fieldwork which allow students to transfer into a baccalaureate program or to seek immediate employment. The program prepares for a variety of production or writing positions at newspapers and magazines (print and online), radio and television stations (and their associated Web sites), cable systems, video production companies and other production facilities. The program also prepares students for careers as publicity writers for public relations firms, advertising agencies, businesses, and organizations. The curriculum gives students hands-on writing, production, and programming experience at the College radio station, television station, video editing/post production lab, literary magazine, and the print and online versions of the college newspaper. Students also gain experience in blogs, podcasts and other new media used by both professional and citizen journalists.

#### FIRST SEMESTER

- 3 cr. ENGL 151: English I
- 3 cr. Math Gen. Ed. Requirement
- 3 cr. History Gen. Ed. Requirement\*\*\*
- 3 cr. COMM 151: Media Writing I
- 3 cr. COMM 154: Fundamentals of Public Speaking
- 3 cr. COMM 281: Mass Communications
- 18 cr.

#### SECOND SEMESTER

- 3 cr. ENGL 152: English II
- 4 cr. Lab Science Gen. Ed. Requirement
- 3 cr. Humanities Gen. Ed. Requirement\*
- 3 cr. COMM 152: Media Writing II
- 3 cr. COMM 220: Television Location Production
- 16 cr.

#### THIRD SEMESTER

- 3 cr. Social Science Gen. Ed. Requirement
- 3 cr. History Gen. Ed. Requirement\*\*\*
- 3 cr. Humanities Gen. Ed. Requirement\*
- 3-4 cr. Math or Lab Science Gen. Ed. Requirement
- 3 cr. COMM 172: Communication Law
- 3 cr. Diversity Gen. Ed. Requirement\*
- 15-16 cr.

#### FOURTH SEMESTER

- 3 cr. History Gen. Ed. Requirement
- 3 cr. Technology Gen. Ed. Requirement
- 3 cr. Humanities Gen. Ed. Requirement\*
- 3 cr. Social Science Gen. Ed. Requirement\*
- 3 cr. COEM 284: Broadcast News Production
- 15 cr.

**TOTAL CREDITS 64-65**

*Note: cr. (credit) = semester credit hour*

*Courses satisfying general education requirements must be selected from the list of Approved General Education Courses.*

*\*If this requirement has been satisfied by another Humanities or Social Science course in the Diversity category, the student must take three additional credits from the List of General Education courses.*

*\*\*Students who demonstrate proficiency must take additional general education credits in math or lab science from the List of Approved General Education Courses.*

*\*\*\*Selection should be based upon the requirements of the four-year institution.*

## EDUCATION

### ELEMENTARY EDUCATION

See Liberal Arts - page 55

### TEACHER AIDE

#### Certificate of Completion

The certificate of completion for teacher aides includes courses specific to the field, with a limited number of general education courses. It is designed for students who wish to become teacher aides and for aides already employed within school systems. All courses may be credited toward the associate degree for students wishing to earn an Associate in Science degree in general education. Students completing the A.S. degree could substitute teach and transfer to a four-year college. Students seeking admission must meet all college requirements.

- 3 cr. PSYC 172: General Psychology
- 3 cr. PSYC 173: Child Psychology
- 3 cr. EDUC 175: Introduction to Teaching
- 3 cr. ENGL 151: English I
- 3 cr. MATH 151: A Survey of Mathematics
- 3 cr. EDUC 178: Intro. to Education of Exceptional Students
- EDUC 245: Language Arts in the School Curriculum or
- 3 cr. CSIT 110: Computer Literacy
- 21 cr.

**TOTAL CREDITS 21**

## ENGINEERING

### ENGINEERING

#### Associate in Science

The Associate in Science Engineering program is designed to prepare beginning engineering students to successfully transfer to baccalaureate engineering programs. Participants in the associate program will enroll in science, mathematics, and engineering courses that provide serious students with the knowledge and background necessary to take upper level courses in their chosen field of study.

#### FIRST SEMESTER

- 2 cr. ENGR 101: Introduction to Engineering
- 4 cr. CHEM 181: General Chemistry I
- 4 cr. MATH 265: Calculus I
- 3 cr. Social Science General Education Requirement
- 3 cr. ENGL 151: English I
- 16 cr.

#### SECOND SEMESTER

- 2 cr. ENGR 181: Graphics for Engineers
- 3 cr. ENGL 152: English II
- 4 cr. MATH 266: Calculus II
- 4 cr. CHEM 182: General Chemistry II
- 4 cr. PHYS 281: General Physics I
- 17 cr.

#### THIRD SEMESTER

- 3 cr. ENGR 124: Engineering Analysis
- 3 cr. ENGR 221: Engineering Statics
- 4 cr. MATH 267: Calculus III
- 4 cr. PHYS 282: General Physics II
- 14 cr.

#### FOURTH SEMESTER

- 3 cr. ENGR 222: Engineering Dynamics
- 3-4 cr. ENGR Elective\*
- 4 cr. CSIT 165: Programming I
- 3 cr. Social Science or Humanities Gen. Ed. Requirement
- 3 cr. Social Science Gen. Ed. Requirement
- 0-1 cr. Elective (to meet required 64 cr. If ENGR elective is 3 cr.)
- 17 cr.

**TOTAL CREDITS 64**

*\*Students should select electives relevant to the Engineering Bachelor's Degree concentration*

*Note: cr. (credit) = semester credit hour*

*Courses satisfying general education requirements must be selected from the list of Approved General Education Courses.*

### ENGLISH

See Liberal Arts - page 55



# ENVIRONMENTAL SCIENCE

## ENVIRONMENTAL STUDIES

### Associate in Science

This program is designed to prepare students for careers in the dynamic field of environmental science, which is concerned with monitoring humanity's impact on the Earth and solving environmental problems. Students graduating from this program might work in environmental education centers, public relations firms, testing labs, environmental research organizations, travel/tourism (ecotourism companies), food manufacturers, waste management companies or government agencies. The program provides students with a strong background in the natural sciences and is attractive to four-year institutions that offer baccalaureate or graduate degrees in environmental studies, where OCC graduates may apply for additional preparation in the field.

#### FIRST SEMESTER

- 3 cr. ENGL 151: English I
- 5 cr. MATH 165 or higher: College Algebra
- 4 cr. BIOL 161: General Biology I
- 4 cr. ENVI 152: Environmental Science
- 16 cr.

#### SECOND SEMESTER

- 3 cr. ENGL 152: English II
- 3 cr. MATH 156: Introduction to Statistics
- 4 cr. BIOL 162: General Biology II
- 4 cr. CHEM 181: General Chemistry I
- 3 cr. Technology Requirement\*
- 17 cr.

#### THIRD SEMESTER

- 4 cr. CHEM 182: General Chemistry II
- 3-4 cr. Environmental Studies Elective
- 3-4 cr. Environmental Studies Elective
- 3 cr. Social Science Gen. Ed. Requirement
- 3 cr. Humanities Gen. Ed. Requirement
- 16-18 cr.

#### FOURTH SEMESTER

- 3-4 cr. Environmental Studies Elective
- 3 cr. Humanities Gen. Ed. Requirement
- 3 cr. Social Science Gen. Ed. Requirement
- 4-5 cr. Elective (to meet required 64 credits)
- 13-15 cr.

### TOTAL CREDITS 64

\*Students may attempt to "test out" of the technology requirement. If they succeed, they must take an additional course(s) to meet the required 64 total credits.

Note: cr. (credit) = semester credit hour

Courses satisfying general education requirements must be selected from the list of Approved General Education Courses.

Note regarding math requirement: Some bachelor's degree programs in science require Calculus; completion of at least MATH 191 Precalculus I & MATH 192 Precalculus II is recommended to transfer. MATH 156 Introduction to Statistics and MATH 165 College Algebra are recommended for transfer to programs that do not require Calculus.

### Environmental Studies Electives

- BIOL 101 The Pine Barrens
- BIOL 261 Ecology
- BIOL 265 Marine Biology
- ENVI 154 Introduction to Oceanography
- ENVI 232 Environmental Policy
- ENVI 259 Field Experience/ Practicum
- CHEM 283 Organic Chemistry I
- CHEM 284 Organic Chemistry II

## EXERCISE SCIENCE

See Health & Human Performance - page 52

## FILM STUDIES

See Liberal Arts Concentrations - page 55

## FINE ARTS

### Associate in Arts

This program offers students the first two years of two-dimensional and three-dimensional design courses which prepare students to transfer to baccalaureate programs and to pursue careers in art and design. The focus of the program is on artistic development and technical training. The curriculum is designed to promote students' development of their academic and artistic potential.

#### FIRST SEMESTER

- 3 cr. ENGL 151: English I
- 3 cr. ARTS 183: Basic Drawing
- 3 cr. ARTS 184: Two-Dimensional Design
- 3 cr. Math Gen. Ed. Requirement\*
- 3 cr. Social Science Gen. Ed. Requirement
- 15 cr.

#### SECOND SEMESTER

- 3 cr. ENGL 152: English II
- 3 cr. COMM 154: Fundamentals of Public Speaking
- 3 cr. ARTS 185: Figure Drawing
- 3 cr. ARTS 186: Three-Dimensional Design
- 3 cr. Humanities Gen. Ed. Requirement
- 15 cr.

#### THIRD SEMESTER

- 3 cr. Art Elective (see list at end)
- 3 cr. History Gen. Ed. Requirement
- 3 cr. Humanities Gen. Ed. Requirement
- 4 cr. Social Science Gen. Ed. Requirement
- 4 cr. Lab Science Gen. Ed. Requirement\*
- 16 cr.

#### FOURTH SEMESTER

- 3 cr. Art Elective (see list at end)
- 3 cr. Technology Gen. Ed. Requirement\*
- 3 cr. Math or Lab Science Gen. Ed. Requirement\*
- 3 cr. History Gen. Ed. Requirement
- 3 cr. Humanities Gen. Ed. Requirement
- 3 cr. Diversity Gen. Ed. Requirement
- 18 cr.

### TOTAL CREDITS 64

Note: cr. (credit) = semester credit hour.

Courses satisfying general education requirements must be selected from the list of Approved General Education Courses. It is recommended that students take any Art History course (such as ARTS 181, ARTS 182, ARTS 205 or ARTS 206) to fulfill Humanities General Education Requirements.

\*Students must select one math course, one lab science course, and one technology course and complete the 12 credit requirement with any additional math or lab science course from the list of Approved General Education Courses. Students may attempt to "test out" of the technology requirement. If they succeed, they must take additional credits in math or lab science from the List of Approved General Education Courses.

## Art Electives

ARTS 170	Ceramics I	3 cr.
ARTS 270	Ceramics II	3 cr.
ARTS 271	Ceramics III	3 cr.
ARTS 286	Painting I	3 cr.
ARTS 287	Painting II	3 cr.
ARTS 296	Painting III	3 cr.
ARTS 297	Painting IV	3 cr.
COPH 181	Basic Photography	3 cr.
COPH 187	Experimental Photography	3 cr.
COPH 188	Intermediate Photography	3 cr.

## FIRE SCIENCE

See Law & Public Safety - page 54

## GENERAL STUDIES

### Associate in Science

The Associate in Science (A.S.) degree is designed for students who wish to create an individualized program in a specific academic area. Students may explore career fields while selecting courses that will facilitate their goal of transferring to a four-year college/university or beginning a career. Students must complete the following:

- All students must complete STSC 155, College Success Seminar, during their first year of enrollment.
- A minimum of 30 credits from the list of Approved General Education Courses.
- At least 18 credits from one academic area to satisfy the department concentration.
- Additional elective credits to meet the requirements for the degree (minimum of 64 credits).

### GENERAL EDUCATION CORE REQUIREMENTS

#### Communications **6 cr.**

English I/English II

#### Humanities **3 cr.**

One (1) Humanities course selected from the list of Approved General Education Courses

#### Social Science **3 cr.**

One (1) Social Science course selected from the list of Approved General Education Courses

#### Additional Humanities or Social Science Credit **3 cr.**

One (1) Humanities or Social Science course selected from the list of Approved General Education Courses

#### Mathematics-Science-Technology **9 cr.**

Students must select at least one math course, one lab science course, and one technology course\* from the list of Approved General Education Courses.

*\*Students may attempt to "test out" of the technology requirement. If they succeed, they must take an additional course(s) in math or science or technology from the List of Approved General Education Courses.*

#### Additional General Education Credit **6 cr.**

From list of Approved General Education Courses

#### Program Requirement **3 cr.**

STSC 155 College Success Seminar

## Department Concentration **18 cr.**

To satisfy the Department Concentration, students must earn 18 credits from one academic area. Course prefixes for each area are listed below:

Business .....	ACCT, BUSN, CSIT**, HRTM, LAAW
Computer Studies .....	CSIT**
Health and Physical	
Education .....	HEHP, HHAW
Humanities .....	ARTS, ASLN, COEM, COCG, COMM, CPH,
	DANC, ENGL, FILM, HIST,
	HUMN, MUSC, PHIL, RELG, THTR,
	or any foreign language course.
Math .....	MATH, PHYS
Science .....	BIOL, CHEM, ENVI, PHYS, SCIE
Social Science .....	ALDC, ANTH, CRIM, ECON, EDUC, FIRE,
	GEOG, HLSC, HSRV, POLI, PSYC, SOCI

ELECTIVE COURSES (to total 64 or more cr.) 13 cr.

**TOTAL CREDITS 64**

**\*\* CSIT 110, CSIT 123, and CSIT 165 cannot be applied to this concentration.**

*Note: cr. (credit) = semester credit hour*

*Courses satisfying general education requirements must be selected from the list of Approved General Education Courses.*

## GENERAL STUDIES BUSINESS CONCENTRATION

The Associate in Science (A.S.) Degree is designed for students who wish to create an individualized program in a specific academic area. Students may explore career fields while selecting courses that will facilitate their goal of transferring to a four-year college/university of beginning a career. Students must complete the following:

- All students must complete STSC 155, College Success Seminar, during their first year of enrollment.
- A minimum of 30 credits from the list of approved general education courses.
- At least 18 credits from the academic area of Business to satisfy the department concentration.
- Additional elective credits to meet the requirements for the degree (minimum of 64 credits).

### GENERAL EDUCATION CORE REQUIREMENTS

#### Communications **6 cr.**

English I/English II

#### Humanities **3 cr.**

One (1) Humanities course selected from the list of Approved General Education Courses

#### Social Science **3 cr.**

One (1) Social Science course selected from the list of Approved General Education Courses

#### Additional Humanities or Social Science Credit **3 cr.**

One (1) Humanities or Social Science course selected from the list of Approved General Education Courses

**Mathematics–Science–Technology** **10 cr.**  
Students must select at least one math course, one lab science course, and one technology course\* from the list of Approved General Education Courses.

*\*Students may attempt to “test out” of the technology requirement. If they succeed, they must take an additional course(s) in math or science or technology from the List of Approved General Education Courses.*

**Additional General Education Credit** **6 cr.**  
From list of Approved General Education Courses

**Program Requirement** **3 cr.**  
STSC 155 College Success Seminar

**Department Concentration** **18 cr.**  
To satisfy the department concentration, students must earn 18 credits from the academic area of Business. Course prefixes for the Business concentration are: ACCT, BUSN, CSIT\*\*, HRTM, LAAW

*\*\*CSIT 110, CSIT 123, and CSIT 165 cannot be applied to this concentration.*

**Elective Courses** **12 cr.**  
*NOTE: cr. (credit) = semester credit hour*

## GENERAL STUDIES - COMPUTER STUDIES CONCENTRATION

The Associate in Science (A.S.) degree is designed for students who wish to create an individualized program in a specific academic area. Students may explore career fields while selecting courses that will facilitate their goal of transferring to a four-year college/university or beginning a career. Students must complete the following:

- All students must complete STSC 155, College Success Seminar, during their first year of enrollment.
- A minimum of 30 credits from the list of Approved General Education Courses.
- At least 18 credits from the academic area of Computer Studies to satisfy the Department Concentration.
- Additional elective credits to meet the requirements for the degree (minimum of 64 credits).
- Additional elective credits to meet the requirements for the degree (minimum 64 credits).

### GENERAL EDUCATION CORE REQUIREMENTS

**Communications** **6 cr.**  
English I/English II

**Humanities** **3 cr.**  
One (1) Humanities course selected from the list of Approved General Education Courses

**Social Science** **3 cr.**  
One (1) Social Science course selected from the list of Approved General Education Courses

**Additional Humanities or Social Science Credit** **3 cr.**  
One (1) Humanities or Social Science course selected from the list of Approved General Education Courses

**Mathematics–Science–Technology** **10 cr.**  
Students must select at least one math course, one lab science course, and one technology course\* from the list of Approved General Education Courses.

*\*Students may attempt to “test out” of the technology requirement. If they succeed, they must take an additional course(s) in math or science or technology from the List of Approved General Education Courses.*

**Additional General Education Credit** **6 cr.**  
From list of Approved General Education Courses

**Program Requirement** **3 cr.**  
STSC 155 College Success Seminar

**Department Concentration** **18 cr.**  
To satisfy the department concentration, students must earn 18 credits from the academic area of Computer Studies. The course prefix for the Computer Studies concentration is CSIT.

*\*\*CSIT 110, CSIT 123, and CSIT 165 cannot be applied to this concentration.*

**Elective Courses** **12 cr.**  
*NOTE: cr. (credit) = semester credit hour*

## GENERAL STUDIES HEALTH AND PHYSICAL EDUCATION CONCENTRATION

The Associate in Science (A.S.) degree is designed for students who wish to create an individualized program in a specific academic area. Students may explore career fields while selecting courses that will facilitate their goal of transferring to a four-year college/university or beginning a career. Students must complete the following:

- All students must complete STSC 155, College Success Seminar, during their first year of enrollment.
- A minimum of 30 credits from the list of Approved General Education Courses.
- At least 18 credits from the academic area of Health and Physical Education to satisfy the Department Concentration.
- Additional elective credits to meet the requirements for the degree (minimum of 64 credits).

### GENERAL EDUCATION CORE REQUIREMENTS

**Communications** **6 cr.**  
English I/English II

**Humanities** **3 cr.**  
One (1) Humanities course selected from the list of Approved General Education Courses

**Social Science** **3 cr.**  
One (1) Social Science course selected from the list of Approved General Education Courses

**Additional Humanities or Social Science Credit** **3 CR.**  
One (1) Humanities or Social Science course selected from the list of Approved General Education Courses

**Mathematics–Science–Technology** **10 cr.**  
Students must select at least one math course, one lab science course, and one technology course\* from the list of Approved General Education Courses.

*\*Students may attempt to “test out” of the technology requirement. If they succeed, they must take an additional course(s) in math or science or technology from the List of Approved General Education Courses.*

**Additional General Education Credit** **6 cr.**  
From list of Approved General Education Courses

**Program Requirement** **3 cr.**  
STSC 155 College Success Seminar

**Department Concentration** **18 cr.**

To satisfy the department concentration, students must earn 18 credits from the academic area of Health and Physical Education. Course prefixes for the Health and Physical Education concentration are: HEHP and HHAW

**Elective Courses** **12 cr.**

NOTE: cr. (credit) = semester credit hour

**GENERAL STUDIES  
HUMANITIES CONCENTRATION**

The Associate in Science (A.S.) degree is designed for students who wish to create an individualized program in a specific academic area. Students may explore career fields while selecting courses that will facilitate their goal of transferring to a four-year college/university or beginning a career. Students must complete the following:

- All students must complete STSC 155, College Success Seminar, during their first year of enrollment.
- A minimum of 30 credits from the list of Approved General Education Courses.
- At least 18 credits from the academic area of Humanities to satisfy the Department Concentration.
- Additional elective credits to meet the requirements for the degree (minimum of 64 credits).

**GENERAL EDUCATION CORE REQUIREMENTS****Communications** **6 cr.**

English I/English II

**Humanities** **3 cr.**

One (1) Humanities course selected from the list of Approved General Education Courses

**Social Science** **3 cr.**

One (1) Social Science course selected from the list of Approved General Education Courses

**Additional Humanities or  
Social Science Credit** **3 cr.**

One (1) Humanities or Social Science course selected from the list of Approved General Education Courses

**Mathematics–Science–Technology** **10 cr.**

Students must select at least one math course, one lab science course, and one technology course\* from the list of Approved General Education Courses.

*\*Students may attempt to “test out” of the technology requirement. If they succeed, they must take an additional course(s) in math or science or technology from the List of Approved General Education Courses.*

**Additional General Education Credit** **6 cr.**

From list of Approved General Education Courses

**Program Requirement** **3 cr.**

STSC 155 College Success Seminar

**Department Concentration** **18 cr.**

To satisfy the department concentration, students must earn 18 credits from the academic area of Humanities. Course prefixes for the Humanities concentration are: ARTS, ASLN, COEM, COCG, COMM, CPH, DANC, ENGL, FILM, HIST, HUMN, MUSC, PHIL, RELG, THTR, or any foreign language.

**Elective Courses** **12 cr.**

NOTE: cr. (credit) = semester credit hour

**GENERAL STUDIES  
MATHEMATICS CONCENTRATION**

The Associate in Science (A.S.) degree is designed for students who wish to create an individualized program in a specific academic area. Students may explore career fields while selecting courses that will facilitate their goal of transferring to a four-year college/university or beginning a career. Students must complete the following:

- All students must complete STSC 155, College Success Seminar, during their first year of enrollment.
- A minimum of 30 credits from the list of Approved General Education Courses.
- At least 18 credits from the academic area of Mathematics to satisfy the Department Concentration.
- Additional elective credits to meet the requirements for the degree (minimum of 64 credits).

**GENERAL EDUCATION CORE REQUIREMENTS****Communications** **6 cr.**

English I/English II

**Humanities** **3 cr.**

One (1) Humanities course selected from the list of Approved General Education Courses

**Social Science** **3 cr.**

One (1) Social Science course selected from the list of Approved General Education Courses

**Additional Humanities or  
Social Science Credit** **3 cr.**

One (1) Humanities or Social Science course selected from the list of Approved General Education Courses

**Mathematics–Science–Technology** **10 cr.**

Students must select at least one math course, one lab science course, and one technology course\* from the list of Approved General Education Courses.

*\*Students may attempt to “test out” of the technology requirement. If they succeed, they must take an additional course(s) in math or science or technology from the List of Approved General Education Courses.*

**Additional General Education Credit** **6 cr.**

From list of Approved General Education Courses

**Program Requirement** **3 cr.**

STSC 155 College Success Seminar

**Department Concentration** **18 cr.**

To satisfy the department concentration, students must earn 18 credits from the academic area of Mathematics. Course prefixes for the Mathematics concentration are: MATH and PHYS

**Elective Courses** **12 cr.**

NOTE: cr. (credit) = semester credit hour



## GENERAL STUDIES SCIENCE CONCENTRATION

The Associate in Science (A.S.) degree is designed for students who wish to create an individualized program in a specific academic area. Students may explore career fields while selecting courses that will facilitate their goal of transferring to a four-year college/university or beginning a career. Students must complete the following:

- All students must complete STSC 155, College Success Seminar, during their first year of enrollment.
- A minimum of 30 credits from the list of Approved General Education Courses.
- At least 18 credits from the academic area of Science to satisfy the Department Concentration.
- Additional elective credits to meet the requirements for the degree (minimum of 64 credits).

### GENERAL EDUCATION CORE REQUIREMENTS

<b>Communications</b>	<b>6 cr.</b>
English I/English II	

<b>Humanities</b>	<b>3 cr.</b>
One (1) Humanities course selected from the list of Approved General Education Courses	

<b>Social Science</b>	<b>3 cr.</b>
One (1) Social Science course selected from the list of Approved General Education Courses	

<b>Additional Humanities or Social Science Credit</b>	<b>3 cr.</b>
One (1) Humanities or Social Science course selected from the list of Approved General Education Courses	

<b>Mathematics–Science–Technology</b>	<b>10 cr.</b>
Students must select at least one math course, one lab science course, and one technology course* from the list of Approved General Education Courses.	

*\*Students may attempt to “test out” of the technology requirement. If they succeed, they must take an additional course(s) in math or science or technology from the List of Approved General Education Courses.*

<b>Additional General Education Credit</b>	<b>6 cr.</b>
From list of Approved General Education Courses	

<b>Program Requirement</b>	<b>3 cr.</b>
STSC 155 College Success Seminar	

<b>Department Concentration</b>	<b>18 cr.</b>
To satisfy the department concentration, students must earn 18 credits from the academic area of Science. Course prefixes for the Science concentration are: BIOL, CHEM, ENVI, PHYS, SCIE	

<b>Elective Courses</b>	<b>12 cr.</b>
NOTE: cr. (credit) = semester credit hour	

## GENERAL STUDIES SOCIAL SCIENCE CONCENTRATION

The Associate in Science (A.S.) degree is designed for students who wish to create an individualized program in a specific academic area. Students may explore career fields while selecting courses that will facilitate their goal of transferring to a four-year college/university or beginning a career. Students must complete the following:

- All students must complete STSC 155, College Success Seminar, during their first year of enrollment.
- A minimum of 30 credits from the list of Approved General Education Courses.
- At least 18 credits from the academic area of Social Science to satisfy the Department Concentration.
- Additional elective credits to meet the requirements for the degree (minimum of 64 credits).

### GENERAL EDUCATION CORE REQUIREMENTS

<b>Communications</b>	<b>6 cr.</b>
English I/English II	

<b>HUMANITIES</b>	<b>3 cr.</b>
One (1) Humanities course selected from the list of Approved General Education Courses	

<b>SOCIAL SCIENCE</b>	<b>3 cr.</b>
One (1) Social Science course selected from the list of Approved General Education Courses	

<b>ADDITIONAL HUMANITIES OR SOCIAL SCIENCE CREDIT</b>	<b>3 cr.</b>
One (1) Humanities or Social Science course selected from the list of Approved General Education Courses	

<b>Mathematics–Science–Technology</b>	<b>10 Cr.</b>
Students must select at least one math course, one lab science course, and one technology course* from the list of Approved General Education Courses.	

*\*Students may attempt to “test out” of the technology requirement. If they succeed, they must take an additional course(s) in math or science or technology from the List of Approved General Education Courses.*

<b>Additional General Education Credit</b>	<b>6 cr.</b>
From list of Approved General Education Courses	

<b>Program Requirement</b>	<b>3 cr.</b>
STSC 155 College Success Seminar	

<b>Department Concentration</b>	<b>18 cr.</b>
To satisfy the department concentration, students must earn 18 credits from the academic area of Social Science. Course prefixes for the Social Science concentration are: STSC, ALDC, ANTH, CRIM, ECON, EDUC, FIRE, GEOG, HLSC, HSRV, POLI, PSYC, SOCI	

<b>Elective Courses</b>	<b>12 cr.</b>
NOTE: cr. (credit) = semester credit hour	

## GLOBAL STUDIES

### Associate in Arts

The Global Studies program allows students to complete the first two years of their college education by selecting courses from a range of offerings based on their interest and transfer needs. These courses prepare students to transfer to baccalaureate programs with majors in global studies, international politics, and foreign relations.

#### FIRST SEMESTER

- 3 cr. ENGL 151: English I
- 3 cr. POLI 101: Global Issues
- 3 cr. COMM 154: Fundamentals of Public Speaking
- 3 cr. Math Gen. Ed. Requirement
- 3 cr. HIST 181: World Civilization I
- 15 cr.

#### SECOND SEMESTER

- 3 cr. ENGL 152: English II
- 3 cr. HIST 182: World Civilization II
- 3 cr. COMM 202: Intercultural Communications
- 3 cr. POLI 263: Introduction to International Relations or POLI 265: Comparative Politics
- 3 cr. Global Studies course (see listing)
- 15 cr.

#### THIRD SEMESTER

- 6 cr. Global Studies course (see listing)
- 3 cr. Social Science Gen. Ed. Requirement
- 3 cr. World Language – 1st of sequence
- 4 cr. Lab Science Gen. Ed. Requirement
- 16 cr.

#### FOURTH SEMESTER

- 3 cr. Global Studies course (see listing)
- Study Abroad course preferred
- 3 cr. Humanities Gen. Ed. Requirement
- 3 cr. World Language – 2nd of sequence
- 3 cr. Technology Gen. Ed. Requirement
- 3 cr. Math or Lab Science Gen. Ed. Requirement\*
- 3 cr. Elective
- 18 cr.

**TOTAL CREDITS 64**

*Note: cr. (credit) = semester credit hour.*

*Courses satisfying general education requirements must be selected from the list of Approved General Education Courses.*

*\*Students must select one math course, one lab science course, and one technology course and complete the 12 credit requirement with any additional math or science course from the list of Approved General Education Courses.*

*Students may attempt to "test out" of the technology requirement. If they succeed, they must take an additional course in math or science from the List of Approved General Education Courses.*

### Global Studies Course Selections

- ANTH 134: Cultural Anthropology (3 cr.)
- ARTS 181: Art History I (3 cr.)
- ARTS 182: Art History II (3 cr.)
- ARTS 191: The Arts of the Islamic World (3 cr.)
- ARTS 192: The Arts of Japan (3 cr.)
- ARTS 205: Art History III-Twentieth Century Art (3 cr.)
- BUSN 291: International Business: A Cultural Perspective (3 cr.)
- ENGL 222: Native American Literature (3 cr.)
- ENGL 225: Chinese Literature in Translation (3 cr.)
- ENGL 226: Arabic Literature in Translation (3 cr.)
- ENGL 227: Introduction to Jewish and Holocaust Literature (3 cr.)
- ENGL 235: Literature and Myth (3 cr.)
- ENGL 237: Multicultural Fairy and Folk Tales (3 cr.)
- ENGL 255: World Literature I (3 cr.)
- ENGL 256: World Literature II (3 cr.)

- FILM 190: World Cinema (3 cr.)
- GEOG 161: World Physical Geography (3 cr.)
- GEOG 162: Human Geography (3 cr.)
- HIST 185: Survey of Middle Eastern Civilization (3 cr.)
- HIST 268: History and Culture of the Jewish People (3 cr.)
- HIST 271: History of England (3 cr.)
- HIST 272: History of Russia (3 cr.)
- HIST 275: History and Culture of China (3 cr.)
- HIST 278: History of the Arab World Since World War I (3 cr.)
- HIST 280: Modern Latin American History (3 cr.)
- HIST 282: Modern Israel (3 cr.)
- HUMN 200: Humanities I: Modernism (3 cr.)
- HUMN 201: Humanities II: Postmodernism (3 cr.)
- MUSC 194: Music of the World's People (3 cr.)
- PHIL 192: Contemporary Ethical Issues (3 cr.)
- PHIL 293: Religious Experiences (3 cr.)
- RELG 193: World Religions (3 cr.)
- POLI 263: International Relations (3 cr.)
- POLI 265: Comparative Politics (3 cr.)
- POLI 268: Women and Politics (3 cr.)
- PSYC 175: Cross Cultural Psychology (3 cr.)
- SOCI 181: Introduction to Sociology (3 cr.)
- SOCI 231: Social Problems (3 cr.)
- Any approved Study Abroad experience (3 cr.)

*World Language courses (two sequential semesters of a foreign language is required – for example, SPAN I and II)*

## GRAPHIC ARTS, DESIGN, & MEDIA

### Associate in Science

The A.S. degree in Graphic Arts, Design, and Media offers students the first two years of coursework in various design avenues. The program provides the foundation courses that allow students to transfer into baccalaureate programs in design, which will prepare them for design fields in print, multimedia, and the web. Students gain a comprehensive understanding of the discipline and the ability to create a portfolio of work necessary for a career in the industry.

#### FIRST SEMESTER

- 3 cr. ENGL 151: English I
- 3 cr. ARTS 183: Basic Drawing
- 3 cr. GRPH 101: History of Media and Design
- 3 cr. STSC 155: College Success Seminar
- 3 cr. COPH 181: Basic Digital Photography
- 15 cr.

#### SECOND SEMESTER

- 3 cr. ENGL 152: English II
- 3 cr. ARTS 182 Art from Renaissance to Modern World or ARTS 205 Modern Art
- 3 cr. ARTS 184: Two-Dimensional Design
- 3 cr. GRPH 151: Digital Imagery
- 3 cr. Technology Gen. Ed. Requirement\*
- 3 cr. Elective\*\*
- 18 cr.

#### THIRD SEMESTER

- 3 cr. Social Science Gen. Ed. Requirement
- 3 cr. GRPH 251: InDesign and Typography
- 3 cr. Mathematics Gen. Ed. Requirement
- 3 cr. Any course from the list of Approved Gen Ed Courses
- 3 cr. Elective\*\*
- 15 cr.

#### FOURTH SEMESTER

- 4 cr. Lab Science Gen. Ed. Requirement
- 3 cr. Humanities or Social Science Gen. Ed. Requirement
- 3 cr. COCG 165: Graphics Portfolio
- 3 cr. Any course from the list of Approved Gen Ed Courses
- 3 cr. Elective\*\*
- 16 cr.

**TOTAL CREDITS 64**

Note: cr. (credit) = semester credit hour.

\*Students may attempt to "test out" of the technology requirement. If they succeed, they must take an additional course(s) in math or science from the List of Approved General Education Courses.

\*\*Selection of electives should be based on the requirements of the four-year institution.

#### Suggested Electives:

ARTS 186: Three-Dimensional Design  
ARTS 286: Painting I  
COEM 220: Video Location Production  
COEM 224: Video Editing and Post Production  
COEM 230: Audio Recording for Electronic Media  
COPH 187: Experimental Digital Photography  
COPH 188: Intermediate Digital Photography  
COPH 207: Photojournalism  
Courses satisfying general education requirements must be selected from the list of Approved General Education Courses.

## HEALTH & HUMAN PERFORMANCE

### EXERCISE SCIENCE

#### Certificate of Proficiency

This Exercise Science Certificate Program is designed to prepare students for entry level positions in the ever-growing area of personal conditioning and wellness as determined by current science and technology. Students may apply credits earned in the certificate program toward an associate degree.

- 3 cr. ENGL 151: English I
- 4 cr. BIOL 119: Nature of Science & the Human Body or BIOL 161 or Biology I  
HEHP 110: Applied Modern Health or
- 3 cr. HEHP 225: Contemporary Health
- 3 cr. HEHP 160: First Aid/CPR/AED for the Workplace, Schools & the Community
- 3 cr. HEHP 188: Intro. to Nutrition
- 3 cr. HEHP 252: Nutrition for Fitness & Sport
- 3 cr. HEHP 238: Management & Rehabilitation of Athletic Injuries
- 3 cr. HEHP 239: Strength & Conditioning Physiology
- 3 cr. HEHP 240: Exercise Physiology
- 4 cr. Electives from HEHP Activity courses\*
- 32 cr.

**TOTAL CREDITS 32**

#### \*HEHP Electives:

HEHP 100: Aerobic Conditioning  
HEHP 101: Weight Training  
HEHP 102: Volleyball  
HEHP 109: Tennis  
HEHP 150: Swimming I  
HEHP 151: Swimming II  
HEHP 172: International Folk Dance I  
HEHP 173: International Folk Dance II  
HEHP 210: Karate I  
HEHP 211: Karate II

### EXERCISE SCIENCE/SPORTS MEDICINE

See Liberal Arts Concentrations - page 55

### HOLISTIC HEALTH & WELLNESS

#### Certificate of Completion

The Holistic Health and Wellness certificate program is designed to provide students an overall understanding of the foundations and philosophies associated with various professions that utilize a vitalistic philosophical perspective. This area of study has become progressively more popular in the marketplace of healthcare. Students transferring to four year institutions may pursue this certificate as a foundation for their future studies. It is also a stand-alone certificate for people personally interested in this type of healthcare philosophy.

- 4 cr. BIOL 119: Science and the Human Body
- 3 cr. HHAW 101: Alternative Therapies in Health & Wellness
- 3 cr. HHAW 120: Philosophies and Paradigms in Healthcare
- 3 cr. Holistic Elective
- 3 cr. Holistic Elective
- 3 cr. Holistic Elective
- 3 cr. Holistic Elective
- 3 cr. Holistic Elective
- 25 cr.

#### Holistic Electives\*

HHAW 100: Global History of Healthcare  
HHAW 102: Environmental Harmony: A Holistic Perspective  
HHAW 121: Psychology and Physiology of Stress  
HHAW 200: Food & Healing: A Holistic Approach to Nutrition  
HHAW 201: Plants and Healing: Herbology & Organic Gardening  
HHAW 220: Oriental Theories in Health & Medicine  
HHAW 221: Principles of Energy Movement  
HHAW 222: Holistic Design

\*All holistic electives are 3 credit courses.

### NUTRITION

#### Certificate of Proficiency

This certificate program is designed for individuals who are interested in learning more about basic nutrition. The focus is on wellness and disease prevention through proper nutrition and eating behaviors. It is highly recommended that students enrolling in this program have taken (a) high school biology and chemistry or (b) BIOL 114: Principles of Biological Science and high school chemistry.

- 3 cr. ENGL 151: English I
- 4 cr. BIOL 130: Human Anatomy & Physiology I
- 4 cr. BIOL 131: Human Anatomy & Physiology II
- 3 cr. MATH 156: Introduction to Statistics
- 3 cr. HEHP 225: Contemporary Health or HEHP 110 or Applied Modern Health
- 3 cr. HEHP 188: Introduction to Nutrition
- 3 cr. HEHP 239: Strength & Physiology Conditioning
- 3 cr. HEHP 240: Exercise Physiology
- 3 cr. HEHP 252: Nutrition for Fitness and Sport
- 3 cr. HEHP 266: Exercise & Health Counseling
- 32 cr.

**TOTAL CREDITS 32**

## PERSONAL TRAINING

### Certificate of Proficiency

The Personal Training certificate program prepares students for employment in the fitness industry. Students seeking employment will also become eligible to apply for National Council on Strength and Fitness Personal Training certification. Students may apply credits earned in the certificate program toward an associate degree.

- 3 cr. ENGL 151: English I
- 4 cr. BIOL 130: Anatomy & Physiology I  
HEHP 110: Applied Modern Health or
- 3 cr. HEHP 225: Contemporary Health
- 3 cr. PSYC 172: General Psychology
- 3 cr. HEHP 188: Introduction to Nutrition
- 3 cr. HEHP 252: Nutrition for Fitness & Sport
- 3 cr. HEHP 160: First Aid/CPR/AED for the Workplace,  
Schools & the Community
- 3 cr. HEHP 228: Care & Prevention of Athletic Injuries
- 3 cr. HEHP 239: Strength & Conditioning Physiology
- 3 cr. HEHP 266: Exercise & Health Counseling
- 3 cr. HEHP 267: Sports Management

31 cr.

**TOTAL CREDITS 31**

## PHYSICAL THERAPY AIDE

### Certificate of Proficiency

The Physical Therapy Aide certificate program prepares students for employment in the field of physical therapy. Employment settings may include private physical therapy facilities, hospital based facilities, occupational therapy and recreational therapy centers. Students may apply credits earned in the certificate program toward an associate degree.

- 3 cr. ENGL 151: English I
- 4 cr. BIOL 130: Anatomy & Physiology I  
HEHP 110: Applied Modern Health or
- 3 cr. HEHP 225: Contemporary Health
- 3 cr. AHMT 110: Medical Terminology
- 3 cr. HEHP 228: Care & Prevention of Athletic Injuries
- 3 cr. HEHP 238: Management & Rehabilitation of Athletic Injuries
- 3 cr. HEHP 160: First Aid/CPR/AED for the Workplace,  
School & the Community
- 3 cr. HEHP 239: Strength & Conditioning Physiology
- 3 cr. HEHP 265: Kinesiology
- 3 cr. HEHP 290: Internship I

31 cr.

**TOTAL CREDITS 31  
TOTAL CREDITS 33**

## HEALTH ADMINISTRATION

See Business - page 39

## HEALTH & PHYSICAL EDUCATION

See General Studies - page 48

## HISTORY

See Liberal Arts - page 55

## HOMELAND SECURITY

See Law & Public Safety - page 54

## HOSPITALITY, RECREATION, AND TOURISM MANAGEMENT

### Associate in Science

The Associate in Science degree program in Hospitality, Recreation and Tourism Management (HRTM) is designed to prepare students to begin a career in the creative, people-oriented Hospitality, Recreation & Tourism industries, or to continue with their education toward a Bachelor's degree. The program provides a business planning and management foundation that examines industry trends, consumer behavior, guest services and other factors that influence Hospitality Recreation & Tourism development and promotion. Students will receive exposure to critical thinking skills as well as a broad education and awareness of values, skills, and attitudes that will prepare them for responsible citizenship roles across the scope of the hospitality, recreation and tourism industry and society.

#### FIRST SEMESTER

- 3 cr. ENGL 151: English I
- 3 cr. Math Gen. Ed. Requirement (Math 156 or higher)
- 3 cr. CSIT 123: Integrated Office Software
- 3 cr. COMM 154: Fundamentals of Public Speaking
- 3 cr. HRTM 110: Intro to Hospitality, Recreation and Tourism

15 cr.

#### SECOND SEMESTER

- 3 cr. ENGL 152: English II
- 3 cr. BUSN 271: Principles of Management
- 3 cr. ECON 151: Macroeconomic Principles or  
ECON 152 Microeconomic Principles
- 3 cr. HRTM 120: Marketing for Hospitality and Tourism
- 3 cr. Any course from the list of  
Approved General Education Courses
- 3 cr. Elective

18 cr.

#### THIRD SEMESTER

- 3 cr. HRTM 212: Conferences, Conventions & Special Events Mgt.
- 3 cr. HRTM 214: Supervision & Human Resource Management
- 3 cr. HRTM Elective
- 3 cr. Foreign Language\*
- 3 cr. Elective

15 cr.

#### FOURTH SEMESTER

- 3 cr. HRTM 220: Managerial Acct for Hospitality Industry
- 3 cr. HRTM Elective
- 3 cr. Foreign Language\*
- 4 cr. Lab Science Gen. Ed. Requirement
- 3 cr. Elective

16 cr.

**TOTAL CREDITS 64**

\* Two semesters of the same foreign language are strongly recommended.  
(For example: SPAN 151 and SPAN 152.)

## HUMANITIES

See General Studies - page 47



# LAW & PUBLIC SAFETY

## CRIMINAL JUSTICE

### Associate in Science

Students interested in criminal justice as a career will elect this two-year collegiate program. It is designed for those students planning to transfer to a four-year program in criminal justice. The program suggested below is intended to develop professional criminal justice skills and knowledge along with a basic academic background. Students pursuing this program on a part-time basis should consult an academic advisor for an appropriate sequence.

