

# Course Descriptions



## ACCOUNTING

### **AC 103: Accounting Principles I (4:4:0)**

Offers a study of the basic principles of accounting primarily related to the sole proprietorship type of business. The complete accounting cycle is presented for both service and merchandising entities.

### **AC 104: Accounting Principles II (4:4:0)**

Offers a study of the basic principles of accounting typical to partnerships and corporations, such as nature and formation of the corporation, capital stock entries, capital earnings, and dividends. Prerequisite: AC 103

### **AC 115: Construction Accounting (3:3:0)**

Provides owners, construction business managers, project accountants, accounting support personnel and financial services providers the fundamentals of accounting and the aspects of accounting specific to construction. The course begins with a review of debits and credits, provides an outline of general accounting theory, and concludes with the principles of job cost accounting, including revenue recognition, over- and under-billings, and retention.

### **AC 201: Intermediate Accounting I (4:4:0)**

Covers such topics as financial statements, balance sheets, income statements, retained earnings statements, accounting processes, receivables, inventories, plant assets, intangibles, and current liabilities. Prerequisite: AC 104

### **AC 202: Intermediate Accounting II (4:4:0)**

Covers such topics as investments, bonds and funds, long-term liabilities, paid-in capital, financial statement analysis, and cash-flow reporting. Prerequisite: AC 201

### **AC 211: Fundamentals of Tax Preparation (3:3:0)**

Concentrates primarily on individual income taxes with emphasis on form preparation. Topics covered include income, exclusions from income, allowable deductions, depreciation methods as well as Federal and State payroll taxes and sales tax. Preparer responsibilities will be emphasized. Prerequisite: AC 104

### **AC 221: Cost Accounting I (3:3:0)**

Covers the cost accumulation of materials, labor, overhead, by-products, job order cost, standard cost as well as the budgeting process. Prerequisite: AC 104

### **AC 222: Cost Accounting II (3:3:0)**

Covers standard costs with the analytic process of various types of statements with emphasis on their application to budgeting to assist management in making decisions and controlling and analyzing current costs and profits. Prerequisite: AC 221

### **AC 227: Federal Income Tax Accounting (3:3:0)**

Studies federal tax laws as they apply to the income of individuals, partnerships, and corporations. Tax problems are presented and illustrated by acceptable solutions through preparation of income tax returns.

### **AC 228: Auditing (3:3:0)**

Covers the most recent developments in auditing theory, standards, and procedures and reports. A typical audit case problem practice set is used to illustrate the theoretical principles studied. Prerequisite: AC 104

### **AC 231: Federal Taxation: Individuals (3:3:0)**

Offers training in the application of basic principles of the solution of tax problems; individual income tax returns, inclusions and capital gain or loss applicable thereto: pay as you go tax collection system. Prerequisite: AC 104

### **AC 232: Federal Taxation: Business (3:3:0)**

Covers partnership, corporation and fiduciary income tax returns, social security, estate, and gift taxes. Prerequisite: AC 104

## AGRICULTURE

### **AG 102: Equipment Operations & Management (2:1:2)**

A study of the principles of the construction of two and four cycle motors, tractors and irrigation distribution equipment. Emphasis on selection, care, operation and maintenance.

### **AG 105: Introduction to Agricultural Science (3:3:0)**

Introduces students to career opportunities and the general concepts of horticulture which include plant taxonomy, physiology, crops and their general management.

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**AG 201: Agricultural Marketing (3:3:0)**

Covers the practices used in the marketing of farm products. Principles of farm cooperatives, farm markets and stores, crop planning, methods of distribution, research procedures and marketing problems facing the farmer today will be discussed.

**AG 203: Fruit Production (3:2:3)**

Includes planting, care, production and marketing of the major fruit crops grown in New Jersey. Techniques involved in pruning, budding, and grafting trees will be demonstrated. Students will have an opportunity to practice these skills.

**AG 206: Vegetable Production (3:2:3)**

Acquaints the student with the cultural requirements of the important vegetable crops produced in Southern New Jersey. Discussions included are: nutritional requirements, disease and insect problems, harvesting procedures and methods of weed control.

**AG 207: Agriculture Pest Control & Identification (4:3:3)**

Designed to introduce the student to the fundamental theories, principles and practices of pest control for agriculture and ornamental horticulture crops. Diagnostic skills for insect, disease, and weed identification are presented.

## AMERICAN STUDIES

**AS 101: Introduction to American Studies (3:3:0)**

This is an interdisciplinary course that introduces students to the field of American Studies. American culture and society is explored through various sources and methods of cultural and historical analyses.

## ANTHROPOLOGY

**AN 102: "S/D" Cultural Anthropology (3:3:0)**

An introduction to the complexity of human life and the anthropologist's view of the essential aspects of culture. The course stresses the variety of ways that human groups have organized their societies as alternatives for solving common human problems.

**AN 103: "D" Cultural Diversity in the U.S. (3:3:0)**

An exploration of multiculturalism, inclusiveness, tolerance and a celebration of different lifeways in the United States. Critical understanding and reflective analysis will be used to broaden our perspectives on these issues.

## ART

**AR 101: "H" Art Appreciation (3:3:0)**

An introduction to the fundamentals of creating art. Students will examine the visual elements and design principles necessary to create works of art. Students will discern a work's subject matter and content through writing criticisms of art or working hands on exploring the creative process. Students will be expected to go on a field trip to an art museum or gallery.

**AR 107: "H" Art History I (3:3:0)**

A chronological presentation of Western visual arts from prehistory (cave paintings) to the Renaissance. The focus will be on the historical and cultural context of the works of art. The class will discuss how the visual arts functioned and were viewed at the time of their creation. The role and status of the artist, movement and the patron in each culture or period will be examined. Students will be expected to go on a field trip to an art museum or gallery.

**AR 108: "H" Art History II (3:3:0)**

A continuation of Art History I from the Renaissance onward to the present day. Major styles and movements will be examined: baroque, romanticism, realism and modernism. The context of the arts will be presented in a chronological, cultural and historical format. Students will be expected to go on a field trip to an art museum or gallery.

**AR 110: Fundamentals of Drawing (4:4:0)**

Introductory course that is part of the formal foundation for studying art. This class will focus on the mastery of drawing techniques such as gesture, contour and modeling with light. The students will learn the techniques of working with pencil, charcoal, pen & ink and pastels. The basic elements of art and compositional strategies will be explored.

**AR 112: Watercolor Painting (3:3:0)**

An introduction to the basic techniques of watercolor. It covers the fundamentals of composition, materials and methods of both traditional and experimental watercolor painting.

**AR 113: Fundamentals of Drawing II (3:3:0)**

This course builds on what was accomplished in Fundamentals of Drawing I and leads the student to further explore the drawing medium. Greater depth of ideas and more sophisticated technical execution are emphasized. Prerequisite: AR 110.

**AR 115: Painting I (4:4:0)**

Will assist students in developing an understanding of traditional painting methods, materials and terminology through painting still life subject matter in oil or acrylic media. This course covers the fundamentals of composition, materials and methods through a combination of instruction and studio experience.

**AR 120: Printmaking I (3:3:0)**

A generalized intro to the various methods of printmaking. The student will have the opportunity to work with linoleum plates and wood cut printing processes. The student will also be able to do mono prints using the press. This course concentrates on creative imaging and expression through the medium of printmaking.

**AR 140: Sculpture I (3:3:0)**

This is an introductory sculpture course. Students will work in clay, plaster and wire. Students will work from a live model to learn portraiture and proportions of the human form. Demonstration using basic sculptural materials will be provided.

**AR 145: Sculpture II (3:3:0)**

Students will build on what is mastered in Sculpture I. Students will continue using basic materials and specific art-historical references to create work that is more self-directed. Students explore carving, modeling and assembling in the manipulation of materials, including paper, clay, wood, plaster and metal. Prerequisite: AR 140.

**AR 200: 2-Dimensional Design (4:4:0)**

2-Dimensional Design provides students with a basic grounding in the process of defining, generating and evaluating visual ideas. Emphasis is on problem solving, thinking and making processes in regards to the visual elements and design principles. Students may use representational and non-representational forms to explore the principles of organization while learning skills in the use of black and white medium, acrylic pigments and equipment including technical pens, brushes and simple drafting tools.

**AR 202: Color Theory & Practice (3:3:0)**

This course will expand the student's understanding of color through a thorough exploration of fundamental color theory principles. Subjective feeling and objective color principles will also be addressed.

**AR 205: 3-Dimensional Design (3:3:0)**

Three-dimensional visual art combines the study of the basic elements, principles and practices of form and design. Through a series of lectures and hands-on problem solving projects, the student will have the opportunity to experience and understand form in three dimensions. This course is required for students in the Ceramic Certificate program or those majoring in Ceramics or Sculpture. Students majoring in art education or fine arts are also strongly encouraged to take this course, as well as graphic designers interested in product design or display.

**AR 213: Life Drawing (3:3:0)**

Provides instruction in drawing the human figure. A live model will be used during class time. There is an emphasis on a variety of approaches. Dynamics, proportion, anatomy, volume and structure are investigated through various drawing methods and selected materials. Prerequisite: AR 110.

**AR 215: Painting II (3:3:0)**

This course builds on what was mastered in Painting I. The development of an individualized style in form and content is explored and encouraged. Students also have the opportunity to complete works that involve the figure and the environment. Prerequisite: AR 115 or permission of the Art Coordinator.

**BUSINESS****BU 106: Introduction to Management (3:3:0)**

Covers the basic functional, behavioral, and quantitative concepts relating to the management of a business organization. Topics include planning and decision making, human resources, leadership styles, and overall organizational structure.

**BU 109: Business Law I (3:3:0)**

Offers an introduction to business law, contract, agency employment, personal property and sales.

**BU 110: Business Law II (3:3:0)**

Topics covered include the law relating to commercial practice, partnerships, corporations, insurance, bankruptcy, real property, and descendants' estates. Prerequisite: BU 109.

**BU 113: Introduction to Insurance (3:3:0)**

This is a survey course intended to introduce students to the basic concepts of insurance. Topics include the nature of risks, types of insurance carriers and markets, insurance contracts and policies, property and casualty coverage, life and health insurance, and government regulations. The functions of underwriting, setting premiums, risk analysis, loss prevention, and financial administration of carriers are emphasized.

**BU 114: Business Internship (3:3:0)**

Introduces the student to the actual work performed in an occupational area of interest. The student will actually perform tasks and responsibilities at employer facilities under the guidance of the course instructor and other professionals.

**BU 115: Introduction to Business (3:3:0)**

Offers a general overview of the large corporate type of business manufacturing enterprise, the individual proprietorship, and partnership type of business organization. Topics include the foundations of business, forms of business ownership, marketing principles, business finance, the stock market as well as business terminology.

**BU 116: Cases in Business Management (3:3:0)**

Devotes time to problem analysis, actual case problems, and how these problems could be solved by a manager on the job. Prerequisite: BU 115.

**BU 117: Advertising (3:3:0)**

Focuses on the development of advertising economics and the functions of advertising. Topics include the development of advertisements, copy and layout, cost and application as well as various media outlets. Prerequisite: BU 207.

**BU 118: Professional Selling (3:3:0)**

Covers the principles of sales with practical applications including prospecting, product and service analysis, meeting objectives, demonstrating, sales psychology, and preparing for sales presentations.

**BU 119: Personal Finance (3:3:0)**

This course introduces students to the basic principles of personal finance. It provides comprehensive coverage of personal financial planning in the areas of money management, career planning, taxes, consumer credit, housing and other consumer decisions, legal protection, insurance, investments, retirement planning, and estate building.

**BU 207: Introduction to Marketing (3:3:0)**

Introduces students to the activities and processes involved in the flow of goods and services from producers and/or manufacturers to the various types of consumers.

**BU 209: Small Business Management (3:3:0)**

Provides complete coverage of small business operations with proper balance between business functions and management functions. Topics include how to obtain financing, evaluate a business that is for sale, market a small business, prepare a business plan as well as how to recognize business problems and develop solutions. Prerequisites: BU 106 or BU 115.

**BU 210: Organizational Behavior (3:3:0)**

Provides the student with the theories and concepts associated with the origin, development, conduct, and growth of both formal and informal groups and organizations in the business enterprise.

**BU 212: Human Resource Management (3:3:0)**

Covers the organization and management of employees, their procurement and placement, supervision, the improvement of employee performance, management and labor relations as well as the future of human resource management.

**BU 219: Retailing (3:3:0)**

Includes the principles of understanding successful retailing including the analysis of a store location, equipment and layout, organization of market contracts, selecting, buying and receiving merchandise, and the development of a retail sales program.

**BU 220: Market Research (3:3:0)**

Covers methods of collecting and interpreting marketing information with specific attention to problems in market development, potential, and sales management. Prerequisite: BU 207.

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**BU 226: Credit & Collections (3:3:0)**

Covers the type of credit, credit department organization, credit reports and information, credit risk factors, credit collection procedures, and analysis of financial statements.

**BU 227: International Finance (3:3:0)**

Provides a comprehensive understanding of international finance transactions. Topics include balance of payment problems as a result of trade barriers; alternative methods of payment; export financing and strategic initiatives to increase foreign capital investment yields. Prerequisites: AC 104 and BU 233

**BU 233: Corporate Finance (3:3:0)**

Covers principles and practices of business finance, economic and financial optimization, investments, cash flows, expansion, reorganization, and liquidation.

**BU 235: Investments (3:3:0)**

The focus is the basic principles of the stock market and how they affect the individual and corporate investor. Stocks and bonds are explored as well as other short-term and long-term investment strategies.

**BU 242: Labor Relations (3:3:0)**

Examines how operations and human resource managers should proceed to effectively manage labor relations. Topics include labor laws and regulations, negotiating contracts with unions, and dealing with impasses in collective bargaining and grievances.

**BU 243: Compensation Management (3:3:0)**

Provides tools for evaluating each job's importance to the organization. Topics include job description, job analysis, designing a pay structure, employee benefits, and performance appraisal information.

**BU 244: Employee Selection (3:3:0)**

Explores the acquisition and deployment of human resources. Encompasses topics such as recruitment policies and procedures, selection and interviewing, performance appraisals, and internal human resource maintenance.

**BU 247: Leadership (3:3:0)**

Provides the student with a comprehensive understanding of the skills and behaviors of high achieving leaders. Topics include the influence leaders have on organizational culture; leadership traits, styles, and behaviors; and situation and contingent leadership.

**BU 249: Introduction to International Business (3:3:0)**

Designed to familiarize the student with the economic, organizational, cultural, and managerial aspects of international business.

**BU 260: International Business Topics (3:3:0)**

This advanced international business course explores the economic, cultural, organizational, and managerial aspects of business focusing on exploiting the business opportunities available in an expanding global market. The student will gain a more comprehensive understanding of international business through case studies as well as the development of a business plan for global ventures. Prerequisite: BU 249.

**BU 288: Strategic Management (4:4:0)**

This capstone course synthesizes the business skills with the need to successfully manage a business enterprise by developing and effectively implementing a sound business strategy. Prerequisites: BU 106 or BU 115.

**BU 299: Business Leadership Seminar (3:3:0)**

Links the theoretical underpinnings of business with the operations of an actual business. A mentoring relationship will be established between the student and a business leader. The student will spend three hours per week in the mentor's workplace. In addition to assisting the student shape career plans in business, the student will complete projects under the tutelage of the mentor and college instructor. The student will also complete a course project. Prerequisites: Completion of a minimum of 12 credits in either accounting or business; a 3.0 grade point average or better and permission of the instructor.

**CERAMICS**

**CR 101: Ceramics I (3:3:0)**

Introduces students to traditional and contemporary hand-building techniques, such as pinch, coil and slab. Techniques in glazing and surface decoration will be demonstrated.

**CR 102: Ceramics II (3:3:0)**

Builds on what was mastered in Ceramics I and introduces the student to the wheel. Projects will include both hand building and wheel techniques. Prerequisite: CR 101.

**CR 103: Ceramics III (3:3:0)**

Focuses on both hand building and wheel techniques to further advance his or her skills. Emphasis is placed on creating work that is not only technically accomplished, but communicates the student's personal message. Prerequisite: CR 102.

**CR 105: Sculptural Ceramics (3:3:0)**

Investigates the use of clay to create sculptural forms. Using basic building methods, students will be involved with more complex forms requiring special construction considerations. Students will learn alternative surface treatment and firing techniques. Prerequisite: CR 101.

