Mission
Cumberland County College is a comprehensive community college that is accessible, learning-centered, and dedicated to serving a diverse community of learners and employers through quality innovative programs and services. The college is committed to student success and completion, and to the core elements of liberal arts, transfer, career, technical, professional and community education.

Vision
Cumberland County College serves as a catalyst for creating collaborative relationships across the county that enhance the quality of life through excellence in education, community leadership and economic growth.

Diversity Statement
Cumberland County College will value and ensure a faculty, staff and student community that closely reflects all segments of Cumberland County.

Goals include:
• Promote, celebrate and embrace cultural, racial and ethnic diversity across the curriculum and through co-curricular and social events.
• Hire and retain individuals that reflect cultural, racial and ethnic diversity.
• Improve student success rates.

ACCREDITATION
Cumberland County College is accredited by the Middle States Commission on Higher Education
3624 Market Street, 2nd Floor West, Philadelphia, PA 19104
267-284-5000, www.msche.org
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Cumberland County College was the first community college in New Jersey to open its own campus in October 1966. Today, the college is dedicated to preparing students and community members for success in the ever-changing global environment.

Cumberland’s core values - pride, service, excellence - drive its attitude toward delivering outstanding academic programs and services. The college’s reputation for quality flows from innovative professors who teach in well-equipped classrooms and laboratories.

Enrolling over 3,000 students during the academic year, Cumberland County College is fully accredited by the Middle States Commission on Higher Education. More than 13,000 students have graduated from CCC since it opened.

More than half of CCC’s graduates continue their education at four-year colleges and universities. The college’s graduates have successfully transferred to every college in New Jersey and scores of colleges and universities throughout America. Career program graduates become a vital part of the work force.

The college’s 100-acre campus provides an outstanding educational and social atmosphere.

- The Frank Guaracini Jr. Fine and Performing Arts Center is the cultural center of the region, featuring local and world-class entertainment and cultural events.
- The Student and Enrollment Services Center is a modern “one-stop” facility for student activities and services.
- The George Luciano Sr. Conference Center is a first-rate events facility where organizations can hold conferences, banquets and meetings.
- The Paul Navone Healthcare Education Center features futuristic laboratories and modern, multifunctional classrooms.
- The Paula J. Ring Education Center located on Buck Street in Millville houses the Workforce and Community Education programs and offices along with practical nursing and other allied health classes.
- Millville Arts & Innovation Center located on High Street in the Millville Arts District is a spacious facility that is equipped with classrooms, computer labs, pottery wheels, kilns and a gallery at the entrance showcasing the work of students as well as local and regional artists.
- STEAMworks, South Jersey’s first “makerspace” offering entrepreneurs and artists access to new high-tech creation tools.
Programs of Study

Degrees and Certificates

**Associate in Arts (AA)**
Transfer oriented programs that emphasize the liberal arts, social sciences and humanities. AA degrees with the LA prefix are Liberal Arts options.

**Associate in Fine Arts (AFA)**
Designed as a transfer program for students who want a concentration of fine arts courses to enter a BFA degree.

**Associate in Science (AS)**
Transfer oriented programs that emphasize mathematics, science, business and allied health programs.

**Associate in Applied Science (AAS)**
Designed to prepare students for job entry with emphasis in the applied arts and sciences for careers typically at the technical or semiprofessional level.

**Academic Certificate (AC)**
Designed to be the equivalent of a one-year program with 30-36 semester hours of instruction.

**Career Certificate (CC)**
Special training programs designed to include at least 12-29 semester hours of instruction.

**Short-Term Training Certificate (ST)**
Short-term training programs are designed to support business and industry.
Accounting, AAS

Program Requirements (62 credits)

Year 1
Fall Semester
- AC 103 Principles of Accounting I 4
- BU 109 Business Law I 3
- BU 115 Introduction to Business 3
- CS 101 Introduction to Microcomputers or CS 102 Applications on the Microcomputer 3
- EN 101 English Composition I 3

Year 1
Spring Semester
- AC 104 Principles of Accounting II 4
- BU 106 Introduction to Management 3
- EN 102 English Composition II or EN 103 Technical Writing or SP 203 Effective Speech 3
- Business Elective* 3
- General Education Social Science Elective 3

Year 2
Fall Semester
- AC 201 Intermediate Accounting I 4
- AC 231 Federal Taxation: Individuals 3
- MA 109 Principles of Mathematics 3
- General Education Humanities Elective 3
- General Education Social Science Elective 3

Year 2
Spring Semester
- AC 202 Intermediate Accounting II 4
- AC 221 Cost Accounting I 3
- BU 288 Strategic Management 4
- General Education Diversity Elective 3

Total Credits 62

*Any course in a business related area that has a prefix of BU, OA, CS, RE, or AC

Upon completion of this program, students should be able to:
- Prepare financial statements according to Generally Accepted Accounting Principles, prepare journal entries and complete the accounting cycle using computerized general ledger software.
- Demonstrate mastery of financial and managerial accounting concepts by preparing balance sheets, income statements, statements of cash flows, and budgets by performing costs, volume and profit analysis.
- Demonstrate managerial and cost accounting concepts.
- Analyze and interpret financial statements for economic decision-making.
- Effectively communicate with use of financial information orally and in writing.
- Locate, retrieve and critically evaluate information and information sources.

Employment Opportunities
Accountant
Academic Certificate

Accounting

Curriculum Code: ACCT.AC

Program Information
This program is designed to prepare students for entry-level bookkeeping and accounting positions. Accounting is one of the most rapidly expanding fields in today’s economy. Since it is service oriented, it involves working with people almost as much as with financial records. As an accountant, you will not only collect and report financial data, but also serve as the link between the data and the people who use it.

When You Graduate
This program is most appealing for students seeking to acquire the necessary skills that can be immediately applicable in the work place. Credits will transfer into CCC’s Accounting associate’s degree program as well as preparation for the CPA exam for students possessing four-year degrees.

Accounting, AC

Program Requirements  (32 credits)  Credits

Year 1, Fall Semester
- AC 103 Principles of Accounting I 4
- BU 115 Introduction to Business 3
- CS 101 Introduction to Microcomputers or CS 102 Applications on the Microcomputer 3
- EN 101 English Composition I 3
- General Education Social Science Elective 3

Year 1, Spring Semester
- AC 104 Principles of Accounting II 4
- BU 106 Introduction to Management 3
- BU 109 Business Law 3
- Business Elective* 3
- General Education Diversity Elective 3

Total Credits 32

*Any course in a business related area that has a prefix of BU, OA, CS, RE, or AC

Upon completion of this program, students should be able to:
- Prepare financial statements according to generally accepted accounting principles, prepare journal entries and complete the account cycle using computerized general ledger software
- Effectively communicate with use of financial information orally and in writing
- Locate, retrieve and critically evaluate information and information sources.

Gainful Employment Link
http://legacy.cccnj.edu/ge/Accounting/52.0302-Gedt.html

Employment Opportunities
Entry-level accountant; bookkeeper

www.cccnj.edu
Agriculture, AAS

Program Requirements (63 credits)

Year 1, Fall semester
- AG 105 Introduction to Agricultural Science 3
- BI 101 General Biology I 4
- EN 101 English Composition I 3
- AG 106 Plant Science 4
- General Education Mathematics Elective* 3
  17

Year 1, Spring semester
- CH 101 General Chemistry I 4
- AG 207 Agricultural Pest Control 4
- EN 102 English Composition II or EN 103 Technical Writing 3
- Social Science Elective 3
- General Education Humanities Elective 3
  17

Year 2, Fall semester
- AG 209 Introduction to Soil Science 4
- AG 201 Agricultural Marketing 3
- General Education Diversity Elective 3
- Program Elective** 3
- Program Elective** 3
  16

Year 2, Spring semester
- AG 107 Plant Propagation 3
- AG 114 Research / Internship 1
- OH 204 Greenhouse Management 4
- Program Elective** 3
- Program Elective** 2
  13

Total 63

*A four credit general education elective in that subject can be taken and applied.