#### FIRST SEMESTER

- 3 cr. ENGL 151: English I
- 3 cr. CRIM 152: Introduction to Law Enforcement
- 3 cr. CRIM 150: The Criminal Justice System
- 3 cr. POLI 161: American Federal Government or
- 3 cr. POLI 162: State & Local Government
- 3 cr. Mathematics Gen. Ed. Requirement.(MATH 156 preferred)

15 cr.

#### SECOND SEMESTER

- 3 cr. ENGL 152: English II
- 3 cr. CRIM 151: Police Organization & Administration
- 3 cr. CRIM 155: Introduction to Corrections
- 3 cr. SOCI 181: Introduction to Sociology
- 3 cr. CRIM 255: Criminal Law & Procedure
- 3 cr. Elective

18 cr.

#### THIRD SEMESTER

- 3 cr. SOCI 231: Social Problems or SOCI 238: Race & Ethnicity
- 4 cr. SCIE 105: Forensic Science
- 3 cr. CRIM 254: Constitutional Law & Rules of Evidence
- 3 cr. CRIM 236: Criminology
- 3 cr. Technology Gen. Ed. Requirement\*

16 cr.

#### FOURTH SEMESTER

- 3 cr. COMM 154: Fundamentals of Public Speaking
- 3 cr. PSYC 172: General Psychology
- 4 cr. CRIM 280: Criminal Investigation OR
- 3 cr. CRIM 281: Criminal Investigation Theory
- 3 cr. POLI 185: Public Administration
- 3 cr. Humanities Gen. Ed. Requirement

15-16 cr.

**TOTAL CREDITS 64-65**

*\*Students may attempt to "test out" of the technology requirement. If they succeed, they must take an additional math, science or technology course from the list of Approved General Education Courses.*

*Note: cr. (credit) = semester credit hour*

*Courses satisfying general education requirements must be selected from the list of Approved General Education Courses.*

## CRIMINAL JUSTICE

### Certificate of Proficiency

The certificate program in criminal justice includes primarily courses specific to the field with a limited number of general education courses. It represents recognition of the achievement of the criminal justice curriculum for the professional who does not plan to enter a degree program, or it may be considered an important milestone for the in-service student working towards a degree.

- 3 cr. CRIM 150: The Criminal Justice System
- 3 cr. CRIM 151: Police Organization & Administration
- 3 cr. CRIM 152: Introduction to Law Enforcement
- 3 cr. CRIM 155: Introduction to Corrections
- 3 cr. SOCI 181: Introduction to Sociology
- 4 cr. SCIE 105: Forensic Science
- 3 cr. CRIM 254: Constitutional Law & Rules of Evidence
- 3 cr. CRIM 255: Criminal Law & Procedure
- 3 cr. CRIM 236: Criminology
- 3 cr. ENGL 151: English I
- 3 cr. POLI 162: State & Local Government

34 cr.

**TOTAL CREDITS 34**

## FIRE SCIENCE

### Certificate of Proficiency

The Fire Science Certificate is designed to prepare students for a career in the fire service or to enhance the knowledge and skills of individuals already working or volunteering as fire fighters. All courses in this certificate can be applied toward the AS in Public Service degree program.

- 3 cr. ENGL 151: English I
- 3-5 cr. MATH 165: College Algebra or MATH 191: Precalculus I
- 3 cr. FIRE 162: Principles of Emergency Services
- 3 cr. FIRE 165: Building Construction for Fire Protection
- 3 cr. FIRE 166: Fire Behavior and Combustion
- 3 cr. FIRE 255: Fire Inspector I
- 3 cr. FIRE 256: Fire Inspector II
- 3 cr. FIRE 261: Principles of Fire & Emergency Services Safety & Survival
- 3 cr. FIRE 266: Fire Prevention
- 3 cr. FIRE 268: Fire Protection Systems

30-32 cr.

**TOTAL CREDITS 30-32**

## HOMELAND SECURITY

### Associate in Science

The AS in Homeland Security provides students with a broad understanding of safety and security issues, including terrorism, natural and man-made disasters, and emergency management. The program focuses on prevention and protection, preparedness and response, information sharing and analysis, and research and technology.

#### FIRST SEMESTER

- 3 cr. ENGL 151: English I
- 3 cr. MATH 156: Introduction to Statistics
- 3 cr. HLSC 170: Introduction to Homeland Security
- 3 cr. HLSC 171: Fundamentals of Emergency Management
- 3 cr. Social Science Gen. Ed. Requirement

15 cr.

## SECOND SEMESTER

- 3 cr. ENGL 152: English II
  - 3 cr. HLSC 172: Domestic & International Terrorism
  - 3 cr. History Gen. Ed. Requirement
  - 3 cr. COMM 154: Fundamentals of Public Speaking
  - CSIT 110: Computer Literacy or
  - 3 cr. INFO 110: Library Research & Information Literacy
- 15 cr.

## THIRD SEMESTER

- 3 cr. HLSC 173: Introduction to Security
  - 3 cr. HLSC 174: The Intelligence Function
  - 3 cr. HLSC 201: Organizational Integration & Management
  - 3 cr. Foreign Language
  - 3 cr. Elective
  - 3 cr. Any course from the list of Approved Gen. Ed. Courses
- 18 cr.

## FOURTH SEMESTER

- 3 cr. HLSC 210: Risk Management & Analysis
  - 3 cr. POLI 263: Introduction to International Relations
  - 4 cr. Lab Science Gen. Ed. Requirement
  - 3 cr. Foreign Language (continue language sequence)
  - 3 cr. Electives (to meet 64 credit requirement)
- 16 cr.

**TOTAL CREDITS 64**

# LIBERAL ARTS

## ASSOCIATE IN ARTS

The Associate in Arts (A.A.) degree in Liberal Arts is designed for students planning to transfer to a four-year college or university. The degree program includes 45 credits of General Education courses plus elective courses for a minimum total of 64 credits. General Education courses must be selected from the official list of Approved General Education Courses. All students must complete, STSC 155, College Success Seminar, during their first year of enrollment.\* When selecting electives, students may take courses that interest them. The Liberal Arts degree can include no more than 6 credits of business courses (ACCT, BUSN, HRTM, and LAAW).

## GENERAL EDUCATION CORE REQUIREMENTS (45 credits)

### Communication 9 cr.

- 3 cr. ENGL 151: English I
- 3 cr. ENGL 152: English II
- 3 cr. COMM 154: Introduction to Public Speaking

### History 6 cr.

- 3 cr. Any History course selected from the List of Approved General Education Courses
- 3 cr. Any History course selected from the List of Approved General Education Courses

### Humanities 3 cr.

- 3 cr. Humanities course selected from the List of Approved General Education Courses
- 3 cr. Humanities course selected from the List of Approved General Education Courses
- 3 cr. Humanities course selected from the List of Approved General Education Courses

## Social Science 6 cr.

- 3 cr. Social Science course selected from the List of Approved General Education Courses
- 3 cr. Social Science course selected from the List of Approved General Education Courses
- 3 cr. Social Science course selected from the List of Approved General Education Courses

## Diversity 3 cr.

- 3 cr. Diversity course selected from the List of Approved General Education Courses

## MATHEMATICS-SCIENCE-TECHNOLOGY

- 3-6 cr. Math course from the List of Approved General Education Courses
- 3-4 cr. Science course from the List of Approved General Education Courses
- 3-4 cr. Technology course from the List of Approved General Education Courses\*
- 3-6 cr. Math or Science course from the List of Approved General Education Courses

## Program Requirement 3 cr.

- 3 cr. STSC 155: College Success Seminar

## Elective Courses 3 cr.

- 16 cr. Elective credits to total 64 or more credits

## NOTES

\*Students must select one math course, one lab science course, and one technology course\* and complete the 12 cr. Requirement with any additional math or science course from the List of Approved General Education Courses.

\*\*Students may attempt to "test out" of the technology requirement. If they succeed, they must take an additional course(s), in math or science from the List of Approved General Educational Courses.

## Specific Areas of Interest Available to AA in Liberal Arts Students

The Liberal Arts degree does not require an academic major. While attending OCC, students may begin to explore specific areas of interest that they may pursue at a four-year institution. Areas of interest include the following:

- ECONOMICS
- EDUCATION
- ENGLISH
- EXERCISE SCIENCE / SPORTS MEDICINE / SPORTS MANAGEMENT
- FILM STUDIES
- HEALTH AND HUMAN PERFORMANCE
- HISTORY
- LANGUAGES
- MATHEMATICS
- MIDDLE EASTERN STUDIES
- POLITICAL SCIENCE
- PSYCHOLOGY
- SOCIAL SCIENCE
- SOCIOLOGY
- SPEECH AND THEATER

## LANGUAGES

See Liberal Arts - page 55

## MATHEMATICS

See General Studies - page 49

## MIDDLE EASTERN STUDIES

### Certificate of Proficiency

This Certificate of Proficiency offers the opportunity for students to study the languages, history, and culture of the Middle East in preparation for careers in business, homeland security, global studies or a wide-array of other options.

- 3 cr. ENGL 151: English I
  - 3 cr. ARTS 191: The Arts of the Islamic World
  - 3 cr. COMM 202: Intercultural Communications
  - 3 cr. HIST185: Survey of the Middle East
  - 3-4 cr. HUMN 251: Study Abroad Seminar Middle East  
OR Internship
  - 3 cr. POLI 101: Global Issues
  - 3 cr. POLI 263: Introduction to International Relations or  
POLI 265: Comparative Politics or  
POLI 268: Women and Politics
  - 3 cr. Foreign Language: Arabic or Hebrew
  - 3 cr. Foreign Language- Arabic or Hebrew (continue sequence)
  - 3 cr. Literature Elective from Middle Eastern Course Selections\*
  - 3 cr. History Elective from Middle Eastern Course Selections\*
- 33-34 credits

**TOTAL CREDITS 34**

### \*Middle Eastern Studies Course Selections

#### Literature Electives

- 3 cr. ENGL 226: Arabic Literature in Translation
- 3 cr. ENGL 227: Jewish & Holocaust Literature  
History Electives
- 3 cr. HIST 268: History & Culture of the Jewish People
- 3 cr. HIST 278: History of the Arab World Since World War I
- 3 cr. HIST 282: Modern Israel

## ADVANCED MANUFACTURING AND MECHATRONICS

### Certificate of Completion

The Advanced Manufacturing and Mechatronics Certificate of Completion Program is designed for those students planning to work in a manufacturing industry. The Mechatronics Certificate of Completion program will prepare students to enter the workforce with the ability to operate and maintain equipment found in a modern manufacturing environment. As manufacturing advances into a more automated production system, a higher level of technical expertise is required of the labor force. The certificate holders will have experience with the operation and maintenance of computer numeric controlled (CNC) machines and programmable logic controllers (PLCs), as well as a working knowledge of basic electronics, pneumatic, and mechanical systems.

#### FIRST SEMESTER

- 3-6 cr. MATH 161 or higher (not MATH 171 or MATH 181)
  - 4 cr. ELET 144: DC/AC Electric Circuits
  - 3 cr. ENGR 191: Autocad 2 D Basics I
  - 3 cr. MNFG 102: Manufacturing Process
- 13-16 cr.

#### SECOND SEMESTER

- 4 cr. ELET 150: Automated Control Systems
  - 4 cr. MECH 150: Introduction to Hydraulics and Pneumatics
  - 3 cr. MNFG 114: Principles of Quality Control for Manufacturing
  - 3 cr. MNFG 140: Introduction to CNC
- 14 cr.

**TOTAL CREDITS 27-30**

## NURSING

### NURSING

#### Associate in Applied Science

Ocean County College's nursing program is a planned, two-year curriculum of classroom study and clinical experience that prepares graduates for employment in various health care settings such as hospitals, sub-acute and long term care facilities and various other health care settings. Successful completion of the program leads to the Associate in Applied Science (A.A.S.) degree and eligibility to take the licensure examination for Registered Nurses in New Jersey. Employment availability is based on market conditions.

#### Accreditation

The OCC nursing program has accreditation from the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road, Suite 850, Atlanta, GA 30326, telephone number: 404-975-5000, [www.acenursing.org](http://www.acenursing.org) and by the New Jersey Board of Nursing, 124 Halsey St, 6<sup>th</sup> Floor, Newark, NJ 07102, telephone number: 973-504-6430. Complaints regarding the Nursing Program can be sent to the NJ Board of Nursing.

#### Admission to the Nursing Program

The college offers a traditional nursing program, an On-site Online nursing program, and a Career Mobility nursing program. For acceptance into any of the three, a candidate must:

- 1) Possess a high school diploma or General Equivalency Diploma (GED).
- 2) Complete either A, B, or C as follows:
  - a. Achieve a minimal SAT combined Critical Reading (or Evidence Based Reading and Writing) and Math score of 1100, or an ACT score of 24
  - b. Possess a Bachelor's degree from a regionally accredited college or university and complete A&P I & II with a minimum of a "C" within the last ten years
  - c. Complete all the general education course requirements with a minimum grade of "C" and a cumulative college G.P.A. of 2.7 or better (All previous college coursework is included in this GPA calculation). Note these courses – listed below – are all nursing degree requirements, so they need to be taken even if not as part of the admissions process.
- 3) Take the Test of Essential Academic Skills (TEAS) and achieve a composite percentage score as determined by the college.
- 4) Successfully complete a criminal background check.

#### Traditional Nursing Program

The traditional Nursing Program features a combination of classroom study and clinical experiences that can be completed in two years. Via the Letter of Intent, students may apply for admission to the Fall or Spring class which offer both day and evening courses. Clinical assignments are based upon providing maximal clinical experiences for the students to attain clinical competencies, therefore students are required to be available 7am to 7pm seven days per week. Students must be willing to travel to a number of clinical facilities throughout the state. For more information, please visit [www.ocean.edu](http://www.ocean.edu) and search for "Traditional Nursing".

## ON-SITE ONLINE (OSOL) NURSING PROGRAM

This unique Nursing Program allows individuals to complete the program by studying at home and attending clinical/colloquium with the faculty member 12-14 hours per day per week. The course content (didactic) is provided through web-assisted instruction. Applicants must have employment experience as a health care provider, and fulfill all traditional nursing admissions requirements. For more information, or to obtain the supplemental application, please visit [www.ocean.edu](http://www.ocean.edu) and search for "On-site Nursing".

## CAREER MOBILITY NURSING PROGRAM

Career mobility is a pathway for the qualified licensed practical nurse (LPN) to test out of the first clinical nursing course, shortening the length of the RN program by one semester. Individuals must fulfill all traditional nursing admissions requirements, and meet the following criteria:

- 1) LPN students must be graduates of State Board of Nursing approved practical nursing programs. A current and valid license to practice nursing is required.
- 2) Applicants must be employed as LPN's for at least the last 6 months.
- 3) Applicants must pass the Challenge Exam at 75% or higher as administered at OCC. This exam requires a fee, and may be taken only once.

For more information, or to be assessed for eligibility, please visit [www.ocean.edu](http://www.ocean.edu) and search for "Career Mobility".

## Requirements for ALL Nursing Students:

- 1) Completion of a health record to include:  
New or re-entry students will not be admitted to the program if the health record is not completed and on file in the Nursing Program office by the date stated in the acceptance letter. Current students are required to maintain their health records as outlined in the student handbook or they will not be admitted into class, clinical or lab and will jeopardize their current seat. These health requirements may change as a direct result of health care delivery system mandates. The cost of these health requirements is borne by the student. It is the student's responsibility to see that these records are complete and are in the Nursing Program office four weeks before the start of the semester.
- 2) Students must maintain a current CPR certification from the American Heart Association as a Health Care Provider.
- 3) Purchase of required uniforms, name pins and equipment in sufficient time to be properly attired when entering the clinical experience.
- 4) Students must provide independent transportation to and from the college and clinical experience. Agencies throughout the state are utilized.
- 5) Maintain a grade of "C" in all required courses.
- 6) A cumulative grade of 75% is necessary to pass each NURS course as determined by individual course requirements AND satisfactory clinical performance.
- 7) Ocean County College reserves the right to assess the nursing student for fitness for class/lab or clinical.
- 8) Students must complete clinical facility orientations, confidentiality forms, and computer orientations every semester as required for clinical placement.
- 9) The New Jersey Board of Nursing requires a clean criminal background check from graduates who are applying for a RN licensure. The candidate for admission to the OCC Nursing Program may consider the following questions prior to applying for admission to the program:
  - a. Have you ever been indicted or convicted of any crime?
  - b. Have you ever stolen or distributed any chemical substance?
  - c. Have you ever been treated for alcoholism?
  - d. Have you been an abuser or habitual user of a chemical substance?

If you can answer "yes" to any of the questions, it is strongly recommended that you contact the Board of Nursing prior to taking prerequisite courses.

OCC reserves the right to endorse a candidate for licensure. The privilege is awarded at the completion of the nursing program. When the candidate is recommended and the application has been approved, the student will be notified of eligibility to sit for the licensing examination by the New Jersey Board of Nursing.

## Nursing GENERAL EDUCATION Requirements

Students must complete the following courses with a minimum grade of "C."

- ENGL 151 and ENGL 152: English I & II
- PSYC 172: General Psychology
- CHEM 180: Introductory Chemistry or CHEM 181: General Chemistry I
- BIOL 130 and BIOL 131: Human Anatomy & Physiology I & II
- One Math course (except MATH 151) from the list of Approved General Education Courses (MATH 156 recommended)
- One Humanities course from the list of Approved General Education Courses

## PROGRAM SPECIFIC COURSES

- 9 cr. NURS 175: Nursing I
- 9 cr. NURS 176: Nursing II
- 3 cr. NURS 174: Nutrition
- 4 cr. BIOL 232\*: Microbiology
- 9 cr. NURS 273: Nursing III
- 10 cr. NURS 274: Nursing IV
- 2 cr. NURS 275: Contemporary Nursing

*\*May be taken prior to entering the nursing program.*

### FIRST SEMESTER

- 3 cr. ENGL 151: English I
- 4 cr. BIOL 130: Human Anatomy & Physiology I
- 4 cr. CHEM 180 or 181: Introductory Chemistry or General Chemistry I
- 9 cr. NURS 175: Nursing I
- 20 cr.

### SECOND SEMESTER

- 3 cr. ENGL 152: English II
- 4 cr. BIOL 131: Human Anatomy & Physiology II
- 9 cr. NURS 176: Nursing II
- 3 cr. NURS 174: Nutrition
- 19 cr.

### THIRD SEMESTER

- 3 cr. Math Gen. Ed. Requirement  
Any math course (except MATH 151) from the List of Approved General Education Courses (MATH 156 recommended)
- 4 cr. BIOL 232: Microbiology
- 9 cr. NURS 273: Nursing III
- 16 cr.

### FOURTH SEMESTER

- 3 cr. Humanities Gen. Ed. Requirement
- 3 cr. PSYC 172: General Psychology
- 10 cr. NURS 274: Nursing IV
- 2 cr. NURS 275: Contemporary Nursing
- 18 cr.

## TOTAL CREDITS 73

*Note: cr. (credit) = semester credit hour*

*Courses satisfying general education requirements must be selected from the list of Approved General Education Courses*



## NUTRITION

See Health & Human Performance, page 52

## OCCUPATIONAL THERAPY ASSISTANT

### Associate in Science

An Associate in Science Degree in Occupational Therapy Assistant is offered in cooperation with the School of Health Professions at Rutgers University. A degree is awarded simultaneously by Ocean County College and Rutgers.

32 of the 35 General Education credits must be taken at Ocean County College; transfer credits cannot be considered. All occupational therapy assistant courses are taken at Rutgers' Scotch Plains campus.

### Admission Requirements

Prospective students must apply for admission to this program which has limited and competitive enrollment. To qualify for consideration for admission, a student must be matriculated at OCC, a resident of Ocean County, have a minimum 2.5 cumulative grade point average in the core requirements, have two letters of recommendation (from a faculty member and an Occupational Therapist or OT Assistant), have completed a required 20 hour observation in the field in a clinical setting under the supervision of a licensed Occupational Therapist or Occupational Therapy Assistant, submit an essay, and have a personal interview with the OTA admissions committee at Rutgers.

Interested students must complete a Student Information Sheet and submit it to the Ocean County College School of Nursing & Health Sciences.

### Program Objectives

Graduates of this program will be able to:

- 1) Become a COTA (Certified Occupational Therapy Assistant) by successfully passing the National Board for Certification in Occupational Therapy Assistant (NBCOT) exam within six months of graduation.
- 2) Demonstrate the roles and responsibilities of the OTA as defined by the American Occupational Therapy Association (AOTA), consistent with the licensure regulations for an OTA in New Jersey.
- 3) Communicate effectively in an understandable and professional manner with clients, families, colleagues, and the public.
- 4) Produce clear and understandable documentation according to the requirements of the facility, federal and state laws, regulatory and payer requirements, and AOTA documents.
- 5) Deliver occupational therapy services under the supervision of an occupational therapist (OT) in accordance with the AOTA Practice Framework.
- 6) Practice in a safe, ethical, and collaborative manner under the supervision of an occupational therapist in accordance with the regulations of the healthcare, educational, or community setting.
- 7) Provide occupational therapy services to persons, groups, and populations from diverse experiences and cultures in health care, educational and community settings.
- 8) Contribute to the evaluation process of the person, group, or population, by gathering information, implementing assigned assessments, and reporting results to the OT and treatment team.
- 9) Provide occupational therapy interventions under the guidance of an occupational therapist in accordance with evidence-based OT practice models, and that support the philosophy and values of the profession.
- 10) Encourage, advise, and coach persons, caregivers, groups, and populations affected by physical, psychosocial, cognitive, and developmental disorders or delays, and the aging process, to choose and practice occupations and skills that support adaptation to such life circumstances.

- 11) Problem-solve to devise, in collaboration with the client, OT, and team, alternative contexts, environmental adaptations, and/or task modifications to support participation in valued occupations, routines, and roles.
- 12) Teach individuals, groups, and populations about the health promoting associations between meaningful occupation and healthy development, positive health outcomes, and well-being; and advocate for the provision of occupational therapy services.
- 13) Exhibit and commit to refining client centered practices including the therapeutic use of occupation, interpersonal, communication, and teaching-learning tactics that consider the interests, values, and needs of diverse individuals, caregivers, groups and populations.
- 14) Contribute to the delivery of high-quality, cost-effective and integrated care as a team member in health, education, and community settings.
- 15) Maintain, organize, and prioritize workload to meet the requirements of the practice setting.
- 16) Participate in ongoing quality improvement and implement changes as needed to ensure quality services are delivered and outcomes are measured.
- 17) Participate as an occupational therapy professional in local, state, and national organizations.
- 18) Advocate for occupational therapy services.
- 19) Comply with requirements for continued competence through formal and/or continuing education, and by actively seeking and participating in regular supervision.
- 20) Uphold the ethical standards, values, and attitudes of the occupational therapy profession.

### Requirements

General Education (OCC) - 35 credits as follows:

Code	Course	Credits
ENGL 151	English I.....	3
ENGL 152	English II .....	3
PSYC 172	General Psychology .....	3
*PSYC 278	Life Span Development.....	3
SOCI 181	Introduction to Sociology .....	3
*BIOL 130	Human Anatomy & Physiology I.....	4
*BIOL 131	Human Anatomy & Physiology II.....	4
MATH 156	Introduction to Statistics.....	3
PHIL 192	Contemporary Ethical Issues.....	3
	Diversity Studies (choose any GDIV course) .....	3*
	Technology Requirement (choose any GTEC course) .....	3*

\* This requirement can be met by passing the Computer Literacy Test, in which case no GTEC course is needed and the Gen. Ed. requirements are met with just 32 credits. A grade of "C" or higher is required in all General Education courses.

\*These courses must be completed within the past five (5) years.

### Career Studies (Rutgers)

42 credits as follows (All Occupational Therapy Assistant courses are taken at Rutgers' Scotch Plains campus):

Code	Course	Credits
OCTH 1010	Occupational Therapy Foundations for the OTA.....	3
OCTH 1019	Level I Fieldwork A: Integration & Practice Applications .....	1
OCTH 1020	Occupational Performance & Participation: Skills & Client Factors .....	3
OCTH 1029	Level I Fieldwork B: Integration & Practice Applications .....	1
OCTH 1031	Conditions Impacting Occupation, Participation & Health I: Adult/Older Adult .....	2
OCTH 1032	Conditions Impacting Occupation, Participation & Health II: Child/Adolescent .....	2
OCTH 1039	Level I Fieldwork C: Integration & Practice Applications .....	1

OCTH 1040	Occupational Performance & Participation: Therapeutic Applications.....	3
OCTH 1050	Principles & Practices I: Wellness & Mental Health .....	2
OCTH 1052	Principles & Practices II: Rehabilitation, Disability, Aging & Participation.....	3
OCTH 1053	Principles & Practices III: Children & Youth .....	2
OCTH 1071	Professional Seminar I .....	1
OCTH 2019	OTA Practice: Fieldwork II, Adult/Older Adult.....	5
OCTH 2029	OTA Practice: Fieldwork II, Child/Adolescent .....	5
OCTH 2072	Professional Seminar II .....	2
PSRT 1102	Communication Techniques .....	3
PSRT 1103	Group Dynamics .....	3

#### **CREDITS REQUIRED FOR DEGREE: 74-77**

### **Occupational Therapy Assistant Program Sequence**

The following sequence is an example of how this degree can be completed. This sequence is based on satisfaction of all Basic Skills requirements and pre-requisites. An individual's sequence at OCC may vary. See your counselor for options and to monitor your progress. Students must satisfy specific requirements in order to be admitted to this program. This degree will take longer than two years to complete. Some general education courses must be taken prior to starting clinical courses.

OCC courses taken as prerequisites prior to admission at Rutgers:

#### **FIRST SEMESTER**

<b>Code</b>	<b>Course</b>	<b>Credits</b>
ENGL 151	English I.....	3
MATH 156	Introduction to Statistics.....	3
PSYC 172	General Psychology.....	3
	Diversity Course (GDIV) .....	3
BIOL 130	Human Anatomy and Physiology I .....	4
	Technology Course (GTEC) or waiver through test.....	3
		16-19 cr.

#### **SECOND SEMESTER**

<b>Code</b>	<b>Course</b>	<b>Credits</b>
ENGL 152	English II .....	3
SOCI 181	Introduction to Sociology .....	3
PSYC 278	Lifespan Development.....	3
PHIL 192	Contemporary Ethical Issues.....	3
BIOL 131	Human Anatomy & Physiology II.....	4
		16 cr.

### **Career studies courses taken at Rutgers (Full Time, Fall Entry):**

#### **FALL ONE**

<b>Code</b>	<b>Course</b>	<b>Credits</b>
OCTH 1010	Occupational Therapy Foundations for the OTA.....	3
PSRT 1102	Communication Techniques .....	3
OCTH 1020	Occupational Performance & Participation: Skills & Client Factors .....	3
OCTH 1031	Conditions Impacting Occupation, Participation & Health I: Adult/Older Adult .....	2
OCTH 1019	Level I Fieldwork A: Integration & Practice Applications .....	1
		12 cr.

#### **SPRING ONE**

<b>Code</b>	<b>Course</b>	<b>Credits</b>
PSRT 1103	Group Dynamics .....	3
OCTH 1051	Principles & Practices I: Wellness & Mental Health .....	2
OCTH 1040	Occupational Performance & Participation: Therapeutic Applications.....	3
OCTH 1052	Principles & Practices II: Rehabilitation, Disability, Aging & Participation.....	3
OCTH 1029	Level I Fieldwork B: Integration & Practice Applications .....	1
		12 cr.

#### **SUMMER ONE**

<b>Code</b>	<b>Course</b>	<b>Credits</b>
OCTH 1032	Conditions Impacting Occupation, Participation & Health II: Child/Adolescent .....	2
OCTH 1053	Principles & Practices III: Children & Youth .....	2
OCTH 1071	Professional Seminar I .....	1
OCTH 1039	Level I Fieldwork C: Integration & Practice .....	1
		6 cr.

#### **FALL TWO**

<b>Code</b>	<b>Course</b>	<b>Credits</b>
OCTH 2019	OTA Practices: Fieldwork II, Adult/Older Adult.....	5
OCTH 2029	OTA Practice: Fieldwork II, Child/Adolescent .....	5
OCTH 2072	Professional Seminar II .....	2
		12 cr.

## **PARALEGAL STUDIES**

See Business, page 37

## **PERFORMING ARTS**

### **Associate in Arts: Arts Administration Option**

Students interested in the business side of the performing arts, Arts Administration, can complete the first two years of courses and gain performance and business experience that will prepare them to transfer to a baccalaureate program and pursue a career in Arts Administration. The focus of the program is on business administration with an emphasis on accounting, marketing, management, and economics. The curriculum is designed to promote academic and business related student development in the performing arts. Students may gain experience through participation in Ocean County College Theatre productions.

#### **FIRST SEMESTER**

3 cr.	ENGL 151: English I
3 cr.	ACCT 161 Principles of Accounting I
3 cr.	STSC 155: College Success Seminar
3 cr.	Humanities Gen. Ed. Requirement
<u>3 cr.</u>	ECON 151: Macroeconomic Principles
	15 cr.

#### **SECOND SEMESTER**

3 cr.	ENGL 152: English II
3 cr.	COMM 154: Fundamentals of Public Speaking
3 cr.	Math Gen. Ed. Requirement**
3 cr.	BUSN 134: Principles of Marketing
<u>3 cr.</u>	BUSN 271: Principles of Management
	15 cr.

#### **THIRD SEMESTER**

3 cr.	Performing Arts Elective*
3 cr.	History Gen. Ed. Requirement
3 cr.	THTR 195: Theatre Appreciation
3 cr.	Social Science Gen. Ed. Requirement
<u>4 cr.</u>	Lab Science Gen. Ed. Requirement
	16 cr.

#### **FOURTH SEMESTER**

3 cr.	Performing Arts Elective*
3 cr.	Technology Gen. Ed. Requirement**
3-4 cr.	Math or Lab Science Gen. Ed. Requirement**
3 cr.	History Gen. Ed. Requirement**
3 cr.	Humanities Gen. Ed. Requirement**
<u>3 cr.</u>	Diversity Gen. Ed. Requirement**
	18-19 cr.

**TOTAL CREDITS 64-65**

Note: cr. (credit) = semester credit hour

Courses satisfying general education requirements must be selected from the list of Approved General Education Courses.

*\*Performing Arts Electives: Any course in DANC, MUSC, or THTR. Students selecting courses which are less than 3 credits must take additional courses from the lists provided in order to complete a total of 6 credits in Dance and/or Music and/or Theatre.*

*\*\*Students must select one math course, one lab science course, and one technology course and complete the 12 credit requirement with any additional math or science course from the list of Approved General Education Courses. Students may attempt to "test out" of the technology requirement. If they succeed, they must take an additional course in math or science from the List of Approved General Education Courses.*

### Associate in Arts: Dance Option

Students interested in dance can complete the first two years of courses and gain performance experience which will prepare them to transfer to a baccalaureate program and pursue a career in dance. The focus of the program is on artistic development and technical training.

The curriculum is designed to promote students' development of their academic and artistic potential. Students will gain experience in dance production and onstage performance through participation in Ocean County College dance concerts.

#### FIRST SEMESTER

- 3 cr. ENGL 151: English I
- 3 cr. DANC 170: Ballet I
- 3 cr. STSC 155: College Success Seminar
- 3 cr. Social Science Gen. Ed. Requirement
- 3 cr. DANC 145: Dance Appreciation
- 15 cr.

#### SECOND SEMESTER

- 3 cr. ENGL 152: English II
- 3 cr. COMM 154: Fundamentals of Public Speaking
- 3 cr. Math Gen. Ed. Requirement\*\*
- 3 cr. DANC 160: Modern Dance I
- 3 cr. DANC 180: Jazz Dance
- 15 cr.

#### THIRD SEMESTER

- 3 cr. DANC 171: Ballet II
- 3 cr. History Gen. Ed. Requirement
- 3 cr. Social Science Gen. Ed. Requirement
- 3 cr. Humanities Gen. Ed. Requirement
- 4 cr. Lab Science Gen. Ed. Requirement
- 16 cr.

#### FOURTH SEMESTER

- 3 cr. DANC 161: Modern Dance II
- 1 cr. DANC 191: Dance Theatre Workshop
- 3 cr. Technology Gen. Ed. Requirement\*\*
- 3-4 cr. Math or Lab Science Gen. Ed. Requirement\*\*
- 3 cr. History Gen. Ed. Requirement\*\*
- 3 cr. Humanities Gen. Ed. Requirement\*\*
- 3 cr. Diversity Gen. Ed. Requirement\*\*
- 19-20 cr.

### TOTAL CREDITS 64-65

Note: cr. (credit) = semester credit hour

Courses satisfying general education requirements must be selected from the list of Approved General Education Courses.

*\*\*Students must select one math course, one lab science course, and one technology course and complete the 12 credit requirement with any additional math or science course from the list of Approved General Education Courses. Students may attempt to "test out" of the technology requirement. If they succeed, they must take an additional course in math or science from the List of Approved General Education Courses.*

### Associate in Arts: Music Option

Students interested in music can complete the first two years of courses and gain performance experience which will prepare them to transfer to a baccalaureate program and pursue a career in musical performance. The focus of the program is on artistic development and technical training. The curriculum is designed to promote students' development of their academic and musical potential. Students will gain experience in music performance through participation in Ocean County College music presentations.

#### FIRST SEMESTER

- 3 cr. ENGL 151: English I
- 3 cr. MUSC 181\*: Theory of Music I
- 3 cr. MUSC 190: Introduction to Music Appreciation
- 3 cr. STSC 155: College Success Seminar
- 3 cr. Social Science Gen. Ed. Requirement
- 15 cr.

#### SECOND SEMESTER

- 3 cr. ENGL 152: English II
- 3 cr. COMM 154: Fundamentals of Public Speaking
- 3 cr. Math Gen. Ed. Requirement\*\*
- 2 cr. MUSC 120 Applied Music I
- 2-3 cr. Any Music Elective\*\*\*
- 1 cr. MUSC 142: Jazz Band I or MUSC 160 College Choir I or MUSC 173: Concert Band I
- 15 cr.

#### THIRD SEMESTER

- 1 cr. MUSC 143: Jazz Band II or MUSC 161: College Choir II or MUSC 174: Concert Band II
- 2 cr. MUSC 177: Ear Training and Sight Singing I
- 3 cr. History Gen. Ed. Requirement
- 3 cr. Social Science Gen. Ed. Requirement
- 3 cr. Humanities Gen. Ed. Requirement
- 4 cr. Lab Science Gen. Ed. Requirement
- 16 cr.

#### FOURTH SEMESTER

- 3 cr. MUSC 194: Introduction to World Music
- 2-3 cr. Any Music Elective\*\*\*
- 3 cr. Technology Gen. Ed. Requirement\*\*
- 3-4 cr. Math or Lab Science Gen. Ed. Requirement\*\*
- 3 cr. History Gen. Ed. Requirement\*\*
- 3 cr. Humanities Gen. Ed. Requirement\*\*
- 18-19 cr.

### TOTAL CREDITS 64-65

Note: cr. (credit) = semester credit hour

Courses satisfying general education requirements must be selected from the list of Approved General Education Courses.

*\*If students test below 80 on the required OCC music theory placement test, MUSC 101 is required.*

*\*\*Students must select one math course, one lab science course, and one technology course and complete the 12 credit requirement with any additional math or science course from the list of Approved General Education Courses. Students may attempt to "test out" of the technology requirement. If they succeed, they must take an additional course in math or science from the List of Approved General Education Courses.*

*\*\*\*Music Elective List: MUSC 182 Music Theory 2 (3cr), MUSC 178 Ear Training and Sight Singing 2 (2cr), MUSC 192 Music History and Literature to 1750 (3cr), MUSC 193 Music History and Literature 1750 -1920 (3cr), Introduction to Jazz History MUSC 185 (3cr), MUSC 183 Beginning Jazz Theory and Improvisation (2cr), THTR 189 Musical Theatre Workshop (3cr), additional levels of Applied Music Lessons, additional levels of Jazz Band, additional levels of College Choir, and additional levels of Concert Band. The Music option for the Performing Arts degree can include no more than 8 credits of Applied Music courses (MUSC 120, MUSC 121, MUSC 220, MUSC 221).*

## Associate in Arts: Theatre Option

Students interested in theatre can complete the first two years of course work and gain performance and/or production experience which will prepare them to transfer to a baccalaureate program and pursue a career in theatre. The focus of the program is on theatre performance and includes courses on acting technique and analysis, technical aspects of stagecraft, and stage direction. The curriculum is designed to promote students' development of their academic and theatrical/production potential. Students will gain performance experience through participation in Ocean County College Theatre productions.

### FIRST SEMESTER

- 3 cr. ENGL 151: English I
- 3 cr. THTR 193: Introduction to Acting I
- 3 cr. THTR 195: Theatre Appreciation
- 3 cr. STSC 155: College Success Seminar
- 3 cr. Social Science Gen. Ed. Requirement
- 15 cr.

### SECOND SEMESTER

- 3 cr. ENGL 152: English II
- 3 cr. COMM 154: Fundamentals of Public Speaking
- 3 cr. Math Gen. Ed. Requirement\*\*
- 3 cr. THTR 189: Musical Theatre Workshop
- 3 cr. THTR 194: Introduction to Acting II
- 15 cr.

### THIRD SEMESTER

- 3 cr. THTR 197: Stagecraft
- 3 cr. History Gen. Ed. Requirement
- 3 cr. Social Science Gen. Ed Requirement
- 3 cr. Humanities Gen. Ed. Requirement
- 4 cr. Lab Science Gen. Ed. Requirement
- 16 cr.

### FOURTH SEMESTER

- 3 cr. Any Theatre Elective\*
- 3 cr. Diversity Gen. Ed. Requirement\*\*
- 3 cr. Technology Gen. Ed. Requirement\*\*
- 3-4 cr. Math or Lab Science Gen. Ed. Requirement\*\*
- 3 cr. History Gen. Ed. Requirement\*\*
- 3 cr. Humanities Gen. Ed. Requirement\*\*
- 18-19 cr.

### TOTAL CREDITS 64-65

*Note: cr. (credit) = semester credit hour*

*Courses satisfying general education requirements must be selected from the list of Approved General Education Courses.*

*\* Recommended Theatre Electives include:*

*THTR 198 Stagecraft II, THTR 190 Children's Theater Performance, and*

*THTR 210 Stage Management. Electives should be chosen in consultation with theatre faculty.*

*NOTE: Students selecting courses which are less than 3 credits must take additional courses from the list in order to complete a total of 15*

*credits in Theatre courses.*

*\*\*Students must select one math course, one lab science course, and one technology course and complete the 12 credit requirement with any additional math or science course from the list of Approved General Education Courses. Students may attempt to "test out" of the technology requirement. If they succeed, they must take an additional course in math or science from the List of Approved General Education Courses.*

## PSYCHOSOCIAL REHABILITATION

### Associate in Science

A joint Associate of Science Degree in Psychosocial Rehabilitation is offered in cooperation with the School of Health Professions (SHP) at Rutgers University. A degree is awarded simultaneously by Ocean County College and Rutgers.

Psychiatric rehabilitation practitioners provide services and supports to people with severe mental illnesses and other disabilities, empowering them to manage their illnesses and live rewarding and productive lives in the community. Psychosocial rehabilitation practitioners assist people in obtaining the skills, support and resources they will need to achieve success and satisfaction in their social, vocational, educational and independent living environments. The overall goals of this field are promotion of recovery, community integration, and improved quality of life for people coping with psychiatric disabilities. There are ample career opportunities for PSR practitioners in a variety of rehabilitation programs and community mental health settings. The knowledge and skills of the PSR practitioner qualify him/her to provide supportive counseling, case management services, and vocational rehabilitation interventions. The practitioner is also prepared to facilitate skills training groups as well as psycho-education and support groups.

To meet the demand for qualified professionals in this area, Rutgers' School of Health Professions (SHP) offers a full psychiatric rehabilitation career ladder-from the associate's through the Ph.D. degree. This program will provide you with the basic skills and rehabilitation techniques to begin your career. As part of the program, you will complete two semesters of fieldwork at a community service agency.

Students will complete 34 pre-professional general education credits at Ocean County College, and 30 Psychosocial Rehabilitation credits through the Rutgers SHP Scotch Plains or Stratford campus. This course of study can be completed on either a full or part-time basis.

### Admission Requirements

To apply for admission to the Psychosocial Rehabilitation program at Rutgers, students must:

- Be a matriculated student at Ocean County College
- Be a current resident of Ocean County
- Show completion of all 34 general education credits required prior to the start of the professional course work. (Note: 32 of the 34 general education credits must be completed at OCC)
- Hold a High School Diploma or equivalent
- Submit all Official College Transcripts to Rutgers
- Submit New Jersey College Basic Skills Test Scores and show evidence of the completion of all basic skills courses
- Have a minimum GPA of 2.5 for college-level courses

Interested students must complete a Student Information Sheet and submit it to the Ocean County College School of Nursing & Health Sciences

### Program Objectives

- To train paraprofessionals and professionals to competently promote recovery and community integration for those with psychiatric disabilities.
- To facilitate improving the quality of life for people coping with psychiatric disabilities across a wide variety of social service and community agency settings
- To open career opportunities in the field for competently trained and qualified paraprofessionals.



## Psychosocial Rehabilitation Program Sequence

The following sequence is an example of how this degree can be completed. This sequence is based on satisfaction of all Basic Skills requirements and pre-requisites. An individual's sequence at OCC may vary. See your counselor for options and to monitor your progress. Students must satisfy specific requirements in order to be admitted to this program. This degree may take longer than two years to complete. All general education courses must be taken prior to starting clinical courses.

### OCC courses taken as prerequisites prior to admission at Rutgers:

#### FIRST SEMESTER

Code	Course	Credits
ENGL 151	English I.....	3 cr.
MATH 156	Introduction to Statistics or higher.....	3 cr.
PSYC 172	General Psychology.....	3 cr.
	Humanities Gen. Ed. Requirement.....	3 cr.
	Lab Science (BIOL 114, 161, or 130 recommended).. <u>4 cr.</u>	16 cr.

#### SECOND SEMESTER

Code	Course	Credits
ENGL 152	English II.....	3 cr.
SOCI 181	Introduction to Sociology.....	3 cr.
CSIT 110, 123 or INFO 110	Tech Requirement.....	3 cr.
	Gen. Ed. Elective(s).....	6 cr.
	Elective..... <u>3 cr.</u>	18 cr.