**CR 106: Ceramic Technologies (3:3:0)**

A lecture and laboratory course designed to initiate investigation of basic clay and glaze materials. The nature of clays and the relationship among clay bodies, slips and glazes is explored.

**CR 107: Clay Co-op Experience – Gallery (3:0:6)**

Gives the student practical experience in operating a gallery. Students will learn all facets of gallery management, including planning and installing exhibitions and marketing and retailing in a craft environment. Students will meet with the instructor of Craft Business Practices who will organize the work schedule for the gallery. Students are expected to work four hours a week for fifteen weeks in the gallery.

**CR 108: Clay Co-op Experience – Studio (3:0:6)**

Focuses on all facets of studio management including how to keep track of inventory, how to maintain and order supplies, and how to run a safe and efficient studio. Students will meet with the instructor of Ceramics III, who will organize the work schedule. Students are expected to work four hours a week for fifteen weeks in the studio. Prerequisites: CR 102, 106.

**CR 109: Craft Business Practices (3:3:0)**

Provides students with the opportunity to write their own business plans. Specific concerns regarding studio management, marketing research, advertising, gaining admission to the craft market show circuit, how to write a resume and prepare slide presentations will be addressed.

## COMMUNICATIONS

### CO 101: Introduction to Mass Media (3:3:0)

A survey of the growth and development of modern mass media including the press, radio, film, television and new media delivery systems. Emphasis is on the relationship between the media and society.

### CO 104: Writing for Television/Radio (3:3:0)

An introduction to the principles and techniques of written formats commonly used in radio and television. Assignments include the development of the treatment, rundown sheet, story board and script. Prerequisite: EN 101.

### CO 112: Introduction to Video Technology (3:3:0)

Offers an overview of basic operation and theory of video production. Instruction will be a combination of lecture, discussions and exercises of increasing complexity. Students will plan, produce and direct an elementary production.

### CO 114: Video Production & Direction I (3:3:0)

Will develop technical and practical proficiency in television production in complete formats such as news, interviews, music and drama. Course will culminate in the production of a program for cable television. Prerequisite: CO 112

### CO 118: Introduction to Audio Production (3:2:2)

An intro to the concepts, design and operation of basic audio equipment used in sound recording, video, film and broadcasting.

### CO 203: Mass Media & Society (3:3:0)

Examines the current issues in the mass media such as sensationalism, censorship, violence, privacy, ethics and the implications of new technologies.

### CO 211: Video Production & Direction II (3:2:2)

An advanced course emphasizing electronic field production (EFP) and documentary work. Students will develop advanced skills in planning, production and editing. Students produce documentary, informational or educational programming for cable television. Prerequisite: CO 114.

### CO 214: Advanced Video Production (3:2:2)

Offers advanced applications of television equipment to produce programming in a video magazine format while working in remote and studio settings. Prerequisite: CO 211.

### CO 221: Emerging Telecommunications Technology (3:3:0)

An overview of existing and emerging telecommunications technologies including cable and interactive television, satellites, digital audio/video, fiber optics, video disks and high definition TV. The impact of these technologies on modern life will be examined.

### CO 223: Desktop Video (3:2:2)

An advanced television production course integrating computer and video communications technologies. Students will learn equipment control, digital effects, animation, character generation and other electronic post-production techniques. Prerequisite: CO 211.

### CO 224: Multimedia Design (3:3:0)

An intro to the development of multimedia presentation materials including text, animation, still graphics, sound and video. Prerequisite: CO 211.

### CO 239: Communications Internship (3:3:0)

Designed to offer students an internship with local public relations agencies or offices. Students will work in the participating PR office 12-15 hours per week and perform a variety of work assignments and experiences tailored to teach students the basics of PR work. Permission of instructor required.

### CO 240: Broadcast Media Internship (3:3:0)

Designed to offer students an internship with local broadcast media. Students will work with participating TV and/or radio stations or camera/production crew for the equivalent of at least 12 hours per week. Permission of Instructor required.

## COMPUTER GRAPHICS

### CG 101: Introduction to Computer Graphics (3:3:0)

Introduces students to the tools of the computer design trade. Students will learn in a Macintosh work environment how to manage software, hardware, fonts, printers, memory and storage.

### CG 102: Computer Illustration (3:3:0)

Illustration programs make it simple to modify and combine existing imagery, saving time that would be spent doing it by hand. This course will focus on Illustrator software. Prerequisites: AR 110, CG 101.

### CG 104: Typography (3:3:0)

A generalized intro to the art of typography. Students will have the opportunity to work with various kinds of type and learn how to use it to make their graphic design work more consistent and cohesive. The majority of type projects will be done on the computer.

### CG 105: Introduction to Desktop Publishing (3:3:0)

Provides students with an intro to desktop publishing techniques. Working in a Macintosh environment and utilizing Quark Xpress and Adobe InDesign, students will become familiar with the commands and tools necessary for completing the publication of documents, including basic layout, text attributes and text editing, graphics, drawing tools, importing text and graphic files, placing and cropping image files.

### CG 110: Digital Imaging Techniques (3:3:0)

Introduces students to flatbed scanning and the digital camera, while giving them the opportunity to explore the possibilities of Adobe Photoshop's filters and editing tools. Projects will include photo retouching and collage. Prerequisites: CG 101.

### CG 112: Introduction to Motion Graphics (3:3:0)

Provides students with an understanding of the principles of time-based art; sequence, movement, timing, and narrative. Graphic design students will apply their graphic foundation into the spatial and temporal conditions of two-dimensional design. Students will work primarily in industry standard software, where they will control the relationship type and image in computational form. Traditional methods of conceptualization and visual process are emphasized. Extensive computer work is involved. Depending on the instructor and time, three-dimensional animation (Form-Z, Electric Image) may be explored.

### CG 113: Graphic Web Design (3:3:0)

Intro course in creative designing for the World Wide Web. Fundamental principles of typography and composition are explored in addition to ideas of navigation and technical web production. There will be emphasis on

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learning the foundations of web based programs, visual articulation of idea and graphic production techniques for web publishing. Applications such as Dreamweaver, Flash and Photoshop Image Ready will be used to create dynamic interactive web sites.

**CG 114: Digital Photography (3:3:0)**

This course will provide instruction in basic digital camera use. Students will learn the principles and essentials of digital imaging along with the elements of art. Students will seek content and compositional strategies in their work. Students will explore the usage of various digital tools and software and their application toward photographic images.

**CG 201: Fundamentals of Graphic Design (3:3:0)**

Attempts to teach students the graphic design principles of concept, process and craft. An emphasis on the relationship of type and image in creating meaning, as well as, research and exploration into mechanical production needed in solving and executing design problems. The assignments given are intended to expose students to various aspects of research, visualization, experimentation, production and critique. This course also examines the foundation and methodologies of the fine arts (form, composition, color) and its relevance to graphic design. Prerequisite: CG 102.

**CG 202: Graphic Production (3:3:0)**

This is a professional practice class for graphic design majors. This course emphasizes traditional and computer based methods for guiding publications from the design stage to final printing and binding. Attention will be focused on craft, file management, from the preparation of computer files for output at a service bureau, to client presentation and pre press issues related to graphic production. Prerequisite: CG 201.

**CG 203: Communication Design (3:3:0)**

Applies the principles established in the fundamentals of Graphic Design course, to generating a body of work geared towards a professional design portfolio in the areas of poster, publication, packaging and screen-based design. The class is developed for graphic design students to exercise conceptual and formal skills in producing intelligent (thought through), visual solutions to graphic design problems. Students are expected to have a competent level of computer and graphic literacy. Prerequisite: CG 201

**CG 204: Graphic Design Internship (3:3:0)**

Students will apply the skill sets attained from the past three semesters to professional practice. The course is for graphic design majors who have demonstrated advanced skill levels and have shown the potential to perform in a work environment. The internship will allow advanced students to gain practical experience in the field by working in environments such as advertising agencies, graphic design studios, corporate in-house design departments, or on campus publication sites. Prerequisite: CG 202.

**CG 205: Portfolio Preparation & Presentation (3:3:0)**

Students will develop a professional portfolio in preparation for entry into the work force. Portfolio presentation and visual/verbal articulation will be stressed. Students will create a resume and develop a digital and print based portfolio for critique and suitable for presentation to a school, client, or job interview. Students will also present a written, as well as, verbal presentation to faculty and/or students. Prerequisite: CG 202.

## COMPUTER SCIENCE

**CS 100: Microcomputer Fundamentals (1:1:0)**

Designed for students with no computer background. Topics include introduction to computer hardware and software, Windows operating system, Internet basics and an overview of application software. This course cannot be used as graduation credit.

**CS 101: "T" Introduction to Microcomputers (3:3:0)**

Designed for students with an understanding of computers. This course will introduce Windows file management. Students will work with word processing, spreadsheets and presentation software.

**CS 102: "T" Applications on the Microcomputer (3:3:0)**

Covers the more advanced features of word processing and spreadsheets that are not covered in CS 101 as well as database software. The integration of application software will also be covered. Prerequisite: CS 101, placement by computer skills inventory assessment or permission of the instructor.

**CS 111: Computer Science I (4:4:0)**

Students will learn the fundamentals of programming in an object-oriented, three-dimensional interactive animation environment. Students will create animation projects using a special software package for creating animation in small virtual worlds using three-dimensional models. Students will obtain a strong core of fundamental programming concepts and problem-solving techniques providing a basis for further study in a variety of computer related fields.

**CS 112: Computer Science II (4:4:0)**

Introduces students to structured programming and problem solving using an object-oriented programming language. Algorithm development and basic problem solving techniques are introduced. Fundamental topics of computer programming including sequence, selection, repetition, input/output, functions, parameter passing, scope, lifetime, and arrays are discussed in detail. Prerequisite: CS 111.

**CS 132: Web Page Development I (4:4:0)**

Introduces the student to the fundamental concepts and techniques used for the design and development of Web pages using Hyper Text Markup Language (HTML), XHTML, Cascading Styles Sheets, and other multimedia Web utilities.

**CS 170: PC Services & Support (6:6:0)**

Provides students with the technical training and diagnostic skills required to support PC technology in a multifaceted environment including operating system essentials, troubleshooting, hardware installation and configuration, printer diagnostic and troubleshooting, and an overview of local area networks. During hands-on lab instruction, students are teamed in small work groups to take part and rebuild a PC.

**CS 175: Core Client Operating System (3:3:0)**

Students are introduced to the functions and features of installing, configuring and maintaining Windows as a client operating system. Through hands-on lab instruction, students will learn about installation, administration of resources, managing and troubleshooting hardware devices and drivers, network protocols, and security. Prerequisites: CS 101, CS 111, CS 112, CS 170, CS 217 or permission of instructor.

**CS 183: Internet Development (3:3:0)**

Students are introduced to Internet basics, Internet clients, development, networking, Internet security and business issues. The student

is prepared to implement and manage Internet, intranet and extranet infrastructure and services as well as develop related applications. Prerequisite: CS 217.

### **CS 210: Database Management (4:4:0)**

This course introduces students to the fundamentals of databases and data analysis, emphasizing that the key to successful database implementation is in proper design to fit within a larger strategic view of the data environment. Students will learn to analyze and model data (i.e., design), then create and utilize a database. Students will use SQL as a query language, along with other database management tools. The labs, projects and exercises incorporate real-world business cases to help students develop database and systems analysis skills. Prerequisite: CS 112

### **CS 212: C++ Programming (4:4:0)**

Emphasizes problem-solving strategies, analysis of algorithms, and the use of simple data structures to formulate object-oriented solutions to problems. Topics include construction, inheritance, polymorphism, standard libraries, arrays, pointers and strings. Object-oriented concepts and terminology will be presented with a focus on using classes for program specification and design. Students will learn how classes are declared, defined, used and organized into coherent designs. Prerequisite: CS 112.

### **CS 215: Visual Basic Programming (4:4:0)**

Introduces the student to the standards and conventions of programming the graphical user interface (GUI). Emphasis will be placed on proper design, placement, and coding of graphical features of the interface. Visual Basic will be utilized to develop GUI design programs and to use simple and array variables, database access, animation, as well as sequential and random file access. Prerequisite: CS 112.

### **CS 216: JAVA Programming (4:4:0)**

This course is primarily for students majoring in Computer Science and related fields, and continues an introduction to the methodology of programming from an object-oriented perspective. Students will develop programs using built-in, programmer-created, and dynamic data structures. Sorting and search algorithms will be examined to further develop understanding and skills in Java programming. Topics include inheritance, class hierarchy, polymorphism, and abstract and interface classes. The course emphasizes good software engineering principles and fostering intermediate programming skills in the context of a language that supports the object-oriented paradigm. Prerequisite: CS 112

### **CS 217: Networking Fundamentals (4:4:0)**

Covers the fundamentals of network design and implementation, including cables and devices, widely used network protocols, and features and performances of network operating systems. The focus is on entry-level network support in a multi-level environment. Prerequisite: CS 101, CS 111, CS 112, CS 170, CS 175 or permission of instructor. Corequisite: MA 105 or higher.

### **CS 218: Web Page Dynamics (4:4:0)**

Introduces students to the techniques and methods used in the design and development of a traditional and dynamic web site. Students will use web site development tools to create dynamic text, images, rollovers, movies and animation.

### **CS 220: Marketing on the Internet (3:3:0)**

Introduces the student to important strategies for marketing products and services on the Internet. Web sites of businesses will be studied specifically for understanding what strategies are most effective in attracting business. Software and Internet marketing techniques will be used to develop more effective Web sites.

### **CS 226: Network Infrastructure Implementation (4:4:0)**

Prepares the student for installing, configuring, managing and supporting a network infrastructure that uses the Microsoft Windows Server family of products. Prerequisites: CS 275.

### **CS 228: Active Directory Design & Implementation (4:4:0)**

Students are introduced to the principles of Active Directory structure, administration, configuration and maintenance. Prerequisite: CS 275.

### **CS 229: Linux Installation & Configuration (3:3:0)**

Prepares the student to configure Linux compatible hardware components, select and install a Linux distribution and to configure the Linux software system. Prerequisite: CS 170.

### **CS 231: Network Infrastructure Design (3:3:0)**

This capstone course prepares students to create a networking services infrastructure design that supports the required network applications based on the needs of the organization using advanced technologies to provide Internet

Protocol (IP) address configuration or to design an IP routing scheme. Prerequisites: CS 275.

### **CS 233: Networking Hardware and Routing (4:4:0)**

This course focuses on initial router configuration, IOS software management, routing protocol configuration, TCP/IP, and explains the principles of routing and the primary routing protocols. Prerequisite: CS 217.

### **CS 240: Security+ (3:3:0)**

Provides students with a comprehensive overview of network security. The course covers the general security concepts; communication security, information security, cryptography basics, and operational/organizational security are explored in how it relates to further avenues of specialization. Prerequisite: CS 217.

### **CS 241: Computer Forensics (3:3:0)**

Fundamentals of computer forensics and cybercrime scene analysis including laws, regulations, and international standards; formal methodology for conducting security incident investigations; categories of electronic evidence. The course includes projects involving digital forensic tools. Prerequisite: Permission of instructor.

### **CS 242: Principles of Information Security (3:3:0)**

Examines the field of information security to prepare information systems students for their future roles as business decision-makers. A balance of the managerial and technical aspects of the discipline is presented. Information Security within a real-world context is included in this course.

### **CS 275: Core Server Operating System (4:4:0)**

Prepares the student to install and configure Windows Server to create file, print, Web, and Terminal servers. Through hands-on lab instruction, students will learn about installation, access to resources, managing and troubleshooting hardware devices and drivers, network protocols, and security. Prerequisites: CS 217.

### **CS 286: Building an Effective Website (4:4:0)**

Introduces students to client-server websites that will access back-end databases through front-end web based forms. Students will learn how to use database to web gateway software. Students will also use web utilities to create and enhance website layouts. Prerequisites: CS 218 and CS 210.

## CONSTRUCTION SUPERVISION

### CM 112: Materials & Supply Management (3:3:0)

Focus on supply chain management of building materials including ordering, receiving, storing, inventory turnover, selling and delivery.

### CM 114: Management of Field Operations (3:3:0)

This capstone course is an overview of the principles of field management including leadership skills, problem solving, motivation techniques, communication methods and managerial techniques for construction projects.

