

OCEAN COUNTY COLLEGE
CATALOG 2009-2010

ACADEMIC CALENDAR

SUMMER 2009

FIRST FIVE-WEEK & TEN-WEEK SESSIONS

Classes BeginMonday, May 18, 2009

Commencement

(No classes all day)Thursday, May 21, 2009

No Classes (Holiday).....Monday, May 25, 2009

First Five-Week Session

Last Day of Classes Tuesday, June 23, 2009

10-Week Session

Last Day of Classes Tuesday, July 28, 2009

SECOND FIVE-WEEK & SIX-WEEK SESSIONS

Classes BeginWednesday, June 24, 2009

No Classes (Holiday).....Friday, July 3, 2009

Second 5-Week Session

Last Day of Classes Tuesday, July 28, 2009

6-Week Session

Last Day of Classes Tuesday, August 4, 2009

SUMMER 2009 POST SESSION

Classes Begin Wednesday, August 5, 2009

Post Session

Last Day of Classes Monday, August 31, 2009

FALL 2009

Classes Begin Tuesday, September 8, 2009

Mid-Semester Thursday, October 29, 2009

No Classes (Holiday).... Thurs. & Fri., November 26-27, 2009

Classes Resume.....Saturday, November 28, 2009

Last Day of Classes Wednesday, December 23, 2009

SPRING 2010

Classes Begin Monday, January 25, 2010

Mid-Semester Wednesday, March 17, 2010

Classes End Sunday, March 28, 2010

No Classes (Holiday)..... Mon., March 29-Sun., April 4, 2010

Last Day of Classes Sunday, May 16, 2010

Commencement

(No classes all day) Thursday, May 27, 2010

The information contained herein is for academic years 2009-2010. 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 2009-2010 Catalog is published by the OCC Office of College Relations Department and the Division of Academic Affairs.

Project Coordinator:

Nicole Howard, Graphic Design Specialist



College Drive, PO Box 2001
Toms River, NJ 08754-2001

phone 732.255.0400
fax 732.255.0444
TTY 732.255.0424
web www.ocean.edu

WHAT'S INSIDE

Contacting the College	2
General Information	3
Location.....	4
Off-Campus Courses.....	4
Southern Education Center.....	4
Introduction	5
Admissions & Academic Information	5
Admissions.....	8
Registering for Courses.....	9
Academic Information	9
Acceptance of Credits.....	12
Assessment.....	12
Developmental Policy	12
Disability Assistance	13
Specialized Programs	14
International Travel	16
Expenses & Financial Information	17
Tuition.....	18
Fees	18
Textbooks/Bookstore.....	19
Financial Aid.....	19
Foundation - Scholarship Opportunities	20
Methods of Payment.....	20
Refunds.....	21
Student Services	22
Orientation for New Students.....	23
Academic Advising Center.....	23
Career, Employment & Counseling Services	23
Educational Opportunity Fund	24
Health Services.....	24
Intercollegiate & Intramural Athletics.....	24
Office of Multicultural Services	24
Library Services.....	25
Student Life	25
O.C.E.A.N. Inc. Childcare Center	25
Academic Degrees & General Educational Requirements	26
Programs of Study	31
Additional Programs.....	59
Center for Business Education Training.....	59
Continuing & Professional Education.....	59
School Relations.....	59
Academy for Lifelong Learning.....	59
International Travel.....	59
Course Descriptions	60
Directory of Personnel	99
Advisory Committees	114
Campus Buildings	118
College Policies	120
Index by Programs of Study	122
Index by Course Descriptions/Subject	123
Alphabetical Index	124
Travel Directions	130
Campus Map	Inside Back Cover

CONTACTING THE COLLEGE

ON MATTERS CONCERNING:

CALL THE OFFICE OF:

Academic Affairs	Vice President of Academic Affairs	732.255.0317
Academic Technology	Director of Academic Technology	732.255.0403
Academy of Lifelong Learning	Director of Academy for Lifelong Learning	732.255.0469
Admissions	Office of Admissions & Records	732.255.0304
Advising & Transfer	Director of Academic Planning	732.255.0300
Alumni Affairs	Coordinator of Alumni Affairs	732.255.0494
Athletics	Director of Athletics	732.255.0345
Bookstore	Director of Auxiliary Services	732.255.0333
Business Education & Training	Director of Business Education & Training	732.255.0510
Career, Employment & Counseling Services	Director of Career, Employment & Counseling Services	732.255.0400 ext. 2941
Continuing & Professional Education	Director of Continuing & Professional Education	732.255.0404
Disability Related Services	Dean of Academic Services	732.255.0456 (TTY) 732.255.0424
Educational Opportunity Fund Program	Director of EOF	732.255.0311
English-as-a-Second Language	Coordinator of ESL	732.255.0400 ext. 2217
Evening Services	Evening Administrator	732.255.0400 ext. 2449
Weekend Services	Weekend Administrator	732.255.0400 ext. 2449
Financial Aid	Director of Financial Aid	732.255.0310
Foundation	Executive Director of OCC Foundation	732.255.0492
Health Services	Director of College Health Services	732.255.0364
Honors Program	Coordinator of Honors Program	732.255.0400 ext. 2276
International Travel	Director of the Academy of Lifelong Learning	732.255.0469
Library	Director of Library Services	732.255.0392
Multicultural Services	Director of Multicultural Services	732.255.0493
Off-Campus Credit Courses	Executive Director of Academic Outreach	732.255.0319
Public Relations	Director of College Relations	732.255.0326
Registration	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/College Center	Coordinator of Student Activities	732.255.2455
Testing/Placement	Director of Testing & Adaptive Services	732.255.0420
Transfer	Director of Academic Planning	732.255.0300
Tuition & Fees	Cashier/Billing Office	732.255.0324
Tutoring	Dean of Academic Services	732.255.0456
Veterans Affairs	Veterans Coordinator/Financial Aid Advisor	732.255.0310

ON MATTERS CONCERNING: ACADEMIC PROGRAMS IN:

CALL THE OFFICE OF:

English, Literature, Foreign Languages, & Communications	Dean of the School of Language & the Arts	732.255.0338 732.255.0375
Fine Arts, Media, Philosophy & History		
Mathematics, Science, Computer Science & Engineering	Dean of the School of Mathematics, Science & Technology	732.255.0368 732.255.0378
Social Science, Criminal Justice, Education, Fire Science, Public Administration, Business, Nursing, Services, Health & Human Performance, & Allied Health	Dean of the School of Social Science & Human Services	732.255.0395 732.255.0381 732.255.0390

GENERAL INFORMATION



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

Nursing & Allied Health

National League for Nursing Accrediting Commission, Inc.

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 centers.

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

OFF-CAMPUS COURSES

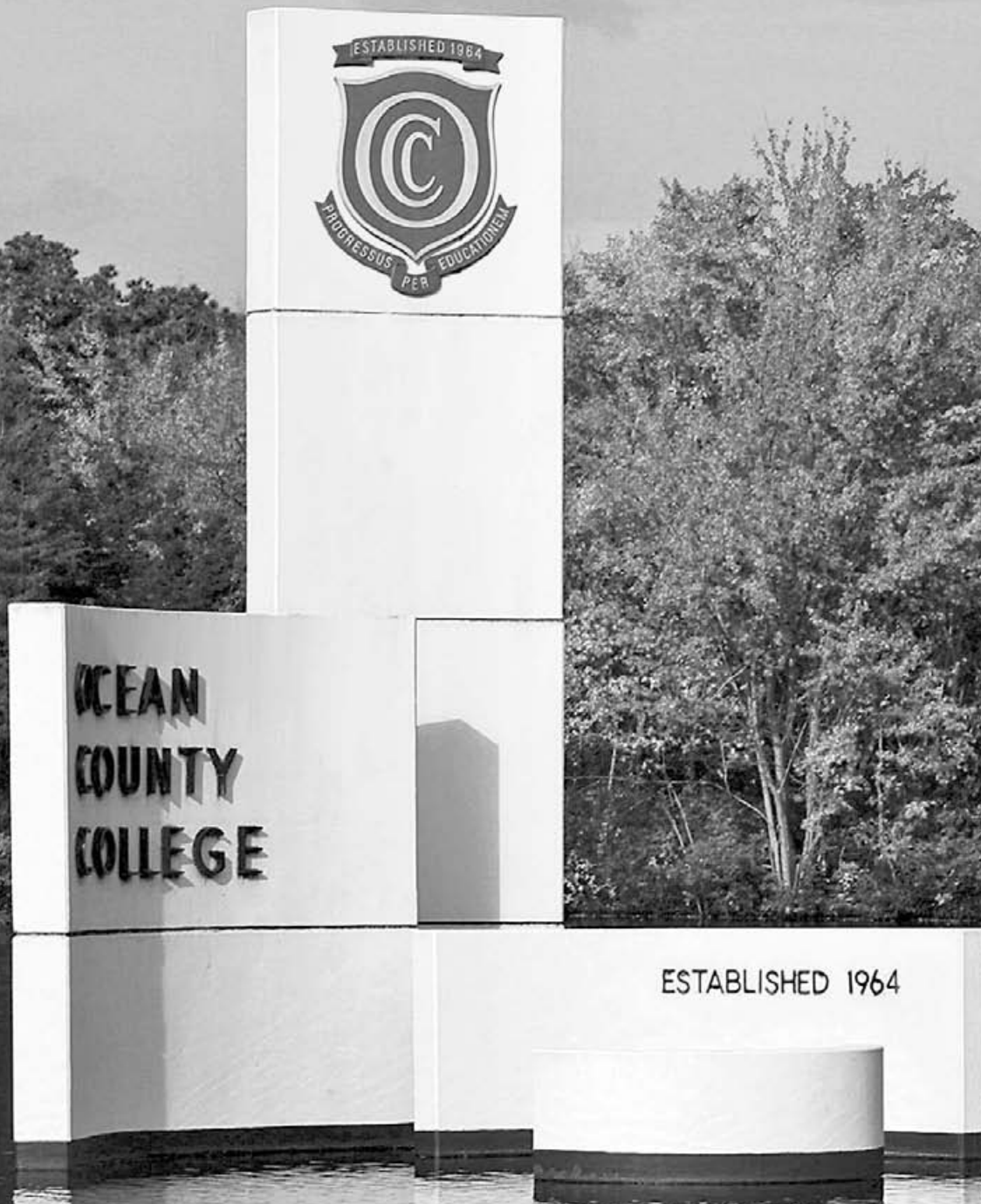
The college sponsors off-campus credit courses at various public school sites throughout the county. These classes are usually conducted in the evening hours from Monday through Thursday, during the regular semesters. There is an off-campus site within 20 minutes driving time of any location in Ocean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

SOUTHERN EDUCATION CENTER (SEC)

Located adjacent to the Ocean County Vocational Technical MATES Building and Southern Regional H.S. at 195 Cedar Bridge Road, Manahawkin, NJ, the SEC is a full service OCC facility. Enrollment Services (Applications and Registrations, Transcripts, Advising/Counseling, Cashier & Financial Aid), Placement Testing, Tutoring, Bookstore Annex, and Student Life are just some of the services offered at the SEC. With day and evening classes year round, the SEC affords residents of Southern Ocean County the opportunity to pursue credit and non-credit courses. The SEC has a state-of-the-art computer lab, classrooms, conference rooms and a student lounge where special events are often held.

For more information, call 732-255-0400 extension 680 or 609-978-2077.

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 2006, the college had an enrollment of more than 9,300 full- and part-time students. Many take advantage of courses offered in the evenings, on weekends, and at off-campus sites throughout the county.

In the face of 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"

Vision Statement

Ocean County College aspires to be an institution of distinction where an exceptional faculty and staff serve to awaken students to a love of learning. We foster educational innovation through effective teaching-learning strategies to develop and nurture intentional learners who are both empowered and informed. We work to be ever new, offering through education the perpetual hope and promise envisioned by the founders of our nation. We employ sophisticated technology and sound learning assessment, clearly focused on student success. We offer quality cultural events, accessible programs that advance our commitment to learning throughout life, and educational opportunities that arise from our unique seacoast and pineland environments. Our nationally recognized model for planning and resource management, our institutional effectiveness design, and our creation of strategic partnerships for college advancement signify our intention of taking a leadership position in the academic community. Our ultimate and most lasting vision—ensuring that our students have what they need to transfer, to find meaningful career opportunities throughout their lives, and to thrive in an increasingly diverse and complex world—affirms our continuing desire to be, quite simply, the best.

Values

- The freedom of intellectual pursuit
- A commitment to multiple teaching-learning styles
- An open-door environment with accessible faculty and staff
- A respect and an appreciation for cultural diversity
- A climate of civility and courtesy
- A family spirit in an intellectual community
- A collaborative, creative and team-spirited approach to leadership
- The highest personal and institutional integrity
- The highest standards of professional commitment

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, 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;
- Organize a leadership team committed to outreach, development, engagement, institutional effectiveness, and a fully realized implementation of the college's vision;
- Reach out to members of the Ocean County community and beyond in order to create meaningful, fulfilling, and mutually beneficial partnerships.

STRATEGIC INITIATIVES 2005-2010

It is the college's goal to include the following strategic initiatives in all its planning, assessment, and resource location activities in order to effect its vision, embrace its values, and achieve its mission. The college will actively promote and assess:

1. Educational excellence that embraces quality teaching, new presentation modes, programs to develop intentional learners, and rigorous educational assessment used to improve teaching and learning;
2. The creation of a campus culture in which students can thrive and reach their fullest potential by receiving increased access to technological support, improved advising and transfer services, the full benefits of financial aid, retention services, and a comprehensive selection of co-curricular activities;
3. Advancement, partnering, and outreach, whereby the college seeks mutually beneficial connections and associations that promote its mission, its programs, and its culture of collaboration;
4. Enhanced facilities and technology that support exceptional teaching and learning, institutional growth, and overall institutional effectiveness;
5. Planning and assessment that are linked to resource management and institutional effectiveness;
6. Human resource development through the continuation of best practices in hiring, bargaining, and conflict resolution and in the continued expansion of employee development and training programs;
7. Continued development of varied events, programs and facilities that engage students and community members in rewarding athletic, artistic, cultural and service-oriented activities.

ADMISSIONS & ACADEMIC INFORMATION



ADMISSIONS

New Jersey's community colleges are "open door" institutions that admit all high school graduates, those holding graduate equivalency diplomas (GED), and all other persons 18 years of age or older who have the ability to benefit from post secondary education. The student applying for admission to Ocean County College is required to submit an application and credentials to the Office of Registration and Records as early as possible during the 6 months immediately prior to entrance. Applications 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 General Education Diploma (GED) may be submitted as evidence of high school graduation. Note: Many financial aid programs require students to submit a high school transcript.
2. A completed application for admission. Application forms may be obtained from the high school guidance counselor, from the college Office of Registration and Records or from the college website. An online application for admission is available on our website.

All information to be filled in by the candidate should be completed and returned to the Office of Registration and Records.
3. Official transcripts forwarded to the Office of Registration and Records from any college previously attended.
4. A medical examination by a physician is required only of those individuals accepted into the nursing and medical laboratory technology programs.
5. Proof of residency.
Signing the application after listing the address may be sufficient. All applicants must complete the certificate of residence upon request. A copy of his/her valid New Jersey voter registration, driver's license, county I.D. card or state printed New Jersey Tax Return label from the preceding year may be requested. Proof of residence must be satisfactory to college officials.

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.
6. 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 or has a 2.7 college GPA which includes the General Education component of the Nursing Program.)

Those applicants seeking EARLY ADMISSIONS or the HONORS PROGRAM are required to take either the ACT or the SAT. Registration packets for either test battery are available in high school guidance offices.

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.

WebAdvisor

WebAdvisor is an online service for students that allows students to view semester schedules, check grades, register for courses (if approved), access transcripts, pay bills, and run program evaluations to detail exactly what courses are required for a particular degree. No login is required to view the semester schedules. WebAdvisor is available at <https://webadvisor.ocean.edu>, or through the college website at www.ocean.edu. WebAdvisor is also accessible via Ocean Cruiser, our college portal.

STUDENT IMMUNIZATION REQUIREMENTS

New Jersey law requires that all students attending colleges in New Jersey show proof of immunization for measles, mumps, and rubella. This law requires all students born after 1956, who are matriculated in a degree program, and who did not attend an elementary or secondary school in New Jersey, to provide the college with a Certificate of Immunization.

ACADEMIC INFORMATION

Academic Progress

The academic sanctions for failing to maintain satisfactory academic standards/progress may include probation, special probation, academic restriction, and 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 probation, special probation, academic restriction or academic suspension imposed.

A student placed on academic restriction 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. The cumulative grade-point average is computed by dividing the total grade points earned by the total semester hours attempted.

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

If the number of grade points is 12 or more below the points required to maintain a 2.0 average the student will be considered for academic restriction.

EXAMPLE

	Semester Hours		Letter Grade	Grade Points		Total Points
Course 1	3	x	(A)	4	=	12
Course 2	3	x	(D)	1	=	3
Course 3	4	x	(D)	1	=	4
Course 4	3	x	(F)	0	=	0
Course 5	2	x	(D)	1	=	2
				Total	=	21

This student took 15 semester hours and received 21 grade points, a grade-point average of 1.4. This is below 2 so the student is on probation. However, since the total grade points are only 9 grade points short of the 30 required for a 2 average, the student is not academically restricted. A comparable report in two consecutive semesters would leave the student 18 points short and eligible for academic restriction. A student may continue on probation as long as the grade-point deficiency does not go below 12, but a 2 index is required for graduation.

If a student receives two academic restrictions, not necessarily in succession, a one year suspension may be imposed during which no credit courses may be taken.

Class Attendance

Ocean County College, recognizing that class attendance must be consistent with the objectives of the institution, will develop and maintain 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. 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 refund. (See section on refunds concerning drops after the first date of classes.)

Changes of schedule after classes have started shall be made only with the permission of the student's instructor(s). No registration will be allowed after the attendance census date of the term.

A student may add a course or change a schedule only during the designated Drop/Add time period after classes have begun.

Schedule changes must be initiated on an official Add/Drop form. Instructors cannot accept changes in registration that have not been properly authorized. 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 in the Registration and Records office.

Auditing a Course

Students registered for audit are entitled to participate in all course activities but receive no credit. In special circumstances a student may appeal in writing to the Academic Standards Committee for permission to change to audit, 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 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 (five days for prerequisites). 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. 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. These reports will be available on WebAdvisor (<https://webadvisor.ocean.edu>).

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 or reenter 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 and 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 part-time jobs 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 regular student who has earned a minimum of 30 semester hours. All other degree candidates are considered freshmen.

Course Withdrawal

A student who wishes to withdraw during a semester must do so on the Add/Drop Form provided by the Registration and Records Office. The student is still 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 in the Registration and Records Office). 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 to submit properly completed and signed Add/Drop Forms to the Registration and Records Office on the first floor of the Administration Building by the deadline date. 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.

If physically unable to withdraw in person, notify the Office of Registration and Records immediately by telephone. You will not be officially withdrawn until a follow-up written request is received.

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 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.

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 Admissions and Advising 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. Alternatively, students may earn credits through Thomas Edison College's Examination Program and transfer these to Ocean County College according to College Policy #5128. 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. The assessments may be done by Thomas Edison College's state-wide Testing and Assessment Centers, and a maximum of 18 semester hours may be transferred into Ocean County College in accordance with College Policy #5128.

ASSESSMENT

College Placement Test

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. Students with the following scores will be exempt from the corresponding segment of the Placement Test:

SAT: 540+ Critical Reading; 530+ Math

PSAT: 54+ Critical Reading; 53+ Math

HSPA 235+ Critical Reading & Literacy; 250+ Math

A student may challenge (retake) the Placement Test once but must do so before he/she begins the developmental course. Placement Tests are valid for three years. For additional information and practice sites, visit the Testing Center on the OCC website at: www.ocean.edu.

After students have been accepted by the college, they must call the Testing Center at 732-255-0420 or 0401 and schedule to take the College Placement Test. The 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 will enable students to complete any developmental courses during the summer session.

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 113).

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 attempting their 12th credit and before registering for an English or math course. Also, prior to taking the Placement Test, a part-time student may not enroll in more than three courses in a semester.

A student needing developmental English must enroll in the course immediately. A student needing developmental mathematics must enroll in the course before completing 24 credits. The passing grade for a developmental course is "C". New full-time students needing ENGL 091 are limited to a maximum of 13 credits.

The required courses are:

- ENGL 091 (4 cr.)
- EXPE 105: Personal & Career Developmental (3 cr.) or
- ACAD 155: Student Success (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

MATH 011: Introduction to Algebra I

MATH 012: Introduction to Algebra II

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.

Remedial Probation, Restriction and Suspension

A. Remedial Probation

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. Remedial Restriction

Students failing to attain a minimum grade of "C" in English developmental courses will be placed on remedial restriction. (Remedial restriction takes priority over Remedial Probation).

1. FULL-TIME students are reduced to a maximum credit load of six semester hours and must re-enroll in the needed developmental course.
Non-developmental courses must be selected from the limited load course list.
2. PART-TIME students are limited to a maximum credit load of six semester hours.

C. Remedial Suspension

Students failing to attain a minimum of "C" on their second attempt of a developmental course will be placed on remedial suspension for one year and only readmitted if they can demonstrate, to the Academic Standards Committee, that they now possess the minimum exit skills normally required for a grade of "C" in the twice-failed developmental course(s).

DISABILITY ASSISTANCE

Disability Services of the Center for Academic Services

Disability Services were established to provide assistance to college-level students with all types of disabilities. Students need to self-identify in order to be assessed for services. Disability Services will provide program access to all students who are eligible. Disability Services includes students who have learning disabilities through the Project Academic Skills Support (PASS) program as well as students who have physical & psychiatric disabilities. Both full- and part-time students who are in need of such services are encouraged to participate. For more information, please contact Disability Services at 732-255-0456.

Project Academic Skills Support (PASS)

Learning Disability Program

Project Academic Skills Support (PASS) is a college level program that is designed to assist students who have been classified as perceptually impaired, neurologically impaired, communication handicapped, or have suffered head trauma and/or have been in a resource room setting in high school. It is a comprehensive regional support center which provides skill support courses, diagnosis of learning disabilities, tutoring, course accommodations, counseling, workshops, self-advocacy training, academic advisement, a computer lab, a high school transition program, parent workshops and training, a summer orientation, and other services which enable students with learning disabilities to succeed in a college environment. These services are available to both part and full-time students who are fully admitted to the college.

Regional services offered by Disability Services include diagnostic assessments for students attending other colleges within the state, faculty and staff training and program development assistance for other institutions, workshops for high school faculty members regarding transition issues, a newsletter published on a regular basis and many other services. For information contact the Center for Academic Services at 732-255-0456.

SPECIALIZED PROGRAMS

English-as-a-Second-Language Program

Students entering Ocean County College who are non-native speakers of English, identified as needing English language instruction, will be referred to the English-as-a-Second Language (ESL) program for assistance through one or more of the following:

FIRST LEVEL: LOW INTERMEDIATE (6 CREDITS)

ENGL 001: ESL-Intermediate Conversational English

ENGL 004: ESL-Intermediate Listening & Speaking

SECOND LEVEL: INTERMEDIATE (6 CREDITS)

ENGL 005: ESL-Intermediate Grammar

ENGL 006: ESL-Intermediate Reading & Writing

THIRD LEVEL: ADVANCED (6 CREDITS)

ENGL 007: ESL-Advanced Grammar

ENGL 008: ESL-Advanced Reading & Writing

These classes are for institutional credit only, they do not count towards graduation.

The ESL Lab is available by appointment and on a walk-in basis. The lab provides testing, tutoring, and individualized instruction for non-native speakers of English.

Students identified as needing ESL instruction typically will engage in a combination of these activities. Students required to take ENGL 091 and ENGL 095 are governed by the college's developmental policy.

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. Reduced tuition is available for some high school students who are admitted. 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 may, with the concurrence of their high school administration, matriculate as full-time degree students at Ocean County College. Applicants for the Early Admissions Program are also eligible to apply for admission to the Honors Program.

Jump Start Program

With the concurrence of their high school administration, junior or senior high school students may enroll as part-time, non-degree students at Ocean County College in the "Jump Start" Program. Jump Start students attend Ocean County College part-time while attending high school.

Honors Program

The Honors Program provides challenge and stimulation to academically motivated students desiring a broad educational experience in the Liberal Arts. Targeted sections of English and Western Civilization, interdisciplinary seminars, and an independent study project contribute to the development of students' analytical skills and creative abilities, while completing the requirements of the Liberal Arts degree.

Admission into the Honors Program is by invitation of the Honors Committee. Program options are available for full- and part-time students, as well as high school seniors in the Early Admissions Program. Students who have an outstanding record of scholastic achievement as evidenced by their high school transcript and performances on the Scholastic Aptitude Test (SAT) are encouraged to submit an application. The Honors Program Application for Admission is available on the college website and from the program coordinator. Students interested in this program should contact the Honors Program coordinator at 732-255-0400, extension 2276.

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 division courses required for certain Kean University undergraduate degree programs and specific graduate programs on the campus of OCC.

GRADUATE

Courses are being offered at OCC for Kean master's degrees in Counselor Education (with State certification for school counseling), Educational Leadership (with State certification for supervisor and principal), Nursing, and in the Executive Master's degree program in Business Administration.

UNDERGRADUATE

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

- Accounting
- Biology
- Criminal Justice
- Elementary Education, K-5 Certification
- Elementary Education, K-5 & 5-8 subject certification
- English, standard option
- English, Teacher Certification Option
- History
- History/Teacher Certification Option
- Management
- Marketing
- Media and Film
- Nursing
- Physical Education & Health K-12 Teaching Option
- Sociology
- Special Education

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

New Jersey Coastal Communiversity

Ocean County College participates as a partner in the New Jersey Coastal Communiversity. Located in nearby Wall Township, the Communiversity makes baccalaureate and graduate degrees from eight NJ higher education partners available close to campus. Students complete the Associate Degree at OCC prior to transfer to a wide variety of upper division programs. Planning for transfer to these programs should begin in the first semester at OCC. The OCC Academic Planning Center has curriculum guides for all programs articulated through the Communiversity and extensive information can be found on the NJCC website at www.njcommuniversity.org.

Rutgers Dual Degree Program

Ocean County College participates in the Rutgers Dual Degree Program (DDP). Each year Rutgers University selects certain applicants from their freshman admission pool to participate in the DDP, and invites these students to attend a community college in the state of New Jersey. Upon completion of an AA/AS degree, with at least a 3.0 GPA, they are guaranteed admission to Rutgers University. Rutgers expects that students will use NJ Transfer (www.njtransfer.org) to plan their academic program at the community college, based on their intended choice of Rutgers campus/college and major. *You may not self-identify to be a DDP participant.*

Students who are not in the DDP can still transfer to Rutgers University. OCC students planning to transfer to Rutgers will also use NJ Transfer for academic planning.

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 and approved fees less any State and/or Federal grants and/or scholarships at **Ocean County College**. New Jersey high school students who are Ocean County residents, have graduated in the top 15% of their high school class and have completed a rigorous series of high school courses are eligible.

The NJ STARS award covers these costs for up to **five (5) consecutive semesters** and for up to 18 credit hours per semester. Students will be permitted to use summer sessions as part of their five semesters of eligibility. Students must be enrolled as a full-time student for a minimum of 12 college-level credits.

Students 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) and submit any requested documentation to complete and verify application data within established deadlines.

Students must maintain continuous full-time enrollment and achieve a minimum cumulative GPA of 3.0.

Students must earn a 3.25 cumulative grade point average 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 enables successful NJ STARS students to earn a bachelor's degree at a New Jersey four-year public institution of higher education.

Students must:

- Earn an associate degree from a New Jersey community college with a minimum of 3.25 GPA. NJ STARS II scholarships will be fixed at up to \$6,000 a year for students earning their associate's degree with a 3.25-3.49 grade point average; scholarships will be up to \$7,000 a year for students earning their associate's degree with a 3.5-4.0 grade point average.
- Maintain a 3.25 average GPA in their junior year to receive the scholarship in his/her senior year. The senior year award will be adjusted up or down based on the student's grade point average.
- Be admitted to a New Jersey four-year public 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 or www.njstars.net. Call 732-255-0525 or e-mail njstars@ocean.edu.

Other Joint Admissions & Transfer Opportunities

Information on the following programs is available on the college website: <http://www.ocean.edu>.

Georgian Court College Dual Degree Agreements

NJIT Joint Admissions Program

Fairleigh Dickinson Burgundy and Blue Connection

Fairleigh Dickinson Degree Completion

Richard Stockton College of New Jersey

Thomas Edison Baccalaureate

Albright College (PA) Dual Admissions Agreement

Northwood University (FL) Direct Transfer Agreement

Paul Smith's College (NY)

St. John's University (NY)

SUNY Maritime (NY)

University of Phoenix (AZ)

University of the Arts (PA) Direct Transfer Agreement

Franklin University (OH)

Silver Edge Registrants

County residents 62 years of age or more, who are fully retired, may enroll for credit courses on a space available basis with a reduced tuition. Silver Edge eligibility cards are available at the Ocean County Office on Senior Services, located at 1027 Hooper Avenue. For information, call 732-929-2091 or 1-800-929-2091. A reduced tuition rate schedule is included on the list of charges as approved by the Board of Trustees.

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+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 + 2 Tech Prep Program. For information on specific programs call the Ocean County Tech Prep Director at 732-255-0477.

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.us.cis.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. 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. 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 apply for the Fall Semester, we must receive it by July 15th.

9a. 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.

9b. Student who will be receiving their first I-20 must pay the SEVIS fee at 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 2009-2010

Tuition & Fees	\$7,000
Books & Supplies	\$1,500
Room/Board & Utilities	\$10,000
Transportation	\$3,500
Personal Expenses	<u>\$2,500</u>
Total	\$24,500

INTERNATIONAL TRAVEL

Students, college faculty and staff, and members of the college community have opportunities to travel to international destinations through The Academy for Lifelong Learning.

These short term programs are usually offered during semester breaks. Recent short term studies abroad have included Theatre in London (England) and The World of the Maya (Central America/Mexico). Some of our travel abroad programs can earn students up to three credits.

New travel itineraries include Israel and the Alpine countries. For information on international travel opportunities offered by Ocean County College, please call The Academy for Lifelong Learning at 732-255-0469.

EXPENSES & FINANCIAL INFORMATION



TUITION*

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

Failure to make payment 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 will not be able to attend OCC unless you re-register and pay immediately, provided that registration and courses are still open for selection.

For County Students

At publication, tuition for a certified resident of Ocean County is based on a per credit hour charge of \$92.

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 732-255-0400, extension 2423.

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: www.ocean.edu.

County residents: \$92/semester hour

Out-of-county N.J. residents: \$126/semester hour

Out-of-state residents: \$206/semester hour

Jump Start (after applied Trustee Discount):
\$51/semester hour plus technology fee

Silver Edge: \$40/semester hour plus technology fee

Academy for Lifelong Learning:
\$40/semester hour plus technology fee

Tuition Deposit (Nursing Students Only)

A \$200 nonrefundable tuition deposit is required of newly accepted nursing students.

FEES*

College/Student Fee

At publication, full-time and part-time students pay a college/student fee of \$17 per credit hour. The fee represents partial subsidy of the following services:

- 1) College Budget
 - Advising
 - Intercollegiate Athletics
 - Student Life Office Administrative Operations
 - Health Services Office
 - 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 \$11 per credit hour.

Graduation, Diploma, and Certificate Fees

A fee of \$25 is due at the time of application for graduation. A fee of \$10 to cover the cost of printing and lettering is charged students receiving certificates. Applications are available in the Office of Registration and Records. An additional fee of \$35 for a cap and gown is required for students planning to participate in the Commencement ceremony.

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	10
2	25
3	50
4	75
5	125
6	300
7	750
8	1,000
9	1,500 (Nursing only)

Distance Learning (DL) Sections Only - \$100 course fee

Note: The DL fee will be applied to a maximum of three courses per term.

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.

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 during the first two days of classes for those who failed to do so during the regular registration period.

Tuition and 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
Return 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.

TEXTBOOKS (BOOKSTORE)

For the convenience of the students, faculty, staff, alumni and friends of the college, the college operates a bookstore located in the College Center complex. A full-time student may expect textbooks to be approximately \$500 per semester. The figure is only an estimate and can vary significantly depending upon the courses chosen.

In addition to textbooks, the store offers a wide variety of such products as sportswear, school supplies, decals, insignia items, greeting cards, toys, novelty gifts, Starbucks Coffee, etc.

The bookstore is open Monday through Thursday from 8:30am to 7:00pm and Friday from 8:30am to 4:00pm. Hours are extended during the beginning of each semester to include one Saturday from 8:30am to 12:00pm. Special hours are posted at the bookstore. During the summer semester and semester break the bookstore is open Monday through Friday from 8:30am to 4:00pm. On Fridays, mid-June to mid-August, the bookstore closes at 3:00pm.

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. The priority service deadline is April 15.

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.

Applications for financial aid to attend Ocean County College must be received by the Federal Processor no later than June 1 for fall semester and November 1 for spring semester. Applications submitted after the above 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 signed copies of the Federal Tax Forms, 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.**

DEADLINES

Fall Term:	May 15th - Returning Students June 15th - New Students
Fall Quick Term:	July 15th - All Students
Spring Term:	October 15th - Returning Students November 16th - New Students
Spring Quick Term:	December 15th - All Students

Students must maintain academic progress within parameters defined by the U.S. Department of Education. Generally students must maintain a 2.0 cumulative GPA and complete 70% 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 circumstances review of their application. Requests will not be accepted prior to August 15th. The review process on those accepted requests will not begin until October 1st, therefore students should expect to pay their tuition, fees and books until the file is completed and the student is awarded.

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)
- ACG (Academic Competitiveness Grant)
- Supplemental Educational Opportunity Grants (SEOG)
- PLUS loans
- Federal Stafford Loans

State of New Jersey

- Distinguished Scholars Program
- 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 ground floor in the Administration Building.

Veterans

Veterans and other military personnel may apply to receive monthly educational assistance from the Veterans Administration while enrolled at Ocean County College. All new students who expect to receive VA educational benefits must schedule an interview in the Financial Aid Office in order to obtain the proper application forms and up-to-date information regarding VA eligibility. Continuing students must request VA certification each semester.

To qualify for VA benefits, students must enroll in a degree program or Approved Certificate Program. Certificate programs are limited; please contact the Veterans Advisor to verify that your particular course or program is approved. 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 which are required for the completion of the student's degree program. Students must make satisfactory academic progress in order to maintain eligibility for VA assistance.

VA processing takes about six to eight weeks. Advance payment is available upon written request to the Financial Aid Office at least sixty days prior to the first day of class. Veterans should contact the Financial Aid Office regarding other aid available from the State of New Jersey.

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 supports the efforts of Ocean County College to make higher education accessible to all Ocean County residents and provides students opportunities to continue higher education while discovering and exploring the wealth of possibilities around them.

The Ocean County College Foundation is celebrating forty-four years of fund-raising success supporting the efforts of Ocean County College. Since its inception in 1965, the Foundation has awarded nearly \$5 million in scholarships, awards and special projects working in alliance with community friends and business leaders.

A volunteer Board of Trustees governs the Ocean County College Foundation, which is composed of members representing Ocean County's business, professional, corporate and community leaders. The Foundation has been granted tax-exempt status by the Internal Revenue Service and is considered a 501(c) 3 organization. For scholarship applications or additional information, call the Foundation office at 732-255-0492 or visit www.ocean.edu.

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).

The OCC Tuition Payment Plan offers a financial planning option that allows you a line of credit to pay tuition and fees in equal installments. There are no interest or finance charges, although there is a \$30 (part-time) / \$50 (full-time) contract fee to sign up for the program each semester and there are penalty fees for missed or late payments. To participate, you must be registered for six or more credit hours in the fifteen week Fall or Spring semesters. Register for classes and sign up for the payment plan early to spread your costs out over the maximum number of installments.

Brochures on the payment plan can be obtained from the following offices: Cashiers, Admissions, Advising, Financial Aid, Student Life and are available for download from the web.

REFUNDS & ADMISSIONS

Students who officially withdraw from courses may be eligible for a percentage refund of tuition and certain fees. Students must go to the Admissions & Records Office and complete a drop form, in person. 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 Admissions and Records Office receives the completed withdrawal form with all required signatures.

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 (10th day of a semester or approximately the 5th day of a term; check your bill schedule or ask the Admissions & 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 OR CREDIT toward another semester may be issued. Substitution of faculty is not grounds for a refund. It is the policy of Ocean County College to make these exceptions **ONLY** under one of the following circumstances:

1. Medical emergency or condition, documented by a medical doctor, which prevents the student from completing the semester. The medical condition must occur after the start of the semester; pre-existing medical issues are not grounds for a refund. Medical refunds can only be pursued during the first four weeks of the semester.
2. Military orders indicating a student has been called to active duty and will not be able to complete the current semester.
3. Evidence that the student was incorrectly advised or placed in the wrong class by a staff member at Ocean County College.

Additionally, all appeals must be received during the semester in question. Late appeals will not be considered. If your reason for requesting a refund falls into one of these categories, you may write a letter of appeal, including supporting documentation, to:

Director of Registration & Records
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.

STUDENT SERVICES



STUDENT AFFAIRS DIVISION

The central focus of Student Affairs Division is the commitment to student development through the promotion of learning environments that encourage and challenge the full development of the whole student. Fundamental to student development is the belief that students change, grow and move toward self-fulfillment and responsible social development.

Student Affairs has developed an extensive array of professional support systems to meet the needs of a diverse student population. The offices of the division are open from 8:00am to 8:00pm, Monday through Thursday and from 8:00am to 5:00pm on Friday. (Summer hours may vary).

Orientation for New Students

An Orientation Program prior to the beginning of classes for all new students is sponsored by the Division of Student Affairs. This program provides an opportunity for all new first year students to become acquainted with the objectives and physical facilities of the college, the services offered within Student Affairs Division, and to confer with academic advisors.

ACADEMIC ADVISING CENTER

The Academic Advising Center is an integral part of the Ocean County College mission. Our primary purpose is to assist students in accomplishing their academic, career, and lifelong learning goals. Throughout this process, emphasis is placed on the uniqueness of each individual.

Educational decisions are an important part of each student's responsibility. Students are encouraged to utilize their academic departments and academic advisors as well as technology in their educational planning. The Advising Office assists students in developing sound educational plans to suit their short and long term goals. We endeavor to assist students in obtaining accurate information about academic programs that will meet their educational needs. This begins with our comprehensive New Student Orientation Program and is continued with individual and group advising sessions throughout the academic year. Staff is available to provide each student with the opportunity to pursue self-exploration in an atmosphere of support and understanding. Students are actively encouraged to utilize online resources to gather information. We encourage students to become self-directed in researching four-year colleges/universities, graduate and professional schools.

NJ Transfer

Ocean County College is a partner in NJ Transfer, a web-based guide to transfer between two-year and four-year New Jersey colleges. Students can access consistent and reliable information throughout the college planning, enrollment, and transfer decision making process. Visit NJ Transfer at <http://njtransfer.org>

CAREER, EMPLOYMENT & COUNSELING SERVICES

Individual, small group, and online services are offered to students, alumni and community members, designed to help individuals increase their knowledge and understanding to make good career, education and life decisions, and to lead satisfied and productive lives. In addition, an individual needs to consider what the growth occupations are, what education and training are required, and where these jobs are located. Lifestyle issues such as family, children, where to live, and what one desires in life are also considered. All of these issues are explored during discussions with career counselors. Career assessments are offered to supplement the career counseling.

For job seekers, assistance is provided with resumes, interviewing skills, and job search strategies. A listing of part time and full time positions with local employers is maintained both in the Career Center and on our web page. Recruiting employers are on campus throughout the semester. A Job Fair is held at least once a year, featuring a number of recruiting employers. Notices of Internship opportunities with employers are also maintained at the Career Center.

Online services include a seven (7) step career and education decision-making process, career assessment, and resources.

Call 732-255-0400 extension 2945 for more information about career and employment services. For career and employment information and resources, visit our web page at www.ocean.edu/career.htm.

Personal, social and/or emotional concerns often interfere with academic success and learning. Students with many strengths and resources may still experience difficulties that impact their ability to set and achieve goals. These issues may be resolved through confidential counseling sessions, which are provided by trained professional counselors.

Please call Counseling Services at 732-255-0348 or 732-255-0400 extension 2941 for more information.

BOOKSTORE

The bookstore is open Monday through Thursday from 8:30am to 7:00pm and Friday from 8:30am to 4:00pm. Hours are extended during the beginning of each semester to include one Saturday from 8:30am to 12:30pm. Special hours are posted at the bookstore. During the summer semester and semester break the bookstore is open Monday through Friday from 8:30am to 4:00pm. On Fridays, mid-June to mid-August, the bookstore closes at 3:00pm.

In addition to textbooks, the store offers a wide variety of such products as sportswear, school supplies, decals, insignia items, greeting cards, toys, novelty gifts, Starbucks Coffee etc. (See page 19 for estimated costs for textbooks).

Please visit our website to order your books, school supplies, sportswear, and gifts. These items can be sent directly to your home via UPS. You can reach us at www.bookstore.ocean.edu.

EDUCATIONAL OPPORTUNITY FUND PROGRAM

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.

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). Students must complete a Free Application for Federal Student Aid (FAFSA).

EOF provides academic, personal and financial support services to strengthen students' skills and performance. The office works closely with students to provide the framework that guides them toward achievement and success. Students must be in regular contact with their EOF Advisor and participate in compulsory workshops and informational sessions.

The EOF's enrollment is determined by state funding; apply early. For additional information, contact the EOF Office at 732-255-0400, extension 2026.

HEALTH SERVICES

The Health Services Office, located in Room A107 of the Instructional Building, offers the services of a registered professional nurse to all students and employees from 8am-10pm Monday through Friday. The nurse is available on a drop-in basis to provide first aid, dispense nonprescription medication for relief of minor illness, discuss health-related issues and make appropriate referrals to community agencies. All of these services are free. Health Services offers a series of Health Education Programs for day and evening students, faculty and staff on campus and at the Southern Education Center.

The objective of the Health Services Office is to maintain and improve students' and employees' health status and to promote individual optimum wellness. The program includes health supervision, health counseling and health education to empower individuals to make healthy lifestyle choices. Services provided include such topics as: coping with stress, nutrition awareness, stopping cigarette smoking, blood pressure and weight screening, cholesterol management, PMS and menopause, eating disorders, understanding both over-the-counter and prescription medications, substance abuse, getting help for alcohol and drug dependency, help for adult children of alcoholics, and sexual health, including diversity of sexual orientation, abstinence, sexually transmitted infections and condom use.

The Health Services Office coordinates Twelve-Step Recovery Program meetings on campus.

Students are encouraged to call the Health Service Office at 732-255-0364 to report an anticipated absence of a week or more due to illness, a death in the family or any hospitalization. A family member may also contact the Health Services Office on the student's behalf. Instructors will then be notified. However, this does not excuse the student from work missed. Students are also advised to contact the instructor personally. The number of absences permitted are at the discretion of the individual instructor as per College policy.

An extensive library of self-help brochures and resources are available to faculty, staff and students.

Student insurance brochures and claim forms are also available in Health Services Office.

INTERCOLLEGIATE & INTRAMURAL ATHLETICS

A broad program of intercollegiate athletics and intramurals are available for men and women at Ocean County College. The college is a member of the NJCAA, (National Junior College Athletic Association) and Region XIX, (which includes 25 junior and community colleges throughout Eastern Pennsylvania, New Jersey, and Delaware). The college is also a member of the GSAC (Garden State Athletic Conference) which is the community college league of New Jersey. The intercollegiate programs available for men include, soccer, swimming, basketball, golf, tennis, and baseball. The women compete in soccer, swimming, basketball, tennis, golf and softball.

Activities offered by the intramural program are set up throughout the semester depending on the season. The scheduled time for the intramural programs will be posted in lobby of HEHP.

(Special tournaments and activities may be at different times.) Presently, intramural activities include: volleyball, flag football, pickleball, dodgeball and basketball. Please contact the Athletic Office for more information at 732-255-0345 or e-mail the Athletic Director at: icohen@ocean.edu.

OFFICE OF MULTICULTURAL SERVICES (OMS)

Our Mission: The Office of Multicultural Services (OMS) works to create a climate of inclusiveness and respect for **ALL**. OMS implements strategies for the recruitment and retention of students from culturally diverse backgrounds and supports these students throughout their experience at Ocean County College (OCC).

Our Service Objectives: Recruitment and Outreach; Advocacy and Mentoring; Inclusive Programming

When we come together, we weave the vibrant tapestry of our unique values, cultures and traditions. When we embrace multiculturalism we build a foundation of understanding, appreciation and celebration. That is diversity at work...and when that happens, everyone benefits!

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 70,000 books and audiovisual materials, including over 375 print periodical subscriptions, a lease collection of current books and DVDs, as well as 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. Supplementary materials can be requested through interlibrary loan.

Borrowing privileges are extended to currently enrolled OCC and Kean-Ocean students, faculty, staff, and active members of the Alumni association. The College ID card is required for all Library transactions. To access the Library website, go to: www.ocean.edu/library/welcome.htm. To access the database from off campus, use your Ocean Cruiser account.

STUDENT LIFE

The Office of Student Life provides leadership for all students' co-curricular activities at the college, including administrative assistance to the intercollegiate athletic and intramural programs. Student community service projects and volunteerism are also coordinated through the Office of Student Life. 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 College Center. Breakfast, lunch and dinner are served daily during the academic year.

CAFETERIA HOURS:

Monday through Thursday	7:00am to 8:00pm
Friday	7:00am to 2:00pm

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

Clubs and 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 Coordinator of Student Activities, 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 Coordinator of Student Activities and the Coordinator of Student Programming.

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.