**Any AG or OH course can be used

When you graduate

AAS programs are designed for students who want to enter a career directly after graduating but those who change their plans find that most, sometimes all, of their CCC credits transfer to four-year colleges.

Students are encouraged to visit the NJ transfer website: www.njtransfer.org for transfer course equivalencies.

The latest technology and learning tools support your education for a wide range of employment opportunities.

Upon completion of this program, students should be able to:
- Apply the knowledge of anatomy and physiology of vascular plants
- Apply the principles of the general sciences towards the production and maintenance of a variety of plants
- Select an appropriate medium or site selection for a variety of agricultural products
- Locate, retrieve and critically evaluate information and information sources

Employment Opportunities

Greenhouse production, nursery production, orchard and garden center management, or sales for retail and wholesale companies.
Agriculture/Agribusiness, AAS

Program Requirements (60/61 credits) Credits

Year 1, Fall Semester
- AG 105 Introduction to Agricultural Science 3
- CH 101 General Chemistry I 4
- AG 209 Introduction to Soil Science 4
- Agriculture (AG) Program Elective 3

Year 1, Spring Semester
- AC 103 Principles of Accounting I 4
- BU 115 Introduction to Business 3
- CS 101 Introduction to Microcomputers or CS 102 Applications on the Microcomputer 3
- EN 101 English Composition I 3
- Program Elective* 3

Year 2, Fall Semester
- AG 106 Plant Science 4
- BI 101 General Biology I 4
- BU 207 Introduction to Marketing 3
- General Education Humanities Elective 3
- General Education Social Science Elective 3

Year 2, Spring Semester
- AG 114 Internship 1
- BU 109 Business Law 3
- Business (BU) Program Elective 3
- General Education Humanities Elective 3
- General Education Mathematics Elective 3

Total Credits 60/61

*Program Electives
- BU 106 Introduction to Management 3
- BU 117 Advertising 3
- BU 122 Introduction to Entrepreneurship 3
- BU 209 Small Business Management 3
- AG 203 Fruit Production (Spring) 3
- AG 206 Vegetable Production (Spring) 3
- AG 207 Agricultural Pest Control (Spring) 4
- AG 107 Plant Propagation (Spring) 3
- AG 108 Herbaceous Plants (Spring) 3

Upon completion of this program, students should be able to:
- Apply business principles towards operations in an Agribusiness
- Apply the principles of general services toward the operations of agricultural enterprises
- Develop a business plan for entrepreneurial Agribusiness
- Locate, retrieve, and critically evaluate information and information sources

Employment Opportunities
Farm appraisal, International marketing, farm management, cattle and grain buying, political advocacy, market and policy analysis, research and quality control, agriculture-related legal practice, private, public, or corporate law, grain merchandising, price/risk management.
Program Information
The craft beverage industry currently consisting of wineries, breweries and distilleries, is expanding rapidly throughout this region. A common thread among these businesses is the presence of tasting rooms as key marketing venues. Collectively, these tasting rooms have the potential to develop into a major attraction bringing tourists into the region, with beverage tourism becoming an economic driver in the hospitality industry. This program is designed to prepare a workforce capable of managing tasting rooms across the business sector, which will deliver exemplary tasting room experiences.

Students entering this program will be adult learners (21 years or older) either seeking to enter the beverage tourism field, or currently employed in tasting rooms and seeking to advance their careers.
Program Requirements  (63 credits)

Year 1, Fall Semester
- AC 103 Accounting Principles  4
- BU 115 Introduction to Business  3
- CS 101 Introduction to Microcomputers or
  CS 102 Applications on the Microcomputer  3
- EN 101 English Composition I  3
- General Education History Elective  3

Year 1, Spring Semester
- AC 104 Principles of Accounting II  4
- BU 106 Introduction to Management  3
- EC 201 Principles of Macroeconomics  3
- EN 102 English Composition II  3
- General Education Humanities Elective  3

Year 2, Fall Semester
- BU 207 Introduction to Marketing  3
- EC 202 Principles of Microeconomics  3
- MA 110 College Algebra  3
- SP 203 Effective Speech  3
- General Education Humanities Elective  3

Year 2, Spring Semester
- MA 121 Pre-Calculus  3
- General Education Diversity Elective  3
- General Education History Elective  3
- General Education Humanities Elective  3
- General Education Science Elective with lab  4

Total Credits 63

This program is designed for students planning to continue their education at a four-year college or university to study for a career in accounting, business administration, marketing, finance, economics, and/or human resource management.

Upon completion of this program, students should be able to:
- Demonstrate appropriate oral and written communications skills by identifying, evaluating, organizing and presenting, formally and informally, a significant presentation on a related business issue.
- Prepare income statement, balance sheet and statement of owner’s equity.
- Work in teams to evaluate, plan, organize and submit, formally and informally, a synergistic project on a business issue.
- Demonstrate computer literacy and quantitative methods in solving business problems by being able to locate, retrieve, and critically evaluate business information and information sources.
Degree Offered
Associate in Applied Science
Business Management

Curriculum Code: BUS.MGT.AAS

Business Management, AAS

Program Information
This program prepares students for entry-level positions in all sectors of business, government, not-for-profit and social service agencies.

Business programs focus on the education and skills needed in today’s global business environment. Practical courses coupled with general education offerings enhance development of critical thinking, communication and problem-solving skills, as well as adaptability and team work.

When You Graduate
AAS programs are designed for students who want to enter a career directly after graduating but those who change their plans find that most of their CCC credits transfer to four-year colleges.

Students are encouraged to visit the NJ transfer website: www.njtransfer.org for transfer course equivalents.

CCC graduates have transferred to every university in New Jersey and scores of universities throughout America.

The latest technology and learning tools support your education for a wide range of employment opportunities.

This program prepares you for entry level positions in all sectors of business, government, non-profit and social service agencies. Employment opportunities include positions in manufacturing, retailing, banking, insurance, marketing, and government.

www.cccnj.edu

Business Management, AAS

Program Requirements (60/61 credits) Credits

Year 1, Fall Semester
- AC 103 Accounting Principles 4
- BU 115 Introduction to Business 3
- CS 101 Introduction to Microcomputers or CS 102 Applications on the Microcomputer 3
- EN 101 English Composition I 3
- General Education Humanities Elective 3
- Total Credits 16

Year 1, Spring Semester
- AC 104 Principles of Accounting II 4
- BU 106 Introduction to Management 3
- BU 109 Business Law 3
- EN 102 English Composition II or EN 103 Technical Writing or SP 203 Effective Speech 3
- PY 101 General Psychology 3
- Total Credits 16

Year 2, Fall Semester
- BU 207 Introduction to Marketing 3
- BU 212 Human Resource Management 3
- BU 233 Corporate Finance 3
- EC 201 Principles of Macroeconomics 3
- General Education Mathematics Elective (MA 109 or higher, excluding MA 115) 3/4
- Total Credits 15/16

Year 2, Spring Semester
- BU 249 Introduction to International Business 3
- BU 288 Strategic Management 4
- BU 247 Leadership 3
- General Education Diversity Elective 3
- Total Credits 13

Total Credits 60/61

Upon completion of this program, students should be able to:
- Prepare and present effective oral and written business presentations.
- Analyze existing local small business and prepare recommendations.
- Prepare an effective promotional campaign for an existing product.
- Evaluate key elements of a Strategic Plan and make recommendations for improvements.
- Work effectively in both leadership and support roles as part of diverse teams to achieve a variety of business related tasks.
- Demonstrate mastery of financial and managerial accounting concepts by preparing balance sheets, income statements, statements of cash flows, and budgets by performing costs, volume and profit analysis.
- Locate, retrieve and critically evaluate information and information sources.