### CM 120: Construction Methods & Materials (3:3:0)

This course will study methods used on job-site preparations including material handling systems and assembly of materials. Methods studied will include those used on residential, commercial and public work projects.

### CM 121: Construction/Architectural Drawings (3:3:0)

Students will learn how to read and interpret construction drawings for both light and heavy construction projects. Topics to be covered will include plans, elevations, sections, details and BOM.

### CM 126: Industrial Wiring (3:3:0)

Learn layout, planning and installation of wiring systems in industrial facilities.

### CM 131: Construction Safety (3:3:0)

Students will learn to identify workplace hazards and unsafe practices, understand safety codes and standards, the role of OSHA and insurance companies in safety programs. Basic first aid and CPR are included. Loss prevention programs are described with particular emphasis on proactivity.

### CM 137: Construction Codes (3:3:0)

This course introduces national, state and local building codes for residential and commercial building.

### CM 204: Construction Specifications (3:3:0)

This course will cover the development and organization of written specifications and their relationship to the construction drawings, including the fundamentals of writing specifications to ensure desired construction outcomes. Successful completion of this course

enables students to integrate written construction specifications with working construction drawings to facilitate the construction progress. Prerequisites: EN 101 and CM 121.

### CM 206: Construction Estimating (3:3:0)

Students learn the basics of estimating and develop skills in material prices extensions, equipment, labor and time requirements related to construction projects. Students will develop basic information for the process of bidding a construction project using computer software. Prerequisites: CM 120.

### CM 214: Project Management: Planning & Scheduling (3:3:0)

This course will focus on the planning and scheduling portion of the project life-cycle. Students will learn techniques for planning a project including identifying resources, assigning controls and creating structures. Critical path methods will be utilized as well as computer simulation. Prerequisites: CM 120.

### CM 216: Construction Contract & Labor Law (3:3:0)

Learn the legal areas of construction labor contracts, project contracts NLRB regulations, employment laws, arbitration litigation, benefits and insurance requirements as related to construction labor disputes.

### CM 219: Construction Management Seminar (3:3:0)

Utilizing actual construction drawings and specifications, the students will identify and resolve conflicts and omissions within and between the subdivisions of the construction documentation, i.e. general construction, electrical, mechanical, etc. The job format will develop the necessary skill sets to resolve the issues through interdivision problem solving and, at times, compromise. This course presents students with relevant construction-related problems during each class. Students work together to solve them in a construction job meeting format. Prerequisites: RD 100.

## ECONOMICS

### EC 201: "S" Principles of Macroeconomics (3:3:0)

Includes such topics as economic principles, problems and policies; classical economic ideas; money and banking; and performance measures of the economic system.

### EC 202: "S" Principles of Microeconomics (3:3:0)

Includes price analysis, income distribution, foreign trade, comparative economic systems, and public utilities, transportation and agriculture.

## EARLY CHILDHOOD EDUCATION

### ED 103: Infant/Toddler Curriculum & Development (3:3:0)

Study of the growth and development of children from birth through three, emphasizing the importance of attachment, guidance, temperament and personality, and providing a nurturing and appropriate environment. Prerequisite: PY 115.

### ED 105: Introduction to Special Education (3:3:0)

An overview of the field of special education, the historical background, and laws governing the process, with an introduction to the various types of disabilities included in the field. Prerequisite: PY 115.

### ED 106: Principles of Early Childhood Education (3:3:0)

Acquaints students entering the field of Early Childhood Education with the role and dispositions of the teacher, the contributing factors in quality care and developmentally appropriate practices, the role and stages of play, and the historical foundations and principles in educating young children.

### ED 109: Literacy Instruction in Elementary Education (3:3:0)

An exploration of language learning; basic literacy instruction including reading, writing and spelling; and systematic observation techniques that monitor children's performance.

### ED 201: Math, Science & Technology in Early Childhood Education (3:3:0)

An examination of basic math and science concepts with emphasis on problem-solving and logical thinking, designing units of study, and using technology in the classroom. Prerequisite: ED 106, PY 115.

**ED 203: Language Development and Emergent Literacy (3:3:0)**

A study of language development and methods for teaching listening, speaking, emergent reading and writing skills; phonemic awareness and balanced literacy programs for preschoolers; activities that enhance language and literacy development; and strategies that assist children in acquiring a second language. Prerequisite or corequisite: ED 106, PY 115.

**ED 204: Creative Learning Experiences in Early Childhood Education (3:3:0)**

A study of various art and music media leading to the preparation of integrated lessons and curricula that foster creativity, active learning, and problem solving through the arts. Prerequisite: ED 106, PY 115.

**ED 205: Preschool Classroom Management (3:3:0)**

An examination of a variety of positive guidance techniques designed to enhance the preschool teacher's ability to effectively manage behavior and teach social skills and conflict resolution. Prerequisite: ED 106, PY 115.

**ED 209: Child Health, Safety & Nutrition (3:3:0)**

An exploration of ways to provide a safe, appropriate environment for children, develop awareness of children's health and nutritional needs, and collaborate with parents to expand health, safety and nutritional information and practices.

**ED 210: Field Experience in Early Childhood Education (3:1:8)**

Classroom observation and practice to discuss and assess lessons prepared according to state ECE Expectations and Core Curriculum Standards. Prerequisite: Successful completion of all required professional course work and permission of the Program Director.

**ED 211: Literacy Development K-3 (3:3:0)**

An exploration of techniques and strategies for balanced reading instruction in the early elementary grades. Covers shared and guided reading and writing, authentic assessment, and developing word skills. Prerequisite: ED 203.

**ED 212: Books & Storytelling in Early Childhood Education (3:3:0)**

A survey of children's books to prepare students to select literature for use in early childhood classrooms. Includes strategies for designing balanced and integrated lessons to teach content areas. Prerequisite: ED 203.

**ED 218: Teaching Strategies in Special Education (3:3:0)**

A study of strategies and techniques for working with children with disabilities. Focuses on each category of disability covering discipline and guidance, supporting academic and social achievement, and working effectively with parents and the child study team. Prerequisite: ED 105.

**ED 220: Portfolio Development in Early Childhood Education (3:3:0)**

Designed for students who wish to develop a portfolio that demonstrates what they have learned through life experience or independent study. Topics will be self-selected, individualized, and developed with the assistance of the instructor to meet professional/agency guidelines.

**ED 241: ECE Management: Theory and Application (3:3:0)**

Using NJ ECE Program Expectations and Framework, a course designed to develop expertise in supervising and mentoring staff. Examines principles of leading theorists on child development and explores successful model curricula.

**ED 242: Early Childhood Education Management: Legal Aspects (3:3:0)**

An examination of Federal and State laws and mandates regarding terms of limitation and liabilities. Covers developing crisis management policies, abuse reporting and protection, and employer-employee relationships and obligations.

**ED 243: Early Childhood Education Management: Professional Development & Human Relations (3:3:0)**

An exploration of administrative styles and staff strengths in order to build a professional and cooperative team. Models of personnel policies, handbooks, and job descriptions are examined and guidelines for interviewing and retaining employees are discussed.

**ED 290: The Early Childhood Professional (3:3:0)**

This course focuses on the early childhood profession including awareness of value issues and ethical issues in working with children and their families, legal issues, staff relations and the importance of becoming an advocate for upgrading the profession and improving the services for children.

**EDUCATION****ED 101: Historical Foundations of Education (3:3:0)**

An historical and contemporary study of education theory and the goals and structure of public schools in relation to their social purpose.

**ED III: Literacy in Today's World (3:3:0)**

This course will provide students with historical and cultural perspectives on how and why people acquire and use literacy to meet personal and societal needs. By viewing literacy through different lenses, students will acquire an understanding of the interrelationship of language, thought, and social practice.

**ED 120: Teaching: An Introduction to the Profession (3:3:0)**

A case-based introductory course designed for students considering a career in teaching. It guides students through the profession, its foundations, realities, challenges and rewards. Students will evaluate classroom practices using case studies, video and online resources. Prerequisite: ED 101

**ED 207: Elementary Classroom Management (3:3:0)**

An examination of the manner in which a learning environment can stimulate active learning. Topics include providing problem solving opportunities; active listening and reflective speaking; critical observation; and discovery learning.

**ENGINEERING****EG 101: Introduction to Engineering (1:1:0)**

Introduces the engineering student to a variety of programs and concepts in various fields of engineering. The course will deal with basic computation techniques, problem solving and experimentation. Corequisite: MA 120.

**EG 102: Graphics (3:2:2)**

Provides the fundamental principles of engineering drawing, fundamental principles of descriptive geometry, graphical mathematics, and CAD. Prerequisite: MA 120.

**EG 103: Introduction to Engineering Lab (1:0:2)**

A laboratory course complementing EG 101 to be taken by engineering students. Students

• COURSE DESCRIPTIONS •

will participate in small groups to carry out a series of basic engineering experiments. In addition to the experiments each group will be assigned a specific design and/or reverse engineering project. Prerequisite: MA 120.

**EG 201: Statics (3:3:0)**

Covers vector calculations of forces, moments, and the equilibrium of particles and rigid bodies, centroids and moments of inertia. Prerequisite: MA 130.

**EG 202: Dynamics (3:3:0)**

Covers kinematics and kinetics, the work energy principle, impulse and momentum, rigid body motion. Prerequisite: EG 201.

## ENGINEERING TECHNOLOGY

**IT 101: Technical Drawing I (3:2:2)**

Offers fundamentals of engineering drawing to acquaint students with traditional board drawing skills and computer aided drafting.

**IT 102: CAD I (3:2:2)**

Offers an introduction to computer aided drafting using Autodesk software. Prerequisite: IT 101 or permission of the instructor.

**IT 105: Blueprint Reading & Sketching (2:2:0)**

Students learn the technical information and methods of blueprint construction and interpretation, sketches and prints that are necessary to visualize various manufacturing and fabricating processes, and standard drafting techniques.

**IT 107: Electrical Maintenance (3:2:2)**

Students learn the concepts of DC theory, single phase AC and three phase AC, ladder diagrams and components found in an industrial electrical circuit. In the laboratory students will develop the necessary skills to use a meter to troubleshoot an electrical circuit. Prerequisite: PI 124 or IT 110 or permission of instructor.

**IT 110: Electronics I (4:3:2)**

A fundamental electronics course which defines current, voltage and power, and their applications to resistive, capacitive and inductive circuits. Series, parallel and network circuits are studied. Laboratory exercises will combine classroom theory with practical applications.

**IT 111: Electronics II (4:3:2)**

A study of semi-conductor devices and applications. Diodes, transistors, mosfets, FET Transistors and UJT Transistors, SCR's and Tri AC's are analyzed. Prerequisite: IT 110 or PI 124.

**IT 162: Quality Control(3:2:3)**

Introduces the student to the key national and international standards used in quality management systems. Students learn to evaluate and audit the conformance of business and manufacturing quality systems to these major standards.

**IT 205: Digital Electronics (3:2:2)**

Provides students with information and experience on integrated circuits which are used in analyzing and storing data. Prerequisite: MA 110.

**IT 211: CAD II (3:1:4)**

Offers intermediate CAD drawing which will include working detail and assembly drawings of machines, machine components, elementary gear and cam design, as well as 3D solid models. Prerequisite: IT 102 or Permission of instructor.

**IT 215: Historical Documentation through CAD (3:2:2)**

Students document historical structures in the county through field visits and convert the measured drawings into architectural prints using CAD.

**IT 218: Programmable Logic Controllers (3:2:2)**

The Allen Bradley SLC 500 series PLC is used to provide students with an understanding of PLC programming. Prerequisite: IT 111 Electronics II or permission of instructor.

## ENGLISH

**EN 093: Basic English (3:3:1)**

Provides the student with a thorough review of those matters essential to the writing of logically structured sentences. The goal is to provide the student with sufficient background so that he/she can easily transfer into EN 100 with its focus on paragraph writing. Students must successfully pass the English section of the College Basic Skills Retest with the required score. This course cannot be used for graduation credit.

**EN 100: Fundamentals of Composition (3:3:1)**

Designed for students who need a thorough review of grammar and writing skills. It is a paragraph-level course: the emphasis is on the mechanics of writing, which include brainstorming, punctuation, and the formation of a topic sentence. This course cannot be used for graduation credit.

**EN 101: "C" English Composition I (3:3:0)**

To develop and strengthen skills in writing through frequent and varied writing assignments. The course emphasizes organization of material, the structure of the English language, and many of the rhetorical devices that are used in persuasive writing. Modern computers are used in the lab portion of EN 101. Prerequisite: Successful completion of English 100 or placement by initial CBSPT score. Can be taken as a corequisite with Reading 100.

**EN 102: "C" English Composition II (3:3:0)**

Provides a continued emphasis on writing skills in the critical explication of papers on poetry, short story, and drama with literary genres also providing the basis of a critical literary research project. Prerequisite: EN 101.

**EN 106: Children's Literature (3:3:0)**

Considers historical and social backgrounds of the various genres of literature and acquaints students with a variety of materials through extensive reading and lecturing. Of particular concern are the techniques to interest children in literature and ways to evaluate and choose the best of the existing works. Prerequisite: EN 101 or permission of instructor. **(This course cannot be used as a literature elective.)**

**EN 110: Mythology (3:3:0)**

Designed to introduce the student to the mythologies that helped shape the Western world. Students will study the myths of the African, Celtic, Greek Roman, Mesopotamian, Native American (North and Central) and Norse peoples. The course will explore the nature of myth, the social, philosophical and anthropological impact of each culture's mythos, and myth's place in today's society. **(This course cannot be used as a literature elective.)**

**EN 201: "H" British Literature I (3:3:0)**

A survey of the development of British literature from the Anglo-Saxon period through the Restoration as reflected in the major literary works. Prerequisite: English 102.

**EN 202: “H” British Literature II (3:3:0)**

A survey of the development of British literature from the late 18<sup>th</sup> century through WWI as reflected in the major literary works. Prerequisite: EN 102.

**EN 204: Business Communication (3:3:0)**

Offers a study of the fundamental principles of business letter and report writing in order to prepare the student to write effectively in the business environment. Prerequisite: EN 101, all developmental reading courses, if applicable.

**EN 205: “H” Masterpieces of Western Literature I (3:3:0)**

Offers selected readings in Western Literature from ancient times to the Renaissance. This course focuses on relationships between literary works and their cultural backgrounds and examines relevance of each work to contemporary life. Students will apply critical thinking and writing skills developed in EN 102. Prerequisite: EN 102

**EN 206: “H” Masterpieces of Western Literature II (3:3:0)**

Offers selected readings in western literature from the Renaissance to the late 20<sup>th</sup> century. This course focuses on relationships between literary works and their cultural and historical backgrounds and examines relevance of each work to contemporary life. Students will apply critical thinking and writing skills developed in EN 102. Prerequisite: EN 102

**EN 208: “H/D” Images of Women in Literature (3:3:0)**

A course in which selected fiction, drama, poetry and prose are read and discussed and the images of women analyzed in relation to the cultural and historical background of the period in which they appear. Prerequisite: EN 102.

**EN 209: “H” American Literature I (3:3:0)**

A survey of the development of American Literature from the Colonial Period to the Civil War. Prerequisite: EN 102.

**EN 210: “H” American Literature II (3:3:0)**

A survey of American Literature from the Civil War to the present. Prerequisite: EN 102.

**EN 215: “H/D” African-American Literature (3:3:0)**

This course focuses on either a genre presentation of literary contributions by African-American writers or on the African-American search for identity as reflected in the African-American novel. Prerequisite: EN 102.

**EN 216: Creative Writing (3:3:0)**

Designed to teach students how to write poetry and fiction. Basic techniques are studied and the work of professional writers is analyzed. Prerequisite: EN 101 or permission of instructor.

**EN 219: “H” Modern American Literature (3:3:0)**

A survey course of American literature from 1945 until the end of the century – the post-World War II period to the beginning of the Millennium. This course will examine the writings of the major literary figures whose writing reflected the times and influenced the minds of the American public in the areas of short story, poetry, and drama. Prerequisite: EN 102.

**EN 221: “H” Short Story (3:3:0)**

This course offers a historical and/or thematic approach to the study of selected short stories, with emphasis on form, theory, and interpretation. Short stories are studied as a unique genre; students engage in advanced critical thinking and practice advanced writing skills initiated in EN 102. Prerequisite: EN 102.