### Career studies courses taken at Rutgers:

Code	Course	Credits
PSRT 1101	Intro. to Principles of Psychosocial Rehabilitation ..	3 cr.
PSRT 1102	Communication Techniques for Interviewing & Counseling .....	3 cr.
PSRT 1103	Intro. to Group Dynamics & Process .....	3 cr.
PSRT 1204	Clinical Principles in Psychosocial Rehabilitation & Treatment.....	3 cr.
PSRT 1019	Clinical Practicum in Psychosocial Rehabilitation I ..	6 cr.
PSRT 2121	Community Resource Management .....	3 cr.
PSRT 2019	Clinical Practicum in Psychosocial Rehabilitation II ..	6 cr.
PSRT 2231	Emerging Topics in Psychosocial Rehabilitation & Treatment .....	<u>3 cr.</u>
		30 cr.

**64 CREDITS TOTAL**

## PUBLIC SERVICE

### Associate in Science

The Associate in Science (A.S.) degree program allows students to successfully complete a program of study in one of several areas of public service. Program graduates may transfer to a four year institution and/or directly enter the workforce.

#### FIRST SEMESTER

3 cr.	ENGL 151: English I
3 cr.	Math Gen. Ed. Requirement
3 cr.	COMM 154: Fundamentals of Public Speaking
3 cr.	Public Service Elective
<u>3 cr.</u>	STSC 155: College Success Seminar
15 cr.	

#### SECOND SEMESTER

3 cr.	English II
3 cr.	Public Service Elective
3 cr.	PSYC 172: General Psychology
3 cr.	Humanities Gen. Ed. Requirement
3 cr.	Technology Gen. Ed. Requirement
<u>3 cr.</u>	Elective
18 cr.	

#### THIRD SEMESTER

4 cr.	Lab Science Gen. Ed. Requirement
3 cr.	Public Service Elective
3 cr.	Public Service Elective
3 cr.	Elective
<u>3 cr.</u>	Elective
16 cr.	

#### FOURTH SEMESTER

3 cr.	Social Science Gen. Ed. Requirement
3 cr.	Any course from the list of Approved General Education Courses
3 cr.	Public Service Elective
3 cr.	Public Service Elective
<u>3 cr.</u>	Public Service Elective or Internship (INTR 290)
15 cr.	

**TOTAL CREDITS 64**

*Note: cr. (credit) = semester credit hour*

*Courses satisfying general education requirements must be selected from the list of Approved General Education Courses.*

### PUBLIC SERVICE ELECTIVES

Students may choose electives from the extensive range of courses below (without being restricted to one category) based on personal interest and/or transfer needs.

*\*If you select all six of the Fire Science electives marked with an asterisk, you will have completed all of the core FESHE, Fire and Emergency Services Higher Education, recognized Fire Science courses.*

### ADDICTIONS COUNSELING

ALDC 101 Addiction Disorders and Recovery Supports  
ALDC 102 Addictions Counseling: Professional Responsibilities  
ALDC 105 Addictions Counseling Skills  
ALDC 106 Assessing Addictive Disorders  
ALDC 107 Addiction Counseling Methodology  
ALDC 108 Addictions Counseling Client Education  
*ALDC 105 and ALDC 106 must both be taken to substitute for the 6 credit ALDC 103. ALDC 107 and ALDC 108 must both be taken to substitute for the 6 credit ALDC 104.*

### CHILD CARE

ARTS 174: Creative Arts for Children  
EDUC 175: Introduction to Teaching  
EDUC 176: Foundations of American Education  
EDUC 177: School & Community  
EDUC 241: Children's Literature  
EDUC 245: Language Arts in School Curriculum  
PSYC 173: Child Psychology

### DEVELOPMENTAL DISABILITY ASSISTANT

EDUC 178: Introduction to Education of Exceptional Children  
EDUC 279: Curriculum Development in Early Childhood Education  
PSYC 174: Personality Theory  
PSYC 274: Social Psychology  
PSYC 275: Educational Psychology

## FIRE SCIENCE

- \*FIRE 162: Principles of Emergency Services
- FIRE 163: Principles of Fire and Emergency Service Administration
- \*FIRE 165: Building Construction for Fire Protection
- \*FIRE 166: Fire Behavior and Combustion 3
- FIRE 168: Occupational Safety and Health for Emergency Services
- FIRE 169: Strategy and Tactics
- FIRE 255: Fire Inspector I
- FIRE 256: Fire Inspector II
- FIRE 257: Administration for Fire Officials
- \*FIRE 261: Principles of Fire and Emergency Services  
Safety and Survival
- FIRE 263: Fire Investigation I
- FIRE 264: Fire Investigation II
- \*FIRE 266: Fire Prevention
- \*FIRE 268: Fire Protection Systems

## Homeland Security

- HLSC 170: Introduction to Homeland Security
- HLSC 171: Fundamentals of Emergency Management
- HLSC 172: Domestic and International Terrorism
- HLSC 173: Introduction to Security
- HLSC 174: Introduction to the Intelligence Function
- HLSC 210: Risk Management and Analysis
- HLSC 201: Organizational Integration and Management

## HUMAN SERVICES

- HSRV 100: Introduction to Developmental Disabilities
- HSRV 200: Gerontology: The Study of Aging
- HSRV 291: Principles of Social Work
- PSYC 274: Social Psychology
- SOCI 181: Introduction to Sociology
- SOCI 182: Death & Dying
- SOCI 231: Social Problems
- SOWK 101: Introduction to Social Work
- SOWK 194: Interviewing and Communication Technique

## MUNICIPAL ADMINISTRATION

- CVET 123: Surveying I
- ENGR 191: AutoCAD 2-D Graphics I
- ENGR 192: AutoCAD 2-D Graphics II
- POLI 185: Principles of Public Administration

## PUBLIC ADMINISTRATION/GOVERNMENT

- POLI 183: Introduction to Political Science
- POLI 185: Principles of Public Administration
- POLI 161: American Federal Government
- POLI 162: American State & Local Government
- POLI 263: Introduction to International Relations
- POLI 268: Women & Politics

## ADDICTIONS COUNSELING

### Certificate of Completion

This program of study is the mandatory core of alcohol and drug counseling courses designed to prepare the student for becoming credentialed in New Jersey as a Certified Alcohol and Drug Counselor. These specialized courses are approved by the State of New Jersey Board of Marriage and Family Therapy Examiner's Alcohol and Drug Counseling Committee and by the Addictions Professional Certification Board of New Jersey for the required 270 education hours.

- 3 cr. ENGL 151: English I
- 3 cr. PSYC 172: General Psychology or SOCI 181: Intro. to Sociology
- 3 cr. ALDC 101: Addiction Disorders and Recovery Supports
- 3 cr. ALDC 102: Addictions Counseling: Professional Responsibilities
- 3 cr. ALDC 105: Addictions Counseling Skills\*
- 3 cr. ALDC 106: Assessing Addictive Disorders\*

- 3 cr. ALDC 107: Addiction Counseling Methodology\*\*
- 3 cr. ALDC 108: Addictions Counseling Client Education\*\*
- 24 cr.

**TOTAL CREDITS 24**

\*ALDC 105 and ALDC 106 must both be taken to substitute for the 6 credit ALDC 103 course.

\*ALDC 107 and ALDC 108 must both be taken to substitute for the 6 credit ALDC 104 course.

## SCIENCE

See General Studies - page 50

## SOCIAL SCIENCE

See Liberal Arts - page 50

## TECHNICAL STUDIES

### Associate in Applied Science Computer Technology Option

The AAS in Technical Studies degree program is designed to provide students the opportunity to apply their work experience to earning an associate degree in applied science. Students can earn credit for their work experience while they prepare for career advancement. Up to 20 credits may be awarded for work experience, including military experience, trade/proprietary school preparation, apprenticeship programs, and on-the-job-training.

#### FIRST SEMESTER

- 3 cr. ENGL 151: English I
- 3 cr. Math 156: Introduction to Statistics
- 3 cr. CSIT 110: Computer Literacy
- 6 cr. Computer Technology Option Electives
- 15 cr.

#### SECOND SEMESTER

- 3 cr. ENGL 152: English II
- 3 cr. Humanities Gen. Ed. Requirement
- 3 cr. Social Science Gen. Ed. Requirement
- 6 cr. Computer Technology Option Electives
- 15 cr.

#### THIRD SEMESTER

- 3 cr. Social Science Gen. Ed. Requirement
- 4 cr. Lab Science Gen. Ed. Requirement
- 9 cr. Computer Technology Option electives
- 16 cr.

#### FOURTH SEMESTER

Professional Core Transfer Credits Awarded for Work Experience OR  
Computer Technology Option Electives  
Up to 20 cr.

**TOTAL CREDITS 66**

Note: cr. (credit) = semester credit hour

Courses satisfying general education requirements must be selected from the list of Approved General Education Courses

## Computer Technology Option Electives

Students may select from the following list or equivalent courses per appropriate approval.

- CSIT 115: Introduction to Computer Game Development
- CSIT 123: Integrated Office Software
- CSIT 126: Inter Spreadsheet and Database
- CSIT 131: Multimedia for Web
- CSIT 133: Web Develop Fundamentals
- CSIT 160: Introduction to Visual Basic
- CSIT 165: Programming I
- CSIT 184: Networking Essentials
- ECON 151: Macroeconomics Principles
- ECON 152: Microeconomics Principles
- ECON 153: Contemporary Econ Issues

## Associate in Applied Science Industrial/Technical Option

The AAS in Technical Studies degree program is designed to provide students the opportunity to apply their work experience to earning an associate degree in applied science. Students can earn credit for their work experience while they prepare for career advancement. Up to 20 credits may be awarded for work experience, including military experience, trade/proprietary school preparation, apprenticeship programs, and on-the-job-training.

### FIRST SEMESTER

- 3 cr. ENGL 151: English I
- 3 cr. Math 151: Survey of Mathematics
- 3 cr. CSIT 110: Computer Literacy
- 6 cr. Industrial/Technical Option Electives
- 15 cr.

### SECOND SEMESTER

- 3 cr. ENGL 152: English II
- 3 cr. Humanities Gen. Ed. Requirement
- 3 cr. Social Science Gen. Ed. Requirement
- 6 cr. Industrial/Technical Option Electives
- 15 cr.

### THIRD SEMESTER

- 3 cr. Social Science Gen. Ed. Requirement
- 4 cr. Lab Science Gen. Ed. Requirement
- 9 cr. Industrial/Technical Option Electives
- 16 cr.

### FOURTH SEMESTER

Professional Core Transfer Credits Awarded for Work Experience OR  
Industrial/Technical Option Electives  
Up to 20 cr.

**TOTAL CREDITS 66**

*Note: cr. (credit) = semester credit hour*

*Courses satisfying general education requirements must be selected from the list of Approved General Education Courses.*

## Industrial/Technical Option

Students may select courses from the following list or equivalent courses per appropriate approval.

- CHEM 180: Introductory Chemistry
- CSIT 115: Introduction to Computer Game Development
- CSIT 123: Integrated Office Software
- CSIT 160: Introduction to Visual Basic
- ECON 151: Macroeconomics Principles
- ECON 152: Microeconomics Principles
- ECON 153: Contemporary Economic Issues
- ENGR 181 Graphics for Engineers I
- ENGR 191: AutoCAD 2-D Basic I
- ENGR 192: AutoCAD 2-D Basic II
- ENGR 198: AutoDesk Inventor
- ENGR 221: Engineering Statics
- ENGR 222: Engineering Dynamics
- ENGR 225: Design of Material Structures
- PHYS 171: General Physics I
- PHYS 172: General Physics II

## THEATRE PRODUCTION

### Certificate of Proficiency

The certificate program in Theatre Production is designed to provide training for stage technicians, running crews, stage managers and house managers. Students will demonstrate the ability to follow industry standard practices in the areas of stage management as well as scenery, lighting, and sound technology for use in live theatrical performance.

- 3 cr. ENGL 151: English I
- 3 cr. CSIT 123: Integrated Office Software
- 3 cr. THTR 195: Theatre Appreciation
- 3 cr. THTR 190: Children's Theatre Performance
- 3 cr. THTR 197: Stage Craft I
- 3 cr. THTR 198: Stage Craft II
- 3 cr. THTR 210: Stage Management
- 3 cr. COMM 272: Public Relations and Publicity
- 3 cr. Theatre Production Course Selection
- 3 cr. Theatre Production Course Selection
- 30 cr.

**TOTAL CREDITS 30**

### Theatre Production Course Selections

- 3 cr. ARTS 181: Art from Prehistory to Middle Ages
- 3 cr. ARTS 182: Art from Renaissance to Modern World
- 3 cr. ENGL 212: Introduction to Drama
- 3 cr. THTR 193: Introduction to Acting I
- 3 cr. THTR 189: Musical Theatre Workshop
- 3 cr. THTR 196: Contemporary Theatre

## BUSINESS EDUCATION & TRAINING

Business Education and Training provides comprehensive training and education programs designed to help businesses and organizations remain successful and competitive. The center's staff will identify performance gaps and develop customized training programs to meet your organization's needs. Training services are delivered by industry-experienced instructors either on-site or at an Ocean County College facility.

### IF YOU NEED TO:

- Increase the quality of your products and services
- Maintain a competitive edge
- Enhance your customers' satisfaction
- Increase your productivity
- Upgrade job skills
- Promote employee development
- Master today's computers and technology

We have the resources to assist you.

### TO MEET YOUR OBJECTIVES, WE PROVIDE:

- Customized programs - problem identification, needs assessment
- Quality instruction
- Flexible scheduling
- Cost-effective programs
- Convenient locations - our facility or yours
- Employee recognition - CEU certificates; affiliation with Ocean County College.

There is no obligation, call 732-255-0510 for a free Training Assessment.

## CONTINUING & PROFESSIONAL EDUCATION (CPE)

The courses offered by the Department of Continuing and Professional Education include topics for business/industry, and small business, management training, customized training, nursing and Allied Health, career and personal development, computer technologies, office skills training is provided, and professional development programs are offered.

Programs serve individuals enhancing current skills, pursuing professional development, preparing to enter new careers or returning to the workforce, and those interested in avocational pursuits.

Courses are held on the college campus or at off-campus locations; they are held in the early morning, during the day or evening, on weekdays or weekends.

Noncredit courses vary in length from 2 to 396 hours and are generally skill-oriented with minimal emphasis on theoretical concepts. While some noncredit courses are avocational in nature (career exploration, personal enrichment, recreation, music and art), many are vocational and award Continuing Education Units (CEUs) based on course attendance and other requirements. In addition, "contact hours" are provided to nurses through the NJSNA Nursing Credentialing Association.

All Continuing and Professional Education courses are designed to meet the lifelong learning and cultural needs of a dynamic community. For more information, call 732-255-0404.

## SCHOOL RELATIONS

School Relations responds to the needs of Ocean County educators, school districts, and students by providing a wide range of programs for elementary, middle, and high school teachers. It offers high quality, cost-effective professional development workshops and conferences. School Relations also provides direction and training for those seeking public school employment through the Alternate Route to Teacher Certification program, Praxis Review, and Substitute Teacher and Nurse Institutes. In addition, several exciting programs are offered to students including the Children's Reading Institute, Tech Prep initiatives and contests, high school Jump Start programs, SAT Review, and Advanced Placement Summer Institutes. New initiatives include early testing of high school juniors on the Accuplacer so interventions take place prior to attending college called the Bridge Program. A new Arts High School release time program on the Ocean County College campus for artistically gifted and talented teens is available one day a week. Many of these courses are offered to students for college credit.

For further information, contact School Relations at 732-255-0477.

## ACADEMY FOR LIFELONG LEARNING

Individuals at least 55 years of age may activate a membership in the Academy for Lifelong Learning and receive all membership benefits. The Academy for Lifelong Learning one-time membership is free.

New to the Academy is the Ocean County College Academy Rewards Program which provides a wide array of membership benefits including discounts, special offers, and incentives for local, regional, and national businesses. Visit us online at [www.ocean.edu](http://www.ocean.edu) to see the latest trips and programs, Academy Rewards Program partners and member benefits.

Terms and conditions of the Academy Membership are subject to change at the sole discretion of Ocean County College. For additional information, call the Academy for Lifelong learning at 732-255-0409.



# COURSE DESCRIPTIONS

## IDENTIFICATION CODE

All Ocean County College course descriptions begin with an identification code consisting of letters and numbers. The letters stand for the discipline area of the course, while the three numbers designate the level of the course as follows:

001 to 099 – Service/developmental courses – given at a precollege improvement level, do not carry degree credit.

100 to 199 – First-year-level courses for associate and/or transfer program.

200 to 299 – Second-year-level courses for associate and/or transfer program.

After the identification code, the course title is given, followed by the number of semester hours the course carries. Next, in parentheses, are the number of class hours and laboratory hours per week for each course. Certain courses offered but not for college credit carry the designation n.c.

### EXAMPLE

CHEM	181	General Chemistry	4 s.h.	(3+2)
Division	Course	Title	Semester Hours	Lecture hrs. + Lab hrs/Wk

A first year science course in which student earns 4 semester hour credits. Meets 3 lecture hours and 2 lab hours per week. If no notation, meets 3 lecture hours per week.

## PREREQUISITES

Prerequisite study must be successfully completed before the student enters certain courses. It is the student's responsibility to ensure that he/she has successfully completed the prerequisite course(s) prior to studying on the higher level. Failure to complete prerequisites successfully will necessitate rescheduling. Course descriptions contain the necessary information.

## COREQUISITES

A course corequisite, if not required to be taken simultaneously, may be taken either before or during the semester in which the course is taken. If a student has completed a higher-level course than the corequisite, the requirement has been met.

## ACCOUNTING

### ACCT 121 Fundamentals of Accounting 3 cr.

This course is an introduction to the concepts of accounting principles and methods. Specific content includes a thorough explanation of the accounting cycle and how it pertains to service and merchandising business. Special subject areas include reconciliation statements, notes, and interest; adjusting and closing entries; and a variety of financial statements. This course serves as a recommended preparatory course for ACCT 161. Code 1 course fee.

### ACCT 161 Principles of Accounting I 3 cr.

This course starts with the accounting cycle of a service operation; it continues with topics concerning merchandising operations; inventory, cash, and receivables. In addition, this course covers the acquisition, allocation, and disposal of property, plant, equipment, natural resources, and intangible assets. CSIT 123, Integrated Office Software, is recommended for students taking this course. Prerequisite(s): Math 023 and ENGL 095 with a grade of "C" or better, or Math and English placement requiring no remediation. Code 3 course fee.

### ACCT 162 Principles of Accounting II 3 cr.

Continuation of ACCT 161. The formation, operation, and dissolution of partnerships. Accounting for stock transactions and dividends of corporations, long-term liabilities and investments, statement of cash flows, analysis of financial statements, and cost-volume-profit analysis. Prerequisite(s): ACCT 161. Code 1 course fee.

### ACCT 261 Intermediate Accounting I 3 cr.

This course covers, in depth, the topics introduced in ACCT 161 and includes the theoretical basis for these accounting principles as regulated by the accounting industry. Prerequisite(s): ACCT 162. Code 1 course fee.

### ACCT 262 Intermediate Accounting II 3 cr.

A continuation of ACCT 261. The topics covered in this course include current and long-term liabilities, stock transactions, earnings per share, revenue recognition, income taxes, pensions, leases and statement of cash flows. Prerequisite(s): ACCT 261. Code 1 course fee.

### ACCT 263 Cost Accounting 3 cr.

This course covers accounting for manufacturing enterprises. It provides a detailed explanation of the cost components of manufacturing operations: direct materials, direct labor, and manufacturing overhead. The full cycle of the manufacturing entity is illustrated for both job order and process cost systems. Prerequisite(s): ACCT 162

### ACCT 265 Auditing 3 cr.

This course focuses on how audits are conducted and the issues that are of greatest concern to practicing auditors. It covers the most recent developments in auditing theory, standards, and procedures and reports. Prerequisite(s): ACCT 262

### ACCT 266 Federal Income Tax Accounting 3 cr.

A study of federal income tax law as it applies to the individual. Recognition of items of income and deductions including capital gains, losses and tax allowances. Prerequisite(s): ACCT 162. Code 1 course fee.

### ACCT 271 Forensic Accounting 3 cr.

This course is designed to provide an overview of the field of forensic accounting. It will focus on the different types of fraud schemes committed by companies and individuals. This course will also cover the ways to prevent and deter fraud from happening. Prerequisite(s): ACCT 265

### ACCT 273 Legal Aspects of Financial Fraud 3 cr.

This course provides an introduction to the legal environment surrounding the Forensic Accounting profession. This course primarily focuses upon how the Forensic Accountant is used as an expert witness and the various business crimes that a practitioner of Forensic Accounting may be hired to investigate. It will demonstrate interview principles and techniques. Additionally, students will be exposed to some of the legal aspects pertaining to the identification and prosecution of fraud. Prerequisite(s): ACCT 265

### ACCT 275 Fraud Examination 3 cr.

This course provides an overview of fraud examination. Students will learn how and why fraud is committed, and how fraudulent conduct can be prevented. Students will examine types of fraud, sources of evidence and analysis of internal and external fraud schemes with an emphasis on the skills needed to identify and investigate fraud. Prerequisite(s): ACCT 271

### ACCT 277 Digital Forensic Analysis 3 cr.

This course will provide an overview of digital forensics to aid the student in understanding the process of data creation, recovery and analysis, and the benefits of that knowledge during a forensic accounting engagement. The course will allow students to gain an understanding of working with investigations related to data forensics, internet/web forensics, mobile devices, and networks. Prerequisite(s): 271.

## ALCOHOL & DRUG COUNSELING

### ALDC 101 Addiction Disorders & Recovery 3 cr.

This course introduces the fundamentals of addictions counseling and treatment. The course will emphasize the role of collaboration in seeking and utilization of community and medical resources for the betterment of the client, including professional interaction with medical and human services clinicians and the documentation method and standards employed in counseling services.

### ALDC 102 Addictions Counseling: Professional Responsibilities 3 cr.

This course emphasizes standards for insuring thorough documentation; ethical aspects of addictions counseling; the counselor's need for cultural competence, personal growth, and professional growth; counselor/client expectations based on goals, objectives, rules, and obligations; and the use of laboratory tests/results for determining a course of treatment. Students can rapidly transition into working positions as Counselor Interns in community treatment settings. Emphasis will be on ethics and legal conduct as well as skills of documentation and professional growth, given they are necessary work skills of today's practicing counselor.

### ALDC 103 Addictions Counseling III 6 cr.

This course examines the assessment aspect of addictions counseling and focuses on diagnostic summaries, initial interviewing skills, bio-psychosocial assessments, gambling addictions, dimensions of recovery, supervision and consultation, and the importance of community involvement. Students may enroll in ALDC courses to satisfy electives for the AS in Public Service and other OCC degree programs. Individuals already employed in fields related to Addictions Counseling and baccalaureate degree holders may enroll in these courses to become Certified Alcohol and Drug Counselors (CADCs) working under the supervision of agency directors or Licensed Clinical Alcohol and Drug Counselors (LCADCs).

**ALDC 104 Addictions Counseling IV 6 cr.**

This course promotes competence in addictions counseling by focusing on the following topics: individual, group, and family counseling; client education; treatment of the addicted person; familial aspects of counseling; techniques of crisis intervention, and ways to provide community and professional education. Students may enroll in ALDC courses to satisfy electives for the AS in Public Service and other OCC degree programs. Individuals already employed in fields related to Addictions Counseling and baccalaureate degree holders may enroll in these courses to become Certified Alcohol and Drug Counselors (CADCs) working under the supervision of agency directors or Licensed Clinical Alcohol and Drug Counselors (LCADCs).

**ALDC 105 Addictions Counseling Skills 3 cr.**

This course examines key concepts of, and noted figures associated with, the following counseling approaches: Cognitive Behavioral Therapy, Motivational Therapy, Family Therapy, Client-Centered Therapy, and Solution-Focused Therapy. Issues related to client emotional transference and counter-transference and other obstacles to effective therapy are reviewed. The focus of this course is on clinical skill development and models of counseling that are directly applicable to today's counseling workplace in New Jersey.

**ALDC 106 Assessing Addictive Disorders 3 cr.**

This course promotes competence in addictions counseling clinical skills related to screening, intake, evaluation, assessment, diagnoses, and strengths-based treatment planning for those individuals who have Substance Use Disorders. Clinical and medical aspects of the treatment process are reviewed in conjunction with required skill competencies by the Certification Board of NJ.

**ALDC 107 Addiction Counseling Methodology 3 cr.**

Today's practicing Substance Use Disorder professionals are required to provide group, individual counseling, family services, and educational presentations. This class meets State of New Jersey criteria for practicing Certified Alcohol and Drug Counselor Interns to work in community treatment centers under the guidance and supervision of licensed supervisors. Today's rapidly expanding addictions services in our community present an ever growing need for skilled counselors who can demonstrate competence and effectiveness in these types of counseling services.

**ALDC 108 Addiction Counseling Client Education 3 cr.**

Education of client, family, and community are a primary task of the practicing Substance Use Disorder (addictions) professional. This class examines comprehensive aspects of educational needs for specific groups that are impacted by the disease of addiction. Emphasis on motivational and self-empowerment focused education is highlighted. Aspects of signs, symptoms, and treatment of mental illness and addictions, as well as best practices in adult educational practices, are examined.

**ALDC 200 Introduction to Peer Addiction Recovery 4 cr.**

This course will promote competence and skill development in addiction crisis intervention and recovery treatment services. It focuses on the following areas of health care provider development: ethics and legal standards related to direct service interventions, multiple recovery pathways and harm reduction methods, and wellness-focused outcome goals. Students who successfully complete this course will fulfill the curricular requirements for state certification as a Peer Recovery Specialist.

**ALLIED HEALTH****AHMT 110 Medical Terminology 3 cr.**

This course serves as a basis for students in understanding the specialized language used in fields related to medicine and healthcare technologies. Content will range from the origin and breakdown of words to a correlation of word elements with basic anatomy, physiology and disease processes of the human. A systems approach will be used to focus learning and provide the student with an organizing framework for analysis and application.

**AMERICAN SIGN LANGUAGE****ASLN 100 American Sign Language I 3 cr.**

This course introduces students to the language of the deaf community. Students will examine foundational aspects of American Sign Language. Information regarding deaf culture will be introduced in addition to fingerspelling and various numbering systems in American Sign Language. Receptive and expressive skill development application is reinforced through interactive activities within the classroom setting. This course requires students to complete 5 contact hours with the deaf community. Code 2 course fee.

**ASLN 103 American Sign Language II 3 cr.**

This course is designed to continue development of American Sign Language (ASL) skills with primary focus on refining the use of basic ASL sentence types. Students will learn routine communicative functions of the language: asking, requesting, providing clarification, giving and asking for directions. These language functions will help students establish and maintain interpersonal relationships with the deaf community and the classroom environment. Various skill based activities will allow students to further increase competency in American Sign Language in order to express and comprehend signed conversations. This course requires students to complete 5 contact hours with the deaf community. Prerequisite(s): ASLN 100. Code 2 course fee.

**ASLN 104 Fingerspelling in American Sign Language 3 cr.**

This course is designed to advance students on the skill development of hand configuration, basic word patterns, rhythm, comprehension of finger spelled words, phrases, and numbers. Students will identify various linguistic structures of American Sign Language including the parameters (i.e. hand shape, location, movement) of signs. Additionally, students will use various linguistic structures of ASL including the parameters (i.e. hand shape, location, movement) of signs. Corequisite(s): ASLN 112, ASLN 115, and ASLN 125

**ASLN 105 Deaf Culture & History 3 cr.**

This course introduces the history and culture of the deaf. Discussion will include the values, norms, identities, traditions, and subcultures within the larger culture of the deaf community. Questions such as the nature of sign language, the education of deaf individuals, and historical treatment of deafness will be explored. Prerequisite(s): Students must complete the following courses with a minimum grade of B: ASLN 104, ASLN 112, ASLN 115, ASLN 125. Corequisite(s): ASLN 121, ASLN 157. Code 3 course fee.

**ASLN 110 Intermediate American Sign Language I 4 cr.**

This course engages students in the composite language functions of American Sign Language. Focus will be placed on higher level communication in order to help students broaden and deepen interpersonal relationships with the deaf community, and increase skill level using more sophisticated sign language skills. Skill development application will be reinforced through interactive activities in order to achieve a broader scope of understanding complex discourse. This course requires students to complete 15 contact hours with the deaf community. Code 3 course fee.

**ASLN 112****American Sign Language III 3 cr.**

This course engages students in the composite language functions of American Sign Language (ASL). Focus will be placed on higher level communication in order to help students broaden and deepen interpersonal relationships with the deaf community and increase skill level using more sophisticated sign language skills. Skill development application will be reinforced through interactive activities in order to achieve a broader scope of understanding complex discourse. This course requires students to complete 15 contact hours with the deaf community. Prerequisite(s): ASLN 103 with a minimum grade of B. Corequisite(s): ASLN 104, ASLN 115, ASLN 125. Code 2 course fee.

**ASLN 115****ASL Grammar & Syntax 3 cr.**

This course examines the grammar and syntax of American Sign Language. Students will develop skill application through modeling signed stories as well as translating stories from English to grammatically and syntactically correct American Sign Language. Components of American Sign Language such as transcription symbols, sentence types, classifiers, non-manual behaviors, pronominalization, locatives, pluralization, subjects and objects, verbs, and temporal and distributional aspects will be explored. Corequisite(s): ASLN 104, ASLN 125, ASLN 112 with a minimum grade of B. Code 3 course fee.

**ASLN 120****Interpreting Theory I 3 cr.**

This course examines the history of interpreting, interpreting in a variety of specialized settings, interpreting process, attitudes, and the role of the interpreter. Ideological components, principles, and practices of interpreting for the Deaf community will be examined. Students will learn about national certification, educational licensure and state screening. Students are required to accrue 10 mandatory field observation hours observing sign language interpreters with five or more years of experience. Prerequisite(s): ASLN 110. Code 3 course fee.

**ASLN 121****Interpreting Theory 3 cr.**

This course examines the history of interpreting, interpreting in a variety of specialized settings, the interpreting process, attitudes, and the role of the interpreter. Ideological components, principles, and practices of interpreting for the Deaf community will be examined. Students will learn about national certification and educational licensure. Students are required to accrue 15 mandatory field observation hours observing sign language interpreters with five or more years of experience. Students in this course are required to submit a graduation portfolio which must include various topics in interpreting. Prerequisite(s): Students must complete the following courses with a minimum grade of B; ASLN 104, ASLN 112, ASLN 115, ASLN 125. Corequisite(s): ASLN 105, ASLN 201. Code 2 course fee.

**ASLN 125 Visual Gestural Communication 3 cr.**

The visual Gestural Communication (VGC) course will focus on the non-language aspects of communication by developing skills in non-verbal communications through the use and understanding of facial expression, gestures, pantomime, and body language. Students will create and perform stories and other projects using these elements. This course presents a series of activities designed to help students develop skills in communicating without words. These skills will direct students toward concepts in American Sign Language (ASL), communicating with minimal language persons, and creative performances. Corequisite(s): ASLN 104, ASLN 112, ASLN 115.

**ASLN 155 Intermediate American Sign Language II 4 cr.**

This course examines folklore and the art of storytelling in American Sign Language. Students will engage in literary analysis of stories and poetry presented in American Sign Language. Students will study cultural and linguistic aspects used in storytelling, folklore, and poetry in addition to presenting stories in American Sign Language. This course requires students to complete 15 contact hours with the deaf community. Prerequisite(s): ASLN 110. Code 3 course fee.

**ASLN 160 ASL-English Translation Studies 3 cr.**

This course will examine translation techniques in order for students to engage in message analysis, discourse mapping, intra-lingual and interlingual strategies. Students will learn strategies in order to comprehend the register of the speaker, speaker's goals, which components of prosody are used, and paraphrasing techniques. Students will explore strategies that will allow them to present accurate translations from the source language into the target language using grammatically correct and cogent American Sign Language or English. Corequisite(s): ASLN 155. Code 3 course fee.

**ASLN 162 Translating from ASL into English 3 cr.**

This course will examine translation techniques in order for students to engage in message analysis, discourse mapping, intra-lingual and interlingual strategies. Students will learn strategies in order to comprehend the register of the speaker, speaker's goals, which components of prosody are used, and paraphrasing techniques. Students will explore strategies that will allow them to present accurate translations from the source language, American Sign Language (ASL), into the target language using grammatically correct and cogent English. Prerequisite(s): Students must complete the following courses with a minimum grade of B; ASLN 105, ASLN 121, ASLN 157. Corequisite(s): ASLN 165. Code 2 course fee.

**ASLN 165 Translating from English into ASL 3 cr.**

This course will examine translation techniques in order for students to engage in message analysis, discourse mapping, intra-lingual and interlingual strategies. Students will learn strategies in order to comprehend the register of the speaker, speaker's goals, which components of prosody are used, and paraphrasing techniques. Students will explore strategies that will allow them to present accurate translations from the source language, English, into the target language using grammatically correct and cogent American Sign Language (ASL). Prerequisite(s): Students must complete the following courses with a minimum grade of B; ASLN 105, ASLN 121, ASLN 157. Corequisite(s): ASLN 162. Code 2 course fee.



**ASLN 201****American Sign Language IV 3 cr.**

This course examines advanced American Sign Language (ASL) structure and vocabulary using discourse practices to express ideas and concepts. Students will analyze role shift variation, formal storytelling as well as grammatical functions within formal and informal conversational skills. Students will evaluate narrative skills from formal to informal styles. Students are required to accrue 15 contact hours within the Deaf Community. Prerequisite(s): Students must complete the following courses with a minimum grade of B; ASLN 104, ASLN 115, ASLN 112, ASLN 125. Corequisite(s): ASLN 105, ASLN 121. Code 2 course fee.

**ASLN 220****Interpreting Theory II 3 cr.**

Students will develop an understanding of the role culture and language plays in relation to interpreting. Students will discuss American deaf culture, multicultural deaf culture, and American culture. Students will explore cultural identity and affiliation, techniques for cultural adjustments and culture and technology. Students will learn how to navigate various interpreting situations in which they must apply ethical principles in addition to the RID Code of Professional Conduct. Students will explore any possible conflicts that could arise from their decisions and how they would approach these challenging scenarios. Students are required to accrue 10 mandatory field observation hours observing sign language interpreters with five years or more experience. Prerequisite(s): ASLN 120. Code 2 course fee.

**ASLN 225****Deaf-Blind Interpreting 3 cr.**

This course will examine the implications of hearing loss and visual impairment upon a deaf-blind student's learning process and language acquisition. Basic strategies of tactual and restricted field interpreting and adaptation in the delivery of linguistic and non-linguistic information will be explored. Collaborative models for interaction between the educational interpreter and additional resource personnel from outside agencies will be analyzed. Prerequisite(s): Students must complete the following courses with a minimum grade of B; ASLN 162, ASLN 165. Corequisite(s): ASLN 230, ASLN 235. Code 2 course fee.

**ASLN 230 ASL-to-English****Interpreting 3 cr.**

This course examines the theory and practice of processing a signed message into spoken English. Emphasis will be on application of appropriate vocabulary selection; use of syntactically correct English sentences, and appropriate voicing register. Various interpreting process models will be introduced and discussed. Consecutive and simultaneous interpreting will be examined. Prerequisite(s): Student must complete the following courses with a minimum grade of B; ASLN 162, ASLN 165. Corequisite(s): ASLN 225, ASLN 235. Code 2 course fee.

**ASLN 235 English-to-ASL****Interpreting 3 cr.**

This course examines the theory and practice of processing a spoken English message into American Sign Language. Emphasis will be on application of appropriate vocabulary selection; use of syntactically correct sentences, and appropriate signing register. Various interpreting process models will be introduced and discussed. Consecutive and simultaneous interpreting will be examined. Prerequisite(s): Students must complete the following courses with a minimum grade of B; ASLN 162, ASLN 165. Corequisite(s): ASLN 225, ASLN 230. Code 2 course fee.

**ASLN 260****Interactive Interpreting 5 cr.**

This capstone course provides the student the opportunity to apply previously acquired interpreting skills within a controlled environment. Students will interpret to various interactive interpreting scenarios in order to improve ASL-to-English and English-to-ASL interpreting skills. Students will engage in self-analysis and peer analysis. This capstone course requires students to complete six interpreting hours on campus in order to graduate. Prerequisite(s): Students must complete the following courses with a minimum grade of B; ASLN 225, ASLN 230 and ASLN 235. Corequisite(s): ASLN 265. Code 2 course fee.

**ASLN 265 Specialized Sign 3 cr.**

This course will introduce students to various specialized vocabulary in the medical, legal, and educational fields. Emphasis will be on application of appropriate vocabulary selection, use of syntactically correct sentences, and appropriate signing register. Prerequisite(s): Students must complete the following course with a minimum grade of B; ASLN 225, ASLN 230, ASLN 235. Corequisite(s): ASLN 260. Code 2 course fee.

**ANTHROPOLOGY****ANTH 133 Introduction to Anthropology 3 cr.**

This course presents core concepts and principles of anthropology, including the concept of culture as viewed by the anthropologist. Specific areas of study are physical anthropology (evolution of humans, racial classification), archeology (characteristics and development of early cultures), and language as it relates to the biological and social evolution of humans.

**ANTH 134****Cultural Anthropology 3 cr.**

This course provides an overview of cultures and how they are studied by the anthropologist. Topics examined are subsistence patterns, language and communication, culture and personality, gender and family patterns, economics and political organizations, religion and magic, the arts and cultural change. Emphasis is placed upon evaluation of other cultures in terms of their respective values and norms.

**ANTH 237****Indians of North America 3 cr.**

This course demonstrates the continuum of indigenous cultures in North America from Pre-Columbian times to the present using anthropological, archaeological, historical, and ecological data to study cultural processes and changes and the ways they affect interethnic and interracial interaction in the United States. The emphasis is on the cultures, adaptations, and problems faced by various North American Indian groups, both pre-contact and today.

**ANTH 239 Study Abroad****Seminar - World of the Maya: Anthropology, Archaeology & Ecology 3 cr.**

This course focuses on the indigenous Maya people of Mexico and Central America, utilizes the International Education Program to provide direct personal contact with the culture. The course explores major Maya archaeological sites, contemporary Maya villages, Spanish colonial towns and cities, and the local ecological settings.

**ANTH 240 Travel Seminar:****World Cultures 3 cr. (2+0+3)**

This travel seminar provides an overview of a select culture and focuses on cultural universals including subsistence patterns, language

and communication, culture and personality, gender and family patterns, economic and political organization, religion and magic, the arts, and cultural change. Emphasis is placed upon evaluation of the select culture in term of its respective contextual values and norms.

## ARABIC

### ARBC 100 Elementary Arabic I 3 cr.

This is an elementary college-level course in Modern Standard Arabic (MSA). This course will introduce students to the listening, speaking, reading and writing skills that are the standard means of communication in the Arab world.

### ARBC 102 Elementary Arabic II 3 cr.

This course is the continuation of ARBC 100, the beginner's course in Modern Standard Arabic (MSA). It will further develop the students listening, speaking, reading and writing skills in the standard means of communication in the Arab world. It will also introduce them to grammar, conjugation, and the usage of the vowels in word cases. Prerequisite(s): ARBC 100.

### ARBC 201 Intermediate Arabic I 3 cr.

This course is a continuation of Elementary Arabic II. The course promotes language development in the areas of listening, speaking, reading, and writing, and emphasizes communicative skills through personalized, open-ended activities. In addition, the course further expands students' awareness of the cultures and dialects of the Arabic-speaking world. Oral presentations and short papers in Arabic will be assigned. Prerequisite(s): ARBC 102.

### ARBC 202 Intermediate Arabic II 3 cr.

This course is a continuation of Intermediate Arabic I. The course further promotes language development in the areas of listening, speaking, reading, and writing, and reviews fundamental structures and how they progress into more complex grammatical structures and communicative skills. In addition, the course further develops students' awareness of the cultures and dialects of the Arabic-speaking world. Prerequisite(s): ARBC 201.

## ART

### ARTS 170 Ceramics I 3 cr. (2+2)

This foundation studio course explores the methods and aesthetics of the ceramic arts. This course includes an examination of various construction techniques, surface decoration methods, glaze formulation, application, and the firing process. There is an emphasis on understanding and applying the aesthetics, processes, and function of the ceramics art form of pottery and sculpture. Code 5 course fee.

### ARTS 181 Art from Prehistory to Middle Ages 3 cr.

This course is a survey of the visual arts, focusing on the sculpture, painting and architecture from the Prehistoric through the Gothic periods. Students will explore the motivations, motifs, and vocabulary of art within its physical and socio-historical context. Emphasis will be placed on identification of works and their association with their time period, culture and subsequent characteristics. Code 3 course fee.

### ARTS 182 Art from Renaissance to Modern World 3 cr.

This course is a survey of the development of the visual arts from the Renaissance to the Modern Period. This course will explore the physical, philosophical, political, and sociological means through which cultures define themselves in artworks. Emphasis will be on identifying characteristics inherent to works of art and how they relate to former and future work. Code 3 course fee.

### ARTS 183 Basic Drawing 3 cr. (2+2)

This course is designed to introduce students to the familiar medium of drawing with an emphasis on drawing from still life. Methods of handling charcoal, ink, and various drawing materials will be discussed and applied. A sequence of studio drawings and discussion are intended to expand awareness of the visual world and develop control of drawing media. Techniques will include perceptual drawing, gesture, value, contour, perspective, as well as various media like pencil, charcoal, ink, and collage. Code 3 course fee.

### ARTS 184 Two-Dimensional Design 3 cr. (2+2)

Two-Dimensional Design introduces the fundamental elements and the foundation principles of design, as they relate to drawing, painting, photography and computer graphics. Students apply the ideologies of visual organization through the use of shape, form, color, space, and texture. Comprehensive visual organization is obtained through studio practice utilizing various materials and techniques. Code 3 course fee.

### ARTS 185 Figure Drawing 3 cr. (2+2)

This course is designed to introduce students to the familiar medium of drawing and its application to the human form. A sequence of studio drawings, live models, and discussions are intended to expand awareness of the visual world and challenge established methods of communication. A disciplined drawing approach to anatomy will emphasize structure, physical irregularity, and the expressive quality of the body. By the end of the course, students will have a better grasp on communicating visually, expressing ideas and opinions and understanding visual choices made by others –and the role of the human body in these areas. Techniques will include perceptual drawing, gesture, value, contour, perspective, as well as various media like pencil, charcoal, ink, and collage. Prerequisite(s): ARTS 183. Code 4 course fee.

### ARTS 186 Three-Dimensional Design 3 cr. (2+2)

Three Dimensional Design introduces the fundamental elements of the third dimension and the principles of constructing a three dimensional structure, as they relate to sculpture, architecture and functionality. Students apply the ideologies of visual organization through the use of shape, form, color, space, and texture. This course also explores the area of non-objective and abstract sculpture, as well as the relationship between non-objective design and practical use. Comprehensive three dimensional design skills are obtained through studio practice utilizing various materials and techniques. Code 3 course fee.