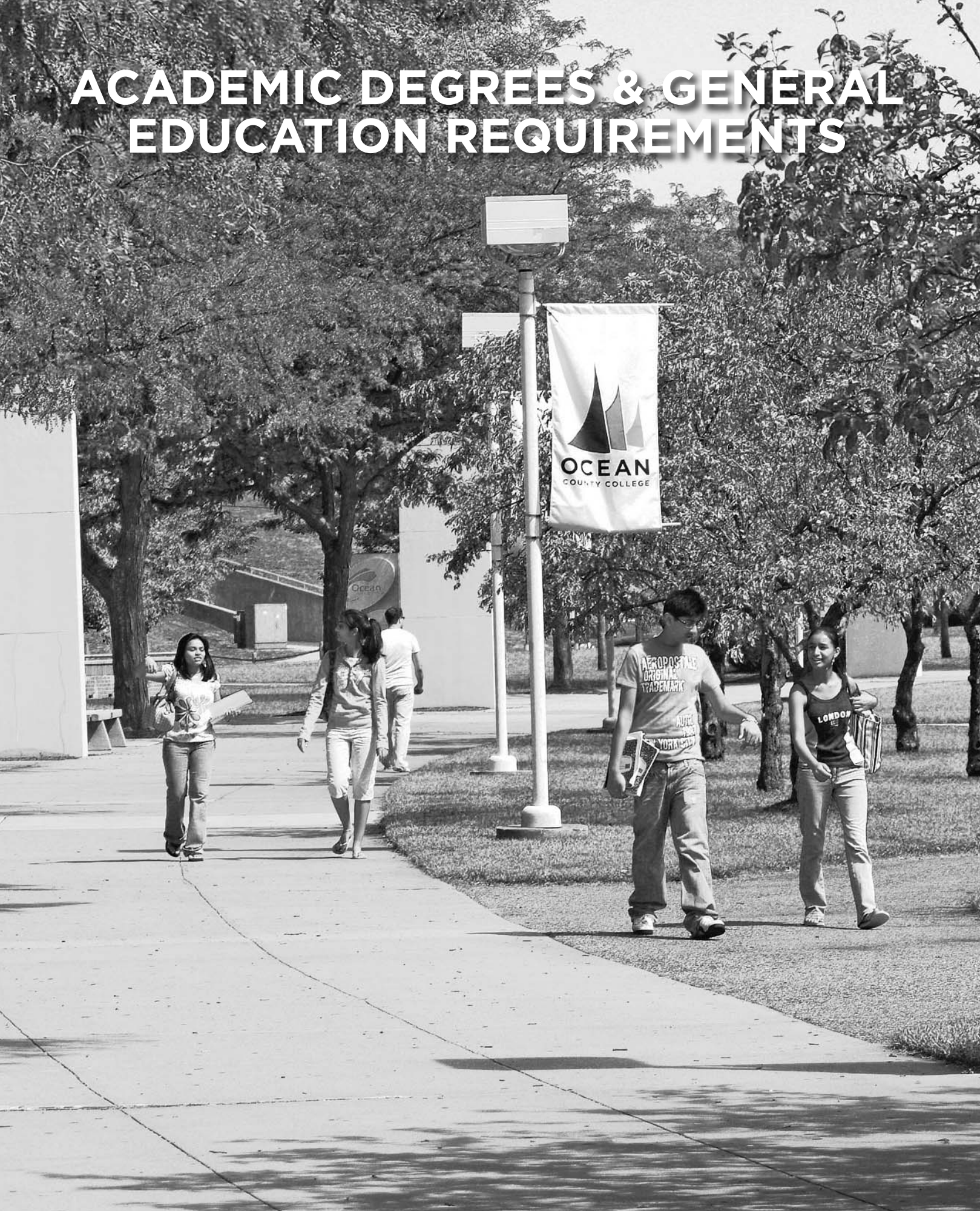
Ocean County College student organizations include the Student Activities Board, Phi Theta Kappa (a national honor society), Circle K International (a service organization), the Organization for Multicultural Unity (O.M.U.), the Student Alliance for Latino Solidarity and Achievement (S.A.L.S.A.), and the Paralegal Club. Other clubs on campus include the Student Nurses Organization, Criminal Justice Association, Student Health Advisory Council, 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, Women's Network, and InterVarsity Christian Fellowship.

Student publications include the Viking News, a bi-weekly campus newspaper and a literary magazine, Seascope. 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.

ACADEMIC DEGREES & GENERAL EDUCATION REQUIREMENTS



ASSOCIATE DEGREES & DEGREE PROGRAMS

Ocean County College offers the Associate in Arts (A.A.), the Associate in Science (A.S.), and the 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, 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:

A. Minimum Requirements

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 110 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

OTHER 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. Students who complete their degree requirements at the end of the fall semester may, upon filing an application for graduation scheduled the following May, receive an interim Certificate of Completion.
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 graduation application at the Cashier's Office. Applications are available in the Registration and Records office. The application deadlines are March for spring graduation and June for summer graduation

NOTES

1. ENGL 091 or ENGL 095, MATH 011 and MATH 012 cannot be used to satisfy degree requirements.
2. Students placed in ENGL 091 or ENGL 095, MATH 011 and 012 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. ENGL 151 should be taken immediately after completion of ENGL 095.

ACADEMIC DEGREE REQUIREMENTS

Note: OCC degree programs have specific general education requirements within the categories identified below.

ASSOCIATE OF ARTS (A.A.) DEGREE

General Education Requirements by Category*

- 9 cr. Communication
- 6 cr. History
- 9 cr. Humanities
- 3 cr. Diversity (May count as another general education requirement)
- 6 cr. Social Science
- 12 cr. Mathematics (3-8 cr.) / Science (3-8 cr.) / Technology (0-4 cr.)
Students must select at least one math course and one lab science course and complete the 12 cr. requirement with any combination of math, science, and/or technology courses from the list of Approved General Education Courses.
- 2-3 cr. OCC Requirement: Any course from the list of Approved General Education Courses or ACAD 155 or any HEHP course.
- 16-17 cr. Elective Courses
- 64 cr. TOTAL CREDITS (45 General Education Credits)

ASSOCIATE OF SCIENCE (A.S.) DEGREE

General Education Requirements by Category *

- 6 cr. Communication (English I & English II)
- 3 cr. Humanities
- 3 cr. Social Science
- 3 cr. Additional Humanities or Social Science
- 9 cr. Mathematics (3-8 cr.) / Science (3-8 cr.) / Technology (0-4 cr.)
Students must select one math course and one lab science course and complete the 9 cr. requirement with any math, science, and/or technology course from the list of Approved General Education Courses.
- 6 cr. Additional General Education Credit (from the categories above)
- 2-3 cr. OCC Requirement: Any course from the list of Approved General Education Courses or ACAD 155 or any HEHP course.
- 18 cr. Department Concentration
- 13-14 cr. Elective Courses
- 64 cr. TOTAL CREDITS (30 General Education Credits)

ASSOCIATE OF APPLIED SCIENCE (A.A.S.) DEGREE

General Education Requirements by Category*

- 6 cr. Communication (English I & English II)
- 3 cr. Humanities or Social Science
- 3 cr. Mathematics – Science – Technology
Students must select any math, science, or technology course from the list of Approved General Education Courses.
- 8 cr. Additional General Education Credit [from the categories above]
- 2-3 cr. OCC Requirement: Any course from the list of Approved General Education Courses or ACAD 155 or any HEHP course.
- 41-42 cr. Program-Specific Requirements
- 64 cr. TOTAL CREDITS (20 General Education Credits)

*See list of Approved General Education Courses

Note: cr. (credit) = semester credit hour

COURSES SATISFYING GENERAL EDUCATION REQUIREMENTS

The courses below identify Ocean County College's Approved General Education courses. To complete general education requirements for graduation, students should select courses from this list. Students transferring to four-year institutions should check with the institutions or njtransfer.org regarding the transferability of specific courses because there is no guarantee that a given course will transfer to every institution.

APPROVED GENERAL EDUCATION COURSES

COMMUNICATION (GCOM)

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

MATHEMATICS (GMAT)

MATH 151: Survey of Mathematics
MATH 156: Introduction to Statistics
MATH 161: College Algebra for Science, Math, Computer Science, & Engineering Majors
MATH 165: College Algebra
MATH 171: Finite Mathematics
MATH 181: Introduction to Probability
MATH 191: Pre-calculus I*
MATH 192: Pre-calculus II*
MATH 195: Pre-calculus I & II for Science, Math, Computer Science, & Engineering Majors*
MATH 201: Pre-calculus Techniques & Applications
MATH 240: Business Calculus*
MATH 265: Calculus I*
MATH 266: Calculus II*
MATH 267: Calculus III*
MAT H 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 & the Human Body
BIOL 130: Human Anatomy & Physiology I
BIOL 131: Human Anatomy & Physiology II*
BIOL 161: Biology I
BIOL 162: 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
ENVI 154: Introduction to Oceanography
PHYS 171: Physics I
PHYS 172: Physics II*

PHYS 180: Introduction to Astronomy
PHYS 181: Astronomy I: Solar System
PHYS 182: Astronomy II: Stars & Galaxies*
PHYS 281: General Physics I*
PHYS 282: General Physics II*
PHYS 283: General Physics III*
SCIE 105: Forensic Science

TECHNOLOGICAL COMPETENCY OR INFORMATION LITERACY (GTEC)

CSIT 110: Computer Literacy
CSIT 123: Integrated Office Software

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 & Local Government
POLI 183: Introduction to Political Science
POLI 263: Introduction to International Relations
PSYC 172: General Psychology
PSYC 173: Child Psychology*
PSYC 273: Adolescent Psychology*
PSYC 278: Life Span*
SOCI 181: Introduction to Sociology

HUMANITIES (GHUM)

ARBC 100: Elementary Arabic I
ARBC 102: Elementary Arabic II*
ARTS 181: Art History I
ARTS 182: Art History II
ARTS 205: Art History III (20th C. Art)
CHIN 100: Elementary Chinese I
CHIN 102: Elementary Chinese II*
CHIN 201: Intermediate Chinese I*
CHIN 202: Intermediate Chinese II*
COMM 100: Basic American Sign Language I
COMM 102: Basic American Sign Language II*
ENGL 211: Introduction to Poetry*
ENGL 212: Introduction to Drama*
ENGL 222: Native American Literature*
ENGL 223: African American Literature*

ENGL 240: Women in Literature*
ENGL 251: American Literature I*
ENGL 252: American Literature II*
ENGL 253: British Literature I*
ENGL 254: British Literature II*
ENGL 255: World Literature I*
ENGL 256: World Literature II*
ENGL 257: The Short Story*
ENGL 258: The Short Novel*
ENGL 280: American Poetry*
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*
HIST 171: Western Civilization I
HIST 172: Western Civilization II
HIST 173: U.S. History I (to 1877)
HIST 174: U.S. History II (since 1877)
HUMN 200: Faces of Modernism*
HUMN 205: 20th-21st C. Humanities*
ITAL 100: Elementary Italian I
ITAL 102: Elementary Italian II*
LATN 100: Elementary Latin I
LATN 102: Elementary Latin II*
LATN 201: Intermediate Latin I
LATN 202: Intermediate Latin II*
MUSC 190: Introduction to Music Appreciation
MUSC 194: Music of the World's Peoples
PHIL 190: Introduction to Critical Thinking
PHIL 191: Introduction to Philosophy
PHIL 192: Contemporary Ethical Issues
PHIL 193: World Religions
PHIL 293: Religious Experiences
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: Introduction to the Theater
THTR 196: Contemporary Theater

HISTORY (GHIS)

HIST 171: Western Civilization I
HIST 172: Western Civilization II
HIST 173: U.S. History I (to 1877)
HIST 174: U.S. History II (since 1877)

DIVERSITY (GDIV)

ANTH 133: Introduction to Anthropology
ANTH 134: Cultural Anthropology
ANTH 235: Urban Anthropology
ANTH 237: Indians of North America
ARTS 191: The Arts of the Islamic World
COMM 202: Intercultural Communication*
ENGL 222: Native American Literature*
ENGL 223: African American Literature*
ENGL 224: Studies in Non-Western Literature*
ENGL 225: Chinese Literature in Translation*
ENGL 226: Arabic Literature in Translation*
ENGL 235: Literature & Myth*
ENGL 240: Women in Literature*
ENGL 242: Women in Film*
ENGL 244: Women's Lives*
ENGL 255: World Literature I*
ENGL 256: World Literature II*
GEOG 162: Human Geography
HIST 270: Latin America I*
HIST 272: History of Russia
HIST 275: History & Culture of China
HIST 278: History of the Arab World Since WWI
HIST 282: Modern Israel
HUMN 205: 20th & 21st Century Humanities*

MUSC 194: Music of the World's Peoples
PHIL 193: World Religions
PHIL 293: Religious Experiences
POLI 268: Women & American Politics
PSYC 175: Cross Cultural Psychology*
PSYC 270: Psychology of Gender*
SOCI 230: Women in Society: Social Issues
SOCI 238: Race & Ethnicity*
SOCI 284: Sociology of Sex & Gender*

*Note: Courses with an asterisk have prerequisites.

**List may be changed by the statewide Academic Officers Assoc.

OCC GENERAL EDUCATION GOALS & OBJECTIVES

Based on the NJ Community Colleges/AOA General Education Foundation

(1997 Adopted, August 15, 2007 Revision)

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 College's maintain responsibility for offering a general education program, whose learning objectives facilitate attainment of all NJCC Gen Ed Learning Goals. Course-level learning objectives must be consistent with the College-Wide Learning Objectives 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
1 Written & Oral Communication (Communication)	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.
2 Quantitative Knowledge & Skills (Mathematics)	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.
3 Scientific Knowledge & Reasoning (Science)	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.
4 Technological Competency or Information Literacy (Technology)	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.
5 Society and Human Behavior (Social Science)	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.
6 Humanistic Perspective (Humanities)	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.
7 Historical Perspective (History)	Students will understand historical events and movements in World, Western, non-Western or American societies and assess their subsequent significance.	a. Students will state the causes of a major historical event and analyze the impact of that event on a nation or civilization. b. Students will discuss a major idea, movement, invention or discovery, and how it affected the world or American society. c. Students will demonstrate how writers' interpretations of historical events are influenced by their time, culture, and perspective.
8 Global & Cultural Awareness	Students will understand the importance of a global perspective and culturally diverse peoples.	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. b. Students will explain why an understanding of differences in people's backgrounds is particularly important to American society. c. Students will recognize and explain the possible consequences of prejudicial attitudes and discriminatory actions. d. Students will be exposed to global linkages in economics, politics, business, health, and other shared cultural concerns.
9 Ethical Reasoning & Action	Students will understand ethical issues and situations.	a. Students will analyze and evaluate the strengths and weaknesses of different perspectives on an ethical issue or a situation. b. Students will take a position on an ethical issue or a situation and defend it.
10 Independent/Critical Thinking	Students will demonstrate independent/critical thinking in the humanities, natural sciences, and social sciences	a. Students will interpret and evaluate literary and visual art based on stylistic and contextual analysis. b. Students will arrive at solutions through hypothesis, inquiry, analysis, and interpretation in studying the natural sciences. c. Students will synthesize diverse ideas and information and draw valid inferences in studying the social sciences.

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).

PROGRAMS OF STUDY



PROGRAMS OF STUDY

Degrees Offered at OCC

OCC offers three degrees: the Associate of Arts (A.A.) degree, the Associate of Science (A.S.) degree, and the Associate of 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 (or Majors)

Within each of the three degrees are several choices of programs (or majors). Students should choose a program best suited for their educational objectives. The chart on the following page identifies the programs or majors available within each degree (or major), along with options (or minors) and concentrations (or specializations). Options (or minors) are defined by specific requirements, while concentrations (or specializations) 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 on-line and homestudy 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 (see page 59)

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.



FIELDS OF STUDY	AVAILABLE DEGREES	AVAILABLE CERTIFICATES
Liberal Arts	A.A. in Liberal Arts A.A. in Liberal Arts with an option in Honors	
General Studies	A.S. in General Studies with an option (department concentration) in Humanities, Math, Science, Social Science, Health & Physical Education, Business, or Computer Science. Students may enroll in a Joint OCC/NJIT program concentrating in Business Administration or Computer Science.	
Business	A.S. in Business Administration A.S. in Business Administration with an option in Economics A.A.S. in Business with an option in Paralegal Studies A.A.S. in Administrative Office Management A.A.S. in Business	Certificate of Proficiency in Admin. Office Management/Word Processing, Paralegal, and Small Business Management Certificate of Completion in Business Studies, Legal Secretary
Communications/ Visual Communications	A.A.S. in Visual Communications Technology with an option in Computer Graphics, Electronic Media Technology or Digital Photography A.A.S. in Interpreter Training	Certificate of Proficiency in Visual Communications, Certificate of Completion in Visual Communications, Computer Graphics
Computer Science	A.S. in Computer Science with an option in Game Development & Design, Information Systems, Information Technology A.A.S. in Computer Science/ Information	Certificate of Proficiency in Information Technology Certificate of Completion
Criminal Justice	A.S. in Criminal Justice	Certificate of Proficiency in Criminal Justice
Digital Mass Media	A.A. in Digital Mass Media with an option in Journalism A.A. in Digital Mass Media with an option in Broadcast/Production	
Engineering	A.S. in Engineering	
Environmental Science	A.S. in Environmental Science	
A.A. = Associate in Arts • A.A.S. = Associate in Applied Science A.S. = Associate in Science		

FIELDS OF STUDY	AVAILABLE DEGREES	AVAILABLE CERTIFICATES
Fire Science	A.A.S. in Fire Science	Certificate of Proficiency in Fire Science
Health & Human Performance	A.A. in Liberal Arts with courses in Health & Human Performance in Exercise Science/Sports Medicine or Health & Human Performance Teacher or Wellness & Health Promotion A.S. in General Studies with an option in Health & Physical Education	Certificate of Proficiency in Exercise Science
Human Services	A.S. in Human Services Technician A.S. in Human Services Technician with an option in Gerontology	Certificate of Completion in Gerontology
Journalism	A.A. in Digital Mass Media with an option in Production, Broadcast & Journalism	
Nursing & Allied Health	A.A.S. in Nursing with a Mobility Track option A.A.S. in Allied Health	
A.S. in Teaching Assistant/Child Care	A.S. in Teaching Assistant/Child Care	Certificate of Proficiency in Teaching Assistant/Child Care Certificate of Completion in Group Teacher & in Teacher Aide
A.A. = Associate in Arts • A.A.S. = Associate in Applied Science A.S. = Associate in Science		

AMERICAN STUDIES

See Liberal Arts - page 53

BUSINESS

A.A.S. Degree Program

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 junior accountant, manager in retailing, management trainee, bank teller/loan officer trainee, sales/marketing person, and small business owner.

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

Although students enrolled in the AAS in Business select a specific area of interest (Accounting, Banking/Financial Services, Management, or Marketing), they are not restricted to any one area but may freely choose electives from all areas.

FIRST SEMESTER

- 3 cr. ENGL 151: English I
- 3 cr. BUSN 131: Introduction to Business Administration
- 3 cr. ACCT 161: Principles of Accounting I
- 3 cr. Mathematics 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. ACCT 162: Principles of Accounting II
- 6 cr. Business Electives

18 cr.

THIRD SEMESTER

- 3 cr. BUSN 251: Business Law I
- 3 cr. ECON 151: Macroeconomic Principles
- 3 cr. BUSN 271: Principles of Management
- 3 cr. COMM 154: Fundamentals of Public Speaking
- 3 cr. Business Electives

15 cr.

FOURTH SEMESTER

- 3 cr. BUSN 252: Business Law II
- 3 cr. ECON 152: Microeconomic Principles
- 4 cr. Lab Science Gen. Ed. Requirement
- 2-3 cr. OCC Requirement: Any course from the list of Approved General Education Courses or ACAD 155 or any HEHP course
- 3-4 cr. Business 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.

AREAS OF INTEREST

Although students may select electives from specific areas of interest, they are not restricted to any one area but may freely choose electives from all areas.

ACCOUNTING

Accounting courses are intended to prepare students with the theory and skill competencies necessary for such positions as: accounting clerk, accounting paraprofessional, bookkeeper, junior accountant, and accounting assistant.

Accounting Electives

- MATH 149 (Mathematics of Finance) or MATH 156 (Intro to Statistics)
- ACCT 261: Intermediate Accounting I
- ACCT 262: Intermediate Accounting II
- ACCT 266: Federal Income Taxation
- CSIT 126: Intermediate Spreadsheets & Database
- BUSN 275: Principles of Finance
- BUSN 272: Principles of Investments
- PHIL 198: Business Ethics
- BUSN 126: Word Processing

BANKING/FINANCIAL SERVICES

The student employed in the banking industry may work toward a degree in this career education sequence of courses by transferring a maximum of 30 credits from AIB and a maximum of 20 credits from IFE. This concentration is also designed for the student who is seeking an entry-level position in banking.

Banking/Financial Services Electives

- BUSN 272: Principles of Investments
- BUSN 275: Principles of Finance
- BUSN 291: International Business
- ECON 153: Contemporary Economics Issues
- LAAW 204: Estate Administration
- BUSN 126: Word Processing

MANAGEMENT

Management courses are offered to students who intend to engage in a career in business or a nonprofit organization. Students currently employed will also benefit from this program.

Management Electives

- BUSN 151: Human Resource Management
- BUSN 170: Small Business Management
- BUSN 270: Principles of Advertising
- BUSN 275: Principles of Finance
- BUSN 291: International Business
- PHIL 198: Business Ethics
- LAAW 108: Employment Law
- BUSN 126: Word Processing

MARKETING

Marketing courses prepare students to enter the broad field of marketing as management trainees in retailing, wholesaling, advertising, and sales.

Marketing Electives

- MATH 147 (Business Mathematics) or higher
- BUSN 170: Small Business Management
- BUSN 270: Principles of Advertising
- BUSN 291: International Business
- PSYC 172: General Psychology
- ARTS 159: Visual Literacy
- CSIT 126: Intermediate Spreadsheets & Database
- BUSN 126: Word Processing

ACCOUNTING

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
- 3 cr. CSIT 123: Integrated Office Software

27 cr.

TOTAL CREDITS 27

BUSINESS

Associate in Applied Science

Paralegal Studies Option

Paralegal

The Paralegal Associate in Applied Science and the Certificate of Proficiency are programs designed to provide a foundation for a legal assistant (paralegal) career. "The terms legal assistant and paralegal are used interchangeably, which means persons who, although not members of the legal profession, are qualified through education, training, or work experience, are employed or retained by a lawyer, law office, governmental agency, or other entity in a capacity or function that involves the performance, under the direction and supervision of an attorney, of specifically delegated substantive legal work which, for the most part, requires a sufficient knowledge of legal concepts such that, absent that legal assistant, the attorney would perform the task." – American Bar Association. All courses are taught by practicing attorneys who have years of legal experience. The courses stress both the theory of law and paralegal skills.

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
- 3 cr. 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
- 3 cr. COMM 154: Fundamentals of Public Speaking

15 cr.

THIRD SEMESTER

- 3 cr. LAAW 204: Estate Administration
- 2-3 cr. OCC Requirement: Any course from the list of Approved General Education Courses or ACAD 155 or any HEHP courses
- 3 cr. BUSN 210: Business Communications
- 9 cr. Electives*

17-18 cr.

FOURTH SEMESTER

- 3 cr. BUSN 267: Real Estate Law
- 4 cr. Lab Science Gen. Ed. Requirement
- 3 cr. CSIT 123: Integrated Office Software
- 6-7 cr. Electives*

16-17 cr.

TOTAL CREDITS 64

*Electives

- 1 cr. BUSN 126: Word Processing
- 1 cr. BUSN 133: Microcomputer Keyboarding
- 3 cr. LAAW 105: Health Care 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 and Procedure
- 3 cr. POLI 261: American Federal Government
- 3 cr. ACCT 161: Principles of Accounting I
- 5 cr. BUSN 290: Principles of Real Estate
- 3 cr. BUSN 271: Principles of Management
- 3 cr. INTR 290: Internship
- 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

- 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. BUSN 251: Business Law I
- 9 cr. Legal Assistant Electives*
- 3 cr. POLI 261: American Federal Government
- 3 cr. CSIT 123: Integrated Office Systems

33 cr.

TOTAL CREDITS 33

LEGAL SECRETARY

Certificate of Completion

This program of study will prepare students to successfully work at law offices. Legal secretaries prepare legal correspondence and documents to assist lawyers in legal research. Legal secretaries are responsible for keeping a detailed calendar and detailed files.

- 3 cr. BUSN 147: Keyboarding/Document Processing I
- 3 cr. BUSN 148: Keyboarding/Document Processing II
- 1 cr. BUSN 126: Word Processing
- 3 cr. BUSN 214: Word Processing Applications
- 3 cr. CSIT 123: Integrated Office Software
- 3 cr. BUSN 251: Business Law I
- 3 cr. BUSN 267: Real Estate Law
- 3 cr. LAAW 203: Law Office Management

22 cr.

TOTAL CREDITS 22

ADMINISTRATIVE OFFICE MANAGEMENT

Associate in Applied Science

The modern office technician is affected by rapid advances in the electronic/automated office. The AOM curriculum is designed for persons seeking administrative assistant/management positions in today's high-tech office. This program provides students with a broad academic background in business and general education, enhanced by high-level skill training in various application software packages, decision-support services, administrative office management and specialized office procedures. Upon completion of the program, students are prepared to embark upon administrative assistant/management positions.

FIRST SEMESTER

- 3 cr. ENGL 151: English I
- 3 cr. BUSN 125: Introduction to Office Systems
- 3 cr. BUSN 147: Keyboarding/Document Processing I
- 3 cr. BUSN 131: Introduction to Business Administration
- 2-3 cr. OCC Requirement: Any courses from the List of Approved General Education Courses or ACAD 155 or any HEHP course.
- 3 cr. MATH 147: Business Mathematics or higher

17-18 cr.

SECOND SEMESTER

- 3 cr. ENGL 152: English II
- 1 cr. BUSN 126: Word Processing
- 3 cr. BUSN 148: Keyboarding/Document Processing II
- 3 cr. BUSN 132: Business Calculations
- 3 cr. CSIT 123: Integrated Office Software
- 3 cr. Social Science Gen. Ed. Requirement

16 cr.

THIRD SEMESTER

- 3 cr. BUSN 210: Business Communications
- 3 cr. BUSN 211: Word Processing/Machine Transcription
- 3 cr. BUSN 214: Word Processing Applications
- 3 cr. ACCT 121: Fundamentals of Accounting
- 4 cr. Lab Science Gen. Ed. Requirement

16 cr.

FOURTH SEMESTER

- 3 cr. BUSN 220: Office Management
- 3 cr. BUSN 215: Integrated Software Applications
- 3 cr. COMM 154: Fundamentals of Public Speaking
- 3 cr. BUSN 251: Business Law I
- 3 cr. Additional course from the list of Approved General Education courses.

15 cr.

TOTAL CREDITS 64-65

ADMINISTRATIVE OFFICE MANAGEMENT/WORD PROCESSING

Certificate of Proficiency

The objective of this program is to prepare students for employment in office occupations using word processing technology. The corollary purpose is to update the skills of those currently working in some phase of this technology. It is the student's responsibility to insure that he/she has successfully completed prerequisite studies contained in the course descriptions.

- 3 cr. ENGL 151: English I
- 3 cr. ACCT 121: Fundamentals of Accounting
- 3 cr. BUSN 125: Introduction to Office Systems
- 1 cr. BUSN 126: Word Processing
- 3 cr. BUSN 148: Keyboarding/Document Processing II
- 3 cr. CSIT 123: Integrated Office Software
- 3 cr. BUSN 210: Business Communications
- 3 cr. BUSN 211: Word Processing/Machine Transcription
- 3 cr. BUSN 215: Integrated Software Applications
- 3 cr. BUSN 214: Word Processing Applications
- 3 cr. BUSN 220: Office Management
- 3 cr. PSYC 172: General Psychology

34 cr.

TOTAL CREDITS 34

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

BUSINESS ADMINISTRATION

Associate in Science

The following program is designed for those students desiring to transfer to a baccalaureate program in business administration. It should be noted that senior institutions accredited by the American Assembly of Collegiate Schools of Business (AACSB) may not accept certain upper level business courses without validation.

FIRST SEMESTER

- 3 cr. ENGL 151: English I
- 3 cr. BUSN 131: Intro. to Business Administration
- 3-4 cr. Mathematics Gen. Ed. Requirement
- 3 cr. HIST 171: Western Civilization I
- 3 cr. ECON 151: Macroeconomic Principles

15-16 cr.

SECOND SEMESTER

- 3 cr. BUSN 134: Principles of Marketing*
- 3 cr. ENGL 152: English II
- 3 cr. HIST 172: Western Civilization II
- 3 cr. CSIT 123: Integrated Office Software
- 3 cr. ECON 152: Microeconomics Principles

15 cr.

THIRD SEMESTER

- 2-3 cr. OCC Requirement: Any courses from the List of Approved General Education Courses or ACAD 155 or any HEHP course
- 3 cr. BUSN 251: Business Law I
- 3 cr. ACCT 161: Principles of Accounting I
- 3 cr. PSYC 172: General Psychology or SOCI 181: Introduction to Sociology
- 3 cr. Humanities Gen. Ed. Requirement
- 4 cr. Lab Science Gen. Ed. Requirement

18-19 cr.

FOURTH SEMESTER

- 3 cr. BUSN 252: Business Law II
 - 3 cr. ACCT 162: Principles of Accounting II
 - 2-4 cr. Non-Business Elective (to meet required 64 cr.)
 - 3 cr. COMM 154: Fundamentals of Public Speaking
 - 3 cr. BUSN 271: Principles of Management
- 14-16 cr.

TOTAL CREDITS 64-66

*Students should check with transfer college for acceptance; most colleges accept BUSN 134 and BUSN 271; some colleges will accept these courses through a validation test. Any substitutes for BUSN 134 and BUSN 271 should be liberal arts courses.

BUSINESS ADMINISTRATION

Associate in Science

ECONOMICS OPTION

FIRST SEMESTER

- 3 cr. ECON 151: Macroeconomic Principles
 - 3 cr. MATH 156: Introduction to Statistics
 - 3 cr. ACCT 161: Principles of Accounting I
 - 3 cr. CSIT 123: Integrated Office Software
 - 3 cr. BUSN 131: Intro. to Business Administration
- 15 cr.

SECOND SEMESTER

- 3 cr. ECON 152: Microeconomics Principles
 - MATH 149: Mathematics of Finance or
 - 3 cr. MATH 171: Finite Mathematics
 - 3 cr. ACCT 162: Principles of Accounting II
 - 3 cr. HIST 171: Western Civilization I
 - 3 cr. ENGL 151: English I
- 15 cr.

THIRD SEMESTER

- 3 cr. ECON 153: Contemporary Economic Issues
 - 3 cr. BUSN 134: Principles of Marketing
 - 3 cr. BUSN 251: Business Law I
 - 3 cr. HIST 172: Western Civilization II
 - 3 cr. COMM 154: Fundamentals of Public Speaking
 - 3 cr. ENGL 152: English II
- 18 cr.

FOURTH SEMESTER

- 3 cr. BUSN 272: Principles of Investments
 - 3 cr. BUSN 275: Principles of Finance
 - 3 cr. Humanities Gen. Ed. Requirement
 - 4 cr. Lab Science Gen. Ed. Requirement
 - 2-3 cr. OCC Requirement: Any course from the list of Approved General Education Courses or ACAD 155 or any HEHP course.
 - 0-1 cr. Elective (to meet required 64 cr.)
- 16 cr.

TOTAL CREDITS 64

BUSINESS ADMINISTRATION JOINT ADMISSIONS TO OCC/NJIT

Associate in Science

Students enrolled in this program will transfer all of these credits to New Jersey Institute of Technology. Students will receive the General Studies Associate in Science Degree, with a concentration in Business from OCC, and the Bachelor of Science in Management from NJIT.

FIRST SEMESTER

- 3 cr. ENGL 151: English I
 - 3 cr. BUSN 131: Intro. to Business Administration
 - 4 cr. MATH 265: Calculus I
 - 3 cr. ECON 151: Macroeconomics Principles
 - 3 cr. HIST 171: Western Civilization I
- 16 cr.

SECOND SEMESTER

- 3 cr. ENGL 152: English II
 - 4 cr. MATH 266: Calculus II
 - 3 cr. PHIL 191: Introduction to Philosophy
 - 3 cr. ECON 152: Microeconomics Principles
 - 3 cr. HIST 172: Western Civilization II
- 16 cr.

THIRD SEMESTER

- 3 cr. MATH 156: Introduction to Statistics
 - 2-3 cr. OCC Requirement: Any course from the list of Approved General Education Courses or ACAD 155 or any HEHP course.
 - 3 cr. BUSN 251: Business Law I
 - 3 cr. ACCT 161: Principles of Accounting I
 - 3 cr. CSIT 123: Integrated Office Software
 - 3 cr. Engineering Elective*
- 17-18 cr.

FOURTH SEMESTER

- 3 cr. BUSN 252: Business Law II
 - 3 cr. ACCT 162: Principles of Accounting II
 - 3 cr. CSIT 171: Computer Programming I
 - 3 cr. COMM 154: Fundamentals of Public Speaking
 - 4 cr. Lab Science Gen. Ed. Requirement
- 16 cr.

TOTAL CREDITS 65-66

*Engineering Electives

- ENGR 124: Engineering Analysis
- ENGR 180: Computer Aided Graphics: Basic AutoCAD
- ENGR 181: Graphics for Engineers

Note: cr. (credit) = semester credit hour

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

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
- 3 cr. Electives

21 cr.

TOTAL CREDITS 21

Elective Courses:

- 3 cr. ACCT 162: Principles of Accounting II
- 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.

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. BUSN 131: Introduction to Business Administration
- 3 cr. BUSN 134: Principles of Marketing
- ACCT 121: Fundamentals of Accounting or
- 3 cr. 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
- 12 cr. Business Electives*

33 cr.

TOTAL CREDITS 33

*Business Electives:

- 3 cr. ACCT 162: Principles of Accounting II
- 3 cr. BUSN 210: Business Communications
- 3 cr. BUSN 252: Business Law II
- 3 cr. CSIT 110: Computer Literacy
- 3 cr. BUSN 270: Principles of Advertising

CHILD CARE

See Education - page 44

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 Arts degree in computer science. The curriculum follows the model provided by the Association of Computing Machinery and the Institute of Electrical and Electronic Engineers, Inc. Computer Society in order 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 programming; this curriculum provides the necessary foundation. 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 address these needs in preparing the student for a future in computer science. The department recommends the following minimal criteria for prospective students in the Computer Science A.S. 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

- 3 cr. CSIT 171: Computer Programming I
- 3 cr. CSIT 140: Introduction to Computer Organization
- 4 cr. MATH 265: Calculus I
- 3 cr. ENGL 151: English I
- 3 cr. Social Science Gen. Ed. Requirement

16 cr.

SECOND SEMESTER

- 3 cr. CSIT 172: Computer Programming II
- 3 cr. CSIT 174: Computer Systems
- 4 cr. MATH 266: Calculus II
- 3 cr. ENGL 152: English II
- 3 cr. Social Science Gen. Ed. Requirement

16 cr.

THIRD SEMESTER

- 3 cr. CSIT 271: Data Structures & Algorithm Analysis
- 4 cr. MATH 267: Calculus III
- 4 cr. PHYS 281: General Physics I
- 3 cr. Humanities Gen. Ed. Requirement
- 3 cr. Elective

17 cr.

FOURTH SEMESTER

- 3 cr. CSIT 126 or higher: Computer Science Elective
- 3 cr. MATH 270: Discrete Mathematics
- 4 cr. PHYS 282: General Physics II
- 3 cr. Humanities/English Requirement
- 2-3 cr. OCC Requirement: Any course from the list of Approved General Education Courses or ACAD 155 or any HEHP course.

15-16 cr.

TOTAL CREDITS 64-65

COMPUTER SCIENCE

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 Arts 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, Inc. 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

- 3 cr. CSIT 171: Computer Programming I
 - 3 cr. CSIT 140: Intro. to Computer Organization
 - 3 cr. ENGL 151: English I
 - 3 cr. Social Science Gen. Ed. Requirement
 - 3 cr. CSIT 115: Intro. to Computer Game Development
- 15 cr.

SECOND SEMESTER

- 3 cr. CSIT 172: Computer Programming II
 - 3 cr. ENGL 152: English II
 - 3 cr. ARTS 159: Visual Literacy
 - 3 cr. Social Science Gen. Ed. Elective
 - 3 cr. BUSN 134: Principles of Marketing or
BUSN 271: Principles of Management
- 15 cr.

THIRD SEMESTER

- 3 cr. CSIT 271: Data Structures & Algorithm Analysis
 - 3-4 cr. Social Science or Humanities Gen. Ed. Requirement
(to meet required 64 cr.)
 - 4 cr. MATH 265: Calculus I
 - 4 cr. Lab Science Gen. Ed. Requirement
 - 2-3 cr. OCC Requirement: Any course from the
list of Approved General Education Courses or
ACAD 155 or any HEHP course.
- 16-18 cr.

FOURTH SEMESTER

- 3 cr. CSIT 213: Database Management
 - 3 cr. CSIT 173: Game Programming with OpenGL
 - 4 cr. Lab Science Gen. Ed. Requirement
(continue original science sequence
of BIOL 161, CHEM 181 or PHYS 281)
 - 3 cr. Humanities Gen. Ed. Requirement
 - 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 Arts 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, Inc. Computer Society in order to assure maximum transferability. Upon graduation, students can expect to transfer to a four-year college with junior status. 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. Effective problem solving is central to this degree; this curriculum provides the necessary foundation. 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 meet the future needs of integration, design, deployment and management of computing, resources and services. The department recommends the following minimal criteria for prospective students in the Information Technology option:

1. High school diploma or equivalent,
2. Cumulative high school grade point average of C or above,
3. Ranked in top half of high school graduating class,
4. No developmental studies requirement

FIRST SEMESTER

- 3 cr. CSIT 171: Computer Programming I
 - 3 cr. CSIT 140: Intro. to Computer Organization
 - 3 cr. MATH 265: Calculus I
 - 3 cr. ENGL 151: English I
 - 3 cr. Social Science Gen. Ed. Requirement
- 15 cr.

SECOND SEMESTER

- 3 cr. CSIT 172: Computer Programming II
 - 3 cr. CSIT 115 or higher: Computer Science Elective
 - 4 cr. MATH 266: Calculus II
 - 3 cr. ENGL 152: English II
 - 3 cr. Social Science Gen. Ed. Requirement
- 16 cr.

THIRD SEMESTER

- 3 cr. CSIT 271: Data Structures & Algorithm Analysis
 - 3 cr. Elective*
 - 4 cr. BIOL 161, CHEM 181 or PHYS 281:
Lab Science Gen. Ed. Requirement
 - 3 cr. Humanities Gen. Ed. Requirement
 - 3-4 cr. Elective (to meet required 64 cr.)
- 16-17 cr.

FOURTH SEMESTER

- 3 cr. CSIT 213: Database Management
 - 3 cr. Elective*
 - 4 cr. Lab Science Gen. Ed. Requirement
(continue original science sequence
of BIOL 162, CHEM 182 or PHYS 282)
 - 3 cr. Humanities Gen. Ed. Requirement
 - 2-3 cr. OCC Requirement: Any course from the
list of Approved General Education Courses or
ACAD 155 or any HEHP course
- 15-16 cr.

TOTAL CREDITS 64

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

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 15 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.

- 3 cr. CSIT 160: Introduction to Visual Basic or
CSIT 171: Computer Programming I (C++)
- 3 cr. CSIT 140: Intro. to Computer Organization
- 3 cr. MATH 151: A Survey of Mathematics or
MATH 171: Finite Mathematics or
MATH 181: Introduction to Probability or higher
- 3 cr. CSIT 161: Advanced Visual Basic or
CSIT 172: Computer Programming II
- 3 cr. CSIT 213: Database Management
- 3 cr. ENGL 151: English I
- 3 cr. 200 Level Computer Science Elective
- 12 cr. CSIT 115 or higher: Computer Science Electives
- 33 cr.

TOTAL CREDITS 33

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.

- 3 cr. CSIT 160: Introduction to Visual Basic or
CSIT 171: Computer Programming I (C++)
- 3 cr. CSIT 140: Intro. to Computer Organization
CSIT 161: Advanced Visual Basic or
CSIT 172: Computer Programming II (C++)
- 3 cr. CSIT 213: Database Management
- 6 cr. CSIT 115: Computer Science Electives or higher
- 18 cr.

TOTAL CREDITS 18

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

INFORMATION SYSTEMS OPTION

The program outlined here will prepare students for transfer to a four-year college to obtain a Bachelor of Arts degree in computer information systems. The curriculum follows the model provided by the Association of Computing Machinery, the Institute of Electrical and Electronic Engineers, Inc. Computer Society and the Association for Information Systems professional society in order 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 development of applications of computer and communications technology; this curriculum provides the necessary foundation. 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 address these needs in preparing the student for a future in computer applications oriented fields that combine computing, developing applications and understanding how people, organizations, and society use them. The department recommends the following minimal criteria for prospective students in the Information Systems 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

- 3 cr. CSIT 171: Computer Programming I
- 3 cr. CSIT 140: Intro. to Computer Organization
- 4 cr. MATH 265: Calculus I
- 3 cr. ENGL 151: English I
- 3 cr. Social Science Gen. Ed. Requirement
- 16 cr.

SECOND SEMESTER

- 3 cr. CSIT 172: Computer Programming II
- 3 cr. CSIT 115 or higher: Computer Science Elective
- 4 cr. MATH 266: Calculus II
- 3 cr. ENGL 152: English II
- 3 cr. Social Science Gen. Ed. Requirement
- 16 cr.

THIRD SEMESTER

- 3 cr. CSIT 271: Data Structures & Algorithm Analysis
- 4 cr. MATH 267: Calculus III
- 4 cr. Lab Science Gen. Ed. Requirement
(BIOL 161, CHEM 181 or PHYS 281)
- 3 cr. Humanities Gen. Ed. Requirement
- 3 cr. Elective
- 17 cr.

FOURTH SEMESTER

- 3 cr. CSIT 213: Database Management
- 3 cr. MATH 270: Discrete Mathematics
- 4 cr. Lab Science Gen. Ed. Requirement (continue original science sequence of BIOL 161, CHEM 181 or PHYS 281)
- 3 cr. Humanities Gen. Ed. Requirement
- 2-3 cr. OCC Requirement: Any course from the list of Approved General Education Courses or ACAD 155 or any HEHP course.

15-16 cr.

TOTAL CREDITS 64-65

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

- 3 cr. CSIT 160: Introduction to Visual Basic or CSIT 171: Computer Programming I (C++)
 - 3 cr. CSIT 140: Intro. to Computer Organization
 - 3 cr. ENGL 151: English I
 - 3 cr. MATH 151: A Survey of Mathematics or MATH 171: Finite Mathematics or MATH 181: Introduction to Probability or higher
 - 3 cr. Social Science Gen. Ed. Requirement
- 15 cr.

SECOND SEMESTER

- 3 cr. CSIT 161: Advanced Visual Basic or CSIT 172: Computer Programming II (C++)
 - 3 cr. ENGL 152: English II
 - 4 cr. Lab Science Gen. Ed. Requirement
 - 6 cr. Computer Science Electives*
- 16 cr.

THIRD SEMESTER

- 6 cr. Computer Science Electives*
 - 3 cr. COMM 154: Fundamentals of Public Speaking
 - 6-7 cr. Social Science or Humanities Gen. Ed. Requirement (to meet required 64 cr.)
- 15-16 cr.

FOURTH SEMESTER

- 3 cr. CSIT 213: Database Management
 - 6 cr. Computer Science Electives*
 - 3 cr. Business Studies Elective
 - 2-3 cr. OCC Requirement: Any course from the list of Approved General Education Courses or ACAD 155 or any HEHP course.
 - 3 cr. INTR 290: Internship I**
- 17-18 cr.

TOTAL CREDITS 64

*Any CSIT course (CSIT 115 or higher) including those recommended for the following concentrations. Students are not required to select a specific concentration to complete this degree.

**Or department approved course

APPLICATION

Recommended Programming Sequence (CSIT 160/CSIT 161)

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 133: Web Development Fundamentals
- 3 cr. CSIT 144: UNIX
- 3 cr. CSIT 232: Server Programming for the Web

Suggested Business Studies Electives

- 3 cr. BUSN 131: Intro. to Business Administration

COMPUTER GAME DEVELOPMENT

Recommended Programming Sequence (CSIT 171/CSIT 172)

Suggested Computer Science Electives

- 3 cr. CSIT 115: Introduction to Computer Game Development
- 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 231: Dynamic Flash & Script Programming Elements for Web Pages

Suggested Business Studies Electives

- 3 cr. BUSN 134: Principles of Marketing

Suggested Fine Arts Electives

- 3 cr. ARTS 159: Visual Literacy

NETWORKING

Recommended Programming Sequence (CSIT 171/CSIT 172)

Suggested Computer Science Electives

- 3 cr. CSIT 126: Intermediate Spreadsheets & Database
- 3 cr. CSIT 184: Networking Essentials
- 3 cr. CSIT 174: Computer Systems
- 3 cr. CSIT 133: Web Development Fundamentals
- 3 cr. CSIT 232: Server Programming for the Web
- 3 cr. CSIT 281: Network Management

Suggested Business Studies Electives

- 3 cr. BUSN 131: Intro. to Business Administration

PROGRAMMING

Recommended Programming Sequence (CSIT 171/CSIT 172)

Suggested Computer Science Electives

- 3 cr. CSIT 173: Game Programming with OpenGL
- 3 cr. CSIT 174: Computer Systems
- 3 cr. CSIT 212: Systems Analysis
- 3 cr. CSIT 231: Dynamic Flash & Script Programming Elements for Web Pages
- 3 cr. CSIT 232: Server Programming for the Web
- 3 cr. CSIT 260: Application Programming in C++
- 3 cr. CSIT 270: Programming in Java
- 3 cr. CSIT 271: Data Structures & Algorithm Analysis

Suggested Business Studies Electives

- 3 cr. Principles of Accounting (ACCT 161)

WEB DESIGN

Recommended Programming Sequence (CSIT 171/CSIT 172)

Suggested Computer Science Electives

- 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 231: Dynamic Flash & Script Programming Elements for Web Pages
- 3 cr. CSIT 232: Server Programming for the Web
- 3 cr. CSIT 270: Programming in Java

Suggested Business Studies Electives

- 3 cr. BUSN 134: Principles of Marketing

Suggested Fine Arts Electives

- 3 cr. ARTS 159: Visual Literacy

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 the Coordinator of Criminal Justice 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 261: American Federal 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. POLI 262: State & Local Government
- 2-3 cr. OCC Requirement: Any course from the list of Approved General Education Courses or ACAD 155 or any HEHP course

17-18 cr.

THIRD SEMESTER

- 3 cr. SOCI 231: Social Problems or SOCI 238: Race & Ethnicity
- 3 cr. PSYCH 172: General Psychology
- 3 cr. CRIM 254: Constitutional Law & Rules of Evidence
- 3 cr. POLI 185: Principles of Public Administration
- 3-4 cr. Math - Science - Technology Gen. Ed. Requirement

15-16 cr.

FOURTH SEMESTER

- 3 cr. CRIM 236: Criminology
- 4 cr. SCIE 105: Forensic Science
- 3 cr. CRIM 255: Criminal Law & Procedure
- 4 cr. Lab Science Gen. Ed. Requirement
- 3 cr. Humanities Gen. Ed. Requirement

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.

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 262: State & Local Government

34 cr.

TOTAL CREDITS 34

DIGITAL MASS MEDIA

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 Production
- 3 cr. COMM154: Fundamentals of Public Speaking

15 cr.

SECOND SEMESTER

- 3 cr. ENGL 152: English II
- 3 cr. Math Gen. Ed. Requirement
- 3 cr. Humanities Gen. Ed. Requirement*
- 3 cr. COMM 151: Media Writing I
- 3 cr. COEM 220: Advanced Television Production
- 3 cr. Social Science Gen. Ed. Requirement*

18 cr.

THIRD SEMESTER

- 3 cr. History Gen Ed Requirement***
- 3 cr. Humanities Gen. Ed. Requirement*
- 4 cr. BIOL 161, CHEM 181, PHYS 171, or PHYS 181
Lab Science Gen Ed Requirement
- 3 cr. COMM 172: Communication Law
- 2-3 cr. OCC Requirement: Any course from the list of Approved General Education Courses or ACAD 155 or any HEHP Course

15-16 cr.

FOURTH SEMESTER

- 0-3 cr. CSIT 110: Computer Literacy**
- 4 cr. Lab Science Requirement (continue science sequence)
- 3 cr. Humanities Gen. Ed. Requirement
- 3 cr. Social Science Gen. Ed. Requirement*
- 3 cr. COEM 284: Broadcast News Production
- 0-3 cr. ***Elective (to meet required 64 credits)
- 16 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.