**EN 222: “H” Drama (3:3:0)**

Offers reading and discussion of plays selected for a historical survey of drama or for an in-depth examination of a particular period, movement, or playwright. Students are able to practice advanced writing and critical thinking skills initiated in EN 102. Prerequisite: EN 102.

**EN 223: “H” Poetry (3:3:0)**

Offers a historical or thematic approach to the study of selected poems with emphasis on forms, theories and interpretations. Prerequisite: EN 102.

**EN 224: Introduction to the Bible as Literature (3:3:0)**

Focuses on the literary artistry of the Biblical writers with a critical consideration of various genre forms. Prerequisite: EN 102.

**EN 225: “H/D” Introduction to Latino Literature (3:3:0)**

Designed to introduce students to a particular and important genre. The course intends to have

the student survey and gain an appreciation of Latino novels, plays, poetry, and short stories by reading works that are timeless and important. Prerequisite: EN 102.

**EN 231: News Writing I (4:4:0)**

An introduction to news media which provides an overall study of communication processes and their relation to news media, including newspapers, magazines, radio and television. News and feature writing is emphasized. Students work to create content for the campus newspaper. Corequisite: CG 105 Desktop Publishing is strongly advised for students taking journalism courses.

**EN 232: News Writing II (4:4:0)**

Offers advanced news writing, editing and structure including straight news, interpretive news, investigative reporting, feature and editorial writing and other newspaper development and production techniques. Students work to create content for the campus newspaper. Students work to create content for the campus newspaper. Prerequisite: Newswriting I or permission of instructor. Corequisite: CG 105 Desktop Publishing strongly advised for students taking journalism courses.

**EN 241: Publication Layout & Design (3:3:0)**

This class introduces students to the theories and practices of designing various forms of media. Students will learn how to use computers and programs necessary to create newspapers and a basic news website. In doing so, students will learn how to prioritize and organize the news in several different forms.

**EN 242: Advanced Publication Layout & Design (3:3:0)**

This class capitalizes on the skills students learned in EN 241 and introduces them to new techniques and methods of publication layout and design. Students will continue to learn about newspaper and website design and maintenance, but will also learn new skills including magazine layout and design and the incorporation of audio and video files to news websites. Students will also learn how to use technology to improve existing publications and websites. Prerequisite: EN 241.

**EN 280: Shakespeare (3:3:0)**

From Page to Stage: a study of the Globe Theatre and of representative Shakespearean plays supplemented by student productions of scenes from those plays. Prerequisite: EN 102.

## ENGLISH AS A SECOND LANGUAGE

*These courses cannot be used for graduation credit*

### EL 010: Listening & Speaking I (3:3:0)

This introductory level course provides instruction in basic academic listening and speaking skills. Students practice listening for main ideas and specific information, identifying stressed words and reductions, getting meaning from context, and speaking in many simple role-playing situations. (Students must possess a basic understanding of English to enter this course).

### EL 011: Reading I (3:3:0)

This introductory level course provides instruction in basic academic reading skills. Students practice identifying simple main ideas, classifying and organizing primary information, preparing short summaries, and using context clues to identify vocabulary meaning. (Students must possess a basic understanding of English to enter this course). Prerequisite: Enrollment based on placement test scores.

### EL 012: Writing I (3:3:0)

This introductory level course provides instruction in basic academic writing skills. Students practice writing simple topic sentences, placing written information in a logical order, using brainstorming and freewriting techniques to generate ideas, and creating short written outlines. (Students must possess a basic understanding of English to enter this course). Prerequisite: Enrollment based on placement test scores.

### EL 013: Grammar I (3:3:0)

This introductory level course provides instruction in basic grammar skills. It focuses on simple, perfect, and continuous verb tenses; active and passive voices; the use of articles, gerunds and infinitives; and various other basic grammatical structures. (Students must possess a basic understanding of English to enter this course). Prerequisite: Enrollment based on placement test scores.

### EL 020: Listening & Speaking II (3:3:0)

This low-intermediate to intermediate level course builds upon the listening and speaking skills introduced in EL 010. Students practice listening to academic lectures, taking effective notes, using intonation to understand meaning, distinguishing between vocabulary words with similar pronunciation, and communicating through debate and discussion. Prerequisite: EL 010 or appropriate score on placement test.

### EL 021: Reading II (3:3:0)

This low-intermediate to intermediate level course builds upon the reading skills introduced in EL 011. Students practice scanning written material for important information, skimming for main ideas, predicting reading content, understanding conclusions, making inferences, distinguishing facts from opinions, and previewing vocabulary meaning. Prerequisite: EL 011 or appropriate score on placement test.

### EL 022: Writing II (3:3:0)

This low-intermediate to intermediate level course builds upon the writing skills introduced in EL 012. Students practice writing topic sentences of increased complexity, arranging written ideas in order of importance, editing and proofreading text for clarity, writing concluding sentences, adding details to a paragraph, and making comparisons. Prerequisite: EL 012 or appropriate score on placement test.

### EL 023: Grammar II (3:3:0)

This low-intermediate to intermediate level course builds upon the grammar skills introduced in EL 013. It focuses on the perfect and progressive verb tenses, modals, phrasal verbs, compound and complex sentences, comparative and superlative adjective forms, adjective clauses, count and noncount nouns, and conditional sentences. Prerequisite: EL 013 or appropriate score on placement test.

### EL 030: American English Pronunciation (3:3:0)

This high-intermediate level course builds upon the listening and speaking skills presented in EL 020. Students practice accurately pronouncing English words, using various spoken expressions and phrases, discussing main ideas in conversations, using "tag" questions to ask for information, and inferring meaning from spoken context clues. Prerequisite: EL 020 or appropriate score on placement test.

### EL 031: Reading III (3:3:0)

This high-intermediate level course builds upon the reading skills presented in EL 021. Students practice skimming and scanning written materials for information; defining vocabulary through the identification of word parts, such as synonyms, antonyms, and context clues; identifying supporting details; predicting events in a reading passage; and understanding figurative language. Prerequisite: EL 021 or appropriate score on placement test.

### EL 032: Writing III (3:3:0)

This high-intermediate level course builds upon the writing skills presented in EL 022. Students practice creating effective topic sentences;

editing paragraphs and essays for coherence, unity, and organization; writing about cause/effect and comparison/contrast relationships; using quotations, paraphrasing, and sensory details to support opinions; and editing for coherence. Prerequisite: EL 022 or appropriate score on placement test.

### EL 034: Intermediate Language & Computers (3:3:0)

This high-intermediate to advanced level course is designed to provide students with basic instruction in the use of microcomputers for academic purposes. It focuses on introducing students to the fundamentals of computer hardware and software through the use of word-processing applications, the Internet, and various software programs. Prerequisite: EL 020, 021, 022, and 023; or appropriate score on placement test.

### EL 040: Speech for ESL Students (3:3:0)

This advanced level course is the culmination of the ESL listening and speaking curriculum. Successful completion of this course enables students to better comprehend college-level listening and speaking tasks. Students practice participating in discussions and debates, making speeches, using idiomatic expressions, and utilizing voice intonation and inflection. Prerequisite: EL 030 or appropriate score on placement test.

### EL 041: Reading IV (3:3:0)

This advanced level course is the culmination of the ESL Reading curriculum. Successful completion of this course enables students to better comprehend college level reading tasks. Students practice using vocabulary in context; recognizing main ideas; identifying supporting details; and understanding relationships that involve addition, time, examples, comparison, contrast, and cause/effect. Prerequisite: EL 031 or appropriate score on placement test.

### EL 042: Writing IV (3:3:0)

This advanced level course is the culmination of the ESL Writing curriculum. Successful completion of this course enables students to better accomplish college level writing tasks. Students practice applying complex punctuation and grammar skills; developing reasoned paragraphs and essays; and eliminating sentence errors such as fragments, run-ons, and comma splices. Prerequisite: EL 032 or appropriate score on placement test.

**EL 044: Introduction to American Culture (3:3:0)**

This advanced level course is designed to provide students with an overview of the diverse cultures, varied social customs, and rich heritage that is shared by members of American society. It introduces students to the historically important elements of American culture, including education, politics, music, arts, and entertainment. Prerequisite: EL 030, 031, and 032 or appropriate score on placement test.

**FOREIGN LANGUAGE****FR 101: “H” Elementary French I (3:3:0)**

Offers students with no previous knowledge of French an introduction to the French language and culture, including practice in listening, speaking, reading and writing. This course uses the “French in Action” program, which is comprised of ½ hour video programs to present each lesson, followed by intensive work in a laboratory manual with audio cassettes and extended interaction in the classroom.

**FR 102: “H”Elementary French II (3:3:0)**

Continues introducing the basics of the French language and culture. The course stresses practice in listening, speaking, reading and writing. Students increase their cultural awareness effortlessly by watching the authentic videos that accompany each lesson. Prerequisite: FR 101 or equivalent.

**FR 201: “H/D”Intermediate French I (3:3:0)**

Continues the development of proficiency in understanding, speaking, reading and writing French and understanding of the French culture with an international emphasis. The course stresses practice in listening, speaking, reading and writing. Prerequisite: FR 102 or equivalent.

**FR 202: “H/D”Intermediate French II (3:3:0)**

Offers the development of further proficiency in understanding, speaking, reading and writing French and understanding of the French culture on an international level. This course stresses practice in listening, speaking, reading and writing. Prerequisite: FR 201 or equivalent.

**LI 101: “H” Elementary Italian I (3:3:0)**

Offers students with no previous knowledge of Italian an introduction to Italian language and culture. Introductory speaking, listening, reading and writing skills as well as basic grammatical structures will be introduced. Additionally,

students will develop an understanding and appreciation of Italian customs and culture, geography and history.

**LI 102: “H” Elementary Italian II (3:3:0)**

Students will continue to develop the skills acquired through Italian I. Students will further their exploration of Italian customs and culture. In addition, students will be introduced to Italian literature through selected readings. Prerequisite: LI 101.

**LS 101: “H” Elementary Spanish I (3:3:0)**

Offers students with no previous knowledge of Spanish an introduction to the Spanish language and culture with an emphasis on oral proficiency in the language. The audio-visual program “Destinos” is used in all Spanish courses. Introductory speaking, listening, reading and writing skills as well as basic grammatical structures of the Spanish language will be introduced.

**LS 102: “H”Elementary Spanish II (3:3:0)**

Offers students a continuation of the development of Spanish language skills covered in Spanish 101. Additional cultural information will be provided. Continued oral proficiency in Spanish will be emphasized. Prerequisites: LS 101 or permission of instructor.

**LS 104: Conversational Spanish (3:3:0)**

Offers students with no previous knowledge of Spanish an introduction to beginning conversational Spanish with practice in basic listening, speaking, reading and writing. Spanish culture will also be introduced.

**LS 201: “H/D” Intermediate Spanish I (3:3:0)**

Offers the development of greater facility in listening, speaking, reading and writing skills in the Spanish language. More complex grammatical structures will be introduced. Spanish culture will be emphasized. Prerequisite: LS 102, or permission or instructor.

**LS 202: “H/D” Intermediate Spanish II (3:3:0)**

Offers a continuation of more complex Spanish language skills than were presented in Spanish 201. Additional cultural information will be provided. Further development of oral proficiency in the Spanish language will be emphasized. Prerequisite: LS 201 or permission of instructor.

**FRESHMAN SEMINAR****FS 100: Freshman Practicum (3:3:0)**

Designed to provide students with the examples and practices they need to better define how “theory” can be translated into real world experiences and success. This course examines language acquisition techniques including the use of exemplars and prototypes in concept formation; reasoning (deductive/inductive); listening skills; critical thinking skills utilizing peers, mentors, tutors, and support staff to facilitate and integrate what is being taught in the classroom and how students translate that information into useful models that will work for the student.

**FS 101: College Success Seminar (1:1:0)**

Provides incoming students the opportunity to acquire academic survival skills and to develop critical thinking skills for success in college.

**FS 102: Career Development (3:3:0)**

Designed to provide students with an awareness of career issues, personal values, objectives and an informative realistic approach to obtaining work.

**FS 103: Learning Strategies (3:3:0)**

Designed to provide students with the skills needed to increase their chances of having a successful college experience.

**FS 110: Freshman Seminar (3:3:0)**

Prepares students to utilize academic survival skills, discover and affirm individual values and career goals and assists students in becoming organized, self-aware, motivated and success oriented. This seminar provides a uniquely personal and interactive component wherein students become involved in participatory structured activities as a hands-on approach and application of the principles set forth in lectures, presentations and reading materials.

**FS 200: Re-entering the Workforce (1:1:0)**

Re-entering the Workforce is designed to assist students in acquiring the skills and knowledge needed to seek employment. It will provide the student with necessary information about locating, obtaining, and keeping a job. The course will employ a four-part approach in preparing the student to participate in an effective job search. The topic areas covered include: 1) Resume development and/or update, cover letter preparation and supporting written materials; 2) Job search strategies; 3) Develop interview skills; and 4) Job keeping skills. There are no course prerequisites and is offered as Pass/Fail only.

## GEOGRAPHY

### GE I01: “S/D” World Regional Geography (3:3:0)

A geographical analysis of the major cultural regions of the world, emphasizing the political, religious and environmental properties of each region.

### GE I02: “S/D” Cultural Geography (3:3:0)

An analysis of the spatial patterning of humans and their activities, focusing on population movements through time and the development of different cultural regions.

### GE I03: Physical Geography (3:3:0)

An introduction to the physical processes on earth, including climate, landforms, soils, vegetation and water features.

### GE I10: “D” Cultural Geography of North America (3:3:0)

An analysis of the spatial patterning of humans and their activities, focusing on population movements and the political, religious and environmental properties of the major cultural regions of North America.

### HS I01: Elements of Healthcare Careers (3:3:0)

This course will introduce a broad variety of health care professions. This program will expose students of all levels to the following health occupation clusters: administrative, diagnostic, environmental service, information service/technical, and therapeutic. Elements of Health Care Careers will allow students to develop skills and information literacy through critical-thinking activities, teamwork, collaboration, and a hands-on approach to learning. Career exploration will be pursued through field trips or guest speakers, and career assessments.

### HS I03: Medical Terminology (2:2:0)

The study of anatomical structures, body systems, medical processes and procedures. The basic purpose of the course is to provide the student with a working knowledge of medical vocabulary.

### HS I05: Introduction to Athletic Training (2:2:3)

This course is designed as an initial experience for students considering a career in athletic training. Students will be introduced to various domains, competencies, and proficiencies

related to athletic training. An in-depth look at the field of athletic training and the requirements of athletic training programs will be discussed. An observational field experience is required.

### HS I09: Holistic Health (3:3:0)

This survey course investigates the nature of stress, physiology of stress, ancient healing concepts and modern healing theory. Students experience a variety of complementary interventions such as journaling, meditation, progressive relaxation, imagery, yoga, therapeutic touch, as well as music, art, breath and humor therapy.

### HS I12: Dynamics of Health & Fitness (3:3:0)

A theory based study of exercise and its effects on humans. Topics investigated are lifestyle issues in wellness including cardiovascular function, weight management and nutrition, strength, flexibility, stress management and management and principles of exercising.

### HS I15: Basic Nutrition (3:3:0)

Provides an introduction to the science of nutrition as it relates to cellular metabolism, digestion, absorption and assimilation of nutrients.

### HS I40: Legal and Ethical Issues in Healthcare (3:3:0)

This course will provide an overview of the legal and ethical principles needed for health care workers to give competent and compassionate care to clients. Legal and Ethical Issues in Health Care will allow students to develop skills and information literacy through critical-thinking activities, teamwork, collaboration, and a hands-on approach to learning.

### HS 218: Preventions & Care of Athletic Injuries (3:3:0)

This class provides an examination of current practices and procedures in the basic pathology, prevention and care of athletic injuries. The laboratory experience exposes students to wound care, padding, and the art and science of athletic injury taping. An observational clinical field experience will be required.

## HISTORY

### HI I01: “Y” Western Civilization I (3:3:0)

A survey of the major movements and ideas in western history through the 1500’s.

### HI I02: “Y” Western Civilization II (3:3:0)

A survey of the major movements and ideas in western history from the 1500’s through the contemporary era.

### HI I03: “Y/D” World History & Culture I (3:3:0)

An interdisciplinary and comparative study of major non-European civilizations from the earliest times to 1800.

### HI I04: “Y/D” World History and Culture II (3:3:0)

An interdisciplinary and comparative study of major non-European civilizations from the 1800s to the present.