### ARTS 188 Travel Seminar: World Art 3 cr. (2+0+3)

This travel seminar provides an overview of a select culture, with emphasis on art, architecture, and material culture of the region.

Emphasis is placed upon evaluation of select culture in terms of its respective contextual values and norms.

### ARTS 191 The Arts of the Islamic World 3 cr.

The course will examine the background, origins, and evolution of Islamic art and architecture from the 7th century rise of Islam to the present. The course will investigate the fundamentals of Islam as a faith and Islam's relationship to the pre-Islamic past, as well as the theoretical problem of creating a new visual culture to serve a new religion and society. It will also provide a basic understanding of the major themes and important regional variations within the Islamic World, including the specialized Islamic Arts of India, Indonesia, North Africa and Turkey. Code 2 course fee.

**ARTS 192****The Arts of Japan****3 cr.**

A survey of the history of Japanese art from Neolithic times to the present. Topics will include a wide range of art, craft, and architecture including Buddhist art and its ritual context, the aristocratic arts of the courts, monochromatic Zen ink paintings, the prints and paintings of the Floating World, and contemporary artists and designers. The class will focus on the unique development of Japanese art, its contributions to Western Art, and its significant influence upon modern world culture. Code 2 course fee.

**ARTS 205 Modern Art****3 cr.**

This course is a survey of art from the emergence of a new direction of art in the late 19th century through its various transformations to the present period. Close attention is paid to the social, political and historical context from which the work has materialized. It is recommended that students enrolling in this course have taken ARTS 181 and 182. Prerequisite(s): ENGL 151 Code 3 course fee.

**ARTS 206 American Art****3 cr.**

American Art reflects the broad cultural and historical spectrum and great ethnic diversity that has contributed to the formation of America. This course will thematically and chronologically examine the origins and evolution of art and architecture of America from pre-conquest to the present focusing on the diversity of style, subject matter, regional characteristics and influences, and methods and mediums of artistic creation. Prerequisite(s): ENGL 151. Code 2 course fee.

**ARTS 270****Ceramics II****3 cr. (2+2)**

Ceramics II is designed to provide advanced study into the methods and aesthetics of the ceramic arts. This course includes an examination of more advanced clay construction techniques, surface decoration methods, glaze formulation, application, and firing processes. The emphasis of this course focuses on applying progressive skill to the aesthetics, processes, and the function of the ceramics art form in pottery and sculpture. Additional laboratory time required outside of class hours. Prerequisite(s): ARTS 170 or portfolio equivalent. Code 5 course fee.

**ARTS 271****Ceramics III****3 cr. (2+2)**

Ceramics III emphasizes techniques and aesthetics of the ceramic arts. This course highlights complex and innovative clay construction. Students are encouraged to develop and focus their acquired skills, while applying critical analysis and progressive thought into the aesthetics, processes, and function of the ceramics art form. There is an emphasis on technical accomplishment and, developing a consistent and broad personal expression. Additional laboratory time required outside of class hours Prerequisite(s): ARTS 170 or ARTS 270. Code 5 course fee.

**ARTS 272****Ceramics IV****3 cr. (2+2)**

Ceramics IV focuses on the independent study of advanced techniques and aesthetics of the ceramic arts. This course stresses more complex and innovative clay construction, while applying critical analysis and creative problem solving. Proficiency and technical accomplishment is emphasized, along with developing consistent and distinctive individual expression for portfolio quality work. Prerequisite(s): ARTS 271. Code 5 course fee.

**ARTS 284 Art Seminar in Japan I****3 cr. (2+2)**

This travel seminar to Japan focuses on Japanese arts and culture, particularly traditional handicrafts in the Kumamoto Prefecture of Japan. Students will visit artists' studios, ceramic kilns, art museums, temples, shrines, and historic gardens and sites in Tokyo, Kyoto, Shugraki, Nagasaki, and especially in Kumamoto on the island of Kyushu. Students will engage in workshops in several disciplines: Yaki (ceramics), Shodo (calligraphy), Chanoyu (tea ceremony), Ikebana (flower arranging), and Kataezome (textile and indigo dye process).

**ARTS 286****Painting I****3 cr. (1+4)**

A primary studio course in acrylic painting with instructions in the preparation of canvas and the use of brush and palette knife. The student will explore representational and nonrepresentational concepts, still life and invented forms. There will be attention directed to the concepts and stylistic innovations of contemporary painting. Students will develop sensitivity to color choice based on theory, explore traditional techniques, and build compositions on a strong design foundation. Formal and informal critiques will be frequent, to introduce vocabulary, and a shared understanding of the studio experience. Code 3 course fee.

**ARTS 287****Painting II****3 cr. (1+4)**

In this course, the student will study and practice additional techniques of acrylic painting and explore the impact of concept on visual forms. There will be attention directed to the development of personal stylistic innovation and the creation of visual consistency. Students will develop sensitivity to color choice based on theory, explore traditional techniques and methods, and build compositions on a strong design foundation. Formal and informal critiques will be frequent, to introduce vocabulary, and a shared understanding of the studio experience. Advanced problems in conceptualization and design of the painting are discussed. Technical process is emphasized. Students will complete oversized canvases. Group critiques will be conducted, and films, readings or audio will further broaden the students' experience. Prerequisite(s): ARTS 286. Code 3 course fee.

**ARTS 296****Painting III****3 cr. (1+4)**

This is an advanced painting course, which allows the student to develop a personal artistic style and more sophisticated, portfolio quality work. Several large-scale painting assignments, change-of-format projects, one monumental themed semester-long master painting, and, weekly exercises will encourage students to draw on everyday observations to inspire their work, as well as develop quality images over time. There will be attention directed to the development of personal stylistic innovation and the creation of visual consistency. Formal and informal critiques will be frequent, to introduce vocabulary, and a shared understanding of the studio experience. Prerequisite(s): ARTS 287. Code 3 course fee.

**ARTS 297****Painting IV****3 cr. (1+4)**

This is an advanced painting course, which allows the student to develop a personal artistic style and more sophisticated, portfolio quality work. Painting and studio practice will be emphasized, to develop understanding of independent studio work. Students will develop an artist's statement and propose a course of study for the semester, articulating a plan for research and development of a self-directed and a complete body of work for exhibition at the end of the semester. There will be attention directed to the development of personal stylistic innovation and the creation of visual consistency. Formal and informal critiques will be frequent, to introduce vocabulary, and a shared understanding of the studio experience. Prerequisite(s): ARTS 296. Code 3 course fee.

For **Astronomy**, see Physics p. 103

## BIOLOGY

### **BIOL 101** **The Pine Barrens 3 cr.**

An investigation into the ecological aspects of the natural history of the New Jersey Pine Barrens. The course will explore the geography, plants and animals of New Jersey's most famous wilderness. Students must provide their own transportation for required monthly field trips to the Pine Barrens. Code 4 course fee.

### **BIOL 114 Principles of Biological Science 4 cr. (3+2)**

A one-semester laboratory course designed for those who have not had a high school science background, or for those who have graduated from high school ten or more years ago. Includes a study of the cell, its physiology and relationship to the more complicated organism. A study of genetics and heredity as well as evolution is included. This course may not be taken concurrently with or after a science course with a higher course number. Code 5 course fee.

### **BIOL 119 Science & the Human Body 4 cr. (3+2)**

A one semester laboratory course for non-science majors or prospective health science students focuses on the nature of Science as a field of inquiry. Emphasis is on the scientific method as a natural outcome of human curiosity. The human body acts as a vehicle to explore the unity of life. Critical thinking is stressed as preparation to fully enjoy a society shaped largely by science and technology. Current trends and/or news articles are incorporated for their topics and exploration of methods used to obtain conclusions. Code 5 course fee.

### **BIOL 130 Human Anatomy & Physiology I 4 cr. (3+2)**

This course studies terminology associated with the study of human anatomy and physiology, homeostasis, feedback mechanisms; the chemical, cellular, and tissue level of organization as well as the integumentary, skeletal, muscular, and nervous systems. Dissection and laboratory instrumentation reinforce all lecture material. It is highly recommended that students enrolling in this course have taken (a) high school biology or BIOL 114 or BIOL 119 and (b) high school chemistry or CHEM 180. Code 5 course fee.

### **BIOL 131 Human Anatomy & Physiology II 4 cr. (3+2)**

This course studies the autonomic nervous system; the endocrine, cardiovascular, immune, respiratory, digestive and urinary systems; fluid and electrolyte balance; and reproduction. Dissection and instrumentation reinforce all lecture materials. Prerequisite(s): BIOL 130 with a grade of C or better. Code 5 course fee.

### **BIOL 161 General Biology I 4 cr. (3+2)**

Major concepts discussed include cell structure, bio-chemical reactions, energy relationships, evolution and the dynamics of plant functions. It is highly recommended that students enrolling in this course have taken high school biology and high school chemistry or BIOL 114 and high school chemistry. Code 3 course fee.

### **BIOL 162 General Biology II 4 cr. (3+2)**

This course is a continuation of BIOL 161, with emphasis on animal diversity, reproduction, development, physiology of various systems, ecology, and evolution/histories. Prerequisite(s): BIOL 161. Code 5 course fee.

### **BIOL 163 Introductory Botany 4 cr. (3+2)**

This course presents beginning botany students with an appreciation of the diverse organisms we call plants. It discusses the role that plants have in the biosphere, the environmental issues involved, and a basic understanding of plant diversity and their biology. Botany as a scientific process is stressed throughout the course. Code 2 course fee.

### **BIOL 232 Microbiology 4 cr. (3+2)**

A course concerned primarily with microorganisms as they pertain to human welfare. Laboratory activities relate to isolation, culture, identification and control of microorganisms. Prerequisite(s): BIOL 131 or BIOL 162. Code 5 course fee.

### **BIOL 261 Ecology 4 cr. (3+2)**

An introduction to ecology emphasizing the physical and biological factors affecting distribution, abundance and adaptations of organisms. Statistical analyses of population, community and ecosystem structure and function are performed. Fundamental concepts of behavioral ecology and evolutionary processes in ecology are stressed. Consideration of ecological principles are emphasized by field study in natural habitats and in the laboratory. Students will be required to travel to offsite laboratory locations. Prerequisite(s): BIOL 161. Code 3 course fee.

### **BIOL 264 General Microbiology 4 cr. (3+2)**

This course is a study of the various groups of microorganisms, their morphology, physiology, biochemistry, genetics, and importance to man and all other life forms. The course will emphasize the major microbial model systems, laboratory techniques of growth, control, research utilization, and safety. Current DNA recombinant technology, immunology and biotechnology will also be included. Prerequisite(s): BIOL 161 and BIOL 162 or BIOL 161 and CHEM 181. Code 5 course fee.

### **BIOL 265 Marine Biology 4 cr. (3+2)**

A field and laboratory approach to the understanding of the complexity of marine organisms; including the study of ecological principles that act to structure marine associations. Emphasis on local coastal and estuarine communities. Prerequisite(s): BIOL 161. Code 5 course fee.

## BUSINESS

### **BUSN 125 Introduction to Office Systems 3 cr.**

A foundation course designed to familiarize the student with the fundamental responsibilities of an administrative office manager in a modern technological office. Introductory computer concepts are covered in various software packages including Windows operating system, word processing, spreadsheet, database, presentation calendar and email. In addition to technical skill application, students will develop competency in time management, interpersonal communication skills, file management, reprographics, travel preparations, telephone techniques and records management. Code 1 course fee.

### **BUSN 126 Word Processing 1 cr.**

An introduction to word processing to include entering, editing, printing, saving and retrieving text. Basic formatting features such as print enhancement, size and style of font adjustments, tabulation, margin manipulation and indent features will be demonstrated and applied. Liberal application practice through hands-on experience. Pre-requisite: Basic keyboarding skills. Code 1 course fee.



**BUSN 131 Introduction to Business Administration 3 cr.**

A thorough survey of the activities that make up the field of business. Emphasis is placed on such topics as ownership, management, organization, purchasing, marketing, production, personnel, finance and government regulations. Industry's societal responsibilities relating to pollution, minorities and ethical practices are explored. Code 2 course fee applies to home study only.

**BUSN 132 Business Calculations 3 cr.**

The student will gain a working acquaintance with printing and electronic display calculators. The student will learn basic operations and apply this knowledge to processing typical business data. Heavy emphasis is placed on percentage, interest, discount, merchandising, proration and depreciation problems. Code 1 course fee.

**BUSN 133 Microcomputer Keyboard 1 cr.**

Mastery of the mechanics of the computer keyboard. Emphasis is placed on correct typewriting techniques to develop accuracy and speed presented in a computer-assisted instruction mode. Code 1 course fee.

**BUSN 134 Principles of Marketing 3 cr.**

A comprehensive study of the functions and institutions involved in the flow of goods and services from production to consumption. Topics included are: marketing environment and process, consumer behavior, distribution, industrial users, retailing innovations, wholesaling practices, product planning, packaging, selling, advertising, sales promotion and pricing.

**BUSN 151 Introduction to Human Resource Management 3 cr.**

An introduction to the basic functions of human resource management, including the relationship between operating managers and the human resources department, human resources planning, recruitment and selection, legal issues, compensation, benefits, safety, and collective bargaining.

**BUSN 157 Introduction to Financial Software 1 cr. (1+1)**

This course provides students with a basic economic understanding of stocks, bonds, and foreign currencies. Students are exposed to basic trading concepts and utilization of financial software.

**BUSN 170 Small Business Management 3 cr.**

An entrepreneurial approach to small business management with emphasis on the importance of management skills, industry knowledge, and strategic planning. Specific topics will include small business creation, business plan development, marketing, operations, personnel, finance, business law, and community responsibility. The primary course objective is to provide students with a realistic formula for successfully operating a small business. Code 2 course fee applies to home study only. Code 2 course fee.

**BUSN 210 Business Communications 3 cr.**

A study of the principles underlying effective written communications in business. The use of correct and forceful English is stressed in various types of business correspondence. Presented in computer-assisted mode. Prerequisite(s): ENGL 151. Code 1 course fee.

**BUSN 214 Word Processing Applications 3 cr.**

A realistic approach to the study of office management and related careers. Assuming the role of the intern, the student will acquire the mastery of modern electronic communications and advanced word processing/text editing skills. Strong emphasis is placed on organizational structure of the administrative positions, span of management, interpersonal awareness, leadership in an organization, and the managerial decision-making process. Prerequisite(s): BUSN 126 and BUSN 148. Code 1 course fee.

**BUSN 215 Integrated Software Applications 3 cr.**

Emphasis will be placed on office productivity and the development of a high level of competence in processing documents, preparing presentations, creating and manipulating worksheets, managing and sorting data, and importing and exporting data from one program to another. Ultimately, the student will hold a position in a simulated office environment that requires proficiency in the use of varied application software. Code 1 course fee.

**BUSN 220 Career Management & Professional Behavior 3 cr.**

This course is designed to foster workplace readiness through the development of effective skills in communication, leadership and interpersonal relations. The importance of understanding and using self-directed skills to manage the transition from the college environment to the workplace is emphasized. Students will focus on developing the competitive skills and abilities necessary to compete in the contemporary job market. Code 1 course fee.

**BUSN 251 Business Law I 3 cr.**

This course focuses on the study of the law as it applies to businesses and consumers, including the structure of the legal system, torts, contract law, and property.

**BUSN 252 Business Law II 3 cr.**

This course is the study of law related to: employment agency, partnership, corporation, sale of goods, and commercial paper. Prerequisite(s): BUSN 251.

**BUSN 267 Real Estate Law 3 cr.**

This course focuses on the study of the law of real property, laws governing title and title transfer, the concept of mortgages, and the obligations of those who participate in and assist with the transfer of real property. Prerequisite(s): BUSN 251 or BUSN 290 or LAAW 101 or NJ Real Estate License.

**BUSN 270 Principles of Advertising 3 cr.**

A study of various types of advertising, including newspapers, magazines, direct mail, radio, television, outdoor advertising and internet advertising. Current practices of advertising preparation, appeal, copy selection and layout techniques are analyzed. Prerequisite(s): BUSN 134 or consent of instructor.

**BUSN 271 Principles of Management 3 cr.**

A comprehensive study of the various functions of management to assist students in understanding the interrelationships among the functional areas of a business enterprise, and to see with whom these functional areas interact in organizational decision-making. Designed to develop an ability to objectively analyze and solve management problems.

### **BUSN 272** **Principles of Investments 3 cr.**

The focus of this course is business and personal investments. The theory and operation of the stock market, and investments and timing with respect to the business cycle. There will be actual analysis of certain stocks, bonds, and derivatives.

### **BUSN 275** **Principles of Finance 3 cr.**

This course focuses on the principles of finance by integrating concepts of economics and accounting and by linking economic theory to the numbers of accounting. The course also emphasizes the importance of assessing financial performance to a firm's production, sales, research, marketing, management, and long-run strategic planning. Prerequisite(s): BUSN 131, ACCT 161 or consent of instructor.

### **BUSN 290** **Real Estate Principles 5 cr.**

Approved by the NJ Real Estate Commission to prepare for real estate sales licensing. A certificate is granted for satisfactory completion (a grade of C is required). Includes: property rights, contracts, mortgages, agency, appraising, NJ Real Estate Law, and other required material. NJ law requires licensees to be high school graduates or hold G.E.D. equivalency.

### **BUSN 291** **International Business: A Cultural Perspective 3 cr.**

This course will detail practical terminology, concepts, associations, relationships, and issues that are unique to business operations in international markets. It will focus on the impact that cultural diversity has on global business operations. Emphasis will be given to China and other Pacific Rim nations. Prerequisite(s): BUSN 131 or consent of instructor.

## **CHEMISTRY**

### **CHEM 180 Introductory Chemistry 4 cr. (3+2)**

A one-semester laboratory course designed for those who have not had a high-school science background or for those who have graduated from high school ten or more years ago. This course may be especially useful for those students preparing to enter the paramedical training programs or those wishing to prepare for college chemistry. The following are covered in this course: measurement, elements and compounds, properties of matter, atomic theory, nomenclature, quantitative analysis, chemical equations, calculations in chemistry, modern theory and periodic table, chemical bonds, gaseous states of matter, matter and energy, elements and compounds, atomic structure, periodic law, nomenclature, equation-writing, stoichiometrics, pneumatics, solutions, acids, bases, salts, and oxidation-reduction. It is highly recommended that students enrolling in this course have taken high school algebra or MATH 011. Code 3 course fee.

### **CHEM 181** **General Chemistry I 4 cr. (3+2)**

This course, intended for science majors, is the first course of a two-course sequence. Course topics include stoichiometry, inorganic nomenclature, solutions, gas laws, thermochemistry atomic structure, and chemical bonding. The laboratory work includes basic laboratory techniques and is intended to support lecture topics. It is highly recommended that students who enroll in this course have completed high school Chemistry (or CHEM 180) and high school Algebra II. Code 5 course fee. Prerequisite(s): MATH 012 or Math placement requiring no remediation.

### **CHEM 182** **General Chemistry II 4 cr. (3+2)**

This course is intended for science majors and is the second of a two-course sequence. Course topics include: colligative properties, chemical equilibrium, acid-base chemistry, kinetics, thermodynamics, electrochemistry, and nuclear chemistry. The laboratory work involves analytical and spectrophotometric techniques relating to lecture topics. Prerequisite(s): CHEM 181. Code 5 course fee.

### **CHEM 283** **Organic Chemistry I 4 cr. (3+3)**

This is the first course in a two-course sequence exploring the structure-activity relationships of functional groups. Course topics include: nature of the covalent bond, alkanes, alkenes, stereochemistry, reaction mechanisms, and functional group chemistry. The laboratory work consists of basic separation and purification, and synthetic organic laboratory techniques. Prerequisite(s): CHEM 182. Code 5 course fee.

### **CHEM 284** **Organic Chemistry II 4 cr. (3+3)**

This is the second in a two-course sequence exploring the structure-activity relationship of functional groups. Course topics include: the structure and reactions of aromatic compounds, the carbonyl, and nitrogen containing functional groups. Molecular structure determination using infrared and nuclear magnetic resonance is also discussed. The laboratory work includes organic synthesis and qualitative organic analysis. Prerequisite(s): CHEM 283. Code 5 course fee.

## **CHINESE**

### **CHIN 100** **Elementary Chinese I 3 cr.**

This course, designed for absolute beginners with no previous knowledge of the language, introduces students to spoken Mandarin Chinese with the aid of Pinyin system and elementary level of reading and writing Chinese characters.

### **CHIN 102** **Elementary Chinese II 3 cr.**

This course, a continuation of Elementary Chinese I, is designed for students who have successfully completed CHIN 100. It introduces students to spoken Mandarin Chinese with the aid of Pinyin system and elementary level of reading and writing Chinese characters (simplified). Prerequisite(s): CHIN 100.

### **CHIN 201** **Intermediate Chinese I 3 cr.**

This course is designed for students who have successfully completed two elementary Chinese courses. Apart from reinforcing pronunciation and tone accuracy, the course will emphasize the basic syntax and grammar as well as build up a working vocabulary around daily situational Chinese. Students will begin to read and write Chinese characters without the aid of Pinyin system. Prerequisite(s): CHIN 102.

**CHIN 202**  
**Intermediate Chinese II 3 cr.**

This course, a continuation of Intermediate Chinese I, is designed to advance students' skills in both written and conversational Chinese. With spoken Chinese, students are expected to have longer conversations on a wide range of topics. With around 600 commonly used words accumulated in CHIN 100, CHIN 102 and CHIN 201, students will be trained to write paragraphs in Chinese with the help of a dictionary. In addition, web-based teaching materials will supplement regular classroom instruction. Prerequisite(s): CHIN 201.

**CIVIL ENGINEERING  
TECHNOLOGY****CVET 123**  
**Surveying I 3 cr. (2+3)**

Elementary surveying including measurements, leveling, transit surveys and computations. Practical field problems stressing use of tape, compass, transit and level. Prerequisite(s): MATH 168 or higher. Code 2 course fee.

**CVET 151**  
**Applied Mechanics 3 cr.**

Introduction to the basic principles of engineering mechanics including fundamentals of force systems and resultants, moments and couples, equilibrium, trusses and frames, centroids and moments of inertia. Prerequisite(s): MATH 012 or algebra placement or no remediation.

**CVET 161 Construction**  
**Methods & Materials 3 cr.**

A basic course covering materials, equipment and procedures used in the construction industry. Topics include basic construction materials, aggregates, concrete, masonry, wood, metals and manufactured building products.

For **COCG courses**, see Graphic Design pg. 88

For **COEM courses**, see Electronic Media pg. 81

**COLLEGE SUCCESS****STSC 155**  
**College Success Seminar 3 cr.**

This comprehensive course is designed to build a solid foundation for a successful college experience. This discussion based seminar will help students develop the social and intellectual skills necessary to work toward graduation and their chosen career. In addition to learning to develop a self-motivated academic passion, students can expect to develop their critical thinking, note-taking, test-preparation, and time management skills. The course will also enable students to connect to the campus community through a common read and service learning experience. Code 1 course fee.

**COMMUNICATIONS****COMM 110 Introduction to**  
**Communications 3 cr.**

An introduction to the field of communication studies. Topics include forms and processes of human communication; communication as social organization; ways of understanding, analyzing, and evaluating messages; communication technologies; and social, political and ethical issues. Code 3 course fee.

**COMM 151**  
**Media Writing I 3 cr.**

Media Writing I is designed to teach students the basics of news style writing: good leads and simple, basic news stories; evaluating and selecting news for publication in print and on the air; gathering information and developing a news story from it. This course will instill a high regard for accuracy, adequacy and fairness. Code 3 course fee.

**COMM 152**  
**Media Writing II 3 cr.**

Media Writing II is designed to give the student experience in covering specialized areas of reporting. This course will further develop the skills taught in COMM 151, with special emphasis on developing interviewing skills and the ability to practice in-depth, interpretative, investigative and, possibly, team reporting. Feature writing will be introduced, as will the copy-flow functions of the newsroom. Sensitivity and speed in editing and headline writing will be developed. Prerequisite(s): COMM 151. Code 3 course fee.

**COMM 154 Fundamentals of**  
**Public Speaking 3 cr.**

This course introduces students to basic communication theory and public speech performance skills. Emphasis is on researching, organizing, outlining, evaluating, and delivering informative, demonstrative, and persuasive speeches. Prerequisite(s): ENGL 095 with grade of C or higher, or English placement requiring no remediation. Code 3 course fee.

**COMM 172**  
**Communication Law 3 cr.**

This course is a study of the rights and responsibilities of the press in the United States from origins to applications in modern society. Emphasis is placed on the constitutional and statutory laws and regulatory agencies affecting the operations of the press and special attention is given to recent Supreme Court rulings. Codes of ethics and other extra-legal considerations of the role of the press are studied.

**COMM 192**  
**Voice & Diction 3 cr.**

This course is designed to develop good speech. Careful individual analysis of each student's voice is provided. Included are drills and speech exercises to improve voice quality and articulation based on an understanding of the speaking mechanism and of elementary phonetics.

**COMM 202 Intercultural**  
**Communication 3 cr.**

In this course, students study in the influence culture has on perception, values, identity, and world view. Students gain an understanding of the communication challenges in cross-cultural encounters and acquire effective knowledge for enhancing intercultural communication competence, for contexts including travel, business, education, and health care. Prerequisite(s): ENGL 151.

**COMM 272**  
**Public Relations & Publicity 3 cr.**

This course is a study of contemporary methods, tools and media used in the planning and development of public relations programs for business, industries, non-profit institutions and community organizations. In particular, publicity and promotional techniques, copy preparation, news releases, the theory and practice of arranging publicity materials in campaigns to promote and interpret personal, institutional and organizational objectives and activities and the relationship of public relations to the media are emphasized. Prerequisite(s): ENGL 151.

**COMM 281****Mass Communications 3 cr.**

This course focuses on the history and development of various media in the United States including theories relating to press freedom and considering current criticism and challenges facing various branches of mass media.

**COMM 290 Communications****Internship I 3 cr. (0+0+9)**

This course offers students the opportunity to apply academic knowledge gained from the classroom to a communications work environment. The 135-hour internship will be directly related to students' career goals in their areas of study. By completing an internship, students will be involved in emerging workplace trends and enhance their employability. Students wishing to transfer their internship credits to a four-year baccalaureate program should consult the college or university to which they wish to transfer. Prerequisite(s): Applicants must comply with the Ocean County College Internship Guidelines and complete an Internship Application. Applicants must also have an overall GPA of 2.5.

**COMM 291 Communications****Internship II 3 cr. (0+0+9)**

This course offers students the opportunity for increased practical experience in technical support positions in the arts, educational/instructional media, or for business/industry in-house productions. The 135-hour internship will be directly related to students' career goals in their area of study. By completing an internship, students will be involved in emerging workplace trends and enhance their employability. Students wishing to transfer their internship credits to a four-year baccalaureate program should consult the college or university to which they wish to transfer. Prerequisite(s): COMM 290. Applicants must comply with the Ocean County College Internship Guidelines and complete an Internship Application (see attachments). Applicants must also have an overall GPA of 2.5.

For **COPH courses**, see Photography pg. 102

**COMPUTER STUDIES****CSIT 110****Introduction in Computers & Computer Applications 3 cr.**

The course familiarizes students with the interaction of computer hardware, software, and ethics. Students will gain a fundamental understanding of personal computers and computer networking, Microsoft Windows and the Internet, an introduction to Microsoft Office, computer security, ethical and safe uses of technology, safety, and popular word processing, spreadsheet, and database tools. Emphasis in this course is on developing practical applications for personal productivity and safety. The course assumes no prior computing experience. Code 3 course fee.

**CSIT 115****Introduction to Computer Game Development 3 cr.**

This course is an overview of game development. Students will analyze games and gameplay elements, examine genres and trends in games and formulate their own proposal for an original game. The course will also discuss the history of videogames, the current state of electronic gaming, as well as possible future developments. Open lab time required. Code 3 course fee.

**CSIT 123****Integrated Office Software 3 cr.**

This course is designed to teach the skills necessary to design, produce and integrate documents, worksheets, databases and professional presentations. The course will emphasize a hands-on project-oriented approach to problem solving. Students will use MS Office Suite on personal computers in a Windows environments.). Working knowledge of Microsoft Windows is suggested. Open lab time work is required. Code 3 course fee.

**CSIT 126****Intermediate Spreadsheets & Database 3 cr.**

This course expands on the introductory spreadsheet and database concepts presented in Integrated Office Software. Applications include the use of personal computers and integrated software (Microsoft Excel & Access) to solve contemporary non-discipline specific information processing problems. Open lab time required. Prerequisite(s): CSIT 123. Code 3 course fee.

**CSIT 131****Multimedia for the Web 3 cr.**

This course is designed to provide an overview of multimedia concepts and applications using the most prevalent software for multimedia design. This course will concentrate on creating graphics and small animations for use in conjunction with web design and other applications (such as PowerPoint). Discussion of vector versus raster graphic will be stressed. File types will be compared and contrasted in order to provide the student with the skills needed to ascertain the best method for file; and which type to use in order to minimize the file size and save in the download process. Students will work in both 2-D and 3-D space, building on previous lessons to gain insight into the new dimension graphics. The course will improve the skills and knowledge of current, as well as aspiring publishers and web designers. Open lab time is required. Code 3 course fee.

**CSIT 133 Web Development Fundamentals 3 cr.**

This course is designed to meet the needs of students who wish to enter the field of Internet Development. It will provide a rigorous treatment of Hypertext Markup Language (HTML) using the current XHTML standard. Other topics include Cascading Style Sheets (CSS) [external and embedded Style]; CSS1 and CSS2; design elements and applications that enhance web pages; and saving and editing files on a remote server. Students will complete hands on projects as part of the requirements for the course. Open lab time required. Prerequisite(s): CSIT 131. Code 3 course fee.

**CSIT 144****Introduction to Operating Systems Using Unix 3 cr.**

A course designed to enable the student to use the UNIX operating system. Topics include basic commands, compilers, editors, text processors, shell and awk programming, file system organization and basic system administration. Students will have access to the Mac computers and a UNIX server housed in the Technology building. Open lab time required. Prerequisite(s): Prior programming experience suggested. Code 3 course fee.



**CSIT 154 After Effects 3 cr.**

This course examines principles, tools, and techniques utilized in the design of motion graphics. Discussions focus on creating animated shapes, imagery, video, story boards and text, all of which form the basis of motion graphics projects. Emphasis is also placed on creating dynamic and visually interesting moving pieces, including, but not limited to, logo animations, kinetic typography, and title sequences, through the use of Adobe After Effects. Students will develop finished, rendered works capable of delivery on CD, DVD, Broadcast, and the World Wide Web. Knowledge of Adobe Photoshop will be beneficial to a student enrolling in this course. Prerequisite(s): CSIT 131 or instructor permission. Code 2 course fee.

**CSIT 160 Introduction to Visual Basic 3 cr.**

An introduction to structured procedural and object oriented/event driven programming using Visual Basic. Students will use a current integrated development environment to build applications for Microsoft Windows personal computers and mobile devices. Working knowledge of Microsoft Windows required. Open lab time is required. Code 3 course fee.

**CSIT 165 Programming I 4 cr.**

This course introduces the student to the fundamental techniques used in the development of software applications. The course teaches object-oriented programming concepts and principles using Java™ employing an interactive visual system interface. Students will learn good object-oriented practices through the development of graphic programs and simulations using sound object-oriented practices in an integrated and interactive software development environment. The topics covered include classes, objects, object interaction, algorithms, data types, control structures, one-dimensional arrays, attributes, methods, and messages. Working knowledge of windows required. Open lab time required. Prerequisite(s): MATH 012 or MATH 023 with a grade of C or higher, or Mathematics placement requiring no remediation. ENGL 095 with a grade of C or higher, or English placement requiring no remediation. Code 3 course fee.

**CSIT 166 Programming II 4 cr.**

This course continues the study of software development using the Java™ programming language. The course extends the development and growth of object-oriented paradigms through discussions of patterns, use of Unified Modeling Language (UML), and case studies. Students shall develop proficiency in debugging and test-driven development. Additional topics include files, arrays, collections, enumeration, recursion, sorting and searching. Open lab time required. Prerequisite(s): CSIT 165. Code 3 course fee.

**CSIT 173 Game Programming with Open GL 3 cr.**

This course is a required course in the AS Computer Game Development and Design Option, and an elective in the AAS degree. This course will build on the topics learned in a prior object oriented programming language course to provide both theory and practice in game programming as supported by the graphical structures in the Open Graphic Library (GL). This course will provide students with a comprehensive introductory background in interactive game programming. It will explore programming options not offered in traditional programming courses, thus widening the scope of their knowledge, adding to their diversity in the programming sector; and enhancing their opportunities within the field of programming. Open lab time required. Prerequisite(s): CSIT165. Code 3 course code.

**CSIT 176 Computer Organization & Architecture 3 cr.**

This course examines the structure and functions of the components comprising a contemporary computer system. The student will learn the fundamental elements in a computer system including the processor, memory, and interfaces to external components and systems. Additional topics include digital circuits, Boolean algebra, addressing modes, input/output and arithmetic. The course will use an assembly language to strengthen and reinforce the concepts. Open lab time required. Prerequisite(s): CSIT 165. Code 3 course fee.

**CSIT 184 Networking Essentials 3 cr.**

This course will examine the conceptual and physical structure of industry-wide computer networking standards. The concepts covered in this course will aid the perspective networking professional in a practical understanding of the implementation and fundamentals of a viable network. LANs, WANs, Inter and Intra net, among other topics will be extensively covered within this course. Fall semester evening sections only. Prerequisite: Familiarity with MS DOS or permission of instructor. Code 3 course fee.

**CSIT 185 Networking I 3 cr.**

This course will provide students with an introduction to fundamental networking concepts. It will place emphasis on concepts such as: networking applications, data delivery and routing, network architecture, layering, and protocols. This course will address the basic principles of wireless networking and network security. Students will gain a greater understanding of increasingly prevalent network technology in the modern world and will learn concepts behind changing network environments. Whenever applicable, concepts will be explained through the use of hands-on exercises that reinforce lecture material. Prerequisite(s): CSIT 165. Code 3 course fee.

**CSIT 186 Networking II 3 cr.**

This course continues the exploration of the fundamental concepts of computer networks. Topics to be covered include the Network Layer, Linked Layer, Local Area Network, Network Management, Wireless and Mobile Networks, and Multimedia Networking. Network Security will be introduced. Lab activities will provide students with practical experiences in computer networking. It will be centered on implementation, configuration and troubleshooting of a LAN. Open lab time required. Prerequisite(s): CSIT 185. Code 3 course fee.

**CSIT 200 Information Security Fundamentals 3 cr.**

This course equips students with fundamental concepts and principles in the area of information security. The course introduces the relationships between and concepts involved in information assets, confidentiality, data integrity and availability, security threats, and information damage. This course analyzes access control, security mechanism, cryptography, vulnerability, and risk management.

Key security areas (computer security and network security) will be addressed as integral parts of the complete cyber security umbrella.

Prerequisite(s): CSIT 165 and CSIT 184 or CSIT 185. Code 3 course fee.

**CSIT 212 Systems Analysis 3 cr.**

The focus of this course is the problem solving, communication and design skills utilized in systems analysis. Case studies are used to illustrate the system analysis, design and development activities used in the initial automation and revision of computerized applications. File and database structures are discussed and applied. In addition, documentation techniques are discussed and illustrated. The student will complete a system analysis project. Prerequisite(s): CSIT165. Code 3 course fee.

**CSIT 213  
Database Management 3 cr.**

A course emphasizing the concepts and structure necessary to design and implement database management systems. Hierarchical network and relational models will be evaluated. The student will design and implement a project using a modern relational database package, report generator and SQL. Open lab time required. Prerequisite: CSIT 165. Code 3 course fee.

**CSIT 231 Dynamic Flash  
& Scripting Programming  
Elements for Web Pages 3 cr.**

This course provides an overview of the construction of dynamic and interactive web pages with a concentration on client side, and object-oriented core technologies and server side scripting languages. The course will cover how dynamic content can be provided with plug-in technologies and scripting languages. The course improves the skills of current and aspiring website authors and Internet/Intranet developers. Open lab time required. Prerequisite(s): CSIT 160 or CSIT 165 and CSIT 133. Code 3 course fee.

**CSIT 265  
Data Structures & Analysis 4 cr.**

This course examines the representation, implementation and application of data structures and their use in programs developed using the object-oriented paradigm. The data structures include lists, stacks, queues, dequeues, vectors, trees and graphs. Additional topics include array and linked list implementation, recursion, binary search tree, sequences and dictionaries. Algorithms are developed to operate upon these structures. All assignments will be programmed in a modern object oriented programming language. Open lab time required. Prerequisite(s): CSIT 166. Code 3 course fee.

**CRIMINAL JUSTICE****CRIM 150 The Criminal Justice  
System 3 cr.**

This course is an introduction to the philosophy of justice, identification of the various subsystems, and significance of their inter-relationships. It examines the past, present, and future expectations of the criminal justice system to include law enforcement, the courts, and corrections. This course further explores the responsibilities of each profession comprising the distinct components of the criminal justice system with particular emphasis on ethics and professionalism.

**CRIM 151 Police Organization  
& Administration 3 cr.**

This course examines the managerial framework, authority structures and major functions of police organizations. General principles of administration and modern management techniques will be explored. Other areas of concentration include leadership, communications, planning and decision making, discipline, and legal aspects of police administration.

**CRIM 152 Introduction to  
Law Enforcement 3 cr.**

The evolution of modern policing is traced from England through contemporary American society. All aspects of policing are examined from law enforcement, order maintenance, and various police services. Internal police functions from patrol to criminal investigations are evaluated. Current police practices, policies, and enforcement strategies are explored with the emphasis on the role of the police officer in society.

**CRIM 155 Introduction to  
Corrections 3 cr.**

The primary focus of this course addresses the major segments of the corrections component of the criminal justice system, along with the theory and practice of corrections institutions. Historical perspectives of corrections are examined with emphasis on prisons and jails, along with analysis of probation, parole, institutional corrections, and community based corrections programs. Corrections philosophy, theory, and practice are explored with particular emphasis on constitutional rights of those convicted. Further, prisoner rights, victimization, and the death penalty will be studied.

**CRIM 236 Criminology 3 cr.**

This course is an analysis of the scientific study of crime and an examination of the varied and changing theories and methods of dealing with its perpetrators. Consideration is given to the biological, psychological, sociological factors in crime and the basic ideas of American criminology. Prerequisite(s): SOCI 181.

**CRIM 237 Juvenile Justice 3 cr.**

The Juvenile Justice system is examined through analysis of the philosophy, structure and procedures associated with the juvenile justice system. Particular concentration is focused on the processing, control, and care of juvenile offenders along with alternatives for juvenile corrections. Causes of delinquency, police interaction, and victimization are also explored.

**CRIM 254 Constitutional Law  
& Rules of Evidence 3 cr.**

This course is an analysis of the historical development of the constitutional relationship between the individual, the states and the Federal government; and the application of the Bill of Rights to the states through a study of the leading Supreme Court decisions. The second half of the course is devoted to a study of the rules of evidence with particular emphasis upon judicial notice, presumptions, the nature of real and circumstantial evidence, burden of proof, province of court and jury, documentary evidence, hearsay evidence, confessions, admissions and witnesses.

**CRIM 255 Criminal Law  
& Procedures 3 cr.**

This course is a comprehensive analysis of the New Jersey criminal statutes as to classification, elements of proof, intent, conspiracy, responsibility, parties and defense. The second half of the course deals with the machinery by which justice is administered. Typical criminal proceedings from institution to enforcement of judgment are examined in detail, including the jurisdiction, organization and constitution of the several tribunals, administrative as well as judicial.

**CRIM 280 Criminal  
Investigation 4 cr. (3+2)**

The nature of criminal investigation is explored as a timeless and dynamic field of scientific study. It examines all aspects and fundamentals of criminal investigation. A major focus of this course is on the responsibility of conducting investigations within the framework of the Constitution. Students must apply knowledge learned in lectures to "crime scene" labs. This course serves as the capstone for the A.S. in Criminal Justice if CRIM-281: Criminal Investigation Theory is not offered. Prerequisite(s): Permission of the department. Code 1 course fee.

**CRIM 281 Criminal  
Investigation Theory 3 cr.**

The nature of criminal investigation is explored as a timeless and dynamic field of scientific study. It examines all aspects and fundamentals of criminal investigation. A major focus of this course is on the responsibility of conducting investigations within the framework of the constitution. Students must apply knowledge learned in lectures to "crime scene" labs. This course serves as the capstone for the A.S. in Criminal Justice if CRIM-280: Criminal Investigation is not offered. Prerequisite(s): Permission of the Department.

## DANCE

### DANC 145 Dance Appreciation 3 cr.

This course is an introductory study of dance as an art form. It surveys the development of dance from primitive and ancient times to 20th and 21st century dance theatre. Students will recognize the impact of culture, religion and politics on diverse dance forms. Through selected readings and viewings of filmed and/or live dance, students will develop heightened perceptions and understanding of dance. The course examines dance as a vital art form through study of its history, aesthetic elements, and communicative power. Code 1 course fee.

### DANC 160 Modern Dance I 3 cr. (2+2)

Students will study the history of modern dance and its major techniques as well as the anatomical principles underlying proper technique. They will perform warm-up, correct alignment, and basic modern dance combinations. Students will also begin to develop creativity and personal movement style through structured improvisation and exploration of time, space, and force. Code 3 course fee.

### DANC 161 Modern Dance II 3 cr. (2+2)

This is a continuation and expansion of Modern Dance I with an emphasis on the history of modern dance and its major techniques. Dance skills will be developed through more intricate dance combinations, increased use of balance, strength and flexibility and refinement of details of stage performance. Emphasis is on technique development and creative expression. Improvisation will lead to the creation and structuring of dance phrases. Injury prevention methods and recent trends in modern dance will be examined. Students will explore their own movement style, learn and rehearse technical choreography and have opportunities to perform in the bi-annual Ocean County College dance concerts. Code 3 course fee.

### DANC 170 Ballet I 3 cr. (2+2)

Beginning techniques of ballet demonstrated and practiced with emphasis placed on body alignment, form and discipline. Ballet barre exercises and performance of basic sequences will improve the students' strength, flexibility and coordination. Code 3 course fee.