*Either a Humanities Requirement or a Social Science Requirement should fulfill the Diversity requirement.

**Students who demonstrate proficiency take an elective.

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

****Electives

- 3 cr. COMM 281: Mass Communications
- 3 cr. COEM 224: Video Editing & Post Production
- 3 cr. COEM 230: Audio Recording for Electronic Media
- 3 cr. CPH 217: Photojournalism & Picture Editing
- 3 cr. PHIL 190: Introduction to Critical Thinking
- 3 cr. ENGL 153: Creative Writing
- 3 cr. COMM 272: Public Relations & Publicity
- 3 cr. CPH 191: Basic Photography
- 3 cr. COMM 283: Introduction to Radio
- 3 cr. COMM 290: Communication Internship I
- 3 cr. FILM 202: From Literature to Film
- 3 cr. FILM 200: Understanding Film

DIGITAL MASS MEDIA

A.A. 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
- 15 cr.

SECOND SEMESTER

- 3 cr. ENGL 152: English II
- 3 cr. Math Gen. Ed. Requirement
- 3 cr. Humanities Gen. Ed. Requirement*
- 3 cr. COMM 152: Media Writing II
- 3 cr. COMM 281: Mass Communications
- 3 cr. Social Science Gen. Ed. Requirement*
- 18 cr.

THIRD SEMESTER

- 3 cr. History Gen. Ed. Requirement***
- 3 cr. Humanities Gen. Ed. Requirement *
- 4 cr. BIOL 161, CHEM 181, PHYS 171, or PHYS 181
- Lab Science Gen. Ed. Requirement
- 3 cr. COMM 172: Communication Law
- 2-3 cr. OCC Requirement: Any course from the list of Approved General Education Courses or ACAD 155 or any HEHP
- 15-16 cr.

FOURTH SEMESTER

- 0-3 cr. CSIT 110: Computer Literacy**
- 4 cr. Lab Science Requirement (continue science sequence)
- 3 cr. Humanities Gen. Ed. Requirement*
- 3 cr. Social Science Gen. Ed. Requirement*
- 3 cr. COEM 284: Broadcast News Production
- 0-3 cr. ***Elective (to meet required 64 credits)
- 16 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.

*Either a Humanities Requirement or a Social Science Requirement should fulfill the Diversity requirement.

**Students who demonstrate proficiency take an elective.

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

****Electives

- 3 cr. COEM 120: Television Production
- 3 cr. CPH 191: Basic Photography
- 3 cr. COMM 272: Public Relations & Publicity
- 3 cr. PHIL 190: Introduction to Critical Thinking
- 3 cr. ENGL 153: Creative Writing
- 3 cr. COMM 283: Introduction to Radio
- 3 cr. COMM 290: Communication Internship I
- 3 cr. FILM 202: From Literature to Film
- 3 cr. FILM 200: Understanding Film

EDUCATION

ELEMENTARY EDUCATION

See Liberal Arts - page 53

GROUP TEACHER

Certificate of Completion

This certificate is for students who wish to meet the educational requirements for Group Teacher. Students must complete a minimum of five of the six courses listed below to be eligible for the Ocean County College certificate. Certificate holders who have met state requirements for experience in an early childhood setting may apply to the Bureau of Licensing for state certification as Group Teachers. Courses also may be credited toward the associate degree.

- 3 cr. PSYC 171: Child Rearing
- 3 cr. PSYC 173: Child Psychology**
- 3 cr. EDUC 178: Introduction to Education of Exceptional Students
- 3 cr. EDUC 241: Children's Literature
- 3 cr. EDUC 245: Language Arts in the School Curriculum
- 3 cr. PSYC 275: Educational Psychology

15 cr.

TOTAL CREDITS 15

** PSYC 172 General Psychology is a prerequisite for PSYC 173.

HEALTH & HUMAN PERFORMANCE TEACHER

See Liberal Arts - page 53

TEACHING ASSISTANT/CHILD CARE

Associate in Science

This program is designed for students planning to work as classroom aides or to assist teaching personnel in public or private nursery schools or day care centers. Students planning to become teachers should choose the Liberal Arts (A.A.) transfer program.

FIRST SEMESTER

- 3 cr. ENGL 151: English I
- 3 cr. PSYC 172: General Psychology
- 3 cr. EDUC 175: Introduction to Teaching
- 3 cr. EDUC 177: School & Community
- 3 cr. Mathematics Gen. Ed. Requirement
- 2-3 cr. OCC Requirement: Any course from the list of Approved General Education Courses or ACAD 155 or any HEHP course

17-18 cr.

SECOND SEMESTER

- 3 cr. ENGL 152: English II
- 3 cr. PSYC 173: Child Psychology
- 3 cr. EDUC 241: Children's Literature
- 4 cr. Lab Science Gen. Ed. Requirement

13 cr.

THIRD SEMESTER

- 3 cr. EDUC 245: Language Arts in the School Curriculum
- 3 cr. EDUC 245: Creative Arts for Children
- 3 cr. PSYC 171: Child Rearing
- 3 cr. EDUC 178: Introduction to Education of Exceptional Students
- 3 cr. EDUC 279: Curriculum Development in Early Childhood Education
- 3 cr. CSIT 110: Computer Literacy

18 cr.

FOURTH SEMESTER

- 3 cr. PSYC 275: Educational Psychology
- 3 cr. AHEC 130: Early Childhood Nutrition, Health, & Safety
- 3 cr. Humanities Gen. Ed. Requirement
- 6-7 cr. Any course from the List of Approved General Education courses

15-16 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.

TEACHING ASSISTANT/CHILD CARE

Certificate of Proficiency

This certificate program is designed for students planning to work as classroom aides or to assist teaching personnel in public or private nursery schools or day care centers.

- 3 cr. ENGL 151: English I
- 3 cr. PSYC 172: General Psychology
- 3 cr. EDUC 177: School & Community
- 3 cr. EDUC 241: Children's Literature
- 3 cr. EDUC 145: Language Arts in the School Curriculum or CSIT 110: Computer Literacy
- 3 cr. PSYC 171: Child Rearing
- 3 cr. EDUC 178: Introduction to Education of Exceptional Students
- 3 cr. EDUC 279: Curriculum Development in Early Childhood Education
- 3 cr. PSYC 275: Educational Psychology
- 3 cr. AHEC 130: Early Childhood Nutrition, Health & Safety
- 3 cr. EDUC 290: Internship

33 cr.

TOTAL CREDITS 33

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: Introduction to Education of Exceptional Students
- 3 cr. EDUC 245: Language Arts in the School Curriculum or CSIT 110: Computer Literacy

21 cr.

TOTAL CREDITS 21

ENGINEERING

ENGINEERING

Associate in Science

The Associate in Science Engineering program is designed to prepare the beginning engineering student to successfully transfer to upper division programs at four or five year engineering schools. Participants in the associate program will enroll and successfully complete course work in basic science, mathematics, and engineering related courses that will provide the serious student with the knowledge and background to take upper level courses in his/her chosen field of study.

FIRST SEMESTER

- 4 cr. CHEM 181: General Chemistry I
- 4 cr. PHYS 281: General Physics I
- 4 cr. MATH 265: Calculus I
- 2 cr. ENGR 181: Graphics for Engineers
- 3 cr. ENGL 151: English I

17 cr.

SECOND SEMESTER

- 4 cr. CHEM 182: General Chemistry II
- 4 cr. PHYS 282: General Physics II
- 4 cr. MATH 266: Calculus II
- 3 cr. ENGR 124: Engineering Analysis
- 3 cr. ENGL 152: English II

18 cr.

THIRD SEMESTER

- 4 cr. MATH 267: Calculus III
 - 3 cr. ENGR 221: Engineering Statistics
 - OCC Requirement: Any course from the list of Approved General Educational
 - 2-3 cr. Courses or ACAD 155 or any HEHP Course
 - 3 cr. Humanities Gen. Ed. Requirement
 - 4 cr. PHYS 283: General Physics III
- 16-17 cr.

FOURTH SEMESTER

- 3 cr. MATH 280: Differential Equations
 - 3 cr. ENGR 222: Engineering Dynamics
 - 3 cr. Humanities Gen. Ed. Requirement
 - 6 cr. Social Science Gen. Ed. Requirement
- 15 cr.

TOTAL CREDITS 66-67

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 53

ENVIRONMENTAL SCIENCE

The Associate in Science (A.S.) degree and Associate in Applied Science (A.A.S.) degree programs in Environmental Science are designed to prepare students for careers in the dynamically growing field of environmental science, environmental policy, and environmental technology. The A.S. degree program incorporates two tracks, or options, as follows: 1) The Natural Sciences Option, with a scientific emphasis, provides students with a strong background in the natural sciences; and 2) The Environmental Policy Option allows students to proceed along a more social sciences orientation, i.e., issues of law, economics, or human activities that impact the natural environment. These two options are particularly attractive to four-year institutions that offer baccalaureate or graduate degrees in environmental studies, where our graduates may apply for additional preparation in the field.

The A.A.S. degree program in Environmental Technology is designed to provide an opportunity for students to enter the job market. Upon completing all degree requirements, students will be able to compete for positions in the immediate job market as lab and/or field technologists in local government agencies, but most typically in private industry.

ENVIRONMENTAL SCIENCE

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

- 4 cr. BIOL 161: Biology I
- 4 cr. CHEM 181: General Chemistry I
- 3 cr. ENGL 151: English I
- 3-4 cr. MATH 191: Precalculus I or MATH 265 or Calculus I
- 2-3 cr. OCC Requirement: Any course from the list of Approved General Education Courses or ACAD 155 or any HEHP course.

16-18 cr.

SECOND SEMESTER

- 4 cr. ENVI 152: Environmental Science
- 3-4 cr. MATH 192: Precalculus II or MATH 266 or Calculus II
- 4 cr. BIOL 162: Biology II
- 4 cr. CHEM 182: General Chemistry II
- 3 cr. ENGL 152: English II

18-19 cr.

THIRD SEMESTER

- 2-4 cr. BIOL 261 or Ecology or BIOL 265 or Marine Biology or ENVI 154 or Introduction to Oceanography or ENVI 259 Field Experience/Practicum
- 4 cr. CHEM 283: Organic Chemistry I
- 3 cr. Social Science Gen. Ed. Requirement
- 3 cr. Humanities Gen. Ed. Requirement

12-14 cr.

FOURTH SEMESTER

- 4 cr. CHEM 284: Organic Chemistry II
- 3 cr. Humanities Gen. Ed. Requirement
- 3 cr. Social Science Gen. Ed. Requirement
- 3-8 cr. Elective (to meet required 64 cr.)

14 cr.

TOTAL CREDITS 64

FILM STUDIES

See Liberal Arts Concentrations - see page 53

FINE ARTS

See Liberal Arts Concentrations - see page 53

FIRE SCIENCE

FIRE SCIENCE

Associate in Applied Science

This program offers a wide variety of opportunities for volunteers and paid members of fire service seeking to upgrade their skills and for students wishing to pursue a career in fire science. Graduates may find opportunities in the insurance field (fire scene investigator, safety inspector, arson investigator), in industry (fire fighter, fire safety inspector), in municipal departments (fire fighter with officer qualifications, code prevention inspector, code enforcement officer) or in the federal service (fire fighter/fire officer, fire education/training specialist).

FIRST SEMESTER

- 3 cr. ENGL 151: English I
- MATH 165: College Algebra or
- MATH 191: Precalculus I
- 3-5 cr. FIRE 151: Principles of Fire Protection
- 3 cr. FIRE 153: Fire Dept. Organization & Management
- 4 cr. CHEM 180: Introductory Chemistry or SCIE 105: Forensic Science*

16-18 cr.

*Only with approval of the Dean of Social Sciences & Human Services or the Fire Science Coordinator.

SECOND SEMESTER

- 3 cr. ENGL 152: English II
- 3 cr. PSYC 172: General Psychology
- 3 cr. FIRE 152: Fire Service Construction Principles
- 3 cr. FIRE 154: Fire Fighting Tactics & Strategy
- 3 cr. FIRE 155: Hazardous Materials Incident Analysis

15 cr.

THIRD SEMESTER

- 3 cr. COMM 154: Fundamentals of Public Speaking
- 3 cr. FIRE 251: Fire Service Hydraulics
- 3 cr. FIRE 255: Fire Prevention & Inspection I
- 2-3 cr. OCC Requirement: Any course from the list of Approved General Education Courses or ACAD 155 or any HEHP course
- 3 cr. Computer Science Elective
- 3 cr. Humanities Gen. Ed. Requirement

17-18 cr.

FOURTH SEMESTER

- 3 cr. POLI 262: State & Local Government
- 3 cr. FIRE 256: Fire Prevention & Inspection II
- 3 cr. FIRE 254: Elements of Arson Investigation
- 3 cr. Social Science Gen. Ed. Requirement
- 1-4 cr. Elective (to meet required 64 cr.)

13-16 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.

FIRE SCIENCE

Certificate of Proficiency

The college provides a 30-credit certificate program in fire science that recognizes achievement in a sequence of career courses. This may be completed through part-time studies in a two-year period, with courses carrying full college credit that can be credited later toward the associate degree in fire science.

Courses are offered over a two-year cycle, permitting students to enter the cycle at the beginning of any regular semester.

- 3 cr. FIRE 151: Principles of Fire Protection
- 3 cr. FIRE 152: Fire Service Construction Principles
- 3 cr. FIRE 153: Fire Department Organization & Management
- 3 cr. FIRE 154: Fire Fighting Tactics & Strategy
- 3 cr. FIRE 251: Fire Service Hydraulics
- 3 cr. FIRE 255: Fire Prevention & Inspection I
- 3 cr. FIRE 256: Fire Prevention & Inspection II
- 3 cr. FIRE 254: Elements of Arson Investigation
- 3 cr. ENGL 151: English I
- MATH 165: College Algebra I or
- 3-5 cr. MATH 191: Precalculus I

30-32 cr.

TOTAL CREDITS 30-32

GENERAL STUDIES

GENERAL STUDIES

Associate in Science

This degree is for those students who wish to explore career fields or to build an individualized program to meet special career needs by drawing from components of existing career programs. Students may plan either transfer or career programs to meet the requirements for the Associate in Science degree by completing:

- a. At least 18 hours beyond college core curriculum from one college department,
- b. A minimum of 30 hours of general education courses,
- c. Sufficient additional hours to meet the general requirements for the degree as outlined in the section on degrees.

GENERAL EDUCATION CORE REQUIREMENTS

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

Humanities/English **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 and one lab science course and complete the 9 cr. requirement with any combination of math, science, and/or technology courses from the list of Approved General Education Courses.

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

Ocean County College Requirement **2-3 cr.**
OCC Requirement: Any course from the List of Approved General Education Courses or ACAD 155 or any HEHP course.

Department Concentration **18 cr.**

Elective Courses (to total 64 or more cr.) **13-14 cr.**

TOTAL CREDITS 64 cr.

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

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

GERONTOLOGY

See Human Services - page 51

GRAPHIC DESIGN

VISUAL COMMUNICATIONS TECHNOLOGY

Associate in Applied Science

COMPUTER GRAPHICS OPTION

Students completing these programs may elect to enter the field as para-professionals or continue their education at four-year institutions. Career opportunities may be found in the public or private sector with advertising agencies, design and photography studios; with corporate art departments, printing firms, and retail businesses; and with television production facilities. Some students elect to enter the field as free-lance designers, photographers or illustrators; as computer graphics specialists; or as television production technicians. Students interested in transferring to a four-year college should consult the CCT program advisor and/or the catalog of the college of their choice regarding selection.

The purpose of this program is to prepare students to enter the field of graphic design using the most current software applications.

FIRST SEMESTER

- 3 cr. ENGL 151: English I
- 3 cr. ARTS 159: Visual Literacy or
ARTS 181: Art History I
- 2 cr. COCG 160: Introduction to Macintosh/Painter
- 3 cr. ARTS 183: Basic Drawing
- 3 cr. ARTS 184: Two Dimensional Design
- 3 cr. CPH 191: Basic Photography

17 cr.

SECOND SEMESTER

- 3 cr. ENGL 152: English II
- 3 cr. CPH 197: Experimental Photography
- 2 cr. COCG 161: Painter/Paintbox Applications
- 3 cr. COCG 162: Design Fundamentals
- 3 cr. Social Science Gen. Ed. Requirement
OCC Requirement: Any course from the
list of Approved General Education Courses or

2-3 cr. ACAD 155 or any HEHP course.

16-17 cr.

THIRD SEMESTER

- 3 cr. Humanities Gen. Ed. Requirement
- 3 cr. ARTS 185: Figure Drawing
- 3 cr. COCG 163: Photoshop
- 3 cr. Mathematics Gen. Ed. Requirement
- 3 cr. CPH 290: Electronic Still Photography

15 cr.

FOURTH SEMESTER

- 4 cr. Lab Science Gen. Ed. Elective
- 3 cr. COCG 164: Adobe Illustrator
- 3 cr. BUSN 270: Principles of Advertising*
- 3 cr. COCG 165: Graphics Portfolio
- 3 cr. Fine Arts Elective**

16 cr.

TOTAL CREDITS 64-65

*Pre-requisite BUSN 134 not required for students enrolled in this program.

**Any course from subjects ARTS, DANC, MUSC, or THTR.

VISUAL COMMUNICATIONS TECHNOLOGY

Associate in Applied Science

ELECTRONIC MEDIA TECHNOLOGY OPTION

This program prepares students for entry-level technical support positions in the arts, entertainment, educational/instructional media, marketing/public relations and for business/industry experience in planning and executing visual programming.

FIRST SEMESTER

- 3 cr. ENGL 151: English I
- 3 cr. COMM 110: Introduction to Communications
- 2 cr. COCG 160: Introduction to Macintosh/Painter
- 3 cr. ARTS 183: Basic Drawing
- 3 cr. ARTS 184: Two Dimensional Design
- 3 cr. COEM 120: Television Production

17 cr.

SECOND SEMESTER

- 3 cr. ENGL 152: English II
- 3 cr. COMM 281: Mass Communications
- 1 cr. COMM 130: Careers in Communication
- 2 cr. COCG 161: Painter/Paintbox Applications
- 3 cr. COEM 220: Advanced Television Production
- 3 cr. Social Science Gen. Ed. Requirement

15 cr.

THIRD SEMESTER

- 3 cr. COMM 172: Communications Law
- 3 cr. COEM 224: Video Editing & Post Production
- 2-3 cr. OCC Requirement: Any course from the list of
Approved General Education Courses
or ACAD 155 or any HEHP course
- 4 cr. Lab Science Gen. Ed. Requirement
- 3 cr. OCC Requirement: Any course from the list of
Approved General Education Courses

15 -16 cr.

FOURTH SEMESTER

- 3-6 cr. Internship (COMM 290-91)
- 3 cr. Mathematics Gen. Ed. Requirement
- 7-11 cr. Career Electives* (to meet required 64 cr.)

16-17 cr.

TOTAL CREDITS 64

*Sufficient credits from career electives to meet 64 credit requirements. Courses with THTR prefix may also be taken. Students should consult closely with advisor regarding transfer options and appropriate career electives.

Career Electives:

- 3 cr. CPH 191: Basic Photography
- 3 cr. BUSN 270: Principles of Advertising
- 3 cr. COCG 162: Design Fundamentals
- 3 cr. COCG 163: Photoshop
- 3 cr. COMM 278: Mass Media & the Public Mind
- 3 cr. COMM 272: Public Relations & Publicity
- 3 cr. CPH 217: Photojournalism & Picture Editing
- 3 cr. FILM 200: Understanding Film
- 3 cr. COMM 192: Voice & Diction

Note: cr. (credit) = semester credit hour

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

VISUAL COMMUNICATIONS TECHNOLOGY

Associate in Applied Science

DIGITAL PHOTOGRAPHY OPTION

The digital photography option will prepare students for employment in fields such as advertising, photojournalism, and the ever-expanding field of visual communications. The corollary purpose is to update the skills of those currently working on some phase of the professional photography or visual communications industry.

FIRST SEMESTER

- 3 cr. ENGL 151: English I
 - 3 cr. CPH 191: Basic Photography
 - 3 cr. ARTS 183: Basic Drawing
 - 3 cr. ARTS 184: Two-Dimensional Design
 - 2 cr. COCG 160: Introduction to Macintosh/Painter
 - 3 cr. Social Science Gen. Ed. Requirement
- 17 cr.

SECOND SEMESTER

- 3 cr. ENGL 152: English II
 - 3 cr. CPH 198: Intermediate Photography
 - 2 cr. COCG 161: Painter/Paintbox Applications
 - 3 cr. COCG 163: Photoshop
 - 3 cr. Mathematics Gen. Ed. Requirement
 - 2-3 cr. OCC Requirement: Any course from the list of Approved General Education Courses or ACAD 155 or any HEHP course.
- 16-17 cr.

THIRD SEMESTER

- 3 cr. CPH 290: Electronic Still Photography
 - 3 cr. CPH 217: Photojournalism & Picture Editing
 - 3 cr. COMM 272: Public Relations & Publicity
 - 4 cr. Lab Science Gen. Ed. Requirement
 - 3 cr. Humanities Gen. Ed. Requirement
- 16 cr.

FOURTH SEMESTER

- 3 cr. CPH 197: Experimental Photography
 - 3 cr. BUSN 270: Principles of Advertising*
 - 3 cr. Humanities Gen. Ed. Requirement
 - 6 cr. Fine Arts Electives**
- 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.

*Pre-requisite of BUSN 134 not required for students enrolled in this program.

**Any course from subjects ARTS, DANC, MUSC, or THTR.

VISUAL COMMUNICATIONS

Certificate of Proficiency

- 3 cr. ENGL 151: English I
 - 3 cr. ARTS 183: Basic Drawing
 - 3 cr. ARTS 184: Two-Dimensional Design
 - 3 cr. CPH 191: Basic Photography
 - 2 cr. COCG 160: Introduction to Macintosh/Painter
 - 2 cr. COCG 161: Painter/Paintbox Applications
 - 3 cr. CPH 290: Electronic Still Photography
 - 3 cr. COCG 162: Design Fundamentals
 - 3 cr. COCG 163: Photoshop
 - 3 cr. COCG 164: Adobe Illustrator
 - 3 cr. COCG 165: Graphic Portfolio
- 31 cr.

TOTAL CREDITS 31

COMPUTER GRAPHICS

Certificate of Completion

The certificate program is intended for individuals who have already attained a diploma from a professional art school or have the equivalent background. Evidence of appropriate background will be required.

- 2 cr. COCG 160: Introduction to Macintosh/Painter
 - 2 cr. COCG 161: Painter/Paintbox Applications
 - 3 cr. COCG 162: Design Fundamentals
 - 3 cr. COCG 163: Photoshop
 - 3 cr. COCG 164: Adobe Illustrator
 - 3 cr. COCG 165: Graphic Portfolio*
- 16 cr.

TOTAL CREDITS 16

*The student will have the option of either preparing a portfolio utilizing multiple applications or developing additional expertise in a given application.

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 transferring to four-year institutions in exercise science curriculums may pursue this certificate as a foundation for their study.

- 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
 - 2-3 cr. HEHP 225: Contemporary Health
 - 3 cr. HEHP 160: Community First Aid & Safety
 - 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 182: Fitness Measurement
 - 3 cr. HEHP 240: Exercise Physiology
 - 4 cr. Electives from HEHP Activity courses*
- 31-32 cr.

TOTAL CREDITS 31-32

*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 53

HEALTH & HUMAN PERFORMANCE TEACHER

See Liberal Arts - page 53

WELLNESS & HEALTH PROMOTION

See Liberal Arts - page 53

HEALTH SCIENCES

ALLIED HEALTH

Associate in Applied Science

This degree is for persons who are already participating in their health care disciplines and who may have health care related certificates. They will receive up to 20 college credits for their previous training and experience. The evaluation of previous training and experience will be conducted by the Dean of the School of Social Science and Human Services. The evaluation will be based upon review of transcript(s) from previous educational program(s) and work experience documented in a comprehensive portfolio. Students complete the remaining credits as outlined in the curriculum of study and are awarded the AAS degree.

This degree is ideal for students who may already be working in the health care field as paraprofessionals such as assisted living coordinators, dental assistants, medical billing specialists, medical office specialists, medical records coding specialists, medical assistants or technicians, medical transcriptionists, paramedics, patient care technicians, and phlebotomy technicians. This program may also be a worthwhile alternative for those pre-nursing or nursing students who decided against continuing their nursing education.

It is highly recommended that students entering this program have taken high school math, high school biology, and high school chemistry.

Developmental Skills Courses

(Based on Entry Test Scores):

Reading, Writing, Algebra: See course selection for individual student requirements.

FIRST SEMESTER

- 3 cr. ENGL 151: English I
- 3 cr. AHMT 110: Medical Terminology
- 2-3 cr. OCC Requirement: Any course from the list of Approved General Education Courses or ACAD 155 or any HEHP course.
- 3 cr. PSYC 172: General Psychology
- 4 cr. BIOL 114: Principles of Biological Science or
BIOL 119: Nature of Science & the Human Body or
BIOL 130: Human Anatomy & Physiology I or
BIOL 161: Biology I

15-16 cr.

SECOND SEMESTER

- 3 cr. ENGL 152: English II
 - 3 cr. Humanities Gen. Ed. Requirement
 - 3 cr. Mathematics Gen. Ed. Requirement:
MATH 151 or higher (MATH 156 recommended)
 - 3 cr. Additional course from the list of Approved General Education Courses
 - 6 cr. Electives
- 17 cr.

THIRD SEMESTER

14-15 cr. Electives (to meet required 64 cr.)

PROFESSIONAL CORE (UP TO 20 CREDITS)

Students complete up to 20 credits of professional core electives as approved by the Dean of the School of Social Science and Human Services based upon professional certification or licensure.

ELECTIVE CREDITS

Electives may include those below or other relevant courses selected in consultation with the Dean of the School of Social Science and Human Services.

- 3 cr. ACCT 121: Fundamentals of Accounting
- 3 cr. ACCT 161: Principles of Accounting
- 3 cr. ACCT 162: Principles of Accounting II
- 3 cr. AHAC 145: Animal Control Officers Training
- 3 cr. AHEC 130: Early Childhood Nutrition, Health, & Safety
- 3 cr. AHMT 210: Advanced Medical Terminology
- 3 cr. AHMT 210: Advanced Medical Terminology
- 4 cr. BIOL 114: Principles of Biological Science
- 4 cr. BIOL 119: Nature of Science & the Human Body
- 4 cr. BIOL 130: Anatomy & Physiology I
- 4 cr. BIOL 131: Anatomy & Physiology II
- 4 cr. BIOL 161: Biology I
- 4 cr. BIOL 162: Biology II
- 4 cr. BIOL 232: Microbiology
- 3 cr. BUSN 125: Introduction to Office Systems
- 1 cr. BUSN 126: Word Processing
- 3 cr. BUSN 151: Introduction to
Human Resource Management
- 3 cr. BUSN 170: Small Business Management
- 4 cr. CHEM 180: Introduction to Chemistry
- 3 cr. HEHP 160: Community First Aid & Safety
- 3 cr. HEHP 227: Introduction to Public Health
- 3 cr. HSRV 200: Gerontology: The Study of Aging
- 3 cr. HSRV 206: Aging & Health
- 3 cr. LAAW 105: Health Care Law
- 3 cr. LAAW 110: Introduction to Nurse Paralegalism
- 3 cr. PSYC 174: Personality Theory
- 3 cr. Computer Science Elective

TOTAL CREDITS 64-66

HISTORY

See Liberal Arts - page 53

HONORS

See Liberal Arts - page 54

HUMANITIES

See General Studies - page 47

HUMAN SERVICES

HUMAN SERVICES TECHNICIAN

Associate in Science

The field of Human Services is concerned with helping people resolve their problems and restore their social functioning. Graduates of this program can work as human services technicians, community planners, personnel counselors, mental health aides, and in a variety of other positions. Most graduates of the Human Services Technician Program transfer to Baccalaureate Social Work (BSW) programs accredited by the Council on Social Work Education, entering as juniors. This program is designed for smooth transitions to BSW programs and is desirable, as the BSW is the first degree level recognized by the National Association of Social Workers (NASW) for licensure of social workers in New Jersey. Students enrolled in the Human Services Technician Program also have the opportunity to choose options in specific related careers, including Gerontology, Certified Alcohol and Drug Counseling, and the specialized study of Developmental Disabilities.

FIRST SEMESTER

- 3 cr. ENGL 151: English I
- 3 cr. PSYC 172: General Psychology
- 3 cr. HSRV 191: Human Services as a Social Institution
- 3 cr. Mathematics Gen. Ed. Requirement
- 3 cr. CSIT 110: Computer Literacy

15 cr.

SECOND SEMESTER

- 3 cr. ENGL 152: English II
- 3 cr. HSRV 194: Interviewing & Communication Techniques
- 3 cr. SOCI 181: Introduction to Sociology
- 4 cr. Lab Science Gen. Ed. Requirement
- 3 cr. Psychology Elective

16 cr.

THIRD SEMESTER

- 3 cr. HSRV 291: Principles of Social Work
- 3 cr. POLI 161: American Federal Government
- 3 cr. SOCI 231: Social Problems
- 3 cr. PSYC 174: Personality Theory
- 2-3 cr. OCC Requirement: Any course from the List of Approved General Education Courses or ACAD 155 or any HEHP course.

- 3 cr. Humanities Gen. Ed. Requirement

17-18 cr.

FOURTH SEMESTER

- 4 cr. HSRV 292: Field Experience
- 3 cr. PSYC 274: Social Psychology
- 3 cr. POLI 262: American State & Local Government
- 2-3 cr. Elective (to meet required 64 cr.)
- 3 cr. Humanities Gen. Ed. Requirement

15-16 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.

HUMAN SERVICES TECHNICIAN

Associate in Science

GERONTOLOGY OPTION

Students planning to work in the field of gerontology should follow this option under the human services technician program. A gerontological setting for HSRV 292 Field Experience in Social Welfare will be arranged with the program coordinator (Refer to Human Services Technician section).

FIRST SEMESTER

- 3 cr. ENGL 151: English I
- 3 cr. PSYC 172: General Psychology
- 3 cr. HSRV 191: Human Services as a Social Institution
- 3 cr. HSRV 200: Gerontology: The Study of Aging
- 3 cr. Mathematics Gen. Ed. Requirement

15 cr.

SECOND SEMESTER

- 3 cr. ENGL 152: English II
- 3 cr. HSRV 194: Interviewing & Communication Techniques
- 3 cr. SOCI 182: Death & Dying
- 3 cr. PSYC 276: Life Span
- 4 cr. Lab Science Gen. Ed. Requirement (BIOL 161 recommended)

16 cr.

THIRD SEMESTER

- 3 cr. HSRV 201: The Economics of Aging
- 3 cr. POLI 161: American Federal Government
- 3 cr. PSYC 274: Social Psychology
- 3 cr. HSRV 291: Principles of Social Work
- 3 cr. Humanities Gen. Ed. Requirement
- 2-3 cr. OCC Requirement: Any course from the List of Approved General Education Courses or ACAD 155 or any HEHP course.

17-18 cr.

FOURTH SEMESTER

- 3 cr. HSRV 204: Counseling Older Adults & Their Families
- 3 cr. HSRV 206: Aging & Health
- 4 cr. HSRV 292: Field Experience
- 3 cr. Humanities Gen. Ed. Requirement
- 3 cr. CSIT 110: Computer Literacy

16 cr.

TOTAL CREDITS 64-65

GERONTOLOGY

Certificate of Completion

The certificate of completion in gerontology is designed to provide students with a comprehensive background in gerontology in order to fulfill a variety of roles within human service agencies, including family service; hospitals; schools; homes for the aged; community centers; health, rehabilitation, welfare and related institutions. Courses may be credited toward an associate in science degree in general education. Students completing the degree could transfer to a four-year college.

- 3 cr. PSYC 172: General Psychology
- 3 cr. SOCI 182: Death & Dying: Challenge & Change
- 3 cr. HSRV 200: Gerontology: The Study of Aging
- 3 cr. HSRV 201: The Economics of Aging
- 3 cr. HSRV 204: Counseling Older Adults & Their Families
- 3 cr. HSRV 206: Aging & Health
- 3 cr. PSYC 276: Adult Psychology

21 cr.

TOTAL CREDITS 21

INTERPRETER TRAINING

Associate of Applied Science

The AAS in Interpreting is designed to prepare students with 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.

Students enrolling in this program learn how to interpret English into American Sign Language as well as American Sign Language into English.

SUMMER SEMESTER I (12 WEEKS)

- 3 cr. COMM 104: American Sign Language
- 3 cr. COMM 106: Fingerspelling
- 3 cr. COMM 108: American Deaf Culture & History
- 9 cr.

FALL SEMESTER I

- 3 cr. COMM 105: American Sign Language II
- 3 cr. ENGL 151: English I
- 3 cr. COMM 154: Fundamentals of Public Speaking
- 3 cr. Mathematics Gen. Ed. Requirement (MATH 151 or higher)

12 cr.

SPRING SEMESTER I

- 3 cr. COMM 107: American Sign Language III
- 3 cr. COMM 109: ASL Syntax & Grammar
- 3 cr. ENGL 152: English II
- 3 cr. EDUC 178: Introduction to the Education of Exceptional Students

12 cr.

SUMMER SEMESTER II (12 WEEKS)

- 3 cr. COMM 112: American Sign Language IV
- 3 cr. COMM 113: Introduction to Interpreting
- 6 cr.

FALL SEMESTER II

- 3 cr. COMM 111: Sign to Voice
- 3 cr. COMM 115: Interpreting II
- 3 cr. COMM 116: Voice to Sign
- 4 cr. Lab Science Gen. Ed. Requirement
- 13 cr.

SPRING SEMESTER II

- 3 cr. COMM 117: Interpreting Lab
- 1 cr. COMM 118: Specialized Signs
- 2-3 cr. OCC Requirement: Any course from the List of Approved General Education Courses or ACAD 155 or any HEHP course.
- 3 cr. Humanities Gen. Ed. Requirement
- 3 cr. Social Science Gen. Ed. Requirement
- 12-13 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.

Certificate of Proficiency

As sign language interpreters, students will possess the necessary skills to sign or voice interpret for myriad of situations. They will acquire a complete understanding of American Sign Language, the deaf community, and deaf culture. Students in this certificate program will take classes in syntax and grammar interpreting, deaf culture and history, American Sign Language and more. Some areas of employment for interpreters include: medical, mental health, law, social services, rehabilitation, corporate sector, and theatre arts. The Interpreter Training Program is typically a two and one half year program.

- 3 cr. COMM 104: American Sign Language I
- 3 cr. COMM 106: Fingerspelling
- 3 cr. COMM 105: American Sign Language II
- 3 cr. COMM 108: American Deaf Culture & History
- 3 cr. COMM 107: American Sign Language III
- 3 cr. COMM 109: American Sign Language Syntax & Grammar
- 3 cr. COMM 112: American Sign Language IV
- 3 cr. COMM 113: Introduction to Interpreting
- 3 cr. COMM 111: Sign to Voice
- 3 cr. COMM 115: Interpreting II
- 3 cr. COMM 116: Voice to Sign
- 3 cr. COMM 117: Interpreting Lab/Interpreting Practicum
- 36 cr.

TOTAL CREDITS 36

LIBERAL ARTS

Associate in Arts

The liberal arts program affords the student an opportunity to earn a degree while following a recommended pattern designed to fulfill needs in special interest areas. A student is not required to follow any of these suggested sequences. A general education core is required for an A.A. degree in liberal arts. The core outlined below must be completed, plus elective courses for a minimum total of 64 cr. Students may select a maximum of 6 semester hours of business courses in satisfying the number of elective courses. Suggested courses beyond the core are listed on the following pages. These sequences emphasize areas of interest and are designed to assist students who have decided to transfer into a four-year program. They are not requirements for an A.A. degree in liberal arts from Ocean County College.

GENERAL EDUCATION CORE

Requirements

COMMUNICATIONS **9 cr.**

ENGL 151: English I
ENGL 152: English II
COMM 154: Introduction to Public Speaking

HISTORY **6 cr.**

Two (2) History courses selected from the list of Approved General Education Courses

HUMANITIES **9 cr.****

Three (3) Humanities courses selected from the list of Approved General Education Courses

DIVERSITY **3 cr.**

One (1) Diversity course selected from the list of Approved General Education Courses
(May count as another general education requirement)

SOCIAL SCIENCE **6 cr.**

Two (2) Social Science courses selected from the list of Approved General Education Courses

MATHEMATICS - SCIENCE - TECHNOLOGY **12 cr.**

Students must select at least one math course and one lab science course and complete the 12 cr. requirement with any combination of math science, and/or technology courses from the list of Approved General Education Courses

OCEAN COUNTY COLLEGE REQUIREMENT **2-3 cr.**

Any course from the list of Approved General Education Courses or ACAD 155 or any HEHP courses.

ELECTIVE COURSES **16-17 cr.** **(TO TOTAL 64 OR MORE 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.

SPECIFIC AREAS OF INTEREST AVAILABLE TO AA IN LIBERAL ARTS STUDENTS

The AA in Liberal Arts prepares students to further explore specific areas of interest such as those listed below. Students are advised to check the degree requirements listed in catalogs of four-year transfer institutions and/or www.njtransfer.org and to select comparable OCC courses as their electives in preparation for transfer.

AMERICAN STUDIES
EDUCATION
ENGLISH
EXERCISE SCIENCE/SPORTS MEDICINE
FILM STUDIES
FINE ARTS
HEALTH & HUMAN PERFORMANCE TEACHER
HISTORY
MATHEMATICS
MODERN LANGUAGES
MUSIC EDUCATION - PIANO
MUSIC EDUCATION - VOCAL
POLITICAL SCIENCE
PSYCHOLOGY
SOCIAL SCIENCE
SOCIOLOGY
SPEECH & THEATER
WELLNESS & HEALTH PROMOTION
WOMEN'S STUDIES

AA IN LIBERAL ARTS HONORS OPTIONS

The AA in Liberal Arts offers an Honors Option to qualified students interested in pursuing an individualized program of advanced study. A student may begin the program either as an entering freshman in the two-year program or as a participant in the Honors Sophomore Option after having completed 30 credits (26 credits for part-time students). The Honors Option is an academically enriched program designed for highly motivated students with above-average achievement records who desire a baccalaureate-level experience while preparing to transfer to a four-year college or professional school. Scholarships may be available.

The primary goals of the Honors program are to:

- Permit intensive study in liberal arts and science areas focusing on the student's particular areas of interest.
- Afford a variety of academic experiences including seminar, independent study, and nontraditional classroom environments supported by related extracurricular activities.
- Permit independent inquiry into areas of special interest.
- Encourage an integrated vision of the interrelationships between individual academic areas.
- Foster a learning community encompassing both students and faculty.

The two-year program for entering first-time students and the one-year program for sophomores are described below.

Honors Two-Year Program

Entering first-year students who (1) graduated in the top 20% of their high school class and (2) have a minimum combined SAT score of 1100 are encouraged to contact the Honors Program Coordinator. The Honors Program Committee will grant the final approval for entrance into the Honors Program.

Requirements for Graduation:

- Liberal Arts A.A. degree requirements.
- Successful completion of all required Honors sections and seminars.
- Minimum load of 16 credit hours per semester with schedule approval by the Honors Committee.
- Completion and presentation of an Independent Study Project.
- Maintenance of a minimum 3.0 cumulative grade point average (GPA) with no more than one course withdrawal (W).
- Adherence to all two-year program guidelines.

Honors Two-Year Program of Study – Possible Semester Schedule

FIRST SEMESTER

- 3 cr. ENGL 151: English I Honors
- 3 cr. Humanities Gen. Ed. Requirement
- 3 cr. Mathematics Gen. Ed. Requirement (MATH 171 or higher)
- 3 cr. Social Science Gen. Ed. Requirement
- 3 cr. HIST 171: Western Civilization I Honors
- 1 cr. HONR 150: Honors Experience I
- 16 cr.

SECOND SEMESTER

- 3 cr. ENGL 152: English II Honors
- 3 cr. Computer Literacy/Elective
- 3 cr. Mathematics Gen Ed Requirement (MATH 171 or higher)
- 3 cr. Social Science Gen. Ed. Requirement)
- 1 cr. HIST 172: Western Civilization II Honors
- 1 cr. HONR 250: Honors Experience II
- 16 cr.

THIRD SEMESTER

- 3 cr. HUMN 297: Honors Topics in the Humanities
- 3 cr. HONR 293: Honors Independent Study
- 3 cr. COMM 154: Communications Lab Science Gen. Ed. Requirement (BIOL 161, CHEM 181 or PHYS 171)
- 4 cr. Humanities Gen. Ed. Requirement
- 3 cr.
- 16 cr.

FOURTH SEMESTER

- 3 cr. HONR 292: Honors Seminar II
- 3 cr. Humanities Gen. Ed. Requirement
- 3 cr. Diversity Gen. Ed. Requirement
- OCC Requirement: ACAD 155 or any HEHP course or any course from the list of Approved General Education Courses
- 2-3 cr. Education Courses
- 3-4 cr. Math - Science - Technology Gen. Ed. Requirement
- 0-1 cr. Elective (to meet required 64 cr.)
- 14-17 cr.

TOTAL CREDITS 64-65

Honors Sophomore Program

The Honors Program also offers a Sophomore Option open to both full and part time students who meet the following criteria:

- Completion of a minimum of 30 cr. toward graduation requirements, or 26 for part-time students, with no more than one course withdrawal.
- Completion of ENGL 151 and ENGL 152, with a grade of "B" or higher.
- A minimum 3.5 cumulative GPA.

Interested students are invited to submit an application to the Honors Coordinator.

Requirements for Graduation:

- Liberal Arts A.A. degree requirements.
- Completion of both Honors Seminar courses with a minimum grade of "B."
- Scheduled approval by the Honors Committee.
- Completion and presentation of an Independent study Project with a grade of "B" or higher.
- Maintenance of a minimum 3.4 cumulative grade point average (GPA) with a maximum of one course withdrawal (W) after entering the Sophomore Option program.
- Adherence to all Sophomore Option guidelines.

MATHEMATICS

See Liberal Arts - page 53

MODERN LANGUAGES

See Liberal Arts - page 53

PIANO/VOCAL

See Liberal Arts - page 53

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 the hospital and various 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.

ACCREDITATION

The OCC nursing program has full accreditation from the National League for Nursing Accrediting Commission (NLNAC), 61 Broadway, 33rd Floor, New York, N.Y. 10006, 1-800-669-1656, ext. 153, and by the New Jersey Board of Nursing.

ADMISSION TO THE NURSING PROGRAM

For acceptance into the Nursing Program a candidate must:

1. Possess a high school diploma or General Equivalency Diploma (GED),
2. Have completed high school algebra, biology and chemistry with a minimum grade of C or college equivalent, and
3. Complete the general education requirements with a minimum grade of C and a cumulative college G.P.A. of 2.7 or better.

OR

4. An applicant can be accepted into the Nursing Program without previous completion of the general education requirements. If the applicant has either of the following, schedule an appointment with the department:
 - a. a minimal SAT I score of 1100 or ACT score of 24
 - b. a bachelor's degree from a regionally accredited college or university
5. Academic Skills (TEAS) composite percentage score of 40% or greater, and
6. Successful completion of a criminal background check.

TRADITIONAL DAY OR EVENING NURSING PROGRAM

The traditional Nursing Program currently features a combination of classroom study and clinical experiences that can be completed in two years. Students may apply for admission to the Fall or Spring class schedule. In the Fall, lectures are during the day and in the Spring, lectures are in the evening. Clinical assignments for Fall and Spring classes are based upon providing maximal clinical experiences for the students to attain clinical competencies. Students must be willing to travel during the day or evening to a number of clinical facilities in Ocean, Monmouth and Burlington counties.

ONE DAY PER WEEK NURSING PROGRAM

This unique Nursing Program allows individuals to complete the program by attending clinical/colloquium with the faculty member one day per week. The didactics are provided through web-assisted instruction. Preference is given to applicants who are currently employed in health care.

CAREER MOBILITY NURSING PROGRAM

Career mobility is an option for the qualified licensed practical nurse (LPN) who meet established criteria. Individuals will be assessed for eligibility.

NURSING GENERAL EDUCATION REQUIREMENTS

Minimum grade of "C" in the following courses.

- English Requirements (ENGL 151 & 152)
General Psychology (PSYC 152)
Mathematics Requirement: (MATH 151 or higher, MATH 156 or MATH 165 recommended)
- Health & Human Performance requirement (HEHP 225 or HEHP 110)
- One three credit Humanities elective
Human Anatomy & Physiology 1 & 2 (BIOL 130 & 131)
- Microbiology (BIOL 232) may be concurrently with the program

Additional Requirements:

1. Completion of a health record to include:
 - a. Laboratory tests.
 - b. Rubella screening titer with appropriate follow-up; vaccine may be indicated.
 - c. A Mantoux test with the results on admission to the program and every August; a chest x-ray may be necessary if the Mantoux test is positive, with appropriate follow-up/treatment.
 - d. Varicella screening titer with appropriate follow-up.
 - e. Hepatitis B vaccinations and follow-up blood work indicating immunity.

The student will not be admitted to class, clinical or lab until the health record is complete and on file in the College Nurse's office. 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 College Nurse's office before the beginning of the semester. New students' records must be in the College Nurse's office by August 15 or January 15 for the first Nursing semester.

2. CPR certification from the American Red Cross (Professional Rescuer) or the American Heart Association (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 in Ocean, Monmouth and Burlington counties 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. Students in the Nursing Program may only acquire one grade of "F" in any nursing course (NURS 174, 175, 176, 273, 274, 275). The one failed nursing course may be repeated once. The student cannot exceed two "F"s while in the program. No student seeking reentry into a nursing course will be considered for reentry if the student already has two failed nursing courses.
8. Ocean County College reserves the right to assess the nursing student for fitness for class/lab or clinical.
9. Students must complete clinical facility orientations, confidentiality forms, and computer orientations every semester as required for clinical placement.

10. The New Jersey Board of Nursing requires a 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 an abuser or habitual user of a chemical substance?
- b. Have you ever stolen or distributed any chemical substance?
- c. Have you ever been treated for alcoholism?
- d. Have you been indicted or convicted of any crime within the last ten years?

If you can answer "yes" to any of the questions, it is strongly recommended that you contact the Board of Nursing prior to entering the nursing program.

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.

Associate in Applied Science

NURSING DEGREE REQUIREMENTS

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

- ENGL 151 & ENGL 152: English I & II
- PSYC 172: General Psychology
- BIOL 130 & BIOL 131: Human Anatomy & Physiology I & II
- One math course from the list of Approved General Education Courses (MATH 156 or MATH 165 recommended)
- One Humanities course from the list of Approved General Education Courses
- OCC Requirement: Any course from the list of Approved General Education Courses or ACAD 155 or any HEHP course.

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 275: Nursing IV
- 2 cr. NURS 274: 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
- 3 cr. PSYC 172: General Psychology
- 9 cr. NURS 175: Nursing I
- 19 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
- 4 cr. Microbiology
- 2-3 cr. OCC Requirement: Any course from the list of Approved General Education Courses or ACAD 155 or any HEHP Course
- 9 cr. NURS 273: Nursing III
- 18 -19 cr.