### HI I05: African Civilization I (3:3:0)

This course is a survey of sub-Saharan African Civilizations prior to the advent of European colonization. Geographic coverage includes the Nile Valley, Eastern Africa and the horn of Africa, Southern Africa, Central Africa, and West Africa. Civilizations surveyed include Nubia, Ethiopia, the Swahili, Mali, Songhay, Benin, Ghana, Kanem-Bornu, Zimbabwe, Kongo, and others.

### HI I15: Introduction to Genocide Studies (3:3:0)

An analysis of the concept of genocide in its modern application and a survey of several examples. Included are historical and current circumstances, rationales and myths, the role of the state, and strategies for preventing genocide.

### HI I16: Holocaust (3:3:0)

This course will examine the constellation of forces that created the conditions culminating in the Holocaust. Particular attention will be given to the historical development of anti-Semitism, the components of Nazi ideology, the nature of totalitarianism and the significance of myths. Finally, this course will evaluate the role of Bystanders, Collaborators and Rescuers.

### HI 201: “Y” United States History I (3:3:0)

A survey of the political, economic, intellectual, social, and cultural history of the United States through the Civil War.

### HI 202: “Y” United States History II (3:3:0)

A survey of the political, economic, intellectual, social, and cultural history of the United States from the Reconstruction period to the present.

**HI 205: Civil War & Reconstruction (3:3:0)**

A survey of the political, military, and social history of the Antebellum, Civil War, and Reconstruction periods.

**HI 206: History of American Immigration (3:3:0)**

An analysis of the social, political, economic, and cultural aspects of American immigration from the colonial period to the present.

**HI 208: “Y/D” African American History (3:3:0)**

A survey of the political, economic, social and cultural history of African-Americans from the 17<sup>th</sup> century to the present.

**HI 213: “D” Puerto Rican History (3:3:0)**

An overview of the geographic, economic, political and cultural transformations experienced by Puerto Rico since its formation as an island to the present.

**HI 225: 20<sup>th</sup> Century American Culture (3:3:0)**

A historical study of 20<sup>th</sup> century American culture, particularly popular music, film, theatre, and television, and the relationship between these media and the political, social and cultural values of U.S. society.

**JUSTICE STUDIES****CJ 102: Criminology & Penology (3:3:0)**

A systematic survey of the nature and extent of crime, the factors related to criminal behavior, theories of treatment and practice, and the functions of the correctional system.

**CJ 103: Introduction to Private Security (3:3:0)**

An examination of the policies, practices and procedures of institutional security methods, security issues, and the professionalization of private security.

**CJ 104: Criminal Law (3:3:0)**

A comprehensive study and evaluation of the purpose of criminal law, statutory definitions of crimes, and criminal law responsibility.

**CJ III: Introduction to Constitutional Law (3:0:0)**

Provides an overview of the important Articles and Amendments to the U.S. Constitution. The primary focus will emphasize civil rights and

individual liberties, with special emphasis on the first, fourth, fifth, sixth, eighth, and fourteenth Amendments.

**CJ I15: Diversity Issues in Criminal Justice (3:3:0)**

A critical examination of race, gender and other diversity issues in the development, organization and operation of the U.S. criminal justice system.

**CJ I20: Cybercrime (3:3:0)**

Provides a broad overview of information security and introduces the student to the history, terminology, concepts and management of technology security and cybercrimes in an increasingly interconnected digital world.

**CJ I30 Introduction to Emergency Management (3:3:0)**

Provides an overview of the fundamental planning requirements for emergency management of various hazards including terrorism, floods, hurricanes and other natural disasters.

**CJ I41: Criminal Justice Leadership: Theory & Practice (3:3:0)**

An academic approach to the concepts and theory in the study of supervision and leadership as they relate to individuals, groups, leaders and organizations.

**CJ 201: Police Role in the Community (3:3:0)**

An analysis of the philosophical and historical role of a police presence, the rights of individual citizens, and the policies, procedures, and practices of police agencies in the community.

**CJ 202: Police Organization & Administration (3:3:0)**

An examination and comparative analysis of the nature of police organizations and the related concepts of leadership and administration.

**CJ 203: Police and Youth Crime Prevention & Control (3:3:0)**

A study of various theories of juvenile delinquency and the role of social institutions and agencies in preventing and responding to youth crime.

**CJ 204: Police Patrol Administration (3:3:0)**

A comprehensive study of the factors influencing the determination of patrol strength and distribution of the patrol force, including existing patrol practices in various police departments.

**CJ 205: Criminal Investigation (3:3:0)**

An examination of the techniques of criminal investigation and investigative strategies in conjunction with legal responsibilities and controls that govern police investigations.

**CJ 206: Terrorism (3:3:0)**

A survey of domestic and international terrorism in historical and comparative contexts. Emphasis is on defining types of terrorism, motivation for terrorism, the role of ideology, and threats against democratic processes.

**CJ 207: The Administration of Justice (3:3:0)**

An examination of the manner in which the criminal justice system operates in U.S. society—from initial incident to final disposition.

**CJ 209: Criminalistics (3:3:0)**

A descriptive presentation of forensic science practices, focusing on how enforcement practitioners examine crime scenes to identify, collect and preserve physical evidence.

**CJ 210: Juvenile Delinquency (3:3:0)**

A survey of the theories of juvenile delinquency with emphasis on the biological, psychological, and sociological factors involved. Includes a study of trends in the prevention, treatment, and rehabilitation of delinquents.

**CJ 211: Institutional Treatment of the Offender (3:3:0)**

A survey of the historical and contemporary treatment of convicted offenders in various types of correctional institutions.

**CJ 212: Principles of Correctional Operations (3:3:0)**

An introduction to the practices and policies governing correctional systems and an analysis of the theory and practice of correctional programs.

**CJ 213: Criminal Psychopathology (3:3:0)**

An application of contemporary theories of and treatments for criminal psychopathological behavior. Prerequisite: PY 101 or permission of the instructor.

**CJ 214: Correctional Counseling & Interviewing (3:3:0)**

An overview of the theories and interviewing methods used for counseling in a variety of correctional settings. Prerequisite: PY 101 or permission of the instructor.

• COURSE DESCRIPTIONS •

**CJ 215: Criminal Justice Field Work (3:3:0)**

Supervised field experience in a range of agencies related to law enforcement. Prerequisite: CJ 207 or permission of the instructor.

**CJ 216: Crime Analysis & Mapping (3:3:0)**

Overview of and hands-on experience in determining the significant features of crime pattern analysis including mapping and the interpretation of data.

**CJ 218: Victimology (3:3:0)**

A study of victimization, including the relationships between victims and offenders, the interactions between victims and the criminal justice system, and the connections between victims and other societal groups and institutions.

**CJ 220: Introduction to Youth, Gangs & Violence (3:3:0)**

A study of causes and consequences of youth violence and gang behavior in the United States. The course will explore community service programs and gang activities.

## MATHEMATICS

**MA 085: Basic Math (3:3:1)**

Covers basic computation including addition, subtraction, multiplication and division of integers; factoring, fractions, decimals, percentage, ratios and proportion. This course cannot be used for graduation credit. Prerequisite: Required Accuplacer score.

**MA 086: Accelerated Basic Math (1:0:2)**

A review of basic math topics including addition, subtraction, multiplication and division of integers; factoring, fractions, decimals, percentage, ratios and proportion. This course cannot be used for graduation credit. Prerequisite: Required Accuplacer score.

**MA 091: Developmental Algebra Part A (3:3:1)**

This is a one-semester version of the first half of MA 094. Topics include a review of arithmetic fractions, adding subtracting, multiplying, and dividing real numbers and polynomials; solving first degree equations, literal equations, simple inequalities, and quadratic equations; factoring polynomials. This course is recommended for students who are in need of a slower paced course than MA 094. This course cannot be used for graduation credit. Prerequisite: MA 085 or 086 or required Accuplacer score.

**MA 092: Developmental Algebra Part B (3:3:1)**

This is a one-semester version of the second half of MA 094. Topics include adding, subtracting, multiplying, and dividing real numbers, polynomials, rational expressions, and radical expressions; solving first degree equations, literal equations, simple inequalities, quadratic equations, rational equations, and systems of equations; factoring polynomials; graphing linear equations and systems of equations. This course cannot be used for graduation credit. Prerequisite: MA 091

**MA 094: Developmental Algebra (3:3:1)**

This course emphasizes adding, subtracting, multiplying, and dividing real numbers, polynomials, rational expressions, and radical expressions; solving first degree equations, literal equations, simple inequalities, quadratic equations, rational equations, and systems of equations; factoring polynomials; graphing linear equations and systems of equations. This course cannot be used for graduation credit. Prerequisite: MA 085 or 086 or required Accuplacer score.

**MA 099: Accelerated Developmental Algebra (1:0:2)**

A review of developmental algebra topics including adding, subtracting, multiplying, and dividing real numbers, polynomials, rational expressions, and radical expressions; solving first degree equations, literal equations, simple inequalities, quadratic equations, rational equations, and systems of equations; factoring polynomials; graphing linear equations and systems of equations. This course cannot be used for graduation credit. Prerequisite: MA 085 or 086 or required Accuplacer score.

**MA 105: "M" Intermediate Algebra (3:3:0)**

Topics include a review of basic algebra, rational exponents and radicals, first and second degree equations and inequalities, systems of equations, and functional relationships. This course is a prerequisite to upper level statistical and algebra-based courses, but not designed to transfer as a mathematics elective for Liberal Arts majors. Prerequisite: Completion of Developmental Algebra sequence or placement by Accuplacer scores.

**MA 109: "M" Principles of Mathematics (3:3:0)**

A problem solving approach will be used to explore set theory, logic, probability, statistics, mathematical systems, numeration systems, and geometric concepts. This course is designed

for the non-math/science major. Prerequisite: Completion of Developmental Algebra sequence or placement by Accuplacer or SAT score.

**MA 110: "M" College Algebra (3:3:0)**

Topics include polynomial, rational, other algebraic functions; complex number system; exponential and logarithmic functions; and properties and graphs of functions. This course is designed for students who may continue in math, science, technology or business related fields. Prerequisite: MA 105 or placement by CBSPT or SAT score.

**MA III: Discrete Mathematics (4:4:0)**

Discrete Mathematics is designed to meet the needs not only of students majoring in computer science but of wider audience, especially students in mathematics and science. The course provides tools for formal reasoning as well as providing an early look at the connections between mathematics and computer science and the applications they generate. Topics include counting rules, propositional and first-order logic, set theory, functions (with an emphasis on recursive functions), basic equivalence relations, algorithms, proofs, graphs and trees. An introduction to boolean algebra and switching circuits is included. Prerequisite: MA 110 or permission of instructor.

**MA 115: "M" Mathematical Structures & Algorithms (3:3:0)**

A problem solving approach will be used to explore fundamental concepts of various numeration systems; operations on natural numbers, whole numbers, and integers; number theory; fraction models and operations; the real number system; patterns and functions. This course is appropriate for early childhood and elementary education majors. Prerequisite: Completion of the Developmental Algebra sequence or placement by Accuplacer scores or placement by SAT score.

**MA 120: "M" College Trigonometry (3:3:0)**

A continuation of MA 110. Topics include angular measure, trigonometric functions, identities and equations, curve sketching, inverse trigonometric functions, applications on right triangles, oblique triangles, vectors, complex numbers, polar coordinates, and conic sections. This course is designed for students who may continue in math, science, technology or business related fields. Prerequisite: MA 110 or placement by Accuplacer.

**MA 121: “M” Precalculus Mathematics (4:4:0)**

Topics include polynomial, rational, exponential, logarithmic and trigonometric functions, the complex number system, and conic sections. Precalculus is designed to prepare students for Calculus I. MA121 is equivalent to MA 110 and MA 120. Prerequisite: MA 105 or placement by Accuplacer score.

**MA 130: “M” Calculus I (4:4:0)**

Topics include limits; continuity; and differentiation techniques for algebraic, trigonometric, and transcendental functions. The definite integral and the antiderivative are linked by the Fundamental Theorem of Calculus. Numerical methods such as Newton’s method as well as trapezoidal and Simpson’s rule. Theory is augmented by applications from a variety of disciplines. Prerequisite: MA 120 or MA 121 or placement by Accuplacer score.

**MA 140: “M” Calculus II (4:4:0)**

A continuation of MA 130. Topics include a further development of exponential and logarithmic functions, inverse trigonometric functions, hyperbolic and inverse hyperbolic functions; integration techniques; indeterminate forms, L’Hospital’s rule and improper integrals; and infinite sequence and series. Theory is augmented by applications from a variety of disciplines. Prerequisite: MA 130

**MA 205: “M” Statistics I (3:3:0)**

An introduction to statistical reasoning covering description of sample data, probability, sampling, special probability distributions, estimation, confidence intervals, hypothesis testing, correlation and regression. Prerequisite: MA 105 or placement by Accuplacer or SAT score.

**MA 206: “M” Statistics II (3:3:0)**

Provides additional statistical research tools and techniques. Topics include testing the difference between means, variances, and proportions; f-test; chi-squared test; ANOVA; linear and multiple regression; correlation; and non-parametric tests. Statistical tests will be presented in the context of basic research techniques. Prerequisite: MA 205

**MA 208: Linear Algebra (4:4:0)**

Stresses the interplay between computational techniques, abstract concepts, and applications. Topics include linear systems, matrices, determinants, vectors, vector spaces, eigenvalues, inner products, diagonalization, and transformations. Some finite and numerical computer science topics are also addressed. Prerequisite: MA 140. MA 210 is recommended.

**MA 210: Calculus III (4:4:0)**

A continuation of MA 140. Topics include a review of infinite series, conic sections, parametric equations, polar coordinate system and equations, vector valued functions, functions of several variables, partial and directional derivatives, and multiple integration. Theory is augmented by applications from a variety of disciplines. Prerequisite: MA 140

**MA 220: Differential Equations (4:4:0)**

Topics include first-order differential equations, higher order linear equations with constant and variable coefficients, solutions by infinite series, Laplace transforms and numerical methods. Other topics include existence and uniqueness theorems, phase plane and equilibrium points as well as modeling real world problems by using differential equations. Prerequisite: MA 210.

**MUSIC****MU 101: “H” Music Appreciation (3:3:0)**

Offers a survey of the literature, historical period, elements and forms of music with emphasis on listening and the relationship of music to general cultural development. Students will be expected to go on a field trip to a musical concert.

**MU 102: Fundamentals of Music (3:3:0)**

Provides an intro to the basic language of music. It covers the fundamental interrelationship of melody, harmony and rhythm through a combination of instruction and simulated studio experience.

**MU 103: Music Theory I (2:2:0)**

Offers a detailed integrative study of the aural and visual aspects of writing and performing music. Prerequisite: MU 102 or division examination or audition.

**MU 104: Music Theory II (2:2:0)**

A continuation of Music Theory I, offers further exploration of the aural aspects of writing and performing music. Prerequisite: MU 103 or by division examination.

**MU 105: World Music (3:3:0)**

This course explores the ways that music is both shaped by and gives shape to the cultural settings in which it is performed, through studying selected musical traditions from around the world. Specific compositions will be examined closely through listening, analysis, and hands-on instruction. The syllabus centers on weekly listening assignments and readings from a textbook with CDs, supplemented by

lecture/demonstrations and concerts by master musicians from around the world.

**MU 106, 107, 212, 213: College Chorus I, II, III, and IV (1:0:2)**

Provides an opportunity for those who enjoy singing. No experience necessary. The choral ensemble performs two major concerts per year as well as off-campus appearances.

**MU 108, 109, 208, 209: Concert Band I, II, III, & IV (1:0:2)**

Acceptance by audition is required for all students who want to rehearse and perform standard and contemporary concert band literature and observe rehearsal methods and techniques. Interpretation, phrasing and musicianship are taught. Performances at concerts are required.

**MU 110, III, 210, 211: Jazz Ensemble I, II, III, IV (1:0:1)**

Offers group or individual instruction in technique and interpretation for musicians, each course requiring an increase in skill level. Admission by audition or permission of instructor.

**MU 112, 113: Ear Training & Sight Singing I and II (2:2:0)**

Develops the techniques of singing at sight, solfeggio, and taking dictation. the sight singing goal is to look at a score of music and be able to hear it in your mind and sing it out loud. The dictation goal is to listen to music and write it down in musical notation. The course will focus on the study of melody, harmony, and rhythm for both Sight Singing and Ear Training.