Employment Opportunities
Entry-level positions in manufacturing, retailing, banking, insurance, marketing and government.
Business Management/Entrepreneurship, AAS

Program Requirements (62/63 credits)

Year 1, Fall Semester
- AC 103 Accounting Principles I 4
- BU 115 Introduction to Business 3
- CS 101 Introduction to Microcomputers or CS 102 Applications on the Microcomputer 3
- EN 101 English Composition I 3
- General Education Humanities Elective 3

Year 1, Spring Semester
- BU 109 Business Law 3
- BU 122 Introduction to Entrepreneurship 3
- BU 207 Introduction to Marketing 3
- EN 204 Business Communications 3
- General Education Humanities Elective 3

Year 2, Fall Semester
- BU 106 Introduction to Management 3
- BU 219 Retailing 3
- EC 201 Principles of Macroeconomics 3
- EN 102 English Composition II or EN 103 Technical Writing or SP 203 Effective Speech 3
- General Education Mathematics Elective (MA 109 or higher, excluding MA 115) 3/4

Year 2, Spring Semester
- BU 209 Small Business Management 3
- BU 117 Advertising 3
- BU 249 Introduction to International Business 3
- BU 288 Strategic Management 4
- Business Elective* 3

Total Credits 62/63

*Any course in a business related area that has a prefix of BU, OA, CS, RE, AC

Upon completion of this program, students should be able to:
- Prepare and present effective oral and written business presentations.
- Evaluate key elements of a Strategic Plan and make recommendations for improvements.
- Work effectively in both leadership and support roles as part of diverse teams to achieve a variety of business related tasks.
- Analyze existing local small business and prepare recommendations.
- Demonstrate mastery of financial and managerial accounting concepts by preparing balance sheets, income statements, statements of cash flows, and budgets by performing costs, volume and profit analysis.
- Discuss the philosophy of the concepts essential for business development.
- Describe the formal structure that affect Entrepreneurial practices.
- Locate, retrieve and critically evaluate information and information sources.

Employment Opportunities
Small business owner; small business manager.
Business Management/Finance, AAS

Program Requirements (62/63 credits) | Credits
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**Year 1**
**Fall Semester**
- AC 103 Principles of Accounting I | 4
- BU 115 Introduction to Business | 3
- CS 101 Introduction to Microcomputers or CS 102 Applications on the Microcomputer | 3
- EN 101 English Composition I | 3
- General Education Diversity Elective | 3
- **Total Credits** 16

**Spring Semester**
- AC 104 Principles of Accounting II | 4
- BU 109 Business Law | 3
- EN 102 English Composition II or EN 103 Technical Writing or SP 203 Effective Speech | 3
- General Education Humanities Elective | 3
- MA 109 Principles of Mathematics or higher (Excluding MA 115) | 3/4
- **Total Credits** 16/17

**Year 2**
**Fall Semester**
- AC 201 Intermediate Accounting I | 4
- BU 106 Introduction to Management | 3
- BU 233 Corporate Finance | 3
- EC 201 Principles of Macroeconomics | 3
- PY 101 General Psychology | 3
- **Total Credits** 16

**Spring Semester**
- AC 202 Intermediate Accounting II | 4
- BU 249 Introduction to International Business | 3
- BU 288 Strategic Management | 4
- Business Elective* | 3
- **Total Credits** 14

*Any course in a business related area that has a prefix of BU, OA, CS, RE, AC

**Total Credits 62/63**

Upon completion of this program, students should be able to:
- Prepare and present effective oral and written business presentations.
- Demonstrate mastery of financial and managerial accounting concepts by preparing balance sheets, income statements, statements of cash flows, and budgets by performing costs, volume and profit analysis.
- Work effectively in both leadership and support roles as part of diverse teams to achieve a variety of business related tasks.
- Evaluate key elements of a Strategic Plan and make recommendations for improvements.
- Perform, interpret and analyze financial statements.
- Perform a stock market analysis.
- Locate, retrieve and critically evaluate information and information sources.

Employment Opportunities
Entry positions in financial occupations: finance, credit & collections, and investments.
Degree Offered
Associate in Applied Science
Business Management/Human Resources

Curriculum Code: BUS.MGT.HR.AAS

Program Information
This program prepares students for entry-level management positions in all sectors of business, government, social service and not-for-profit agencies, with a concentration in human resources.

Business programs focus on the education and skills needed in today’s global business environment. Practical courses coupled with general education offerings enhance development of critical thinking, communication, and problem-solving skills, as well as adaptability and team work.

When You Graduate
AAS programs are designed for students who want to enter a career directly after graduating but those who change their plans find that most of their CCC credits transfer to four-year colleges.

Students are encouraged to visit the NJ transfer website: www.njtransfer.org for transfer course equivalencies.

CCC graduates have transferred to every university in New Jersey and scores of universities throughout America.

The latest technology and learning tools support your education for a wide range of employment opportunities.

This program prepares students for entry level positions in all sectors of business, government, non-profit and social service agencies with a concentration in human resources. Employment opportunities include benefits coordinator, personnel records supervisor, training and development coordinator, and recruitment specialist.

www.cccnj.edu

Business Management/ Human Resources, AAS

Program Requirements (60/61 credits)

Year 1, Fall Semester

- AC 103 Principles of Accounting I 4
- BU 115 Introduction to Business 3
- CS 101 Introduction to Microcomputers or CS 102 Applications on the Microcomputer 3
- EN 101 English Composition I 3
- General Education Diversity Elective 3

Year 1, Spring Semester

- AC 104 Principles of Accounting II 4
- BU 106 Introduction to Management 3
- BU 109 Business Law I 3
- EN 102 English Composition II or EN 103 Technical Writing or SP 203 Effective Speech 3
- PY 101 General Psychology 3

Year 2, Fall Semester

- BU 116 Cases in Business Management 3
- BU 207 Introduction to Marketing 3
- BU 212 Human Resource Management 3
- BU 242 Labor Relations 3
- MA 109 Principles of Mathematics or higher (Excluding MA 115) 3/4

Total Credits 60/61

Year 2, Spring Semester

- BU 244 Employee Selection 3
- BU 247 Leadership 3
- BU 288 Strategic Management 4
- General Education Humanities Elective 3

Upon completion of this program, students should be able to:
- Demonstrate mastery of financial and managerial accounting concepts by preparing balance sheets, income statements, statements of cash flows, and budgets by performing costs, volume and profit analysis.
- Prepare and present effective oral and written business presentations.
- Evaluate key elements of a Strategic Plan and make recommendations for improvements.
- Work effectively in both leadership and support roles as part of diverse teams to achieve a variety of business related tasks.
- Describe business procedures for compliance with various human resource regulations and the law.
- Analyze issues involved in organizational recruitment, training, and development.
- Locate, retrieve and critically evaluate information and information sources.

Employment Opportunities
Benefits coordinator; personnel records supervisor; training & development coordinator; recruitment specialist.

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Program Information
This program prepares students for entry-level management positions in all sectors of business, government, non-profit and social service agencies that interact globally. Business programs focus on the education and skills needed in today's global business environment. Practical courses coupled with general education offerings enhance development of critical thinking, communication and problem-solving skills, as well as adaptability and team work.

When You Graduate
This program is most appealing for students seeking to acquire the necessary skills that can be immediately applicable in the workplace. However, many students continue on to obtain bachelor’s degrees.

The latest in technology and learning tools support your education for a wide range of employment opportunities.

Students are encouraged to visit the NJ transfer website: www.njtransfer.org for transfer course equivalencies.

This program prepares students for entry-level positions in all sectors of business, government, non-profit and social service agencies that interact globally. Employment opportunities include positions in manufacturing, retaining, banking, insurance, marketing, and government in the international arena.