FOURTH SEMESTER

- 3 cr. Humanities Gen. Ed. Requirement
- 10 cr. Nursing IV
- 2 cr. Contemporary Nursing
- 15 cr.

TOTAL CREDITS 71-72

Note: cr. (credit) = semester credit hour

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

ONE DAY PER WEEK (ON-SITE, ONLINE) NURSING PROGRAM

This unique program allows committed, motivated individuals who are currently employed in the health care field to complete an A.A.S. Degree in Nursing. The student attends clinical and a colloquium with a faculty member in one twelve hour day, once per week. The didactic (classroom) component is offered via a web-assisted format. Lab practice in the nursing skills lab and viewing audiovisual materials are conducted independently on the student's own time schedule. The student must do clinical research the day prior to the one day per week clinical/colloquium day. The student must have access to a computer to meet web-assisted instructional requirements.

ADMISSION

Applicants must meet all of the requirements for admission to the nursing program. (See Admission to the Nursing Program, page 9). In addition, the applicant must submit 3 typed essays with the application addressing the following issues:

- a. Why the applicant would like to be admitted to the One Day per Week Nursing Program.
- b. A detailed description of the applicant's computer literacy.
- c. A detailed description of the applicant's experience in a health care workplace.

Applicants who have met all requirements will have their applications forwarded for consideration for admission via a Nursing Admissions Committee. The decision of the Nursing Admissions Committee is final. Priority is given to in-county residents. Students are admitted to the program option in the spring semester. Students accepted without completing their nursing general education requirements must take those required courses concurrent with the other nursing courses. These additional classes would require an additional time commitment beyond the day required for the One Day per Week Nursing Program.

CAREER MOBILITY OPTION

Career mobility is an alternate for currently practicing licensed practical nurses (LPN).

CRITERIA FOR ADMISSION

1. Admission requirements for the college must be met.
2. Admission requirements to the Nursing Program must be met.
3. LPN students must be graduates of State Board of Nursing approved practical nursing programs. A current and valid license to practice nursing and current LPN practice are required.
4. Successful completion of the ACE 1 Exam at 75% or higher as administered at OCC. This exam may be taken only once.
5. Completion of all prerequisite and corequisite courses is required.
6. Successful completion of the NURS 175 exam and practicum challenge for credits.

TECHNICAL STUDIES

Associate in Applied Science

COMPUTER TECHNOLOGY OPTION

The A.A.S. in Technical Studies degree program is designed to give college credit for work experience while individuals prepare for career advancement. In this individualized and flexible program, 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 168: Technical Mathematics
- 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

- 2-3 cr. OCC Requirement: Any course from the list of Approved General Education Courses or ACAD 155 or any HEHP Course
- 3 cr. Social Science Gen. Ed. Requirement
- 4 cr. Lab Science Gen. Ed. Requirement
- 6 cr. Computer Technology Option electives
- 15-16 cr.

FOURTH SEMESTER

Professional Core Transfer Credits
Awarded for Work Experience or Industrial/
Technical Option Electives or Computer
Technology Option Electives

Up to 20 cr.

TOTAL CREDITS 65-66

COMPUTER TECHNOLOGY OPTION

Students select computer science courses from the following list as approved by a dean or faculty advisor:

- CSIT 115: Introduction to Computer Game Development
- CSIT 123: Integrated Office Software
- CSIT 126: Intermediate Spreadsheet & Database
- CSIT 140: Introduction to Computer Organization
- CSIT 160: Introduction to Visual Basic
- CSIT 171: Computer Programming I
- CSIT 172: Computer Programming II
- CSIT 184: Networking Essentials

Associate in Applied Science

INDUSTRIAL/TECHNICAL OPTION

The A.A.S. in Technical Studies degree program is designed to give college credit for work experience while individuals prepare for career advancement. In this individualized and flexible program, 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 168: Technical 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

- 2-3 cr. OCC Requirement: Any course from the list of Approved General Education Courses or ACAD 155 or any HEHP Course
- 3 cr. Social Science Gen. Ed. Requirement
- 4 cr. Lab Science Gen. Ed. Requirement
- 6 cr. Industrial/Technical Option Electives
- 2-3 cr. OCC Requirement: Any course from the list of Approved General Education Courses or ACAD 155 or any HEHP course.
- 15-16 cr.

FOURTH SEMESTER

Professional Core Transfer Credits
Awarded for Work Experience or
Industrial/Technical Option Electives or
Computer Technology Option Electives

Up to 20 cr.

TOTAL CREDITS 65-66

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 select from among the following courses as approved by a dean or faculty advisor:

CVET 181: Graphics for Civil Technicians I
CVET 182: Graphics for Civil Technicians II
CVET 161: Construction Methods and Materials
CVET 151: Applied Mechanics
CVET 152: Mechanics of Materials
CVET 123: Surveying I
CVET 124: Surveying II
CVET 23: Design of Structures
CVET 232: Design of Concrete
CVET 241: Soil Mechanics and Foundations
CVET 254: Hydrology and Hydraulics
CVET 256: Land Development and Site Planning
BCET 124: Project Planning and Control
BCET 134: Construction Methods & Pricing for Estimating
ENGR 191: AutoCAD 2-D Basic I
ENGR 192: AutoCAD 2-D Basic II
ENGR 196: Geographic Information Systems
ENGR 198: AutoDesk Inventor
CSIT 115: Introduction to Computer Game Development
CSIT 160: Introduction to Visual Basic
CSIT 171: Computer Programming I

ADDITIONAL AREAS OF STUDY

The following areas of study are available through the A.A. in Liberal Arts degree or AS in General Studies degree as noted below. Students are advised to check the degree requirements listed in catalogs of four-year transfer institutions and/or www.njtransfer.org and to select comparable OCC courses as electives in preparation for transfer. Additional information is available online under the appropriate academic department.

GENERAL STUDIES

- BUSINESS
- COMPUTER SCIENCE
- HEALTH & PHYSICAL EDUCATION
- HUMANITIES
- MATHEMATICS
- SCIENCE
- SOCIAL SCIENCE

LIBERAL ARTS

- MATHEMATICS
- PHOTOGRAPHY
- POLITICAL SCIENCE
- PSYCHOLOGY
- SOCIAL SCIENCE
- SOCIOLOGY
- SPEECH & THEATER

THE CENTER FOR BUSINESS EDUCATION & TRAINING

The Center for Business Education and Training provides comprehensive training and education programs designed to help businesses and organizations remain successful and competitive in today's ever-changing and complex world. 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

...the Center for Business Education and Training has 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, so call us for a free Training Assessment at 732-255-0510.

CONTINUING & PROFESSIONAL EDUCATION (CPE)

Ocean County College has a rich tradition of offering noncredit programs emphasizing practical value and personal enhancement. The courses offered by the Department of Continuing and Professional Education reflect the interests, activities and aspirations of the people of Ocean County.

The college's community education effort incorporates programs to serve the community in many ways. Program areas include business/industry, small business, management training, customized training, nursing and allied health, career and personal development, computer technologies, office skills, and other professional development programs.

Offerings are available for young children, teens, and adults. They serve individuals with special needs and interests; for example, those enhancing current skills, those pursuing professional development, those preparing to enter new careers or return to the workforce, and those interested in avocational pursuits.

Courses are run 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 differ from credit courses in a number of ways. Noncredit courses vary in length from 2 to 334 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. Currently, eight of these CPE courses articulate to college credit offering an easy transition to degree programs.

All Continuing and Professional Education courses are designed to meet the life-long learning and cultural needs of a dynamic community.

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, conferences, and training. 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 program, SAT Review, and Advanced Placement Summer Institutes.

For further information, contact School Relations at 732-255-0477.

ACADEMY FOR LIFELONG LEARNING

The Academy for Lifelong Learning provides quality educational programs for adults 55 and over to enhance their intellectual, physical, and personal well being in a friendly and flexible environment. We offer educational programs in art, computers, finance and legal issues, history, creative writing, film studies, music, psychology, health and fitness, and science. Special interest programs, lectures, and day trips are also held throughout the year. In addition, The Academy offers itineraries for domestic and international travel that include an invaluable educational component. Most programs are offered at Ocean County College's Campus and can also be brought to any group or adult community. For an annual membership fee of \$10, members can take advantage of the following benefits:

- Discounts on credit courses
- Discounts of \$5 on most non-credit courses
- Discounts on Ocean County College Bookstore purchases and Student Life Activities
- Discounts for OCC Fine Arts Theater and Garden State Philharmonic performances
- Free admission to OCC sports events
- Use of the OCC Library
- Pool privileges during the "open swim" sessions at the OCC Gymnasium
- Free financial planning courses and other programs
- Invitations to special "Academy Members Only" events
- The Academy for Lifelong Learning Newsletter

For additional information, call the Academy for Lifelong Learning at 732-255-0469.

INTERNATIONAL TRAVEL

Students, college faculty and staff, and members of the college community have opportunities to travel to international destinations through The Academy for Lifelong Learning.

These short term programs are usually offered during semester breaks. Recent short term studies abroad experiences have included Theatre in London (England) and The World of the Maya (Central America/Mexico). Some of our travel abroad programs can earn students up to three credits. However, the college can also assist students in locating longer overseas semester programs offered by other institutions.

For information on international travel opportunities offered by Ocean County College, please call The Academy for Lifelong Learning at 732-255-0469.

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 009 – Service/developmental courses – given at a precollege improvement level, do not carry degree credit.

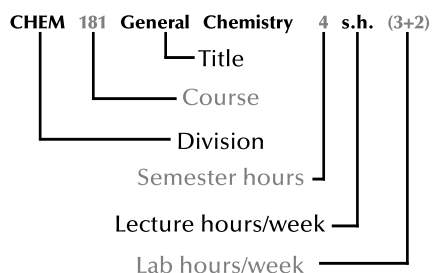
100 to 199 – First-year-level courses for associate and/or transfer program.

200 to 299 – Second-year-level courses for associate and/or transfer program.

900 to 999 – Service courses – given in adult education and community service programs. Not for degree credit.

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



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.

ACADEMIC SKILLS

ACAD 155

Student Success 3 cr.

This course will assist students to build a solid foundation for a successful college experience through development of critical thinking, goal-setting, information literacy, interpersonal communication, time management, effective reading, note-taking, test-taking, communication in an academic environment, and resource acquisition, and memory enhancement skills. The course will help students become engaged in the college experience as intentional learners who are empowered, informed and responsible. Code 1 course fee.

ACCOUNTING

ACCT 121 Fundamentals of Accounting 3 cr.

An introduction to fundamental accounting concepts, bank reconciliation statements, payroll accounting, notes and interest, completion of accounting cycle and financial statements.

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, property, plant, equipment and intangible asset acquisition, allocation, and disposal. CSIT 123 recommended as a corequisite. Code 1 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 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.

ALLIED HEALTH

AHEC 130 Early Childhood Nutrition, Health & Safety 3 cr.

This course is designed to present a comprehensive overview of the nutritional, health needs, and safety concepts that are the basis for facilitating physical growth and development of the infant/preschool child. Content will include the identification of common childhood illnesses, control of illness and screening for health problems within child care centers. Safety implementation and nutritional requirement adaptations for this population group is a major content focus. Code 2 course fee.

AHMT 110 Medical Terminology 3 cr.

This course will serve 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.

AHMT 210 Advanced Medical Terminology 3 cr.

This course will serve as a continuation for students who have been successful in completing a basic medical terminology course and have mastered concepts in understanding the language of medicine. It will build upon previously learned techniques, analysis of terms, and expand into specialty areas related to the health technologies. Content will be organized around a systems approach with correlation of terms to the basic anatomy, physiology and disease processes that occur in humans. Prerequisite(s): AHMT 110.

ALCOHOL & DRUG COUNSELING**ALDC 101 Addictions Counseling I 3 cr.**

This course will introduce the fundamentals of addictions counseling while reinforcing the importance of knowing and using community resources, through lectures, class role-playing exercises and theoretical exploration. Another facet to be examined thoroughly will be consultation and the importance of seeking guidance in obtaining the needed collaboration of resources, such as medical aspects and positive HIV resources in a wide range of communities.

ALDC 102 Addictions Counseling II 3 cr.

This course enhances students' understanding of Addictions Counseling I while introducing the importance of documentation and of ethical aspects of addiction counseling. The course also emphasizes the need for cultural competency, personal growth, and professional growth. Prerequisite(s): ALDC 101.

ALDC 103 Addictions Counseling III 6 cr.

This course examines the assessment aspect of addiction 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.

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.

ANTHROPOLOGY**ANTH 133 Introduction to Anthropology 3 cr.**

This course presents concepts, principles and major areas 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 begins with an overview of cultures and how they are studied by the anthropologist. Topics examined are subsistence patterns, language, communication, culture and personality, family patterns, ways of organizing societies, economics and political organizations, social control, 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 235 Urban Anthropology 3 cr.

Urban anthropology is the study of human beings and their cultural institutions in cities. Students will gain a sense of the general theoretical approaches as well as the research methods used in urban anthropology. Topics will include the emergence of cities in human history, their ecological foundations and their cross-cultural differences. It is highly recommended that students enrolling in this course have completed Introduction to Sociology or Cultural Anthropology.

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 238 Native American Travel Seminar 3 cr.

This course centers on the Native American nations and cultures of the U.S. and Canada, combines traditional classroom lecture and research paper writing with on-site visits to prehistoric archaeological sites and living American Indian cultures. This course is repeatable for credit if the seminar location has changed.

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 250 Archaeological Field School 3 cr. (2 + 2)

This course introduces students to all major elements of archaeological method and analysis through hands on participation in an ongoing archaeological project. Students will actively participate as responsible members of a research team. They will learn archaeological excavation techniques, stratigraphic and artifact analyses, methods of recording data and finds, and site conservation. Students are expected to live in a cooperative group at the field school camp while participating in the project. Prerequisite: Permission of Instructor

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 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.

ART

ARTS 159 Visual Literacy 3 cr.

To acquaint the student with the contemporary trends in mass visual media, both print and electronic, and to further build an awareness of the aesthetic, esoteric and communicative quality of the visual image, its meaning and quality, as it appears in advertising, journalism, still and motion picture photography, television and computer graphics. Code 2 course fee.

ARTS 170

Ceramics I 3 cr. (2 + 2)

Basic constructions and designs of clay pottery and sculpture are explored. Methods of making and applying glazes will be demonstrated. Additional laboratory time required outside of class hours. Code 2 course fee.

ARTS 174 Creative Arts for Children 3 cr.

This course deals with the methods and materials appropriate for basic arts experiences in early childhood education. Students will develop strategies and procedures for introducing children to experiences and environments based on cumulative, developmental and diverse learning situations. Projects in visual arts, music, dance and theater will be explored both in class and on site with opportunity and methods for class management and self-assessment. Code 2 course fee.

ARTS 181 Art History I 3 cr.

A survey of the visual arts, focusing on the sculpture, painting and architecture from the Prehistoric through the Gothic periods, this course explores the motivations, motifs, and vocabulary of art within its physical and socio-political context. Emphasis will be placed on identification of works and their association with their time period, culture and subsequent characteristics. Code 2 course fee.

ARTS 182 Art History II 3 cr.

A survey of the visual arts, focusing on the sculpture, painting and architecture from the Gothic Period through the Impressionist, this course will investigate representative artists and their works. Emphasis will be placed on the identification of works, artists and techniques and motivations within the historical context. Code 2 course fee.

ARTS 183

Basic Drawing 3 cr. (2 + 2)

Introduction to drawing from still life. Methods of handling charcoal, ink and various drawing materials will be discussed and applied. Code 2 course fee.

ARTS 184 Two-dimensional Design 3 cr. (2 + 2)

Course exposes students to two-dimensional elements as they appear on the surface of paper. The shape of objects, color, space and texture in relation to self-expression will be of primary importance. Code 2 course fee.

ARTS 185

Figure Drawing 3 cr. (2 + 2)

Disciplined drawing approach to anatomy with emphasis on bone structure, musculature and its influence on surface of the figure. Involvement in creative composition. Prerequisite(s): ARTS 183. Code 3 course fee.

ARTS 186 Three-dimensional Design 3 cr. (2 + 2)

Three-dimensional design is learned through demonstrations and student studio projects. The elements of design such as shape, line, space, texture and light are studied in applicable fields such as architecture and interior design. The course also explores the area of non-objective and abstract sculpture with ramifications for its universal use. Code 2 course fee.

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 Art History III-Twentieth Century Art 3 cr.

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 sociological, political and economical context from which the work has materialized. It is recommended that students enrolling in this course have taken Art History I. Code 2 course fee.

ARTS 270**Ceramics II 3 cr. (2 + 2)**

Ceramics II is designed to provide advanced study in clay sculpture and pottery. Demonstration and discussion will center around wheel throwing, hand-built sculpture and glaze development. Additional laboratory time required outside of class hours. Prerequisite(s): ARTS 170 or portfolio equivalent. Code 2 course fee.

ARTS 271**Ceramics III 3 cr. (2 + 2)**

Ceramics III will emphasize advanced techniques in ceramic construction, glaze and clay formulation and studio management. Students will be encouraged to develop and focus their skills in the creative and technical process, while researching historical and contemporary ceramics. Additional laboratory time required outside of class hours. Prerequisite(s): ARTS 170, or ARTS 270. Code 2 course fee.

ARTS 272**Ceramics IV 3 cr. (2 + 2)**

Ceramics IV will utilize the students' acquired skills to focus on a technically advanced, portfolio quality body of work. Emphasis will be made on the personal aesthetics and creative direction so that the student will develop an independent approach to the Ceramic Arts. Prerequisite(s): ARTS 170, 270, & 271. Code 2 course fee.

ARTS 282**Art Seminar in Italy 3 cr.**

The Art Seminar in Italy is a travel seminar which will provide participants with an overview of the diverse art forms and cultural forces responsible for molding Italy as a preeminent influence in the history of Art. Commencing with a study of the art of Ancient Rome, the survey will progress through Medieval, Renaissance and Baroque styles in such important cities as Rome, Florence and Venice. A brief introduction to Twentieth Century Italian art will conclude the survey. Visits to major museums and historical sites will be enhanced by lectures by both resident experts and OCC faculty.

ARTS 286**Painting I 3 cr. (1 + 4)**

A primary studio course in oil and acrylic painting with instructions in the preparation of canvas and the use of brush and palette knife. Individual demonstrations will be given in relation to still life, landscape, figure and abstract subjects. Code 2 course fee.

ARTS 287**Painting II 3 cr. (1 + 4)**

Advanced problems in conceptualization and design of the painting are discussed. Technical process is emphasized. Students will complete oversized canvasses. Group critiques will be conducted and films and day trips to artists' studios and galleries will further broaden the students' experience. Prerequisite(s): ARTS 286. Code 2 course fee.

BIOLOGY**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 3 course fee.

BIOL 119**Nature of Science and 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 3 course fee.

BIOL 130 Human Anatomy and Physiology I 4 cr. (3 + 2)

This course studies basic biochemistry and physiology of the cell, histology, the integumentary system, the musculoskeletal system, and the neuro-endocrine system. Dissection and laboratory instrumentation reinforce all lecture material. A non-dissection option is available for part of the course. It is highly recommended that students enrolling in this course have taken (a) high school biology and high school chemistry or (b) BIOL 114 and high school chemistry. Code 3 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 3 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, heredity, development and physiology of various systems. Prerequisite(s): BIOL 161. Code 3 course fee.

BIOL 163 Introductory Botany 4 cr. (3 + 2)

Presents beginning botany students with an appreciation of the diverse organisms we call plants. 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 120 or BIOL 131 or BIOL 162. Code 3 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 162. Code 2 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 3 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 162. Code 3 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 147 Keyboarding/ Document Processing I 3 cr.

Beginning level Keyboarding/Document Processing I is a comprehensive course that trains the student in keyboarding functional skills, Windows management, computing concepts, and word processing. Students will be able to design and produce professional documents utilizing the most current version of word processing software in a state of the art office simulation laboratory. In addition to document preparation and computing skills, the student will be able to key accurately at 30 wpm. Students may not receive credit for BUSN 135 and BUSN 147. Code 1 course fee.

BUSN 148 Keyboarding/ Document Processing II 3 cr.

This advanced level keyboarding and word processing course combines continued practice on correct keyboarding techniques and accuracy with the ability to process a wide range of documents on a personal computer. Practical application of business correspondence, business reports, statistical application, tabulation, employment ready documentation and integrated skills application will be covered utilizing a word processing software program. Upon completion, students should be able to key at a minimum rate of 45 wpm for five minutes with no more than five errors. Code 1 course fee.

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 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.

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 211 Word Processing/ Machine Transcription 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): BUSN 125, BUSN 126 and BUSN 148. 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. Prerequisite(s): BUSN 148 and CSIT 123. Code 1 course fee.

BUSN 220 Office Management 3 cr.

Office Management is an interactive course designed to instill effective communication, leadership, flexibility, willingness to accept and conquer new challenges, and the ability to be an effective member and manager of the office team. Emphasis is placed on choosing a suitable career, preparing an effective cover letter and specialized job resume, and learning how to present yourself effectively in a job interview. Due to the nature of the content of the course, class attendance is mandatory to provide effective inter-group activities. Through the use of role playing, video tapes, class speakers, and on-site business environment visits, the student will develop the skills and characteristics necessary for growth and advancement in the Administrative Office Management field. Prerequisite(s): BUSN 210, BUSN 211 and BUSN 214. Code 1 course fee.

BUSN 251 Business Law I 3 cr.

A study of the law as it applies to business and consumers. This course covers the structure of the legal system, torts, administrative agencies, the law of contracts, 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.

A study of the law of real property. The course deals with laws governing title and title transfer. It also deals with the concept of mortgages. The obligations of those who participate and assist in the transfer of real property is also discussed. Prerequisite(s): BUSN 251 or BUSN 290 or LAAW 101 or NJ Real Estate Sales 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. Code 2 course fee applies to home study only. Prerequisite(s): BUSN 131 or ELET 155 or consent of instructor.

BUSN 272 Principles of Investments 3 cr.

Business and personal investments. The theory and operation of the stock market. Investments and their timing with respect to the business cycle. Actual analysis of certain stocks, insurance and real estate.

BUSN 275 Principles of Finance 3 cr.

The field of Finance integrates concepts from economics, accounting, and a number of other areas. Finance links economic theory with the numbers of accounting, and all corporate managers -- whether in production, sales, research, marketing, management, or long-run strategic planning -- must know what it means to assess the financial performance of the firm. Prerequisite(s): BUSN 131 and 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 para-medical training programs or those wishing to prepare for college chemistry. The following are covered in this course: measurement, matter and energy, elements and compounds, atomic structure, periodic law, nomenclature, equation-writing, ichiometrics, 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 2 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 3 course fee.

CHEM 182 General Chemistry II 4 cr. (3 + 2)

This course, intended for science majors, 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 3 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 3 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 3 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.

COMMUNICATIONS

COMM 100 Basic American Sign Language I 3 cr.

This course is designed to introduce students to American Sign Language (ASL), to the visual-gestural language of the Deaf, to Deaf Culture, and to develop receptive and expressive communications skills. Students will be exposed to the basics of ASL transcription symbols, non-manual behaviors, time classifiers, locatives, temporal and distributional aspects. Information about the Deaf Community and its culture will also be featured throughout the course. Code 2 course fee.

COMM 102 Basic American Sign Language II 3 cr.

This course is designed to develop and deepen the skills acquired in COMM 100. Students will move beyond the basic transcription symbols, non-manual behaviors, time, classifiers, locatives, temporal and distributional aspects into more detailed and complex forms of expression. Prerequisite(s): COMM 100. Code 2 course fee.

COMM 104 American Sign Language I 3 cr.

ASL I will introduce to the student major language functions of ASL. By learning language functions in interactive contexts, the student will develop conversational skills on a basic level. Students will communicate solely in American Sign Language. Talking will not be permitted in class. Students are required to ascertain 15 contact hours within the Deaf Community.

COMM 105 American Sign Language II 3 cr.

This course is a continuation of ASL I. Training in this course is designed to further develop competency in ASL above the basic level. Focus is on receptive and expressive sign language communication skills. Students are required to ascertain 15 contact hours within the Deaf Community. Prerequisite(s): COMM 104, COMM 106 and COMM 108.

COMM 106 Fingerspelling 3 cr.

This course is designed to advance students on the skill development of hand configuration, basic word patterns, rhythm, comprehension of fingerspelled words, phrases, and numbers.

COMM 107 American Sign Language III 3 cr.

This course is a continuation of ASL II. This course will expand the emphasis on ASL grammar and vocabulary development. Students will experience additional in-depth receptive and expressive skill development. Dialogues, short stories, narratives, and conversations will be presented throughout this course. Students are required to ascertain 15 contact hours within the Deaf Community. Prerequisite(s): COMM 105.

COMM 108 American Deaf Culture & History 3 cr.

This course introduces the culture of the Deaf. This course will discuss the values, norms, identities, traditions, and subcultures within the larger culture. This course raises questions of the nature of sign language, the education of the Deaf, and the historical treatment of deafness.

COMM 109 American Sign Language Syntax & Grammar 3 cr.

This course is designed to introduce to the student the grammar and structure of ASL. Students will learn about ASL transcription symbols, sentence types, classifiers, non-manual behaviors, time pronominalization, locatives, pluralization, subjects and objects, verbs, and temporal and distributional aspects. Prerequisite(s): COMM 105.

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 2 course fee.

COMM 111 Sign to Voice 3 cr.

This course introduces the students to the theory and practice of processing a signed message into spoken English. This course will emphasize appropriate vocabulary selection, use of syntactically correct English sentences, and appropriate voicing register. Skill development application will be conducted in class. This course requires 10 hours of field observation on specific aspects of sign to voice interpreting. Prerequisite(s): COMM 112 and COMM 113.

COMM 112 American Sign Language IV 3 cr.

This course is a continuation of ASL III. Students will learn advanced conversational skills in ASL. This course will introduce poetry, folklore, and storytelling in ASL. Students must present short stories, narratives, and poetry, at the advanced level, to the class. Students will also learn idiomatic expressions in ASL. Students are required to ascertain 15 contact hours within the Deaf Community. Prerequisite(s): COMM 107 and COMM 109.

COMM 113 Introduction to Interpreting 3 cr.

This course provides an introduction to interpreting history, ethics, and interpreting in a variety of specialized settings. This course will cover ethics, interpreting process, attitudes, and the role of the interpreter. The student will learn about the Registry of Interpreters for the Deaf (RID) certification process and fees. The student will also learn about the New Jersey State Screening process that will enable students, who pass the screening, to be placed on their registry. Students will also learn about the various devices used by the Deaf Community that help them to meet the daily needs of life such as telephones, alarm clocks, smoke detectors, and beepers. Students are required to ascertain 10 field observation hours. Prerequisite(s): COMM 107 and COMM 109.

COMM 115 Interpreting II 3 cr.

This course is a continuation of Interpreting I. In this course students will continue to improve on the skills needed to render professional interpreting. Students will also focus on the skills necessary for the simultaneous interpreting tasks, such as determining lag time, shadowing, focusing on production by modulating delivery, and developing a perceptive ability in their target language through exercises. Students will be taught techniques they can use to maintain and improve their skills on a daily basis. The student will also learn about Overuse Syndrome and common treatments, preventative tips and specially-designed exercises utilized to avert this affliction. Students are required to ascertain 10 field observation hours. Prerequisite(s): COMM 112 and COMM 113.

COMM 116 Voice to Sign 3 cr.

This course will review ideological components, principles, and practices of interpreting for Deaf people. Strategies for effective listening skills, text analysis, conceptual accuracy and linguistic factors of sign language will be discussed and applied. Classroom exercises will be conducted. This course requires 10 hours of field observation. Prerequisite(s): COMM 112 and COMM 113.

**COMM 117
Interpreting Lab 3 cr.**

This course allows the student the opportunity to strengthen interpreting skills through a controlled environment. Students will interpret in a variety of interpreting scenarios during mock interpreting situations with Deaf people participating. Students will be videotaped for evaluation. This lab is designed to maximize strengths and minimize weaknesses evident during the student's practicum. The practicum will consist of a supervised interpreting experience involving observation and hands-on experience in various interpreting situations. The student will be out in the field with a minimum of 9 hours per week (total of 125 hours). The student will log reports and have weekly meetings during class to discuss situations that arise during the student's practicum. A video portfolio is required for this course. Prerequisite(s): COMM 111, COMM 115 and COMM 116.

COMM 118 Specialized Sign Language 1 cr.

This course is designed to provide a broad range of signs for many different avenues in the interpreting field. Such signs taught would include: educational, legal, medial, religious, mental health, social work, theatrical technical, sexual and drug related signs. Special emphasis will be placed on production of signs in correct ASL format and spoken English. Prerequisite(s): COMM 111, COMM 115 and COMM 116.

COMM 130 Careers in Communication I 1 cr.

An overview of career opportunities in communications media. Designed to help each student develop realistic career goals for employment in the media. Code 2 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 2 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 150. Code 2 course fee.

COMM 154 Fundamentals of Public Speaking 3 cr.

Development and improvement of public speaking skills. Practice in organizing, outlining and delivering brief talks. Code 2 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.

Exploring the influence of culture on perception and identity, students gain an understanding of the communication challenges in cross-cultural encounters, and they acquire effective strategies for enhancing intercultural communication competence. Prerequisite(s): ENGL 151.

COMM 209 Introduction to Language 3 cr.

This course examines some of the fundamental concepts of language with emphasis on the social functions of language. The major areas discussed are language and gender, language variation, language and culture, and language change. 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 278 Mass Media & the Public Mind 3 cr.

This course encourages the student to investigate and evaluate the methods and impact of mass media (advertising, cartoons, graffiti, journalism, popular literature, contemporary music, photography, motion pictures, radio and television). Emphasis is placed upon recognizing the various ways these media are utilized daily to influence us. 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 283**Introduction to Radio 3 cr.**

This course is designed to initiate the student into the operation of a local radio station and to provide a working knowledge of the methods and procedures of reporting for the electronic medium and of the planning and editing of radio news programs. Students will be prepared to become disc jockeys or radio announcers for basic radio control-room operation. Audio-console operation, patching, studio setup, audio-tape splicing and basic program production (writing, producing and directing of radio dramas, news documentaries, public affairs programs and commercials) will be taught. Studio time is required.

COMM 290 Communications Internship I 3 cr.

This course offers students the opportunity to gain practical experience in technical support positions in the arts, educational/instructional media, or for business/industry in-house productions. Students will apply academic knowledge to the workplace. Prerequisite: (a) Concurrent with the academic semester, student must be engaged for 135 hours per semester in an internship that relates directly to the Communication Media Technology program. (b) Students must attain a minimum of 2.5 grade point average. (c) Students must have completed a minimum of two full-time semesters in the Communication Media Technology program.

COMM 291 Communications Internship II 3 cr.

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. Students will apply academic knowledge to the workplace. Prerequisite: (a) Concurrent registration with or successful completion of Communications Internship I. (b) Concurrent with the academic semester, students must be engaged for 135 hours per semester in an internship that relates directly to the Communications Media Technology program. If taken concurrently with COMM 290, the work hours are in addition to the hours required for that course. (c) Students must attain a minimum of 2.5 cumulative grade point average. (d) Students must have completed a minimum of three full-time semesters in the communications Media Technology program.

PHOTOGRAPHY**COPH 191 Basic****Photography 3 cr. (2 + 2)**

Students learn how to use the camera, study its individual media quality and participate in related laboratory experiences. Portfolios of photography are produced by the students. Code 3 course fee.

COPH 197 Experimental**Photography I 3 cr. (2 + 2)**

To acquaint the students with a series of camera and darkroom techniques, to explore, manipulate and abstract the photographic image. Included is the tone line image, local print coloration, posterization, solarization, the photogram, reticulation as well as the use of specialized camera and picture-taking techniques. Students will learn these unique techniques in relation to the still black and white photograph and participate in related laboratory experiences. Portfolios of photographic work are produced by the students in the class. Limited enrollment. Prerequisite(s): COPH 191 or equivalent or permission of the instructor. Code 3 course fee.

COPH 198 Intermediate**Photography 3 cr. (2 + 2)**

This course is a continuation of Basic Photography COPH 191. Students will learn advanced techniques in camera handling and picture taking while exploring sophisticated methods in monochrome continuous-tone printing. 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. Portfolios of enlarged black and white continuous-tone prints are produced by each student. Prerequisite(s): COPH 191. Code 3 course fee.

COPH 217 Photojournalism & Picture Editing 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 of photography on the reporting of world, state, and local events. Students will further develop basic skills in researching 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 film, and produce the print within time constraints which duplicate the expected performance on a daily newspaper, magazine or broader media coverage and print publication. A 35mm camera with built-in metering system or a hand-held light meter is required for this course. An electronic flash unit for the camera is also required. Code 2 course fee.

COPH 290 Electronic Still**Photography 3 cr. (2 + 2)**

This course is intended to introduce the student to the use of various types of electronic digital cameras and related photographic equipment. In addition, students will learn to download the images for computer enhancement. Emphasis will be placed on both field and studio work. Prerequisite(s): COPH 191 and COCG 160 or permission of the instructor. Code 3 course fee.

CRIMINAL JUSTICE**CRIM 150 The Criminal Justice System 3 cr.**

An introduction to the philosophy of justice, identification of the various subsystems and the significance of their interrelationships; analysis of past, present and future expectations in law enforcement; judicial and corrections discipline; role expectation; ethics and the need for professionalism.

CRIM 151 Police Organization & Administration 3 cr.

This course examines the organizational framework, authority structures and major function of representative police agencies. Analysis is made of the administrative problems of allocating responsibility and support functions and of coordinating many large and small area commands. Recruitment, career advancement and selection of leadership are areas of special comment.

CRIM 152 Introduction to Law Enforcement 3 cr.

This is a comprehensive analysis of the development of law enforcement in America from the origin in England to modern day policing. It examines all aspects of law enforcement from patrol to investigations. Current police practices, policies, and enforcement methodology are explored with an emphasis on the role of the police officer in society.

CRIM 154 Criminal Investigation 3 cr.

This course is an introduction to criminal investigation as a timeless and dynamic field of scientific study. It examines all aspects and fundamentals of criminal investigation as practiced by police officers. An underlying theme of the course is the responsibility of conducting investigations within the framework of the constitution and the practices of a dynamic society.

CRIM 155 Introduction to Corrections 3 cr.

Students will gain an overview and conduct critical analyses of contemporary correctional theory and practice. Comparisons of mainline American corrections with historical, cross-cultural, philosophical and non-traditional views of corrections will be made. Students will examine the various components of the system including prisons, jails, probation, parole and community corrections as well as controversial issues in contemporary corrections, such as prisoner rights, victimization, the death penalty and institutional corrections.

CRIM 236 Criminology 3 cr.

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 social, environmental and economic factors in crime and the basic ideas of British and American criminology. Prerequisite(s): SOCI 181.

CRIM 237 Juvenile Justice 3 cr.

This course examines the philosophy, structure and procedure of the juvenile justice system. Major perspectives on the control, care and treatment of juvenile offenders will be explored. Prerequisite(s): SOCI 181 or equivalent.

CRIM 254 Constitutional Law & Rules of Evidence 3 cr.

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.

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.

COMPUTER STUDIES**CSIT 110 Computer Literacy 3 cr.**

An introductory course designed to provide students with a fundamental understanding of computers and information. The course familiarizes students with the interaction of computer hardware and software. Emphasis is placed on the application of microcomputers, the use of productivity software (word processing, spreadsheet management, file and data base management, search tools) to gather, analyze, organize and present information, and the social and ethical aspects of the impact of computers on society. Students may not enroll for credit in this course if they have earned credit for a higher-level computer science course. Open lab time is required. Code 2 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. This course is a required course in the AS Computer Game Development and Design Option and an elective in the AAS degree. Open lab time required. Code 2 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. The student will be using the microcomputer in a Windows environment with a modern integrated office software package (Microsoft Office). Students may not receive credit for both CSIT 123 and CSIT 125. Working knowledge of Microsoft Windows suggested. Open lab time required. Code 2 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 and Visual Basic) to solve contemporary non-discipline specific information processing problems. Students may not receive credit for both CSIT 125 and CSIT 126. Open lab time required. Prerequisite(s): CSIT 123 or permission of the instructor. Code 2 course fee.

CSIT 130 Web Site Design 3 cr.

Students will learn how to plan and implement a fully functional web site. Topics will include planning, information design and delivery concepts, navigational structure, graphics, and continuing maintenance. Web designers who complete this course will have a fuller understanding of web site "style" and the importance of good design in creating an effective web site. Students should have a basic knowledge of HTML and some experience producing web pages. Open lab time required. Prerequisite(s): CSIT 133. Code 2 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. Cascading Style Sheets (CSS) will be covered including external as well as embedded Style. Both CSS1 and CSS2 will be discussed and used. A study of JavaScript will give the students an introduction to Dynamic HTML (DHTML), and form a foundation for more advanced study of DHTML and JavaScript. Students will complete hands on projects as part of the requirements for the course. Students shall not receive credit for both CSIT 120 and CSIT 133. Open lab time required. Prerequisite: Working knowledge of Microsoft Windows. Code 2 course fee.

CSIT 140 Introduction to Computer Organization 3 cr.

An introduction to the organization of computer hardware. Topics include data representation within the computer, number systems, the instruction set, basic logical structures and operating systems. Open lab time required. Prerequisite: Basic typing skills. Code 2 course fee.

CSIT 144 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 administration. Students will have access to the computers housed in the Technology building. Open lab time is required. Prior programming experience suggested. 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 2 course fee.

CSIT 161 Advanced Visual Basic 3 cr.

This course presents the Rapid Application Development (RAD) approach to Windows programming using a modern object oriented language (Visual Basic). The course will emphasize the design, development and implementation of event driven programs. The programs will utilize the Windows graphical user interface as well as dynamic interaction with other Windows applications using OLE. Students may elect to use the department's computer facilities to develop all programming assignments. Working knowledge of Microsoft Windows required. Open lab time required. Prerequisite(s): CSIT 160 or CSIT 171 or permission of the instructor. Code 2 course fee.

CSIT 171 Computer Programming I 3 cr.

This course introduces the student to the software development process and programming. Topics include the structure and design of algorithms, data types, function modularity, documentation and an introduction to object oriented programming. Students will develop programs using the department's computer facilities and a modern structured procedural and object oriented programming language (C++). This is the first course in a two semester sequence designed for computer science majors. Working knowledge of Microsoft Windows required. Open lab time required. Fall semester day and evening sections. Spring semester day sections only. Corequisite: CSIT-140. Code 2 course fee.

CSIT 172 Computer Programming II 3 cr.

This course continues the study of the software development process begun in CSIT 171. Additional topics include object oriented modeling, inheritance, polymorphism, dynamic memory allocation, files, arrays, sorting, searching, string manipulation, stacks, queues, linked lists and the software life cycle. Students continue working with the department's computer facilities and a modern structured procedural and object oriented programming language (C++). Open lab time required. Prerequisite(s): CSIT 171 or permission of the instructor. Code 2 course fee.

CSIT 173 Game Programming with OpenGL 3 cr.

This course is a required course in the A.S. Computer Game Development and Design Option, and an elective in the Computer Science A.A.S. Degree. This course will build on the topics learned in Computer Programming I: CSIT 171, providing both theory and practice in game programming supported by the graphical structures in the Open Graphic Library (GL). This course will provide students with a comprehensive introductory background in interactive computer game programming. It will explore programming options not offered in traditional programming courses, thus widening the scope of student knowledge, adding to their diversity in the programming sector and enhancing their opportunities within the field of programming. Open lab time required. Prerequisite(s): CSIT 171 or permission of the instructor. Code 2 course fee.

CSIT 174 Computer Systems 3 cr.

This course will present the basic concepts of computer systems, architecture and Assembly Language Programming. The student will implement high level language constructs, macros and subroutines in Intel 80x86 based assembly language under a modern operating system. Open lab time required. Prerequisite(s): CSIT 140 or permission of the instructor. Code 2 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 2 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. Working knowledge of Microsoft Windows required. Prerequisite(s): CSIT 160 or CSIT 171 or permission of the instructor. Code 2 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. Fall semester evening sections only. Prerequisite(s): CSIT 160 or CSIT 171. Code 2 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 using flash dynamic animations with a concentration on client side and object-oriented core technologies. The course will cover how dynamic content can be provided with plug-in technologies like, Flash, Java Applets, JavaScript, and Active X. 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 171 and CSIT 133 or permission of instructor. Code 2 course fee.

**CSIT 232 Server Programming
for the Web 3 cr.**

This course is designed to provide an overview of current languages, tools and protocols used in creating and maintaining applications for use on the World Wide Web. This course concentrates on server side core technologies, such as CGI, Active Server Pages and XML; (2) the development of dynamic client/server internet applications using databases, for example SQLServer, MySQL or Microsoft Access, with presentation of information using the XHTML standard in a current Integrated Development Environment; and (3) a server side language, such as ASP.NET, used to implement 3-tier web applications. 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 171, and CSIT 133, or permission of the instructor. Code 2 course fee.

**CSIT 260 Application
Programming in C++ 3 cr.**

This course uses an applied approach to teach the C++ programming language to solve a wide range of application problems. All examples will emphasize external modules (functions), parameter passing and use of appropriate objects. The student will develop a final comprehensive project, utilizing various file access techniques. Prior C++ programming experience is required. Open lab time required. Code 2 course fee.

**CSIT 270
Programming in Java 3 cr.**

This course provides an introduction to platform independent object-oriented programming using Java. The course is intended to enable students to design and implement Internet World Wide Web, stand-alone and thread-based concurrent applications. Java facilities addressed include applets, exception handling, security, GUI (the abstract window toolkit), file system interface, network interface and threads. Effective uses of Java for Object Oriented Programming are demonstrated with realistic examples using Java class libraries. Open lab time required. Prerequisite(s): CSIT 172 or Object Oriented Programming or permission of instructor. Code 2 course fee.

**CSIT 271 Data Structures &
Algorithm Analysis 3 cr.**

This course examines the representation, implementation and application of data structures. The data structures include arrays, stacks, queues, linked lists, trees, graphs, networks and databases. Algorithms are developed to operate upon these structures. All assignments will be programmed in a modern structured procedural and object oriented programming language (C++). Open lab time required. Prerequisite(s): CSIT 172 or permission of the instructor. Code 2 course fee.

**CSIT 281
Network Management 3 cr.**

This course is designed to focus on the tasks and issues involved in the administration of several industry-standard network operating systems. Students will further their knowledge of network management through hands-on laboratory exercises in which they configure and manage network resources, create and maintain user logons, trouble shoot performance restrictions and perform security auditing procedures. Open lab time required. Fall semester only. Prerequisite(s): CSIT 184 and programming experience or permission of the instructor. Code 2 course fee.

DANCE

**DANC 160
Modern Dance 3 cr. (2 + 2)**

This course introduces modern ballet integrating the techniques of modern dance and classical ballet to train the torso and extremities simultaneously. It provides a comprehensive dance foundation by familiarizing students with basic technique, including warm-up exercises and performance of basic dance combinations in class. Recommended for dance and fine arts-oriented students, actors for more efficient stage movement, athletes for development of flexibility and coordination, and students with a general interest in dance. Code 2 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 2 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 2 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 2 course fee.

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 2 course fee.

ECONOMICS**ECON 151 Macroeconomic Principles 3 cr.**

A study of 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.

An 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 175 Introduction to Teaching 3 cr. (2 + 2)**

Survey of the historical, social, political, philosophical, cultural, legal and economic forces that shape the American public K-12 school system, including teaching as a profession, current issues in educational reform, and the challenges of information technology and diversity. This course also has a field experience component.

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 Introduction 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 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 Internship in Education 3 cr.

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.

ELECTRONIC MEDIA

COEM 120

Television Production 3 cr. (2 + 2)

Basic television production techniques, including the use of camera, switchers, audio board, producing/directing studio programs. Code 3 course fee.

COEM 220

Advanced Television Production 3 cr. (2 + 2)

Students will learn to plan, execute and edit videotaped projects for documentary, informational and educational use. Prerequisite(s): COEM 120. Code 3 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. Prerequisite(s): COEM 220. Code 3 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 2 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 2 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 2 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 4 course fee.

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 124

Surveying II 3 cr. (2 + 3)

A continuation of basic surveying including methods of stadia, topographic mapping, earthwork, horizontal and vertical curves, construction, surveys and CAD mapping software from field data. Prerequisite(s): CVET 123. 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 of no remediation. Corequisite: ELET 155.

CVET 152 Mechanics

of Materials 4 cr. (3 + 3)

Analysis of stresses and strains, mechanical properties of engineering materials, introduction to shear and bending moment diagram, stresses and deflections in beams, combined loading. Laboratory includes experimental study of above topics using testing machines and a variety of load deformation measuring devices. Prerequisite(s): CVET 151. Code 2 course fee.

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.

CVET 181 Graphics for Civil

Technicians I 3 cr. (2 + 3)

This is a basic course in the fundamentals of construction drawing. The course is presented using a microcomputer based computer-aided drafting (CAD) system. Topics include basic drafting concepts, CAD drawing principles and vocabulary, system management and principles of light frame construction. Code 2 course fee.

CVET 182 Graphics for Civil

Technicians II 3 cr. (2 + 3)

This course is a continuation of CVET 181. Construction drawings for a small project are developed from design sketches. Topics include production of working drawings, building systems, and structural calculations. CAD drafting system will be used. Prerequisite(s): CVET 181. Code 2 course fee.

CVET 231 Design of Structures 4 cr. (3 + 3)

Shear and bending moment diagram, analysis of static load, stresses, strains and deflections of determinate structural members built up sections. Steel design of basic beams. Columns, connections of structural elements. Detailing of beam, columns, product section, plans and specifications. Prerequisite(s): CVET 151 and CVET 152. Code 2 course fee.

CVET 232 Design of

Concrete 4 cr. (3 + 3)

Analysis and design of basic reinforced concrete beams, slabs, columns and shear design in beams. Development, splices, and simple-span bar cutoffs. Continuous construction design considerations. Laboratory: physical and mechanical tests of cements, mortar and aggregates, concrete mix design, beam experiments and test reports. Prerequisite(s): CVET 231. Code 2 course fee.

CVET 241 Soil Mechanics & Foundations 4 cr. (3 + 3)

Formation of natural soil deposits, engineering properties of soils, soil exploration, stress distribution in soil, consolidation of soil and settlement of structures, shear strength of soil, shallow foundations, pile foundations. The application of this information to the design of shallow and deep (piles) foundations. Lateral earth pressure and soil compaction. Prerequisite(s): CVET 152. Code 2 course fee.

CVET 254 Hydrology & Hydraulics 4 cr. (3 + 3)

Topics will explore the hydrologic cycle phenomena of precipitation, surface runoff and stream flow. Groundwater flow and well hydraulics are covered through a study of aquifers, recharge and safe yield. Open and closed channel flow principles through the use of energy and momentum equations to account for head losses and hydraulic jumps are discussed. Laboratory experiments demonstrating laminar and turbulent flow, orifice and weir parameters as means to measure fluid flow will reinforce theory. Prerequisite(s): PHYS 171 and CVET 161. Code 2 course fee.

CVET 256 Land Development & Site Planning 3 cr.