### DANC 171 Ballet II 3 cr. (2+2)

An extension and amplification of DANC 170 which involves application of the principles learned in that course. Student's strength, flexibility and endurance will be increased through more intensive barre work and center floor sequences. The course will also emphasize personal expression through movement and develop student proficiency in performing adagio and allegro sequences. Code 3 course fee.

### DANC 180 Jazz Dance 3 cr. (2+2)

This is an introductory course in jazz dance technique, basic to theatrical dance. Students will develop skills in standard jazz movement-extensions, isolations, and contractions, and perform actual jazz dance routines in class. Jazz dance's history, movement principles and relationship to music will be presented. The course will enhance appreciation of jazz dance as a part of American culture and as a theatre art. Code 3 course fee.

### DANC 191 Dance Theatre Workshop I 1 cr. (0+0+3)

Dance Theatre Workshop is a learning-by-doing process. Practical experience is gained by participating in Ocean County College dance concerts or musicals. Students develop skills in their area of interest such as budgeting, ticketing, programming, costuming, lighting, sound, performing and/or presenting choreography. This exposes students to various career paths in the arts. Code 1 course fee.

### DANC 241 Dance Repertory I DANC 242 Dance Repertory II DANC 243 Dance Repertory III DANC 244 Dance Repertory IV 2 cr. (1+3)

This course will provide the serious dance student with the opportunity to work at a more advanced level of the rehearsal and performance process. Students will study choreography by faculty or guest artists resulting in a formal performance at the end of the semester. Additional public performances in the community may be scheduled throughout the course. Weekly rehearsals with dance faculty and/or guest artists as well as full participation in performances are required. Students are responsible for providing appropriate dance attire for rehearsals. Code 1 course fee.

Prerequisite(s):  
DANC 241 Audition and DANC 160 and/or  
DANC 170 or Permission of Instructor  
DANC 242 Audition and DANC 241  
DANC 243 Audition and DANC 242  
DANC 244 Audition and DANC 243

### DANC 270 Ballet III 3 cr. (2+2)

This course is designed to meet the needs of the student who has mastered the initial phase of ballet study and is now physically capable of proceeding to the secondary level of training. Prerequisite(s): DANC 170 and DANC 171 or comparable achievement in outside study (to be evaluated by audition). Code 3 course fee.

For **COEM courses (Digital Mass Media)** see Electronic Media page 81

## ECONOMICS

### ECON 151 Macroeconomic Principles 3 cr.

This course focuses on the American economic system, including private enterprise, the role of government in the economy, supply and demand, national income measurement and theory and fiscal and monetary policy.

### ECON 152 Microeconomics Principles 3 cr.

This course provides intensive study of supply and demand analysis. Theories and principles of market behavior are examined and applied to economic issues related to production, consumption and distribution.

### ECON 153 Contemporary Economic Issues 3 cr.

This course is an examination of major economic issues and problems confronting society today. Topics will include the economics of poverty, pollution, education, crime, professional sports, unemployment, free trade, and social security.

## EDUCATION

### EDUC 140 Mathematics for the Professional Educator 3 cr.

This is a course for students seeking to pursue a career in education. This course is a study of fundamental mathematics topics and teaching strategies for use in the mathematics classroom. Emphasis will be on preparation for the Praxis Core Academic Skills for Educators: Math Test. Prerequisite(s): MATH 151 or higher. Code 1 course fee.

### EDUC 175 Introduction to Teaching 3 cr. (2+2)

Survey of the historical, social, political, philosophical, cultural, legal, and economic forces, including the family, that shape the American public K-12 school system. Topics include teaching as a profession, current issues in educational reform, and the challenges of information technology and diversity.

**EDUC 176 Foundations of American Education 3 cr.**

Students will learn and demonstrate knowledge of five foundations of American education: history; philosophies of education; administration, economics and support of education; the interrelationship of school and society; and organization for learning.

**EDUC 177 School & Community 3 cr.**

This course examines current trends and issues in education stressing the dynamics of school and community partnerships. Participants will analyze the various groups and social forces that influence what children are taught in today's schools. Emphasis will be placed on effective use of community resources.

**EDUC 178 Intro. to the Education of Exceptional Students 3 cr.**

For students preparing for a career in working with children or in human services. Topics will include the etiology and nature of physical, sensory, motor, mental and emotional exceptionalities, legislation concerned with exceptional individuals, the role of parent organizations, diagnosis of educational needs, the role of the Child Study Team, prescriptive teaching and field survey of educational programs for exceptional children pre-school through secondary school age.

**EDUC 241 Children's Literature 3 cr.**

Children's literature is a course which surveys a broad range of literature for children pre-school through the elementary grades. Picture books, poetry, folk tales, fantasy, realistic fiction and non-fiction will be read, discussed and evaluated. Students will explore the production and marketing of juvenile books; they will compare current trends in illustration and will practice the evaluation of children's books as literature. Story-telling techniques, reading aloud and the use of trade books in whole language instruction will be emphasized throughout the course.

**EDUC 245 Language Arts in the School Curriculum 3 cr.**

This course is designed for teacher aides who will be working with children in the area of language arts at the direction of a certified teacher. Students will be introduced to a broad overview of the language arts curriculum, preschool through grade 12, with an emphasis on integrated and school language learning. The development of practical skills and strategies for conducting enrichment and remedial language arts activities in speaking, writing, reading, and listening will be stressed. Prerequisite(s): ENGL 151.

**EDUC 261 Development of the Learner 3 cr.**

This course is for students interested in teaching. It will provide a working knowledge of various principles, theories, and models based in the discipline of psychology, in order that these formulations may be applied to the teaching/learning process. Specifically, students will recognize the cognitive, social, and moral developmental transitions faced by PreK-12<sup>th</sup> grade learners and will use this knowledge as a foundation for developing strategies to design classroom environments. Code 1 course fee.

**EDUC 277 The Teaching Profession in America 3 cr.**

This course provides opportunities to explore and reflect upon the historical, social, political, philosophical, cultural, legal, and economic forces that impact the American public K-12 school systems. The student will investigate major issues facing American education in the 21st century with emphasis on trends in education, diversity in the schools, curriculum development, instructional strategies, assessment, legal issues, and major historical events.

**EDUC 278 Teaching Profession Practicum 2 cr. (1+0+4)**

This course will engage students in 60 hours of observation and reflection as required by the NJ Department of Education for sophomore field experience. The practicum will team the student with a certified teacher; while the coursework will apply skill sets observed and taught through the semester. Students will create a teaching portfolio that will serve as a basis for future reference. Prerequisite(s): Permission of Instructor

**EDUC 279 Curriculum Development in Early Childhood Education 3 cr.**

The objective of the course is to teach basic principles and concepts of early childhood curriculum that focuses on the needs and interests of children between the ages of 2 and 6. The organization of the course emphasizes the needs, interests and abilities of toddlers. The meaning of various kinds of play and the importance of social skills utilizing culturally valued content are emphasized as well. Ten hours of classroom observation of preschoolers is a requirement of the course.

**EDUC 290 Education Internship 3 cr. (0+0+9)**

Students in the last semester of the Teaching Assistant/Child Care Program will work in licensed nursery schools or day care centers. Students will volunteer at least 120 hours at the work site.

**ELECTRICAL ENGINEERING TECHNOLOGY****ELET 144 DC/AC Electric Circuits 4 cr. (3+3)**

This is an introductory course to DC and AC electrical circuit analysis. Basic parameters such as current, voltage, and resistance are defined and applied. Ohm's Law and other important laws are studied and applied to series and parallel circuits. Lab exercises will emphasize and further help students' understanding of the theory. Prerequisite(s): Math 161 or higher.

**ELET 150 Automated Control Systems 4 cr. (3+2)**

The Automated Control Systems prepares students for a future in modern manufacturing control systems with topics related to the design, application, and maintenance of industrial process controls, robotics, and automated manufacturing systems. Emphasis is placed on developing knowledge and skills in electrical and electronic circuits, AC and DC motors, robotics, motion control, instrumentation, data acquisition, programmable logic and computer-based controllers. In addition, courses place emphasis on safety, teamwork, communication skills, and efficient work practices. Prerequisite(s): ELET 144.

**ELECTRONIC MEDIA****COEM 120 Television Studio Production 3 cr. (2+2)**

Basic television production techniques, including the use of camera, switchers, audio board, producing/directing studio programs. Code 6 course fee.

**COEM 220 Video Location Production 3 cr. (2+2)**

Students will learn to plan, execute and edit videotaped projects for documentary, informational and educational use. Code 6 course fee.

**COEM 224 Video Editing & Post Production 3 cr. (2+2)**

This course teaches advanced principles of professional video editing. It combines theory and methodology with practical experience in assembling and shaping a story into a production. Code 4 course fee.



### **COEM 230 Audio Recording for Electronic Media 3 cr. (2+2)**

An introduction to the basics of audio recording technology. Students working in the studio environment will develop skills with microphone selection and use, multi-track recorders, recording consoles and digital and analog processors. Prerequisite(s): COEM 220. Code 4 course fee.

### **COEM 231 Audio Production Techniques 3 cr. (2+2)**

The study and practical application of audio production techniques in a digital multi-track recording environment. Students will develop production skills through a hands-on engineering of recording, overdubbing and mix-down sessions. Prerequisite(s): COEM 230. Code 4 course fee.

### **COEM 232 Advanced Audio Mixing Techniques 3 cr. (2+2)**

An in-depth study of audio mixing and using the studio medium itself as a creative art form. The development of skills necessary to produce master quality mixes for multiple media applications. Prerequisite(s): COEM 231. Code 4 course fee.

### **COEM 284 Broadcast News Production 3 cr. (2+2)**

Students will develop the techniques for gathering and producing news for radio and television. This course focuses on the combination of writing accurate and informative copy with audio and video to tell the complete news story. In-class discussion and demonstrations will be combined with practical experience on Channel 20 and WOCC Radio. Students will receive constructive critique of their work, with an eye towards regular improvement. Prerequisites: This course is designed as a capstone project for students preparing to graduate OCC and advance to a four-year college. Therefore, to qualify for this course, students must obtain the permission of the instructor. Code 6 course fee.

## **ENGINEERING SCIENCE**

### **ENGR 101 Introduction to Engineering 2 cr. (1+2)**

This course introduces students to the engineering design process and to related safety and ethical issues. Students will use software and hardware to calculate, design, build, and demonstrate projects. They will also disassemble and study devices to find the engineering principles embedded in the design. Examples will be selected from all the engineering specialties. Code 2 course fee.

### **ENGR 124 Engineering Analysis 3 cr.**

Applications of the methods of mathematical analysis to the solution of engineering problems using microcomputers. Programs to solve real-life engineering problems will be written using a high-level programming language. Additional software packages will be investigated for use in problem solving. Prerequisite(s): MATH 265. Corequisite: MATH 266. Code 4 course fee.

### **ENGR 181 Graphics for Engineers 2 cr. (1+3)**

This course introduces students to graphic skills associated with engineering design, particularly those related to computer-aided design and drafting (CADD). The course provides the student with an understanding of design concepts, features and limitations of a micro-computer based CAD system. The majority of the course time consists of laboratory exercises. In the context of design, the course will cover fundamental aspects of engineering graphics including elementary projection, lines and planes, auxiliary views, edge views, oblique projection, angle between planes, angles between lines and planes, and intersection and revolution. Graphics will stress solutions of elementary design problems. Code 4 course fee.

### **ENGR 191 AutoCAD 2-D Basics I 3 cr. (1+4)**

This is the first part of a basic program in the fundamentals of computer aided drafting/design (CAD). The course provides the student with an understanding of the concepts, features, and limitations of a microcomputer-based CAD system. The course shows how to use AutoCAD to set up drawings and add lines, circles, arcs, other shapes, geometric constructions and text. Code 4 course fee.

### **ENGR 198 Autodesk Inventor 3 cr. (1+4)**

This course will introduce the aspects of Solid Modeling and Parametric Modeling, using Autodesk Inventor. The student starts with constructing basic shapes to building intelligent solid molds, creating multi-view drawings and assembly models. Code 2 course fee.

### **ENGR 221 Engineering Statics 3 cr.**

A quantitative study of forces that act on engineering structures in equilibrium. Force system classification, resultant forces and conditions for equilibrium of rigid bodies in two and three dimensions are covered. Mathematical principles of vectors and calculus are applied to trusses, frames, and simple machines. Centroids (center of mass) are developed and used in the analysis of stresses on beams. Special engineering topics discussed will include dry friction with an introduction to virtual work. The concept of moment of inertia included in discussion will establish the link between statics and solid mechanics. Prerequisite(s): MATH 266 & PHYS 281. Code 1 course fee.

### **ENGR 222 Engineering Dynamics 3 cr.**

A study of the motion of bodies without reference to the forces which cause the motion and the action of forces on acting the bodies to their resulting motions. Rectilinear and curvilinear motion in two and three dimensions using rectangular, normal/tangential and polar coordinate system are investigated in kinematics. Kinetics includes discussions on work, potential and kinetic energy. Pulse and momentum are analyzed from a special treatment of Newton's second law along with the concept of conservation of energy and momentum. Prerequisite(s): MATH 266, ENGR 221 & PHYS 281. Code 1 course fee.

### **ENGR 225 Design of Material Structures 3 cr.**

This is a capstone course which integrates learning outcomes from the engineering statics, dynamics, and graphics, mathematics, and science courses in the AS-Engineering program. The course is developed to utilize key concepts of mechanics of materials in various design applications. Key topics include the concept of stress at a point, strain, stress-strain relations, stress transformation, and structural failure theories. Students will apply these concepts to solve engineering design problems, and student teams will work on open-ended engineering projects. Projects may involve disassembly and analysis of some manufactured products to gain an understanding of the engineering design. Technical writing and oral presentation along with project management skills are emphasized. Prerequisite(s): ENGR 181. Corequisite(s): ENGR 222. Code 1 course fee.

**ENGR 251 Electrical Engineering I** **4 cr. (3+3)**

Circuits are studied using the analytical tools of the engineer. The required theorems and techniques are derived first using resistive circuits, and then applied to RC, RL, and RLC networks. Transient analysis of these networks is then studied, followed by sinusoidal steady-state analysis, and sinusoidal power calculations. Laboratory work is correlated with the lectures. Prerequisite(s): MATH 266 & PHYS 282. Code 4 course fee.

**ENGR 290 Engineering Internship** **3 cr. (0+0+9)**

This course offers students the opportunity to apply the academic knowledge gained from the classroom to a work environment. The 135-hour internship will be directly related to students' career goals in the areas of Technology and Engineering. By completing the internship, students will be involved in emerging workplace trends and enhance their employability. Students wishing to transfer their internship credits to a four-year baccalaureate program should consult the college or university to which they wish to transfer. Prerequisite(s): Applicants must comply with the Ocean County College Internship Guidelines and complete an Internship Application. Applicants must also have an overall GPA of 2.5.

For **CVET courses**, see Civil Engineering Technology page 76

**ENGLISH****ENGL 091 Reading & Writing I** **4 cr.**

This course is required for students whose placement test results indicate they need to develop their reading and writing skills before beginning college-level coursework. While some attention will be paid to improving study skills, the focus in this course is on improving students' vocabulary and reading comprehension as a means for improving their ability to express ideas in writing. The course recognizes the organic connection between reading and writing: students will read a text and then write about it as preparation for the kinds of reading and writing they will do in their other college courses. A minimum grade of C must be earned to progress to the next course in the composition sequence. This course cannot be used to satisfy degree requirements. Code 1 course fee.

**ENGL 095 Reading & Writing II** **4 cr.**

ENGL 095 is required for students who need a second level developmental English course as preparation for college-level coursework. The course builds on and expands fundamental reading and writing skills taught in ENGL 091. Instruction focuses on reading strategies for college work and on the process of composing essays, primarily in an academic voice. A minimum of 2500 words of finished writing will be assigned, supported by intensive reading and language study. A minimum grade of C must be earned to progress to the next course in the composition sequence. The course cannot be used to satisfy degree requirements. Prerequisite(s): Identification of need by appropriate score on placement test or completion of ENGL 091 with a grade of "C" or better, or recommendation of instructor. Code 3 course fee.

**ENGL 098 Writing Skills Development** **1 cr.**

This course allows students to develop their reading, essay writing, and study skills. In-class discussions and activities focus on critical thinking, reading, and writing. Students will review proper usage of word processing and the Internet, locate viable electronic sources, and compose and edit at least 1,000 words of written essay work. The writing will be supplemented by computer based modules designed to improve grammar, word choice, and sentence structure. Prerequisite(s): An appropriate score on placement test. Corequisite(s): Designated sections of ENGL 151. Code 2 course fee.

**ENGL 110 ESL Strategies for Academic Success** **3 cr.**

This course is designed for non-native speakers of English. It provides instruction and practice in the skills necessary for success in the American college classroom. Topics will include asking and answering questions, participating in small and large group discussion, note taking, lecture analysis, editing skills and reading skills. The course will examine common sources of cultural misunderstanding and ways to avoid them. This course may not be substituted for English courses required for OCC degrees. Prerequisite(s): Permission of the Instructor. Code 1 course fee.

**ENGL 142 The History & Grammar of English** **3 cr.**

This course is an overview of the historical development and grammatical structure of the English language. It will provide intensive study of grammar, usage and the mechanics of punctuation, capitalization and spelling. Emphasis will be directed to practical application of traditional grammar rules in oral and written communication. The course will also provide a foundation for an English major and for foreign language or E.S.L. studies. This course may not be substituted for English courses required for OCC degrees. Prerequisite(s): ENGL 151. Code 1 course fee.

**ENGL 151 English I** **3 cr.**

Students will compose and revise expository essays totaling 3500 words, minimum. Through a series of primarily text-based writing assignments, the course reinforces and stresses the further development of critical reading and thinking, ethical reasoning, the writing process, and information literacy. Prerequisite(s): ENGL 095 with grade C or higher, or English placement requiring no remediation. Code 1 course fee.

**ENGL 152 English II** **3 cr.**

This course introduces students to the study of fiction, poetry and drama, and requires written assignments (totaling 3,500 words, minimum), including at least one documented essay, that build on the writing and research skills developed in ENGL 151. Prerequisite(s): ENGL 151. Code 1 course fee.

**ENGL 153 Creative Writing** **3 cr.**

This course provides opportunities for students to write creatively in several genres: creative non-fiction, short stories, poems, and one-act plays. It is flexibly organized to permit emphasis on the area of major interest to the individual writer. The course introduces terms and structures related to the different literary genres, demonstrated through selections from significant literary texts. Although student work is presented in class regularly, and other students respond to it, the instructor evaluates student accomplishment in the course. Prerequisite(s): ENGL 151. Code 1 course fee.

**ENGL 211 Introduction to Poetry** **3 cr.**

This course surveys poetry as a distinct literary genre. Students will study selected lyric, narrative, and dramatic poems representing varied literary traditions. They will discuss and write about poetic themes and structures through reference to relevant cultural and historical contexts. Prerequisite(s): ENGL 151.

**ENGL 212  
Introduction to Drama 3 cr.**

In this course, students learn about dramatic traditions throughout history by studying dramatic literature from ancient to modern times. Students will analyze dramatic works through a historical, political, cultural, and social context, as well as explore elements of drama and presentation. Prerequisite(s): ENGL 151.

**ENGL 215  
The Graphic Novel 3 cr.**

This course provides instruction on the history, influence, and interpretation of graphic texts (including comics and graphic novels). Focusing on twentieth and twenty-first century western and non-western works in translation and emphasizing the diversity of the subjects and authors, the course traces the development of graphic texts, exploring their aesthetic and cultural achievement in memoir, non-fiction, and fiction. Prerequisite(s): ENGL 151.

**ENGL 222 Indigenous  
American Literature 3 cr.**

This course traces the evolution of Indigenous American writing from its origins in the oral tradition to its varied expression in modern fiction, poetry, and non-fiction. The course will examine the ways in which world view, cosmology, myth and symbol are interwoven to create the rich fabric of Indigenous American storytelling. Students will discuss themes of recovery of identity, revision of stereotypes, resistance to colonization, the traditional connection to the land, and sovereignty, which are presented in contemporary texts. The writings will be studied in their cultural context as well as for the elements of content, style and meaning. Prerequisite(s): ENGL 151.

**ENGL 223  
African American Literature 3 cr.**

The course includes short stories, slave narratives, poetry, drama, the novel, beginning with the writings from the 1700s to the present day, exploring the struggles, dreams, artistry, wit, conceptions, and perceptions of authors and of voices too long silenced. Prerequisite(s): ENGL 151.

**ENGL 225 Chinese Literature  
in Translation 3 cr.**

This course is an introduction to the major genres and themes of Chinese literature from approximately 720 BC to the Twentieth-century. Students will gain insights into the Chinese culture and society through the English translation of selected samples of poetry, short stories, novels, essays and drama. Prerequisite(s): ENGL 151.

**ENGL 226 Arabic Literature  
in Translation 3 cr.**

This course is an introduction to Arabic literature in translation and Arab diasporic literature written in English. Students will gain insights into Arabic culture and literature from the classical period to the present and into contemporary Arab diasporic cultures in the United States and England through readings from novels, short stories, drama, poetry and essays. Prerequisite(s): ENGL 151

**ENGL 227 Introduction to Jewish  
& Holocaust Literature 3 cr.**

Within a historical framework, and beginning with stories from the Hebrew Bible and Talmud, this survey course traces the literary development of Jewish literature (poetry, drama, fiction) including Hasidic tales and folklore. Students will read works by the masters of Jewish storytelling such as Peretz, Roth, Bellow, Babel, Malamud, and Singer. Holocaust poetry and survivor stories will also be examined. Prerequisite(s): ENGL 151

**ENGL 231 Classic American  
& British Detective Fiction 3 cr.**

This course explores the historical development and dynamic nature of classic and hardboiled detective fiction. Students will read representative short stories and novels covering the evolution of the British and American traditions in this popular genre including, but not limited to, works by Poe, Collins, Christie, Conan Doyle, Sayers, Thompson, Hammett, and Chandler. The course includes the examination of critical approaches to the form of detective fiction and will also call attention to the cultural contexts in which these writings were produced. Prerequisite(s): ENGL 151

**ENGL 234 Science Fiction  
& Fantasy Literature 3 cr.**

This course explores the literary, social, and cultural issues raised in science fiction and fantasy literature. Students will study selected texts from the historical beginnings of these genres and attempt to define the shifting boundaries of this popular field. The course includes readings from several literary movements and related films to familiarize students with basic terms, themes, and conventions of the speculative and fantastic literature. Prerequisite(s): ENGL 151

**ENGL 235  
Literature & Myth 3 cr.**

Literature and Myth explores the ways that myth and symbol organize the world of human action, history, and culture to provide a totality of meaning. With historically and culturally diverse units that focus on Middle Eastern, African, South Asian, Native American, and Western mythologies, the course applies diverse mythic concepts to selected works of ancient and modern world literature. Prerequisite(s): ENGL 151.

**ENGL 237 Multicultural  
Fairy & Folk Tales 3 cr.**

This course explores the ways in which traditional fairytales and folktales influence contemporary thought, belief, behavior, and popular culture. Students will examine the historical significance of the literature; study gender roles and expectations as illustrated in various works; and analyze the tales and lore to discover the connections, similarities, and common themes. Historically and culturally diverse units will focus on the fairy and folk tales from around the world. Prerequisite(s): ENGL 151

**ENGL 240  
Women in Literature 3 cr.**

This course is a study of the development of women's literary history from the Middle Ages to the present with an emphasis on the works of the nineteenth, twentieth and twenty-first centuries. This course examines the variety of literature that English-speaking women have produced between the 14th century and the present, paying special attention to the evolution of the female literary tradition and the changing definitions of the woman writer. Prerequisite(s): ENGL 151.

**ENGL 251 American Literature  
through the Civil War 3 cr.**

A study of literary works and their backgrounds from the beginning of American literature to approximately 1865. Students will read, discuss, and write about significant works. Prerequisite(s): ENGL 151.

**ENGL 252 American Literature  
Post Civil War 3 cr.**

A study of American literary works and their backgrounds from approximately 1865 to the present. Students will read, discuss, and write about significant works. Prerequisite(s): ENGL 151.

**ENGL 253 British Literature through 1785 3 cr.**

An introduction to British Literature that provides a broad overview of literary and cultural development through the eighteenth century, with focus on major writers or the Anglo-Saxon period, the ages of Chaucer, Shakespeare, Milton, and Pope, and Neo-Classic writers of the late seventeenth century. Prerequisite(s): ENGL 151.

**ENGL 254 British Literature 1785 to Present 3 cr.**

This course is an introduction to British Literature that provides a broad overview of literary and cultural development from 1785 through the current day, with a focus on major writers of the Romantic, Victorian, Modern, Mid-Twentieth Century, and Post-Colonial eras. Prerequisite(s): ENGL 151.

**ENGL 255 World Literature Ancient through 1600 3 cr.**

This course includes reading and discussion of some of the great works of world literature, specifically those not likely to be covered in courses on American, British and Contemporary literature. ENGL 255 considers literature of the Ancient, Medieval, and Renaissance periods. Prerequisite(s): ENGL 151.

**ENGL 256 World Literature 1600 to Present 3 cr.**

This course is a study of some of the world's great authors (by non-English writers), from the neoclassicism of the seventeenth century through works of the twentieth century. An emphasis is placed on a diversity of ideas, nations, and genres. Prerequisite(s): ENGL 151.

**ENGL 257 The Short Story 3 cr.**

A study of the short story as a literary genre, with a focus on its techniques and historical development. Works by modern and contemporary fiction writers will be emphasized. Prerequisite(s): ENGL 151.

**ENGL 258 The Short Novel 3 cr.**

A study of the short novel as a literary genre, with a focus on its techniques and historical development. Students will read, discuss, and write about a number of representative short novels written from 1700 to the present. Prerequisite(s): ENGL 151

**ENGL 259 Advanced Creative Writing 3 cr.**

This course provides the opportunity for students to continue work in the creative writing genres - creative non-fiction, poetry, short drama, and short fiction--begun in ENGL 153. Flexible organization and group criticism as well as searching for outside vehicles for recognition and/or publication of student work will contribute to the course's instructional format. Prerequisite(s): ENGL 151 and ENGL 153 or permission of the department.

**ENGL 260 The Shakespeare Plays I 3 cr.**

This course examines representative plays from Shakespeare's comedies, histories, tragedies, and later romances. Students will read selected plays and will view filmed performances of the plays. Literary, cultural, and performance considerations of the plays will be examined. Prerequisite(s): ENGL 151.

**ENVIRONMENTAL SCIENCE****ENVI 152 Environmental Science 4 cr. (3+2)**

An introduction to current environmental problems and the processes used to analyze them from perspectives of the biological, geological, and social sciences. Field and laboratory experiences incorporated into the course. It is highly recommended that students enrolling in this course have completed high school biology and high school chemistry. Students will be required to travel to offsite laboratory locations. Code 5 course fee.

**ENVI 159 Natural Resources Conservation 3 cr. (3+2)**

Provides in-depth coverage on the importance of the natural environment and how to protect its many resources for future generations. Outlines many of the national and international environmental problems associated with resource management and conservation, and reviews legislative, technological and methodological solutions to these problems. Field trips to natural reserves and to other appropriate sites will be an integral component of this course. It is highly recommended that students enrolling in this course have taken high school biology and high school chemistry. Prerequisite: ENVI 152. Code 3 course fee.

**ENVI 232 Environmental Policy 3 cr.**

This course focuses on the development of U.S. environmental policies and how these policies are initiated, implemented, and improved. Students will explore how environmental issues arrive on the public agenda; the role of political institutions in making environmental policy; the economic, political, and institutional forces that shape policymaking; competing approaches to environmental policy analysis; and the goals and strategies of the environmental movement. Prerequisite(s): ENVI 152

**ENVI 259 Field Experience/Practicum 3 cr. (0+0+9)**

Required of all environmental science majors. This course is intended to provide an off-campus work-study experience that is planned and conducted under the supervision of an environmental science faculty member. Arrangements must be made well in advance before the course is to be taken. Prerequisites: Permission of the department dean.

**FILM****FILM 153 Screenwriting 3 cr.**

This course examines the fundamental elements of screenwriting for narrative film and television. The course stresses the development of skills in story, structure, character, scene writing, and dialogue through a combination of lectures, workshops, class discussions, writing assignments, and screenings. Students are expected to watch and analyze films, read and critique scripts, and write their own screenplays. Prerequisite(s): ENGL 151,

**FILM 190 World Cinema 3 cr.**

This survey course will explore the dominant cinematic traditions of the world, with attention to the development of film language, aesthetics, and technology as well as the formation of national or cultural film styles and genres. In addition to studying the social and cultural contexts of global cinema, students will discuss concepts such as counter cinema, first, second, and third cinema. Screenings of narrative, documentary, and experimental films will be accompanied by readings in film theory and history. Prerequisite(s): ENGL 151



**FILM 192 Introduction to Film Genres****3 cr.**

This course is a survey of film genres, a recognizable type of narrative structure, characterized by pre-established conventions. In this course, students will examine key American film genres, including, but not limited to, westerns, musicals, film noir, and terror/horror, in order to understand how these structures depend on disruption in order to maintain their form. Students will explore the historical and cultural roots and evolution of each genre as well as the elements that contribute to the distinctiveness of each genre. Through screenings, readings, discussions and writing assignments, the student will acquire a thorough understanding of how films can be categorized, and how this categorization affects how films are produced, and how we receive films as viewers. Prerequisite(s): ENGL 151

**FILM 200 Understanding Film****3 cr.**

This course will expose students to the genre of film as a contemporary form of literary expression. Course components will include studying the relation of film to literary texts, analyzing the elements of cinema, examining film archetypes and stereotypes, and exploring film's realistic and expressionistic traditions. Prerequisite(s): ENGL 151.

**FILM 202 From Literature to Film****3 cr.**

In this course, students will study the adaptation of literature to cinema. Students will examine narratives in books, short stories, and plays and learn how a work is converted for the screen. Students will critique screenplays as a literary tool, analyze scripts, adapt stories, and write coverage. Utilizing basic technology, students will also have the option to shoot their works in a short film or photographic montage. Prerequisite(s): ENGL 151.

**FILM 242 Women in Film****3 cr.**

This course examines the representation of women in film. Students will be introduced to feminist film theory and criticism through analysis of selected films. The course includes perspectives on film making as a critical practice, with studies of Hollywood cinema, and independent and world cinema. Prerequisite(s): ENGL 151

**FIRE SCIENCE****FIRE 151 Principles of Fire Protection****3 cr.**

The student will describe, analyze and evaluate basic principles in the field of fire protection. Topics include fire behavior, codes and standards, safety, building design and construction, extinguishing agents and systems, alarm and detection devices and fire department organization and administration.

**FIRE 152 Fire Service Construction Principles****3 cr.**

The student will gain a knowledge of construction principles of basic knowledge to the fire service. Various types of building construction design criteria and material behavior will be related to expected outcomes in fire service operations. Prerequisite(s): FIRE 151 or permission of the instructor.

**FIRE 153 Fire Department Organization & Management****3 cr.**

The student will describe, analyze and evaluate basic management concepts as they apply to the structure and processes of the modern fire service organization. Emphasis will be placed upon fire service organizational structure, processes and behaviors, records, management information systems, communications, leadership, public relations and the planning, organizing, directing, coordinating and controlling functions. Prerequisite(s): FIRE 151.

**FIRE 154 Fire Fighting Tactics & Strategy****3 cr.**

The student will describe, analyze and evaluate firefighting strategy and tactics. Topics to be covered include the action plan, control and coordination, company control considerations and systems planning. Prerequisite(s): FIRE 151 or permission of the instructor.

**FIRE 162 Principles of Emergency Services****3 cr.**

This course provides an overview of fire protection and emergency services; career opportunities in fire protection and related fields; culture and history of emergency services; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics; and life safety initiatives.

**FIRE 163 Principles of Fire and Emergency Service Administration****3 cr.**

This course introduces the student to the organization and management of a fire and emergency services department and the relationship of government agencies to the fire service. Emphasis is placed on fire and emergency service, ethics, and leadership from the perspective of the company officer.

**FIRE 165 Building Construction for Fire Protection****3 cr.**

This course provides the components of building construction related to firefighter and life safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at emergencies. Prerequisite(s): FIRE 162 or permission of instructor.

**FIRE 166 Fire Behavior & Combustion****3 cr.**

This course explores the theories and fundamentals of how and why fires start, spread, and are controlled.

**FIRE 168 Occupational Safety & Health for Emergency Services****3 cr.**

This course introduces the basic concepts of occupational health and safety as it relates to emergency service organizations. Topics include risk and hazard evaluation and control procedures for emergency service organizations.

**FIRE 169 Strategy & Tactics****3 cr.**

This course provides the principles of fire ground control through utilization of personnel, equipment, and extinguishing agents. Prerequisite(s): FIRE 162 or permission of instructor.

**FIRE 251 Fire Service Hydraulics****3 cr.**

The student will describe, evaluate and apply the basic principles of fire service hydraulics. Topics presented include fire pumps, velocity distribution systems, fire streams, friction loss, insulated devices, alarm systems and automatic sprinkler operations.

**FIRE 254 Elements of Arson Investigation****3 cr.**

The student will conduct a comprehensive examination of the field of arson investigation and evaluate its implications for the fire service. Topics include combustion processes, fuels and accelerants, pyrolysis, investigation procedures and the legal aspects of arson.

**FIRE 255 Fire Inspector I 3 cr.**

The student will analyze, evaluate and apply methodology utilized in the field of fire prevention and inspection. Topics included are fire behavior and characteristics, inspection procedures, common and special fire hazards, occupancy problems, and life safety requirements. Successful completion of this course, which is recognized by the NJ Bureau of Fire Safety, fulfills part of the curricular requirement to allow a student to take the NJ state exam to obtain certification as a Fire Inspector. Prerequisite(s): Permission of instructor

**FIRE 256 Fire Inspector II 3 cr.**

The student will identify, analyze, evaluate, and apply concepts utilized in the administration and enforcement of fire codes and related laws and ordinances. Successful completion of this course, which is recognized by the NJ Bureau of Fire Safety, allows the student to take the NJ State exam to obtain certification as a New Jersey Fire Inspector. Prerequisite(s): FIRE 255.

**FIRE 257 Administration for Fire Officials 3 cr.**

The New Jersey Department of Community Affairs (NJAC 5:18-7.72) requires this course for all fire officials to be certified. The course is a continuation of the Fire Science curriculum, and will prepare the student to be competent in the administrative portion of the Uniform Fire Code. The student will be able to manage a fire prevention and inspection unit. The student will be able to apply modern management principles and concepts required for managing a fire prevention unit.

**FIRE 261 Principles of Fire & Emergency Services Safety & Survival 3 cr.**

This course introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change throughout the emergency services.

**FIRE 263 Fire Investigation I 3 cr.**

This course is intended to provide the student with the fundamentals and technical knowledge needed for proper fire scene interpretations, including recognizing and conducting origin and cause, preservation of evidence and documentation, scene security, motives of the fire setter, and types of fire causes. Prerequisite(s): FIRE 165 and FIRE 166 or permission of instructor.

**FIRE 264 Fire Investigation II 3 cr.**

This course is intended to provide the student with advanced technical knowledge on the rule of law, fire scene analysis, fire behavior, evidence collection and preservation, scene documentation, case preparation and courtroom testimony. Prerequisite(s): FIRE 163.

**FIRE 266 Fire Prevention 3 cr.**

This course provides fundamental knowledge relating to the field of fire prevention. Topics include: history and philosophy of fire prevention; organization and operation of a fire prevention bureau; use and application of codes and standards; plans review; fire inspections; fire and life safety education; and fire investigation.

**FIRE 268 Fire Protection Systems 3 cr.**

This course provides information relating to the features of design and operation of fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection and portable fire extinguishers.

**FORENSIC SCIENCE****SCIE 105 Forensic Science 4 cr. (3+2)**

Forensic science is the study and application of science to the processes of law; it involves the recognition, collection, documentation, and preservation of physical evidence. This introductory course in forensic science explains how to apply basic scientific principles of biology, chemistry, and physics to physical evidence that is collected at crime scenes. In the laboratory, emphasis will be on scientific methods utilized in the examination of various items of physical evidence, such as fingerprints, impressions, DNA, hairs, fibers, drugs, paint, and fire debris. Prerequisite(s): None (preference given to Criminal Justice majors). Code 5 course fee.

**SCIE 129 Travel Seminar: Global Science (2+0+3)**

This travel seminar provides the opportunity for students to immerse themselves in the culture of a select country, while studying environmental and scientific impacts in that country. Students will have immersion activities that include tours and cultural events focused on environmental, geological and general scientific application in the select country. The course is designed to promote global awareness and enhance scientific understanding.

**FRENCH****FREN 191 Elementary French I 3 cr.**

This course is designed for beginning students or students who have taken one year or less of high school French.

**FREN 192 Elementary French II 3 cr.**

A continuation of FREN 191, stressing the use of conversational dialogues, a comprehensive study of grammar, and readings of French literature chosen to increase the student's ability to read French. It is highly recommended that students enrolling in this course have taken two to three years of high school French if they cannot meet the prerequisite. Prerequisite(s): FREN 191.

**FREN 291 Intermediate French I 3 cr.**

This is an intermediate course designed to further the four basic skills of speaking, reading, writing, and listening begun in FREN 191 and FREN 192. It is highly recommended that students enrolling in this course have taken four years of high school French if they cannot meet the prerequisite. Prerequisite(s): FREN 192

**FREN 292 Intermediate French II 3 cr.**

A continuation of FREN 291, and the advancement of the student's ability to read fluently from French literature and express him/herself clearly and concisely in both oral and written situations. This course will further develop skills in reading, writing, speaking, and listening in French. Prerequisite(s): FREN 291.

**GEOGRAPHY****GEOG 161 World Physical Geography 3 cr.**

Students will gain an understanding of the physical processes which shape the earth's geographic landscape. Physical elements of the earth's systems to be studied include seasons, weather, climate, plant and animal distribution, and landforms and their formation. Effects of human activities on the environment will be stressed.

**GEOG 162 Human Geography 3 cr.**

This course examines the relationship with the environment over space and time. Students will gain an understanding of how globalization has affected and changed world order and geographical relationships. Topics include the natural environment, geopolitics, urbanization, cultural identities, and the global political economy.

**GERMAN****GRMN 191  
Elementary German I 3 cr.**

This course is for beginning students, for students who have taken one year or less of high school German, and for those wishing to refresh and further develop the four basic skills of speaking, listening, reading, and writing. Progressing from simple vocabulary and sentence structure, the student is encouraged to speak the language in simple conversational patterns. An introduction to German customs, including food and beverages, culture and civilization is a fringe benefit of the course.

**GRMN 192  
Elementary German II 3 cr.**

This course is a continuation of oral practice combined with reading of interesting and thought-provoking texts. Additional exposure to the four language skills of speaking, listening, reading and writing will contribute to the student's overall confidence in handling a foreign language. Further exposure to German customs, culture, and civilization is part of the course. It is highly recommended that students enrolling in this course have taken two to three years of high school German if they cannot meet the prerequisite. Prerequisite(s): GRMN 191.

**GRMN 291  
Intermediate German I 3 cr.**

The conversational approach to language learning is emphasized and coupled with the development of advanced language skills of speaking, listening, reading, and writing. The student is carefully guided through a structured review of elementary language skills achieved by means of explanation, conversation and group discussion based on current events and texts dealing with politics, sports, history, and literature. Selected texts and musical samples will enable the student to appreciate the time and life of Bach, Beethoven, Goethe and other features of German art and culture. It is highly recommended that students enrolling in this course have taken four years of high school German if they cannot meet the prerequisite. Prerequisite(s): GRMN 192.

**GRMN 292  
Intermediate German II 3 cr.**

Continuation of a carefully guided and structured review of language skills acquired earlier with an emphasis on oral practice and written exercises. Material of increasing difficulty and covering areas of special interest will be used to fine-hone and refine advanced language skills. Prerequisite(s): GRMN 291.

**GRAPHIC ARTS****GRPH 101 History of  
Media & Design 3 cr.**

A survey of the evolution of media and design from 1450 to the present in Europe and the United States. The course will cover the significant events and works in media and design communication, and will contextualize media and design history in terms of artistic achievement, technical innovation, and cultural expression. The course will identify and discuss media and design from the medieval period through the digital age.

**GRPH 151  
Digital Imagery 3 cr. (2+2+0)**

Digital Imagery is an introductory college-level course which provides an orientation and basic skills to the industry-standard Adobe Photoshop and Adobe Illustrator software. This course is designed to introduce students to the computer as a tool for making art, with emphasis on hand built two-dimensional vector and raster-based images. Students focus on how vector and raster images can be used as a communicative device for design and illustration and as an exploration of the unique visual qualities of their combination. This will be accomplished through lectures, exercises, student team assignments, discussion, and exploration in and outside of the classroom.

Assignments require that students combine traditional media with digital technologies as a means of extending the experience. These skills are prerequisites for all those interested in transferring or working within the graphic design industries.

**GRPH 251 InDesign  
& Typography 3 cr. (2+2+0)**

This course introduces document layout software InDesign to create page design as well as provides an introduction to the study of the letterform as a cornerstone of graphic design. In this course, students will learn the basic principles of visual concept, typography, and layout design by working on the projects such as letterhead, business cards, and brochure. It focuses on how typography and layout can be used as a communicative device as well as a graphic, compositional and expressive element. This will be accomplished through lectures, exercises, student team assignments, discussion, and exploration in and outside of the classroom. These skills are prerequisites for all those interested in transferring or for those interested working within the graphic design industries. Prerequisite(s): GRPH 151

**GRAPHIC DESIGN****COCG 160 Introduction to  
Macintosh/Painter 2 cr. (1+3)**

An introductory course which will familiarize students with basic MAC operations. This course also provides students with the fundamentals of Paintbox, photo retouching and image manipulation on the computer. No computer graphics experience is needed. Code 4 course fee.

**COCG 161 Painter/Paintbox  
Applications 2 cr. (1+3)**

This course is designed to explore the intricacies of, and to develop an expertise in the Painter program. The student will develop advanced computer graphic techniques for use in illustration, advertising, photo manipulation, animation and T.V. graphics. Code 3 course fee.

**COCG 162  
Design Fundamentals 3 cr. (1+4)**

Fundamentals of layout and typography will be addressed through the use of appropriate software. The history of type, type as a design element and layout fundamentals will be emphasized. Non-Art majors should consult with the Dean of Humanities, Fine Arts, and Media Studies. Prerequisite(s): COCG 160 or MAC proficiency. Code 3 course fee.