Business Management/International, AAS

Program Requirements (60/61 credits) Credits

Year 1, Fall Semester
- AC 103 Principles of Accounting I 4
- BU 109 Business Law I 3
- BU 249 Introduction to International Business 3
- EN 101 English Composition I 3
- General Education Diversity Elective 3

Year 1, Spring Semester
- AC 104 Principles of Accounting II 4
- BU 106 Introduction to Management 3
- EC 201 Principles of Macroeconomics 3
- EN 102 English Composition II or EN 103 Technical Writing or SP 203 Effective Speech 3
- PY 101 General Psychology 3

Year 2, Fall Semester
- BU 207 Introduction to Marketing 3
- BU 233 Corporate Finance 3
- GE 102 Cultural Geography 3
- General Education Humanities (Foreign Language Recommended) 3
- MA 109 Principles of Mathematics or higher (Excluding MA 115) 3/4

Year 2, Spring Semester
- BU 247 Leadership 3
- BU 288 Strategic Management 4
- General Education Humanities (Foreign Language Recommended) 3
- General Education Humanities Elective 3

Total Credits 60/61

Upon completion of this program, students should be able to:
- Demonstrate mastery of financial and managerial accounting concepts by preparing balance sheets, income statements, statements of cash flows, and budgets by performing costs, volume and profit analysis.
- Prepare and present effective oral and written business presentations.
- Evaluate key elements of a Strategic Plan and make recommendations for improvements.
- Work effectively in both leadership and support roles as part of diverse teams to achieve a variety of business related tasks.
- Analyze the steps involved in modifying a local business to an international business.
- Examine the interaction of different cultures and how they impact business on a global level.
- Locate, retrieve and critically evaluate information and information sources.

Employment Opportunities
Entry-level positions in manufacturing, retaining, banking, insurance, marketing, and government in the international arena.
### Business Management/Marketing, AAS

**Program Requirements (60/61 credits)**

<table>
<thead>
<tr>
<th>Year 1, Fall Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC 103</td>
<td>4</td>
</tr>
<tr>
<td>BU 115</td>
<td>3</td>
</tr>
<tr>
<td>CS 101</td>
<td>3</td>
</tr>
<tr>
<td>EN 101</td>
<td>3</td>
</tr>
<tr>
<td>General Education Diversity Elective</td>
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<table>
<thead>
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<th>Year 1, Spring Semester</th>
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</tr>
</thead>
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<tr>
<td>AC 104</td>
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<tr>
<td>BU 106</td>
<td>3</td>
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<tr>
<td>BU 109</td>
<td>3</td>
</tr>
<tr>
<td>EN 102</td>
<td>3</td>
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<td>PY 101</td>
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<table>
<thead>
<tr>
<th>Year 2, Fall Semester</th>
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</thead>
<tbody>
<tr>
<td>BU 207</td>
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<tr>
<td>BU 233</td>
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<td>EC 201</td>
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<td>General Education Humanities Elective</td>
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<tr>
<td>MA 109</td>
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<table>
<thead>
<tr>
<th>Year 2, Spring Semester</th>
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</thead>
<tbody>
<tr>
<td>BU 117</td>
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</tr>
<tr>
<td>BU 118</td>
<td>3</td>
</tr>
<tr>
<td>BU 249</td>
<td>3</td>
</tr>
<tr>
<td>BU 288</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Credits 60/61**

Upon completion of this program, students should be able to:
- Demonstrate mastery of financial and managerial accounting concepts by preparing balance sheets, income statements, statements of cash flows, and budgets by performing costs, volume and profit analysis.
- Prepare and present effective oral and written business presentations.
- Evaluate key elements of a Strategic Plan and make recommendations for improvements.
- Work effectively in both leadership and support roles as part of diverse teams to achieve a variety of business related tasks.
- Prepare an effective promotional campaign for an existing product, service or local business.
- Locate, retrieve and critically evaluate information and information sources.
- Discuss fundamental marketing practices and concepts and recognize a range of marketing, sales and public relations techniques.

**Employment Opportunities**

Assistant manager; buyer; department manager; store manager; merchandising manager.

---

**Degree Offered**

Associate in Applied Science
Business Management/Marketing

**Curriculum Code:**

BUS.MGT.MKT.AAS

**Program Information**

This program prepares students for entry-level management positions with a concentration in marketing.

Business programs focus on the education and skills needed in today's global business environment. Practical courses coupled with general education offerings enhance development of critical thinking, communication and problem-solving skills, as well as adaptability and team work.

**When You Graduate**

AAS programs are designed for students who want to enter a career directly after graduating but those who change their plans find that most of their CCC credits transfer to four-year colleges.

Students are encouraged to visit the NJ transfer website: [www.njtransfer.org](http://www.njtransfer.org) for transfer course equivalencies.

The latest technology and learning tools support your education for a wide range of employment opportunities.

This program prepares students for entry-level positions in all sectors of business, government, non-profit and social service agencies with a concentration in marketing. Employment opportunities include assistant manager, buyer, department manager, store manager, and merchandising manager.

[www.cccnj.edu](http://www.cccnj.edu)
Business Management, AC

Program Requirements (31 credits)

Year 1, Fall Semester
- AC 103 Accounting Principles I: 4 credits
- BU 109 Business Law I: 3 credits
- BU 115 Introduction to Business: 3 credits
- CS 101 Introduction to Microcomputers or CS 102 Applications on the Microcomputer: 3 credits
- EN 101 English Composition I: 3 credits

Total Credits 16

Year 1, Spring Semester
- BU 106 Introduction to Management: 3 credits
- BU 207 Introduction to Marketing: 3 credits
- BU 212 Introduction to Human Resources: 3 credits
- BU 233 Corporate Finance: 3 credits
- BU 249 Introduction to International Business: 3 credits

Total Credits 15

Total Credits 31

Upon completion of this program, students should be able to:
- Prepare and present effective oral and written business presentations.
- Demonstrate mastery of financial and managerial accounting concepts by preparing balance sheets, income statements, statements of cash flows and budgets.
- Locate, retrieve and critically evaluate information and information sources.

Gainful Employment Link
http://legacy.cccnj.edu/ge/Business%20Management/52.0201–Gedt.html

Employment Opportunities
Entry-level positions in manufacturing, retailing, banking, insurance, marketing and government.
Career Certificate
Entrepreneurship/ Small Business Leadership

Curriculum Code: BUS.MGT.ENTR.CC

Program Information
This program is designed to prepare students to start and lead start-up businesses. Students are introduced to management, marketing, accounting and finance, which are essential for effective business development.

When You Graduate
Certificate programs provide specific career skills development as well as the opportunity to test an area of interest, or enhance a degree program. Students who complete a certificate program can continue to obtain a degree in Business Management.

Entrepreneurship/ Small Business Leadership, CC

Program Requirements (27 credits) Credits
- BU 106 Introduction to Management 3
- BU 109 Business Law I 3
- BU 115 Introduction to Business 3
- BU 118 Professional Selling 3
- BU 207 Introduction to Marketing 3
- BU 209 Small Business Management 3
- BU 233 Corporate Finance 3
- CS 101 Introduction to Microcomputers or CS 102 Applications on the Microcomputer 3
- Business Elective* 3

Total Credits 27

*Any course in a business related area that has a prefix of BU, OA, CS, RE, or AC

Upon completion of this program, students should be able to:
- Discuss the philosophy of the components essential for business development
- Describe the formal structures that affect entrepreneurial practices
- Locate, retrieve and critically evaluate information and information sources

Employment Opportunities
Beginning business owner.
Degree Offered
Associate in Arts
Liberal Arts/Communications

Curriculum Code: COMM.LA.AA

Program Information
Prepares students to transfer to four-year colleges and universities to major in fields such as communications, speech, journalism, broadcasting, television, radio, writing, teaching and law.

The student newspaper and the college’s programming on local cable TV and channel 9, provide hands-on opportunities to develop skills and explore careers.

When You Graduate
AA programs are primarily designed for students who plan to transfer as juniors at four-year colleges and universities. CCC graduates have obtained bachelor’s degrees and beyond from every college in New Jersey and scores of colleges and universities throughout America. Cumberland has transfer agreements with a number of four-year colleges and universities.

As a graduate of a fully accredited community college, your coursework will be received with full credit transfer at most state colleges, public and private universities across the country. The NJ Lampitt bill passed in 2008 by the NJ State legislature assures seamless transfer of credits toward junior standing at NJ state colleges and universities.