This course will examine the process of land development. The concepts of land planning, master plan and land use regulation (zoning) will be discussed. Site planning and design topics will include environmental assessment issues of geology and soils, vegetation, hydrology, and climate. Site development issues of earthwork and grading, drainage and erosion, streets and road, utilities, parking and building construction will be covered.

CONSTRUCTION MANAGEMENT TECHNOLOGY**BCET 124 Project Planning & Control 3 cr.**

Discusses project management policies, life cycle, organizational structures and models. Students will investigate budgeting, scheduling, resource allocation through the utilization of project networking such as PERT and CPM. Monitoring and information procedures are analyzed as fundamental elements for control and maintaining balance in meeting project objectives. Utilization of computer methods is covered to plan and monitor projects. Prerequisite(s): BCET 134, CVET 161 or field experience. Code 1 course fee.

BCET 134 Construction Methods & Pricing for Estimating 3 cr.

A course designed to introduce the student to the task of estimating as applied to a construction project. The estimating of material and labor costs will be studied, as well as intangibles such as taxes, insurance, bonding, overhead and profit. Each student will use PC-driven spread sheets to track the various parts of a class project. The procedures of bidding, opening bids, awarding of contract and related items are covered. Prerequisites: Field experience.

COMPUTER SYSTEMS ENGINEERING TECHNOLOGY**ELET 155 Introduction to Engineering Technology 2 cr.**

This course will examine career skills in engineering technology while teaching basic techniques utilized in technology. Students will gain proficiency in the use of software programs to organize field data, solve formulas, graph data, and report results. Problems will be drawn from practical applications experienced in the field. Prerequisite(s): MATH 011. Code 2 course fee.

ENGLISH**ENGL 001 ESL-Intermediate Conversational English 3 cr.**

This course is designed for nonnative speakers of English identified as needing English language instruction at the intermediate level. Instruction will focus on the conversational skills needed for effective verbal communication. This course cannot be used to satisfy degree requirements. Prerequisite: Identification of need by the appropriate score on the Accuplacer Test and the Michigan English Placement Test (MEPT) or recommendation of the instructor. Prerequisite(s): Identification of need by appropriate score on the Accuplacer Test and the Michigan English Placement Test (MEPT) or recommendation of the instructor. Corequisite: ENGL 004.

ENGL 004 ESL-Intermediate Listening & Speaking 3 cr.

This course is designed for nonnative speakers of English identified as needing English language instruction at the intermediate level. Instruction will focus on the development of accuracy in the production of spoken English: stress, intonation, and rhythm; as well as the development of listening skills needed to undertake academic work and to understand colloquial speech. The foreign language lab will be utilized to enhance the accuracy of these skills. This course cannot be used to satisfy degree requirements. Prerequisite: Identification of need by appropriate score on the Accuplacer Test and the Michigan English Placement Test (MEPT) or recommendation of the instructor. Prerequisite(s): Identification of need by appropriate score on the Accuplacer Test and the Michigan English Placement Test (MEPT) or recommendation of the instructor. Corequisite: ENGL 001.

ENGL 005 ESL-Intermediate Grammar 3 cr.

This course is designed for nonnative speakers of English identified as needing English language instruction at the intermediate level. Using a communicative approach, this course will provide practice, development and internalization of the fundamental structures of English grammar needed for effective spoken and written communication. This course cannot be used to satisfy degree requirements. Prerequisite: Identification of need by appropriate score on the Accuplacer Test and the Michigan English Placement Test (MEPT) or recommendation of the instructor. Prerequisite(s): Identification of need by appropriate score on the Accuplacer Test and the Michigan English Placement Test (MEPT) or recommendation of the instructor. Corequisite: ENGL 006.

ENGL 006 ESL-Intermediate Reading & Writing 3 cr.

This course is designed for nonnative speakers of English identified as needing English language instruction at the intermediate level. Work will focus on the improvement of skills and vocabulary needed to read with greater speed and comprehension, and to generate written responses to readings of intermediate difficulty. The function and structural elements of a paragraph will be carefully analyzed. This course cannot be used to satisfy degree requirements. Prerequisites: Identification of need by appropriate score on the Accuplacer Test and the Michigan English Placement Test (MEPT) or recommendation of the instructor. Prerequisite(s): Identification of need by appropriate score on the Accuplacer Test and the Michigan English Placement Test (MEPT) or recommendation of the instructor. Corequisite: ENGL 005.

ENGL 007 ESL-Advanced Grammar 3 cr.

This course is designed for nonnative speakers of English identified as needing English language instruction at the advanced level. This course will provide an intensive study of English grammar and usage and the mechanics of punctuation, capitalization and spelling. Particular attention will be paid to the most common grammatical problem areas generated by ESL learners when writing compositions. This course cannot be used to satisfy degree requirements. Prerequisites: Identification of need by appropriate score on the Accuplacer Test and the Michigan English Placement Test (MEPT) or recommendation of the instructor. Prerequisite(s): Identification of need by appropriate score on the Accuplacer Test and the Michigan English Placement Test (MEPT) or recommendation of the instructor. Corequisite: ENGL 008. Code 2 course fee.

ENGL 008 ESL-Advanced Reading & Writing 3 cr.

This course is designed for nonnative speakers of English identified as needing English language instruction at the advanced level. Work will focus on the skills and vocabulary needed to read college-level texts and to generate written responses that demonstrate a basic mastery of grammar, sentence structure, and paragraph formation. This course cannot be used to satisfy degree requirements. Prerequisite: Identification of need by appropriate score on the Accuplacer Test and Michigan English Placement Test (MEPT) or recommendation of the instructor. Prerequisite(s): Identification of need by appropriate score on the Accuplacer Test and Michigan English Placement Test (MEPT) or recommendation of the instructor. Corequisite: ENGL 007.

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. ENGL 091 replaces ENGL 010 and ENGL 020. This course cannot be used to satisfy degree requirements.

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. One hour weekly is taught in a computer laboratory. A minimum grade of C must be earned to progress to the next course in the composition sequence. ENGL 095 replaces ENGL 011 and ENGL 021. 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 2 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 021 or ENGL 151 or permission of the instructor.

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, the writing process, and information literacy. Prerequisite(s): Satisfactory placement test score/or successful completion of required developmental courses.

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. With ENGL 151, this course fulfills the 6-credit graduation requirement in English Communication. Prerequisite(s): ENGL 151.

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.

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 222 Native American Literature 3 cr.

This course traces the evolution of Native 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 Native American storytelling. 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 1900s, 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.

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.

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.

ENGL 227 to Jewish and Holocaust Literature 3 cr.

With particular attention to common themes of exile, assimilation, identity, marginality, and persecution, this course traces the rich tradition of Jewish literature beginning with the Hebrew Bible and Hasidic, kabbalistic, and Rabbinical folktales. Culturally diverse writers representing America, central and eastern Europe, and the Middle East will then provide an historical context for exploring immigrant poetry and prose, Holocaust literature, and contemporary Jewish storytellers. Prerequisite: 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 240 Women in Literature 3 cr.

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 242**Women in Film 3 cr.**

This course studies gender concerns in the art of cinema. It focuses on female images, icons, cultural change and role definition, what has been lost and found at the movies, and the various contributions of women to films and filmmaking. Prerequisite(s): ENGL 151.

ENGL 244**Women's Lives 3 cr.**

This course will examine the genre of biography as it is used to tell of literary women's lives. Biographies of women writers will be read and discussed in terms of the biographical styles, gender issues, and social contexts. Prerequisite(s): ENGL 151.

ENGL 251**American Literature I 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 II 3 cr.**

A study of American literary works and their backgrounds from approximately 1865 to the current day. Students will read, discuss and write about significant works. Prerequisite(s): ENGL 151 or permission of the instructor.

ENGL 253**British Literature I 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 II 3 cr.**

An introduction to British Literature that provides a broad overview of literary and cultural development from 1785 through the current day, with focus on major writers of the Romantic, Victorian, Modern, Mid-Twentieth Century, and Post-Colonial eras. Prerequisite(s): ENGL 151.

ENGL 255**World Literature I 3 cr.**

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 II 3 cr.**

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.**

Students will read, discuss and write about a number of representative short novels written from 1700 to present. These novels will be analyzed according to varying methods of modern literary evaluation. Texts will be considered in relation to authors' perceptions of human experience, reactions to modern society, and statements of value. 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. Students may repeat the course once for credit as ENGL 261 when new plays are offered. Prerequisite(s): ENGL 151.

ENGL 261 The Shakespeare Plays II 3 cr.

A continuation of ENGL 260 with additional plays in the television series being viewed and studied. Prerequisite(s): ENGL 151 and ENGL 260.

ENGL 270 The Works of**F. Scott Fitzgerald 3 cr.**

This course explores the artistic and social milieu of the United States in the "Roaring Twenties" and the depressed Thirties through the writings of F. Scott Fitzgerald. Reading and writing assignments, accompanied by filmed versions of Fitzgerald's fiction, provide a broad range of experiences with the life and literature of the two decades. Prerequisite(s): ENGL 151.

ENGL 274 The World of**Ernest Hemingway 3 cr.**

A study of the short fiction and major novels of Ernest Hemingway, beginning in Paris in the 1920s as a spokesman for the lost generation, continuing through his next four decades of artistic growth, and focusing on his major contributions to the twentieth-century narrative style. Prerequisite(s): ENGL 151.

ENGL 280 American Poets: Voices & Visions 3 cr.

Based on the PBS television series, this course offers students the opportunity to study the distinctive voices and visions of eight American poets from Walt Whitman through Robert Frost to Sylvia Plath. Prerequisite(s): ENGL 151.

ENGINEERING SCIENCE

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 2 course fee.

ENGR 180 Computer-Aided Graphics: Basic AutoCAD 2 cr. (1 + 3)

A basic course in the fundamentals of computer-aided drafting/design (CADD). The course provides the student with an understanding of the concepts, features and limitations of a micro-computer based CAD system. Students will gain hands-on experience using the latest release of AutoCAD 2d software, the computer, digitizer and plotter. The majority of the course time consists of laboratory exercises.

ENGR 181 Graphics for Engineers I 2 cr. (1 + 3)

This course presents the fundamentals of engineering graphics and includes coverage of elementary projection, lines and planes, auxiliary views, edge views, oblique projection, angle between planes, angle between lines and planes, intersections and revolution. Drawing will stress solution of elementary graphic problems. The drawings will be completed in both the drafting laboratory and using CAD software in the computer laboratory. Code 2 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 2 course fee.

ENGR 192 AutoCAD 2-D Basics II 3 cr. (1 + 4)

This is the second part of a basic program in the fundamentals of computer aided drafting/design (CAD). The course continues from the prerequisite course with diminishing, blocks, attributes, section views, and an introduction to three-dimensional drawing. The course shows how to use AutoCAD to draw and edit polylines; set layers, linetypes and create colors; create section lines and graphic patterns. Prerequisite(s): ENGR 191. Code 2 course fee.

ENGR 196 Geographic Information System 3 cr. (1 + 4)

Geographic Information Systems (GIS) deal with the development and utilization of maps and data. GIS integrates the display capabilities of a computerized map with the information management tools of a spreadsheet. This course will include an overview of maps and computer systems, a look at models for attribute and spatial data, the organization of data in a GIS, and how a GIS can be utilized. Prerequisite(s): ENGR 192 or CVET 182. Code 2 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. Prerequisite(s): ENGR 192 or CVET 182. 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 and PHYS 271.

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 and PHYS 281.

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 and PHYS 272. Code 2 course fee.

ENGR 252 Electrical Engineering II 4 cr. (3 + 3)

A continuation of ENGR 251 beginning with mutual inductance, and series and parallel resonance. The Laplace transform is introduced, and its use in circuit analysis is thoroughly studied. Other topics include: Fourier series and the Fourier transform, two-port networks, and transfer functions. Laboratory work is correlated with the lectures. Prerequisite(s): ENGR 251 & MATH 280. Code 2 course fee.

ENGR 290 Engineering Internship I 3 cr.

This course offers students the opportunity to apply the academic knowledge gained from the classroom to a work environment. By completing internships students will be involved in emerging workplace trends and enhance their employability. Internships will be directly related to career goals in the areas of Technology and Engineering. Prerequisite: The student must have maintained a minimum grade of "C" or college equivalent credit in all college courses and have permission of the department dean.

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. Students will be required to travel to offsite laboratory locations. It is highly recommended that students enrolling in this course have completed high school biology and high school chemistry. Code 3 course fee.

ENVI 154 Introduction to Oceanography 4 cr. (3 + 2)

An introduction to the study of Oceanography, the study of the major processes that control the world's oceans. This course provides the basic concepts utilized in marine study: biology, chemistry, geology, and physics. Related topics include atmospheric science, microbiology, and meteorology. Field and laboratory study will include marine study along the shoreline. It is highly recommended that students taking this course have completed high school biology, chemistry, and advanced algebra or BIOL 114 and no remedial placement in algebra. Code 3 course fee.

ENVI 159 Natural Resources Conservation 3 cr.

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 259 Field Experience/Practicum 2 cr. (1 + 4)

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 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.

The study of film technique, film production, and narrative fiction are combined in this course. Emphasis is placed on studying the process of adapting short stories, a play, and a novel to the screen by reading the original texts and viewing the films. Students will also adapt a brief excerpt of a piece of fiction to a short screenplay and have the option of developing this screenplay into a short film. Prerequisite(s): ENGL 151.

FILM 220 Italian Film 3 cr.

Development of cinema in Italy after World War II. War, Fascism, and resistance as presented in Italian movies from Neo-Realism to the present day and the achievements of major Italian directors that have been influenced by its style and spirit. (Fellini, DeSica, Rossellini, Scola, Taviani). Code 3 course fee.

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 concern 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 Dept. 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 fire fighting 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 155 Hazardous Materials Incident Analysis 3 cr.

The student will receive a basic foundation in the fundamentals of hazardous materials incident analysis as it relates to fire service operations. Students will be taught to recognize and to evaluate the hazard potential of commonly used flammable, explosive and toxic hazardous materials and to apply their knowledge of catastrophic situation adjustment to fire fighting operations commonly used to hazardous materials incidents. Prerequisite(s): CHEM 180.

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 Prevention & Inspection I 3 cr.

The student will analyze, evaluate and apply methodology utilized in the field of fire prevention and inspection. Topics included are inspection procedures, common and special fire hazards, occupancy problems and life safety requirements. Students completing this course, which is recognized by the N.J. Bureau of Fire Safety, may obtain licensure as a Fire Official/Inspector. Prerequisite(s): FIRE 151.

FIRE 256 Fire Prevention & Inspection 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. Students completing this course, which is recognized by the N.J. Bureau of Fire Safety, may obtain licensure as a Fire Official. Prerequisite(s): FIRE-151 and 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.

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. 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.

Students will study the relationships between society and space, and the effects of these relationships on the surface of the earth. The goal is for the student to leave the classroom at the end of the semester with some understanding of why in the world things are where they are.

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-tune and refine advanced language skills. Prerequisite(s): GRMN 291.

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 3 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. Prerequisite(s): COCG 160 or MAC proficiency. Code 2 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 2 course fee.

COCG 163 Photoshop 3 cr. (1 + 4)

Photographic 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 photographer/artist through the use of electronic manipulation in the production of the artistic product. ARTS 184 recommended. Prerequisite(s): COCG 160 and COPH 191. Code 2 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 2 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 and COCG 164. Code 2 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.

HEALTH & HUMAN PERFORMANCE**HEHP 100****Aerobic Conditioning 1 cr.**

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.

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.

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.

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.

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.

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.

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.

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.

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.

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)

This course fulfills the Health and Human Performance requirement for graduation. 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.

An introduction to basic gymnastic skills designated to develop the students' skills and knowledge in gymnastics. Code 3 course fee.

HEHP 150 Swimming I 1 cr.

This course is for students who have no knowledge of swimming techniques. Designed to assist in overcoming the fear of water. An elective course designed to orient the student to the water and instruct in propulsion across and through the water. Instruction in elementary forms of rescue, flotation and buoyancy, body position, artificial respiration, pool orientation and safety, ocean swimming (tides, currents), lake and river swimming (polluted water, submerged objects, currents), care of eyes, ears and skin, diving and simple games. Code 1 course fee.

HEHP 151 Swimming II 1 cr.

Swimming II is an elective course for those students who have either completed Swimming I and/or have the skills of the American Red Cross Swimming Level 4 or higher. Students must be able to swim 25 yards of each of the 5 basic strokes: freestyle, backstroke, elementary backstroke, breast stroke and side stroke. This course will develop advanced techniques and endurance in swimming proper entries, starts and turns. Additional instruction in elementary forms of rescue and spinal injury management will be included. A Professional Rescuer CPR course will be part of the certification. Upon completion of the course students will receive an American Red Cross level 5 or 6 certificate. Student must come prepared to swim the first day of class. Code 1 course fee.

HEHP 153 Open Water Scuba 3 cr. (2 + 2)

An elective course for students interested in exploring the undersea world. Students will be taught theory and practice of diving with self-contained underwater breathing apparatus. Each two hours of class instruction will be supplemented by two hours of pool work in the safe use of mask, snorkel, fins, tanks, regulators and related equipment. Participants must demonstrate average or above average swimming skills at the first session. A physician's medical approval is required by session number five. Prerequisites: Average/above average swimming skills and approval of personal physician. Code 5 course fee.

HEHP 155 Advanced Open Water Scuba 3 cr. (2 + 1.33)

A course designed to give the basic scuba diver the knowledge, skills and practical application to safely explore, and work in the undersea environment. The basic scuba diver will be taught natural and compass navigation skills, basic search and recovery skills and safe diving in limited visibility and night diving. The student will also learn how to dive safely at depth and to simulate a decompression dive. Successful completion of all course requirements will result in an Advanced Open Water Scuba Certification through the Professional Association of Diving Instructors (P.A.D.I.). Prerequisite: HEHP 153. Code 5 course fee.

HEHP 160 First Aid/CPR/AED for the Workplace, Schools and 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.

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 1 course fee.

HEHP 173 International Folk Dance II 1 cr.

International Folk Dance has become a popular and fun recreational activity. The dances included in this course were chosen because they are enjoyable, exotic, cultural, interesting and provide a variety of basic steps. They come from many countries, including The Balkans, Macedonia, Greece, Israel, France, England, Scotland, Ireland, Russia, Poland, Syria, Bolivia, Turkey, Africa and the United States. Code 1 course fee.

HEHP 182 Fitness Measurement 3 cr.

Introduction to measurement, evaluation, test construction, and elementary statistical computation techniques in the Health and Physical Education professions. Interpreting test results and findings through the elements of scientific authenticity and basic statistical techniques. Prerequisite(s): MATH 156 or background in statistics.

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 211 Karate II 2 cr. (1 + 2)

The student will be given an opportunity to develop proficiency in advanced Karate techniques including combinations using hands, feet, elbows, and knees. The student will practice these combinations in target impact sessions to develop form, power, balance and delivery distance. The course will explore advanced Katas (sparring form exercises) and apply these techniques in semi-free sparring. This class will develop not only the student's physical skills, but will positively aid self-confidence and self image while proving a lifetime activity of proven aerobic and cardio respiratory value. Prerequisite(s): HEHP 210 or consent of the instructor. Code 2 course fee.

HEHP 212 Martial Arts for Advanced Students **2 cr. (1 + 2)**

The student will be given an opportunity to further develop his or her proficiency in advanced Karate technique including combinations using hands, feet, elbows and knees. The student will practice these combinations in target impact sessions to develop form, power, balance and delivery distance. The course will adapt the advanced Katas (sparring form exercise) in the opposite direction thus doubling the students sparring flexibility. These techniques will be used in single attack free sparring and multi-attack semi-free sparring. The class will develop not only the student's physical conditional and skills, but will positively aid self-confidence and self image while providing a lifetime activity of proven aerobic and cardio-respiratory benefit. Prerequisite(s): HEHP 210 or consent of instructor. Code 2 course fee.

HEHP 222 Motor Learning **3 cr.**

This course offers comprehensive information which examines physical and psychological factors related to motor skills and can be applied to teaching progressions needed in human performance and physical education curricula. Analysis of the many aspects of movement, including: sensory integration, properties of vision and perception, closed and open loop motor control theories, the role of practice and feedback, and transfer of motor learning. 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. Will fulfill General Education Requirements. 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.

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 he/she 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.**

A course on how to improve the performance and health of participants in vigorous exercise. It will examine the role of nutrition, fluid intake, and body composition in physical performance and detail some of the special considerations for the younger, older, diabetic and female participant. Code 2 course fee.

HEHP 255**Nutrition & Health 3 cr.**

Nutrients and their function affects in the human body throughout the life cycle. It is highly recommended that students taking this course have completed high school biology and chemistry or college biology and chemistry. Code 2 course fee.

HEHP 261**American Red Cross & CPR Instructor 3 cr. (2 + 1.33)**

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.

HEHP 265 is 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. Code 2 course fee.

HEHP 266 Exercise & Health Counseling 3 cr.

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. Corequisite: HEHP 160 & HEHP 239. 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.

HEHP 290 Internship I 3 cr.

This course offers students the opportunity to apply the academic knowledge gained from the classroom to a work environment. By completing internships, students will be involved in emerging workplace trends and enhance their employability. Internships will be directly related to career goals in the areas of health, fitness, sports medicine, and sports management. Students are accepted for an internship according to the following criteria: a) The student must attain a minimum of 2.5 cumulative grade point average. b) The student must have completed HEHP 160 and HEHP 239. c) The student must be accepted for internship by the department dean and internship supervisor. Prerequisite(s): HEHP 160 and HEHP 239.

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 170 History of Aviation 3 cr.

This course reviews the evolution and key historical events related to commercial aviation. Topics covered include the heritage of flight, the airline environment, types of aerospace system vehicles and their application in the aviation industry, and federal legislation that have impacted aviation.

HIST 171**Western Civilization I 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 II 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 I (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 II (since 1877) 3 cr.**

A survey of United States history from the end of Reconstruction to the present. Emphasis is placed on twentieth-century American history.

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 (Colonial-1975) 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.

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, on-going interstate and intrastate conflicts in the region, and the American interests and involvement within the Arab World. Prerequisite: Sophomore standing or permission of the instructor.

HIST 282 Modern Israel 3 cr.

An introduction to contemporary Israel from the inception of Zionism to the modern state, including historical, social, religious, military, diplomatic, and political developments.

HONORS**HONR 150****Honors Experience I 1 cr.**

In this course, first-semester students will receive a basic foundation of college survival skills which emphasize their adjustment to college and college life. Students will learn fundamental skills, techniques, and resources which will increase their capacity to succeed in college courses. Additionally, an overview of the advisement process will be stressed which will assist students in outlining their educational program at OCC and in developing their course schedule for the upcoming semester. The structure for this course encourages group participation and interaction. (This course may not be used to fulfill the minimum social science degree requirement, but it may be used as a free elective.) It is required for students who are enrolled in the Honors Program during their first-semester at OCC.

HONR 250**Honors Experience II 1 cr.**

This course is designed to help the Honors Program student select, research, and write a proposal for an Independent Study project. Fundamentals of research and proper scholarly citation will be examined. The student will submit the proposal for Independent Study to the Honors Committee for final approval. At the discretion of the Committee, the student will meet to discuss his/her proposal with the Committee. Prerequisite(s): HONR 150.

HONR 292**Honors Seminar 3 cr.**

Through various modes of instruction and learning, honors students are afforded an opportunity to explore questions of identity and reality as these questions have been examined in literature of all ages, genres and languages. Observations and commentary from the social science disciplines and the humanities are integrated into the literary orientation of the course. Four year colleges and universities transfer this course as a literature course.

HONR 293 Honors Independent Study 3 cr.

Honors students will pursue, through independent scholarly investigation, questions related to their particular area or areas of interest. They will work under the supervision of one of the four departments: mathematics, science, social science or humanities. They will be required to produce a paper based on their research that will be subject to the approval of the specific department and the Honors Program Committee.

HONR 294 Honors Independent Study 3 cr.

Honors students will pursue, through independent scholarly investigation, questions related to their particular area or areas of interest. They will work under the supervision of one of the four departments: mathematics, science, social science or humanities. They will be required to produce a paper based on their research that will be subject to the approval of the specific department and the Honors Program Committee.

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 191 Human Services as a Social Institution 3 cr.

A survey course for students who are interested in exploring social problems and how the field of human services responds through organized social programs. The course will examine welfare reform in America and will explore poverty, services to families and children, violence, addictions, delinquency, crime, emotional problems, racism, sexism and other timely issues facing our society.

**HSRV 193
Crisis Intervention 3 cr.**

This course introduces the student to crisis intervention. It is designed specifically for students entering or employed in the criminal justice and social work professions who have frontline responsibility for providing preventive mental health care or crisis management. Students will study crisis intervention theory, learn to make assessments and referrals to appropriate community agencies and develop skills in crisis intervention and crisis management through role playing and other experiential exercises. Prerequisite(s): PSYC 172.

**HSRV 194 Interviewing
& Communication Techniques 3 cr.**

This course focuses on the development of personal insight into the process of human communications through examination of theory, discussions and experiential laboratory exercises. Its major goal is to develop an understanding of the processes of human communication and to provide an opportunity for each student to experiment with his or her own personal communicative behavior. The course will also include theories of interpersonal relationships, and verbal and nonverbal skills necessary for effectiveness in the human services field. Required course for Human Services Technician majors. Prerequisite(s): PSYC 172.

**HSRV 200 Gerontology: the
Study of Aging 3 cr.**

An introduction to gerontology, including the socio-cultural, psychological-biological factors in aging.

**HSRV 201
The Economics of Aging 3 cr.**

This course will explore the major economic aspects of the graying of America. The economic status of specific sub-groups of the elderly as well as of the aged as a whole will be examined. The effectiveness of Social Security, pension and health programs for the elderly will be evaluated. Finally, implications for the future of the economics of aging will be explored. It is recommended that students take PSYC 172: General Psychology prior to enrolling in this course.

**HSRV 204 Counseling Older
Adults & Their Families 3 cr.**

This course is designed to increase students' awareness of the transitions, crises, challenges and counseling needs that are unique to older adults. Upon consideration of such relevant factors as cohort experiences, ethnicity, cultural values and potential communication problems, students will apply appropriate counseling and intervention techniques. A systems approach will be emphasized, i.e., providing assistance within the context of the social environment. The course will also focus on ways to enhance the independence of older people through family counseling and support groups. It is recommended that students take PSYC 172 General Psychology prior to enrolling in this course.

**HSRV 206
Aging & Health 3 cr.**

This course focuses on normal age-related changes and their impact on human functioning and behavior. In addition, the effects of chronic disease on the independence and quality of life of older persons will be examined. Finally, problems in the medical treatment of the elderly as well as strategies for health promotion will be explored. It is recommended that students take PSYC 172: General Psychology prior to enrolling in this course.

**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, community practice methods and from a variety of counseling theories. Prerequisite(s): HSRV 191 or permission of the instructor.

**HSRV 292 Field Experience
in Social Welfare 4 cr.**

Course will consist of a 90 hour internship in an approved helping services setting and a weekly seminar. The internship will provide experimental learning through involvement in the daily operation of the agency and permit the student to apply the principles and concepts he/she has learned to working with clients. Internship is usually one full day or two half days a week. In the seminar, the case work experiences will be shared and related to the goals, responsibilities, and philosophy of the helping services. HSRV 292 is offered only in the spring semester and should be taken in the student's final spring semester. Prerequisite(s): HSRV 291 or permission of the Dean of the Department.

HUMANITIES

**HUMN 200 Faces of
Modernism: Writers,
Composers & Their Lives 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 205**20th-21st C. Humanities 3 cr.**

The rich diversity of this global, interdisciplinary course combines the study of specific creative works in modern society. This course enables the student to see connections among literature, art, and music from a diverse multicultural perspective. Students will collaboratively study, discuss and write about a variety of works as they relate to historical events and societal change, culminating in a coherent synthesis that provides a realistic model of contemporary Western culture as a whole. Prerequisite: ENGL 151

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.

INTERNSHIPS**INTR 290 Internship I 3 cr.**

This course offers students the opportunity to apply the academic knowledge gained from the classroom and gain practical experience in the work environment. Students completing an internship observe emerging workplace trends and enhance their employability. Internships may be paid or unpaid and must be directly related to career goals. Internships are available in Journalism, Legal Assistant, Teaching Assistant/Child Care, Human Services, Criminal Justice and Electronic Media programs.

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.

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 110 Introduction to Nurse Paralegalism 3 cr.

An introduction to the Legal Nurse profession including an examination of the history and evolution of legal nurse and the role of the legal nurse and the areas of legal analysis, legal research and writing, review and analysis of medical records, litigation procedures, medical/legal ethics and personal injury law. The business and marketing plan and the role of an independent legal nurse practitioner will also be examined.

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 manage a law office. The functions of planning, organizing, controlling and directing a law office are explored. Prerequisite(s): LAAW 101 or permission of the 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. Prerequisite(s): LAAW 110.

LATIN**LATN 100 Elementary Latin I 3 cr.**

While the focus of the class is on the orations of Cicero against Catline, translation of other authors are given equal weight. These relate to the politics, geography and culture of the Roman world and to later European cultures influenced by Latin. The 1st and the 4th orations against Cataline are also covered. This course is designed for beginning students or students who have taken one year or less of high school Latin.

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.

MATHEMATICS**MATH 001 Basic Mathematics 3 cr.**

For students who need to remediate their arithmetic deficiencies, MATH 001 reviews computations with whole numbers, fractions, decimals and percents. Emphasis is placed on practical applications requiring computational skills. This course cannot be used to satisfy degree requirements. Code 1 course fee.

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 147 Business Mathematics I 3 cr.

Topics include simple interest, bank discount, depreciation, amortization, and annuities with applications. Prerequisite(s): MATH 012 minimum grade "C".

MATH 149 Mathematics of Finance 3 cr.

The mathematics related to loans and investments are presented in depth. Topics discussed include simple and compound interest, annuities and perpetuities, amortization and sinking funds, stocks and bonds, and life insurance. Prerequisite(s): MATH 012 (minimum grade "C") or algebra placement requiring no remediation. Code 1 course fee.

MATH 151 A Survey of Mathematics 3 cr.

A mathematical course for liberal arts students. Topics include: sets, probability, logic systems of numeration, groups, and mathematical systems. Prerequisite(s): MATH 012 (minimum grade "C") or algebra 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 toward all fields in which statistics find applications. Topics include: summarizing data, probability, normal and binomial distributions, hypothesis testing, confidence intervals and correlation. Prerequisite(s): MATH 012 (minimum grade "C") or algebra placement requiring no remediation. Code 2 course fee.

MATH 161 College Algebra for Science, Mathematics, Computer Science, & Engineering Majors 6 cr.

This course is for Science, Mathematics, Computer Science and Engineering majors only. The course will cover functions, equation solving, mathematical modeling and problem solving, polynomial, rational and irrational expressions, systems of equations, conic sections, parametric equations and complex numbers. Technology will be used throughout the course. The course is specifically designed as an accelerated sequence and when combined with MATH 195 (a course that combines Precalculus I and II) will enable a serious Science, Mathematics, Computer Science, or Engineering student to start calculus at the beginning of the sophomore year. Students cannot earn graduation credits for both MATH 161 and MATH 165. Code 1 course fee. Prerequisite(s): MATH 011 (minimum grade "C") or algebra placement of MATH 012 and permission of an advisor or instructor. Code 1 course fee.

MATH 165 College Algebra 5 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: polynomials, linear and quadratic equations and inequalities, rational expressions and equations, exponents and radicals, graphing techniques; systems of equations, conic sections, relations and functions. This course may also be offered on a home study basis. Students cannot earn graduation credits for both MATH 161 and MATH 165. Code 1 course fee. Prerequisite(s): MATH 012 (minimum grade "C") or 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 of no remediation needed. Code 2 course fee.

MATH 171 Finite Mathematics 3 cr.

A mathematics course for liberal arts students. The topics covered are linear 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 (minimum grade "C") or algebra placement of no remediation. Successful completion of required developmental reading courses is strongly recommended. Code 2 course fee.

MATH 181 Introduction to Probability 3 cr.

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 (minimum grade "C") or algebra placement of no remediation. Successful completion of required developmental reading courses is strongly recommended.

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 on the college level math test.

MATH 192 Precalculus II 3 cr.

This course is a continuation of MATH 191. It 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 include determinants sequences and series, analytic geometry and mathematical induction. Prerequisite(s): MATH 191 or appropriate placement score on the college placement test.

MATH 195 Precalculus I & II for Science, Mathematics, Computer Science, & Engineering Majors 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 on the college level math test. 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 and a minimum of three (3) years of high school algebra (including trigonometry) with a minimum grade of "B". Prerequisite(s): Appropriate placement score on the college level math test.

MATH 240**Business Calculus 4 cr.**

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 a BS in Business and is not a substitute for MATH-265. Prerequisite(s): MATH 191 or appropriate placement score on the college level math test. Code 2 course fee.

MATH 265 Calculus I 4 cr.

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; alternate definition of the natural logarithmic function. Prerequisite: MATH 192 or MATH 195 or MATH 201, or appropriate placement score and four years of high school algebra including trigonometry (with a minimum grade of B) Prerequisite(s): MATH 192, MATH 195 or MATH 201 or appropriate placement score on the college level math test.

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; polar coordinates. Prerequisite(s): MATH 265 (minimum grade "C") or appropriate placement score on the college level math test.

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 (minimum grade "C").

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.

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.

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. Technology will be utilized. Prerequisite(s): MATH 267.

MUSIC**MUSC 140 Jazz Ensemble****Studies I 3 cr. (2 + 2)**

A study of jazz styles, techniques, and the history and literature of American jazz. For students who wish to develop their practical musicianship in innovative performing jazz ensemble studies. Possession of the appropriate musical instrument is required. Instructor approval is based on prior jazz experience and audition. Concurrent enrollment in concert band, MUSC 173, MUSC 174, MUSC 273 and MUSC 274 is desirable. Code 2 course fee.

MUSC 141 Jazz Ensemble**Studies II 3 cr. (2 + 2)**

A study of jazz styles, techniques, and the history and literature of American jazz. For students who wish to develop their practical musicianship in innovative performing jazz ensemble studies. Possession of the appropriate musical instrument is required. Instructor approval is based on prior jazz ensemble experience and audition. Enrollment in concert band, MUSC 173, MUSC 174, MUSC 273 and MUSC 274 is desirable. Code 2 course fee.

MUSC 150**Introduction to Keyboard****Instruction I 3 cr. (2 + 2)**

This course is designed as 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 2 course fee.

MUSC 151**Introduction to Keyboard****Instruction II 3 cr. (2 + 2)**

This course is designed for students who have a basic knowledge of piano playing. In addition to continuing and expanding the topics of MUSC 150, the course will enable students to learn harmonization of tunes and basic elements of interpretation. Forms and styles of traditional music will be presented and supplemented with examples of students and instructor. Prerequisite(s): MUSC 150. Code 2 course fee.

MUSC 160 College Choir I 1 cr.

The aim of the choir is to develop and perpetuate a high standard of choral-ensemble singing. Open on a non-credit basis to interested students and others who do not wish to take the course for credit. (Tone test required.)

MUSC 161 College Choir II 1 cr.

The aim of the choir is to develop and perpetuate a high standard of choral-ensemble singing. Open on a non-credit basis to interested students and others who do not wish to take the course for credit. (Tone test required.)

MUSC 164**Group Voice I 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 would be helpful.

MUSC 165**Group Voice II 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 would be helpful.

MUSC 173 Concert Band I 1 cr.

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. Audition Required Code 2 course fee.

MUSC 174 Concert Band II 1 cr.

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. Audition Required Code 2 course fee.

MUSC 181**Theory of Music I 3 cr.**

An introduction to the theory of music including ear training, dictation and sight reading.

MUSC 182**Theory of Music II 3 cr.**

A continuation of MUSC 181 with instruction in musical analysis, techniques of composition and student projects of a creative nature. Prerequisite(s): MUSC 181.

MUSC 190 Introduction to Music Appreciation 3 cr.

This course is planned primarily for students without previous training. 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 and enjoyment of the various styles and types of music.

MUSC 194 Music of the World's Peoples 3 cr.

This course is primarily for students without previous musical training. Through case studies, the music of various cultures is studied in the context of human life. Recorded visual materials and a student-selected "field study" stimulate understanding and appreciation for various types of music in our world.

MUSC 240 Jazz Ensemble Studies III 3 cr. (2 + 2)

A study of jazz styles, techniques, and the history and literature of American jazz. For students who wish to develop their practical musicianship in innovative performing jazz ensemble studies. Possession of the appropriate musical instrument is required. Instructor approval is based on prior jazz ensemble experience and audition. Concurrent enrollment in concert band, MUSC 173, MUSC 174, MUSC 273 and MUSC 274 is desirable. Code 2 course fee.

MUSC 241 Jazz Ensemble Studies IV 3 cr. (2 + 2)

A study of jazz styles, techniques, and the history and literature of American jazz. For students who wish to develop their practical musicianship in innovative performing jazz ensemble studies. Possession of the appropriate musical instrument is required. Instructor approval is based on prior jazz ensemble experience and audition. Concurrent enrollment in concert band, MUSC 173, MUSC 174, MUSC 273 and MUSC 274 is desirable. Code 2 course fee.

MUSC 250 Intermediate Keyboard Instruction I 3 cr. (2 + 2)

This course is for students with a background in the fundamentals of music and basic keyboard skills. Improvisation and creating accompaniments for melodies are taught as well as works from the standard keyboard repertoire. Prerequisite(s): MUSC 151. Code 2 course fee.

MUSC 251 Intermediate Keyboard Instruction II 3 cr. (2 + 2)

A continuation of MUSC 250 with instruction in accompanying, choral and instrumental score reading and contemporary idioms. Prerequisite(s): MUSC 250. Code 2 course fee.

MUSC 260 College Choir III 1 cr.

The aim of the choir is to develop and perpetuate a high standard of choral-ensemble singing. Open on a non-credit basis to interested students and others who do not wish to take the course for credit. (Tone test required.)

MUSC 261 College Choir IV 1 cr.

The aim of the choir is to develop and perpetuate a high standard of choral-ensemble singing. Open on a non-credit basis to interested students and others who do not wish to take the course for credit. (Tone test required.)

MUSC 264 Group Voice III 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 repertoire are emphasized. The ability to read music would be helpful, but is not required.

MUSC 265 Group Voice IV 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 repertoire are emphasized. The ability to read music would be helpful, but is not required.

MUSC 273 Concert Band III 1 cr.

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. Audition Required Code 2 course fee.

MUSC 274 Concert Band IV 1 cr.

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. Audition Required Code 2 course fee.

NURSING

NURS 174 Nutrition 3 cr.

A broad introductory course that emphasizes basic principles of nutrition. The role of nutrients and fluids in the maintenance of life in individuals of all ages is explored. The effect of nutrition and diet on the promotion and maintenance of health and wellness and in the prevention and management of various diseases, illnesses and disorders in individuals of all ages is addressed. Additionally, the nurse's role in the application of principles of nutrition in the care of patients of all ages and in multiple settings is discussed. Cultural diversity is discussed when appropriate. Open to non-nursing students by permission of the dean, the chief nursing officer, or an instructor. Prerequisite(s): BIOL 130 with grade of "C" or better. Code 3 course fee.

NURS 175 Nursing I 9 cr.

A course designed to introduce the nursing student 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 life span. Prerequisite: All accompanying requirements listed in the student manual (such as health requirements and CPR certification). Corequisites: Courses as listed in the main portion of the catalog. General education courses may be taken prior to entering the nursing program. Code 9 course fee.

NURS 176 Nursing II 9 cr.

A course designed to investigate health alterations that affect the essential activities of daily living and human needs. Discussion will focus on the application of the nursing process to the care of adults with disorders of the endocrine, gastrointestinal, musculoskeletal systems as well as psychosocial needs. Prerequisite(s): NURS 175, BIOL 130 and BIOL 131. Corequisite: NURS-174. Code 9 course fee.

NURS 273 Nursing III 9 cr.

A course designed to address the health care needs of childbearing families and to investigate health alterations that affect essential activities of daily living and human needs. Discussion will focus on the application of the nursing process to the care of adults with disorders of the respiratory, hematological, immunological and reproductive systems and the childbearing and childrearing families. Prerequisite(s): NURS 174, NURS 176 and corequisite BIOL 232. Corequisite: BIOL-232. Code 9 course fee.

NURS 274 Nursing IV 10 cr.

The course addresses the application of the nursing process to the care of clients 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 clinical experience is one full day per week as the student prepares for the graduate nurse role. The student will be teamed with an experienced RN mentor to work a concentrated clinical rotation on the day or night shift for the preceptorship experience. Prerequisite(s): NURS 273 and BIOL 232 and corequisite NURS 275. Corequisite: NURS-275. Code 9 course fee.

NURS 275 Contemporary Nursing 2 cr.

This course is concerned with issues facing the nursing professional today. Special emphasis will be placed on material necessary for a smooth transition from the role of nursing student toward that of practicing nurse. Literature inside and outside the profession will be included to encourage the student to think critically about important issues. Historical perspectives, sociological/financial perspectives, legal, ethical, delegation, globalization, disaster management, management principles, leadership and political issues will be discussed. Corequisite: 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 significant historical eras within philosophy. Ancient, Medieval, Modern, Enlightenment, 19th Century, and Contemporary. Attention may also be given to non-Western philosophy. Within each historical era, certain continuing philosophical problems and themes will be stressed: metaphysics, theory of knowledge, ethics, political philosophy and philosophy of religion. The relevance of philosophy will be shown to current condition and contemporary problems by encouraging students to think and write critically, be creative and develop their own philosophical perspective and world view. Prerequisite(s): Placement test score or successful completion of required developmental English courses with a grade of "C" or higher.

PHIL 192 Contemporary Ethical Issues 3 cr.

This course introduces students to traditional ethical theories and considers some of the 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; descrimination and reverse descrimination; violence; social, environmental and political effects of globalization; economic justice and welfare; pornography and censorship; the values of a business society; and alienation in the modern world. It is recommended that students taking this course have already completed PHIL 191. Prerequisite(s): Placement test score or successful completion of required English courses with a grade of "C" or higher.

PHIL 193 World Religions 3 cr.

The course examines the historical evolution, fundamental doctrines, beliefs, 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, Judaism, Christianity, and Islam. Prerequisite(s): Placement test score or successful completion of required developmental English courses with a grade of "C" or higher.

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. It is recommended that students taking this course have already completed PHIL 191. Prerequisite(s): Placement test score or successful completion of required developmental English courses with a grade of "C" or higher.

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.

PHIL 293 Religious Experiences 3 cr.

This course is a study of the varieties of religious experience that individuals and groups use to transform their lives from a problematic state of existence to an existence that is shaped by values based in religious belief. Specific topics include multi-religious views of the absolute, arguments for the existence of god, the nature of evil and human suffering, religion and its relation to moral conduct, the relation of faith and reason, and the relation of religion and science. The world's major religious beliefs permeate the course, i.e. Hinduism, Buddhism, Confucianism, Taoism, Shintoism, Judaism, Christianity and Islam. Prerequisite(s): PHIL 193.

PHYSICS**PHYS 171 Physics I 4 cr. (3 + 2)**

A laboratory course dealing with the major areas of physics. These include measurement, mechanics, heat and sound. The basic principles of these topics are studied in terms of their applications. High school physics not required. Prerequisite: High school algebra or MATH 165. Corequisite: MATH 161 or higher. Code 3 course fee.

PHYS 172 Physics II 4 cr. (3 + 2)

Continuation of PHYS 171. This includes a study of electricity and magnetism, sound, light and modern physics. Prerequisite(s): PHYS 171. Code 3 course fee.

PHYS 180 Introduction to Astronomy 4 cr. (3 + 2)

A one-semester course concerned with the investigative tools of the astronomer and the implications of modern astronomical findings. The course begins by examining the nature of the scientific method and by applying that method 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 not be used to complete the following sequence: PHYS 181 Astronomy I: The Solar System and PHYS 182 Astronomy II: Stars and Galaxies. High School algebra or MATH 011 recommended. Code 2 course fee.

PHYS 181 Astronomy I - The Solar System 4 cr. (3 + 2)

The nature of the solar system: the Sun, planets, moons, and other bodies orbiting the Sun. 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. Laboratory work includes observations with the unaided eye and analysis of more complex observations. Prerequisite: High school algebra. Code 2 course fee.

PHYS 182 Astronomy II - Stars & Galaxies 4 cr. (3 + 2)

This course builds upon the concepts presented in PHYS 181. Covers the most recent findings as to the nature, origin, and evolution of the stars, galaxies, and the Universe itself. Distances and motions of the stars. Life cycles of stars. Latest findings about the cosmos. Laboratory work includes observations with the unaided eye and the telescope, and analysis of more complex observations. Prerequisite(s): PHYS 181. Code 2 course fee.

PHYS 281**General Physics I 4 cr. (3 + 2)**

Deals with composition of vectors, linear motion, kinematics, Newton's laws, work and energy, momentum, rotational motion, gravitation, simple harmonic motion, waves, and fluids. This course is recommended for students planning to transfer to four-year institutions as engineering, physical science, pre-med, and computer science majors. Four years of high school mathematics and one year of high school physics are highly recommended for students enrolling in this course. Corequisite: MATH 265 or higher. Code 3 course fee.

PHYS 282 General**Physics II 4 cr. (3 + 2)**

A continuation of PHYS 281 dealing with thermodynamics, electric fields, electric potential, capacitance, AC and DC circuits, magnetic fields, induction, electromagnetic waves and Maxwell's Equations, geometric optics, and interference and diffraction. This course is required for all students planning to transfer to four-year institutions as engineering, physical science, pre-med, and computer science majors. Prerequisite(s): PHYS 281 and MATH 265. Co-requisite: MATH 266. Corequisite: MATH 266. Code 3 course fee.

PHYS 283 General**Physics III 4 cr. (3 + 2)**

A continuation of calculus-based PHYS 281/PHYS 282 (General Physics I and II) dealing with modern physics. Topics covered include relativity, quantum mechanics, and atomic, nuclear, and particle physics. This course is highly recommended for all students planning to transfer to four-year institutions as engineering or physical science majors and is also recommended for pre-med and computer science majors. Prerequisite(s): PHYS 282 and MATH 266. Co-requisite: MATH 267. Corequisite: MATH-267. Code 3 course fee.

POLITICAL SCIENCE**POLI 161 American****Federal Government 3 cr.**

A survey of the origins and development of our national government and political system in theory and practice.

POLI 162 American State**& Local Government 3 cr.**

A study of the common features of state and local governments in the United States under existing and ideal conditions. Some attention is given to New Jersey and local areas.

POLI 183 Introduction to Political Science**3 cr.**

A survey of the foundations of political theory and its relationship to government, political parties and pressure groups and modern political thought.

POLI 185 Principles of Public Administration**3 cr.**

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. The course 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. Also, students will examine economic forms of power and the increasing importance of international political economy.

POLI 268 Women**& American Politics****3 cr.**

The course examines the role of women in American politics in relation to: (1) gender and the history of American politics, (2) the emergence of women as political players as voters, candidates and officeholders and (3) public policies that directly effect women.

PSYCHOLOGY**PSYC 171 Child Rearing 3 cr.**

This is a course about living with children in the day-to-day world. It will help you communicate more effectively with your children and learn to present discipline in a context of love and support. Creating an atmosphere of cooperation is therapeutic for the whole family. Issues involving divorce, single parenting and blended families will be explored, as well as some typical problems in infancy, toddlerhood, preschool, school years and adolescence.