**MU 114: “H” History of Music (3:3:0)**

A study of world music from antiquity through the 20th century concentrating on sociocultural influences, function of music, style and performance practice from Western and Eastern European countries, Latin America and United States. Music for voices and instruments will be studied and the composers who wrote the music.

**MU 115 “D”: History of Jazz & Popular Music (3:3:0)**

A survey of jazz in the 20th century with emphasis upon the major styles and the major artists. Popular song styles of the 20th century from a variety of idioms: Tin Pan Alley, jazz, blues, Latin, folk, country, pop, rock, film, etc. Music literature is approached through recordings, live performance and appropriate reading.

• COURSE DESCRIPTIONS •

**MU 116, 117, 216, 217: Small Ensemble I, II, III, & IV (1:0:1)**

This course is open to all students who read music and can play strings, brass, woodwinds, percussion, guitar, bass, piano or drums. This course includes the rehearsal and performance of classical, contemporary pop and commercial styles: jazz and rock fusion, rhythm and blues, soul, folk, urban styles, country and Latin. Performances at concerts are required.

**MU 118, 119, 218, 219: Gospel Choir (1:0:2)**

The Gospel Choir is an introduction to the gospel genre with its solid African roots which utilizes a call and response melodic approach. We also incorporate the Western traditions of harmony and lyrics as musical expressions of a people who survived slavery and the post-reconstruction era. European music was transformed into a purely American indigenous form giving rise to the blues and jazz forms of the 30s and 40s. This course is open to all students who enjoy singing and will enable them to better understand and appreciate the aesthetics of gospel music.

**MU 120: Class Piano (1:0:2)**

This is an introductory course open to any student who has had no formal piano/keyboard training. Students will perform alone and in groups, interpret basic musical notation, define and use fundamental musical terms, discuss the various stylistic periods of musical history, and listen to and evaluate performances by peers as well as recorded performances by professional musicians.

**MU 146: Music of the Theatre (3:3:0)**

Covers a variety of musical styles through a historical perspective, focusing on music in theatre productions and its psychological effects, both subliminal and intended, on audiences.

**MU 150-273: Applied Music I, II, III, IV (1:0:1)**

Offers group or individual instruction in technique and interpretation for voice or instrument, each course requiring an increase in skill level.

**MU 180: Applied Composition (1:0:2)**

This course is designed for students who seek the opportunity to create original music compositions. In addition to developing compositional abilities, experiences will include the development of skills needed to analyze and evaluate music. Students will continue to explore music's relationship with other disciplines and its impact on culture, and development of ability to perform/record/present/discuss original compositions.

**MU 205: Music Theory III (3:3:0)**

A continuation of Music Theory II, offers further exploration of the written aspects of performing music. Upon successful completion of this course, the student should be able to: analyze and discuss the different components that make up the written form of music; with accuracy, write distinct pieces of music demonstration standard forms, either historical or contemporary. Prerequisite: MU 104 or by division examination

**MU 206: Music Theory IV (3:3:0)**

A continuation of Music Theory III, offers workshop style participation, culminating in the composition of a complete piece of Music. Upon successful completion of this course, the student should be able to: compose, write and conduct/perform an original composition for selected instrument(s). Pieces to be publicly performed and written music critiqued. Prerequisite: MU 205 of by division examination.

**MU 214: MIDI & Recording I (3:3:0)**

MIDI, the acronym for Musical Instrument Digital Interface, is one of the newest and most exciting areas of the modern recording industry. MIDI is the electronic marriage of music and computer technology and is a revolutionary event in the history of music composition, recording and arranging. MIDI specifically, uses three components: computer software, and a controller. The students will learn to record music using this equipment in two ways: step-recording and real time playing.

## NURSING

**NU 104: Introduction to the Nursing Profession (1:1:0)**

The course focuses on the history of nursing, an introduction to the profession of nursing, legal and ethical concepts in health care, cultural influences in health care and resource management. Prerequisite or corequisites: EN 101, BI 106, PY 101, NU 104.

**NU 105: Foundations of Nursing Practice (7:3:12)**

Includes theory, technical skills, and clinical components. Concurrent laboratory and clinical experiences facilitate the application of theory to the principles of client assessment and management of care. Introducing CCC's Nursing program's conceptual framework of professionalism, holism, nursing process, optimal functioning, and community based practice, students will provide care to selected adult clients who require nursing support. Prerequisites or corequisites: EN 101, BI 106, PY 101, NU 104.

**NU 106: Family-Centered Nursing Practice (8:5:9)**

Includes theory, technical skills, and clinical components. Concurrent laboratory and clinical experiences facilitate the application of theory to the principles of family-centered nursing. Utilizing the program's conceptual framework of professionalism, holism, nursing process, optimal functioning and community based practice, students will provide family-centered nursing care. Prerequisites: NU 104, NU 105 with a grade of C or better. Prerequisites or corequisites: EN 102, BI 107, PY 207.

**NU 107: LPN Transition Course (4:4:0)**

Designed to differentiate the scope of practice of the RN from LPN. The conceptual framework and philosophy of the Cumberland County College Nursing Program are introduced, and exercises applying major concepts provide a basis for the nurse in transition. Prerequisites or corequisites: NU 104 and NU 106 LPN Challenge Process.

**NU 108: Medical Dosage & Calculations (1:1:0)**

Designed to enable student nurses and other health professionals to correctly calculate problems involved in medication preparation.

**NU 115: Introduction to Physical Assessment (3:3:0)**

Provides a foundation to assist the student to develop and practice the skills used in health assessment of adults. Health history taking, physical examination skills and health promotion techniques will be studied and practiced. The student will analyze and interpret the data obtained from the history and physical examination. Enrolled in Nursing Program or permission of instructor.

**NU 204: Applications in Community Based Nursing Practice (1:1:0)**

Centers on concepts in community based practice, transcultural nursing, critical thinking, ethical dilemmas and issues in professional nursing practice. Prerequisites: NU 104, NU 105, NU 106 with a grade of C or better, EN 102, PY 101, PY 207. Corequisites: NU 205. Prerequisites or corequisites: BI 203 SO 201.

**NU 205: Advanced Concepts in Nursing Science I (10:6:12)**

Focusing on maintaining optimal functioning of the client, this course includes theory, technical skills, and clinical components. Laboratory and clinical experiences facilitate the application of theory to the management of client care. Utilizing the program's conceptual

framework of professionalism, holism, nursing process, optimal functioning, and community based practice, students will provide care to selected adult clients in the medical-surgical, psychiatric, and community based setting. Prerequisites: NU 104, NU 105, NU 106 with a grade of C or better, EN 102, PY 101, PY 207. Prerequisites or corequisites: NU 204, BI 203, SO 201.

### **NU 206: Advanced Concepts of Nursing Science II (10:6:12)**

Focuses on maintaining optimal functioning of the client. It includes theory, technical skills, and clinical components. Laboratory and clinical experiences facilitate the application of theory to the management of client care. Utilizing the program's conceptual framework of professionalism, holism, nursing process, optimal functioning, and community based practice, students will provide care to selected adult clients in the medical-surgical, psychiatric and community based settings. Prerequisites: NU 204, NU 205 . Prerequisites or corequisites: General Ed Humanities elective, NU 207.

### **NU 207: Leadership & Management Concepts in Nursing Practice (2:2:0)**

The core components are leadership and management techniques, legal and ethical issues in health care, stress management, career management, and current issues in nursing practice. Prerequisites or corequisites: General Ed Humanities elective, NU 206.

### **NU 208: Pharmacology (3:3:0)**

This course is an overview of Pharmacology and will include aspects of pharmacokinetic, pharmacodynamics, pharmacognosy and pharmacotherapeutics, classifications of medications, legal and ethical principles regarding clinical drug trials and the FDA approval process will be covered. A special emphasis will be placed on culture, ethnic and age related considerations. This course will provide an understanding of the role of pharmacology in health care. Prerequisite: Permission of the instructor.

### **PN 101: Foundations of Practical Nursing Practice (7:6:8)**

Foundations of Practical Nursing Practice include an introduction to nursing theory, legal and ethical concepts, cultural influences on health care, technical skills and clinical components. Concurrent lab and clinical experiences facilitate the application of theory to the principles of client assessment and management of care. Using the concepts of professionalism, holism, nursing process, optimal functioning and community based

practice, students will provide basic care to selected adult clients who require nursing support. Prerequisites: EN 101, BI 106, PY 101.

### **PN 102- Medical Surgical Practical Nursing (7:6:8)**

Medical Surgical Practical Nursing builds on PN 101 to include application of human Biology into the concepts of pathophysiology, technical skills and clinical components. Concurrent lab and clinical experiences facilitate the application of theory to the principles of client assessment and management of care. Using the concepts of professionalism, holism, nursing process, optimal functioning and community based practice; students will provide medical surgical care to selected adult clients in long term care and acute care facilities. Prerequisites: EN 101, BI 106, PY 101.

### **PN 103 - Advanced Concepts in Practical Nursing (2:3:11)**

Advanced concepts in practical nursing is a capstone course that will allow the student to integrate theory, lab skills and clinical experiences in the care of the acute care medical surgical patient. Concurrent skill lab and clinical experiences facilitate the application of theory to the principles of client assessment and management of care for the acute medical surgical patient. Using the concepts of professionalism, holism, nursing process, optimal functioning and community based practice, students will provide basic care to selected acute care medical surgical clients who require nursing support.

### **PN 104 - Family-Centered Practical Nursing Practice (5:6:8)**

Family Centered Practical Nursing Practice includes theory, lab skill and clinical experiences to explore the care of women during all phases of pregnancy, and the newborn to age eight, focusing on the application of theory to the principles of family centered nursing care. In addition, this course will explore areas where social problems impact the members within the family at all developmental stages. The learner will become aware of the causes, symptoms treatments and long term effects of stress, substance abuse and emotional crisis on the family members. Concurrent lab and clinical experiences facilitate the application of theory to the principles of client assessment and management of care. Using the concepts of professionalism, holism, nursing process, optimal functioning and community based practice, students will provide basic care to selected adult, newborn and pediatric clients who require nursing support.

## **OFFICE ADMINISTRATION**

### **OA 101: Keyboarding Skills (3:3:0)**

Introduces the student to all functions of the computer keyboard. Topics included are formatting letters and other documents as well as keyboarding business items with accuracy.

### **OA 102: Word Processing Skills (3:3:0)**

Teaches the student to use Microsoft Word installed on IBM-compatible computers. Topics included are performing the basic operations of creating and editing documents and formatting and saving relevant data.

### **OA 109: Medical Office Practice (3:3:0)**

Introduces the student to the inner workings of a medical office environment. Topics include conversion of medical procedures and diseases to CPT or other number codes, medical transcription, and basic medical terminology.

### **OA 110: Introduction to Health Information Management (3:3:0)**

Introduces the student to the development and content of medical records in healthcare settings. Topics include an overview of the healthcare delivery system, career opportunities, legal aspects and an overview of coding and reimbursement in the healthcare field.

### **OA III: Health Records in Alternative Settings (3:3:0)**

Provides instruction regarding the development and retention of health records in ambulatory care, long-term care, home health care, and mental facilities. Licensure and accreditation standards will be covered.

### **OA 212: Medical Coding (3:3:0)**

Topics include the basic theory and constructs of medical coding in both the medical office and hospital environments and the logic and substance of medical coding. The student will develop competency in converting medical diagnostics and procedures into appropriate medical codes.

### **OA 217: Medical Office Accounting (3:3:0)**

Topics include maintenance of computer-based financial records, processing Medicare and insurance payment forms, depositing receipts, preparing the budget, and financial analysis in a medical office environment.

• COURSE DESCRIPTIONS •

**OA 219: Administrative Office Management (3:3:0)**

Teaches the student to utilize computer technology to increase office effectiveness, implement office procedures and practices, process written and electronic communications, plan meetings as well as complete other pertinent administrative tasks.

**OA 222: Medical Office Internship (3:3:0)**

Working under the direction of the course instructor and a medical office mentor, the student will gain practical experience in a medical office learning actual medical office procedures and protocols. Permission of instructor.

**OA 299: Office Administration Seminar (3:3:0)**

This capstone course focuses on solving problems typically found in administrative offices utilizing administrative and information technology skills acquired in previous courses. Students will diagnose administrative office problems and develop strategies to solve these problems using case studies.

## ORNAMENTAL HORTICULTURE

**OH 103: Plant Science (4:3:3)**

Designed to familiarize the student with the factors that limit plant growth such as light, water, temperature and nutrients. Students identify the horticulture relationships of plants to botanical anatomy and function.

**OH 104: Plant Propagation (3:2:3)**

Acquaints the student with the techniques and facilities needed for plant propagation in the greenhouse and nursery industry.

**OH 106: Plant Materials (3:2:3)**

Emphasizes identification and characteristics of many of the native and cultivated plants used in landscape designs.

**OH 108: Herbaceous Plants (3:2:3)**

Emphasizes the identification of many annual, biennial and perennial herbaceous plants and their usage in design layouts.

**OH 109: Internship (1:0:13)**

Students will apply knowledge they gained in class work to "real world" situations. The student is expected to present a journal of their work experience for grading.

**OH 121: Floral Design I (3:2:2)**

Introduces the student to the basic principles and elements of floral design, the mechanics of floral design and proper care and handling of fresh cut flowers.

**OH 122: Floral Design II (3:2:2)**

Designed to expand the knowledge base and creative perception that was established in floral Design I. Students create a variety of floral designs for United States holidays. Advanced design techniques such as Oriental, European, and Contemporary designs are introduced.

**OH 130: Identification of Interior Plants (3:3:0)**

Acquaints the student with the identification of foliage and tropical plants. Students explore the usage of foliage plants in interior design layouts and become familiar with the maintenance requirements for successful growth of these plants.

**OH 201: Introduction to Soil Science (4:3:3)**

Acquaints the student with soil concepts, plant nutrients, and their influence on plant growth. Emphasis will also be placed on soil testing, nutrient deficiency symptoms, and fertilizer requirements.

**OH 202: Landscape Design (4:3:3)**

Offers an introduction to landscape composition for the private home and small industry. Students use drafting equipment to prepare a landscape design and learn the criteria for developing informal residential landscapes. Prerequisite: OH 106.

**OH 203: Turfgrass Management (3:2:3)**

Designed to introduce students to the principles and practical applications of turfgrass management. The methodology of establishment and renovation of turfgrass plots are explored with emphasis on plant selection, fertilization programs, irrigation systems and pesticide applications.

**OH 204: Greenhouse Management (4:3:3)**

Covers all aspects of the greenhouse business including construction, heating, cooling, and ventilation of a modern greenhouse facility.

**OH 206: Landscape Construction (2:0:4)**

Introduces students to the planning and implementation of landscape construction projects. Emphasis is placed on building projects that are safe, have functional purposes, and are longlasting.

**OH 208: Nursery Production (3:2:3)**

This course is designed to introduce students to the principles and practices of nursery production. Students will be exposed to the wide array of propagation facilities available for the success of producing woody plants from seed, cutting, layering, grafting, and micro propagation. Students will also study the economic aspects of operating a commercial nursery. Prerequisite: OH 106 or permission from instructor.

## PARALEGAL STUDIES

**PL 101: Introduction to the Legal System (3:3:0)**

An overview of the American legal system and the jurisdiction of the federal and state courts with an introduction to areas of the law including constitutional law, criminal law, civil law, and legal ethics.

**PL 104: Introduction to Legal Research & Writing (3:3:0)**

An introduction to basic legal research and writing including manual and computerized research skills and the writing of legal documents. Corequisites: EN 101 and PL 101.

**PL 105: Civil Litigation (3:3:0)**

Specialized training for the paralegal assisting an attorney in civil litigation covering initial interviews through trial, with a focus on case management, discovery, and pleadings. Prerequisite: PL 101 and PL 104.

**PL 107: Paralegal Field Experience (1:1:2)**

Internship in a legal environment designed for students with little or no practical experience in a law office or business environment. Corequisite: PL 101 or permission of the instructor.

**PL 200: Immigration Law (3:3:0)**

This course explores the immigration and naturalization process in the United States providing a basic understanding of immigration history and the differences between citizenship, naturalization, and green card status. The student will learn the procedures for obtaining immigrant and non-immigrant visas; family, work, and humanitarian visas; and changing visa status. The course will examine appeals, deportation, and removal requirements. Prerequisites: PL 101 or permission of instructor.