Liberal Arts/ Communications, AA

Program Requirements (61/63 credits)

Year 1, Fall Semester
- CO 101 Introduction to Mass Media 3
- CS 101 Introduction to Microcomputers or CS 102 Applications on the Microcomputer 3
- EN 101 English Composition I 3
- General Education History Elective 3
- General Education Mathematics Elective 3/4

Year 1, Spring Semester
- CO 104 Writing for TV/Radio and New Media 3
- EN 102 English Composition II 3
- SP 203 Effective Speech 3
- General Education Social Science Elective 3
- General Education Math or Science Elective 3/4

Year 2, Fall Semester
- CO 114 Video & Digital Media Technology I 3
- General Education Humanities Elective 3
- General Education Science Elective 4
- General Education History 3
- Program Elective* 3

Year 2, Spring Semester
- General Education Diversity Elective 3
- General Education Humanities Elective 3
- General Education Literature Elective 3
- General Education Social Science Elective 3
- Program Elective* 3

Total Credits 61/63

*Program Electives
- CG 105 Desktop Publishing 3
- EN 231 News Writing I 3
- EN 241 Publication, Layout & Design 3
- PR 105 Introduction to Public Relations 3

Upon completion of this program, students should be able to:
- Discuss mass communications and the role of the media.
- Communicate effectively in a variety of media.
- Demonstrate critical thinking and problem solving skills in the areas of communications.
- Locate, retrieve and critically evaluate information and information sources.
Liberal Arts/Journalism, AA

Program Requirements (61/63 credits)  Credits

Year 1, Fall Semester
- CS 101 Introduction to Microcomputers or CS 102 Applications on the Microcomputer 3
- EN 101 English Composition I 3
- EN 231 Journalism/News Writing I 3
- General Education History Elective 3
- General Education Mathematics Elective 3/4
  15/16

Year 1, Spring Semester
- EN 102 English Composition II 3
- EN 232 Journalism/Writing for Electronic Media 3
- SP 203 Effective Speech 3
- General Education Social Science Elective 3
- General Education Math or Science Elective 3/4
  15/16

Year 2, Fall Semester
- EN 241 Publication, Layout and Design 3
- General Education Diversity Elective 3
- General Education Humanities Elective 3
- General Education Science Elective 4
- General Education History Elective 3
  16

Year 2, Spring Semester
- CO 239 Communications Internship 3
- EN 242 Advanced Publication, Layout and Design 3
- General Education Humanities Elective 3
- General Education Literature Elective 3
- General Education Social Science Elective 3
  15

Total Credits 61/63

Upon completion of this program, students should be able to:
- Gather information and write basic news and feature stories.
- Recognize the hierarchy of newsroom structure and the roles in the hierarchy.
- Exhibit the ability to edit news features and editorials.
- Design and layout a newspaper page using a computer.
- Locate, retrieve and critically evaluate information and information sources.
Degree Offered
Associate in Arts
Liberal Arts/Public Relations

Curriculum Code: PUBLIC.REL.LA.AA

Program Information
The Public Relations program will complement the Communications, Journalism and TV Production tracks available in the Arts and Humanities division. The Public Relations program will allow students to learn how to develop relationships with diverse publics through a values-driven approach. It will also provide students the opportunity to effectively communicate complex messages through a variety of mediums.

When You Graduate
AA programs are primarily designed for students who plan to transfer as juniors at four-year colleges and universities. CCC graduates have obtained bachelor’s degrees and beyond from every college in New Jersey and scores of colleges and universities throughout America. Cumberland has transfer agreements with a number of four-year colleges and universities.

As a graduate of a fully accredited community college, your coursework will be received with full credit transfer at most state colleges, public and private universities across the country. The NJ Lampitt bill passed in 2008 by the NJ State legislature assures seamless transfer of credits toward junior standing at NJ state colleges and universities.

Liberal Arts/ Public Relations, AA

Program Requirements (61/63 credits)

<table>
<thead>
<tr>
<th>Year 1, Fall Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CO 101 Introduction to Mass Media</td>
<td>3</td>
</tr>
<tr>
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<td>3</td>
</tr>
<tr>
<td>EN 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>General Education History Elective</td>
<td>3</td>
</tr>
<tr>
<td>General Education Mathematics Elective</td>
<td>3/4</td>
</tr>
<tr>
<td>Total Credits</td>
<td>15/16</td>
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</tbody>
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<thead>
<tr>
<th>Year 1, Spring Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN 102 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>PR 105 Introduction to Public Relations</td>
<td>3</td>
</tr>
<tr>
<td>SP 203 Effective Speech</td>
<td>3</td>
</tr>
<tr>
<td>General Education Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>General Education Math or Science Elective</td>
<td>3/4</td>
</tr>
<tr>
<td>Total Credits</td>
<td>15/16</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2, Fall Semester</th>
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</tr>
</thead>
<tbody>
<tr>
<td>EN 231 Journalism/News Writing I</td>
<td>3</td>
</tr>
<tr>
<td>EN 241 Publication, Layout &amp; Design</td>
<td>3</td>
</tr>
<tr>
<td>General Education Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>General Education Science Elective</td>
<td>4</td>
</tr>
<tr>
<td>General Education History Elective</td>
<td>3</td>
</tr>
<tr>
<td>General Education Science Elective</td>
<td>3</td>
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<tr>
<td>Total Credits</td>
<td>16</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2, Spring Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CO 239 Communications Internship</td>
<td>3</td>
</tr>
<tr>
<td>General Education Diversity Elective</td>
<td>3</td>
</tr>
<tr>
<td>General Education Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>General Education Literature Elective</td>
<td>3</td>
</tr>
<tr>
<td>General Education Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>Total Credits</td>
<td>15</td>
</tr>
</tbody>
</table>

Total Credits 61/63

Upon completion of this program, students should be able to:
- Define objectives for a public relations issue.
- Create a public relations campaign to meet specific needs of a project.
- Recognize ethical issues facing professionals in the field of public relations today.
- Locate, retrieve, and critically evaluate information and information sources.
Program Requirements  Credits
PROGRAMS OF STUDY •
www.cccnj.edu
2017-2019 CATALOG  |  19

Degree Offered
Associate in Arts
Liberal Arts/Television & Digital Media Production
Curriculum Code: TV.PROD.LA.AA

Program Information
There is a great demand, locally and nationally, for people who can operate a broadcast television camera. People are also needed to write scripts, direct television programs and edit videotapes.

Fifteen years ago, careers in television production existed almost solely in the realm of network broadcasting. But the market has been completely redefined through the emergence of high technology at low costs and the escalating number of cable television channels.

Production companies provide videotaping services for clients varying from major corporations to newlyweds. Special interest groups have found a niche on cable television where there are more than 100 channels waiting for programming.

Students graduating from CCC’s Television Production program are qualified for an entry-level post in any of these environments.

When You Graduate
AA programs are primarily designed for students who plan to transfer as juniors at four-year colleges and universities. CCC graduates have obtained bachelor’s and beyond from every college in New Jersey and scores of colleges and universities throughout America. Cumberland has transfer agreements with a number of four-year colleges and universities.

As a graduate of a fully accredited community college, your coursework will be received with full credit transfer at most state colleges, public and private universities across the country. The NJ Lampitt bill passed in 2008 by the NJ State legislature assures seamless transfer of credits toward junior standing at NJ state colleges and universities.