PSYC 172**General Psychology****3 cr.**

A study of the behavior of the individual in terms of maturation, learning, emotion, motivation, perception, thinking and individual differences; basic to all other courses in psychology.

PSYC 173**Child Psychology****3 cr.**

The emphasis of the course will be the intellectual, emotional, social and physiological development of the human being. Child development will be followed from the preconception period through young adulthood. Research methods will be stressed and reading from anthropology, psychology, genetics, sociology and physiology will be required. Prerequisite(s): PSYC 172.

PSYC 174**Personality Theory****3 cr.**

A study of adult personality focusing on representative theories from the major schools of personality theory (psychoanalytic, social learning, humanistic, and cognitive) and methods of studying personality (e.g., case studies, personality tests, empirical research, etc.) Prerequisite(s): PSYC 172.

PSYC 175 Cross-Cultural**Psychology****3 cr.**

The 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 culture and individual behaviors are related, based on the more than 200 definitions of culture in the social science literature. Prerequisite(s): PSYC 172.

PSYC 270**Psychology of Gender****3 cr.**

This course will present current theory and research on gender differences in the physiological, cognitive and social domains. An analysis of the implications for developmental patterns, role evolution and differential treatment of men and women will include consideration of the social and biological roots of gender and the contribution of both individual and gender differences. Prerequisite(s): PSYC 172.

PSYC 271**Abnormal Psychology****3 cr.**

The study of abnormal behavior from five different major theoretical approaches: physiological, psychoanalytic, behavioral, cognitive and humanistic/existential. Students will learn the descriptions (symptoms), causes (etiology) and various types of treatments of disorders. 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, stressing growth in cognitive and personality processes and the social changes experienced by adolescents. Students will also explore the diversity of adolescence in individual or group projects. Prerequisite(s): PSYC 172.

PSYC 274**Social Psychology 3 cr.**

A study of how social forces impact on individual attitudes and behavior. The course will include topics such as social cognition and attribution theory, interpersonal relationships, group dynamics, social influence, and prejudice. Research and methodology will be stressed. Prerequisite(s): PSYC 172.

PSYC 275 Educational**Psychology 3 cr.**

A course designed for social science and education students interested in educational processes. The course investigates research findings, theories, concepts and principles as they apply to various learning situations. Ten hours of classroom observation of students preschool through secondary school age is a requirement of the course. 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.

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.

SCIENCE**SCIE 105****Forensic Science 4 cr. (3 + 2)**

This introductory course in forensic science is for criminal justice students and others interested in learning how to apply basic scientific principles of biology, chemistry, and physics to the investigation of crime. In the laboratory, students will explore many types of evidence that require chemical and physical analysis using a microscope, gas chromatography, and drug and toxicological analysis. Fundamental topics include evidence identification, collection, and analysis; experimental measurements; physical and chemical properties of materials; rates of chemical reactions; and electrochemistry. Code 3 course fee.

SOCIOLOGY**SOCI 181 Introduction****to Sociology 3 cr.**

This course presents the fundamental concepts, perspectives, and methods of sociology. Course topics include culture and society, socialization and the life cycle, social interaction and everyday life, social power and inequality, work and economic life, marriage and the family, gender and sexuality, social change and social movements, and the natural environment and our ecological fate.

SOCI 182 Death & Dying:**Challenge & Change 3 cr.**

This course is designed to examine the phenomena of death and dying from the 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 the dying and death.

SOCI 230 Women in Society:**Social Issues 3 cr.**

This course examines women's place in society from historical, legal and social perspectives. Included for consideration are theories of social change, recent laws relating to women, contemporary issues (such as domestic violence, employment, education, politics, sexual assault) and agencies for change.

SOCI 231**Social Problems 3 cr.**

This course explores the ways that some situations are defined as social problems, and it looks at some of the consequences of those definitions. Students will identify and analyze a wide range of social problems, and they will develop tentative solutions to those problems. A typical list of problems addressed would include power, economy, and social class, our natural environment race, poverty, gender and sexuality, media, the criminal justice system, illness and health care, war and other international conflicts. Prerequisite(s): SOCI 181.

SOCI 238**Race & Ethnicity 3 cr.**

This course will deal with the major concepts and issues of race and ethnic relations: race, racism, ethnicity, group inequality, prejudice, discrimination, assimilation and pluralism. The major focus will be on the United States, but the course will also examine other multi-ethnic societies as a way of situating American ethnic patterns within a comparative framework. Prerequisite(s): SOCI 181.

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 places these changes in historical, cultural, ethnic, and racial contexts. Course topics include the American tradition of family diversity, theories of the family, and globalization and American families. Prerequisite(s): SOSC 181.

SOCI 285**Drugs & Society 3 cr.**

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. Prerequisite(s): SOCI 181 or PSYC 172.

SPANISH**SPAN 151****Elementary Spanish I 3 cr.**

The conversational approach to language learning is used to develop the beginning skills. Students are provided with a basic vocabulary to enable them to enjoy simple conversational 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 153 Elementary Spanish for Teachers 3 cr.

This course is designed to help teachers respond to the goals of the New Jersey World Languages Content Standards K-12. It will focus on the development of basic language skills for beginners as well as the enhancement of language capabilities among those teachers with minimum Spanish language skills. The course will also address some areas of concern for beginning level teachers.

SPAN 251**Intermediate Spanish I 3 cr.**

The conversational approach continues to be stressed. The course emphasizes the review of structure while providing the material to develop the four basic skills. Review is achieved by the use of drills, explanation, conversation, reading and graded writing activities. Culture and civilization are briefly explored through reading, lecture and non-print media. Prerequisite(s): SPAN 152.

SPAN 252**Intermediate Spanish II 3 cr.**

SPAN 252 is the second level, second semester Spanish course. Study will include the development of the language skills through conversation, composition, and reading. Opportunities for advanced levels of communication are provided. Prerequisite(s): SPAN 251.

SPAN 253 Intermediate**Spanish for Teachers 3 cr.**

This course is designed to help teachers respond to the goals of the New Jersey World Languages Content Standards K-12. The course emphasizes the development of four basic language skills at an intermediate level. The course will also consider several teaching methodologies.

SPAN 270 Topics in Hispanic Literature & Film 3 cr.

Students will have the opportunity to examine works by representative writers and film makers from different literary periods. Spanish, Latin- American, and/or Hispanic works from the United States will be studies in their cultural context as well as for elements of structure and style. The course will be conducted in English and Spanish. Prerequisite(s): SPAN 152.

THEATRE**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 2 course fee.

THTR 194**Introduction 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 2 course fee.

THTR 195**Introduction to Theatre 3 cr.**

This course introduces students to the history and development of theatre from its origin in Greece to the current day. Code 2 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. Field trips to Broadway, off-Broadway, and off-off-Broadway productions will be an important part of the course.

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.

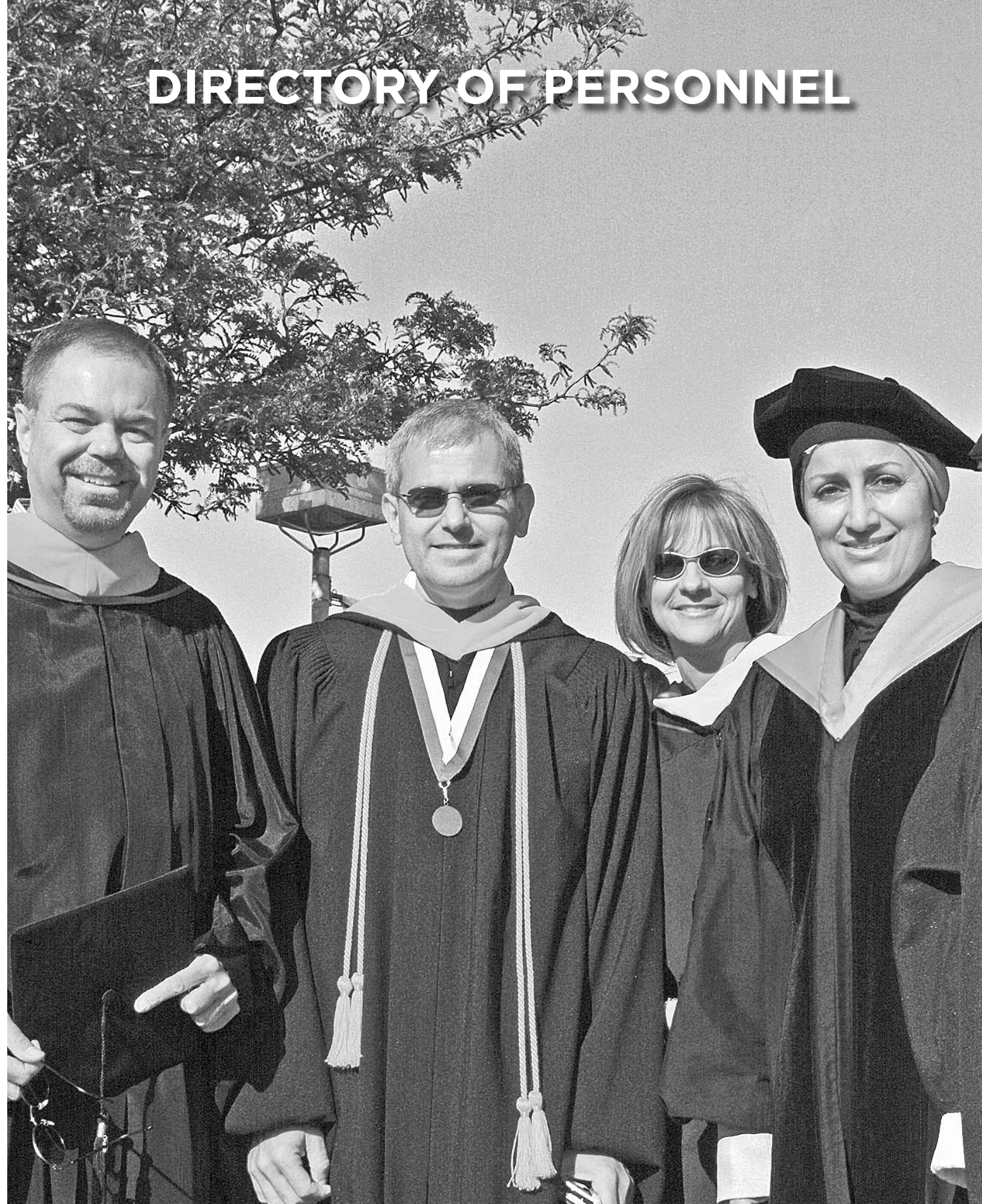
THTR 198**Stagecraft II 3 cr. (2 + 2)**

This course covers basic theory and practice of lighting and its control, as well as lighting design. Code 2 course fee.

THTR 199**Theatre Workshop 1 cr.**

Theatre Workshop is a learning-by-doing process; there is no formalized classroom instruction. Students must participate in forty (40) hours of theatrical production. These hours may be applied in any area the student elects, be it technical, acting (providing the student is cast), or business. May be taken four times for credit.

DIRECTORY OF PERSONNEL



ADMINISTRATIVE, PROFESSIONAL STAFF & FULL-TIME FACULTY

Joseph R. Adelizzi, Part-Time Director of Student Media

Mandana Ahsani, Associate Professor, Psychology; B.A., National University of Iran; M.A., University of Illinois; Ph.D., Rutgers University

Bernadette Amato, Career Coordinator; B.A., Kutztown State University; M.A., The College of New Jersey

Torris Andersen, Jr., Reference Services Librarian/Assistant Professor; B.A., Richard Stockton College of New Jersey; M.L.S., J.D., Rutgers University

Judith A. Angona, Professor, English/Reading; Coordinator of English; B.A., William Paterson College; M.A., New York University; M.A. Monmouth College

Eric Antonelli, Assistant Professor, Science; B.S., Kutztown University; M.S., Georgian Court College

Alfred W. Atanda, Associate Professor, Psychology; B.A., Jersey City State College; M.Ed., Ed.D., Rutgers University

Robert Austin, Instructor, Criminal Justice; B.A., West Virginia University; M.Ed., Seton Hall University

Richard X. Bailey, Assistant Professor, ESL; B.A., University of Montana; M.F.A., Bowling Green State University

Daniel G. Baker, Professor, Philosophy; B.A., California State University; Ph.D., Pennsylvania State University

Kathleen V. Baranowski, Coordinator of Customized Training; B.F.A., Philadelphia College of Art

Nat Bard, Instructor, Visual Arts; B.A., Albright College; MFA, School of the Museum of Fine Arts

Joan M. Barrett, Assistant Professor, Nursing; B.S.N., M.S., Rutgers University

John R. Barron, Part-Time Evening Supervisor of Southern Education Center; B.A., M.A., Trenton State College; Ed.S., Rutgers University

John Bartlett, Assistant Professor, Political Science; A.A., Ocean County College; B.A., Western Maryland College; M.A., State University of New York, Albany

Kathleen M. Basilotto, Assistant Professor, American Sign Language; B.A., Thomas Edison State College; M.Ed., Northeastern University

Connie Bello, Assistant to the President; Taylor Business Institute

Brandon M. Bencivenga, Varsity Coach, Golf; A.A., Ocean County College; B.A., Monmouth University

Ralph M. Bertini, Television Production Director; B.A., San Francisco State University

Norma Betz, Director of Financial Aid; B.A., Salisbury State University; M.A., University of Evansville; D. Litt., Drew University

Maryann Birdsall, Professor, Mathematics; B.A., Montclair State University; M.A., New Jersey City University

Karen Blyskal, Director of Human Resources, AA/EEO; B.Ed., University of Miami; M.S., Rutgers University

Kathleen Bombery, Community Services Specialist; A.A., Ocean County College; B.S., Richard Stockton College of New Jersey; M.A., Montclair State University

David J. Bordelon, Associate Professor, English; B.A., University of New Orleans; M.A., Hunter College (CUNY); Ph.D., Graduate School of CUNY

Alice Botein-Furrevig, Assistant Professor, English; B.A., Brooklyn College; M.A., CUNY College of Staten Island; Ph.D., Greenwich University

Marcia D. Bradley, Professor, Science; B.A., Caldwell College; M.S., Ph.D., New Mexico State University

Elizabeth M. Brierley, Associate Professor, Speech and Theater; B.A., Rutgers University, Douglas College; M.A., Montclair State University; D. Litt., Drew University

Sandy S. Broughton, Executive Director of OCC Foundation and Resource Development; B.A., Rutgers University, Douglas College; M.A.S., Fairleigh Dickinson University

James W. Brown, Associate Professor, Science; A.B., Rutgers College; M.S., Jersey City State College; M.S., Ph.D., Rutgers University & University of Medicine & Dentistry of New Jersey

Robert J. Brown, Veterans Coordinator, Financial Aid Advisor; B.A., Excelsior College; MS. M., Thomas Edison State College

Sandra Brown, Professor, Reading/English; B.A., Douglass College; M.Ed., Ed.D., Rutgers University

Valerie J. Brownrigg, Assistant Professor, Reading; A.A. Ocean County College, B.A., M.A., Georgian Court College

Scott Bruinooge, Coordinator of Publications; B.A., Trenton State College

Eileen P. Buckle, Associate Director of Financial Aid; B.A., Georgian Court College

Eileen A. Burdge, Financial Aid Advisor; A.S., Ocean County College; B.A., Richard Stockton College of New Jersey

Mary A. Burke, Associate Professor, Computer Studies; B.A., Regis College; M.S., Stevens Institute of Technology

Paul R. Butler, Associate Professor, Engineering Studies; A.A. Ocean County College; B.S.I.E., Ed.S., M.Ed., University of Florida, M.S., State University of New York

Ann Kathryn Byrnes, Professor, Nursing; B.S., The Richard Stockton College of New Jersey; B.S.N., Trenton State College; M.A., Georgian Court College; M.S.N., Seton Hall University

Linda Caltagirone, Assistant Professor, Nursing; B.S., Douglass College; M.T. Cert., Muhlenberg Hospital of Medical Tech.; M.S., Northeastern University

Krista R. Camilo, Instructor, Mathematics; B.A., M.A., Georgian Court College

Kathryn Caro, Administrator of Nursing & Allied Health; B.A., College of New Jersey

Mary Ellen T. Carr, Professor, English; B.A., M.A., St. Bonaventure University; Ph.D., Indiana University of Pennsylvania

Aileen Cartlidge, Director of the Southern Education Center; A.A., Ocean County College; B.A., Georgian Court College; M.A., Monmouth University

Benny Castillo, Instructor, Criminal Justice; B.A.; Richard Stockton College of New Jersey; M.A., Seton Hall University

Jeanine Cava, Program Associate; B.A., Rutgers University

Lisa K. Cecere, Assistant Professor, Ceramics; B.A., Douglass College; M.A., Eastern Illinois University; M.F.A., Southern Illinois University

Antoinette M. Clay-Hall, Assistant Vice President for Instructional Support Services; B.A., Montclair State College; M.S.Ed., Monmouth College; Ed.D., Nova Southeastern University

Terence Cleary, Library Circulation Manager; A.A.S., Ocean County College; B.A., Richard Stockton College of New Jersey

Ilene C. Cohen, Athletic Director; Varsity Coach, Softball; B.S., Trenton State College; M.S., College of New Jersey

Kathleen A. Collis, Part-Time Evening Nurse; R.N., Bayonne Hospital School of Nursing

Michele A. Connolly, Coordinator of Orientation; B.A., M.A.T., Monmouth University

Lorett Cramer, Career Specialist; B.A., Ursinus College; M.A.T., The College of New Jersey

Jennifer Dellner, Assistant Instructor, English; B.A., Rutgers University, Douglass College; M.A., Ph.D., University of Washington

Patricia A. Demko, Professor, Science; B.A., Ursuline College; B.S., Rutgers University; M.S., John Carroll University; Ph.D., Rutgers University

Katherine Dillon, Associate Professor, Business Studies; B.S., M.S., Shippensburg University of Pennsylvania

Antonella Di Minni, Coordinator of Grants & Special Events; A.A.S., Berkeley College; B.A., William Paterson University; M.Ed., William Paterson University

Catherine W. Dixon, E.O.F./O.M.S. Learning Resource Specialist; B.S., St. Peter's College; M.A., Trenton State College

Pamela Dong, Librarian, Technical Services/Assistant Professor; A.A.S., Morrisville College; B.A., Hunter College; M.S., Long Island University; M.B.A., Georgian Court College

Pamela S. Donohue, Coordinator of Advising; B.S., Trenton State College; M.B.A., Golden Gate University

Lois M. Donovan, Assistant Professor, Nursing; A.A.S., City University of NY; B.S.N., College of Mt. St. Vincent; M.S.N., Seton Hall University

Donald C. Doran, Vice President of Student Affairs; A.A., Ocean County College; B.A., M.A., Montclair State College

Yvonne Doval, Assistant Director of E.O.F.; B.A., George Washington University

RoseAnn D'Urso, Manager of Promotional Programming; B.A., Douglass College, Rutgers University

Carol L. D'Zio, Teacher-Alternate Route Certification; B.A., Barrington College; M.S., Monmouth University; Ed.D., Nova Southeastern University

Frank A. Esposito, Manager of Construction

Deborah Ewtushek, Nursing Skill Lab Supervisor; A.A.S., Ocean County College; B.S.N., Stockton University; M.S., New Jersey City University

Richard A. Fallon, Assistant Professor, Computer Graphics & Photography; A.A., Ocean County College; B.F.A., Rutgers University, Mason Gross; M.A., Richard Stockton College of New Jersey

Jennifer L. Fazio, Coordinator of Student Activities-Operations; A.A., Ocean County College; B.A., Richard Stockton College of New Jersey

Bridget A. Feneis, Assistant Professor, Mathematics; B.A., Richard Stockton College of New Jersey; M.S., University of North Texas

Mary R. Fennessy, Director of Registration & Records; B.S., Georgian Court College; M.A.S., Fairleigh Dickinson University

Sandra S. Figner, Technology & Professional Program Administrator; A.A., Union County College; B.S., M.B.A., Georgian Court College

Karen Finberg, Instructor, Mathematics; A.S., Union County College; B.S., M.S., Montclair State University

Maria Flynn, Instructor, Sociology; B.A., University of Rhode Island; M.A., The American University

Robert A. Furstoss, Instructor, English; B.A., M.A., Rutgers University

Karin B. Gargone, Instructor, Music; B.Mus., M.Ed., Indiana University

Loring M. Garrison, Assistant Professor, Physics/Astronomy, B.A., Vanderbilt University; M.S., University of Maryland; Ph.D., University of Wisconsin

Raymond L. Gaskill, Staff Accountant; A.A., Ocean County College; B.S., Monmouth University

Donald T. George, Instructor, Computer Studies; B.S., North Carolina A & T State University; M.S., New Jersey Institute of Technology

Nancy G. Gerry, Director of School Relations; B.S., M.Ed., Ed.D., Pennsylvania State University

Theodore D. Gordon, Instructor, Mathematics; B.A., M.A., Pennsylvania State University

Duane M. Grembowicz, Associate Professor, Science; A.A., Ocean County College; B.A., Drew University; M.S., Rutgers University

Kathleen C. Grofik, Physical Plant Evening Administrator/Security; A.A.S., County College of Morris; B.S., M.S., Rutgers University

Shirley H. Grone, Assistant Professor, Mathematics; B.A., Montclair State University; M.S., Rutgers University

Janice I. Hamdan, Temporary Mathematics Tutor; B.A., M.Ed., Rutgers University

Katja Hawlitschka, Associate Professor, English and Literature; B.A., M.A., University of Oregon; Ph.D., University of Southern California

Maysa Hayward, Professor, English & Literature; B.A., Cairo University; M.A., American University in Cairo; Ph.D., Indiana University of Pennsylvania

Scott M. Heilman, Assistant Professor, Health and Human Performance; B.S., M.Ed., Temple University

Linda B. Henderson, Associate Professor, Mathematics; B.S., Lynchburg College; M.A., M.A., Pennsylvania State University

Cheryl D. Hollema, Assistant Professor, Nursing; B.S.N., William Paterson University; M.S., Pace University

Janet B. Hubbs, Assistant to the President for Institutional Effectiveness; B.A., Westminster College; M.A., Syracuse University

Karen D. Hutteman, Associate Professor, Psychology; B.A., Baylor University; M.A., Ph.D., Kent State University

Grace Johnson, Assistant Director of Multicultural Services, A.S., Ocean County College; B.A., Georgian Court College

Mary Judge, Program Assistant for Barnegat Bay National Estuary Program; B.A., University of Denver

Carol E. Kaunitz, Director of Auxiliary Services; B.A., Seton Hall University

Sandra P. Kearns, Chief Nursing Officer, Associate Professor, Nursing; B.S.N., Massachusetts University at Dartmouth; M.S.N., Wayne State University

Mary Lee Keller, Director of Academic Planning; B.S., M.S., Monmouth College; M.A., Georgian Court University

A. Leah Kelly, Professor, Nursing; B.S., Tufts University, B.S.N., University of Maine; M.A., Ed.D., Rutgers University

Tara B. Kelly, Vice President of College Advancement; B.A., Rider University; M.A., Monmouth University

Lynn A. Kenneally, Assistant Professor, Education & History; B.A., Mary Washington College; M.A. Ed., Georgian Court College; J.D., Seton Hall University School of Law

Christine Kephardt, Writing Skills Tutor; B.A., Georgian Court College; Ph.D., Drew University

Patricia J. Kennedy, Associate Professor, Art History; A.A., Fashion Institute of Technology; B.A., Georgian Court College; M.S.Ed., Bank Street College of Education

Joseph M. Kirchhofer, Associate Professor, Criminal Justice; B.S., Trenton State College; M.A., Seton Hall University

Peter B. Kirschner, Assistant Coach, Basketball; B.A., Clark University

Jan L. Kirsten, Director of College Relations; B.S., Georgian Court College; M.B.A., Fairleigh Dickinson University

Edward M. Kissling, Professor, Business Studies; B.A., Marist College; J.D., Seton Hall University

Christine W. Kitchin, Assistant Professor, Anthropology/ Sociology; B.A., Douglass College; M.A., Rutgers University

Michael T. Klecan, Assistant Professor, Health & Human Performance; Part-Time Athletic Trainer; B.S., East Stroudsburg University; M.A., United States Sports Academy

M. Karl Kleiner, Associate Professor, Business Studies; B.A., M.Ed., Rutgers University; M.B.A., Fairleigh Dickinson University

Lee H. Kobus, Executive Director of Media & Community Programs; B.A., King's College; M.A., Monmouth University

J. Barry Kolb, Instructor, Computer Studies; B.A., Rutgers University; M.A., Glassboro State College

Lynne Kraemer-Siracusa, Instructor, English; B.A., M.A., Seton Hall University

Marilyn R. Kralik, Professor, Art History; B.A., Marywood College, M.A., Ph.D., University of Pennsylvania

Roberta F. Krantz, Part-Time Director, Fine Arts Theater; B.S.Ed., City University of New York

Denise M. Kron, Instructor, English; B.A., SUNY, Stony Brook; M.A., California State University, Fullerton

Marc LaBella, Associate Professor, Science; B.S., M.S., Fairleigh Dickinson University

Carolyn Lafferty, Assistant Vice President for Assessment and Curriculum; B.A., Hartwick College, M.A.T., Johns Hopkins University; M.A., Vermont College of Norwich University, D. Litt., Drew University

Mary E. Lancaster, Director of Financial Reporting; B.S., Trenton State College

Jon H. Larson, College President; B.A., Norwich University; M.A., Ph.D., University of Maryland

Dana Lauro, Instructor, English; B.A., York College; M.A., Carnegie Mellon University

Neil J. Lavender, Professor, Psychology; B.S., M.A., Fairleigh Dickinson University; Ph.D., The New School for Social Research

William S. Lavundi, Professor, German & English; B.A., LaSalle College, M.A., Albert Ludwigs Universitaet, Freiberg; Diploma, Ruprecht-Karls Universitaet, Heidelberg; Ph.D., University of Massachusetts

Ernest D. Leta, Varsity Coach, Baseball; B.A., Montclair State College; M.A., Georgian Court College

Jason A. Leta, Assistant Coach, Baseball; A.A., Ocean County College; B.A., Kean University

Alfred Longo, Assistant Professor, Psychology/Education; B.A., M.S., Monmouth University; Ph.D., Walden University

Ivan Lugo, Physical Plant Evening Administrator/Custodial, Building Services

Lynne Luper, Associate Professor, Business Studies; A.A., Thomas Edison State College; B.S., M.B.A., Monmouth College

Melanie Mackey, Assistant Professor, Business Studies; A.A.S., Brookdale Community College; B.S., M.B.A., Monmouth College; C.P.A., State of New Jersey

Kathleen Malachowski, Associate Professor, Health and Human Performance; B.S., Westfield State College; M.Ed., Springfield College

Colleen Manzetti, Assistant Professor, Nursing; B.S., Rutgers University; M.S.N., Monmouth University

Nidhal Marashi, Assistant Professor, Chemistry; B.S., Baghdad University, Ph.D., King's College, London University

Kathleen M. McCormick, Professor, Psychology; A.B., Trinity College; M.A., University of Texas; Ph.D., Rutgers University

James J. McGinty, Executive Vice President; B.S., Villanova University; M.S., Ed.D., Indiana University

Vicki McMillian, Associate Professor, Mathematics; B.S., Baylor University; M.A., Sam Houston State University

Patricia McNally, Assistant Professor of Computer Studies; A.A., Ocean County College; B.A. Trenton State College; M.S., Stevens Institute of Technology

Leila Metzger, Professor, Business Studies; B.S., Trenton State College; B.S., Fairleigh Dickinson University; M.B.A., New York University, M.Ed., Rutgers University

Richard K. Meyers, Professor, English/Reading; B.A., Ed.M., Rutgers University

Ljiljana Milojevic, Professor, Spanish; B.A., University of Belgrade; M.A., Ph.D., University of Massachusetts

Hyman Mittleberg, Professor, Health and Human Performance; B.S., Long Island University; M.S., Brooklyn College; M.S., University of Bridgeport

Rosellen D. Moller, Learning Specialist; B.A., Montclair State University; M.A., L.D.T.C., Monmouth University

William H. Molloy, Disabilities Specialist; B.A., Saint Peter's College, M.A., The New School for Social Research

Randy B. Monroe, Associate Professor, Reading/English; A.A., Springfield College of Illinois; B.A., University of Illinois; M.A., University of Iowa

Mary E. Morley, Associate Professor, Mathematics, B.S., University of Maryland; M.B.A., Rutgers University; M.A., Ph.D., University of Chicago

Catherine A. Murphy, Associate Professor of Science, A.S., Community College of Philadelphia; B.S., West Chester State University; M.S., Villanova University; Ph.D., University of Connecticut

Barbara B. Napolitano, Associate Professor, Business Studies; B.S.Ed., Rider College, M.A., Trenton State College

Kathleen Nelson, Office Administrator, Continuing & Professional Education; B.S., M.B.A., St. Peter's College

Martin A. Novelli, Dean of Humanities, Fine Arts & Media Studies; B.S., St. Joseph's University; M.A., Purdue University, Ph.D., J.D., Temple University

Jose Olivares, Part-Time Community Outreach Representative/O.M.S.; B.S., City College of New York; M.E., Drexel University

Kenneth E. Olsen, Director of Facilities Engineering & Operations; B.S., M.S., Pennsylvania State University

Joanne S. Padrone, Director, Academy for Lifelong Learning; B.A., Monmouth University

Kathryn Pandolpho, Director of Career, Employment & Personal Counseling; B.S., William Paterson University; M.A., Montclair State University

Robert J. Paolo, Site Coordinator of Off Site Operations; A.A., Middlesex County College; B.A., Missouri Valley College; M.A., Rider University

Karen Papakonstantinou, Director of Accounting; A.A., Ocean County College; B.S., Georgian Court College

Richard M. Parrish, Vice President of Planning & Administration; B.A., Trenton State College; M.A., Teachers College, Columbia University; Ed.D., Rutgers University

George W. Perabo, Dean of English & Literature; B.A., Upsala College; M.A., Michigan State University

Michael A. Pezzimenti, Assistant Professor, Mathematics; A.S., Bergen County College; B.S., Richard Stockton College of New Jersey; M.S., Humboldt State University

Debra S. Pfaff, Coordinator of Academic Affairs; A.A.S., Ocean County College; B.S., Georgian Court College

Francis D. Polk, Dean of Business, Economics, and Computer Studies; B.S., University of Maryland; M.Ed., Johns Hopkins University; J.D., University of Baltimore

Nancy Polonitza, Counselor/Assistant Professor, Counseling Services; B.A., Kean College; M.A., University of Delaware

Catherine C. Pontoriero, Librarian-Reference Services/Instructor; B.A., The College of New Jersey; M.L.S., Rutgers University

Megan Procaccini, Project Specialist, A.A., Ocean County College; B.A., University of Maryland, University College

Deborah Prodoehl-Caniano, Assistant Professor of Nursing; B.S.N., Monmouth University; M.S.N., University of Pennsylvania

Christine Psolka, Disability Counseling Specialist; B.A., Kings College; M.A. University of Wisconsin at Madison

Michael Putnam, Manager of Office Services; B.S., Lebanon Valley College

Margaret Quinn, Assistant Professor, Nursing; A.S.N., Union County College; B.S.N., Seton Hall University; M.S.N., University of Pennsylvania

Julius Raichle, Associate Director of Facilities Engineering and Operations; B.A., Thomas Edison State College; M.P.H., University of Medicine and Dentistry of NJ and Rutgers University

Virginia A. Reilly, Professor, Economics; A.A.S., B.B.A., Pace University; M.B.A., Fordham University; Ph.D., Capella University

Carla Reinstadtler, Instructor, Anatomy/Physiology; B.S., Montclair State College; M.Ed., Springfield College

Maureen G. Reustle, Dean of Academic Services; B.S., West Chester University; M.Ed., Temple University; L.D.T.C., Georgian Court University

Mary Ann Richards, Part-Time Coordinator of the Alternate Route Program; B.A., Georgian Court University; M.A., Montclair State University

Laura F. Rickards, Director of E.O.F./O.M.S.; B.S., University of Massachusetts; M.A., Lesley University

William J. Rickert, Professor, Mathematics; B.A., M.S., Ed.D., Rutgers University

Deborah A. Robinson, Director of Continuing Education; B.A., M.A., Monmouth College

Jaclyn Rodemann, Director of Recruitment & Admissions; A.A.S., Berkeley College of Business; B.S., Thomas A. Edison State College; M.A.S. Fairleigh Dickinson University

Joaquin Rolon, Assistant Professor of English & Literature; B.A., Ed.M., Temple University; Ed.D., Rutgers University

Jill Romanovsky, Assistant Coach, Softball; B.A., Georgian Court College

Beth Roszkowski, Librarian/Instructor Reference Services; B.A., Penn State University; M.L.I.S., Rutgers University

Geraldine Ryder, Associate Professor, History; A.A., Bristol Community College; B.A., University of Massachusetts; M.A., Providence College

Joan D. Rykiel, Professor, Psychology; B.A., Susquehanna University; M.A., Glassboro State College, Ph.D., Seton Hall University

Elaine Schardien, Enrollment Services Specialist/New Jersey STARS; B.A., Virginia Wesleyan College; M.A., Georgian Court College

Neil H. Schiller, Associate Professor, Engineering Studies; A.S., Big Bend Community College; B.S.E.E., Washington State University; M.S., Texas A & M University

Eileen A. Schilling, Assistant to Executive Vice President; B.A., M.A., Georgian Court College

Nancy J. Schlossbach, Associate Professor, Nursing; A.A., A.A.S., Ocean County College; B.S. Westminster College; M.A., Teachers College, Columbia University

Gary Schmidt, Librarian, Reference Librarian/Assistant Professor; B.A., Ramapo College; M.A., Rutgers University

Henry D. Schwartz, Associate Professor, Business Studies; B.A., Rutgers University; M.B.A. Monmouth College; Ed.S., Rutgers University

Gary M. Shaffer, Assistant Professor; Digital Mass Media/Communications; A.S., Ocean County College; B.B.A., Pace University; M.A., Monmouth University

Heidi M. Sheridan, Instructor, English; A.A., Crafton Hills College; B.A., University of California Riverside; M.A., California Polytechnic State University

Carolyn D. Showalter, Dean of Mathematics; B.S., M.A., Ohio State University

Laura Skrable, Nursing Skills Lab Supervisor ; B.S.N., William Paterson University

Christine B. Spencer, Instructor, Science; B.S., Kean College; M.S., Seton Hall University

Eleanor C. Stevens, Director of Budgets & HR/Payroll Systems; A.A., Keystone Junior College; B.S., Georgian Court College

Richard P. Strada, Dean of Social Science, Education, and Public Services; B.A., Montclair State College; M.A., Pennsylvania State University

Paul Suozzo, Assistant Professor, Economics; B.S., M.A. Northeastern University

Gina M. Suriano, Director of Grant Resources; A.A., Ocean County College; B.S., Richard Stockton College of New Jersey; M.A., Monmouth University

Maria C. Tamburro, Instructor, Chemistry; A.S., Ocean County College; B.S., St. Peter's College; M.S., Rutgers University

Jayanti Tamm, Instructor of English & Literature; B.A., Queens College; M.F.A., American University

Katherine L. Tietge, Associate Professor, Philosophy; B.A., University of Northern Iowa; M.A., Indiana State University; Ph.D., Southern Illinois University

Carey R. Trevisan, Dean of Special Services; B.A., Wilmington College; M.Ed., Seton Hall University

Lorie Trachtenberg, Director of Testing & Adaptive Services; B.A., Georgian Court University

Richard Trimble, Assistant Professor, History; B.S., University of Bridgeport; M.A., Seton Hall University; Ed. S., Rutgers University

Anthony J. Trump, Assistant Director of Athletics; B.S., College of New Jersey; M.S.S., United States Sports Academy

Lynn Vazquez-Rizzo, Associate Professor, Mathematics; B.A., M.A., M.A., Georgian Court College

Gloria A. Villalobos, Planetarium Director; A.S., Olympic College; B.S., Washington State University; M. Astronomy, University of Sydney

Arthur J. Waldman, Associate Professor, Speech & Theatre; B.F.A., Boston University; M.F.A., Ohio University

Robin L. Weitz, Assistant Professor, Computer Studies; A.A., Ocean County College; B.A., M.A., Georgian Court College

Robert White, Assistant Professor of Nursing, B.S.N., M.S.N., College of New Jersey

Roy J. Wilkins, Manager of Recreation Activities/Sailing, B.A., Hiram Scott College

Charlene E. Williams, Associate Professor, English; B.A., M.A., University of Dayton

Sandra G. Williams, Learning Support Specialist; A.S., Ocean County College; B.A., Thomas Edison State College; M.A., Vermont College of Norwich University; D. Litt., Drew University

Sara A. Winchester, Vice President of Finance; A.S., Brookdale Community College; B.S., Rutgers University; C.P.A., State of New Jersey

Arlene M. Witman, Associate Professor, Nursing; A.A.S., Mt. St. Mary College; B.S.N., Villanova University; M.S.N., Seton Hall University

David W. Wolfe, Senior Assistant to the President; B.A., Westminster College; M.Ed., University of Delaware

Anita L. Woolery, Instructor, Sociology; B.A., Queens College; M.S.W., Hunter College

Yuan Zhong Xu, Professor, Mathematics; B.S., East China Normal University; M.S., Rutgers University

Xiao-Ming Yang, Professor, English; B.A., Xi'an Foreign Languages Institute; M.A., University of Nottingham; Ph.D., Bowling Green State University

Chengbo Yin, Research and Assessment Administrator; B.A., English, Capital Normal University, Beijing, China; C.A.S., State University of New York, Albany

Bradford Young, Instructor, Political Science; B.A., University of Utah; M.A., University of California, Irvine

Jill Zacharczyk, Assistant Professor, Mathematics; B.S., M.A., Seton Hall University

Linda Zelek, Staff Accountant; A.S., Ocean County College; B.S., Georgian Court University

Judith Zinis, Professor, English; B.S., Pennsylvania State University; M.A., Western Carolina University; M.A., Temple University

Heather Zeveney, Assistant Professor, Nursing; B.S.N., M.S.N., M.B.A., Kean University

PART-TIME FACULTY

Peter Aakjar, Adjunct Instructor, English; B.A., Rowan University; M.A., Rutgers University

Serene Acloque, Adjunct Instructor, English; B.A., Adelphi University; M.A., Brooklyn College

Jaime Adams, Adjunct Instructor, Health & Human Performance; B.S., Virginia Tech; M.S., Florida International University

Amelia Ann Allen, Adjunct Instructor, Mathematics; B.S., Wagner College; M.A., Rowan University

Susan Allyn, Adjunct Instructor, Mathematics; B.A., Kean College, M.A., Georgian Court University

Vincent J. Altieri, Adjunct Instructor, Business Studies; B.B.A., Upsala College; M.A., Seton Hall University

Mauro Altizio, Adjunct Instructor, Education; B.S., University of Nebraska; M.A., Fairleigh Dickinson University

Carmen Q. Anderson, Adjunct Instructor, Psychology; B.S., Teacher of the Handicapped, Kean College; M.S.W., New York University

Ruddys Andrade, Adjunct Instructor, Health Sciences; B.A., Montclair State University; M.S., New Jersey City University

Eliza K. Andrejuk, Adjunct Instructor, Mathematics; B.A., M.A., University of Warsaw

Sam Angona, Adjunct Instructor, Social Work, Sociology; A.A., Ocean County College; B.A., M.S.W., Monmouth University

Alwin A. Arce, Adjunct Instructor, History; B.A., Northwestern State University; J.D., Seton Hall University School of Law

Robert J. Artz, Adjunct Instructor, Chemistry; B.S. Kutztown University; M.A., Bowling Green State University

Jacqueline Ascione, Adjunct Instructor, Sociology; A.A., Ocean County College; B.A., Georgian Court University; M.A., Rutgers University

Susan Shyne Athwal, Adjunct Instructor, Science; B.S., Marymount College; Ph.D., University of Dentistry and Medicine of New Jersey

Jack G. Azarch, Adjunct Instructor, English; B.A., Seton Hall University; M.A., Seton Hall University

Steven J. Baeli, Adjunct Instructor, History; B.A., Georgian Court University; M.A., Monmouth University

Linda Baigas-Capitolo, Adjunct Instructor, Psychology; B.A., Syracuse University; M.A., New York University; Ed.S., Ph.D., Temple University

Ronald Bakay, Adjunct Instructor, Business; A.S., Ocean County College; B.S., Richard Stockton College of New Jersey; M.B.A., Georgian Court University

William C. Baldwin, Adjunct Instructor, Mathematics; A.A., Ocean County College; B.A., Rutgers University; M.S., Johns Hopkins University

Thomas P. Barrett, Adjunct Instructor, English; B.A., Richard Stockton College of New Jersey; M.A., Marygrove College

Elizabeth Barton, Adjunct Instructor, Psychology; A.A., Ocean County College; B.A., B.S.W., Monmouth University; M.S.W., Rutgers University

Michael R. Bateman, Adjunct Assistant Professor, Law; B.A., Pennsylvania State University; J.D., New England School of Law

Margaret E. Baum, Adjunct Instructor, Children's Literature; B.A., Montclair State University; M.A., Jersey City State College

Rochelle A. Becker, Adjunct Instructor, Public Speaking; B.A., Brooklyn College; M.Ed., College of Staten Island

Jennifer Beilis, Adjunct Instructor, Psychology; B.A., Rowan University; M.A., New York University

Michael Berman, Assistant Adjunct Professor, Law; B.A., M.A.T., Trenton State College; B.A., Iowa Wesleyan University; M.A., Rutgers University; J.D., Yeshiva University

Elaine S. Berson, Adjunct Professor, Sociology; B.A., University of Illinois; M.S.W., University of Oklahoma; Ph.D., Duke University

Joyce Berrian, Adjunct Instructor, English; B.A., M.A., William Paterson University

Jill Best, Adjunct Instructor, English; B.A., University of Southern California; M.A., Monmouth University

Bradley D. Billhimer, Adjunct Instructor, Criminal Justice; A.A., Ocean County College, B.A., Richard Stockton College of New Jersey; J.D., Widner University School of Law

Daniel J. Bielskie, Adjunct instructor, Mathematics; B.S., M.S. Stevens Institute of Technology

Dina M. Bishop, Adjunct Instructor, Psychology; B.A., Georgian Court University; M.A., Monmouth University

Genevieve R. Bishop, Adjunct Instructor, Mathematics; B.A., Siena College; M.S., State University of NY; M.S. New School for Social Research

Kim Bittner, Adjunct Instructor, Psychology; B.A., Wagner College; M.S., Brooklyn College

Lauren Blake, Adjunct Instructor, Dance; B.A. Douglass College; M.Ed., Temple University

Candice Bland, Adjunct Instructor, Spanish; B.A., M.A., University of Delaware

Barbara B. Blozen, Nursing Clinical/ Adjunct Instructor, Nursing; B.S.N., Wagner College; M.A., New York University

Sally Ann Boccippio, Adjunct Instructor, English; B.A., Saint John's University; M.S.Ed., College of Staten Island

John Boland, Adjunct Instructor, Education; A.A., Ocean County College; B.A., The Richard Stockton College of New Jersey; M.Ed., Central Michigan University

Paul Bonelli, Adjunct Instructor, Art; B.A., College of William and Mary; M.A., Montclair State University; M.F.A., Southern Illinois University

Gerald Bowden, Adjunct Instructor, Criminology; B.A., Marist College; M.S.W., Rutgers University

Kathryn Bowker, Adjunct Instructor, Psychology; B.A., M.A., Georgian Court University

JoAnna M. Boylan, Adjunct Instructor, Mathematics; B.A., Rollins College; M.B.A., Pace University; M.S., Brooklyn College

Kathryn M. Brady, Nursing Clinical/Adjunct Instructor; B.S., Pennsylvania State University, M.S.N., College of New Jersey

Richard D. Brady, Adjunct Instructor, Science; B.S., Brooklyn College; M.S., Farleigh Dickinson University

Eileen Brennan, Adjunct Instructor, Public Speaking; B.A., Rowan University; M.Ed., Monmouth University

Leslie Brian, Adjunct Instructor, Reading; B.S., Florida Atlantic University; M.A., Rider University; Ed.D., Nova University

John Brogan, Adjunct Instructor, Human Services; A.S., Ocean County College; B.A., Trenton State College; M.A., Seton Hall University

Dennis J. Brown, Adjunct Instructor, English; B.A. & M.A., University of Wisconsin

Margot Bruemmer, Adjunct Instructor, English; B.A., Monmouth University; M.A., Seton Hall University

Jayne T. Bruinooge, Adjunct Instructor, English; B.A., Trenton State College; M.A., College of New Jersey

Kimberly Brush, Adjunct Instructor, Psychology; B.A., University of Delaware, M.Ed., Seton Hall University

Kathleen H. Buffum, Part-Time Coordinator of Alumni Affairs; B.A., Monmouth College

George Buonano, Adjunct Instructor, English; B.A., Kean University; M.A., Seton Hall University

Jorene Burke, Adjunct Instructor, English; B.A., Northland College; M.A., Cardinal Stritch College

Sharon Burke, Clinical Instructor; B.A., Georgian Court University; M.S.N., Monmouth University

Matthew T. Burton, Adjunct Instructor, Drawing/Design; B.A., Roanoke College; M.A., M.F.A., Stephen F. Austin State University

Frank Campione, Adjunct Instructor, Law, Italian; B.A., M.A., J.D., Seton Hall University; M.A., Niagara University

Jennifer Cardone, Adjunct Instructor, Science; B.S., Muhlenberg College; M.A., Georgian Court University

Eleonora R. Carr, Adjunct Instructor, Accounting; B.A., Rutgers University; M.B.A., Georgian Court University; C.P.A., State of New Jersey

Jennifer Carlucci, Adjunct Instructor, Sociology, B.S., Richard Stockton College of New Jersey; M.S., Columbia University

Joann Case, Adjunct Instructor, Reading; B.A., The Richard Stockton College of New Jersey; M.A., Walden University

Anthony Cavallo, Adjunct Instructor, History; B.A., Seton Hall University; M.A.T., Seton Hall University

Bronwyn Chartier, Adjunct Instructor, Sociology; B.A., Fordham University; M.S., Queens College

Rudolph Chesko, Adjunct Instructor, Criminal Justice; A.S., B.S., Rutgers University; M.A., Seton Hall University

Patrick Chidume, Adjunct Instructor, Political Science; B.A., Queens University; M.A., Rutgers University

Patricia Christensen, Clinical Instructor; A.A.S., Ocean County College; B.S.N., Richard Stockton College of New Jersey, M.S.N., University of Medicine and Dentistry of New Jersey

Angelo Christiano, Adjunct Instructor, Art History; B.A., Kean University; M.A., Montclair University

Kathryn J. Cimino, Adjunct Instructor, Mathematics; B.A., M.Ed., College of New Jersey

Donna Ciufu, Nursing Clinical Instructor; R.N., St. Francis School of Nursing; B.S.N., M.S.N., Monmouth University

Yolanda Q. Clancy, Adjunct Instructor, English; B.A. & M.A., Georgian Court University

Fiesta Clanton, Nursing Clinical Instructor; B.S.N., Temple University, M.S.N., Rutgers University