**PL 203: Mechanics of Property Transactions (3:3:0)**

The study of New Jersey real estate transactions focusing on the preparation and review of documents including listing agreements, contracts for sale, deeds, mortgages, HUD-1 and closing forms. Prerequisites: BU 109 and PL 101

**PL 205: Principles of Family Law (3:3:0)**

An examination of the substantive and procedural areas of domestic relations law including divorce, separation, custody, legitimacy, adoption, change of name, guardianship, and support. Prerequisite: PL 101.

**PL 206: Administration of Estates (3:3:0)**

A study of the disposition of property through the preparation and execution of wills, trusts, and estates; focusing on will drafting, probate, administration, and state and federal tax implications. Prerequisites: PL 101.

**PL 208: Legal Office Management (3:3:0)**

A study of the management techniques necessary to operate a law office emphasizing human resource issues, billing, timekeeping, and file management with discussion of the ethical considerations applicable to the paralegal and the law office. Prerequisite: PL 101.

**PL 210: Practicum (3:1:6)**

Internship experience for the paralegal student requiring completion of paralegal assignments in an approved and supervised legal environment. Prerequisite: Permission of instructor.

**PL 221: Advanced Legal Research & Writing (3:3:0)**

In-depth study of advanced legal research techniques emphasizing computerized research and legal writing including trial memoranda, motions with briefs, and appellate briefs. Prerequisites: PL 104 and EN 101.

**PHILOSOPHY****PH 101: "H" Introduction to Philosophy (3:3:0)**

Offers a general intro to the nature of philosophical thinking and an examination of philosophical problems arising from the issues of contemporary life with particular attention given to the ways by which the outstanding philosophers have dealt with the same problem.

**PH 102: "H" Introduction to Ethics (3:3:0)**

Offers a general intro to the study of ethics by exploring various moral theories and the ways in which those theories are justified. In addition, the student will examine some of the ethical problems confronting contemporary society.

**PH 201: Greek and Medieval Philosophical Thought (3:3:0)**

Considers philosophies in the history of Western Civilization and traces the development of philosophy in ancient and medieval times. Prerequisite: PH 101.

**PH 202: Modern Philosophical Thought (3:3:0)**

Considers philosophical ideas from the Renaissance to the nineteenth century. Prerequisite: PH 101

**PHYSICAL EDUCATION****PE 101: Tennis (1:0:2)**

Designed primarily for the beginning player. This course covers the basic rules of the game as well as the student's development of fundamental body movements of tennis including the serve, forehand, and backhand.

**PE 103: Personal Fitness (1:0:2)**

Designed to increase one's awareness of their present level of fitness. This course covers a variety of topics including muscular strength, flexibility, nutrition, injury prevention and exercise myths.

**PE 105: Fencing (1:0:2)**

Will provide the student with a knowledge base in the historic art of offense and defense with the sword. This course will provide the learner with the basics of Foil, Epee and Sabre Fencing.

**PE 106: Aerobics (1:0:2)**

Provides the student with the opportunity to learn and experience the benefits of regular cardiovascular exercise in a controlled environment. This course will also enhance the individual's awareness of his or her own physical abilities through a complete fitness assessment.

**PE 114: Core Strength Conditioning (1:0:2)**

A strength and conditioning exercise program that uses the latest trends in fitness to strengthen the abdominal and back muscles of the body (the body core).

**PE 115: Life Wellness Management (1:0:2)**

A physical education course designed to help students develop individual strategies to achieve total wellness, mind and body balance as well as to make better choices for a healthy life. The course will focus on weight management, eating habits, relaxation practices and exercise.

**PE 116: Yo-Ball Lates (1:0:2)**

Yo-Ball-Lates combines three exercise methods (Yoga, Resista Ball and Pilates) for an efficient total body workout.

**POLITICAL SCIENCE****PS 201: "S" American Federal Government (3:3:0)**

A study of the basic principles of government at the national level: the Constitution, the structure and function of the various branches of government, political parties, interest groups, civil liberties, civil rights, and responsibilities of citizenship.

**PS 203: "S" State and Local Government (3:3:0)**

A study of the basic principles and functions of government at the state and local level, with special attention to New Jersey.

**PSYCHOLOGY****PY 101: "S" General Psychology (3:3:0)**

An introduction to the study of behavior including the principles of learning, thinking, and perceiving; emotion, motivation and personality development; and the biological basis of behavior. Prerequisite: MA 094 or placement by CBSPT.

**PY 102: "S" Child Psychology (3:3:0)**

A survey of the psychological and social development of the child with emphasis placed upon the formation of attitudes, group processes and structure, and the relationship of the developing individual to sociocultural systems. Prerequisite: PY 101.

**PY 115: Child Development & Learning (3:3:0)**

An overview of child development from birth through age eight. Examines the work of major theorists and the relationship between development, learning, and educating young children.

• COURSE DESCRIPTIONS •

**PY 201: Psychology of Adjustment (3:3:0)**

A study of the dynamics of personal adjustment, including the processes of enculturation, development of motivation and self-concept, and learning methods and styles. Prerequisite: PY 101.

**PY 202: Understanding Addictive Behavior (3:3:0)**

An exploration of the signs, symptoms, and causes of addictive behavior. The focus is on addiction as a disease and its effects on the individual and family, in addition to a discussion of the support systems for those affected by addictions.

**PY 204: Psychology of Adolescence (3:3:0)**

A study of the physical, social and emotional growth of the adolescent. Prerequisite: PY 101.

**PY 206: Industrial & Organizational Psychology (3:3:0)**

The application of psychological principles and techniques in business and industrial settings, focusing on morale, motivation, communication, leadership, and group dynamics. Prerequisite: PY 101.

**PY 207: "S" Human Growth & Development (3:3:0)**

A study of the major milestones in human development from infancy through the aging process as these stages are defined in our society. Prerequisite: PY 101.

**PY 208: Aging & Mental Health (3:3:0)**

An exploration of the topics of psychological aging with a focus on cognitive processes, personality development, and adjustment in the elderly. Prerequisite: PY 101.

**PY 209: Abnormal Psychology (3:3:0)**

An examination of the nature, causes, classification, diagnosis, and treatment of abnormal behavior. Prerequisite: PY 101.

**PY 210: Research Practicum in Psychology (3:3:0)**

A "hands-on" course in which the student collaborates in conducting original research, from the development of a hypothesis through data collection, analysis and the professional presentation of results. Prerequisite: Permission of instructor.

**PY 213: Educational Psychology (3:3:0)**

Applies the principles of psychology to the teaching and learning process. Topics include human development, individual and cultural differences, learning theories, motivation and assessment. Prerequisite: PY 101.

**PY 214: Human Exceptionality (3:3:0)**

Designed to develop students' awareness and understanding of individuals with exceptional needs. Particular attention is given to the evolving field of special education.

**PUBLIC ADMINISTRATION**

**PA 101: Introduction to Public Administration (3:3:0)**

An examination of the relationships between government and business, and contemporary theories of leadership practices and principles.

**PA 200: Public Budgeting & Grant Writing (3:3:0)**

This course provides an introduction to the fundamentals of various types of budgeting and grant writing techniques.

**RADIOGRAPHY**

**RT 100: Radiography Theory & Clinical Remediation (2:1:3)**

Provides individualized classroom and laboratory instruction. The course is available to students who have been unable to successfully complete Radiography Program course corequisites.

**RT 101: Introduction to Radiologic Science (3:2:3)**

Students are oriented to the organization of hospitals and are introduced to the role of the radiographer within the organizational structure. The course includes an introduction to medical terminology, film processing, professional ethics, legal responsibilities and Radiography professionalism. Provides basic concepts of Patient Care. Routine and emergency patient procedures and infection control will be described. The role of the radiographer in patient education will be identified. The role of human diversity in understanding patients and personnel is discussed. Corequisite: RT 102, 103, 104 and BI 106.

**RT 102: Radiographic Procedures (3:2:3)**

Using lectures and audiovisuals, basic radiographic positioning, anatomy, and terminology used for procedures of the chest, abdomen, and extremities are presented. Laboratory sessions are used for demonstration and for student participation in the simulation of the procedures. Corequisites: RT 101, 103, 104; BI 106.

**RT 103: Clinical Practicum & Film Evaluation I (2:0:16)**

Students are assigned to the Radiology Department of a clinical education center for practical application of the information presented in the corequisite courses. Corequisite: RT 101, 102, 104; BI 106.

**RT 104: Radiographic Exposure I (2:2:0)**

Introduces the student radiographer to the principles of x-ray production and the evolution of medical imaging. Emphasis will be placed on the primary factors needed to produce a radiograph and their effect on image quality. Corequisites: RT 101, 102, 103; BI 106.

**RT 106: Radiographic Exposure II (2:2:0)**

This course will concentrate on the equipment in use within a Radiology Department and its relationship to the photographic and geometric properties of an image. Prerequisites: RT 101, 102, 103, 104; BI 106. Corequisites: RT 107, 110, 121; BI 107.

**RT 107: Radiographic Procedures II (3:2:3)**

Basic radiographic positioning, anatomy, and terminology used for procedures of the vertebral column, bony thorax, urinary and digestive system are presented. This course also focuses on contrast media and its use in radiography of the body systems. Prerequisite: RT 101, 102, 103, 104; BI 106. Corequisites: RT 106, 110, 121; BI 107.

**RT 110: Clinical Practicum & Film Evaluation II (2:0:16)**

Students are assigned to the Radiology Department of a clinical education center for practical application of the information presented in the prerequisite courses. Prerequisites: RT 101, 102, 103, 104; BI 106. Corequisites: RT 106, 107, 121; BI 107.

**RT III: Clinical Practicum & Film Evaluation III (2:0:40)**

Students are assigned to the Radiology Department of a clinical education center for practical application of the information

presented in the prerequisite courses. Prerequisite: RT106, 107, 110, 121, BI 107.

### **RT 121: Radiation Protection & Biology (3:3:0)**

This course provides an overview of the principles of the interaction of Radiation with living systems. Factors affecting biological response are discussed as well as the responsibilities of the radiographer for patient personnel and public safety. Radiation Health and Safety requirements are incorporated. Prerequisites: RT 101, 102, 103, 104; BI 106. Corequisites: RT 106, 107, 110; BI 107.

### **RT 201: Radiographic Procedures III (3:2:2)**

The course content will focus on the projections and positioning used for radiography of the cranium. Laboratory sessions are designed to demonstrate the basic positions and technical factors for procedures as they are described in lectures and audiovisuals. Prerequisite: RT III. Corequisites: RT 202, 220.

### **RT 202: Clinical Practicum & Film Evaluation IV (3:0:24)**

Students are assigned to the Radiology Department of a clinical education center for practical experience. Prerequisites: RT III. Corequisites: RT 201, 220.

### **RT 205: Radiographic Procedures IV (3:3:0)**

Using lecture, radiographs, and audiovisuals, the basic procedures and equipment used for pediatric patients, mammography, vascular, and neurological imaging are presented. Students are introduced to the imaging and therapeutic modalities of computerized tomography, nuclear medicine, ultrasound, radiation therapy, and magnetic resonance. Prerequisites: RT 201, 202, 220. Corequisites: RT 206, 221.

### **RT 206: Clinical Practicum & Film Evaluation V (3:0:24)**

Students are assigned to the Radiology Department of a clinical education center for practical application of the information presented in the prerequisite and corequisite courses. Students will observe and assist in angiographic and interventional procedures under direct supervision of a qualified radiographer. Prerequisites: RT 201, 202, 220. Corequisites: RT 205, 221.

### **RT 210: Clinical Practicum & Film Evaluation VI (2:1:32)**

This course serves as the capstone course for the program. Students will prepare for the ARRT

examination and will perform terminal competency examinations. Prerequisite: RT 205, 206, 221.

### **RT 220: Equipment Operation & Maintenance I (2:2:0)**

This course will provide the student with a review of atomic structure and an understanding of electricity as it applies to radiographic equipment and the production of x-rays. The interactions between x-ray and matter and the relationship between x-radiation, the patient and image formation will be stressed. Prerequisite: RT III. Corequisites: RT 201, 202.

### **RT 221: Equipment Operation & Maintenance II (2:2:0)**

The content of this course is designed to establish a knowledge base in Radiographic, Fluoroscopic, Mobile, Tomographic and Electronic imaging equipment. The content will also provide a basic knowledge of Quality Control. Prerequisites: RT 201, 202, 220. Corequisites: RT 205, 206.

## **READING**

**These courses cannot be used for graduation credits.**

### **RD 094: Basic Reading (3:3:1)**

Designed to help the student improve and develop reading skills with emphasis on such areas as vocabulary improvement, concentration, retention and comprehension. The goal is to provide the student with sufficient background and practice so that he/she is prepared for RD 100 after passing the CBSPT with the required score.

### **RD 100: Developmental Reading (3:3:1)**

Designed to help the student improve and develop general proficiency, accurate comprehension, and flexibility in reading, with emphasis on reading skills and assistance with study skills. Students must successfully pass a post-test of the College Basic Skills Placement Test with the required score.

## **REAL ESTATE**

### **RE 101: Real Estate Salesperson (5:5:0)**

Designed to provide the student with the necessary information to sit for the New Jersey Real Estate Salesperson licensure exam. Topics include property rights, contracts, leases, deeds and title transfer, mortgages, settlement procedures, appraising, and administrative regulations. This course will satisfy the state

requirements for course work in real estate. Prerequisites: High school diploma or equivalent and no past criminal history. These are requirements by the State of New Jersey.

## **RELIGION**

### **RL 101: "H" Perspectives on Religion (3:3:0)**

Explains the functions of religion and describes the fundamental nature of diverse religious systems. Specific topics considered include sacredness, symbolization, myth, evil and salvation.

### **RL 102: "H/D" World Religions (3:3:0)**

Presents an intro to the major religions of the world. Utilizing both a description and interpretative approach, the origin and historical development of each religion is examined with particular attention given to the impact of beliefs and practices in the daily life of the ordinary believer. The survey includes Hinduism, Buddhism, Taosim, Confucianism, Judaism, Christianity and Islam.

### **RL 103: "H/D" Introduction to Asian Religions (3:3:0)**

Introduction to the major Asian religious, philosophical and cultural traditions (Hinduism, Buddhism, Confucianism, Taoism, Shinto) with emphasis on the cultural roots of each religious tradition, the analysis of its principal teachings and practices, and the major cultural expressions.

## **SCIENCE**

### **BI 101: "B" General Biology I (4:3:3)**

An integrated course with laboratory exercises closely correlated to the lectures dealing with cells, plant biology and evolution.

### **BI 102: "B" General Biology II (4:3:3)**

An integrated course with laboratory exercises closely correlated to the lectures dealing with cells, zoology, human physiology, behavior and ecology.

### **BI 104: "B" Human Biology (3:3:0)**

Human Biology introduces students to the anatomy and physiology of the human body. The course provides a basic overview of the normal structure and function of body systems and their interrelations. The course will not serve as a prerequisite for Anatomy and Physiology and is not a substitute for Anatomy and Physiology.

## • COURSE DESCRIPTIONS •

**BI 105(L): “B” Human Biology Laboratory (I:0:3)**

Provides students with laboratory experience in the topics covered in BI 104 Human Biology lectures. In these laboratory sessions, students will gain hands-on experience in human anatomy and physiology. Laboratory sessions will provide students with a basic overview of the normal structure and function of the body systems. This course is not intended for science majors.

**BI 106: “B” Anatomy & Physiology I (4:3:3)**

Students discuss topics such as concepts of homeostasis, the function and structural aspects of the cell, and the physical and chemical basis for cell life, skeletal structure, the interrelationship between the nervous system and the muscle system and the reproductive system. Laboratory sessions support lecture topics. Prerequisite: BI 101, 102 or CH 101 or permission of the instructor.

**BI 107: “B” Anatomy & Physiology II (4:3:3)**

Students demonstrate an understanding of the nervous system, endocrine system, cardiovascular and lymphatic system, respiratory system, digestive and urinary system. Laboratory sessions support lecture topics. Prerequisite: Successful completion of BI 106.

**BI 119: “B” Principles of Science II (3:3:0)**

Offers the nonscience major to selected topics in chemistry and biology. Among the topics discussed will be cells and their functions, genetic variations, sexual and asexual reproduction, the components of the biosphere and how man utilizes the biomes.