Liberal Arts/
Television & Digital Media Production, AA
Program Requirements  (61/63 credits)  Credits

Year 1, Fall Semester
- CO 101 Introduction to Mass Media  3
- CS 101 Introduction to Microcomputers or CS 102 Applications on the Microcomputer  3
- EN 101 English Composition I  3
- General Education Mathematics Elective  3/4
- General Education History Elective  3

Year 1, Spring Semester
- CO 104 Writing for TV/Radio and New Media  3
- EN 102 English Composition II  3
- SP 203 Effective Speech  3
- General Education Social Science Elective  3
- General Education Math or Science  3/4

Year 2, Fall Semester
- CO 114 Video & Digital Media Technology I  3
- General Education Diversity Elective  3
- General Education History Elective  3
- General Education Humanities Elective  3
- General Education Science Elective  4

Year 2, Spring Semester
- CO 214 Video & Digital Media Technology II  3
- CO 240 Broadcast Internship  3
- General Education Humanities Elective  3
- General Education Literature Elective  3
- General Education Social Science Elective  3

Total Credits 61/63

Upon completion of this program, students should be able to:
- Identify and operate broadcast equipment.
- Identify audio and video recording theories.
- Compose and produce content for a variety of film/television formats.
- Demonstrate understanding of mass communications and the role of media.
- Locate, retrieve and critically evaluate information and information sources.
Entertainment Technology, AC

Program Requirements (30 credits)  Credits

Year 1, Fall Semester
- CO 101 Introduction to Mass Media  3
- CO 114 Video and Media Technology  3
- EN 101 English Composition I  3
- TH 150 Stagecraft  3
- General Education Humanities Elective  3

Year 1, Spring Semester
- CO 118 Introduction to Audio Production  3
- CO 214 Video and Media Technology II  3
- CO 240 Broadcast Media Internship  3
- TH 170 Fundamentals of Stage Lighting  3
- TH 207 Stage Makeup  3

Total Credits 30

Upon completion of this program, students should be able to:
- Collaborate with others to produce a live stage performance or film/television production.
- Maintain, prepare and operate stage and studio lighting and sound equipment.
- Choose appropriate tools, techniques and materials for stage and studio design and creation.
- Prepare, perform and analyze acting for television skills including interview, drama and comedy techniques.

Employment Opportunities
Shop technician; installation technician; service technician; production assistant; Jr. media production; digital media specialist; camera operator; videographer; audio & video equipment technician; broadcast & sound; video editor; assistant technical director; assistant stage manager; assistant sound designer; assistant lighting designer; assistant stage crew.
Computer Science, AS

Program Requirements  (63/65 credits)  

**Year 1 Fall Semester**
- CS 111 Computer Science I  
- EN 101 English Composition I  
- MA 130 Calculus I  
- General Education Diversity Elective  
- General Education Humanities Elective  

**Year 1 Spring Semester**
- CS 112 Computer Science II  
- EN 102 English Composition II  
- General Education Mathematics Elective (MA 140 recommended, excluding MA 109 & MA 115)  
- General Education Social Science Elective  
- Computer Science Program Elective*  

**Year 2 Fall Semester**
- CS 216 Intermediate Java  
- General Education Humanities Elective or General Education Social Science Elective  
- General Education Lab Science (PI 141 Physics I Recommended)  
- General Education Mathematics Elective (excluding MA 109 and MA 115)  

**Year 2 Spring Semester**
- MA 111 Discrete Math  
- General Education Lab Science (PI 142 Physics II Recommended)  
- General Education History Elective  
- Computer Science Program Elective*  

**Total Credits 63/65**

*Computer Science Program Electives*
- CS 132 Web Page Development I
- CS 210 Database Management
- CS 212 C++ Programming
- CS 215 Visual Basic Programming
- CS 222 Intro to Android Programming in Java

Upon completion of this program, students should be able to:
- Apply critical thinking skills to design application programs within the context of a business system.
- Apply computing skills to develop application-based solutions within the context of a business system.
- Locate, retrieve, and critically evaluate information and information sources.
- Demonstrate competency and comprehension in selected categories of the Computer Science body of knowledge to align with current academic and professional best practices.

Employment Opportunities
Computer support specialist, web master.
# Computer Science/Information Systems, AS

## Program Requirements

<table>
<thead>
<tr>
<th>Year 1 Fall Semester</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CS 111 Computer Science I</td>
<td>4</td>
</tr>
<tr>
<td>EN 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>General Education Diversity Elective</td>
<td>3</td>
</tr>
<tr>
<td>General Education Mathematics Elective (MA 130 Calculus I Recommended)**</td>
<td>3/4</td>
</tr>
<tr>
<td>General Education Humanities Elective</td>
<td>3</td>
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<tr>
<td><strong>Total Credits</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Year 1 Spring Semester</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>AC 103 Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>CS 112 Computer Science II</td>
<td>4</td>
</tr>
<tr>
<td>EN 102 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>General Education Mathematics Elective (Excluding MA 109 and MA 115)</td>
<td>3/4</td>
</tr>
<tr>
<td>General Education Social Science Elective</td>
<td>3</td>
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<tr>
<td><strong>Year 2 Fall Semester</strong></td>
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</tr>
<tr>
<td>CS 210 Database Management</td>
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<tr>
<td>Business (BU) Elective</td>
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<tr>
<td>Computer Science Program Elective or Network Management Program Elective*</td>
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<tr>
<td>General Education Humanities Elective or General Education Social Science Elective</td>
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</tr>
<tr>
<td><strong>Total Credits</strong></td>
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<table>
<thead>
<tr>
<th>Year 2 Spring Semester</th>
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</thead>
<tbody>
<tr>
<td>MA 111 Discrete Math</td>
<td>4</td>
</tr>
<tr>
<td>Computer Science Program Elective*</td>
<td>4</td>
</tr>
<tr>
<td>General Education Mathematics or Lab Science Elective (MA 140 Calculus II Recommended)**</td>
<td>4</td>
</tr>
<tr>
<td>General Education History Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td>15</td>
</tr>
</tbody>
</table>

**Total Credits** 61/64

*Computer Science Program Electives
- CS 132 Web Page Development I
- CS 212 C++ Programming
- CS 215 Visual Basic Programming
- CS 216 Intermediate Java Programming
- CS 222 Intro to Android Programming in Java

*Computer Network Management Electives
- CS 233 Networking Hardware & Routing
- CS 234 LAN Switching & Wireless
- CS 235 Accessing the WAN, Security & Troubleshooting
- CS 240 Security +
- CS 241 Computer Forensics
- CS 275 Core Server Operating System

**Excluding MA 109 and MA 115
Network Management, AAS

Program Requirements (62/63 credits) Credits

Year 1 Fall Semester
- CS 170 PC Services & Support / A+ Certification 4
- CS 175 Core Client Operating Systems 3
- CS 217 Introduction to Networks 4
- EN 101 English Composition I 3

Total Credits 14

Year 1 Spring Semester
- CS 229 Linux Installation & Configuration 3
- CS 233 Routing & Switching Essentials 4
- CS 275 Core Server Operating Systems 4
- EN 102 English Composition II or EN 103 Technical Writing or SP 203 Effective Speech 3
- General Education Diversity Elective 3

Total Credits 17

Year 2 Fall Semester
- CS 226 Network Infrastructure Implementation 4
- CS 228 Active Directory Design & Implementation 4
- CS 234 Scaling Networks 4
- General Education Mathematics Elective (excluding MA 115) 3
- General Education Social Science Elective 3

Total Credits 18

Year 2 Spring Semester
- CS 235 Connecting Networks 4
- CS 240 Security + 3
- General Education Humanities Elective 3
- General Education Mathematics Elective (excluding MA 115) 3/4

Total Credits 13/14

Total Credits 62/63

Upon completion of this program, students should be able to:
• Demonstrate Network Management Theory.
• Demonstrate practical ability to apply Network Management concepts.
• Demonstrate practical ability to configure operating systems.

Employment Opportunities
Computer support specialist, computer systems administrator, network administrator, systems analyst.

www.cccnj.edu
Degree Offered
Associate in Applied Science
Network Management/Cyber Security

Curriculum Code: NET.MGT.CYB.AAS

Program Information
This program is designed to prepare students for technical positions in cyber security and cyber security related environments.

When You Graduate
AAS programs are designed for students who want to enter a career directly after graduating but those who change their plans find that most of their CCC credits transfer to four-year colleges.