Abigail Clark, Adjunct Instructor, Spanish; B.A., Montclair State University; M.A., Middlebury College

Michael Clarke, Adjunct Instructor, Computer Science; B.S., M.S., New Jersey Institute of Technology

Diane Clayton, Adjunct Instructor, Public Speaking; B.A., Montclair University; M.A., Georgian Court University

James F. Clemente, Adjunct Instructor, Mathematics; B.A., M.A., Jersey City State College

Mary V. Clemente, Adjunct Instructor, Mathematics; B.A., M.A., Jersey City State College

Karen Clouser, Adjunct Instructor, Health Sciences; B.S., Lock Haven State College, M.A., Jersey City State University

Mary Beth Coleman, Adjunct Instructor, Psychology; B.A., William Patterson College; M.A., Monmouth University

Frederick L. Connin, Adjunct Instructor, Fire Science; A.S., Grantham College of Engineering

Walter D. Conrad, Adjunct Instructor, Mathematics; B.S., Scranton University; M.Ed., Rutgers University

James Conroy, Adjunct Instructor, Sociology, B.S., St. John's University; M.S., University of Wisconsin

Todd W. Cornish, Adjunct Instructor, History; B.A., American University, M.Ed., Rutgers University

Debra Costanza, Adjunct Instructor, Psychology; A.A.S., Brookdale Community College; B.A., Caldwell College; M.S., Kansas State University

Charles R. Costello, Adjunct Instructor, Philosophy/History; B.A., University of Scranton; M.A., Seton Hall University

Robert Coughlin, Adjunct Assistant Professor, Criminal Justice; B.A., Montclair State College; M.A., Pepperdine University

Lori Coyne, Adjunct Instructor, Education; B.S., The Richard Stockton College of New Jersey; M.A., M.S., Monmouth University

Marta O. Cramer, Adjunct Instructor, Spanish; B.A., University of Buenos Aires, M.A., Rutgers University

Johanna Crawford, Adjunct Instructor, Law; B.A., Rutgers University, J.D., Roger Williams University

Francis Crawley, Adjunct Instructor, Psychology; B.A., St. Lawrence University, M.Ed., Boston University; M.A., Montclair State University; Ed.D., New York University

Ella Clyde Crofoot, Adjunct Assistant Professor, Law; B.S., Jacksonville State University; M.B.A., Georgia Southern College; J.D., Seton Hall University; C.P.A., California and New Jersey

Virginia Cronin, Adjunct Instructor, English; B.A., St. Peter's College; M.A., New Jersey City University

Kellie R. Crouse, Adjunct Instructor, English; B.A., Montclair State University; M.S.Ed., Old Dominion University; M.A., Creative Writing, Rowan University

Joseph Czachowski, Adjunct Instructor, History; B.A., Kean University; M.A., Kean University

Stephen Cruz, Adjunct Instructor, Business Studies; B.S., M.B.A., Seton Hall University

Martha M. Cybyk, Adjunct Instructor, Music; B.S., M.S., Julliard School of Music

Barbara D'Apuzzo, Adjunct Instructor, Education; B.A., Rutgers University, Douglass College, M.A., Georgian Court University

Marylu Dalton, Adjunct Instructor, Mathematics; B.A., M.A., Georgian Court University

Stuart Davis, Adjunct Instructor, Mathematics; B.S., New Jersey Institute of Technology; M.A., City College of New York

Thomas DeAngelis, Adjunct Instructor, Communications; B.A., Seton Hall University; M.A., Jersey City State College

Albert J. DeAngelo Jr., Adjunct Assistant Professor, Environmental Science; B.S. Rider College; M.S., Rutgers University

Margaret DeBari, Adjunct Instructor, Nursing; B.A., Jersey City State University; M.S.N., Seton Hall University

Robert A. Decker, Adjunct Instructor, Chemistry; B.S., Monmouth University; M.B.A., Fairleigh Dickinson University

Patricia A. DeFelica, Adjunct Instructor, Mathematics; B.A., Trenton State College; M.A., Georgian Court College

Ellen J. Delaplain, Adjunct Instructor, Mathematics; B.S., M.A., Jersey City State College

Elizabeth de Carvalho, Adjunct Instructor, Business, B.A. Richard Stockton College of New Jersey; M.B.A. Georgian Court University

Epi DelaCueva, Clinical Instructor MAN-Golden Gate College, Philippines

John DeMarzo, Adjunct Instructor, Biology; B.S., M.A., Brooklyn College

Virgil DeMario, Adjunct Instructor, Computer Studies; B.S., Montclair State University; M.A., New Jersey Institute of Technology

Norma DeNoia, Adjunct Instructor, Social Work; B.A., Fairleigh Dickinson University; M.S.W., Rutgers University

Anthony Dentino, Adjunct Instructor, Mathematics; B.A., California State University; M.A., Jersey City University

Barbara DeSantis, Adjunct Instructor, Health & Human Performance; B.S., Winthrop College; M.P.H., University of South Carolina

Bernard T. Destafney, Adjunct Instructor, Accounting; B.S., LaSalle University; M.S., Villanova University

Pasquale DiFlavis, Adjunct Instructor, Business; B.A., Rowan University; M.B.A., Saint Joseph's University

Michael DiGirolamo, Adjunct Instructor, History; A.A., Brookdale Community College; B.A., Kean University; M.A., New York University

Edward L. Dillon, Adjunct Instructor, Business Studies; B.S., Shippensburg University; M.B.A., Monmouth College

Cara DiMeo, Adjunct Instructor, English; B.A., Richard Stockton College of New Jersey; M.A., University of Phoenix

William S. Ditchkus, Adjunct Instructor, Health & Human Performance; A.A., Ocean County College; B.A., Montclair State University; D.M.D., University of Pennsylvania; M.D., St. Lucia Health Sciences University

Diann Doderer, Adjunct Instructor, Contemporary Health; B.S., Christ Hospital School of Nursing, M.S., Hunter College

Kathleen Dominick, Adjunct Instructor, Business; B.S., M.B.A., Philadelphia University; D.B.A., Nova Southeastern University

Michael L. Donini, Adjunct Instructor, Business Studies; B.S., Villanova University; J.D., Oklahoma City University

Tim Donovan, Adjunct Instructor, History; B.A., M.A.T., Monmouth University

Lawrence Dooley, Adjunct Instructor, History; B.A., M.A., Monmouth College; J.D., Seton Hall University

John P. Dorrity, Adjunct Instructor, Sociology; A.A., Ocean County College; B.S.W., Georgian Court College; M.S.W., Fordham University

John K. Dougherty, Adjunct Instructor, History; B.S., St. Peter's College; M.A., Fairleigh Dickinson University

Thomas Dougherty, Adjunct Instructor, Mathematics; B.S., College of the Holy Cross; M.S., Fordham University

Daniel Duffy, Adjunct Instructor, Business; A.A., Ocean County College; B.A., Florida Atlantic University; M.Ed., Rutgers University; Ed.D., Rowan University

Marjorie Duryea, Adjunct Instructor, Public Speaking; B.A., M.A., College of New Jersey; M.A., Fort Hays State University

Ellen Eagan, Intramurals Coordinator and Adjunct Instructor, Health and Human Performance; B.S., University of Wisconsin; M.A., Fairleigh Dickinson University

Steven Eisenberg, Adjunct Instructor, Science; B.A., M.S., Rutgers University

Patricia Emerson, Adjunct Instructor, English/Reading; B.S., Swarthmore College; M.A., Rutgers University

Zohreh Erfan, Adjunct Instructor, Mathematics; B.S., M.S., Ph.D., Purdue University

Richard M. Esposito, Adjunct Instructor, Mathematics; B.B.A., Pace University; M.S. Fordham University

Milton T. Estelle, Adjunct Assistant Professor, Biology; B.S., Bloomfield College; M.S., Clarion University

Terrence Farley, Adjunct Instructor, Criminal Justice; B.A., Parsons College, J.D., Rutgers University

Thomas G. Farrell, Adjunct Instructor, Business Administration; B.A., Syracuse University; M.B.A., Monmouth University

Richard Federman, Adjunct Instructor, Geography; B.A., Rutgers University; M.S., Johns Hopkins University

James Fennessy, Adjunct Instructor, Criminal Justice; B.A., J.D., Seton Hall University

Alan F. Ferraro, Adjunct Associate Professor, Psychology; A.A., Union County College; B.A., Kean College; M.A., Michigan State University

Nancy Ferro, Adjunct Instructor, Spanish; B.A., Rutgers University; M.A.T., Northwestern University

Kara Fiedler, Adjunct Instructor, Dance; B.F.A., State University of New York

Thomas J. Fikslin, Adjunct Assistant Professor, Biology; B.S., Upsala College; M.S., University of Delaware; Ph.D., Rutgers University

James A. Filippo, Adjunct Instructor, Business Studies; B.S., Monmouth College; M.B.A., Seton Hall University

Christine Filippone, Nursing Clinical Instructor; Clara Mass School of Nursing; B.S.N., New Jersey City University; M.S.N., Seton Hall University

Leo Firestone, Adjunct Instructor, Spanish; B.S., Columbia University; M.A., Long Island University, C.W. Post

Gary J. Fitzgerald, Adjunct Instructor, Computer Studies; A.S., Thomas Edison State College; B.S., East Stroudsburg State College; M.S., Stevens Institute of Technology

Dana L. Flatekval, Adjunct Instructor, English; B.A., Rider University; M.A. National University

Brian B. Flynn, Adjunct Assistant Professor, History; B.S., St. Peter's College; M.A., Seton Hall University

Steven Follman, Adjunct Instructor, Computer Studies; B.S., M.S., Beth Medrash Govoha

Michael Forcella, Adjunct Instructor, Business; B.A., Montclair State University; M.B.A., Fairleigh Dickinson University

Danielle Forshee, Adjunct Instructor, Psychology; B.A., Franklin Pierce University; M.S.W., Fordham University

Lorraine Fowler, Adjunct Instructor, Psychology/Education; B.A., Rutgers University, Douglass College, M.Ed., Rutgers Graduate School of Education

John Fraterrigo, Adjunct Assistant Professor, Business/Computer/Engineering Studies; B.E., M.E., Manhattan College; M.B.A., New York University

Charlotte Frederick, Adjunct Instructor, Anthropology/Sociology; B.A., Monmouth College; M.A., Columbia University

Neil A. Freiermuth, Adjunct Instructor, Economics; B.A. Rutgers University; M.B.A., Fairleigh Dickinson University

Stanley Friedman, Tennis Coach, Athletics; B.A., Glassboro State College; M.S.T., Union College

Martin Fudali, Adjunct Instructor, Biology; B.A., William Paterson College; M.A., Montclair State University

Patricia Gadesaud, Adjunct Instructor, Biology; B.S., University of Nantes, B.S., Columbia University, M.D., SUNY, Stony Brook School of Medicine

Monica Gaines, Adjunct Instructor, Sociology, B.S., M.S., Florida A&M University

Raymond Gardner, Adjunct Instructor, Accounting; B.A., M.B.A., Rider University; C.P.A. State of New Jersey

Julia B. Gargiulo, Adjunct Instructor, Biology; B.S., Rutgers University, Cook College; M.A., Monmouth University

Annie K. Garvin, Adjunct Assistant Professor, Business Law/History; B.A., M.A., Boston College; J.D., University of Miami; Ph.D., Clark University

Nicholas Gattuso, Adjunct Instructor, Computer Studies; A.A., Middlesex County College; B.A., M.S., Monmouth University

Kara Gerick, Adjunct Instructor, English; B.A., Kean University, M.A., St. Peters College

Angela Germano, Adjunct Instructor, Public Speaking; B.A., M.A., Monmouth University

Robert S. Gerristead, Adjunct Instructor, English; A.A., Union County College; B.A., Rutgers State University; M.A., Montclair State University

Jason Ghibesi, Adjunct Instructor, History, B.A., Seton Hall University; M.P.A., Kean University

Carol A. Gibbons, Adjunct Instructor, English; B.S., Rutgers University; M.A., Soka University of America

Marly Lou Gilbert, Clinical Instructor, Nursing; A.A.S., Bergen Community College; B.S.N., Felician College; M.A., Teachers College, Columbia University

Brian Gilmore, Adjunct Instructor, Music; B.M., Rowan University; M.M., University of Alabama

Daniel Goldberg, Adjunct Instructor, History; B.A., Hebrew University; M.P.A., Hebrew University; M.S.W., Yeshiva University

Frank E. Gorman, Adjunct Instructor, English; B.S. & M.A., Seton Hall University

Virginia Gorman, Nursing Clinical Instructor; B.S., M.A., Monmouth University; M.S.N., Seton Hall University

Christine A. Greco, Adjunct Instructor, Psychology; B.A., East Carolina University; M.A., Monmouth University

Doreen Greenberg, Adjunct Instructor, Psychology; B.A., Temple University; M.S., Villanova University; Ph.D., Temple University

Barbara Grieco, Adjunct Instructor, History; B.A., College of St. Elizabeth, M.A., New York University

James Grimes, Adjunct Instructor, Photography; B.A., Seton Hall University; M.Ed., Rutgers University

Fred Gronau, Adjunct Instructor, Criminal Justice; B.A., Kean College; M.A., Seton Hall University

Lawrence W. Grone, Adjunct Instructor, Mathematics; B.S., M.S., Stevens Institute of Technology

Donald Gross, Adjunct Instructor, Anthropology, B.S.Ed., M.A., Ohio State University; Ed.D., Lehigh University

Geraldine Hadley, Adjunct Instructor, English; B.A., Chestnut Hill College; M.A., New Jersey City University

Brian J. Haggerty, Adjunct Instructor, Mathematics; B.A. University of Delaware; M.Ed. Grand Canyon University

Dina Hankins, Adjunct Instructor, Psychology; B.A., M.A., Georgian Court University

Margaret Harris, Adjunct Instructor, Spanish; B.A., Rutgers University, Douglass College; M.A., Georgian Court College

Shannon Hart, Adjunct Instructor, Health and Human Performance; B.A., Montclair State University

Irene Hartmann, Adjunct Instructor, English; B.A., Beaver College; M.A., Jersey City State College

Joan Harvey, Nursing Clinical Instructor; Christ Hospital School of Nursing; B.S.N., Bloomfield College; M.S.N., Kean University

Harmonie Hawley, Adjunct Instructor, Science; B.S., M.S., Worcester Polytechnic Institute; Ph.D., Rutgers University

R. Malcolm Hayward, Adjunct Instructor, English; B.A., Drew University; M.A., Ph.D., Tulane University

Susan Heeter, Adjunct Instructor, Business; B.S., Saint Peter's College; M.B.A., University of Florida

Joyce Henn, Clinical Instructor, Nursing; B.S.N., Seton Hall University; M.S.N., Rutgers University

Gina M. Herrmann, Adjunct Instructor, Public Speaking; A.A., Brookdale Community College, B.A., William Paterson University, M.A., Monmouth University

Pearl Herzog, Adjunct Instructor, English; B.A., Hofstra University; M.S., Yeshiva University; M.A., Ph.D., New York University

Karen A. Hoch, Adjunct Instructor, German; B.A., Rutgers University, M.A., Kean University

Raymond Hohman Jr., Adjunct Instructor, Accounting; B.S., University of Baltimore, M.B.A., Loyola College

Shannon K. Hokanson, Adjunct Instructor, Public Speaking; B.A., M.A., Monmouth University

Mary Lou Holmes, Nursing Clinical Instructor; R.N., Providence Hospital School of Nursing; A.A., Brookdale Community College; B.S.N., College of New Jersey; M.S.N., University of Pennsylvania

John S. Horton, Adjunct Instructor, Fire Science; B.S., Jersey City State College

Marianthony Hough, Adjunct Instructor, English, B.A., Seton Hall University; M.A. New York University; M.A., St. Peters College

Augustus Hover, Adjunct Instructor, Mathematics; B.A., Rutgers University; M.A., Montclair State University

Edward S. Hudak, Jr., Adjunct Instructor, Mathematics; B.S., M.S. New Jersey Institute of Technology

Bruce Hummer, Adjunct Instructor, Public Speaking; A.A.S., Ocean County College; B.A., M.A., Rowan University

Elizabeth Hyle, Adjunct Instructor, Academic Skills/Student Success; B.A., Hood College; M.A., College of Notre Dame

Joseph Inerra, Adjunct Instructor, Mathematics; B.S., New Jersey Institute of Technology; M.S., Polytechnic Institute of Brooklyn, Fairleigh Dickinson University

Earl Jackman, Adjunct Instructor, Biology; B.S., Providence College; D.O., Kansas City University of Medicine

Maureen Jennings, Adjunct Instructor, Science; B.S., Boston College; M.S., New York University; D.P.M., New York College of Podiatric Medicine

John P. Joensen, Adjunct Instructor, Gerontology/Social Work; A.S., Ocean County College; B.S.W., The Richard Stockton College of New Jersey; M.S.W., Rutgers University

Garrett L. Joest, Adjunct Instructor, Business Law; A.A., Ocean County College; B.A., Fairleigh Dickinson University; M.A., J.D., Seton Hall University

Melissa A. Johnson, Adjunct Instructor, English; B.A., University of Delaware; M.A., Georgian Court University

Molly Johnson, Adjunct Instructor, Art History; B.A. & B.F.A., James Madison University; M.F.A., Ohio State University

Brian Jones, Adjunct Instructor, Science; B.A., M.S., Rutgers University

Sherri Jovanovic, Adjunct Instructor, Science; B.A., Long Beach State University; M.S., Fullerton State University

Claire B. Kanouse, Adjunct Instructor, Art; B.F.A., Moore College of Art & Design

John Karnatski, Adjunct Instructor, Spanish; B.S., Seton Hall University; M.A., St. John's University

Patricia Karnatski, Clinical Instructor; B.S.N., Kean University; M.S.N., Wagner College

Juliet Kaszas-Hoch, Adjunct Instructor, English; B.A., Princeton University; M.F.A., Pennsylvania State University

Mary Ann Kaufman, Nursing Clinical Instructor; A.A.S., Ocean County College; B.S.N., Thomas Edison State College; M.S.N., Seton Hall University

Eileen M. Keegan, Adjunct Instructor, Social Work; A.S., Ocean County College; B.S.W., Monmouth University; M.S.W., Fordham University

William V. Kehoe, Adjunct Instructor, English; B.A., Montclair State University; M.Ed., Ed.D., University of Delaware

Daniel Keiser, Adjunct Instructor, Mathematics; A.A., Middlesex County College; B.A., Trenton State College; M.A., Georgian Court College

Jamie M. Keller, Adjunct Instructor, Public Speaking; A.A., Ocean County College; B.A., William Paterson University; M.A., Monmouth University

Lisa Kelley, Adjunct Instructor, Mathematics; B.A., Muhlenberg College; M.A.T., Monmouth University

Tina Kennis, Adjunct Instructor, Mathematics; B.A. College of New Jersey; M.A., Georgian Court University

Megan Kerfoot, Adjunct Instructor, Political Science; B.S., The College of New Jersey; M.S., University of Delaware

Judy Kerlin, Nursing Clinical/Adjunct Instructor, Nursing; B.S.N., Richard Stockton College of New Jersey, M.S.N., Rutgers University

Detlef Kern, Adjunct Instructor, English; B.A., Lycoming College; M.A., Fairleigh Dickinson University; Ed.D., Nova Southeastern University

Kenneth M. Kerr, Professor Emeritus, Psychology; B.A., Wagner College; M.S., Ph.D., Indiana University

Stacey Kerr, Adjunct Instructor, Psychology; B.S.W., M.S.W., Indiana University; J.D., Villanova University

Gregory Kerrick, Adjunct Instructor, Biology; B.S., Purdue University School of Agriculture; M.A., University of Michigan School of Business Administration; D.V.M., Purdue University School of Veterinary Medicine

Carol A. Kienbaum, Adjunct Instructor, Mathematics; B.E.E. University of Detroit; M. Eng (EE) Cornell University

Marie Killgalen, Adjunct Instructor, Mathematics; B.A. & M.A., Montclair State University

Anna Killian, Adjunct Instructor, Business Studies; B.S., William Paterson College; M.A., Montclair State College

John S. Kilmurray, Adjunct Instructor, Geography, B.S., Florida State University; M.A., New Jersey City University

Arthur R. King, Adjunct Instructor, Political Science; B.A., Ursinus College; M.A., Ryder College

Robert King, Adjunct Instructor, Political Science; B.A., Ursinus College; M.A., Rider College

Shepard I. King, Adjunct Instructor, Accounting; B.S., Long Island University; M.B.A., Fairleigh Dickinson University; C.P.A., State of New York

Jennifer Kipp, Adjunct Instructor, Mathematics; B.A., M.A. College of New Jersey

Michael Kirkup, Adjunct Instructor, Chemistry; B.A., M.A., SUNY; Ph.D., University of Hawaii

Leib Klein, Adjunct Instructor, Law; B.A., M.A., Beth Medrash Govoha; J.D., Seton Hall University

Bridget Koch, Clinical Instructor, Nursing; B.S.N., New Jersey City University; B.S.N., Monmouth University

Susan Kozel, Adjunct Instructor, History; B.A., Rutgers University; M.A., Rutgers University; M.A., New York University

Kevin H. Kuhn, Adjunct Instructor, Mathematics; B.A., Montclair State College; M.A., Jersey City State College

Dean LaBollita, Adjunct Instructor, Sociology; A.A.S., Ocean County College; B.A., Georgian Court College; M.S., Thomas Edison State College

Carole J. Lake, Adjunct Instructor, Mathematics; B.A., Gettysburg College; M.S., John Hopkins University; M.S., Rutgers University

Eleanor A. LaPointe, Adjunct Instructor, Sociology/Anthropology; B.S., Richard Stockton College of New Jersey, M.S., Ph.D. Rutgers University

Rose K. Laiter, Adjunct Instructor, History; B.A., M.A., Kean University

Mary E. Larson, Adjunct Instructor, Reading; B.A., New Jersey City University, M.S., Monmouth University

Beatrice Lavelle, Adjunct Instructor, Health & Human Performance; B.A., College of Staten Island; M.A., Georgian Court College

Patricia B. Leahey, Adjunct Instructor, History; B.A., Niagara University; M.A., Monmouth University

Maritza Lebron, Adjunct Instructor, Reading; B.A., Rutgers University; M.S., Monmouth University

Maureen Lefanto, Adjunct Instructor, Health & Human Performance; A.A., Nursing, Bergen Community College; B.S., M.S.N., Monmouth University

Karen LeFevre, Adjunct Instructor, Spanish; B.A., Rowan University; M.A., Georgian Court University

John Lehotay, Adjunct Professor, English; B.A., M.A., Seton Hall University

Noel A. Leifer, Adjunct Instructor, Mathematics; B.M.E., City College of New York; M.S.E.M., New York University

Cara Lembo, Adjunct Instructor, Accounting; B.S., M.B.A. Monmouth University

Kathryn Leonard, Adjunct Instructor, Psychology; B.A., William Patterson University; M.A., Long Island University

Thomas Lesniak, Adjunct Instructor, Forensic Science; B.S., John Jay College of Criminal Justice

Jason Leta, Assistant Baseball Coach, Athletics; A.A., Ocean County College; B.A., Kean University

Barbara Leveene, Adjunct Instructor, Biology; B.A., CUNY, Brooklyn College; M.S., Long Island University

Harry J. Levin, Adjunct Instructor, Law; B.A., M.A., Rutgers University; J.D., George Mason University

Jeffrey Levin, Adjunct Instructor, Health & Human Performance; B.S., Fairleigh Dickinson University; M.A., Montclair State University; D.C., Palmer College of Chiropractic

Arthur F. Leyden, Adjunct Instructor, Law; B.A., J.D. Seton Hall University; B.S.N. Rutgers University

Debra Licato-Meiman, Adjunct Instructor, English; B.A., Rutgers University; M.A., Bowling Green State University

Diane Liebmman, Adjunct Instructor, Mathematics; B.A., Kings College; M.A., Caldwell College

Michael Liebmman, Adjunct Instructor, English; B.A., Kings College; M.A., Monmouth University

Linuel Lloyd, Adjunct Instructor, History; B.A., Rowan University; M.B.A., Rutgers University

Jane F. Lodato, Adjunct Instructor, Biology; B.S.A.S., University of Delaware; M.Ed., Rutgers University; D.P.T., University of Medicine & Dentistry of New Jersey

Kathleen Lodge, Adjunct Instructor, Mathematics; B.S., M.S., Kean University

Ralph Lotierzo, Adjunct Instructor, Education; B.A., M.S., CUNY, College of Staten Island; M.A., Georgian Court College

Robert Love, Adjunct Professor, Computer Studies; B.S., St. Joseph University; M.S., Fairleigh Dickinson University

Jodi Luland-Richards, Adjunct Instructor, Microbiology; A.A., Ocean County College; B.S., Seton Hall University; M.S., Georgian Court University

Leonard Luzky, Adjunct Instructor, Sociology, B.A., Richard Stockton College of New Jersey; M.A., Pepperdine University

Jane MacDonald, Adjunct Instructor, Reading/Children's Literature; B.A., Georgian Court College; M.A., Kean College; Ed.D., Nova University

Diana MacIntosh, Adjunct Instructor, Psychology, B.A., Thomas Edison State College; M.A., Georgian Court University

James P. Mack, Adjunct Professor, Science; B.S., Monmouth College; M.A., William Paterson College; Ed.D., Columbia University

Robert MacMaster, Adjunct Instructor, Biology; B.S. Rutgers University

Jodilynn MacDonald, Adjunct Instructor, Education/Psychology; B.A., M.A., Montclair State University

Margaret Madison, Adjunct Instructor, English; B.A., Chestnut Hill College; M.A., Rowan University

Deborah Maher, Adjunct Instructor, Mathematics; B.S., Seton Hall University; M.A., Jersey City State College

Kenneth Mallette, Adjunct Instructor, Criminal Justice/Fire Science; B.A., Benedictine College; M.A., Seton Hall University

John F. Malloy, Adjunct Instructor, Health & Human Performance; B.S., Trenton State College; M.Occ. Therapy, Nova Southeastern University

Musa S. Marashi, Adjunct Instructor, Computer Science; B.S., M.S., Fairleigh Dickinson University

Salvatore J. Maraziti, Adjunct Instructor, Speech/Drama; B.A., Monmouth College; M.A., Kean College

Arthur Margulies, Adjunct Instructor, Health & Physical Education; B.A., Herbert H. Lehman College of C.U.N.Y.; M.S., University of Oregon.

Susan Maron, Adjunct Instructor, Psychology; R.N., St. Francis School of Nursing; B.A., M.A., Georgian Court University

Donald William Marshall, Adjunct Instructor, History; B.A., Westminster College; M.A., The College of New Jersey; M.A., Georgian Court University

Tracey Marticek-Raimondo, Adjunct Instructor, English; B.A., Trenton State College; M.A., College of New Jersey

Natasha Martin, Adjunct Instructor, Public Speaking; B.A., University of New Mexico; M.A. Virginia Commonwealth University

Jennifer Martinez, Adjunct Instructor, Health & Human Performance; B.S., Manhattan College; M.S., Hunter College

Janine Martins-Shannon, Adjunct Instructor, Education; B.S., University of Maryland; M.A., St. Peter's College

Mary Anne Martucci, Adjunct Instructor, Mathematics; B.S. Saint John's University; M.A. College of Staten Island

Samuel J. Marzarella, Adjunct Instructor, Criminal Justice; B.A., Seton Hall University; J.D., Rutgers University

Joseph S. Masi, Adjunct Instructor, Sociology; B.A., M.A., Jersey City State College

Anthony Mastromarino, Adjunct Instructor, Economics; B.S., M.B.A., St. John's University

Raymond J. Masullo, Adjunct Instructor, English; B.A., M.A., William Paterson University

Robert Mataranglo, Adjunct Instructor, Art History; B.S., M.S., New Jersey Institute of Technology; M.A., Montclair State University; M.F.A., Vermont College

Vicky Matthews, Clinical Instructor; B.S.N., M.S.N., Monmouth University

Monica J. McAlister, Adjunct Instructor, Mathematics; B.A., Montclair State College; M.A., Jersey City State College

Kathleen McCarthy, Nursing Clinical Instructor; Misericordia Hospital School of Nursing; B.S.N., St. John's University; M.A., New York University

Patricia McDermitt, Adjunct Instructor, Student Success; B.A., University of Massachusetts; M.A., Georgian Court University

Amanda McDonnell, Adjunct Instructor, English; B.A., University of Northern Colorado; M.A., University of Dublin, Trinity College

Evelyn McDowell, Adjunct Instructor, English; B.S., The College of New Jersey; M.A., Georgian Court University

John McGall, Adjunct Instructor, Psychology; A.A., Union County College; B.A., Richard Stockton College of New Jersey; M.A., Kean College

William McGreevy, Adjunct Professor, English; B.S., St. Peter's College; M.A., New Jersey City University

Donald McKeon, Jr., Adjunct Instructor, History; B.A., Catholic University of America; M.A., Seton Hall University

Frank McLaughlin, Adjunct Instructor, English; B.S., St. Joseph's University; M.A., Villanova University

Laura J. McLellan, Adjunct Instructor, Science; B.S., M.S., Michigan State University; Ph.D., Kansas State University

Susan McManimon, Adjunct Instructor, Public Speaking; B.A., Kean College; M.A., Montclair State University

Delbert McNamee, Adjunct Instructor, Photography; B.A., Roanoke College

Maureen McQuillan, Nursing Clinical Instructor; A.A., Staten Island Community College; B.S.N., Wagner College; M.S.N., Hunter College

Jeffrey J. McWeeney, Adjunct Instructor, Business Law; B.A., Boston College; J.D., Seton Hall University

John Mecchia, Adjunct Instructor, Accounting; B.S., M.B.A., Fairleigh Dickinson University

Cynthia Meekins, Adjunct Instructor, Writing/Literature; A.A., Ocean County College; B.A., Rutgers University-Douglass College; M.A., University of Pennsylvania

Charles Meisch, Adjunct Instructor, Marketing; A.A.S., Middlesex County College; B.S., M.B.A., Fairleigh Dickinson University

Roberta Mennie, Nursing Clinical Instructor; B.S.N., Thomas Jefferson University; M.S.N., University of Pennsylvania

Jonathan Mercantini, Adjunct Instructor, History, B.A., University of Richmond; M.A., Ph.D., Emory University

Doreen E. Mercer, Adjunct Instructor, English; B.A., Georgian Court College; M.S., Richmond College, CUNY

Anthony Merlino, Adjunct Instructor, Political Science; B.A., Rutgers University; J.D., Seton Hall University

Christine Micklos, Adjunct Instructor, Health & Human Performance; B.A., Kean College; M.Ed., Trenton State College

Judith Mihalkovitz, Adjunct Instructor, Mathematics; B.A. Georgian Court University; M.Ed. Marygrove College

Joyce Mitchell, Adjunct Instructor, French; B.A., University of Pittsburgh; M.A., Villanova University

Soma Mitra, Adjunct Instructor, English; B.A., Rani Birla College; B.Ed., Jamia Millia University; M.A., SUNY, New Paltz

Megan J. Mocik, Adjunct Instructor, Marketing; B.S., University of Delaware; M.B.A., Georgian Court University

Otto N. Monaco, Adjunct Instructor, Criminal/Constitutional Law; B.A., Montclair State University; J.D., Thomas Cooley Law School

Andrew Montano, Adjunct Instructor, Business; B.S.B.A., University of Florida; M.B.A., Clemson University

Andrew Montano, Jr., Adjunct Instructor, Health and Human Performance; B.S., Lehigh University

Carolyn Moore, Adjunct Instructor, Music & Director of Community Chorus; B.Mus., University of Kentucky; M.Ed., Wayne State University

Carlos R. Morales, Adjunct Instructor, Health; B.S., M.A., Inter American University; Ph.D., Capella University

Felicya Morreale, Adjunct Instructor, Mathematics; B.A., M.A. Georgian Court University

Elizabeth Morrison, Adjunct Instructor, Public Speaking; B.A., Northwestern University; M.A., Georgian Court University

Eugene O. Moynihan, Adjunct Instructor, Business Administration/Marketing; B.S., St. Peter's College; M.B.A., New York University

Susan Johnson Mrazek, Adjunct Instructor, Education; B.A., Rosemont College; M.A.T., Monmouth University

Kathleen Mullen, Adjunct Instructor, Health & Human Performance & Nursing; B.S., Wagner College; M.A., Central Michigan University; M.S., University of Phoenix

Jessica Munn, Adjunct Instructor, Interpreter Training Program; B.A., York University

Georgiana Murnaghan, Adjunct Instructor, Interpreter Training Program; B.A., College of St. Elizabeth

Caroline Murphy, Adjunct Instructor, Computer Studies; B.S., Montclair State University; M.A., Richard Stockton College of New Jersey

Kevin J. Murphy, Adjunct Instructor, Civil Engineering; A.A., Ocean County College; B.S., Rutgers University

Virginia Murphy, Adjunct Instructor, Health & Human Performance; B.A., Trenton State College; M.A., Kean University

Wilfred Murphy, Adjunct Instructor, Mathematics; B.A., Seton Hall University; M.A., Kean University

Jean Mutone, Adjunct Instructor, Health and Human Performance and Science Department; B.S., M.S., Georgian Court University

J. Mark Mutter, Adjunct Instructor, Business Studies; A.A., Ocean County College; B.A., Rutgers University; J.D., Western New England College

Stacy Nekervis, Adjunct Instructor, History; A.A., Brookdale Community College; B.A., M.A., Monmouth University

Kenneth M. Nielsen, Adjunct Instructor, History; B.A., Fordham University; M.A., Michigan State University; M.A., University of Buffalo

Gert Niers, Adjunct Professor, French & German; M.A. Equivalent, University of Cologne; M.A., Ph.D., Rutgers University

Steven P. Ninivaggi, Adjunct Instructor, English; B.A., University of North Carolina; M.A., Temple University

Carolyn F. Nixon, Adjunct Professor, Social Work; B.A., Talladega College; M.S.W., Virginia Commonwealth University

Thomas F. Nolan, Adjunct Assistant Professor, History; B.A., St. Peter's College; M.A., New York University

Anthony J. Nuccio, Adjunct Instructor, Sociology; A.A., B.A., Monmouth College; M.S.W., Rutgers University; M.A., John Jay College

James F. O'Brien, Adjunct Instructor, Spanish; B.A., M.A., Seton Hall University; M.A., University of Wisconsin

Jane C. O'Brien, Adjunct Instructor, Psychology; A.A., Suffolk County College; B.A., SUNY, Ph.D., Adelphi University

Michael O'Connell, Adjunct Instructor, Education; B.A., St. Peter's College; M.A., Jersey City State College; Ed.D., University of Sarasota

Linda S. O'Connor, Adjunct Assistant Professor, Psychology; B.A., Georgian Court College; M.A., Kean College

John O'Hara, Adjunct Instructor, Mathematics; B.S. & M.S., University of Connecticut

Timothy O'Rourke, Adjunct Instructor, Health & Human Performance; B.S., M.S., Northwest Missouri State University

Bertram C. Okpokwasili, Adjunct Instructor, Economics; B.S., Yale University; M.S., Ph.D., Columbia University

Nicole Pace, Adjunct Instructor, Public Speaking; B.A., Richard Stockton State College; M.A. Marist College

Delia Padmore-Rogers, Adjunct Instructor, Spanish; York College (CUNY); M.S., Queens College (CUNY)

Joseph F. Palumbo, Adjunct Instructor; Chemistry/Environmental Science; B.A., Rutgers University; M.A., Glassboro State College

Robert Pedone, Adjunct Instructor, English; B.A., M.A., Seton Hall University

Rachel M. Perlman, Adjunct Instructor, English; B.S., East Tennessee State University; M.A., Nova Southeastern University

Robert J. Pesce, Adjunct Instructor, Accounting; B.A., Marist College; M.B.A., LaSalle University; C.P.A., State of New Jersey

Wayne Peterson, Adjunct Instructor, Political Science, B.S., Glassboro State College; M.A., Fairleigh Dickinson University

Michael Petillo, Adjunct Instructor, History; A.A., Brookdale Community College; B.A., M.A., Monmouth University

Ellen M. Petren, Adjunct Instructor; Mathematics; B.A., M.A., Montclair State College

Timothy J. Petrin, Adjunct Instructor, English; B.A., J.D., Rutgers University

Meir Pfeffer, Adjunct Instructor, Accounting; B.A., Towson State University; B.T.L., M.T.L., Ner Israel Rabinical College; C.P.A., State of New York

Patricia Phillips, Adjunct Instructor, Biology; A.A.S., Ocean County College; B.S., Regents College (SUNY); D.C., Life College School of Chiropractic

Joseph V. Picaro, Adjunct Instructor, Mathematics; B.A., M.A., Kean College

Maria L. Picchierri, Adjunct Instructor, English; B.A., M.A., Georgian Court University

Dennis O. Pieretti, Adjunct Instructor, Computer Studies & Mathematics; B.A., M.A., The College of New Jersey

Douglas Pintaro, Adjunct Instructor, Constitutional Law; B.S., Trenton State College; J.D., University of Miami

Ronald J. Pizar, Adjunct Instructor, Fire Science; A.S., Ocean County College; B.S., Jersey City State College

Douglas M. Platt, Adjunct Instructor, Mathematics; B.S. College of New Jersey; M.S. Montclair State University

Antoinette Plewa, Adjunct Instructor, Education; B.A., Marywood College; M.A., Trenton State College

Ellen Plumley, Adjunct Instructor, Mathematics; B.A., William Patterson University; M.Ed., Marygrove College

Howard Polenber, Adjunct Instructor, Photography; B.A., William Patterson University

Raymond J. Politowski, Adjunct Instructor, Business Studies; B.S., B.A., Seton Hall University; M.B.A., Monmouth College

Rwanda Pompey, Adjunct Instructor, Accounting; A.A.S., Ocean County College; B.S., M.B.A., Georgian Court University

Hannah Portnoy, Adjunct Instructor, English; B.A., Boston College; M.A., Monmouth University

Barry Prag, Adjunct Instructor, Public Speaking; B.A., Rutgers University; M.A., Montclair University

Cristina Preus, Adjunct Instructor, Spanish; B.A., Universidad Complutense, Madrid

Eric Priest, Adjunct Instructor, Health & Human Performance; B.A., Trenton State College; M.A., University of Houston

Lisa E. Prothers, Adjunct Instructor, English; B.A., Skidmore College, M.A., Ph.D., Illinois State University

Michael Protono, Adjunct Instructor, Business Administration; B.S., Seton Hall University; M.B.A., Fairleigh Dickinson University

LaShawn Pruitt, Adjunct Instructor, Public Speaking; B.A., Seton Hall University; M.A., Monmouth University

Eunice M. Pschorr, Adjunct Instructor, Social Science; B.A., Kean University, M.A., New Jersey City University

Edward S. Rainer, Adjunct Instructor, Engineering Studies; A.A., Brookdale Community College; B.S., Rutgers University

Helaine Rainier, Adjunct Instructor, Art; B.A., Georgian Court University

Laidley M. Ramdeen, Adjunct Instructor, Mathematics; B.S. University of the West Indies; M.S., Montclair State University

Joan Raso, Nursing Clinical Instructor; B.S.N., Hartwick College; M.S.N., Seton Hall University

Angela J. Rehak, Adjunct Instructor, Psychology; B.A., California State University; M.S., Troy State University

George C. Reynolds, Adjunct Instructor, English; B.A., Sam Houston State University; M.A., Rutgers University

Everett Rich, Adjunct Instructor, Speech; B.S., M.S., Emerson College

Gerald A. Ridsen, Adjunct Instructor, Music & Director of Concert Band; B.A., M.Ed., Trenton State College

Timothy Rioux, Adjunct Instructor, Engineering Studies; A.S., A.A.S., Ocean County College; B.E., M.E., Stevens Institute of Technology

Richard Ristow, Adjunct Instructor, English; B.A., West Virginia University; M.F.A., University of North Carolina

Burton Ritchey, Adjunct Instructor, English; B.A., M.A., Syracuse University

Felix Rizvanov, Adjunct Instructor, Science; B.S., M.S., Moscow Institute for Physics & Technology; M.S., Bloomsburg University; Ph.D., Russian Academy of Sciences

Paul Rizzo, Adjunct Instructor, English; A.A., Pasco Hernando Community College; B.A., M.B.A., University of South Florida

William A. Roberts, Adjunct Instructor, Elementary Education; B.A., College of Staten Island (CUNY); M.Ed., Rutgers University

Cynthia A. Roemer, Adjunct Instructor, Mathematics; B.A., M.A.T. Fairleigh Dickinson University, Ed.D., Teachers College Columbia University

Aline Rogalski, Adjunct Instructor, English; B.A., Rider University; M.A., Jersey City State College

Janice T. Rohn, Adjunct Instructor, Computer Science; B.A. Thomas Edison State College; M.S. Walden University

Erin Roop, Adjunct Instructor, English; B.A. University of Central Florida; M.A., College of New Jersey

Michele Rosen, Adjunct Instructor, Public Speaking; B.S., New Jersey Institute of Technology; M.A., Monmouth University

Barbara E. Roshak, Adjunct Instructor, English; B.A., Bellevue College; M.A., University of Nebraska

Mary Connie Ross, Adjunct Instructor, English; B.A., William Paterson University; M.A., Georgian Court University

Lois Rosstedt, Adjunct Instructor, Public Speaking; B.A., Clemson University, M.S., Northwestern University

Christopher C. Roth, Adjunct Instructor, Biology; B.A., Richard Stockton College of New Jersey; M.A., North Carolina State University

Mark A. Roth, Adjunct Instructor, Computer Studies; A.A., Ocean County College; B.S., Georgian Court College

Robert C. Roth, Adjunct Instructor, Economics; B.A., Fairleigh Dickinson University; M.S., East Texas State University

Mary Roth-Davies, Adjunct Instructor, Art History; B.S., Charter Oak State College; M.A., Richmond, The American International University in London

Leonora Rudzskaya, Adjunct Instructor, History; B.A., M.A., Pedagogical Institute of Language (USSR)

Nancy K. Rucker, Adjunct Instructor, English; B.A., Cedar Crest College; M.A., Seton Hall University

Cheryl Rundle-Borowski, Adjunct Associate Professor, Humanities & Social Science, A.A., Ocean County College; B.A., M.A., Georgian Court University; J.D., University of Florida

Francis R. Rupp, Adjunct Instructor, Business Law; B.S., Wagner College; J.D., Washburn University

Alan Ruscito, Adjunct Instructor, Philosophy; B.A., Bloomfield College; Ed.M., Rutgers University; Th.M., M. Div., Princeton Theological Seminary

Kimberle Samarelli, Adjunct Instructor, Business Administration; B.S., M.S., Georgian Court College

Douglas P. Sanecki, Adjunct Instructor, Psychology; B.A., Brooklyn College; M.S., College of New Jersey

Paul Santasieri, Adjunct Instructor, Psychology; B.A., Fairleigh Dickinson University; M.A., The College of New Jersey

Tina M. Sardano, Adjunct Instructor, English ESL; B.S., Kutztown University; M.S., New Jersey City University

Leonard Scattereggia, Adjunct Instructor, Mathematics; B.S., St. Peters College; M.A.T., Fairleigh Dickinson University

Jeffrey Schenker, Adjunct Instructor, History; B.A., Rider University; M.A., Monmouth University; Ph.D., Drew University

Judith Schmidt, Nursing Clinical Instructor; A.A.S., Ocean County College; B.S.N., Richard Stockton College of New Jersey; M.S.N., Seton Hall University

Mark Schnurman, Adjunct Instructor, Business Administration; B.A., Pennsylvania State University; J.D., Ohio State University

Edwin F. Schultz, Adjunct Instructor, Mathematics; B.S., Villanova University; M.S., Clarkson College of Technology

Fred Schuster, Adjunct Instructor, Health & Human Performance; B.A., William Paterson University; M.A., Montclair State University

Kirsten Sciallo, Adjunct Instructor, Special Education; B.S., The College of New Jersey; M.A., New Jersey City State University

Joan Scocco, Adjunct Instructor, Public Speaking; B.B.S., Pace University; M.S., Seton Hall University

Lisa Scott, Adjunct Instructor, Business; B.S., Montclair State University; M.B.A., Fairleigh Dickinson University

Marie D. Scott, Adjunct Instructor, Mathematics; B.A., M.A., Georgian Court College

William T. Scott, Adjunct Professor, Mathematics; B.S., St. Peter's College; M.A., M.Ed., Teachers College, Columbia University

Lylian Seeloff, Adjunct Instructor, Spanish; B.A. and MEd., New York State University at Buffalo

Thomas J. Semplenski, Adjunct Instructor, Mathematics; A.A., Brookdale Community College; B.S., Glassboro State College; M.A., Georgian Court College

Evelyn R. Seno, Adjunct Instructor, English; B.A., M.A., University of San Carlos (Philippines)

Robert Shaughnessy, Jr., Adjunct Instructor; B.A., College of Staten Island; M.A., State University of New York; Ph.D., Capella University

Elizabeth Sheehy, Adjunct Instructor, Psychology; B.A., Dominican College; M.A., Columbia University

Stephanie Shestakow, Adjunct Instructor, Art History; B.A., Barnard College; M.A., University of London; M.A., Cornell University

Paul Shives, Adjunct Instructor, Political Science; B.A., M.P.A., West Virginia University

Karen Sieben, Adjunct Instructor, Philosophy; B.A. Mundelein Seminary; M.A., West Chester University

Jessica A. Silletti, Adjunct Instructor, English; B.S., Richard Stockton College of New Jersey; M.A., St. Peter's College

Robert Silva, Adjunct Instructor, Marketing/Management; B.A., Montclair State University; M.A., New Jersey City University

Louise Silverman, Adjunct Professor, English; A.B., Barnard College; M.A., Columbia University

Gary F. Silvestri, Adjunct Instructor, Law; A.S., Suffolk County Community College; B.A., M.A., State University of New York, J.D., Loyola University

Frederick J. Simmons, Adjunct Instructor, English; B.A., Seton Hall University

Frank J. Siracusa, Adjunct Instructor, History/Political Science; B.A., Fairleigh Dickinson University; M.A., William Paterson College

Kerry Slisz, Adjunct Instructor, Education; B.A., Boston University; M.A., Saint Joseph College

Linda A. Sitek, Adjunct Instructor, American Sign Language; A.S., Ocean County College; B.S., Thomas Edison State College

Judith Slaaen, Adjunct Instructor, Mathematics; B.A., M.A. Montclair State University

Geri Slugaski, Adjunct Instructor, Education; B.A., M.A., Georgian Court University

Jill Sluka, Adjunct Instructor, Computer Graphics; B.F.A., William Patterson University; M.F.A., University of the Arts

John J. Sluka, Adjunct Instructor, Accounting; B.S., Rutgers University; M.M.S., Stevens Institute of Technology; C.P.A., State of New Jersey

Maria Smisek, Clinical Instructor; A.A.S., Ocean County College; B.S.N., M.S.N., Monmouth University

Alan R. Smith, Adjunct Instructor, History; B.A., Glassboro State College; M.A., American Military University

Kevin J. Smith, Adjunct Instructor, Business Studies; A.A., Ocean County College; B.A., Seton Hall University; M.A., Central Michigan University

Maryann E. Smith, Adjunct Instructor, Biology; B.S., M.S., Georgian Court College