**COCG 163  
Photoshop 3 cr. (1+4)**

Image manipulation and applied illustrative techniques for the photographer/illustrator/designer will be explored in this course. The course stresses the compositional and aesthetic aspects of the digital artist through the use of electronic manipulation in the production of the artistic product. ARTS 184 recommended. Prerequisite(s): COCG 160. Code 3 course fee.

**COCG 164  
Adobe Illustrator 3 cr. (1+4)**

An industry-level course to familiarize students with Adobe Illustrator, a PostScript drawing program used to generate and edit illustrations in various digital formats. Prerequisite(s): COCG 160 or MAC proficiency and COCG 161. Code 3 course fee.

**COCG 165  
Graphics Portfolio 3 cr. (1+4)**

A course utilizing specific assignments from Design Fundamentals, Photoshop and Adobe Illustrator to create a complete presentation package for a potential client. The student will be responsible for the development of a project from initial client interview through roughs, comps, mechanicals and dummies. Assignments identified in previous classes will be incorporated into this class so the student will develop a sense of continuity and will become familiar with all the ramifications inherent to production graphics. Prerequisite(s): COCG 162, COCG 163 & COCG 164. Code 3 course fee.

**GREEK****GREK 100 Greek I 3 cr.**

This course is an introduction to Greek with emphasis on listening, vocabulary, reading and pronunciation skills. The course also explores the Greek language roots and vocabulary in specialized fields of study, including history, science, English, art, psychology, and mathematics.

**GREK 102 Greek II 3 cr.**

This course emphasizes essential skills of modern Greek: listening, reading, writing, pronunciation, grammar, vocabulary and translation. Also emphasized are the connection between Greek roots and college-level vocabulary in specialized fields and the history and culture of Greece. Prerequisite: GREK 100.

**HEBREW****HEBR 151 Elementary Modern Hebrew I 3 cr.**

Through reading, writing, listening, and speaking, this beginner's course introduces the basic elements of the Hebrew language and the acquisition of the rudimentary elements of the Hebrew alphabet, pronunciation, grammar, and syntax. No prior knowledge of Hebrew is required.

**HEBR 152 Elementary Modern Hebrew II 3 cr.**

This course is a continuation of Elementary Modern Hebrew I and builds upon and further develops the primary language skills introduced in the previous semester. Basic competence in the four areas of language (reading, writing, grammar, and speech) is acquired through extensive practice of grammar, reading various Hebrew and Israeli texts, and writing. Communication skills are enhanced through conversations based on everyday situations. Prerequisite(s): HEBR 151

**HEBR 251 Intermediate Modern Hebrew I 3 cr.**

This course is a continuation of elementary Modern Hebrew II which will consolidate foundations built in the last two semesters. The course will further develop proficiencies in linguistic abilities, vocabulary acquisition, and writing, listening, speaking, and reading at the intermediate to advanced levels. Additionally, the course will further contextualize language fluency by enhancing student awareness of Jewish culture and Israeli society. Prerequisite(s): HEBR 152

**HEBR 252 Intermediate Modern Hebrew II 3 cr.**

This course is a continuation of Intermediate Modern Hebrew I which will consolidate foundations of listening, speaking, reading, and writing built in the last three semesters to progress into more complex grammatical structures and communicative skills at the advanced intermediate level. Exposure to contemporary Israeli readings will enhance linguistic fluency and further develop students' knowledge of Israeli society and culture. Prerequisite(s): HEBR 251

**HEALTH & HUMAN  
PERFORMANCE****HEHP 100  
Aerobic Conditioning 1 cr. (0+2)**

An aerobic conditioning program which utilizes jogging, power walking, stationary cycling, steppers, elliptical, treadmills, rhythmic exercise and calisthenics. Code 1 course fee.

**HEHP 101 Weight Training  
& Body Building 1 cr. (0+2)**

This course is designed for students whose primary interest is learning the principles of strength body shaping. Code 1 course fee.

**HEHP 102  
Volleyball 1 cr. (0+2)**

A study of the fundamental rules and etiquette of play including the progression from simple to complex skills. Code 1 course fee.

**HEHP 103  
Track & Field 1 cr. (0+2)**

A study of the fundamental rules and etiquette of play, including the progression from simple to complex skills. Code 1 course fee.

**HEHP 104  
Badminton 1 cr. (0+2)**

A study of the fundamental rules and etiquette of play, including the progression from simple to complex skills. Code 1 course fee.

**HEHP 105  
Soccer 1 cr. (0+2)**

A study of the fundamental rules and etiquette of play, including the progression from simple to complex skills. Code 1 course fee.

**HEHP 106  
Basketball 1 cr. (0+2)**

A study of fundamental rules and etiquette of play, including the progression from simple to complex skills. Code 1 course fee.

**HEHP 107 Softball 1 cr. (0+2)**

A study of the fundamental rules and etiquette of play including the progression from simple to complex skills. Code 1 course fee.

**HEHP 108 Golf 1 cr. (0+2)**

A study of the fundamental rules and etiquette of play, including the progression from simple to complex skills. Code 1 course fee.

**HEHP 109 Tennis 1 cr. (0+2)**

A study of the fundamental rules and etiquette of play, including the progression from simple to complex skills. Code 1 course fee.

**HEHP 110 Applied  
Modern Health I 2 cr. (1+2)**

Please note that this is a 2 credit course. Similar topics are covered in HEHP 225 Contemporary Health. The major difference between this course and HEHP 225 is the physical element. Students will be required to either walk, jog, or swim. In addition, the fitness room circuit weight training and other forms of aerobic exercise are included. Health lectures include wellness, fitness, cardiovascular system, nutrition, weight control, cancer, sexuality, sexually transmitted infection, including HIV/AIDs. The measurement of blood pressure and body composition are provided. Code 2 course fee.

**HEHP 111  
Gymnastics 2 cr. (0+4)**

An introduction to basic gymnastic skills designed to develop the students' skills and knowledge in gymnastics. Code 4 course fee.

**HEHP 160 First Aid/CPR/AED  
for the Workplace, Schools  
& the Community 3 cr.**

A elective course designed to prepare the student in basic First Aid care to the sick or injured. Classroom drills and practice will prepare the student to react properly in an accident situation, plan his/her actions and exercise good judgment in adapting his/her classroom training to the accident scene. Students who successfully complete the course will receive their American Red Cross Community First Aid/CPR/AED for schools and community certification. Certification is based on Red Cross requirements. Code 2 course fee.



**HEHP 172 International Folk Dance I 1 cr. (0+2)**

Students enrolling in this course will learn and perform a variety of basic dance steps and folk dances from the Balkans, Macedonia, Greece, Israel, France, England, Scotland, Ireland, Russia, Poland, Bolivia, Turkey, South Africa, and the United States. Code 2 course fee.

**HEHP 183 Introduction to Health Administration 3 cr.**

This course studies particular healthcare delivery organizations such as hospitals, clinics, physicians' offices, and ancillary service providers. The basic management functions of planning, organizing, leading and controlling are applied to these organizations. Ethics and professionalism in healthcare are examined.

**HEHP 186 Principles of Coaching 3 cr.**

This course is a comprehensive introduction to the coaching profession with emphasis on coaching for high school and club-level sports as well as for youth, recreational, and intercollegiate sports programs. Students will learn concepts and techniques of coaching used in working with athletes. Upon successful completion of the course, students may take a comprehensive exam administered by the American Sport Education Program (ASEP). Students who already possess a standard teaching certificate or a county substitute teacher certificate and who pass this exam will fulfill the educational portion (one of several requirements) of the New Jersey State Interscholastic Athletic Association's (NJSIAA) coaching certification regulations. Code 1 course fee.

**HEHP 188 Introduction to Nutrition 3 cr.**

This course introduces students to the basic concepts of nutrition and provides information they can use in making dietary decisions. Topics covered include making healthy food choices, the connection between nutrition and chronic diseases, and to healthy versus unhealthy choices. Carbohydrates, lipids, proteins, vitamins, and water and minerals are examined. Discussion will include digestion, energy balance, and the importance of physical activity and how nutrient requirements change as we age. HEHP may provide a foundation for the more advanced Nursing Nutrition course. Students enrolling in the AAS in Nursing program cannot use this course to replace NURS 174: Nutrition. Code 1 course fee.

**HEHP 210 Karate I 2 cr. (1+2)**

An elective course designed for students and adults of the community who wish to learn the mechanics and techniques of Karate as a means of developing new activity patterns for health, conditioning and self-defense. Code 2 course fee.

**HEHP 225 Contemporary Health 3 cr.**

Students will develop skills needed to meet challenges to their health and optimize their physical and psychological well-being. Topics to be examined include consumer education, fitness, family living, nutrition, mental health, dependency, substance abuse, and infectious and chronic diseases. The focus of the course will be on the importance of critical thinking emphasizing self-empowerment, prevention and understanding of the health impact on human diversity. Code 2 course fee.

**HEHP 226 Women's Health 3 cr.**

An elective course designed to provide health information pertinent to Women's Health and Wellness for the new century. It may also be transferable into the Exercise Science, Women's Studies, and Nursing programs at four year institutions. Health care needs of women including promoting health, maintaining wellness, and common physical and psychological conditions pertinent to health are identified. Historical, political, economic and social influences will be examined for their impact on women as consumers and providers of health care. Strategies to empower women to change their outlook of how they deal with the present health care system will be explained. Code 2 course fee.

**HEHP 227 Introduction to Public Health 3 cr.**

This course introduces the student to the current issues in public health today from a local perspective to a global perspective. It includes such areas as community health problems, communicable disease control and the roles of public health professionals including nursing. Code 1 course fee.

**HEHP 228 Care & Prevention of Athletic Injuries 3 cr.**

This is an introductory course designed to instruct the student in the care and prevention of athletic injuries. This course is essential for the future physical education teacher, coach or athletic trainer. Instruction in First Aid, taping techniques, hot and cold therapy, and situational practices will be included. Code 2 course fee.

**HEHP 237 Sports Officiating 3 cr.**

An elective course designed to teach students and adults of the community the rules and regulations for specific sports and how to apply them in games. Current rules changes will be reviewed and discussed. Some time will be spent on the psychology of officiating, responsibilities of the official, game control techniques, and issues faced by sports officials. Code 2 course fee.

**HEHP 238 Management & Rehabilitation of Athletic Injuries 3 cr.**

An elective course designed to present information and techniques in the use of therapeutic modalities and exercise. This information will be used to relate theory to practice in order to effectively rehabilitate the injured athlete. The student will not only participate in the classroom, but will also gain valuable field experience. Code 2 course fee.

**HEHP 239 Strength & Conditioning Physiology 3 cr.**

An elective course designed to present information and techniques associated with the physiological effects of movement and exercise on the human body. The student will also gain valuable knowledge in basic human anatomy, along with the movements that various musculature is responsible for. This information will be used to train athletes to reach their greatest level of fitness, as well as prevent athletic injury. Code 2 course fee.

**HEHP 240 Exercise Physiology 3 cr.**

An elective course intended for students interested in a career in exercise science; physiologists; physical educators; coaches; sports medicine/physical therapists. The student will gain knowledge in the theory and application of exercise physiology, cardiac rehabilitation, sports performance and fitness. In addition, this course will include information on training for improvements, exercise metabolism, neuromuscular function, and health related fitness. It is highly recommended that students enrolling in this course have taken high school biology or HEHP 239. Code 2 course fee.

**HEHP 252 Nutrition for Fitness & Sport 3 cr.**

This course is designed to improve fitness and sports abilities for individuals who are participating in exercise. Students will examine the significance of nutrition, fluid intake, and body composition and their relationship to physical performance, including special considerations based upon age and gender. Students enrolling in the AAS in Nursing program cannot use this course to replace NURS 174: Nutrition. Code 2 course fee.

**HEHP 261 American Red Cross & CPR Instructor 3 cr. (2+2)**

This is an elective course designed to prepare the students with the correct methods to administer and teach the proper CPR and First Aid techniques at both the Lay and Professional Rescuer levels. It is a methodology course which will include the Red Cross Fundamentals of Instructor Training (F.I.T.) designed to instruct students in the various techniques required to become an instructor and evaluator of Red Cross courses. Students will be eligible to receive the following American Red Cross certifications: CPR/AED for the professional Rescuer, First Aid and CPR/AED for Schools and Workplace Instructor, and CPR/AED for the Professional Rescuer Instructor. Attendance is mandatory since this is a hands-on course. Upon successful completion, students will be able to conduct classes in the public and school sector. Prerequisite(s): HEHP 160 or the course equivalent. Code 2 course fee.

**HEHP 265 Kinesiology 3 cr.**

An overview of the study of human motion, structure and function. Principles governing movements related to the muscles, bones, and joints are emphasized. This information will be used to analyze performance and motor skills. Prerequisite(s): BIOL 130. Code 2 course fee.

**HEHP 266 Exercise & Health Counseling 3 cr.**

This is a personal trainer certification course designed to develop and enhance clinical and practical fitness assessment and performance skill. The student will learn to properly screen and evaluate individuals for safe participation in an exercise program; design and implement exercise prescriptions for multiple populations; and apply principles of exercise in a personal training environment. A personal training certification is available through the National Council of Strength and Fitness upon successful completion of course requirements. Code 1 course fee.

**HEHP 267 Sports Management 3 cr.**

This course will provide students with an introduction to the planning, organizing and management of sports organizations and facilities. This course provides the student with an overview of the sports industry, as well as issues encountered by managers. The course will emphasize how management techniques can be applied to effectively address these issues. Code 1 course fee.

**HEHP 290 Health & Human Performance Internship 3 cr. (0+0+9)**

This course offers students the opportunity to apply the academic knowledge gained in the classroom to a work environment. The 135-hour internship will be directly related to career goals in the areas of health, fitness, sports medicine, and sports management. By completing the internship, students will be involved in emerging workplace trends and enhance their employability. Students wishing to transfer their internship credits to a four-year baccalaureate program should consult the college or university to which they wish to transfer. Prerequisite(s): Applicants must attain a minimum of 2.5 cumulative grade point average. Applicants must have completed HEHP 160 and HEHP 239. Applicants must comply with the Ocean County College Internship Guidelines and complete an Internship Application.

**HINDI****HIND 101 Elementary Hindi I 3 cr.**

Hindi is the official language of India with over 700 million native speakers. This is an elementary college-level course in Modern Standard Hindi for students with little or no previous experience with the language. This course will introduce students to listening, speaking, reading, and writing in Hindi, as well as an introduction to Hindi cultural practices.

**HIND 102 Elementary Hindi II 3 cr.**

Hindi is the official language of India with over 700 million native speakers. This course is a continuation of Elementary Hindi I. This course will further develop students' skills in the listening, speaking, reading, and writing of Modern Standard Hindi. This course will expose students to Hindi culture.

**HISTORY****HIST 100 History of Civil Society in America 3 cr.**

This course examines the growth of values shaping American Society, with comparisons to cross-cultural case studies. It will also review the historical antecedents of modern America with special focus on the interrelationships between institutions and individuals that have shaped the idea of civil society in the United States. The course will also explore how the American experience contributes to an understanding of other historical contexts.

**HIST 171 Western Civilization to 1650 3 cr.**

A survey of Western history from the earliest civilizations to the beginning of the modern era. Emphasis is placed on the changes through time in political, social and religious institutions as well as on intellectual and cultural achievements. The course is designed to help the student better understand self and society by becoming acquainted with the past history of the Western world.

**HIST 172 Western Civilization from 1650 3 cr.**

The survey of Western history is continued from the early modern period to the present. The political, social and industrial revolutions of the 18th and 19th centuries are studied as a prelude to the military conflicts, social changes and intellectual currents of the twentieth century. The course is designed to help students understand the world of today by studying the recent history of their own society.

**HIST 173 United States History to 1877 3 cr.**

A survey of the history of the United States from the discovery of the Western Hemisphere to the end of the Reconstruction period (1877). The course includes political, social and economic factors important in the foundation of America.

**HIST 174 United States History from 1877 3 cr.**

This course traces developments since the end of the Civil War with emphasis on reconstruction, the industrialization of America and its emergence as a world power.

**HIST 175 History of New Jersey 3 cr.**

This course is designed to teach the development of New Jersey, from Lenni-Lenape to the cultural pluralism of today. It will deal with all aspects of life in the state: social, religious, economic, educational and political.

**HIST 176 United States Military History 3 cr.**

A study of the U.S. Military history from the Colonial times to the 20th Century. Special emphasis is placed on the causes and results of wars, leaders and battles, and the impact U.S. Military History has had in the world. U.S. History I and II and/or a comprehensive knowledge of America history are highly recommended for students enrolling in this course.

**HIST 179  
America in the 1960s 3 cr.**

This course investigates one of the seminal decades in modern American history. In this ten-year period, events and movements of particular importance occurred which continue to impact in contemporary life. Some of the topics to be examined include the civil rights movement, the assassinations of several prominent leaders, the moon landing, the Vietnam War and the new significance of popular culture in American life. Emphasis will be placed on the political activism that shaped this era.

**HIST 181  
World Civilization to 1660 3 cr.**

World Civilization I is an historical introduction to the major civilizations of the world from prehistory to approximately the 16th century. It includes the key chapters of the world's societies, their contributions and the interaction between them: culturally, religiously, economically and politically.

**HIST 182  
World Civilization from 1660 3 cr.**

World Civilization II examines the patterns of global history as they emerge in various regions of the world from the mid-17th century to the present day. Students will gain a deeper understanding of cultural diversity and historical trends that have helped shape today's world.

**HIST 185 Survey of  
Middle Eastern Civilization 3 cr.**

This course will examine various social, cultural, historical, geo-political, and economic issues related to the Middle East. The course will help students understand how the contemporary shape of the region has emerged from multiple sources. This course will rely on a wide range of reading materials including films and documentaries, televised records of recent events, and records of social media.

**HIST 191  
African-American History 3 cr.**

This survey course will look at the social, economic, and political history that shaped the African experience from its roots through the post-Civil War and Reconstruction Era in America, the consequences of emancipation, the development of African nationalism, the Civil Rights movement, the influence of racism and modern African American culture. Students will study the cultures of seventeenth century West Africa, the Atlantic Slave Trade, its effects on antebellum America and struggle of African Americans throughout the twentieth century. The course will focus on the key events, legislation, social issues and figures that influenced the progression of African-Americans throughout American history.

**HIST 230 America & the West  
After World War II 3 cr.**

This course will examine the economic systems, political theories, and social developments in the United States, Great Britain, and Europe after World War II. This course will survey events such as, the "Cold War", "Korean War", "Civil Rights Movement", "Changing Demographics and the growth of the Sun Belt", and the "United States' heightened military involvement in the Middle East." Through the tracing of these events, students will gain an understanding of the alliances and policies which have influenced modern day relations between America and the West since 1945.

**HIST 251 Study Abroad Seminar:  
Battlefields of  
the World Wars 3 cr. (2+2)**

This study abroad seminar focuses on the World War I battlefield of Verdun and the World War II battlefields of Normandy. It will combine classroom lecture and research paper writing with onsite visits to the museums, beaches and fortifications of Verdun and Normandy. As students walk these beaches and fields, they will gain a deeper and richer understanding of the events that happened there in 1916 and 1944, respectively. Students taking this course will engage in critical thinking, historical analysis, and experiential learning.

**HIST 255  
History & Culture of Ireland:  
Travel Seminar 3 cr. (2+0+3)**

This study abroad seminar provides the opportunity for students to immerse themselves in the culture of Ireland, while studying the political, economic and social events that resulted in the separate entities of the Republic of Ireland and Northern Ireland. Students will have immersion activities that include tours and cultural events focused on art, literature, music, religion, economics, and the politics of Ireland. The course is designed to promote global awareness and understanding of conflict resolution issues.

**HIST 268  
Jewish History & Culture 3 cr.**

Through a historical lens and using an interdisciplinary approach, this course introduces students to Judaism with an emphasis on pivotal historical events and the social and cultural dimensions of Jewish life that define each period, including customs and beliefs, religious movements, and the arts.

**HIST 271  
History of England 3 cr.**

This course traces the evolution of England, from the prehistoric past of Britain, through the early modern era. Emphasis will be placed on Pre-Historic Britain, the Celts, Roman Britain, Anglo Saxon England, Norman England, Tudor and Stuart England Colonialism, and the modern era. Specific focus will be placed on the social, political and religious growth of England, and how English history has impacted American democratic government.

**HIST 272  
History of Russia 3 cr.**

The course traces the evolution of Russian society and the Russian state from its inception more than one thousand years ago to the present. Special attention will be given to the abrupt and radical changes that mark the transition from one epoch to another, especially from the Kievan to the Tartar period, from the Moscovite to the Imperial and from the Imperial to the Soviet. Singled out will also be the reforms in the Russian empire from the emancipation of the serfs to the First World War. In the Soviet period the course will stress the development of the Soviet system and the development of the international communist movement.

**HIST 275  
History & Culture of China 3 cr.**

A survey of Chinese civilization from prehistoric times to the People's Republic of China. This course covers the following aspects of Chinese culture: art, literature, religion, science and political, economic, social and intellectual history. The role of Confucianism in the development of Chinese culture will receive special emphasis.

**HIST 278 History of the Arab  
World Since World War I 3 cr.**

A survey of the modern political states in the Arab World, and of the social, cultural, and religious forces that have shaped these states since World War I. This course considers, among other issues, the geo-political and economic significance of the area, ongoing interstate and intrastate conflicts in the region, and the American interests and involvement within the Arab World.

**HIST 280 Modern Latin American History 3 cr.**

This course will cover the history of Latin America from the Wars of Independence of the early nineteenth century through to the present day, with emphasis on the broad currents of history throughout the Americas as well as Europe, especially with respect to U.S.-Latin American relations. Students will examine, using primary and secondary source material, the cultural, political, economic, and social developments in this region since the end of the colonial period.

**HIST 282 Modern Israel 3 cr.**

This course reviews the history of modern Israel from the inception of Zionism to the present and the circumstances that led to the birth of Israel, the experience of state-building, and the internal and external challenges its leaders and citizens have faced. Issues discussed include the quest for identity and normalization, diversity, immigrations to Eretz Israel, British rule, Arab-Israeli wars, and life in Israel.

**HOLISTIC HEALTH****HHAW 100 Global History of Healthcare 3 cr.**

This course provides students with the foundation in which healthcare evolved throughout the ages, from Antiquity to the Papyri Texts of Ancient Egypt and the Ayurveda of the Indus Civilization, Traditional Chinese Medicine, Greek and Roman health views. The Renaissance and Middle Ages, colonial times and the great wars up to the Modern Era will be dissected for their contributions to medicine. Students will study documented belief structures and practices of healthcare covering a vast historical time period.

**HHAW 101 Alternative Therapies in Health & Wellness 3 cr.**

This course presents students with a study of the most popular alternative healthcare and bodywork techniques including a study of their historical development and scientific perspective. Students will investigate the treatment protocol and efficacy and will also compare and contrast the techniques discussed to allopathic care. Students will engage in interactive activities when appropriate.

**HHAW 102 Environmental Harmony: A Holistic Perspective 3 cr.**

This course is designed for students interested in the environmental conditions that directly affect the health of humans. The course covers topics of water contamination with pharmaceuticals, and other environmental toxins, as well as genetically modified foods and global soil depletion. Fracking is discussed in respect to water quality with particular attention to how those issues affect the physiology of the body. The issue of global governance and sustainability within the parameters of healthcare will be discussed. A study of mindfulness practices and personal choices toward a healthier personal environment will also be developed.

**HHAW 120 Philosophies & Paradigms of Healthcare 3 cr.**

This course covers the basic development of healthcare philosophies, paradigms and the assessment of healthcare as a cultural, social and economic development. Students will study the business of healthcare and the rising healthcare industry, the politicizing of health and medicine, and the ethical dilemmas predicated by our current model of healthcare with a special emphasis on the globalization of medicine.

**HHAW 121 Psychology & Physiology of Stress 3 cr.**

This course investigates the multidimensional phenomenon of stress from the mind body connection to the conditions, attitudes and behaviors that contribute to the stress response. It examines the psychosomatic theory of dis-ease and the mechanisms that link stress with illness. Using a holistic approach for intervention, it allows students to study different techniques for dealing with stress on a personal level and also how to help others develop techniques and design stress management programs for stress reduction and adaptation.

**HHAW 200 Food & Healing: A Holistic Approach to Nutrition 3 cr.**

This course will expose students to the foundations for studying nutrition and examine the role of food in the disease process. Definitions of health, whole foods, organic foods and balancing foods will be explored as well as various common and eclectic diets. The students will uncover the problems associated with food additives including preservatives and colorants. There will be a discourse on the way the world economy is associated with how food is grown and processed. Students will perform a nutritional analysis on their own dietary choices and learn how to plan a healthful diet. Students enrolling in the AAS in Nursing program cannot use this course to replace NURS 174: Nutrition.

**HHAW 201 Plants & Healing: Herbology & Organic Gardening 3 cr.**

This course is designed to introduce the student to a study of plants and their health and healing properties. Students will discover the historical perspectives of herbs, oils, and incense in historical documents and their uses in early healthcare procedures. This is a study of the development of certain Naturopathic, Homeopathic, and Native American doctrines and how they preceded modern day pharmaceuticals. Students will see how flower remedies were discovered and developed. This course will study organic gardening and the creation of a healthful garden.

**HHAW 220 Oriental Theories in Health & Medicine 3 cr.**

This course is designed to introduce the student to the anthropological beginnings of oriental culture and the historical foundation and philosophical theories that developed into oriental medicine. Students will study Traditional Chinese Medicine, Acupuncture and other Oriental Healthcare doctrines. The course will cover the transplantation of oriental medicine into the western world, assessing trends in the U.S., China, and other regions. Students will learn an overall sense of the history, development, and basic foundational principles of Oriental Healthcare.



### HHAW 221 Principles of Energy Movement 3 cr.

This course presents a comprehensive understanding of the historical development of Yoga, Tai Chi and Qi Gong. The course covers the principle philosophy and the actual practice of the Sutras within the Yoga discipline and the development of Tai Chi and Qi Gong as martial art forms. Students will study the practices for aligning the body, breath and mind for health and meditation. The practice sessions include learning the Yoga meditation, postures and breathing techniques along with the other disciplines associated with Yoga practice and several Tai Chi and Qi Gong exercises.

### HHAW 222 Holistic Design 3 cr.

This course is intended to educate the student in principles of holistic design incorporating conscious living and harmonious environments. Identifying concepts of harmony within the home and workplace environments using mental, emotional and physical health as cornerstones will lead students to design home, work and garden spaces that allow for more creativity, inspiration and productivity. Studies include architecture, aesthetics, and functionality. Transformative therapies of color, sound and aroma will bring the senses into the design.

## HOMELAND SECURITY

### HLSC 170 Introduction to Homeland Security 3 cr.

This course surveys the many challenges of maintaining the safety and security of citizens, key assets, and critical infrastructure in a democratic society. Past and present efforts to strike a balance between individual liberty and national security is examined, including historical case studies, current events, and legal analysis. The entire homeland security apparatus is dissected by agency mission, function, capability, and interaction with related agencies both domestically and internationally.

### HLSC 171 Fundamentals of Emergency Management 3 cr.

This course introduces issues pertaining to domestic preparedness and the management of an all-hazards approach to emergency operations. A primary focus of the course is to explain the importance of incident preparation and consequence management. The four aspects of emergency management (mitigation, preparedness, response, and recovery) will be emphasized. Other topics include agency interoperability, crisis, and consequence management.

### HLSC 172 Domestic & International Terrorism 3 cr.

This course introduces students of various disciplines to the field of terrorism from both a domestic and an international perspective. The related field of homeland security is also examined in the context of national security. It provides a pragmatic background of the law enforcement, military, and intelligence communities. This is both a theoretical and practical introduction for people who aspire to or are already working in fields confronted by the threat of terrorism. Major areas of focus include historical origins of terrorism, influences that lead to extremist views and radicalization, financing, the media, constitutional issues, and conflicting ideologies.

### HLSC 173 Introduction to Security 3 cr.

Exploring the realm of security management is undertaken from a historical and legal perspective within the framework of structural, electronic, informational, and human protection systems. Major areas of focus throughout the course include: risk assessment, planning, program implementation and administration, intelligence gathering, investigations, and industrial and institutional security. The qualities and competencies of effective security leadership are also analyzed with particular emphasis on the importance of ethical behavior and professional conduct.

### HLSC 174 Introduction to the Intelligence Function 3 cr.

This course introduces students to America's intelligence community that is charged with collecting, analyzing and interpreting raw information that is eventually disseminated in the form of intelligence products. It also explores the implications of accessing, retaining, and acting upon such intelligence in a democratic society. Throughout the course, specific emphasis will be on preserving the civil liberties of the citizenry while defending against threats to national security.

### HLSC 201 Organizational Integration & Management 3 cr.

This course studies the inter-organizational contexts that are necessary to render efficient and effective government services and to provide safety and security to citizens on a day-to-day basis and during a crisis. Students will study critical relationships among various governmental agencies, NGOs, and private sector agencies. This course will provide students with the essentials of organizational theory, intergovernmental relations and the implementation of homeland security related policy and strategies.

### HLSC 210 Risk Management & Analysis 3 cr.

This course will introduce students to the nature of risk management and analysis. Students will explore the related fields of security and risk from both personal and operational viewpoints. Associated concepts and methods will be applied in the context of real world events. Particular emphasis will include analyzing the sources of risk, methods of calculating risk, factors influencing assessments of risk, and decisions involving the controlling of risk. Prerequisite(s): HLSC 173

## HOSPITALITY, RECREATION & TOURISM MANAGEMENT

### HRTM 110 Introduction to Hospitality, Recreation & Tourism Management 3 cr.

This course acquaints students with the scope and complexity of the hospitality industry by exploring the national and global relationships of lodging, food and beverage service, travel and tourism operations, overall hospitality business operations. The course examines career opportunities, organizational structures, current trends, human resource management, marketing, and the effects of technology on customer and guest service requirements within the industry. Code 1 course fee.

### HRTM 120 Marketing for Hospitality & Tourism 3 cr.

This course will focus on a discussion of hospitality and destination marketing from a team perspective, examining each hospitality and tourism department and its role in the marketing mechanism. The course will emphasize the use of social media and discuss current industry trends in using internet marketing and e-commerce, loyalty marketing, brand extension marketing, and destination branding. Through an integrative approach, students will examine the roles various department managers play in contributing to the overall marketing efforts to promote their hotel, restaurant, entertainment venue, or other tourist attraction. Code 1 course fee.

**HRTM 124  
Quality Guest/Customer Service  
Management 3 cr.**

This course will explore the importance of managing for excellent customer service. Students will examine customer service techniques and staff development procedures, as well as staff and customer retention policies. Students will learn the concepts, principles and strategies used in treating customers as guests, and how to create an exceptional and pleasurable experience for them. The course will cover the topic of managing guest relations and customer service through academic studies. Students will utilize case studies to investigate organizations that excel in managing quality of service. Code 1 course fee.

**HRTM 212 Conferences,  
Conventions & Special Events  
Management 3 cr.**

This course is a study of how to plan, design, produce and evaluate conferences, teleconferences, conventions, special events, seminars and symposia events. The course examines practical advice on every aspect of organizing and managing special events, such as choosing the best venue; preparing and managing the budget; scheduling; coordinating food and beverages; selecting decor, themes, and entertainment; media; and staffing. Emphasis is on the interaction between the staff, the customer, guests, contractors, and others necessary to implement and manage a successful event. Additional focus on catering through hotels, restaurants or private companies, as well as examining the costs involved in building and sustaining a successful business. Code 1 course fee.

**HRTM 214 Supervision & Human  
Resource Management 3 cr.**

The goal behind supervision and human resource management is to maximize employee performance. This course will focus on the knowledge and personal skills needed to function in an organization. The course will explore the critical importance of handling employee problems while meeting the primary needs of customers through the development of critical thinking and leadership skills. Students will be introduced to modern techniques for human resource management that will maximize employee performance in order to meet the company's strategic objectives. Supervisory applications and human resource policies and systems from a business management perspective will be examined. Concepts from principals of management courses will also be reinforced. Prerequisite(s): HRTM 110. Code 1 course fee.

**HRTM 220  
Managerial Accounting for  
Hospitality Industry 3 cr.**

This course acquaints students with the principles of cost controls and their application by examining break-even and ratio analysis, interpretation of financial statements, budgeting, cash forecasts and hospitality case studies. Hospitality managerial accounting emphasizes planning and control functions including yield management, cash and operating budgets, industry standards and decision making. Emphasis is placed upon the diverse elements of sales within a food and beverage establishment and upon cost controls needed to maintain a profitable operation. Prerequisite(s): HRTM 110. Code 1 course fee.

**HRTM 225 Legal Aspects of  
Hospitality, Recreation  
& Tourism 3 cr.**

This course will introduce students to the basic principles of law, its sources, attributes and important definitions, as well as how to read legal cases. The students will learn how laws are applied primarily to restaurants, public lodging facilities, travel agents, airlines, recreational and sports facilities, clubs, resorts, and other public venues. Focus will also be on how judges and legislators balance the interests of customers and travelers with those of business proprietors. There will be an in-depth examination of the legal rights and duties of guests and patrons in comparison to innkeepers and restaurateurs. This course will also explore the question of ethics in hospitality management. Prerequisite(s): HRTM 110. Code 1 course fee.

**HUMANITIES****HUMN 200  
Modernism & the Arts 3 cr.**

The artistic movement known as Modernism produced the most comprehensive change in Western culture since Romanticism. This course enables the student to see connections among literature, art, and music from a Modernistic, multiculturally diverse perspective. Students will collaboratively study, discuss and make use of journals to write about a variety of modernist works. Prerequisite: ENGL 151.

**HUMN 201  
Postmodernism & the Arts 3 cr.**

This interdisciplinary course focuses on the connections among literature, art, and music during the postmodern era lasting from 1945 to the present. Students will study, discuss and write about a variety of works as they relate to historical events, societal change, and the rich diversity of this period. Prerequisite(s): ENGL 151

**HUMN 210 Leadership  
& the Humanities 3 cr.**

This is an interdisciplinary humanities course that examines leadership issues. The course includes classic and current literature on leadership that encompasses a philosophical and historical perspective. The course uses reading materials and films, case studies in leadership, and experimental learning exercises, a mentoring program, and service learning projects. Prerequisite(s): ENGL 151

**HUMN 251  
Study Abroad Seminar:  
Modern Middle East 4 cr.(3+0+3)**

This study abroad seminar offers students an intensive three-week program in Arabic/Hebrew language and culture conducted in a Middle Eastern Country. Students will live with a Middle Eastern family and be thoroughly immersed in the Middle Eastern world. In addition, a three-week course meeting two hours per day will help students with language skills in Arabic/Hebrew and will introduce students to the main aspects of the culture. Housing arrangements and the classroom experiences are arranged by AMIDEAST. The Seminar includes a week of intensive interdisciplinary instruction prior to travel and a week of assessment and presentation sharing after the trip upon return. Corequisite(s): ARBC 100.

**HUMN 297 Special Topics in the  
Humanities 3 cr.**

This course is designed for Honors Students to study, in a seminar format, interdisciplinary topics in the Humanities. The course will vary in content, but will retain the consistent objective of integrating two or more Humanities disciplines (art, music, theater, literature, philosophy) in the analysis of culture and its artifacts. The course will be mindful of contemporary cultural theory in its approach to selected topics. Prerequisite(s): ENGL 151 and placement in the Honors program.

**HUMAN SERVICES****HSRV 100  
Introduction to Developmental  
Disabilities 3 cr.**

This course is designed (1) to provide direct support professionals in the field of developmental disabilities with an in-depth understanding of the many ways that developmental disabilities affect the lives of individuals and families and (2) to prepare direct support professionals for a variety of roles in the field. This history of developmental disabilities and support systems will also be addressed in this course.

**HSRV 200 Gerontology:  
The Study of Aging** **3 cr.**

An introduction to gerontology, including the socio-cultural, psychologic-biological factors in aging.

**HSRV 291  
Principles of Social Work** **3 cr.**

This course is designed to introduce the student to various practices and principles in the field of social work and the social work method. Generalist values and philosophy will be examined. The role of the social worker in relation to clients and the other helping professions and as an agency and societal representative will be considered. The helping process and specific intervention skills will be illustrated by materials drawn from case, managers, group work, and community practice methods and from a variety of counseling theories. Prerequisite(s): HSRV 191 or permission of the instructor.

**INFORMATION LITERACY****INFO 110 Library Research Skills  
& Information Literacy** **3 cr.**

In this course, students will learn researching skills using databases, computers, the Internet and electronic media along with traditional print information sources. Understanding the commonalities of how information is indexed and organized will allow students to develop a contextual framework vital to finding and evaluating relevant information for their research needs. Students will develop the ability to make ethical and legal choices in using the information they find. Code 1 course fee.

**INTERNSHIPS****INTR 290  
Internship** **3 cr. (0+0+9)**

This course offers students the opportunity to apply academic knowledge gained from the classroom to various work environments. The 135-hour internship will be directly related to students' career goals in their areas of study. By completing an internship, students will be involved in emerging workplace trends and enhance their employability. Students wishing to transfer their internship credits to a four-year baccalaureate program should consult the college or university to which they wish to transfer. Prerequisite(s): Applicants must also comply with the Ocean County College Internship Guidelines and complete an Internship Application, which are available in the Academic Affairs Office. Applicants must also have an overall GPA of 2.5.

**IRISH****IRSH 101  
Elementary Irish I** **3 cr.**

Elementary Irish is designed to foster conversational fluency and beginning reading skills in the national language of Ireland. The class is intended for anyone interested in learning Irish who has little or no familiarity with the language. This course offers a primer of present-day Irish language and is perfect for travelers. The course seeks to develop students' speaking and listening skills in Irish as well as beginning the process of learning to read and write in Gaelic.

**IRSH 102  
Elementary Irish II** **3 cr.**

This course is a continuation of present-day Irish language instruction for students who have taken Elementary Irish I. Students in this course will enlarge their vocabulary, augment their understanding of grammar, gain greater speaking fluency, and become better readers of works in Irish. Prerequisite(s): IRSH 101

**ITALIAN****ITAL 100  
Elementary Italian I** **3 cr.**

This is an elementary college-level course that focuses on the development of basic conversation, reading and writing skills. Equal attention will be given to grammar structures and to the development of a vocabulary that will enable students to have simple but useful everyday conversations. The course is designed for beginning students or students who have taken one year or less of high school Italian.

**ITAL 102  
Elementary Italian II** **3 cr.**

This is an elementary college-level course that focuses on the development of basic conversation, reading and writing skills. Equal attention will be given to grammar structures and to the development of a vocabulary that will enable students to have simple but useful everyday conversations. It is highly recommended that students enrolling in this course have taken two to three years of high school Italian if they cannot meet the prerequisite. Prerequisite(s): ITAL 100.

**ITAL 200  
Intermediate Italian I** **3 cr.**

This is the start of the series of intermediate college-level Italian language courses that focuses on the development of mid to high level beginner communication skills in the Italian language. This course strives to improve spoken and written skills that will enable students to engage in daily conversations. Prerequisite(s): ITAL 102

**ITAL 202  
Intermediate Italian II** **3 cr.**

This second intermediate Italian course, is a continuation of Intermediate Italian I. The course emphasizes a further development of Italian conversational skills within the context of Italian culture in order to improve speaking and writing for daily communication. Prerequisite(s): ITAL 200

**JAPANESE****JAPN 101  
Elementary Japanese I** **3 cr.**

Elementary Japanese I is an introduction to Japanese language and culture. This course is designed for students who have limited or no experience learning Japanese. The class provides systematic instruction in the four language skills—speaking, listening, reading, and writing in modern Japanese. Upon successful completion of this course, students will be able to engage in basic conversations and develop the ability to read and write hiragana as well as to read katakana.

**JAPN 102  
Elementary Japanese II** **3 cr.**

This course is a continuation of Elementary Japanese I and it addresses material for the second half of Elementary Japanese. In this course, students will master reading and writing Japanese as they learn new written scripts including katakana (Japanese symbols) and kanji (Chinese characters). Spoken language proficiency will also be enhanced as students work toward becoming fluent in both written and spoken Japanese through various class activities and assignments. Prerequisite(s): JAPN 101

**JAPN 201  
Intermediate Japanese I** **3 cr.**

This course is designed for students who have successfully completed Elementary Japanese I & II. Written language proficiency will be enhanced as students are expected to utilize Hiragana, Katakana, and basic Kanji. Throughout the semester students will be increasing their ability to discuss different topics, attain a stronger understanding of grammar, and learn more about the history and culture of Japan. In this course, students will develop their growing vocabulary through dialogue, monologue, cultural activities, as well as various other class projects and assignments. Prerequisite(s): JAPN 102

## **JAPN 202** **Intermediate Japanese II 3 cr.**

This course is designed for students who have successfully completed Intermediate Japanese I. In Intermediate Japanese II, students will elevate their Japanese speaking abilities. Students will expand their writing skills through additional Kanji study. This course focuses on increasing student confidence in speaking, writing, and reading examples of sophisticated Japanese language. Students will develop their growing vocabulary through dialogue, monologue, and immersion in cultural activities. Prerequisite(s): JAPN 201

## **LATIN**

### **LATN 100** **Elementary Latin I 3 cr.**

In this course students are introduced to Latin vocabulary and grammar, with a view to gaining sufficient fluency to read classical texts. Stress is likewise placed on the Latin roots of English words and the influence of Latin on the vocabulary and structure of the Romance languages. Students will read Latin texts focusing on the history, culture and mythology of the ancient Greeks and Romans.

### **LATN 102** **Elementary Latin II 3 cr.**

This course promotes the skill areas of translating, reading and scansion of Virgil. The complexities of translation and of the accurate pronunciation of Roman poetry in dactylic hexameter are emphasized. Special attention is paid to the life, art, genius and influence of the author of the Aeneid. The central themes of his book (such as love, suffering, patriotism, and duty) are studied closely, as are authors such as Homer, Lucretius, Catullus and Dante, who are related to an understanding of Virgil. It is highly recommended that students enrolling in this course have taken two to three years of high school Latin if they cannot meet the prerequisite. Prerequisite(s): LATN 100.

### **LATN 201** **Intermediate Latin I 3 cr.**

This course studies the works of Cicero and the prose writings of other Latin authors, including Pliny and Allust. It is highly recommended that students enrolling in this course have taken four years of high school Latin if they cannot meet the prerequisite. Prerequisite(s): LATN 102.

## **LATN 202** **Intermediate Latin II 3 cr.**

This course promotes the skill areas of translating, reading and scansion of Virgil. The complexities of translation and of the accurate pronunciation of Roman poetry in dactylic hexameter are emphasized. Special attention is paid to the influence of Virgil's AENEID. Prerequisite(s): LATN 201.