**BI 122: “B” Environmental Science (4:3:3)**

An introductory course in the fundamental concepts of environmental science. Topics discussed include biogeochemical cycles, energy cycles and the effects of chemical and radioactive substances on the air, water and land masses of the earth. Laboratory activities will focus on quantification and assessment of environmental parameters in local aquatic and terrestrial ecosystems.

**BI 200: Genetics (3:3:0)**

This course focuses on the principles of transmission and molecular genetics with an emphasis on human genetics. Prerequisites: Successful completion of BI 101, 102 or 104.

**BI 201: Genetics (4:3:3)**

Offers a study of the principles of transmission and molecular genetics, with emphasis on human genetics. Laboratory sessions will provide students with basic experience in karyotype preparation, DNA and protein electrophoresis including sample preparation and data interpretation. Prerequisite: Successful completion of BI 101, 102 or 104.

**BI 203: “B” Microbiology (4:3:3)**

Covers characteristics of micro-organisms in nature and disease with the standard laboratory techniques in pure culture study, disinfection and sterilization. Prerequisite: Successful completion of BI 101, 102, 106 or CH 101.

**BI 204: General Botany (4:3:3)**

Offers a study of the fundamentals of plant science such as plant anatomy, morphology, physiology, reproduction and taxonomy with emphasis on the phyla representing the higher forms of plant life.

**BI 206: Entomology (4:3:3)**

Offers the study of the anatomy, life history, identification and control of insects both beneficial and detrimental to man and plants.

**BI 208: Introduction to Infectious Disease (3:3:0)**

This introductory course will include a discussion of the bacteria, parasites, viruses and other agents causing infectious diseases; the role of the health professional in infectious disease control; a study of the incidence, distribution, and control of disease in populations and the emergence and reemergence of infectious diseases.

**BI 210: Basic Pathology-Mechanics of Disease (3:3:0)**

Focuses on the molecular, cellular and tissue alterations which contribute to disease processes. Students will become familiar with the processes involved in cell injury and repair, inflammation and healing. Tumor behavior, hemodynamic derangements and disorders of selected organ systems will be discussed. Prerequisite: Successful completion BI 107 or permission of the instructor.

**CH 101: “M” General Chemistry I (4:3:3)**

Offers fundamental principles of chemistry, including the mole concept and stoichiometry, nomenclature, atomic and molecular structure, periodicity, chemical bonding, states of matter, kinetic theory, and solution theory. The laboratory offers experiments in qualitative and quantitative analysis and synthesis.

**CH 102: “M” General Chemistry II (4:3:3)**

A continuation of 101 with emphasis on thermochemistry and thermodynamics, chemical equilibrium, acid/base theory, electrochemistry, kinetics, and organic chemistry. The laboratory offers experiments illustrative of the above topics. Prerequisite: CH 101 or permission of instructor.

**CH 201: Organic Chemistry I (4:3:3)**

Offers fundamental principles of organic chemistry including the reactions, structure, properties, nomenclature and stereochemistry of the alkanes, alkylhalides, alkenes, alkynes, alcohols, and ethers. The laboratory offers practice in the synthesis, analysis, separation and purification of organic compounds as well as the use to the college's NMR and FT-IR spectrometers. Prerequisite: CH 102 or its equivalent.

**CH 202: Organic Chemistry II (4:3:3)**

A continuation of Chemistry 201 with emphasis on the aromatics, aldehydes, ketones, esters, carboxylic acids, and amines. The laboratory will include experiments illustrative of the above topics along with continued NMR and IR work using the college's instruments. Prerequisite: CH 201

**GL 101: “B” Physical Geology (4:3:3)**

Covers the nature and origin of the land and water features of the earth, including studies available concerning the oceans and their floors, with a view to providing an understanding of why our land looks as it does and the conflicts between natural change and man's use of the land and seas. Field trips are also part of this course.

**GL 102: “B” Historical Geology (4:3:3)**

Covers the prehistoric development of the earth and living things, examines the relationships between land and sea positions and the subsequent development of life forms using physical geology concepts and the study of fossil forms, of plants and animals. Field trips are a part of the course.

**GL 117: “B” Earth Science (3:3:0)**

A course for non-science majors, designed to introduce students to the Earth Sciences of Geology and Oceanography and the solid Earth. Topics of study include: the structure and chemistry of minerals and rocks, due process of weathering, theories and processes of earthquakes, plate tectonics, volcanism and geological time, the origin of the oceans, the characteristics and chemistry of ocean waters and currents, and the structure and topographic features of the ocean floors.

**PI 104: Energy, the Environment & Society (3:3:0)**

This course provides an overview of the ways modern society utilizes and converts energy in its quest for technological and economic advancement. The course covers important topics such as energy (fundamental units, concepts, history of development and current problems) and its impact on the global environment. An overview of the current unsustainable (coal, oil, natural gas, nuclear) as well as sustainable technologies (solar, wind, wave, biomass, geothermal, tidal, hydropower) is provided. In addition, the student is made aware of the important role energy conversion and utilization by industrialized and industrializing countries presently plays in global climate change. The course forms the foundation for student knowledge of energy and its relationship to economic prosperity.

**PI 105: "B" Physical Science (3:3:0)**

Offers an introduction to the basic principles in physics and chemistry. Laws of motion, kinematics, and conservation laws are discussed in addition to the basic concepts in chemistry including the structure of matter, atomic model, and chemical bonds. Distinction will be made between chemical and nuclear reactions.

**PI 106: "B" Principles of Science I (3:3:0)**

Introduces the nonscience major to selected topics in geology, astronomy, physics and chemistry. Among the topics discussed will be atoms, molecules, chemical change, the solar system, the planet earth, igneous rocks, sedimentary rocks and metamorphic rocks.

**PI 107(L): "B" Principles of Science I Lab (1:0:3)**

Principles of Science Laboratory supports PI 106, the 3 credit lecture section of Principles of Science. The laboratory section will provide experiments in selected topics in geology, astronomy, physics and chemistry to support the lecture section. Students registering for PI 107 must also register for PI 106.

**PI 108: "B" Atmospheric Science Concepts (3:3:0)**

An introduction to the study of the earth's atmosphere. Fundamental concepts of meteorology and atmospheric science are presented. Topics include the structure of the atmosphere, global circulation, weather forecasting, air pollution, the upper atmosphere, and the measurement and interpretation of meteorological data.

**PI 116: "B" Astronomy (3:3:0)**

An introductory course in astronomy for non-science majors. The basic concepts in astronomy will be presented with emphasis on the solar system. Universal law of gravitation will be discussed as it pertains to the formation and evolution of stars and other astronomical structures. Asteroids, Comets, pulsars, Neutron Stars, and black holes are among the topics of discussion.

**PI 123: "B" Fundamentals of Physics I (4:3:3)**

An algebra based physics course. The fundamentals of physics provides exposure to the laws of mechanics, heat, thermodynamics, waves and oscillation. The course, **in addition to PI-124**, satisfies physics requirements for many disciplines in science including but not limited to pre-medicine and physical therapy.

**PI 124: "B" Fundamentals of Physics II (4:0:0)**

This is an algebra based Physics course. The fundamentals of physics II provides the students exposure to the laws of electricity, magnetism, geometrical and wave optics, power generation and consumption as well as electrostatics. The course, **in addition to PI-123**, satisfies the physics requirements for many disciplines in science including but not limited to pre-medicine, physical therapy and biomedical research. PI-123 does not have to be taken before this course.

**PI 141: "B" General Physics I (4:3:3)**

A calculus based course in general physics providing exposure to mechanics, heat, oscillations and waves, and thermodynamics. Among the topics of discussion are kinematics, laws of motion, and conservation laws. Weekly laboratory experiments are designed to provide the students with a deep understanding of the laws of mechanics. Prerequisite: MA-130, or permission of instructor.

**PI 142: "B" General Physics II (4:3:3)**

A continuation of general physics I, this calculus based course provides the students an exposure to the basic concepts in electricity, magnetism, light, and modern physics. Principles of electrostatics, magnetic induction, geometric and wave optics, and special theory of relativity are among the topics discussed in this course. A series of laboratory experiments complement the course. Prerequisite: PI-141, or permission of instructor.

**SOCIOLOGY****SO 201: "S" Introductory Sociology (3:3:0)**

An introduction to the study of society, including social groups, social institutions, and social change.

**SO 202: Contemporary Social Problems (3:3:0)**

The identification and analysis of major societal problems such as population growth and urbanization, crime and delinquency, and social conflict.

**SO 205: Introduction to Gerontology (3:3:0)**

A survey of the social, psychological and physiological issues associated with the aging process in the United States.

**SO 207: "D" Social Minorities and Intergroup Relations (3:3:0)**

A study of prejudice, discrimination, and the relations between and within different cultural and racial groups in the United States. Prerequisite: SO 201.

**SO 212: Social Psychological Counseling Techniques (3:3:0)**

An introduction to interviewing and recording techniques within a social service context. Prerequisite or corequisite: SO 201.

**SO 215: Death & Dying (3:3:0)**

A sociological and psychological exploration of issues surrounding death and bereavement such as grief, funerals, euthanasia, suicide and the dying patient. Prerequisite: SO 201.

**SO 216: Sociology of the Family (3:3:0)**

An examination of the family as a social institution in U.S. society. Topics include the family's historical development and changing structure, child rearing practices, and marriage and divorce. Prerequisite: SO 201.

**SO 217: Human Behavior in the Social Environment I (3:3:0)**

An introduction to biological and social science concepts of human development and social functioning necessary for the practice of social work. Prerequisite: SO 201.

**SO 219: Human Behavior in the Social Environment II (3:3:0)**

An examination of the manner in which macro systems in the social environment affect human

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behavior, with a focus on populations at risk and community empowerment. Prerequisite: SO 217.

**SO 220: Introduction to Social Work & Social Welfare (3:3:0)**

An introduction to the social work profession and social welfare system. The student will explore the social welfare system, past and present, to understand the social worker's role and function.

**SO 221: Social Service Field Work I (3:1:4)**

Lectures, work shops, and field work experiences in a community agency under the supervision of a trained practitioner. Prerequisite SO 201.

**SO 222: Social Service Field Work II (3:1:4)**

Continues the field work experience of SO 221. Prerequisite: SO 221.

## SPEECH

**SP 203: "C" Effective Speech (3:3:0)**

Covers the organization and oral presentation of ideas, along with voice control and personal poise. Stress is given to eye contact and the ability to prepare and deliver brief speeches for special occasions when preparation time is limited. Prerequisite: EN 101 or permission of instructor.

## THEATRE

**TH 101: "H" Theatre Appreciation (3:3:0)**

Designed to introduce the student to the origin, history, and various styles of dramatic art, including different cultural types of theatre. Stress is given to a greater appreciation for theatre production when all the elements involved are presented in detail.

**TH 102: Introduction To Theatre (3:3:0)**

This course surveys the world's dramatic literature by concentrating on text analysis of a representative sample of plays of varying periods and types. Emphasis is placed on the plays in performance. Field trips to theatrical productions may be scheduled. This is not an acting course.

**TH 104: Voice For The Actor I (3:3:0)**

This course focuses on the techniques of effective voice and speech production and development of the student's vocal technique

and awareness of the vocal process through exercises in relaxation, body alignment, support of tone and placement of sound. Emphasis on freeing the vocal apparatus of tension, extending pitch range and developing greater responsiveness to language values will be explored throughout this course.

**TH 105: Movement For The Actor I (3:3:0)**

A basic movement course designed to introduce and explore the beginning techniques, styles and study of movement for the stage performer, in particular the actor and vocalist. This course is also recommended for directors and choreographers who desire supplementary study in acquiring techniques for working with the stage performer.

**TH III: Production & Performance I (1:1:0)**

Meant to give theatre students credit for practicing their craft. Credit can be received for acting, tech work, stage managing or special projects.

**TH 120: Acting I (3:3:0)**

A basic course that introduces students to acting techniques. Work includes body and vocal techniques as well as emotion and memory sense leading to basic character development.

**TH 150: Stagecraft (3:3:0)**

A basic course that introduces students to traditional stage construction techniques. Hands-on construction methods are explored, including the use of basic hand and power tools. Discussions also include stage lighting, costume, stage properties and makeup.

**TH 160: Fundamentals of Stage Design (3:3:0)**

Takes the student through the design process from the formulation of a concept through final construction. Basic drawing, modeling and perspective work will be highlighted.

**TH 170: Fundamentals of Stage Lighting (3:3:0)**

A basic course that introduces students to the qualities and properties of light and how light is used in a theatrical setting. Hands on work includes simple design and hanging techniques as well as the use of colors and patterns.

**TH 201: "H" Theatre History (3:3:0)**

Begins with the ancient origins of dramatic art and traces theatre history through Greek, Roman, Medieval, Renaissance and pre-modern periods.

**TH 204: Singing For The Actor I (3:3:0)**

This class is for the student who is interested in learning the art of performance in voice. It is strongly recommended for those interested in musical theater or performance. Class instruction focuses on the fundamentals of correct breathing, tone production and diction. This course introduces singing/acting techniques through practical application and repertoire study. Students study how to learn material and to develop a process to bring a song to performance level.

**TH 205: Movement For The Actor II (3:3:0)**

This course is an intermediate level of study and continuation of skills and concepts learned in TH 105. This course is designed to further explore the techniques, styles and study of movement for the stage performer, in particular the actor and vocalist. Prerequisite: TH 105.

**TH 206: Theatre Dance (3:3:0)**

This course is a beginning level experience of technical training in stylized Jazz, Tap and Ballet combinations used in Broadway Musicals. Students are introduced to fundamental concepts and the historical background of Ballet, Tap and Jazz. Students have the opportunity to work on combinations and dance routines from various eras.

**TH 207: Stage Makeup (3:3:0)**

Students learn the basic principals and skills of theatrical make-up design and application. This course provides an introduction to research, design, and execution of make-up, including materials, application of straight, character, age and special effects make-up.

**TH 208: Children's Theatre (3:3:0)**

This course is an introduction to the basic principals and techniques of producing theatre for young audiences. Emphasis is given to script evaluation and development, as well as the challenges associated with acting and directing for young audiences and working with child performers.

**TH 209: Singing For The Actor II (3:3:0)**

This course is a continuation of vocal and performance techniques required to meet the demands of singing for the theatre. A practical course, students will work on musicality through sight singing, singing harmonies, breathing techniques as well as learning how to analyze a song as dramatic form and "sell it" in audition or performance. Students will leave class prepared with three audition pieces for musical theatre. Students will master assigned material,

developing a process to bring a song to performance level, and explore the musical theatre canon through sight-singing, workshopping, and performing. Prerequisite: TH 204

**TH 212: Production & Performance II (1:1:0)**

Meant to give theatre students credit for practicing their craft. Credit can be received for acting, tech work, stage managing or special projects.

**TH 213: Production & Performance III (1:1:0)**

Meant to give theatre students credit for practicing their craft. Credit can be received for acting, tech work, stage managing or special projects.

**TH 214: Production & Performance IV (1:1:0)**

Meant to give theatre students credit for practicing their craft. Credit can be received for acting, tech work, stage managing or special projects.

**TH 220: Acting II (3:3:0)**

An advanced course that continues a student's exploration of acting techniques. Further work on character development includes advanced body and vocal techniques with exploration of stylization and different methods of acting. Prerequisite: TH 120 and permission of instructor.

**TH 221: Acting III (3:3:0)**

Acting III is a continuation and extension of first-year work, with particular emphasis on characterization, text analysis, and advanced scene study. Acting techniques are applied to more complex dramatic forms, including genres in which language and characterization are particularly demanding. Theatre periods and style skills are developed which may include some or all of the following: Greek, Restoration and 19<sup>th</sup> Century playwrights. Prerequisite: TH 220 and permission of instructor.

**TH 222: Acting IV (3:3:0)**

Acting IV is a continuation and extension of the work in Acting III, with particular emphasis on characterization, text analysis, and techniques of various stylistic demands. Development of theatre periods and style continue to be explored to include Ionesco, Beckett and Theatre of The Absurd. Career development is emphasized. Prerequisite: TH 221 and permission of instructor.

**TH 230: Readers Theatre (3:3:0)**

Explores a presentational style that allows great works of literature to be presented without the formalities of a completely staged production. A workshop atmosphere is used to explore the works of major authors.

**TH 250: Advanced Independent Study Projects (3:3:0)**

Allows a student to explore areas of special interest. Projects may include solo acting efforts, major scenic design, writing of a script or other semester long projects. Permission of instructor.