William D. Smith, Adjunct Instructor, Children's Literature; B.S., East Stroudsburg State Teacher's College; M.A., Kean College

Linda J. Smolinski, Adjunct Instructor, Reading; B.A., M.A., St. John's University

Christine Snyder, Adjunct Instructor, Biology; B.S., College of Mount St. Vincent; Ph.D., University of Medicine and Dentistry

Morris E. Spector, Adjunct Instructor, History; B.A., Thomas A. Edison State College; M.A., Monmouth College

Norma Spice, Adjunct Instructor, Science, Adjunct Instructor, Science; B.S., Georgian Court University; M.A., Kean University

Anne Spollen, Adjunct Instructor, English; B.A., M.A., SUNY, New Paltz

Jennifer Stack, Adjunct Instructor, American Sign Language; B.S., The College of New Jersey

Nancy Stamberger, Adjunct Instructor, Art; B.A., School of the Visual Arts

Joelle Stark, Adjunct Instructor, French; A.A., Essex County College; B.S., M.A., Montclair State University

Charles W. Stauffer, Adjunct Instructor, Biology; A.S., San Diego Mesa College; B.S., M.S., San Diego State University

Deborah A. Stelhorn, Adjunct Instructor, Psychology; A.A., Ocean County College; B.A., M.A., Georgian Court College

Steven Stout, Swimming Coach, Athletics; B.S., College of New Jersey; M.A., Kean University

Michelle Stover, Adjunct Instructor, American Sign Language; A.A. Ocean County College; B.A., Richard Stockton College of New Jersey

Michael Strada, Adjunct Instructor, Mathematics; B.S., University of North Carolina; M.A., Marygrove College

John J. Sullivan, Adjunct Instructor, Psychology; B.A., Richard Stockton of New Jersey College; M.A., Kean University

Kathleen Sullivan, Clinical Instructor; B.S.N., Seton Hall University; M.S.N., Monmouth University

Stephen P. Susko, Adjunct Instructor, Mathematics; B.S., East Stroudsburg State University; M.Ed., Rutgers University

R. Dennis Swanson, Adjunct Assistant Professor, History; B.A., Kean University; M.A., Seton Hall University

Timothy Sweeney, Adjunct Instructor, Science; B.A., Richard Stockton College of New Jersey; M.S., Antioch New England Graduate School

Cheryl Swider, Adjunct Instructor, Health and Human Performance; B.S., West Chester University; M.A., Georgian Court University; PhD, Seton Hall University

Donald Symanski, Adjunct Instructor, Management; B.S., Fairleigh Dickinson University; M.B.A., Monmouth University

Wesley J. Szypszak, Adjunct Instructor, Education; B.A., Newark State College; M.A., Monmouth University

James J. Taggart, Adjunct Instructor, Computer Science; B.S. Wesley College; M.A. Richard Stockton College of New Jersey

Charles Tagliareni, Adjunct Instructor, Business; B.A. Fordham University; M.B.A. Seton Hall University

Joseph J. Tarala, Adjunct Instructor, Philosophy; B.A., Trenton State College; M.A., Mt. Saint Mary's College

Guisepppe Tedde, Adjunct Instructor, English; B.A., Kean University; M.A., St. Peter's College

Michael A. Testa, Adjunct Instructor, Engineering Studies; A.A. Ocean County College; B.C.E., University of Delaware; M.B.A. Drexel University

Patrick A. Thiel, Adjunct Instructor, Psychology; B.A., M.A., Northern Arizona University

John A. Thievon, Adjunct Instructor, Biology; B.S., East Stroudsburg University; M.S., Georgian Court College

Suzanne M. Thomas, Adjunct Instructor, Art; B.A., College of New Rochelle; M.A., St. John's University

John Thompson, Adjunct Instructor, Philosophy; B.A., Monmouth University; M.A., Georgian Court University

Michael A. Tier, Adjunct Instructor, Law; B.A., LaSalle University; J.D., Widener University

Lynn Tomlinson, R.N., Nursing Clinical Instructor; A.S., Norwalk Community College; B.S., Thomas Edison State College; M.S.N., University of Phoenix

Kristine Tooker, Adjunct Instructor, Public Speaking; B.A., New York University; M.L.S., Rutgers University

Joseph Torchia, Adjunct Instructor, English; B.A., M.A., Rutgers University

Richard B. Trant, Adjunct Instructor, English; B.A., M.F.A., Brooklyn College

Thomas Troyano, Adjunct Instructor, Philosophy & English; B.A., St. Mary's Seminary; M.A., Manhattan College; Ed.D., Rutgers University

William Trub, Adjunct Instructor, B.A., Moravian College; M.A., Cardiff University (Wales)

Valerie Truisi, Adjunct Instructor, Health & Human Performance; B.S., M.S., Brooklyn College

Karen E. Trump, Women's Soccer Coach, Athletics; A.A., Ocean County College; B.A., College of New Jersey

Walter J. Tumiski, Adjunct Professor, History; B.A., Boston College; M.A., Rutgers University; M.A., Seton Hall University

Susan B. Tunstead, Adjunct Instructor, Health & Physical Education; B.S., Springfield College; M.A., Montclair State University

Jerome J. Turnbach, Adjunct Instructor, Law; B.S., Fairfield University; J.D., Rutgers University

John M. Tym, Adjunct Instructor, Computer Studies; B.S., St. Peter's College; M.S., Stevens Institute of Technology

Brandon Underwood, Adjunct Instructor, Engineering/Physics; B.S., New Jersey Institute of Technology; M.S., Stevens Institute of Technology

Laurino Vacca, Adjunct Instructor, Psychology; B.A., M.A., Temple University

Charles Valvano, Adjunct Instructor, Economics/Finance; B.B.A., M.B.A., Southern Methodist University

Angela M. Velnich-Koutsouris, Adjunct Instructor, English; B.A., Adelphia University; J.D., Hofstra University School of Law

Geraldine V. Vergona, Adjunct Instructor, Marketing; M.B.A., Fairleigh Dickinson University

Cynthia Vieth, Adjunct Instructor, Public Speaking; B.A., M.A., Rutgers University

Nancy R. Walsh, Adjunct Instructor, Computer Studies; B.A., Georgian Court College; M.S., Fairleigh Dickinson University

Daniel Walton, Adjunct Instructor, Small Business Management; B.S., M.B.A., Rider University

John P. Wauters, Adjunct Instructor, Accounting; B.B.A., M.B.A., Pace University, C.P.A., State of New Jersey

John Weber, Adjunct Professor, English; B.A., M.A., Western Michigan University; Ph.D., University of Michigan

Claire M. Weimmer, Adjunct Assistant Professor, English; B.A., Georgian Court College; M.A., Trenton State College

Tonja Werkman, Adjunct Instructor, Health & Human Performance; B.S., University of Delaware; M.S., Marywood University

Jacqueline West-Farbman, Adjunct Instructor, Dance; B.A., University of California, Irvine

Doris Whetstine, Adjunct Instructor, Reading; B.A., M.A., Jersey City State College

Brian C. White, Adjunct Instructor, Law; B.S., University of Scranton; J.D., Widener University

Renee White, Adjunct Instructor, History, Law; B.S., Rutgers University; J.D., Widener University

Carvetta Douglass Williams, Adjunct Instructor, English; B.A., Rutgers University; M.Ed., Antioch University

Darrell Willis, Adjunct Instructor, Theater; B.A., Susquehanna University; M.T.A., Rutgers University, M.A., Montclair University

June Wilson, Adjunct Assistant Professor, Fine Arts; B.A., Monmouth College; M.F.A., Pratt Institute

John P. Wnek, Adjunct Instructor, Marine Science; B.S., M.A., Monmouth University

Stephanie Voit, Adjunct Instructor, English; A.A., Ocean County College; B.S., M.A., College of New Jersey

Jennifer Wolgast, Clinical Instructor, Nursing; B.S.N., East Stroudsburg University; M.S.N., George Washington University; M.S.N., George Mason University

Mark Wynn, Adjunct Instructor, Biology; B.S., Richard Stockton College of New Jersey; M.S., Pennsylvania State University; V.M.D., University of Pennsylvania School of Veterinary Medicine

Anthony Yacullo, Adjunct Instructor, English; B.A., St. Peter's College; M.A., Seton Hall University

Robert C. Yaiser, Adjunct Instructor, Criminal Justice; B.S., Seton Hall University; M.A.S., Fairleigh Dickinson University; Ph.D., Capella University

Kevin E. Young, Adjunct Assistant Professor, Criminal Law; B.A., University of Delaware; J.D., Delaware School of Law

Margarie M. Young, Adjunct Instructor, Criminal Justice; B.A., Seton Hall University; J.D., Catholic University of America

Michael Zahler, Adjunct Instructor, Political Science/History; B.A., M.A., Brooklyn College

Rosalyn Zeid, Adjunct Instructor, Mathematics; B.A., Newark State College; M.A., Montclair State College

ADVISORY COMMITTEES



BUSINESS

Paul Brush, CPA, Brush & Associates
Dr. James Carroll, Georgian Court University
James DeAngelis, Lakewood Blue Claws
Dr. Kathleen Dominick, Ocean County College
Ken Fitzpatrick, Smith, Barney Investment Firm
Anna Killian, Coldwell Banker/Riviera Realty
Terry Moncrief, CPA, Withum Smith Brown
Barbara Napolitano, Ocean County College
Geraldine Oliverie, Oliverie Funeral Home
Linda Pagano, Century 21 – Solid Gold Realty
Sharon Pastras, Sovereign Bank
Francis D. Polk, Ocean County College
Brian Solik, Merrill Lynch

COMPUTER STUDIES

Howard J. Asay, Jr., County of Ocean
Mary Burke, Ocean County College
Joyce M. Christopher, Preferred Behavioral Health
Dr. William Eventoff, ESTM Associates, Inc.
Maureen Fiorelli, Project Manager-Consultant
Dr. Nancy Gerry, Ocean County College
Theodore Hall, Agilysys STS
Chuck Jannarone, Ocean County College
Thomas Kovalak, Southern Regional HS
Robert Love, Ocean County College
Francis D. Polk, Ocean County College
Jim Priestly, Radwell International, Inc.

CRIMINAL JUSTICE

Robert Austin, Ocean County College
Gerald Bowen, Juvenile Detention Center
Robert Coughlin, Ocean County College
Terence P. Farley, Ocean County Prosecutor's Office
Fred Gronau, Ocean County College
Theodore Hutler, Ocean County Dept. of Corrections
Thomas F. Kelaher, Ocean County Prosecutor's Office
Joseph Kirchhofer, Ocean County College
Dr. Jon Larson, Ocean County College
Marlene Lynch-Ford, Ocean County Prosecutor's Office
Michael Mastronardy, Toms River Township
Police Department
Richard Strada, Ocean County College
Brandon Toner, Jr., Ocean County Courts
Michael F. Vuocolo, Ocean County Courts

EDUCATION

Kevin Burger, Manchester Township Schools
William Cardone, Toms River Schools
Dr. Carol D'Zio
Dr. Nancy Gerry, Ocean County College
Dr. Bruce Greenfield, Ocean County Schools
Dr. Craig Henry, Southern Regional Schools
Lynn Kenneally, Ocean County College
Dr. Jon Larson, Ocean County College
Dr. Alfred Longo, Ocean County College
Ralph Lotierzo, New Jersey Regional Day School
Ronald Meinders, Stafford Township Schools
Dr. Ann Murphy-Garcia, Lakewood Schools
Richard Strada, Ocean County College
Joseph Vicari, Berkeley Township Schools

EDUCATIONAL OPPORTUNITY FUND PROGRAM

Bahiyah Abdullah, Girl Scouts of the Jersey Shore
Maryann Birdsall, Ocean County College
Dr. David Clauser, Lakewood Schools
Yvonne Doval, Ocean County College
Christina Edwards, Unity Day Care
Desha Jackson, Office of State Police Affairs
Laura Rickards, Ocean County College
Dr. Douglas Riley, Lakewood Schools
David Trethaway, Central Regional School District

FINE ARTS

Rose Ann D'Urso, Ocean County College
Pamela Donahue, Ocean County College
Linda Janesko
Ronald Janesko
Roberta Krantz, Ocean County College
Megina Mittleberg
Gary Shaffer, Ocean County College
Pati Shaffer
Cynthia H. Smith
Arthur Waldman, Ocean County College
Dr. Elizabeth Brierley, Ocean County College
Maggie Worsdale
Tom Worsdale

FIRE SCIENCE

Frank Dennis, West Long Branch Fire Department
Gerald F. Dey
Maris Gabliks, NJ Forest Fire Service
John Horton, Ocean County College
Gary Licknack, Department of Community Affairs/Division of Fire Safety
John Lightbody, Toms River Township Bureau of Fire Prevention
Kenneth Mallette, Ocean County College
Russell Mickle, Pt. Pleasant Beach Fire Co. No. 2
Daniel Mulligan, Ocean County Fire Marshall
Carol Tillson, State of New Jersey, DCA

HUMAN SERVICES TECHNICIAN

Bahiyah Abdullah, Girl Scouts of the Jersey Shore
Robert Austin, Lighthouse at Mays Landing
JoAnne Bensen, Director of Human Services
John P. Dorrity, Ocean County College
Linda Griffith, Family Planning Program of Ocean County
Dean LaBollita, Monmouth County IDRC
Dr. Jon Larson, Ocean County College
Patricia Leahey, Ocean County College
Carolyn Nixon, Ocean County College
Richard Strada, Ocean County College
Tay Walker, Family Planning Program of Ocean County
Anita Woolery, Ocean County College

MEDIA & COMMUNICATIONS

Alan Balabanow, Balan Marketing Group, Inc.
Ralph Bertini, Ocean County College
Thomas DeAngelis, The Production House
Richard Fallon, Ocean County College
Dr. Nancy Gerry, Ocean County College
Lee Kobus, Ocean County College
Cynthia McDevitt, Fort Monmouth
Dr. Martin Novelli, Ocean County College
Howard Pohlenberg, Brick Vo-Tech Schools
Craig Sackett, Southern Regional Schools
Gary Shaffer, Ocean County College
Fred Simmonds, Asbury Park Press
Frederick H. Turner, Rider University
Thomas Vassalo, Brick Vocational Technical School

NURSING

Dale Anderson, Ocean County Health Department
James W. Brown, Ocean County College
Mary Fennessy, Ocean County College
Regina Foley, Medical Center of Ocean County
Sandra P. Kearns, Ocean County College
Catherine Korn, Southern Ocean County Hospital
Jane O'Donnell, Kimball Medical Center
Fern Papalia, Community Medical Center
Judith Schmidt, Alumni Representative
Teresa Walsh, Ocean County College

OCEAN COUNTY TECH PREP

Dr. James Brown, Ocean County College
Malcolm Browne, Oyster Creek Nuclear Generating Station
Joan Bruno, Jersey Shore Medical Center
Mary Burke, Ocean County College
Christine Burley
William Cardone, Toms River Schools
Dr. Robert Cirasa, Kean University
Thomas De Angelis, The Production House
Pamela Donohue, Ocean County College
Dr. Carol D'Zio, Ocean County College
Dr. Nancy G. Gerry, Ocean County College
Thomas Gialanella, Jackson School District
Michael Giuliano, LGA Engineering, Inc.
Ann Grace
Cheryl Green, Upper Freehold Schools
Dr. Bruce Greenfield, Superintendent of Ocean Co. Schools
Theodore Hall, Agilysys
Frances Kirschner, Frantasy Enterprises, LLC
Dr. Marilyn Kralik, Ocean County College
Richard Kunze, Ocean County Utilities Authority
Richard Larsen, Fallon & Larsen, LLP
Dr. Jon Larson, Ocean County College
Patricia Leahy, Ocean Co. Workforce Investment Board
Dr. Alfred Longo, Ocean County College
Edward Luick, Lakewood Schools
Maureen Madden, Pt. Pleasant Borough High School
Karen McKeon, Barnegat High School
Pam Moore, O. C. Vocational-Technical Schools
Carol Muscio, Rutgers Cooperative Extension Services of Ocean County
Dr. Judith Nappi, Manchester Twp. School District
Dr. Martin Novelli, Ocean County College
Dr. Michael O'Connell
Triantafillos Parlapandis, Center Regional High School District
Francis Polk, Ocean County College
Dr. John Ravally, Pt. Pleasant Beach School District
Virginia A. Reilly, Ocean County College
Mary Ann Richards, Ocean County College
Kristin Siebeneiche, Six Flags Great Adventure
Dr. Robert Smith, Plumsted Township School District
Richard Strada, Ocean County College
Jean Sullivan, Ocean County Vocational-Technical Schools
Mary Ann Richards, Ocean County College
Eileen Schilling, Ocean County College
David Trethaway, Central Regional Schools
Nancy Weber-Loeffert, Ocean County Vo-Tech Schools
Joseph Whalen, Solomon Smith Barney
Patricia Wright, Brick Twp. Memorial High Schools
Lori Young, Ocean County Vo-Tech Schools

PARALEGAL STUDIES

Clare Calinda, Law Office of Clare Calinda
Estelle Isbitski, Paralegal
Edward M. Kissling, Ocean County College
Lynn Kenneally, Law Office of Lynn Kenneally
Raymond Magnifico
Jeffrey McWeeney, King, Kitrick, Johnson, & Troncone Law Offices
Kathleen Peterson, Esq.
Francis D. Polk, Ocean County College
Gary Silvestri, Ocean-Monmouth Legal Services
Lynn Walter Pierce, Paralegal Services
Jayne Vogler

SAILING PROGRAM

Bob Adams
Stephanie Argyris, M.D.
James Caldwell
Henry Colie
Paul Coward
Dan Crabbe, Fabricon Products, Inc
Donald Doran, Ocean County College
Austin Fragomen
Michael Frankovich
Gary Jobson, Jobson Sailing Inc
Eric Johnson
Peter Kellogg, Spear, Leeds & Kellogg
Terry Kempton
Sal LaForgia, M.D.
Dr. Jon Larson, Ocean County College
Stephen Leone
Russell Lucas, Lucas Capital Management
Harriette O'Brien
Robert O'Brien
Jan O'Malley
Susan L. Oksen-Perreira
Jule Raichle, Ocean County College
Pamela Rew
Buzz Reynolds, Croll-Reynolds Clean Air Technologies
Fred Rosenfeld
Drew Seibert, DDS
Mitchell Shivers
Mike Spark
Gary Stewart
Bill Warner
Roy Wilkins, Ocean County College
David Wintrobe

CAMPUS BUILDINGS



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.

Arboretum • 1980

(Richard S. Sambol - Joseph A. Citta Arboretum)

Sponsored by Mr. Sambol and Mr. Citta, this part of the campus was established to display plants and trees indigenous to the state of New Jersey.

College Center • 1967

(Expanded 1970 & 1992)

Student Life activities are housed in the College Center that includes a cafeteria with a display area, snack bar, student lounge, recreation area, faculty dining room, administrative and student government offices, and meeting rooms. The College Center is also the location of the college bookstore.

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

West of the TV Studio is the OIT, which houses computer and related equipment and staff that service the college's administrative functions.

Instructional Computer Center • 1982

Next to OIT is the Instructional Computer Center, which contains classrooms, a micro laboratory, and a computer laboratory. This building is the instructional base for the college's computer studies program.

Arts & Community Center • 1972

(Expanded 2008-09)
The Fine Arts Center houses a 600 seat theatre, necessary backstage activity areas, a music rehearsal room, ceramics, sculpture and painting studios, a printing technique studio, galleries, classrooms and offices.

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 six-lane swimming pool, 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 37,000 square feet of space for classrooms and faculty offices.

John C. Bartlett, Jr. Hall • 2009

The John C. Bartlett, Jr. Hall is the newest facility on-campus with an opening of Fall 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

Library • 1967

(Expanded & renovated 1995)

The newly renovated building now houses the library's 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.

Nursing Arts Building • 1970

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.

Robert J. Novins Planetarium • 1974

The Robert J. Novins Planetarium, made possible through the interest and generosity of the late chairman of the Ocean County College Foundation, provides seating for 119 beneath a dome of 40 feet in diameter. At the center of the theatre is a Viewlex/Minolta, Mark IIB planetarium projector. The building also contains a classroom, offices and workrooms.

Southern Education Center (SEC) • 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 26,156 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 28,200 square feet are devoted to well-designed classrooms, laboratories, faculty offices, seminar rooms, a faculty lounge, conference room, and storage and media rooms.

William T. Hierung Science Building • 2000

Built into the hillside near the College Center, this building houses state-of-the-art 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 Director of Human Resources has been designated College Compliance Officer. The Director of Human Resources is located on the ground floor of the Administration Building. While the Director of Human Resources will provide college-wide supervision over Affirmative 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 Director of College Health Services, Room A106, 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 and Health Services Office provide direct assistance and confidential referral services for students seeking help with a substance abuse problem. Copies of the policy are available from the Student Health Office, 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 AND PRIVACY ACT 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 Dean of Special Services. The Records Office and the Dean's Office are 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

INDEXES



INDEX BY PROGRAMS OF STUDY

Topic	Page Number	Topic	Page Number	Topic	Page Number
American Studies		Wellness & Health Promotion		Physics	
See Liberal Arts.....	53	See Liberal Arts.....	53	See General Studies	47
Business Studies		Health Sciences		Psychology	
Accounting.....	34	Allied Health	50	See Liberal Arts.....	53
Administrative Office		Nursing	55	Science	
Management.....	36	History		See General Studies	47
Banking/Finance	34	See Liberal Arts.....	53	Social Studies	
Business Administration.....	36	Honors		See Liberal Arts.....	53
Business Administration - NJIT.....	37	See Liberal Arts.....	54	Sociology	
Economics	37	Humanities		See Liberal Arts.....	53
Management.....	34	General Studies	47	Speech & Theatre	
Marketing	34	Human Services		See Liberal Arts.....	53
Small Business Management	38	Gerontology.....	51	Technical Studies.....	57
Child Care		Human Services Technician.....	51	Computer Technology	57
See Education	44	Interpreter Training.....	52	Industrial/Technical	57
Computer Studies	38	Legal/Paralegal		Women's Studies	
Information Technology	39	Paralegal Studies	35	See Liberal Arts.....	53
Information Systems	40	Legal Secretary	36	Additional Programs	59
Game Development & Design.....	39	Liberal Arts.....	53		
Computer Science/		Areas of Interest			
Information Technology.....	41	American Studies	53		
Criminal Justice.....	42	Elementary Education	53		
Digital Mass Media.....	42	English	53		
Broadcast/Production.....	42	Exercise Science/			
Journalism	43	Sports Medicine	53		
Education		Film Studies.....	53		
Elementary Education		Fine Arts	53		
See Liberal Arts.....	53	Health & Human Performance			
Group Teacher.....	44	Teacher.....	53		
Health & Human Performance Teacher		History.....	53		
See Liberal Arts.....	53	Honors	54		
Teaching Assistant/Child Care	44	Mathematics.....	53		
Teacher Aide	45	Modern Language	53		
Engineering.....	45	Music (Piano/Vocal)	53		
English		Political Science.....	53		
See Liberal Arts.....	53	Print & Broadcast Journalism	53		
Environmental Science.....	46	Psychology.....	53		
Film Studies		Social Studies.....	53		
See Liberal Arts.....	53	Sociology	53		
Fine Arts		Speech & Theatre.....	53		
See Liberal Arts.....	53	Wellness & Health Promotion	53		
Fire Science.....	46	Women's Studies	53		
General Studies	47	Mathematics			
Gerontology		See Liberal Arts.....	53		
See Human Services.....	51	Modern Language			
Graphic Design		See Liberal Arts.....	53		
Visual Communications	48	Music			
Computer Graphics Option.....	48	See Liberal Arts.....	53		
Electronic Media Option	48	Nursing			
Digital Photography Option	49	Nursing.....	55		
Health & Human Performance		Traditional Day & Evening	55		
Exercise Science	49	One Day Per Week.....	55		
Exercise Science/Sports Medicine		Career Mobility Track.....	55		
See Liberal Arts.....	53	Photography			
Health & Human Performance Teacher		See Graphic Design	48		
See Liberal Arts.....	53	Political Science			
		See Liberal Arts.....	53		

INDEX OF COURSE DESCRIPTIONS/SUBJECT

Course Topics (CODE)	Page	Course Topics (CODE)	Page
Academic Skills (ACAD)	61	Information Technology (CSIT)	71
Accounting (ACCT)	61	Interpreter Training (COMM)	67
Administrative Office Management (BUSN).....	65	Italian (ITAL).....	89
Advertising (BUSN)	66	Journalism (COMM)	152
Alcohol & Drug Counseling (ALDC).....	62	Keyboarding (BUSN).....	66
Allied Health (AHAH)	61	Latin (LATN)	90
American Sign Language (COMM).....	67	Legal/Paralegal Studies (LAAW)	89
Anthropology (ANTH)	62	Management (BUSN).....	66
Arabic (ARBC).....	63	Marketing (BUSN)	66
Art (ARTS).....	63	Mathematics (MATH).....	90
Art History (ARTS)	63	Music (MUSC).....	92
Astronomy (PHYS).....	95	Nursing (NURS)	94
Biology (BIOL).....	64	Philosophy (PHIL).....	94
Business Studies (BUSN)	65	Photography (COPH).....	70
Business Law (BUSN)	66	Physical Education (HEHP).....	83
Ceramics (ARTS)	64	Physics (PHYS).....	95
Chemistry (CHEM)	67	Political Science (POLI)	96
Chinese (CHIN)	67	Psychology (PSYC).....	96
Civil Engineering Technology (CVET).....	75	Radio (COMM).....	70
Communications (COMM)	67	Real Estate (BUSN).....	66
Computer Studies (CSIT).....	71	Science (SCIE)	97
Computer Systems Engineering Technology (ELET).....	76	Sociology (SOCI).....	97
Construction Management Technology (BCET)	76	Spanish (SPAN)	98
Criminal Justice (CRIM)	70	Speech (COMM)	69
Dance (DANC)	73	Television (Electronic Media) (COEM)	75
Digital Mass Media (COEM).....	75	Theatre (THTR).....	98
Economics (ECON).....	74	Word Processing (BUSN)	66
Education (EDUC).....	74		
Electronic Media (COEM)	75		
Engineering (BCET) (CVET) (ENGR) (ELET).....	75-80		
English (ENGL).....	76		
English-as-a-Second Language (ENGL)	76		
Environmental Science (ENVI)	81		
Film (FILM)	81		
Finance (BUSN).....	66		
Fire Science (FIRE)	81		
French (FREN).....	82		
Geography (GEOG).....	82		
German (GRMN).....	82		
Gerontology (HSRV)	88		
Graphic Design (COCG)	83		
Greek (GREK).....	83		
Health (HEHP)	83		
History (HIST).....	86		
Honors (HONR)	87		
Humanities (HUMN).....	88		
Human Services (HSRV).....	87		

A

Academic Calendar.....	Inside Front Cover
Academic Information.....	8-16
Academic Advising Center	23
Academic Skills Courses.....	61
Academic Progress.....	9
Academic Standing.....	9
Academy For Lifelong Learning	59
Accreditation.....	4
Accounting	
Course Descriptions.....	61
Program Outline	34
Administrative Office Management	
Course Descriptions.....	65
Program Outline	36
Administrative Staff.....	100
Admissions Procedures.....	9
Advanced Standing.....	12
Advising.....	23
Advisory Committees	114
Affirmative Action Policy.....	120
Allied Health	
Course Descriptions.....	61
Program Outline	50
American Studies	53
Anthropology	
Course Descriptions.....	62
Approval.....	4
Art	
Course Descriptions.....	63
Assessment.....	12
Astronomy	
Course Descriptions.....	95
Athletics.....	24
Attendance Policy.....	10
Auditing Classes	10

B

Banking – Financial Services	
Program Outline	34
Biology.....	47
Course Descriptions.....	64
Board of Trustees.....	Inside Back Cover
Books & Bookstore	19, 23
Buildings	118
Business Administration	
Course Descriptions.....	65
Program Outline	34
Joint Admissions to	
OCC/NJIT Program Outline	37
Business Studies	
Courses Descriptions.....	65
Program Outline	39

C

Career Mobility Track in Nursing	
Course Descriptions.....	55
Program Outline	57
Career, Employment and	
Counseling Services.....	23
Campus Buildings	
& Map	Inside Back Cover
Campus Telephone Numbers.....	2
Center for Business Education	
& Training	59
Challenge Examination	12
Chemistry Program	47
Course Descriptions.....	67
Child Care	
Course Descriptions.....	74
Program Outline	44
Childcare Center	25
Chinese (courses descriptions).....	67
Class Regulations	10
Clubs & Organizations	25
Coaching Staff.....	104
College Level Examination	
Program (CLEP)	12
College History/	
Cultural Statements.....	6-7
College Placement Test.....	12
College/Student Fee	18
Communication with the College.....	2
Communications	
Course Descriptions.....	67
Communiversity	15
Computer Graphics (Graphic Design)	
Course Descriptions.....	83
Program Outline	48
Computer Information Systems	
Program Outline	40
Computer Science	
Program Outline	38
Computer Studies	
Course Descriptions.....	71
Program Outline	38
Computer Systems	
Engineering Technology	
Course Descriptions.....	76
Conduct: See Social Regulations	
Continuing & Professional	
Education	59
Counseling Center & Services.....	23
Course Descriptions.....	60
Index by Categories.....	121
Course Fees	18
Credits, Acceptance of	12
Credit by Examination	12

Criminal Justice	
Course Descriptions.....	70
Program Outline	42
Cultural Statements	6
Cumulative	
Grade Point Average	10

D

Dance	
Course Descriptions.....	73
Day Care Center	25
Degree Requirements	26-30
Developmental Policy.....	12
Digital Mass Media Broadcast Option	
Course Descriptions.....	70
Program Outline	42
Digital Mass Media Journalism Option	
Course Descriptions.....	69
Program Outline	43
Digital Photography.....	49
Directions	130
Disability Services	13
Discrimination/	
Affirmative Action	120
Dismissal, Academic	13
Drop/Add	10
Drug Policy	120

E

Economics.....	37
Economics Program Outline.....	37
Educational Opportunity Fund (EOF) ...	24
Education Programs	44
Education	
Course Descriptions.....	74
Electronic Media	
Technology Option.....	48
Photography Option	49
Electronic Media Technology Option	
Course Descriptions.....	75
Elementary Education.....	53
Emergency Loans.....	25
Engineering	
Course Descriptions.....	80
Program Outline	45
English Program	53
Course Descriptions.....	76
English-as-a Second Language (ESL)	14
Course Descriptions.....	76
Environmental Science	
Course Descriptions.....	81
Program Outline	46
Exercise Science	49
Expenses.....	17

F		
Faculty Full-time.....	100	
Faculty Part-time	104	
Fees	18-19	
Film Studies	53	
Financial Aid	19-20	
Fine Arts	53	
Course Descriptions.....	67	
Fire Science		
Course Descriptions.....	81	
Program Outline	46	
Foundation.....	20	
French	53	
Course Descriptions.....	82	
G		
Game Development & Design		
Course Descriptions.....	71	
Program Outline	39	
General Education		
Requirements	27	
Program Outline	28-29	
General Information.....	3	
General Studies		
Program Outline	47	
Geography		
Course Descriptions.....	82	
German.....	53	
Course Descriptions.....	82	
Gerontology		
Course Descriptions.....	88	
Program Outline	51	
Grading System.....	10	
Graduation Requirements	27	
Graphic Design.....	48	
Greek	83	
Grievance Policy	120	
Group Teacher		
Program Outline.....	44	
H		
Health & Human Performance		
Course Descriptions.....	83	
Health Services.....	24	
High School Students.....	14	
History of College	6	
History		
Course Descriptions.....	53	
Honors List.....	11	
Honors Program	14	
Course Descriptions.....	87	
Program Outline	54	
Sophomore Option	54	
Human Services Technician		
Course Descriptions.....	87	
Program Outline	51	
Humanities		
Course Descriptions.....	88	
I		
Identification Codes, Courses	61	
Immunization Requirements.....	9	
Incomplete Work	10	
Information Technology		
Course Descriptions.....	71-73	
Program Outline	39	
Information Systems		
Course Descriptions.....	71	
Program Outline	40	
Intercollegiate Athletics.....	24	
Internships.....	89	
Interpreter Training		
Course Descriptions.....	67	
Program Outline	52	
International Travel	16, 59	
International Students.....	16	
Intramural Athletics	24	
Introduction	5-7	
Italian	89	
J		
Job Placement Services	23	
Joint Admissions to OCC/NJIT		
Business Administration.....	37	
K		
Kean-Ocean	14	
L		
Laboratory Fees	See Course Fees	
Latin.....	90	
Law	89	
Learning Disability		
Program (P.A.S.S.)	13	
Legal Secretary		
Program Outline.....	36	
Liberal Arts		
Program Outline.....	53	
Library.....	25	
Location.....	4	
LPN Career Mobility		
Nursing Program Outline.....	55	
M		
Management Program Outline.....	34	
Map of Campus	Inside Back Cover	
Marketing Program Outline.....	34	
Mathematics		
Course Descriptions.....	90	
Mathematics	47	
Membership	4	
Mission Statement	7	
Modern Language		
(Chinese, French, German, Spanish) ..	53	
Multicultural Services.....	24	
Music (Piano, Vocal).....	53	
Course Descriptions.....	92	
N		
New Jersey Coastal		
Communiversity	15	
New Jersey Stars	15	
New Jersey Transfer	23	
NJIT Joint Admission with OCC		
Business Administration.....	37	
Non-Discrimination Policy	120	
Nursing		
One Day Per Week.....	56	
Program Outline	55	
Requirements	55	
Nursing & Career Mobility Track		
Course Descriptions.....	94	
Program Outline	57	
O		
Obligation to Know.....	120	
O.C.E.A.N., Inc. Kids		
Development Center.....	25	
Off-Campus Courses.....	4	
Out-of-County Residents	18	
Orientation.....	23	
P		
Paralegal Studies		
Course Descriptions.....	89	
Pass/No Credit.....	11	
Payment Plan	20	
Personal Counseling.....	23	
Personnel Directory		
Administrative, Professional,		
F/T Faculty	100	
P/T Faculty & Coaches	104	
Philosophy Course Descriptions	94	
Physical Education		
Course Descriptions.....	83	
Physics	47	
Course Description	95	
Digital Photography Option		
Course Descriptions.....	70	
Program Outline	49	

Piano	53
Course Descriptions.....	92
Policies.....	120
Political Science.....	53
Course Descriptions.....	96
Portfolio Assessment.....	12
Pre-Chiropractic	47
President's Honors List.....	11
Privacy Act.....	120
Probation.....	13
Professional Staff.....	100
Programs of Study	31
Project Academic Skills Support (P.A.S.S.)	13
Psychology	53
Course Descriptions.....	96

R

Radio Course Descriptions	70
Refunds	21
Regulations.....	120
Registration.....	9
Rights & Privacy Act	120
Rutgers Dual Degree Program.....	15

S

Scholarships	20
Science Course Descriptions.....	97
Science	47
Senior Citizens Academy for Lifelong Learning	59
Silver Edge Registrants	15
Sexual Harassment Policy	120
Sign Language (Interpreter Training) Descriptions.....	67
Program Outline	52
Silver Edge Registrants	15
Small Business Management Program Outline	38
Social Studies	53
Social Work: See Human Services	
Sociology.....	53
Course Descriptions.....	97
Southern Education Center.....	4
Travel Directions	130
Spanish	53
Course Descriptions.....	98
Speech & Theatre	53
Strategic Initiatives.....	7
Student Affairs	22-25

Student Activities	25
Honor Society.....	25
Newspaper – Viking News	25
Radio – WOCC.....	25
Student Classification.....	11
Student Fee.....	18
Student Government (ASOCC)	25
Student Life	25
Student Obligation to Know	120
Suspension	13

T

Teacher Aide Program Outline.....	45
Teaching Assistant/ Child Care Program Outline	44
Tech Prep.....	16
Technical Studies.....	57
Telephone Numbers.....	2
Testing Center & Requirements	12
Textbooks.....	19
Theatre Course Descriptions.....	98
Theatre (Speech)	53
Transfer Information.....	12
Transportation.....	4
Tuition.....	18

V

Veterans Affairs.....	20
Visual Communications Technology Course Descriptions.....	83
Program Outline	48
Computer Graphics Option.....	48
Electronics Media Technology	48
Digital Photography.....	49
Voice/Vocal	53
Course Descriptions.....	92

W

WebAdvisor	9
Wellness & Health Promotion	53
Withdrawal	11
Women's Studies	53
Work Study	20

NOTES

Travel Directions to Ocean County College

Main Campus • College Drive, Toms River, NJ

Phone: 732-255-0400

From North: Garden State Parkway to Exit 88. Left on Route 70 East. Continue 1/3 mile, turn right on Shorrock Street. Ahead 1.5 miles, road curves left and becomes Beaverson Blvd; continue 1 mile to end. Turn right on Brick Blvd. (Route 549 South), continue 2.5 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 1.5 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)

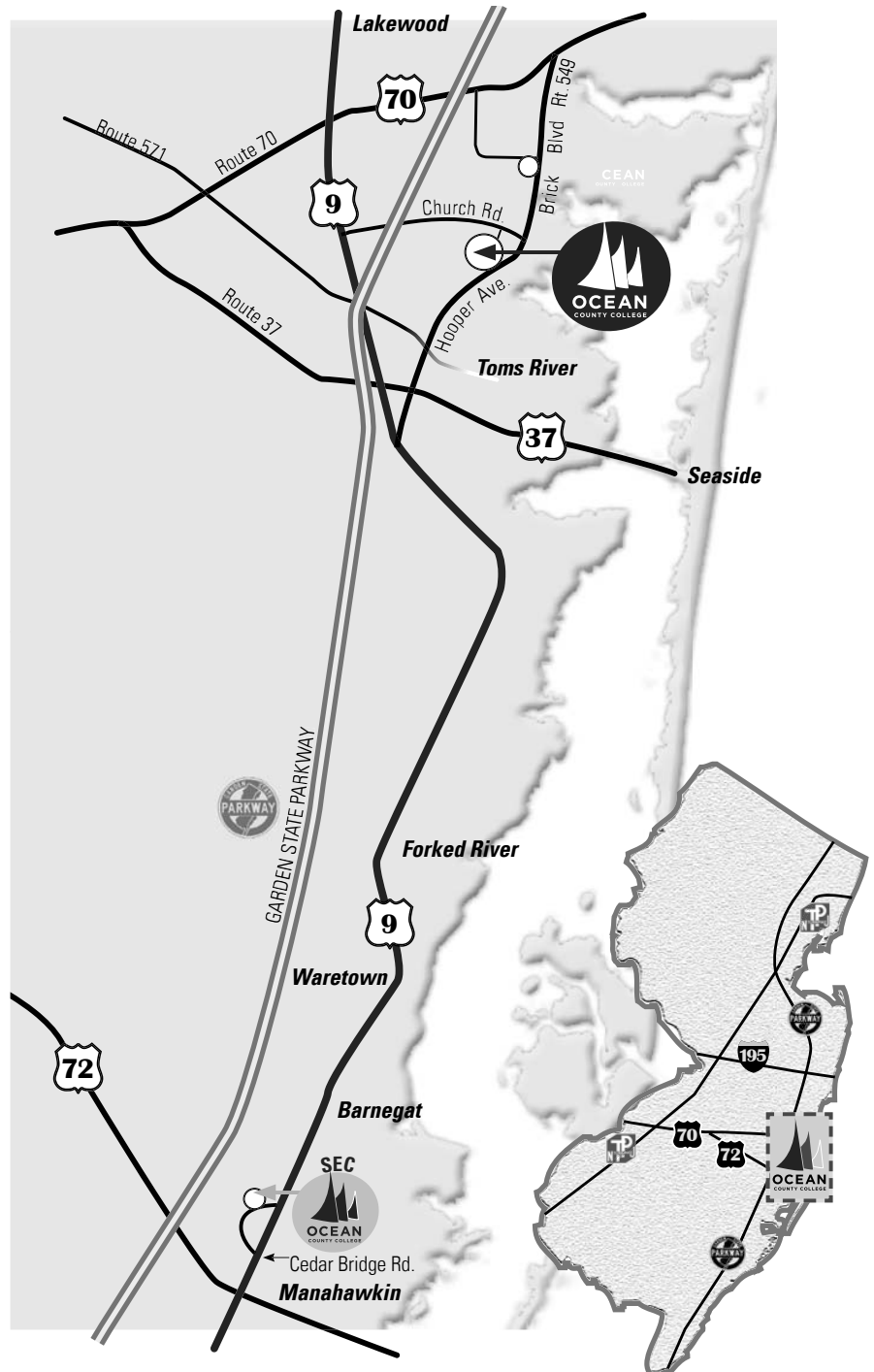
195 Cedar Bridge Road,
Manahawkin, NJ
Phone: 609-978-2077

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.

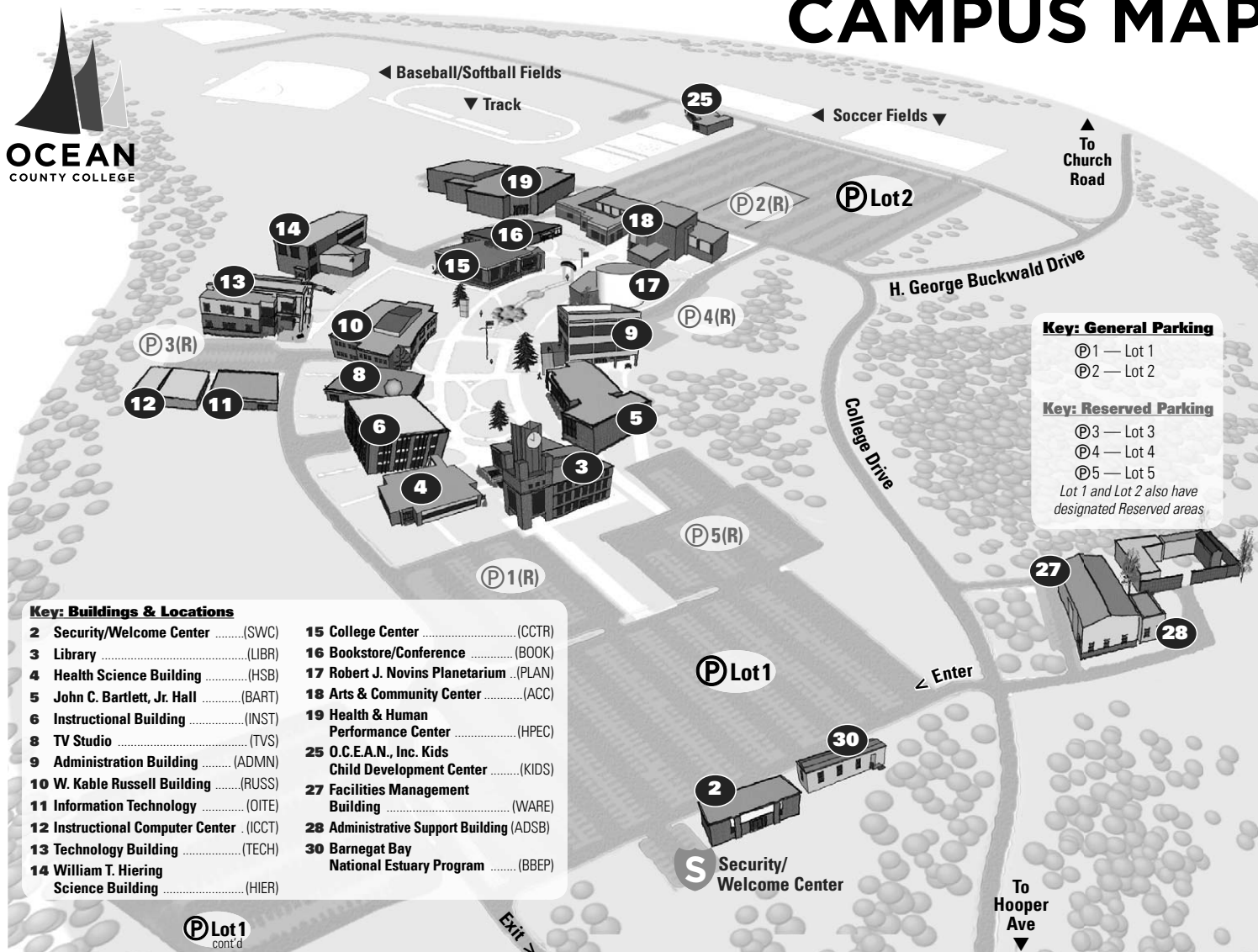
From Philadelphia Area: Route 295 to Exit 34, Route 70 East. Continue approx. 21 miles. At traffic circle, turn right onto Route 72 East. Continue approx 23 miles. Follow LOCAL directions.

From North or South: Garden State Parkway to Exit 63, Route 72 East – Manahawkin/Long Beach Island. Follow LOCAL directions.





CAMPUS MAP



Key: Buildings & Locations

- 2 Security/Welcome Center(SWC)
- 3 Library(LIBR)
- 4 Health Science Building(HSB)
- 5 John C. Bartlett, Jr. Hall(BART)
- 6 Instructional Building(INST)
- 8 TV Studio(TVS)
- 9 Administration Building(ADMN)
- 10 W. Kable Russell Building(RUSS)
- 11 Information Technology(OITE)
- 12 Instructional Computer Center(ICCT)
- 13 Technology Building(TECH)
- 14 William T. Hiering Science Building(HIER)

- 15 College Center(CCTR)
- 16 Bookstore/Conference(BOOK)
- 17 Robert J. Novins Planetarium(PLAN)
- 18 Arts & Community Center(ACC)
- 19 Health & Human Performance Center(HPEC)
- 25 O.C.E.A.N., Inc. Kids Child Development Center(KIDS)
- 27 Facilities Management Building(WARE)
- 28 Administrative Support Building (ADSB)
- 30 Barnegat Bay National Estuary Program(BBEP)

Key: General Parking

- Ⓟ1 — Lot 1
- Ⓟ2 — Lot 2

Key: Reserved Parking

- Ⓟ3 — Lot 3
- Ⓟ4 — Lot 4
- Ⓟ5 — Lot 5

Lot 1 and Lot 2 also have designated Reserved areas

OCEAN COUNTY COLLEGE BOARD OF TRUSTEES*

Carl V. Thulin, Chair
Eva J. Smithers, Vice Chair
Linda L. Novak, Secretary
Jerry Dasti, Treasurer
Robert A. Fall
Stephan R. Leone
Harry Jay Levin
Dolores B. Lewis
Thomas E. Monahan
Warren H. Wolf
Dr. Bruce Greenfield, Ocean County Superintendent of Schools
Nicole Zavattieri, Student/Alumni Representative
John C. Sahradnik, Counsel

OCEAN COUNTY BOARD OF CHOSEN FREEHOLDERS*

Joseph H. Vicari, Director
John C. Bartlett, Jr., Deputy Director
Liaison to Ocean County College
John P. Kelly
James F. Lacey
Gerry P. Little

*at the time of publication



College Drive, PO Box 2001
Toms River, NJ 08754-2001

phone 732.255.0400
fax 732.255.0444
TTY 732.255.0424
web www.ocean.edu



OCEAN
COUNTY COLLEGE

College Drive
PO Box 2001
Toms River, New Jersey 08754-2001
732.255.0400
TTY 732.255.0424
www.ocean.edu