## **LEGAL**

### **LAAW 101 Introduction to Law & Legal Assisting 3 cr.**

A survey of the philosophical and historical background of the Federal and State systems of jurisprudence. An introduction to the nature and functions of the agencies responsible for administration of the State law. Develops and examines the role of the paralegal in his relation to the supervising attorney both as to ethical and professional concerns.

### **LAAW 104 Introduction to Litigation 3 cr.**

An analysis of the common types of litigation, premises of litigation, sources of law, the court systems, attorneys, types of suits, usual defenses, New Jersey civil procedure, discovery procedures, court procedures, trial, post-trial motion, appeal, enforcement of judgment. Particular attention to the role of the legal assistant in preparation of documents and assistance to attorneys in matters of litigation. Prerequisite(s): LAAW 101.

### **LAAW 105 Health Care & Elder Law 3 cr.**

This course is designed for the legal assistant or health care professional who wants to further understand the legal requirements and legal influence in the delivery of health care services. Regulatory law, statutory law, and case law will be presented and studied.

### **LAAW 106 Mediation & Conflict Resolution 3 cr.**

A study of the emerging field of conflict resolution as it relates to the paralegal. The course emphasizes alternative methods of resolving legal conflicts. The philosophy of the course embodies the idea that alternative methods of conflict resolution improve the quality of decision making, develop a greater capacity for avoiding protracted disputes and create a culture of cooperation. These are skills necessary for the paralegal as the field of law evolves from confrontation to cooperation.

## **LAAW 108 Introduction to Employment Law 3 cr.**

This course is for employers, employees, paralegals, and other interested parties. Students will study common principles, United States and New Jersey legislations and administrative regulations, and legal issues affecting employee selection, employee termination, equal employment, labor-management relations, and privacy. This course is not intended for transfer. It offers an opportunity for professional development for people currently employed in jobs related to law and human resources management.

### **LAAW 201 Legal Research & Writing for Paralegals 3 cr.**

An introduction to legal research and writing designed for the legal assistant. The student will become familiar with the law library and the various legal reference material needed in determining the applicable law. Students will write memoranda presenting the results of the research. The course will contain several problems requiring legal research and memorandum writing utilizing statutes, case reports, citators, encyclopedias and other reference material. Prerequisite(s): LAAW 101 and ENGL 151.

### **LAAW 203 Law Office Management 3 cr.**

A course designed to prepare the paralegal to understand, work within and manage a law office. The functions and skills of planning, organizing, controlling and directing a law office are explored along with the parameters and policies of the business of law which will provide a strong foundation upon which to build a legal career. Prerequisite(s): LAAW 101 or consent of instructor.

### **LAAW 204** **Estate Administration 3 cr.**

A study of the common forms of wills and trusts. A survey of the principles of law applying to each and of the specific statutes and codes relating to each. The matter of intestacy is also studied. Deals with the organization and jurisdiction of probate court. Concerns the planning and administration of estates and tax implications thereof. Specifically relates the role of the paralegal in preparing research and documentation for trust and estate matters.

### **LAAW 206** **New Jersey Family Law 3 cr.**

This course is the study of the legal and practical application of Family Law as it applies to the paralegal. The course covers the law as it applies to matrimonial and custody issues, Juvenile Court and Adoption, etc.



**LAAW 210  
Medical Legal Ethics 3 cr.**

An examination of the major ethical codes of the medical and legal professions as set forth by the American Bar Association, the American Medical Association, the American Nurses Association, the American Association of Legal Nurse Consultants, the National Association of Legal Assistants, and the National Federation of Paralegal Associations. Also an examination of the application of the principles of these codes to contemporary medical and legal issues, emphasizing the role of the legal nurse.

**MANUFACTURING****MNFG 102 Manufacturing Processes 3 cr. (2+3)**

This course discusses materials and processes that are used in manufacturing. The course introduces the properties of materials for manufactured goods that include ferrous and nonferrous metals and alloys, ceramics, and composites. The casting, powder metallurgy, metal and nonmetal fabrication processes are also studied. Corequisite(s): ENGR 191.

**MNFG 114  
Principles of Quality Control in Manufacturing 3 cr. (2+3)**

This Quality Assurance (QA) course emphasizes the process used to ensure that products and systems are meeting the planned requirements. Students will understand the systematic approach to measurement, standard comparison, and monitoring that lead to error prevention.

**MNFG 140  
Introduction to Computer Numeric Controlled (CNC) Machines 3 cr. (2+3)**

This course emphasizes the understanding and operation of Computer Numeric Control (CNC) machines. The laboratory work involves the use of computer-integrated manufacturing (CIM) which includes the use of computer numerical control (CNC) machines.

**MATHEMATICS****MATH 011  
Introduction to Algebra I 3 cr.**

A course designed for those students who do not have the necessary background in basic algebra or are in need of a thorough review of basic algebra. Topics include: Operations with real numbers, solution of linear equations and linear inequalities with mathematical modeling of real life applications, graphing linear equations and inequalities, solving systems of linear equations with mathematical modeling of applications and operations with polynomials. This course cannot be used to satisfy degree requirements. Code 1 course fee.

**MATH 012  
Introduction to Algebra II 3 cr.**

A continuation of MATH 011. Topics include factoring a polynomial, solving quadratic and cubic equations, rational expressions, equations of straight lines, radical expressions and the application of algebraic techniques to problem solving. This course cannot be used to satisfy degree requirements. Prerequisite(s): MATH 011 minimum grade "C". Code 1 course fee.

**MATH 023 Algebra Basics 4 cr.**

This course is designed for those students who do not have the necessary background in basic algebra or are in need of a thorough review of basic algebra. Topics include: apply the properties of real numbers, use the order of operations for real numbers, solve linear equations and inequalities, solve application problems involving linear equations, graph linear equations and inequalities with the slope intercept form of an equation, determine equations of lines given specific information, solve systems of linear equations by means of graphing and simple substitution only, solve application problems involving systems of linear equations, perform operations with polynomials, division of algebraic expressions involving exponents should be limited to monomials, simplify algebraic expressions involving exponents. This course cannot be used to satisfy degree requirements. Code 1 course fee.

**MATH 151 A Survey of Mathematics 3 cr.**

This is a mathematics course for liberal arts students. This course is a study of some of the fundamental concepts in mathematics. Topics include: sets, probability, logic systems of numeration, groups, and mathematical systems. Applications of these topics in various fields of study are included in the course. Prerequisite(s): MATH 012 or MATH 023 with a grade of C or higher, or Mathematics placement requiring no remediation. Code 1 course fee.

**MATH 156 Introduction to Statistics 3 cr.**

An introductory level course for non-mathematics majors who need or desire a working knowledge of statistics. This course is oriented towards all fields in which statistics finds applications. This course is oriented towards all fields in which statistics finds applications. Topics include: summarizing data, probability, normal and binomial distributions, hypothesis testing, confidence intervals and correlation. Prerequisite(s): MATH 012 or MATH 023 with a grade of C or higher, or Mathematics placement requiring no remediation. ENGL 095 with a grade of C or higher, or English placement requiring no remediation. Code 2 course fee.

**MATH 158  
Algebraic Modeling 4 cr.**

This course is designed for students in a variety of fields for which a conceptual understanding of college algebra topics is appropriate. Continuous and discrete functions will be studied from graphical, numerical, verbal, and algebraic perspectives with applications to diverse disciplines. Topics will include linear, quadratic, polynomial, exponential, logarithmic absolute value, radical, and rational functions and their application. This course will NOT satisfy the prerequisite for Precalculus courses. Prerequisite(s): MATH 012 or MATH 023 with a grade of C or higher, or Mathematics placement requiring no remediation. Code 1 course fee.

**MATH 161  
College Algebra 6 cr.**

This course is intended for students pursuing the Precalculus Track who need to improve their elementary algebra skills while also developing a thorough understanding of the more difficult algebraic concepts necessary for MATH 191 and MATH 191. The course topics include: polynomial, exponent, radical, and rational expressions; linear, absolute value, and quadratic equations and inequalities; rational and radical equations; graphing techniques; systems of linear and nonlinear equations and inequalities; conic sections; relations and functions. Students cannot earn graduation credits for both MATH 161 and MATH 165. Code 1 course fee. Prerequisite(s): MATH-011 or MATH 023 with grade of C or higher, or Mathematics placement requiring no remediation. Code 1 course fee.

**MATH 165 College Algebra (Accelerated) 3 cr.**

This course will provide a thorough understanding of the more difficult algebraic concepts necessary for MATH 191 and MATH 192. Topics will include the following presented beyond the elementary level: polynomial, exponent, radical, and rational expressions; linear, absolute value, and quadratic equations and inequalities; rational and radical equations; graphing techniques; systems of linear and nonlinear equations and inequalities; conic sections; relations and functions. Students cannot earn graduation credits for both MATH 165 and MATH 161. Prerequisite(s): Algebra placement requiring no remediation. Code 1 course fee.

**MATH 168 Basic Technical Mathematics 3 cr.**

This course is for students in technology careers, including civil engineering and aviation. It covers basic algebraic functions and graphs, basic concepts for geometry, right angle trigonometry, and vectors. This course is not a substitute for MATH 165 (College Algebra) and it is not a prerequisite for MATH 265 (Calculus I). Prerequisites: MATH 012 Introduction to Algebra II or placement score if no remediation needed. Code 2 course fee.

**MATH 171 Finite Mathematics 3 cr.**

This is a mathematics course for liberal arts students. The topics covered include solving linear functions and inequalities, graphing, matrices with applications, and linear programming including the Simplex Method. Computers and graphing calculators will be utilized by the students. Prerequisite(s): MATH 012 or MATH 023 with a grade of C or higher, or Mathematics placement requiring no remediation. ENGL 095 with a grade of C or higher, or English placement requiring no remediation. Code 2 course fee.

**MATH 181 Introduction to Probability 3 cr.**

This is a mathematics course for liberal arts students. Topics presented are selected from set theory, probability, binomial distributions, Markov chains, game theory, graphs and trees. Prerequisite(s): MATH 012 or MATH 023 with a grade of C or higher, or Mathematics placement requiring no remediation. ENGL 095 with a grade of C or higher, or English placement requiring no remediation. Code 1 course fee.

**MATH 191 Precalculus I 3 cr.**

Polynomial, rational, exponential and logarithmic functions are studied from an algebraic, analytic and graphical perspective. Functions, the Fundamental Theorem of Algebra, complex numbers, mathematical modeling and other algebraic concepts are studied. Students cannot earn more than a total of six (6) graduation credits for any combination of MATH 191, MATH 192 and MATH 195. Prerequisite: MATH 165 or MATH 161 or appropriate placement score. Prerequisite(s): MATH 165 or MATH 161 or appropriate placement score. Code 1 course fee.

**MATH 192 Precalculus II 3 cr.**

This course is a continuation of MATH 191, Precalculus I. Precalculus II includes the study of trigonometric functions and their inverses, trigonometric identities and equations and complex numbers from an algebraic, analytical, and graphical perspective. Additional topics covered are determinants sequences and series, analytic geometry and mathematical induction. Prerequisite(s): MATH 191 or appropriate placement score. Code 1 course fee.

**MATH 195 Precalculus (Accelerated) 6 cr.**

This accelerated course is designed for Mathematics, Science, Computer Science and/or Engineering majors or any student who wishes to be ready for Calculus I in one semester. It will cover equations and inequalities including absolute value, polynomial rational, radical, trigonometric, inverse trigonometric, logarithmic and exponential functions, analytic trigonometry, analytic geometry, polar coordinates and parametric equations. It cannot be combined with MATH 191 and/or MATH 192. Prerequisite(s): MATH 165 or MATH 161 or appropriate placement score. Code 1 course fee.

**MATH 201 Precalculus Techniques & Applications 4 cr.**

This is an accelerated review of algebraic, geometric, and trigonometric topics for the highly motivated student. Critical thinking skills will be developed through the study of polynomial, rational, trigonometric, logarithmic, and exponential functions and their graphs from algebraic, analytic, and geometric perspectives. Other topics to be studied are system of equations and inequalities, matrices and determinants, sequences and series, and mathematical induction. Technology and mathematical modeling will be utilized throughout the course. Prerequisite: Appropriate placement score. Code 1 course fee.

**MATH 240 Business Calculus 4 cr.**

This course is an introduction to calculus with applications to business. The topics of limits, continuity, derivatives, antiderivatives, definite and indefinite integrals, and area between curves will be discussed with applications of these topics to business concepts. Technology will be used with applications, and interpretations will be emphasized. This course is designed to fulfill the calculus requirements for many BS in Business programs. This course is not a substitute for MATH-265. Prerequisite(s): MATH 191 or appropriate placement score for Calculus. Code 2 course fee.

**MATH 265 Calculus I 4 cr.**

This course is a study of limits and continuity, differentiation formulas for algebraic trigonometric, inverse trigonometric, exponential and logarithmic functions, higher order derivatives, mean value theorem, applications of the derivative including related rates, maximum-minimum; graphing L'Hospital's Rule; antiderivatives; the definite integral; integration using substitution; applications of the integral to evaluation of area; and the alternate definition of the natural logarithmic function. Prerequisite: MATH 192 or MATH 195 or MATH 201, or appropriate placement score. Code 1 course fee.

**MATH 266 Calculus II 4 cr.**

A study of applications of the integral including area, volume, arc length, surface area, work; techniques of integration, improper integrals, infinite sequences and series, Taylor and Maclaurin series with applications, parametric equations, and polar coordinates. Prerequisite(s): MATH 265. Code 1 course fee.

**MATH 267 Calculus III 4 cr.**

A study of three-dimensional analytic geometry, vectors and vector functions; derivatives with applications; multiple integrals with applications; vector calculus including Greens Theorem and Stokes Theorem. Prerequisite(s): MATH 266. Code 1 course fee.

**MATH 270 Discrete Mathematics 3 cr.**

This course is recommended for computer science and Mathematics majors. The topics include: sets, logic, mathematical induction, recursion, combinations, probability, graph theory and Boolean algebra. Prerequisite(s): MATH 265 and corequisite MATH 266 or permission of the instructor. Corequisite: MATH-266. Code 1 course fee.

**MATH 275**  
**Linear Algebra** **3 cr.**

This course covers topics in linear algebra, including systems of linear equations, Gaussian Elimination, matrices and determinants, vector spaces, linear transformations, eigenvalues, eigenvectors, and computer applications. Prerequisite(s): MATH 266. Code 1 course fee.

**MATH 280**  
**Differential Equations** **3 cr.**

Topics include modeling and solving first-order differential equations, modeling and solving higher-order differential equations, both linear and non-linear, solution of differential equations by power series and Laplace transforms, matrices and determinants, Fourier series, and an introduction to partial differential equations. Technology will be utilized. Prerequisite(s): MATH 267. Code 1 course fee.

## MECHATRONICS

**MECH 150**  
**Introduction to Hydraulics & Pneumatics** **4 cr. (3+2)**

This course will introduce participants to the basic components, controls and functions of railroad Pneumatics and Hydraulics. Course topics include standard symbols, pumps, control valves, control assemblies, actuators, maintenance procedures, and switching and control devices.

Prerequisite(s) MATH 012 or MATH 023 or mathematics placements requiring no remediation.

## MUSIC

**MUSC 101**  
**Music Fundamentals** **3 cr.**

This course is designed for a student with little or no knowledge in music theory. It is a study in the rudiments of music such as notation, the structure of scales, intervals, keys, triads, and simple harmonic progressions. This course is intended to prepare students for entry into the Theory of Music I class.

**MUSC 120**  
**MUSC 121**  
**MUSC 220**  
**MUSC 221**

**Applied Music I**  
**Applied Music II**  
**Applied Music III**  
**Applied Music IV**  
**2 cr. (1+0+3)**

Beginning or intermediate students receive one-on-one instruction in the technical and interpretive aspects of music performance as it relates to their instrument or voice with emphasis on tone production and intonation, expression, technique, and interpretation. Students are expected to devote a minimum of three hours per week of work outside class on assigned warm-ups, exercises, and appropriate repertoire. Weekly lesson times are arranged between instructors and students and approved by the dean/assistant dean. Code 3 course fee.

**MUSC 131 Introduction to Group Guitar** **3 cr. (2+2)**

This course is an introduction to guitar playing for students with no prior music experience. In addition to sight-reading, transposition and improvisation, this is a practical way of introducing the materials of music to students who plan to study music further or just play for their own enjoyment. Students are required to provide their own guitar (acoustic, or electric with amplifier). Code 3 course fee.

**MUSC 142**  
**MUSC 143**  
**MUSC 242**  
**MUSC 243**  
**1 cr. (0+2)**

**Jazz Band I**  
**Jazz Band II**  
**Jazz Band III**  
**Jazz Band IV**

This course is designed to give students experience in playing in a jazz setting. Emphasis will be placed on the fundamentals of jazz styles, improvising, listening and interacting in a collaborative musical environment, while exercising creativity. Students are expected to participate in all scheduled on-campus and off-campus performances. Code 2 course fee.

**MUSC 150 Introduction to Group Keyboard** **3 cr. (2+2)**

This course is an introduction to piano playing for students with no prior music experience. In addition to sight reading, transposition and improvisation, this is a very practical way of introducing the materials of music to students who plan to study music further or just play for their own enjoyment. Code 3 course fee.

**MUSC 151 Introduction to Keyboard Instruction II** **3 cr. (2+2)**

This course is for students who have introductory knowledge of piano playing and are able to read musical notation in treble and bass clefs. The course will enable students to develop their technique, and continue learning elements in order to gain practical, basic playing. Prerequisite(s): MUSC 150. Code 2 course fee.

**MUSC 160 College Choir I**  
**MUSC 161 College Choir II**  
**1 cr. (0+2+0)**

The aim of the choir is to develop and perpetuate a high standard of choral-ensemble singing. Repertoire of various styles and periods will be performed. Prerequisite(s): Passing score on tone test. Contact department to set up test.

**MUSC 164 Introduction to Group Voice** **2 cr. (1+2)**

This course is designed to develop the range and quality of the singing voice. Fundamentals of vocal technique and introduction to vocal repertory are emphasized. The ability to read music is helpful.

**MUSC 173**  
**MUSC 174**  
**MUSC 273**  
**MUSC 274**  
**1 cr. (1+0+0)**

**Concert Band I**  
**Concert Band II**  
**Concert Band III**  
**Concert Band IV**

This course is for music students who wish to perform in innovative instrumental performing groups and develop their practical musicianship. Students will demonstrate further proficiency on their instruments and in ensemble performance. Code 3 course fee.

**MUSC 177 Ear Training & Sight Singing I** **2 cr. (1+2)**

This course emphasizes the development of aural skills through intensive sight singing and music dictation. Topics include diatonic melody, primary chord harmony, and simple meter rhythm. This course develops the aural skills necessary in order to interpret notated music with increased quickness and fluency. Prerequisite(s): (1) MUSC 101 or appropriate placement score on the music placement test. (2) Passing score on tone test. Contact department to set up test. Code 2 course fee.

**MUSC 178 Ear Training & Sight Singing II** **2 cr. (1+2)**

This course is a continuation of Ear Training and Sight Singing I, focusing on the development of aural skills through intensive sight singing and music dictation. Topics include the use of simple and compound meters, all diatonic triad and seventh chord structures based on major and minor scales, and phrase-length chord progressions. Prerequisite(s): MUSC 177, MUSC 181. Passing score on tone test. Contact department to set up test. Code 2 course fee.

**MUSC 181**  
**Theory of Music I** **3 cr.**

This course is a study of elementary diatonic harmony. It includes triads and seventh chords within tonal context, the principles of voice leading, part writing and harmonic progression, and the function of nonchord tones. Also included is an introduction to the elements of musical form. Prerequisite(s): MUSC 101 or appropriate placement score on the Music placement test. Passing score on the tone test. Contact the department to set up test.

**MUSC 182**  
**Theory of Music II** **3 cr.**

This course is a continuation of MUSC 181, with instruction in chromaticism, modulation, and analysis. Students will learn secondary chord function and various types of modulatory techniques as applied to common music repertoire. Music structural analysis will include the larger forms of binary and ternary design. Prerequisite(s): MUSC 181.

**MUSC 183**  
**Beginning Jazz Theory & Improvisation** **2 cr. (1+2)**

This course will provide students with the basic skills required to improvise intelligently and musically in the jazz blues, and other genres. The basics of the language and theory of jazz and how to apply improvisational techniques are emphasized. No experience in playing jazz is required. Prerequisite(s): MUSC 101 or appropriate placement score on the music placement test. Code 1 course fee.

**MUSC 185 Introduction to Jazz History** **3 cr.**

This course, which requires no prior musical training, is a survey of jazz music from its origins to the present. It emphasizes the cultural, social, economic, political, technological, and historical influences on the birth and development of jazz music and vice versa. It focuses on musicians who have led in shaping the musical, cultural, social, and political significance of jazz. In addition to fundamental aspects of the music (melody, rhythm, harmony, improvisation, form style, aesthetics, and dance), the course helps students develop the critical listening skills needed to listen to it intelligently, resulting in heightened understanding and enjoyment.

**MUSC 190 Introduction to Music Appreciation** **3 cr.**

This is an introductory course that exposes students to music. The most important styles and types of music will be studied through the examination of representative examples drawn from the different eras of music history. Recorded and visual materials will be utilized to stimulate a discriminating understanding of and appreciation for enjoyment of the various styles and types of music. Attendance at live performance may be required. Code 1 course fee.

**MUSC 192 Music History & Literature to 1750** **3 cr.**

This course focuses on the historical and stylistic development of western music and literature from the Greek heritage through the Medieval, Renaissance, and late Baroque periods. Code 1 course fee.

**MUSC 193 Music History & Literature 1750-1920** **3 cr.**

This course focuses on the historical and stylistic development of western music and literature from the Classical, Romantic, and Impressionistic periods. Code 1 course fee.

**MUSC 194 Introduction to World Music** **3 cr.**

Through case studies, the music of various cultures is studied in the context of human life. Recorded visual materials and student-selected projects stimulate understanding and appreciation for various types of music in our world. This course is planned primarily for students without previous musical training. Code 1 course fee.

**MUSC 195 Music History & Literature Since 1920** **3 cr.**

This course focuses on the historical and stylistic development of western music and literature from the early 20th century to the present.

**MUSC 260 College Choir III**  
**MUSC 261 College Choir IV** **1 cr. (0+2+0)**

The aim of the choir is to develop and perpetuate a high standard of choral-ensemble singing. Repertoire of various styles and periods will be performed. Prerequisite(s): Passing score on tone test. Contact department to set up test.

**NURSING**
**NURS 174 Nutrition** **3 cr.**

This course applies principles of nutrition and fluid balance in the care of patients of all ages utilizing the framework of the nursing process in multiple settings. The effect of nutrition and diet on the wellness-illness continuum is discussed with the integration of cultural influences. Prerequisite(s): BIOL130 with a grade of "C" or better. BIOL131 with a grade of "C" or better. Corequisite(s): NURS 176. Code 3 course fee.

**NURS 175 Nursing I** **9 cr. (6+0+9)**

The student is introduced to nursing as a profession and practice discipline. The role of the Associate Degree nurse is explored as provider of care, manager of care, and member of the discipline of nursing. The core components of nursing practice are introduced as an organizing framework with the focus on provider of care and introduction to critical thinking. Categories reflecting human needs and the nursing process formulate a holistic patient assessment incorporating therapeutic, caring interventions for patients across the lifespan. : Prerequisite(s) All accompanying requirements listed in the Nursing Student Handbook (such as health requirements and CPR certification). Corequisite(s): Courses as listed in the main portion of the catalog. General education courses may be taken prior to entering the nursing program. Code 8 course fee.

**NURS 176 Nursing II** **9 cr. (6+0+9)**

The student investigates health alterations that affect the essential activities of daily living and human needs. The course focuses on the application of the nursing process to the care of individuals across the age span experiencing alterations in physical and mental health. Concepts of growth and development of children, and young, middle and older adult are discussed. Topics related to cognitive decline and chronic illness and death are explored as are general topics related to mental health/illness. Mental disorders and disorders of the endocrine, gastrointestinal and musculoskeletal systems are presented. Prerequisite(s): NURS 175 and BIOL 131. Corequisite(s): NURS 174. Code 8 course fee.



**NURS 273  
Nursing III 9 cr. (6+0+9)**

The student addresses the health care needs of childbearing and childrearing families and investigates health alterations that affect essential activities of daily living and human needs. Concepts of growth and development in the care of child bearing and child rearing families are explored. Discussion focuses on the application of the nursing process to the care of adults with disorders of the respiratory, hematological, immunological, reproductive systems and neoplastic disorders. Prerequisite(s): NURS 174 and NURS 176. Corequisite(s): BIOL 232. Code 8 course fee.

**NURS 274  
Nursing IV 10 cr. (5+9+6)**

The student addresses application of the nursing process to the care of patients with disorders of the cardiovascular, renal/urinary, and neurosensory systems as well as clients with complex health care needs. The roles of the nurse as provider of care, as manager of care and as leader of the health care team are also emphasized. Beginning management/leadership concepts are introduced and implemented in the clinical setting. The student will be teamed with an experienced RN mentor to work a concentrated clinical rotation for the preceptorship experience. Prerequisite(s): NURS 273 and BIOL 232. Corequisite(s): NURS 275. Code 8 course fee.

**NURS 275  
Contemporary Nursing 2 cr.**

The student examines and analyzes issues facing the nursing professional in today's health care environment with emphasis on transition to practice. The course focuses on the application of previously learned nursing knowledge including the analysis of the relationship between the nursing process and the client's needs and NCLEX-RN readiness. Prerequisite(s): NURS 273. Corequisite(s): NURS 274. Code 3 course fee.

**PHILOSOPHY****PHIL 190 Introduction to  
Critical Thinking 3 cr.**

This course presents critical thinking as a set of conceptual tools and analytical skills used for better understanding and evaluating the world around us. Classroom time is divided between (1) the development of basic concepts and evaluative frameworks used in critical thinking and (2) practice in applying these concepts and frameworks. Topics covered include distinction between belief and knowledge, the nature of argument, inductive and deductive reasoning, the function of language and rhetoric in writing and speaking, and informal fallacies.

**PHIL 191 Introduction to  
Philosophy 3 cr.**

This course is an introduction to Western philosophy through exploration of major topic areas within philosophy: metaphysics, theory of knowledge, ethics, political philosophy and philosophy of religion. Within each topic area, an assortment of continuing philosophical problems will be presented and discussed, such as the problems of mind/body, personal identity, free will/determinism, the possibility and nature of knowledge, the foundation for moral and ethical judgment, the nature of justice, the existence of God, and the problem of evil. For each topic area and problem selected, philosophical perspectives will be presented from several different periods from the history of significant philosophy: Ancient, Medieval, Modern, Enlightenment, 19th Century, and Contemporary. Attention may also be given to non-Western philosophy. The relevance of philosophy will be shown to current conditions and contemporary problems by encouraging students to think and write critically, be creative, and develop their own philosophical perspective and world view.

**PHIL 192 Contemporary  
Ethical Issues 3 cr.**

This course introduces students to traditional ethical theories from a multicultural perspective and to the nature of ethical thinking. It also considers some major unresolved ethical issues of our time. Possible contemporary ethical issues covered include socially sanctioned taking of human life; sexual behavior and its broader social implications; equality; discrimination and reverse discrimination; violence; social, environmental and political effects of globalization; economic justice and welfare; pornography and censorship; the values of a business society; alienation in the modern world; bioethics of cloning, genetic engineering, stem cell research; and /or contemporary issues of concern drawn from today's headline news.

**PHIL 198 Introduction to  
Business Ethics 3 cr.**

This course explores major ethical issues facing the business community today, such as job security, privacy, health care, whistle blowing, environmental, employee rights, businesses' social responsibility, affirmative action programs and the political responsibility of multinationals. The emphasis of this course will be on teaching students to use critical thinking to arrive at informed moral judgments.

**PHIL 210 Introduction to  
Formal Logic 3 cr.**

Logic is the study of reasoning. This course promotes skill in evaluating claims and arguments. It will focus on the ways that reasoning can be formalized and evaluated using logical methods. This course will focus particularly on the methods of categorical, propositional, and predicate logic, with an emphasis on both proofs and translation from natural language to symbolic form.

**PHIL 225 Traditional Philosophy  
of East Asia 3cr.**

The traditional Philosophies of East Asia connect people through thought, moral values, ethics, religious affiliations, politics, and overall views of the world. The study of Eastern Philosophy allows students to learn more about other cultures and ways of life. This course will focus on philosophies found across Eastern Asia and consider how these ideas affect and mold history and culture. Prerequisite(s): ENG 151

**PHIL 290  
Biomedical Ethics 3 cr.**

This course analyzes major ethical issues facing the medical community today, such as medical paternalism and patient autonomy, informed consent, right to refuse treatment, euthanasia and physician assisted suicide, the mortality of abortion, reproductive technologies, stem cell research, cloning, medical allocation policy and the right to health care. The emphasis of this course will be on teaching students to use critical thinking to arrive at informed moral judgments. It is recommended that students taking this course have already completed PHIL 191.

**PHOTOGRAPHY****COPH 181 Basic Digital  
Photography 3 cr. (2+2)**

This course teaches students the fundamentals of photography, including the use and handling of various digital cameras and specialized instruments. Students will study the history of photography, photo composition, and photographic aesthetics and learn to digitally process their images, make proof sheets, and enlarge photographic prints creatively and effectively. Students will create and organize a portfolio of photographic works. Code 5 course fee.

**COPH 187 Experimental Digital Photography 3 cr. (2+2)**

Students will explore various digital picture-taking techniques in an endeavor to change, manipulate, vary, and abstract the photographic image. Students will explore a variety of black and white and color photographic approaches and use special effect lenses, high speed and time-lapse photography, and special lighting techniques. Students will create and organize a portfolio of photographic works demonstrating competence in these techniques. Prerequisite(s): COPH 181. Code 5 course fee.

**COPH 188 Intermediate Digital Photography 3 cr. (2+2)**

This course is a continuation of Basic Digital Photography COPH 181. Students will learn advanced techniques in camera handling and picture taking while exploring sophisticated methods in digital communication. The course will further encourage the development of creative expression within the student. Using the photography medium, the student will explore the photographic image as design, communication, advertising and art. Digital portfolios are produced by each student. Prerequisite(s): COPH 181. Code 5 course fee.

**COPH 207 Photojournalism 3 cr. (2+2)**

Photojournalism is designed to teach the principles of photographic reportage and documentation. Students will be given a historic background of photojournalism with special emphasis on the impact photography has had on the reporting of world, state and local events. Students will further develop basic skills in researching of information pertaining to a current news event, collecting information for appropriate caption writing, picture editing and editorial layout. The course stresses the ability to reach the proper location, take the photographs, process the files, and process the image within time constraints which duplicate the expected performance on a daily newspaper, magazine or broader media coverage and print publication. A Digital SLR camera with built-in metering system is required for this course or a hand-held light meter. An electronic flash unit for the camera is also required. Prerequisite(s): COPH 181. Code 3 course fee.

**COPH 280 Advanced Digital Photography 3 cr. (2+2)**

This course is intended to introduce the student to the use of various types of digital cameras and related photographic equipment. Included in the course study is the use and handling of assorted types of digital cameras in a variety of picture taking applications. Further, students will learn to download the images for computer enhancement in a broad range of both commercial and fine art work exploring the full potential of this image making photographic medium. Emphasis in the course will be placed on both field and studio work involving but not limited to advertising, portraiture, product and fine art photography. Students will ultimately gain a working knowledge within the full range of digital still photography and the computer applications in the manipulation and computer enhancement of the still digital photographic image. Portfolios of individualized student work will be created by each student enrolled in the course. Prerequisite(s): COPH 181. Code 3 course fee.

**PHYSICS****PHYS 171 Physics I 4 cr. (3+2)**

This course is an algebra/trigonometry-based course on the fundamental concepts of mechanics, fluids, and thermodynamics. The course begins with an introduction to the nature of measurement, scalars, vector arithmetic, and one-and two-dimensional kinematics, continuing on to discuss Newton's laws of motion, energy, and momentum, universal gravitation, with an introduction to the elastic properties of materials. Static and dynamic systems are studied, in the context of both translational and rotational motion. Further topics include fluid statics and dynamics, ideal gases, heat and temperature, the laws of thermodynamics, entropy, and heat engines. Corequisite(s): MATH 161 or higher.

**PHYS 172 Physics II 4 cr. (3+2)**

This course is a continuation of Physics 171. Physics 172 (algebra/trigonometry based) covers latter topics in mechanics, electromagnetism, optics, and modern physics. The course begins with a study of oscillatory motion, mechanical waves, sound, and a discussion of human hearing. Topics in electromagnetism include sources and properties of electric and magnetic fields and how these interact charged particles and currents, electrical circuits, induction, and electromagnetic waves. The course covers both geometric and physical optics, including image formation, interference, and diffraction. The course ends on an introduction to special relativity and old quantum theory. Prerequisite(s): PHYS 171. Code 5 course fee.

**PHYS 180 Introduction to Astronomy 4 cr. (3+2)**

This is an introductory, one-semester course that studies the nature of the Universe: Solar System, stars, galaxies, and the overall Universe. This course investigates the tools and methods of astronomy and the implications of modern astronomical findings. The course examines the nature of the scientific method as applied to a number of key problems from the history of astronomy. It then proceeds to cover the most recent findings as to the nature, origin, and evolution of the planets, stars, galaxies, and the Universe itself. Laboratory work includes observations with the unaided eye and the telescope, and analysis of more complex observations. This course may be used in place of PHYS 181 Astronomy of the Solar System or PHYS 182 Astronomy of Stars and Galaxies. Corequisite(s): MATH 012 or MATH 023. Code 2 course fee.

**PHYS 181 Astronomy of the Solar System 4 cr. (3+2)**

This is an introductory course that studies the nature of the solar system: the Sun, planets, moons, and other bodies orbiting the Sun. This course investigates the tools and methods of astronomy, the nature of the scientific methods as applied to a number of key problems from the history of astronomy, the motions of the sky, recent findings as to the nature, origin, and evolution of the planets including exoplanets, and life in the Universe. Laboratory work includes observations with the unaided eye and analysis of more complex observations. Prerequisite: MATH 012 or MATH 023 with grade of C or higher, or Mathematics placement requiring no remediation. Code 3 course fee.

**PHYS 182 Astronomy of Stars & Galaxies** **4 cr. (3+2)**

This is an introductory course that studies the nature of the Universe: stars, formation and evolution of stars, death of stars, galaxies, and Cosmology. This course investigates the tools and methods of astronomy and the nature of the scientific method as applied to a number of key problems from stellar and galactic astronomy, and Cosmology. Laboratory work includes analysis of laboratory measurements and complex observations. Prerequisite(s): PHYS 181. Code 3 course fee.

**PHYS 281 General Physics I** **4 cr. (3+2)**

This calculus-based course is a rigorous introduction to the fundamentals of Newtonian mechanics. The course begins with measurements and dimensional analysis, a description of vectors, vector decomposition, and vector arithmetic. The motion of rigid bodies is treated including translational and rotational kinematics, projectile motion, circular and rolling motion; forces, torques, Newton's laws of motion, equilibrium, and dynamics; translational and rotational work and energy; and linear and angular impulse and momentum. Further topics include oscillatory motion, resonance, mechanical waves, sound, standing waves, and superposition; and Newton's law of universal gravitation and orbital motion. Corequisite: MATH 265 or higher. Code 5 course fee

**PHYS 282 General Physics II** **4 cr. (3+2)**

This calculus-based course covers thermodynamics and electromagnetism. The course begins with a discussion of temperature and heat and a description of ideal gases using the kinetic theory and the Maxwell-Boltzmann distribution. A connection between microscopic and macroscopic states is emphasized. The zeroth, first, and second laws of thermodynamics and entropy are discussed as well as their connection to thermodynamic cycles and engines. The second portion of the course deals with electricity and magnetism, including electrostatics, Gauss's law, magnetostatics, Ampere's law, the Biot Savart law, circuit analysis and Kirchhoff's rules, electromagnetic induction and Faraday's law, Maxwell's equations and electromagnetic waves. Prerequisite(s): PHYS 281 and MATH 265. Code 5 course fee.

**PHYS 283 General Physics III** **4 cr. (3+2)**

This calculus-based course is a survey of topics in modern physics. The course opens with a discussion of light and its propagation, specifically in different frames of reference. Consequences of relativity are discussed, including time dilation, length contraction, and relative simultaneity, as well as the impacts on the quantities of mechanics, contrasting with relativistic and Newtonian mechanics. The course moves on to addressing the failures of classical physics to explain important observations leading to early quantum theory, including the photoelectric effect, the Bohr model of the atom, atomic spectra and blackbody radiation. Finally, the modern treatment of quantum mechanics is developed, using matter waves, wave functions and quantum mechanical states, the Born interpretation, and Schrödinger's equation, including solving this for simple potentials. Prerequisite(s): PHYS 282 and MATH 266. Co-requisite: MATH 267. Code 5 course fee.

**POLITICAL SCIENCE****POLI 101 Global Issues** **3 cr.**

This course engages students in a multifaceted exploration of various contemporary global issues such as the westernization of developing nations; issues of war, conflicting religious and ethical values; globalization and international economics post World War II; and human rights issues in cross-cultural and sociological perspective. The course will include an interdisciplinary approach, examining recent social, economic and political trends. Emphasis will be placed on humanistic aspects such as historical, religious and cultural impacts; artistic and literature influences; and philosophical foundations of societies within a global context.

**POLI 161 American Federal Government** **3 cr.**

This course is a survey of the origins, development, and structure of our national government and political system in theory and practice. Students will be introduced to the ideas and institutions that shape contemporary politics in the U.S.

**POLI 162 American State & Local Government** **3 cr.**

A study of the common features, aspects, and responsibilities of state, county, and local governments in the United States under existing and ideal conditions. Attention will also be given to the State of New Jersey and various New Jersey counties and municipalities.

**POLI 183 Introduction to Political Science** **3 cr.**

This course is a survey of the foundations of political theory and its relationship to government, political parties and pressure groups and modern political thought. Students will be introduced to various governmental systems and economies throughout the world with a focus on contemporary domestic and global issues.

**POLI 185 Principles of Public Administration** **3 cr.**

This course is a survey of the principle philosophic and operational factors of public administration with emphasis on the major concepts involved in the science and art of government. It considers such topics as organizational theory and practice, decision making, executive leadership and the political aspects of administration.

**POLI 263 Introduction to International Relations** **3 cr.**

Students will examine the international political system, analyze the causes of war and the various approaches to world peace through a study of balance of power theories, disarmament, diplomacy, and international organizations. Students will also examine economic forms of power and the increasing importance of international political economy.

**POLI 265 Comparative Politics & Government** **3 cr.**

This course will expose students to various concepts and theories of comparative politics through the examination of the cultures, structures, institutions, processes and historical contexts in which they occur. Emphasis will be placed on cultural, religious, and ethnic practices and perspectives which shape contemporary society and political institutions. Students will explore the difference between industrialized democracies, current and former communist regimes, and less developed nations by analyzing politics in various case studies such as the United Kingdom, China, France, South Africa and Iran.

**POLI 268  
Women & Politics 3 cr.**

This course examines the role of women in domestic and international politics from both a historical and current perspective. The evolution of women's political participation will be traced through various social movements and events. The women's suffrage and women's rights movements within the United States will be analyzed and compared to other movements throughout the world. The course will highlight the accomplishments of significant women in politics within diverse political systems. Attention will also be placed on factors such as religion, ethnicity, and culture in order to develop a comprehensive understanding of gender gaps that exist globally.

**PORTUGUESE****PORT 101  
Elementary Portuguese I 3 cr.**

This course is an introduction to the Portuguese language for students with little or no experience with the language. Students are taught a basic vocabulary to enable them to enjoy real-world conversations in Portuguese. Audio, as well as computer-based material is used to reinforce and expand language skills in the class. This beginning course in the Portuguese language sequence stresses the language as spoken in Brazil and Portugal. The course develops basic communication skills in reading, writing, speaking, and listening.

**PORT 102  
Elementary Portuguese II 3 cr.**

This course is a continuation of Elementary Portuguese I, stressing the use of discussions in Portuguese, an ample study of grammar, and presentation of more in-depth vocabulary. This course continues the series of basic language classes, which emphasize the verbal elements used in the Portuguese speaking areas of the globe. Students will further develop listening, speaking, reading and writing skills in Portuguese. Prerequisite(s): PORT 101

**PSYCHOLOGY****PSYC 172  
General Psychology 3 cr.**

This introductory course focuses on the study of behavior and cognitive processes. Emphasis is on neuroscience, states of consciousness, human development, sensation and perception, learning, memory, intelligence, emotion and motivation, personality, psychological disorders, psychotherapy, and social behavior. Code 1 course fee.

**PSYC 173  
Child Psychology 3 cr.**

The emphasis of this course will be on the scientific study of intellectual, emotional, social, and physiological development of the human being from preconception to adolescence. The foundational theories of Freud, Erickson, and Piaget are stressed, as well as newer emerging theories of child psychology. Prerequisite(s): PSYC 172. Code 1 course fee.

**PSYC 174  
Personality Theory 3 cr.**

This course is a study of personality focusing on representative theorists from the major schools of personality theory (psychoanalytic, social learning, humanistic, and cognitive) and methods for studying personality (e.g., case studies, personality tests, empirical research, etc.) Prerequisite(s): PSYC 172. Code 1 course fee.

**PSYC 175 Cross-Cultural  
Psychology 3 cr.**

This course deals with a cross-cultural study of human behavior based on research findings of the world's culturally heterogeneous population. The goal is to discover how norms and individual behavior operate within a cultural context, compare similarities and differences among peoples of the world, and make sense of the underlying reasons for psychological diversity. Prerequisite(s): PSYC 172. Code 1 course fee.

**PSYC 270  
Psychology of Gender 3 cr.**

This course will present current theory and research on gender differences in the physiological, psychodynamic, cognitive, and social domains. An analysis of the implications of gender on identity, life-span development, relationships, life at home and work, educational attainment, and physical and mental health will be explored. Prerequisite(s): PSYC 172.

**PSYC 271  
Abnormal Psychology 3 cr.**

This course is the study of abnormal behavior from five different major theoretical approaches: neuroscience, psychodynamic, behavioral, cognitive, and humanistic/existential. Students will learn the descriptions (symptoms), causes (etiology) and various types of treatments of disorders described in DSM-5. Prerequisite(s): PSYC 172.

**PSYC 273  
Adolescent Psychology 3 cr.**

This course presents an in-depth study of human development between the ages 11 and 25. It stresses growth in cognitive and personality processes and the social changes experienced by adolescents. Students will also explore the diversity of adolescence and emerging adults. Prerequisite(s): PSYC 172.