Students are encouraged to visit the NJ transfer website: www.njtransfer.org for transfer course equivalencies.

The latest technology and learning tools support your education for a wide range of employment opportunities.

www.cccnj.edu

Network Management/Cyber Security, AAS

Program Requirements 58/60 credits)

Year 1 Fall Semester
- CS 170 PC Services & Support / A+ Certification 4
- CS 217 Introduction to Networks 4
- CJ 207 Administration of Justice 3
- EN 101 English Composition I 3
- General Education Humanities Elective 3

Year 1 Spring Semester
- CS 229 Linux Installation & Configuration 3
- CS 233 Routing & Switching Essentials 4
- CS 275 Core Server Operating Systems 4
- EN 102 English Composition II or EN 103 Technical Writing or SP 203 Effective Speech 3

Year 2 Fall Semester
- CS 226 Network Infrastructure Implementation 4
- CS 234 Scaling Networks 4
- CS 240 Security + 3
- General Education Mathematics Elective (Excluding MA 115, MA130 recommended) 3/4
- General Education Social Science Elective 3

Year 2 Spring Semester
- CS 235 Connecting Networks 4
- CS 241 Computer Forensics 3
- CS 242 Principles of Information Security 3
- General Education Mathematics Elective (Excluding MA 115, MA140 recommended) 3/4
- General Education Diversity Elective 3

Total Credits 58/60

Upon completion of this program, students should be able to:
- Demonstrate Network Management Theory as it applies to Cyber Security.
- Demonstrate practical ability to apply Network Management and Cyber Security concepts.
- Demonstrate practical ability to configure operating systems.

Employment Opportunities
Information systems security specialist, operating systems security specialist, security specialist, applications security specialist, information assurance security specialist.
Networking Associate, AC

Program Requirements (35 credits)        Credits

Year 1 Fall Semester
- CS 170 PC Services & Support / A+ Certification 4
- CS 175 Core Client Operating Systems 3
- CS 217 Introduction to Networks 4
- EN 101 English Composition I 3
  14

Year 1 Spring Semester
- CS 229 Linux Installation & Configuration 3
- CS 233 Routing & Switching Essentials 4
- CS 275 Core Server Operating Systems 4
- EN 102 English Composition II or EN 103 Technical Writing or SP 203 Effective Speech 3
- General Education Diversity Elective 3
  17

Year 1, Summer Semester
- CS 235 Accessing WAN, Security & Troubleshooting 4

Total Credits 35

Upon completion of this program, students should be able to:
- Demonstrate competency and comprehension of network management theory.
- Demonstrate practical ability to apply network management concepts.
- Demonstrate practical ability to configure operating systems.
- Students will be able to locate, retrieve, and critically evaluate information and information sources.

Gainful Employment Link
http://legacy.cccnj.edu/ge/Networking%20Associate/11.0901–Gedt.html

Employment Opportunities
Network support technician, help desk technician.
When You Graduate

AA programs are primarily designed for students who plan to transfer as juniors at four-year colleges and universities. CCC graduates have obtained bachelor's degrees and beyond from every college in New Jersey and scores of colleges and universities throughout America. As a graduate of a fully accredited community college, your coursework will be received with full credit transfer at most state colleges, public and private universities across the country. The NJ Lampitt bill passed in 2008 by the NJ State legislature assures seamless transfer of credits toward junior standing at NJ state colleges and universities.

This program is designed for students who are planning to pursue a career in teaching at either the elementary or secondary level. Students gain the foundation courses and liberal arts background necessary to prepare for further study at a four-year college or university in the field of education.

Upon completion of this program, students should be able to:

- Evaluate and apply a variety of instruction strategies to encourage development of critical thinking, problem solving, and performance skills.
- Analyze and apply individual and group motivation and behavior theory and use this knowledge to critically reflect upon actual classroom observations.
- Analyze how children learn and develop and will analyze and reflect upon observed learning opportunities that support their intellectual, social and personal development.
- Evaluate formal and informal assessment strategies.
- Locate, retrieve, interpret, and critically evaluate information and information sources.

Elementary Education Program (K-8) Requirements (15 credits)
ED 101 Historical Foundations of Education (3 cr)
PY 102 Child Psychology (3 cr)
PY 213 Educational Psychology (3 cr)
PY 214 Human Exceptionality (3 cr) *
MA 115 Mathematical Structures & Algorithms (3 cr) *

Secondary Education Program Requirements (15 credits)
ED 101 Historical Foundations of Education (3 cr)
PY 102 Child Psychology (3 cr)
PY 204 Psychology of Adolescence (3 cr)
PY 213 Educational Psychology (3 cr)
PY 214 Human Exceptionality (3 cr)
Early Childhood/Preschool Education, AAS

Program Requirements (61 credits)

<table>
<thead>
<tr>
<th>Year 1, Fall Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 101 Introduction to Microcomputers or \ CS 102 Applications on the Microcomputer</td>
<td>3</td>
</tr>
<tr>
<td>ED 106 Principles of Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>EN 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>PY 115 Child Development &amp; Learning</td>
<td>3</td>
</tr>
<tr>
<td>SO 201 Introductory Sociology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 1, Spring Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ED 203 Language Dev. &amp; Emergent Literacy</td>
<td>3</td>
</tr>
<tr>
<td>ED 209 Child Health, Safety &amp; Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>EN 102 English Composition II or \ EN 103 Technical Writing or \ SP 203 Effective Speech</td>
<td>3</td>
</tr>
<tr>
<td>PY 101 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Education Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2, Fall Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ED 201 Math, Science &amp; Technology in Early Childhood</td>
<td>3</td>
</tr>
<tr>
<td>ED 205 Preschool Classroom Management</td>
<td>3</td>
</tr>
<tr>
<td>MA 109 Principles of Mathematics or \ MA 115 Mathematical Structures &amp; Algorithms</td>
<td>3</td>
</tr>
<tr>
<td>PY 102 Child Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Early Childhood Education Elective*</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 1, Spring Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ED 212 Picture Books and Storytelling</td>
<td>3</td>
</tr>
<tr>
<td>ED 290 The Early Childhood Professional capstone</td>
<td>3</td>
</tr>
<tr>
<td>PI 106 Principles of Science with Lab</td>
<td>4</td>
</tr>
<tr>
<td>General Education Diversity Elective</td>
<td>3</td>
</tr>
<tr>
<td>General Education Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

**Total Credits 61**

*Early Childhood Education Electives
ED 103 Infant/Toddler Curriculum
ED 105 Introduction to Special Education
ED 110 Infant/Toddler Mental Health
ED 204 Creative Learning Experiences

Upon completion of this program, students should be able to:
- Distinguish and apply the well-known and influential educational theories to practices.
- Design a developmentally appropriate classroom environment to meet the needs of young children.
- Develop observation skills and apply those skills to a case study.
- Develop language and literacy skill in young children.
- Use the arts, sciences, and math in planning an integrated activity to broaden the child’s knowledge base, solve problems and to help children relate to others.
- Locate, retrieve and critically evaluate information and information sources related to the profession.
- Evaluate and reflect upon their professional growth and development by creating a professional portfolio.
Academic Certificate

Early Childhood Education

Curriculum Code: ECE.AC

Program Information
Designed to allow students to explore the field of Early Childhood Education before making a commitment to obtaining the A.A.S degree. All courses offered in the Academic Certificate may be applied to the A.A.S degree in Early Childhood Education.

When You Graduate
Certificate programs provide specific career skills development as well as the opportunity to test an area of interest, or enhance a degree program. Students who complete a certificate program can continue to obtain a degree.