**PSYC 274 Social Psychology 3 cr.**

This course is a scientific study of behavior and development of the individual in society. It involves understanding how people influence and are influenced by others around them. The course will explore topics such as social perception, social influence, and attribution theory, interpersonal relationships, group dynamics, and prejudice. Research and methodology will be stressed. Prerequisite(s): PSYC 172.

**PSYC 275  
Educational Psychology 3 cr.**

This course is designed to assist students with the application of fundamental psychological principles, theories and practices in their future classrooms at all educational levels. The teaching-learning process is examined through a study of the major psychological theories of learning, motivation and maturation. These psychological principles are applied to practices of classroom instruction that consider the developmental stage, abilities and learning styles of the learner. Prerequisite(s): PSYC 172.

**PSYC 278  
Life Span Development 3 cr.**

This course examines the biological, cognitive, social and personality influences on development from birth to death. The incremental influence of each stage on the succeeding stages will be explored. Prerequisite(s): PSYC 172.

For **Public Speaking** courses, see Communications-Public Speaking page 76

**RELIGION****RELG 193 World Religions 3 cr.**

The course examines the historical, geographical and cultural evolution of the doctrines, rituals, symbols, and practices of religious traditions. The course has an emphasis on some essential differences and similarities which exist among religious traditions. The major religions covered are tribal/oral traditions, Hinduism, Buddhism, Confucianism, Taoism, Shinto, Judaism, Christianity, Islam, new religions, and religion in the 21st century.



**RELG 293  
Religious Experiences 3 cr.**

This course is a study of the varieties of religious experience that lead individuals and groups to transform their lives in accordance with values based on religious belief. Specific topics may include encounters with the divine and holy, the phenomenology of mystical experience, religious views of the absolute, the relation of faith and reason, the doctrinal implications of religious experiences and the relation of religion and science. Many of the world's religions will be examined in this course including but not limited to the following: Hinduism, Buddhism, Confucianism, Taoism, Shintoism, Judaism, Christianity, indigenous religions, and Islam.

**RUSSIAN****RUSS 101  
Elementary Russian I 3 cr.**

This course is for students who have no previous knowledge of the language, or who are familiar with basic grammatical concepts and vocabulary, or who have varying backgrounds in Russian, including those who were born in Russian speaking families, but have had no formal education in the language. This course is designed to provide the student with a basic foundation in the Russian language, to assist the beginner in the gradual and harmonious development of all language skills. The course also explores contemporary Russian societal behavioral norms and current Russian-American relations.

**RUSS 102  
Elementary Russian II 3 cr.**

The course is intended for students who have completed initial coursework in Russian or who are familiar with basic grammatical concepts and vocabulary. Russian 101 provides a balanced communicative approach to Russian language and culture, integrating modern and useful vocabulary with functionally based grammatical concepts. Prerequisite(s): RUSS 101.

For **Forensic Science (SCIE)**, see page 87

**SOCIAL WORK****SOWK 101 Introduction to  
Social Work 3 cr.**

This course is designed to introduce students to contemporary issues in social welfare and social work practice. Using a generalist approach, this course explores the myriad of social work roles and functions within systems of care of all sizes. A major focus is given to social work practice with individuals, groups, families, communities and organizations. An introductory review of social work knowledge, skills, and values will be examined. The role of the social worker is explored in relation to the consumers they work with and the service agencies and institutions. The helping process and social work interventions will also be highlighted to assist students to explore social work as a profession.

**SOWK 194  
Interviewing & Communication  
Techniques 3 cr.**

This course examines the theoretical foundations of counseling, counseling styles and techniques, and sensitivity to counseling culturally diverse clients through the processes of human communication. It provides an opportunity for students to practice the skills necessary for a career in social work and related fields.

**SOCIOLOGY****SOCI 181 Introduction  
to Sociology 3 cr.**

This course presents the fundamental concepts, sociological perspectives, and methods of social research. Course topics include culture, socialization, deviance, social class, race and ethnicity, and gender and sexuality. Code 1 course fee.

**SOCI 182 Death & Dying 3 cr.**

This course is designed to examine the phenomena of death and dying from historical, cultural, psychological and ethical perspectives. It investigates the research and literature regarding attitudes toward death, past and present, changing definitions of death and their ethical implications, the process of grief and grief therapy and new ways of dealing with death and dying. Code 1 course fee.

**SOCI 230 Women in Society 3 cr.**

This course examines the changing role of women in social life. Particular emphasis will be on the challenges women face in the home and the workplace, the image of women in popular culture, health and reproduction issues, and women's status in religion, education, science, and politics

**SOCI 231 Social Problems 3 cr.**

This course explores the ways that social issues become defined as social problems, and it looks at the consequences of those definitions. Students will identify and analyze a wide range of domestic, as well as international social problems, and they will develop tentative solutions to those problems. Problems associated with the following topics may be considered: the economy, politics, work, family, education, urban living, social class, race and ethnicity, gender and sexuality, the media, the criminal justice system, drugs, health, and aging. Global problems related to population, global inequality, technology, the environment, war, and terrorism will also be addressed. Prerequisite(s): SOCI 181

**SOCI 238  
Race & Ethnicity 3 cr.**

This course deals with core concepts and issues related to race and ethnic relations and patterns of immigration. It examines the concept of stereotyping, the differentiation between prejudice and discrimination, and the spectrum of intergroup relations, ranging from pluralism to extermination. The history and experiences of select racial, ethnic, religious, and cultural subgroups in American society will be explored. Prerequisite(s): SOCI 181.

**SOCI 240  
Travel Seminar: The Immigrant  
Experience 3 cr. (2+0+3)**

This travel abroad seminar focuses on the immigrant experience by providing students the opportunity to immerse themselves in the country of origin of an immigrant group. While abroad, students will explore the social, economic, and cultural life of this group as a backdrop in understanding why these people decided to emigrate. The course also provides a sociological perspective in analyzing this group's position once in American society.

**SOCI 282  
Sociology of the Family 3 cr.**

This course is an introduction to the sociological literature on the family. The course explores the changing expectations and practices of contemporary American family life, and it analyzes these changes within historical, and cultural contexts. Course topics include dating, marriage, divorce, family diversity, families across the life cycle, and the family and social problems. Prerequisite(s): SOSC 181.

**SOCI 285 Drugs & Society 3 cr.**

This course is an introduction to the social scientific literature on drugs, drug use and drug policy. The course seeks to dispel myths and misinformation surrounding drugs - from the definition of the term to the extent and nature of drug use in the United States. Topics of discussion will include the history of drug use and the role politics has played historically in the use and control of drugs worldwide. Proposed and implemented solutions and legislation will also be discussed.

**SPANISH****SPAN 151  
Elementary Spanish I 3 cr.**

The communicative approach to language learning is used to develop the beginning skills. Students are provided with a basic vocabulary to enable them to enjoy simple communicative exchanges. Audio as well as computer-based material is used to reinforce and expand the skills program in the classroom. This course is for beginning students or students who have taken one year or less of high school Spanish.

**SPAN 152  
Elementary Spanish II 3 cr.**

The second semester of Spanish is designed to continue building the student's Spanish language proficiency based on listening and reading comprehension, speaking and writing. Students continue learning basic vocabulary and grammar. The vocabulary component covers the vocabulary that enables students to keep communication on an elementary level. Audio as well as computer based material is used to reinforce and expand the skills program in the classroom. It is highly recommended that students enrolling in this course have taken two to three years of high school Spanish if they cannot meet the prerequisite. Prerequisite(s): SPAN 151.

**SPAN 251  
Intermediate Spanish I 3 cr.**

This course is an intensive review of the basic structures of the Spanish language while introducing students to the study of more complex structures, functions, and vocabulary designed to expand communication and cultural awareness. This is the first semester of a one-year sequence in intermediate Spanish. Prerequisite(s): SPAN 152.

**SPAN 252  
Intermediate Spanish II 3 cr.**

An intensive review of the basic structures of the Spanish language while introducing students to the study of more complex structures, functions, and vocabulary designed to expand communication and cultural awareness. This is the second semester of a one-year sequence in intermediate Spanish. Prerequisite(s): SPAN 251.

**SPAN 279 Travel  
Spanish Seminar 3 cr. (2+2)**

This study abroad seminar is designed to immerse students in the culture, architecture and history of Andalucía Spain. It will combine classroom lecture and research with onsite visits to museums and historically significant sites. Students will learn about the fusion of the Christian, Muslim and Jewish cultures, which have shaped the cultural practices and traditions. Prerequisite(s): SPAN 152

**THEATRE****THTR 153 Introduction to  
Playwriting 3 cr.**

This course provides students with the essential elements required to compose, revise and perform a short dramatic work. The course is designed for students interested in writing for the stage. Students will explore the creative process in dramatic script development. Class exercises will include work on dramatic structure, plot and character development, and dialogue. Prerequisite(s): ENGL 151.

**THTR 181: Theatre Practicum I**  
**THTR 182: Theatre Practicum II**  
**THTR 183: Theatre Practicum III**  
**THTR 184: Theatre Practicum IV**  
**1 cr. (0+0+3)**

Theatre Practicum is a learning-by-doing process; there is no formalized classroom instruction. Students must participate in an Ocean County College theatrical production. Students may be members of the cast or assist with technical or business aspects of the production. Prerequisite(s): Consent of Instructor.

**THTR 189 Musical Theatre  
Workshop 3 cr. (2+2)**

A performance class to assist the student in understanding the acting, singing, and dancing skills required of a musical theatre artist. Through involvement in lecture/ demonstration and application, students will synthesize basic music, dance, and acting skills required to participate in a musical theater production. Recommended for students interested in drama, music, or speech. Code 3 course fee.

**THTR 190 Children's Theatre  
Performance 3 cr. (0+0+9)**

This course provides students with practical experience in staging, rehearsing, performing and striking a theatre production for young audience members. Students will apply acting, singing, and dancing skills to a fully costumed, technically complete production. By participating in all phases of the production, students will gain an understanding of the complexities unique to a children's theatre show. Students must participate in all rehearsals, load-in, performances and strike. Productions will be performed at on-campus and off-campus locations. Code 2 course fee.

**THTR 193  
Introduction to Acting I 3 cr.**

A basic course in improvisation and movement. Experiences and imagination in creating character and situations will be the primary focus of this course. Code 3 course fee.

**THTR 194 Intro. to Acting II 3 cr.**

A basic course in character and scene study. Student actors develop and create a wide variety of roles from current and classical drama. Emphasis is on gaining experience in becoming a character. Student actors analyze and act out scenes from a variety of plays establishing character relationships and physical action in production. Prerequisite(s): THTR 193. Code 3 course fee.

**THTR 195  
Theatre Appreciation 3 cr.**

This course introduces students to the history and development of theatre from its origin in Greece to the current day. Code 3 course fee.

**THTR 196  
Contemporary Theatre 3 cr.**

A study of the current trends in the Broadway, off-Broadway, regional European and underground theatre. This course is designed to help the student investigate, evaluate and appreciate these trends and to spur a desire for current theatre.

**THTR 197  
Stagecraft I 3 cr. (2+2)**

This course covers basic theory and practice of building, painting, rigging and shifting scenery. Code 2 course fee.

**THTR 198  
Stagecraft II 3 cr. (2+2)**

This course covers basic theory and practice of lighting and its control, as well as lighting design. Code 2 course fee.

**THTR 210****Stage Management 3 cr. (1+0+6)**

This course introduces students to the duties and responsibilities of a stage manager from preproduction to post production. Topics include: developing and assembling a prompt book, cueing and calling a show, and developing managerial skills in order to supervise and manage production personnel. Students must participate in an Ocean County College Theatrical production. Prerequisite(s): THTR 195

**THTR 296****Theatre in London 3 cr. (2+2)**

Theatre in London is rich and varied. From the experimental Fringe (comparable to the U.S. Off-Broadway) on through to the major productions of The National Theatre and The Royal Shakespeare Company, the diversity and quality provide both a provoking and entertaining selection of one of the world's most exciting theatrical centers. Participants in the course will spend two weeks seeing and discussing plays presented by the National Theatre, The Royal Shakespeare Company (both at the new Barbican in London and The Royal Shakespeare Theatre at Stratford-Upon-Avon), several West End theatres and some of the experimental companies on the Fringe. Participants will also meet in seminar and have the opportunity to discuss productions with guests from these companies: directors, actors, playwrights, designers.

For **Visual Communication** courses, see Communication, page 70 & Electronic Media Technology, page 75

**TURKISH****TURK 101****Elementary Turkish I 3 cr.**

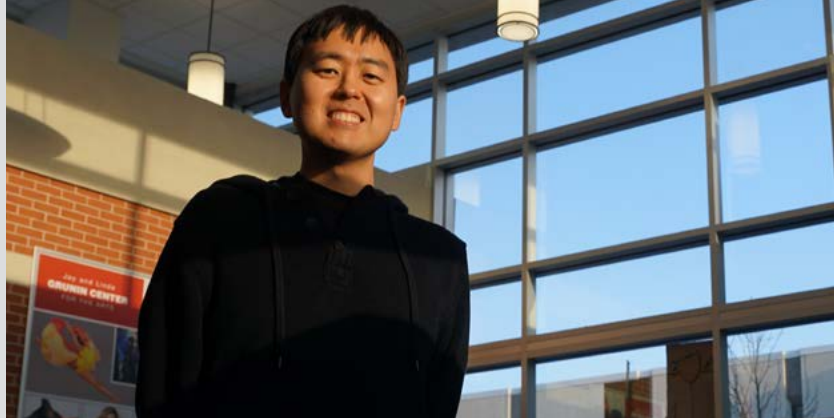
This course offers an introduction to the modern Turkish language used by over 75 million people worldwide. The course is intended for students with little or no previous experience with the language. Students will develop speaking and listening skills in Turkish and learn to read and write in the language.

**TURK 102****Elementary Turkish II 3 cr.**

Elementary Turkish II continues to introduce the Turkish language to beginning learners. Students in this course will advance their reading, writing, listening and speaking skills in Modern Turkish. Students will be exposed to authentic language materials and begin to express themselves at an elementary-advanced level. Prerequisite(s): TURK 101

OCEAN COUNTY COLLEGE

# DIRECTORY OF PERSONNEL





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OCEAN COUNTY COLLEGE

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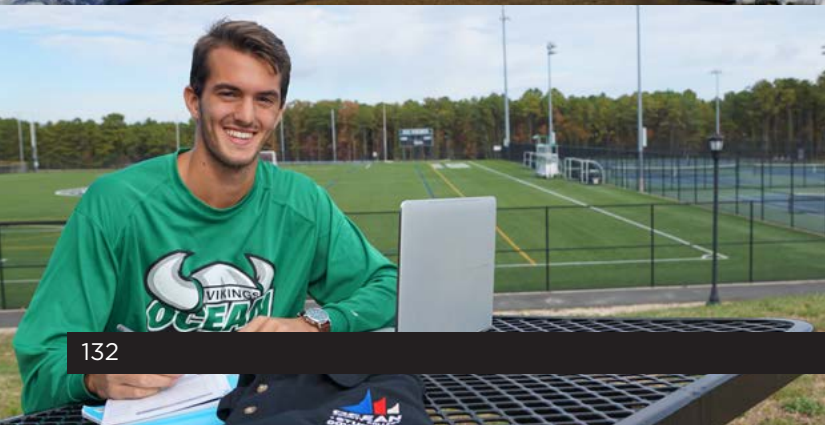
- Ellen Angelo, Chief Nursing Executive, Ocean Medical Center
- Cynthia Basile, Director of Education, Barnabas Behavioral Health Center
- Jean Candela, Director of Education, Community Medical Center
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OCEAN COUNTY COLLEGE

# COLLEGE BUILDINGS AND COLLEGE POLICIES

## COLLEGE CAMPUS

The focal point of the college campus, which embraces 275 acres of gently rising wooded land, is a pedestrian mall 900 feet in length. Designed in the form of an arc, it serves as the main artery of traffic between the present campus buildings.

Close observation of the natural beauty of the campus has been made possible by a two-mile nature trail that runs through the woods behind the entrance lake. The area contains many items of botanical interest, including some species that have become almost extinct. The nature trail was developed by students under a professor's guidance, as was the nearby nature amphitheater.

The major buildings are as follows:

### **Administration Building • 1974**

Offices of the President and the Vice Presidents of Academic Affairs, Student Affairs, and Business and Finance are housed in the Administration Building.

### **The Jay and Linda Grunin Center for the Arts • 1972 (Expanded 2009)**

The Fine Arts Center houses a 425 seat theatre, necessary backstage activity areas, a music rehearsal room, ceramics, sculpture and painting studios, galleries, classrooms, offices and a black box theatre.

### **Jon and Judith Larson Student Center • 2016**

Student Life activities are housed in the 56,000 sq. ft. Student Center that includes a cafeteria, coffee shop, bookstore and box office on the first floor. The second floor houses student club rooms, student lounge areas, a quiet room and a game room as well the Admissions & Student Life Offices. The entire building is outfitted with multimedia capabilities and large screen TVs.

### **Facilities Maintenance Building • 2005**

At the front of the maintenance complex stands the 15,000 square foot Facilities Maintenance Building which houses offices and college-wide storage rooms.

### **Health Sciences Building • 1970 (Under renovation)**

Between the Library and the Instructional Building is the one-story Nursing Arts Building that contains offices, storage, classrooms, and various labs (skills, computer and multimedia). It is connected to the Instructional Building by an arcade.

### **Health & Physical Education Center • 1967 (Expanded 1974)**

The Health and Physical Education Center, providing instructional areas for men and women, contains a regulation intercollegiate basketball court, a small multi-purpose room, classrooms, and offices. Shower and locker facilities and outdoor athletic fields permit the inclusion of a complete health and physical education program in the curriculum.

### **Instructional Building • 1967**

A three-story structure, the Instructional Building, embraces 62,000 square feet of space for classrooms and faculty offices.

### **Instructional Computer Center • 1982**

Next to OIT is the Instructional Computer Center, which contains classrooms, and a computer laboratory. This building is the instructional base for the college's computer studies program.

### **John C. Bartlett, Jr. Hall • 2009**

This 32,000 square foot building houses a 72 seat classroom, 13-34 seat classrooms, three computer laboratories, faculty offices, administrative space, employee and student lounges with wireless computer connections, adjunct faculty office space and supporting storage rooms and mechanical rooms.

### **Gateway Building • 2013**

A 5-story, 74,000-square foot structure, the Gateway Building on Ocean County College's upper campus is shared by OCC and its partner, Kean University. The building houses a 200-seat lecture hall, 26 classrooms, four specialty labs, offices for 54 faculty, a conference room, a fifth-floor meeting and event area, a student lounge, coffee kiosk, and the Kean University's administrative offices. The environmentally sensitive, Leeds Silver certified facility is heated and cooled by a Geothermal well field and offers panoramic views of the lower campus, Barnegat Bay, the Barrier Island, and Hanger #1 on the Lakehurst Naval Air Engineering Station (Joint Base McGuire-Dix-Lakehurst), and is supported by two parking lots containing 192 spaces.

### **Hovnanian Health Sciences Building • 2018**

On the upper campus, next to the Gateway Building, is the three-story Hovnanian Health Sciences Building. It contains offices, classrooms, and skills labs, and is home to the School of Nursing & Health Sciences, as well as Continuing Education programs related to health care. The building also houses a Wellness Center, available to students, faculty, staff, and the outside community.

### **Instructional Building • 1967 (Renovated 2018)**

A three-story structure, the Instructional Building, embraces 62,000 square feet of space for classrooms, labs, faculty offices, a lecture hall, and student lounge areas. The Mathematics Center and the Writing Center, offering academic support to all students, are also housed in this building.

### **Instructional Computer Center • 1982**

Next to OIT is the Instructional Computer Center, which contains classrooms, and a computer laboratory. This building is the instructional base for the college's computer studies program.

### **Library • 1967 (Expanded & renovated 1995)**

The Library now houses various collections, reading areas and study rooms, a personal computer lab, a media viewing area, a reference collection and government documents as well as office areas for the college's Human Resources, Academic Support Services, Disability Resource Center, Testing Center, ESL Laboratory, Ocean County Tech Prep Program, and the main Switchboard/Reception area. A special feature of the library is the Harry D. Sussna Carillon Tower. The 100-foot tall carillon tower contains expansive reading areas, large windows providing far-reaching views of the campus, and two clocks.



**Maintenance Building • 1971  
(Expanded 1981)**

In a wooded area to the east of College Drive directly behind the Facilities Management Building and the Purchasing Building is a one-story Maintenance Building. This 5500 square foot building has storage rooms and physical plant offices and locker facilities, in addition to painting, plumbing, carpentry, electrical, and auto repair shops.

**O.C.E.A.N., Inc. Kids Child Development Center • 2007**

The Ocean Community Economic Now's childcare center (located next to the tennis courts) provides quality child care with an early childhood development curriculum and Head Start for the Ocean County community.

**Office of Information Technology • 1971  
(Expanded 2010)**

West of the TV Studio is the OIT, which houses computers and related equipment and staff that service the college's administrative functions.

**Robert J. Novins Planetarium • 1974  
(Renovated 2010)**

The Robert J. Novins Planetarium, made possible through the interest and generosity of the Novins family, provides seating for 100 beneath a dome 40 feet in diameter. At the center of the theatre is a Spitz and a digital theater system projector. The building also contains a classroom, offices and workrooms.

**Security Welcome Center • 1972**

The building is located in the rear of parking lot 1. It houses the Security Department and is open 24 hours a day, 7 days a week. Students may obtain their College ID card at this location.

**Southern Education Center • 2000**

The Southern Education Center is located at 195 Cedar Bridge Road in Manahawkin. Credit and Continuing and Professional Education courses are held in this building, which has five classrooms, a computer classroom, four offices and a student lounge.

**Technology Building • 2004**

The two-story Technology Building located behind the Russell Building is a 27,000 square foot structure which houses five teaching computer labs, Media Services, two computer graphics labs, an ITV classroom, a video post-production studio, a 72-seat stepped seminar room, an executive conference room, and faculty and support staff offices.

**TV Studio • 2005**

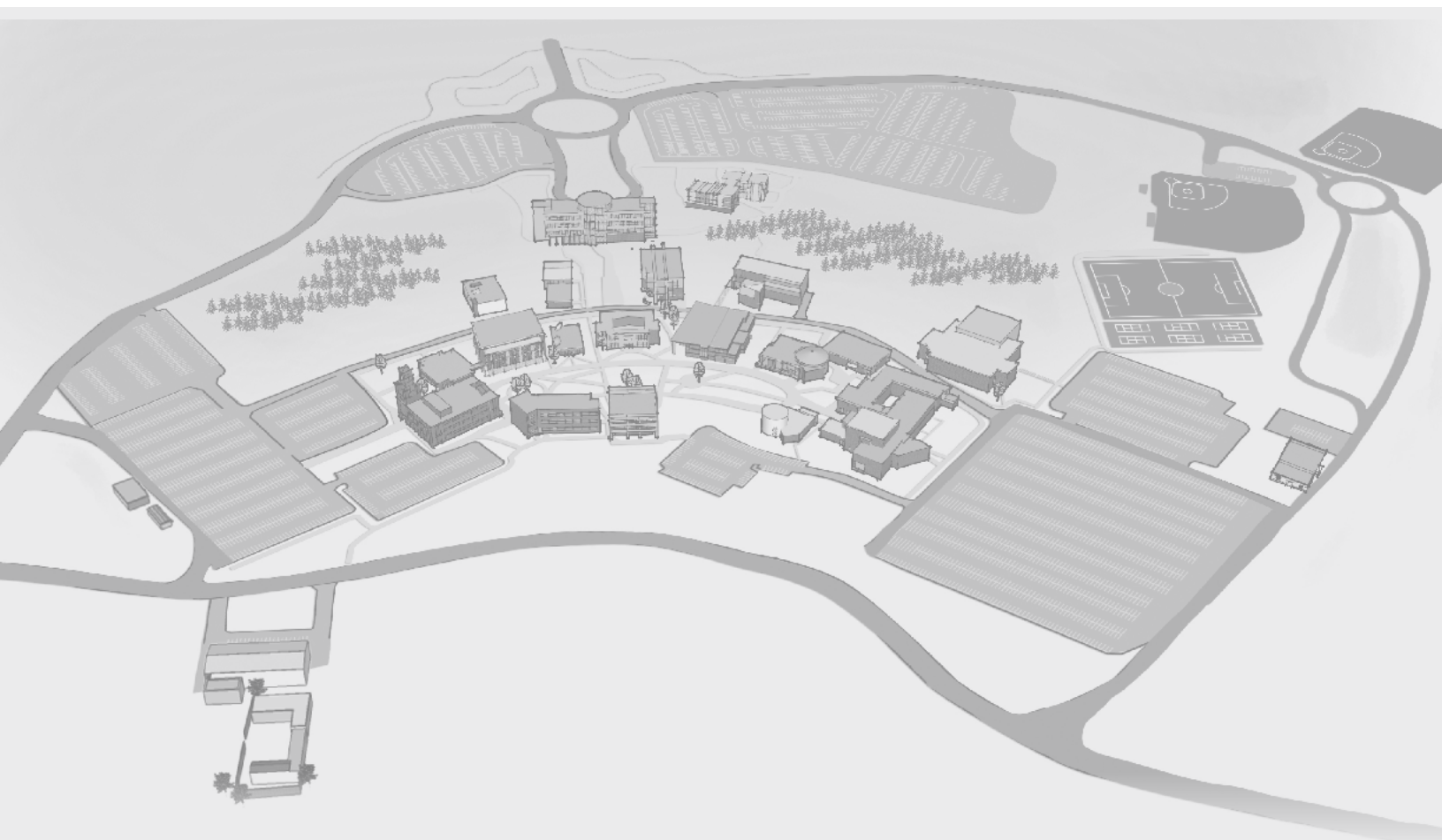
To the north of the Instructional Building is a one-story TV Studio with a high tech classroom for 35. It is equipped with a projection system and screen as well as audio-visual aids.

**W. Kable Russell Academic Building • 1990**

The two-story W. Kable Russell Academic Building is located between the Lecture Hall and the College Center. Its 27,000 square feet are devoted to classrooms, laboratories, faculty offices, seminar rooms, a faculty lounge, conference room, and storage and media rooms.

**William T. Hiering Science Building • 2000**

Built into the hillside near the College Center, this building houses state-of-the-art science laboratories, lecture halls, classrooms and offices.



## COLLEGE POLICIES

### AFFIRMATIVE ACTION POLICY

Ocean County College is an Affirmative Action/Equal Opportunity/ADA institution and employer dedicated to equality of opportunity for all persons in all areas of its operations. The college is committed to nondiscrimination and has in effect an Affirmative Action Program, including compliance with provision of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

The Affirmative Action Program at Ocean County College has been assigned to the Department of Human Resources and the HR Employee Benefits Supervisor has been designated College Compliance Officer. The HR Employee Benefits Supervisor is located in the Human Resources Department of the Grunin Building. While the HR Employee Benefits Supervisor will provide college-wide supervision over Affirmation Action, the Vice President of Student Affairs will be primarily responsible for Affirmative Action compliance in all matters pertaining to students and student life. The Vice President of Student Affairs is located on the first floor of the Administration Building.

The Affirmative Action Program and related policy statements are available for review by any interested person during regular office hours in the Department of Human Resources located on the ground floor of the Administration Building.

### SEXUAL HARASSMENT POLICY

Ocean County College will not tolerate any unwanted or unwelcome attention of a sexual nature, whether verbal or physical, of any employee or student. Any student who believes he/she has been subject to possible harassment on the basis of sex should contact the Vice President of Student Affairs, who will put the student in contact with a facilitator. A student may file a formal complaint with the Vice President of Student Affairs after or instead of utilizing this informal procedure.

### GRIEVANCE POLICY

Any student who believes he or she has been subject to possible discriminatory treatment on the basis of race, handicap, etc., may file a complaint through the Vice President of Student Affairs. All complaints will be handled in accordance with the college's Grievance Policy, #5230, available in the Office of the Vice President of Student Affairs.

In conducting any investigation or review, the right to confidentiality, both of the complainant and the accused, will be respected. The review will be conducted as quickly as possible.

### DRUG POLICY

Ocean County College is an educational institution committed to maintaining an environment which allows students to enjoy the full benefits of their learning experience and to understand the negative consequences of the illicit use of alcohol and drugs on their lives. In accordance with Policy #5246.1, approved by the Board of Trustees of Ocean County College, and in accordance with Public Law 101-226, the college declares that it will make every effort to provide its students with an environment that is free of the problems associated with the unauthorized use and abuse of alcohol and illegal drugs.

The college is committed to promoting the wellness and positive self-development of its students. The unauthorized use and abuse of alcohol and the illegal use and abuse of drugs inhibit students from attaining the benefit of their learning experience, expose them to serious illnesses and health risks, and therefore are prohibited. Counseling Services provides direct assistance and confidential referral services for students seeking help with a substance abuse problem. Copies of the policy are available from Counseling Services, The Advising Center and the Office of the Vice President of Student Affairs.

### STUDENT OBLIGATION TO KNOW

All Ocean County College students have the responsibility for being fully aware of college policies and regulations affecting students. In addition to this catalog, students should consult the Student Handbook and the Ocean County College policy book (a copy is kept in the Vice President of Student Affairs Office) for current policies and practices of the college.

### THE FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA) OF 1974

The Family Educational Rights and Privacy Act of 1974 sets out requirements designed to protect the privacy of students. Specifically, the statute governs (1) access to records and (2) the release of such records.

Ocean County College has developed policies and procedures which comply fully with the intent of this legislation, thereby ensuring students access to their educational records and protecting such individuals' rights to privacy by limiting the transferability of their records without their consent.

The other major aspect of the Privacy Act of 1974 refers to the release of information concerning students. Other than the information listed below, hereafter referred to as "directory information", the written consent of the student must be obtained before data can be released about that student. This applies to potential employers, schools where students may wish to transfer, reference checks, etc. "Directory information," on the other hand, is information which may be released by the college unless a student notifies the Records Office that such information in part or in whole is not to be released. "Directory information" includes the following: student's name; student's address; student's telephone listing; date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height, if a member of an athletic team; dates of attendance; degrees and awards received; and most recent previous educational agency or institution attended by the student.

It is the student's responsibility to notify the Records Office if he or she does not wish to have any or all of the above information released.

All inquiries regarding established policy and procedures relative to this act should be directed to the Office of Registration & Records, located on the mall level of the Administration Building.

Additionally the following information is available for the privileged use of the members of the Vice President of Student Affairs' staff and the faculty of Ocean County College. This information may not be released to any other parties without the written consent of the student and is considered confidential:

- 1) Test results (standardized intelligence tests, aptitude tests, interest inventory tests, etc.)
- 2) Health data
- 3) Faculty evaluations including mid-term reports and attendance reports
- 4) Counseling reports and evaluations
- 5) Disciplinary reports, including disciplinary actions
- 6) Any and all information maintained in a student's permanent education record

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## NOTES



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## NOTES



# TRAVEL DIRECTIONS

## MAIN CAMPUS

**College Drive, Toms River, NJ 08753**  
**Phone: 732-255-0400**

**From North:** Garden State Parkway to Exit 89. Follow signs for Route 70 East/Airport Road. Left on Route 70 East. Continue  $\frac{1}{2}$  mile, turn right on Shorrock Street. Road curves left and becomes Beaverson Blvd; continue to end. Turn right on Brick Blvd. (Route 549 South), continue 2  $\frac{1}{2}$  miles, turn right on College Drive (lake and OCC monument on right).

**From South:** Garden State Parkway to Exit 82. Route 37 East towards Toms River/Seaside Heights. Continue approx. 1 mile (2 traffic lights). Use the jughandle at the intersection to turn left onto Route 549 North. Continue 3 miles, use the jughandle to turn left onto College Drive.

**Local Access Road from the West:** Route 9 to Church Road, east. Continue 1  $\frac{1}{2}$  miles. Turn right onto H. George Buckwald Drive. This access road ends at College Drive near Lot #2.

**From West:** Route 70 to Lakehurst; at second traffic circle, turn right onto Route 37 East to Toms River/Seaside Heights. Continue 7 miles. Use the jughandle at the intersection to turn left onto Route 549 North. Continue 3 miles, use the jughandle to turn left onto College Drive.

## TRAVEL DIRECTIONS TO SOUTHERN EDUCATION CENTER (SEC)

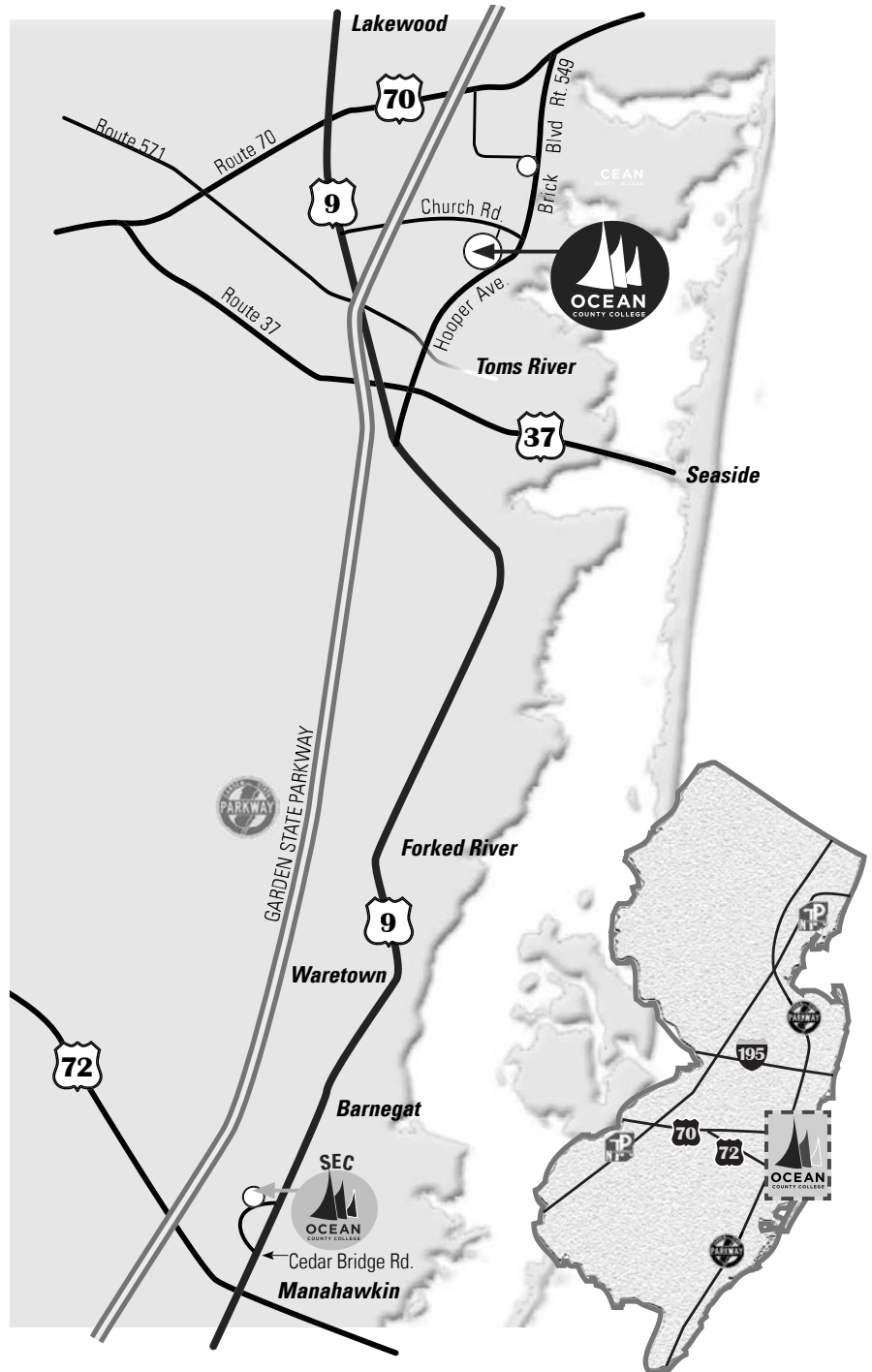
**195 Cedar Bridge Road**  
**Manahawkin, NJ 08050**  
**Phone: 609-978-2077**

**LOCAL Directions:** Route 72 East past the Stafford Square Shopping Center in Manahawkin. Follow signs to Route 9 North (jug handle exit on right). Turn left at the second traffic light onto Cedar Bridge Road. Continue past the Southern Regional School District Buildings; the Ocean County College Southern Education Center is ahead on left.

**From West:** Take Route 72 East. Follow LOCAL directions.

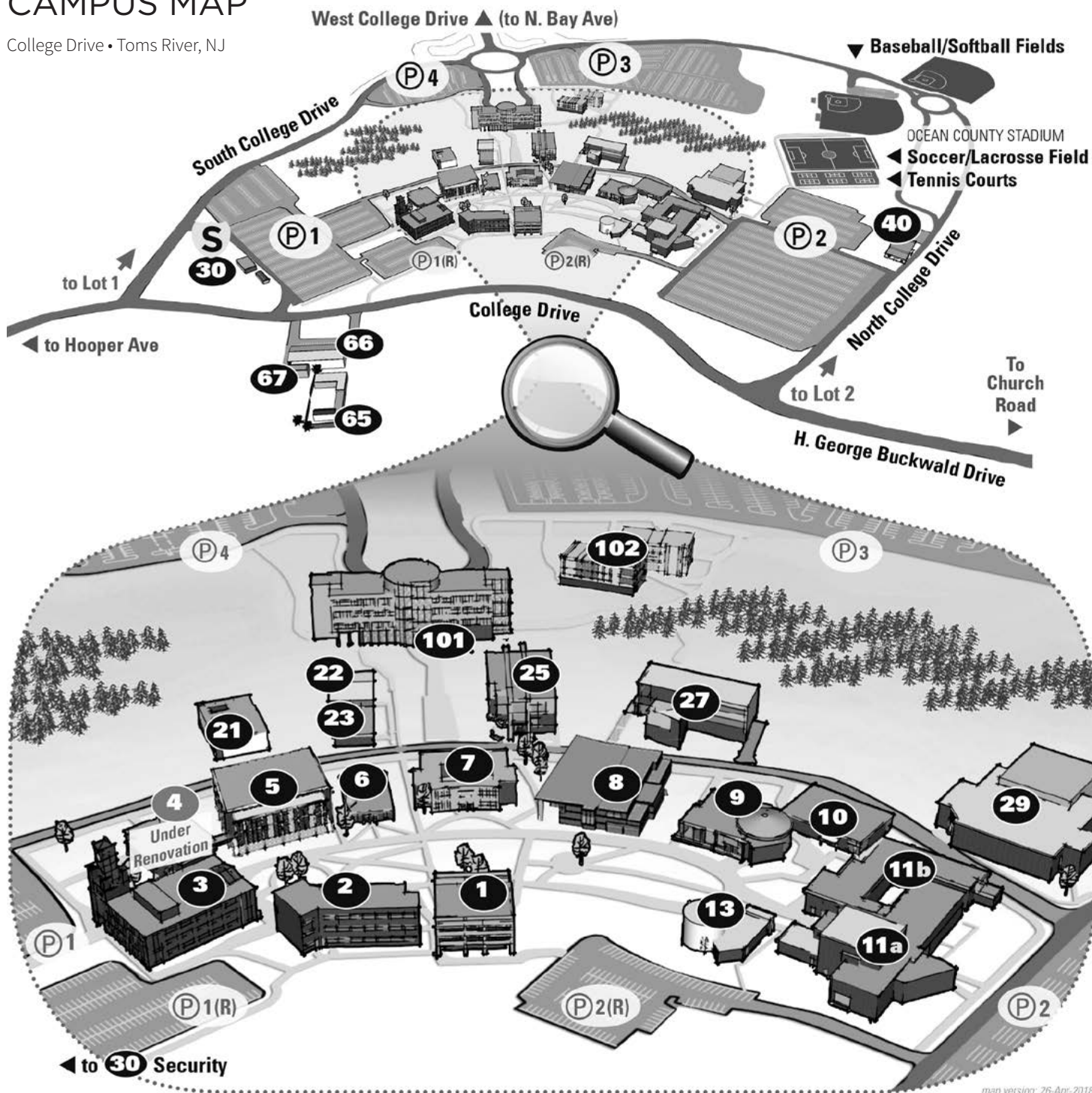
**From Philadelphia Area:** Route 295 to Exit 34, Route 70 East. Continue approx. 21 miles. At traffic circle, turn right onto Route 72 East. Continue approx. 23 miles. Follow LOCAL directions.

**From North or South:** Garden State Parkway to Exit 63, Route 72 East – Manahawkin/Long Beach Island. Follow LOCAL directions.



# CAMPUS MAP

College Drive • Toms River, NJ



map version: 26-Apr-2018

## KEY: BUILDINGS & LOCATIONS

<b>1</b> Administration Building (ADMN)	<b>13</b> Robert J. Novins Planetarium (PLAN)	<b>66</b> Facilities Management Bldg (WARE)
<b>2</b> John C. Bartlett, Jr. Hall (BART)	<b>21</b> Green Energy Combined Cooling, Heating and Power Plant (CHP)	<b>67</b> Administrative Support Building (ADSB)
<b>3</b> Library (LIBR)	<b>22</b> Instructional Computer Center (ICCT)	<b>Upper Campus</b>
<b>4</b> [Under Renovation]	<b>23</b> Information Technology (OITE)	<b>101</b> Gateway Building (GATE)
<b>5</b> Instructional Building (INST)	<b>25</b> Technology Building (TECH)	<b>102</b> H.Hovnanian Health Sciences Bldg (HOVN)
<b>6</b> TV Studio (TVS)	<b>27</b> William T. Hiering Science Building (HIER)	<b>General Parking</b>
<b>7</b> W. Kable Russell Building (RUSS)	<b>29</b> Health & Human Performance Center (HPEC)	Ⓟ1 Ⓟ2 Ⓟ3 Ⓟ4 = Lots 1, 2, 3 and 4
<b>8</b> Jon and Judith Larson Student Center (LARS)	<b>30</b> Security (SWC)	<b>Reserved Parking</b>
<b>9</b> College Center (CCTR)	<b>40</b> O.C.E.A.N., Inc. Kids Child Development Center (KIDS)	Ⓟ1(R) Ⓟ2(R)
<b>10</b> Conference (CONF)	<b>65</b> Maintenance Building (MBLO)	<i>All Parking Lots also have designated Reserved and Handicapped areas.</i>
<b>11</b> Grunin Center A & B (GRUN)		





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