Early Childhood Education, AC

Program Requirements (30 credits)

<table>
<thead>
<tr>
<th>Year 1, Fall Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 101 Introduction to Microcomputers or CS 102 Applications on the Microcomputer</td>
<td>3</td>
</tr>
<tr>
<td>ED 106 Principles of Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>EN 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>PY 115 Child Development &amp; Learning</td>
<td>3</td>
</tr>
<tr>
<td>SO 201 Introductory Sociology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 1, Spring Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ED 203 Language Dev. &amp; Emergent Literacy</td>
<td>3</td>
</tr>
<tr>
<td>ED 204 Creative Learning Experiences</td>
<td>3</td>
</tr>
<tr>
<td>ED 209 Child Health, Safety &amp; Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>EN 102 English Composition II or EN 103 Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>PY 101 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

**Total Credits 30**

Upon completion of this program, students should be able to:
- Distinguish and apply the well-known and influential educational theories to practices
- Develop observation skills and apply those skills to a case study
- Develop language and literacy skill in young children
- Locate, retrieve and critically evaluate information and information sources

Gainful Employment Link
http://legacy.cccnj.edu/ge/Early%20Childhood%20Education/13.0101-Gedt.html

Employment Opportunities
Group teacher in a private child care facility or home day care setting.
Career Certificate
Infant/Toddler

Curriculum Code: ECE.INF.TOD.CC

Program Information
This career certificate is intended for use by professionals and paraprofessionals working in the field of infant/toddler care in all settings, including center-based care, family child care programs, and in community based programs that support infant, toddlers and their families. By focusing on infant/toddler mental health and social/emotional development as well as adding an intensive supervised field work experience, candidates will increase knowledge and skills in caring for children birth through 36 months of age.

When You Graduate
Certificate programs provide specific career skills development as well as the opportunity to test an area of interest, or enhance a degree program. Students who complete a certificate program can continue to obtain a degree.

Infant/Toddler, CC

Program Requirements  (15 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ED 106: Principles of Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>PY 115: Child Development &amp; Learning</td>
<td>3</td>
</tr>
<tr>
<td>ED 103: Infant/Toddler Curriculum Development</td>
<td>3</td>
</tr>
<tr>
<td>ED 110: Infant/Toddler Mental Health</td>
<td>3</td>
</tr>
<tr>
<td>ED 219: Infant Toddler Field Experience</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits 15

Upon completion of this program, students should be able to:
- Demonstrate competence in building reciprocal and responsive relationships with children and families.
- Understand the core principles of child development and recognize that each area of development; social, emotional, physical, cognitive, and communication depends upon and is influenced by the other.
- Recognize that a quality curriculum is the foundation of a quality program and inclusive of children of all families, culture and abilities.
- Analyze the infant/toddler environment to ensure that it meets the need to be family-centered and thoughtfully designed to meet the cultural, social, emotional, physical and cognitive need of child.
- Demonstrate support of families by being aware of community resources and by collaborating with other professionals.
- Knows and adheres to licensing and regulatory requirements.

Employment Opportunities
Infant/Toddler caregiver in childcare, Head Start, home day care setting.
Nuclear Energy Technology, AAS

A collaborative A.A.S. degree program with Salem Community College

Program Requirements (68 credits)

<table>
<thead>
<tr>
<th>Year 1, Fall Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 101 Introduction to Microcomputers</td>
<td>3</td>
</tr>
<tr>
<td>EN 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>NET 111 Mathematics for Energy Technicians*</td>
<td>4</td>
</tr>
<tr>
<td>NET 115 Mechanical Sciences*</td>
<td>3</td>
</tr>
<tr>
<td>General Education Humanities Elective or General Education Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 1, Spring Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN 103 Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>MA 110 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>NET 130 Applied Physics &amp; Chemistry*</td>
<td>4</td>
</tr>
<tr>
<td>NET 131 Nuclear Industry Fundamental Concepts*</td>
<td>3</td>
</tr>
<tr>
<td>NET 133 Electrical Science*</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2, Fall Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NET 211 Heat Transfer &amp; Fluid Flow*</td>
<td>3</td>
</tr>
<tr>
<td>NET 213 Instrumentation &amp; Control I*</td>
<td>3</td>
</tr>
<tr>
<td>NET 251 Maintenance: Electrical Systems*</td>
<td>3</td>
</tr>
<tr>
<td>NET 261 Nuclear Plant Systems &amp; Components-PWR*</td>
<td>3</td>
</tr>
<tr>
<td>PI 123 Fundamentals of Physics I</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2, Spring Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SP 203 Effective Speech</td>
<td>3</td>
</tr>
<tr>
<td>NET 221 Nuclear Science*</td>
<td>4</td>
</tr>
<tr>
<td>NET 223 Reactor Plant Protection &amp; Safety*</td>
<td>4</td>
</tr>
<tr>
<td>NET 225 Instrumentation &amp; Control II*</td>
<td>4</td>
</tr>
<tr>
<td>NET 263 Nuclear Plant Systems &amp; Components-BWR*</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>19</strong></td>
</tr>
</tbody>
</table>

**Total Credits 68**

*Courses completed at Salem Community College Training Facility

Upon completion of this program, students should be able to:
- Communicate effectively in a professional manner.
- Demonstrate an understanding of scientific inquiry and application.
- Demonstrate an understanding of nuclear power fundamentals.
- Work safely and effectively in the field of nuclear maintenance.
- Demonstrate an understanding of the basic operation of a nuclear power plant.
Degree Offered
Associate in Science Engineering

Curriculum Code: ENG.AS

Program Information
This program is designed to meet the demands of an increasing number of people in the community who are interested in preparing for a career in the engineering field.

When You Graduate
AS programs are primarily designed for students who plan to transfer as juniors at four-year colleges and universities. CCC graduates have obtained bachelor’s degrees and beyond from every college in New Jersey and scores of colleges and universities throughout America. Cumberland has transfer agreements with a number of four-year colleges and universities.

This program prepares students for a career in the engineering field. Engineering uses the physical science and mathematics to design and develop products and systems. It uses advanced techniques to find solutions to technical problems and other complex issues.

www.cccnj.edu

Engineering, AS

Program Requirements (60/64 credits) Credits

Year 1, Fall Semester
- EC 201 Principles of Macroeconomics or EC 202 Principles of Microeconomics 3
- EG 101 Introduction to Engineering I 2
- EN 101 English Composition I 3
- MA 130 Calculus I 4
- General Education Humanities Elective 3

Total Credits 15

Year 1, Spring Semester
- CH 101 General Chemistry I 4
- EG 103 Introduction to Engineering I Lab 2
- EN 102 English Composition II 3
- MA 140 Calculus II 4
- General Education Social Science Elective or General Education Humanities Elective 3

Total Credits 16

Year 2, Fall Semester
- EG 211 Introduction to Engineering II 1
- MA 210 Calculus III 4
- PI 141 General Physics I 4
- SP 203 Effective Speech 3
- Program Elective* 2/4

Total Credits 14/16

Year 2, Spring Semester
- CS 212 C++ Programming 4
- EG 212 Introduction to Engineering II Lab 1
- MA 220 Differential Equations 4
- PI 142 General Physics II 4
- Program Elective* 2/4

Total Credits 15/17

Total Credits 60/64

*Program Electives
Mechanical Engineering Track
- EG 201 Statics 2
- EG 202 Dynamics 2

Chemical Engineering Track:
- CH 102 Chemistry II for PI 142 General Physics II 4
- CH 201 Organic Chemistry I 4
- CH 202 Organic Chemistry II** 4
  **Additional course recommended

Electrical and Computer Engineering Track:
- EG 121 Digital Electronics 3
- EG 122 Electronics for Engineers 3

Civil Engineering Track:
- EG 102 Graphics 2
- EG 201 Statics 2
- EG 202 Dynamics 2

Employment Opportunities
Architect, biomedical engineer, civil engineer, civil engineering technician, electrical engineer, environmental engineer, industrial engineer, landscape architect, mechanical engineer, petroleum engineer.
# Engineering Technology, AAS

**Degree Offered**
Associate in Applied Science
Engineering Technology

**Curriculum Code:** ENG.TECH.AAS

## Program Information
This program prepares students for entry-level employment in the fields of electronics, drafting and manufacturing. The employment opportunities in the engineering technologies field are unlimited.

Some job titles include electrician, industrial technician, electronics technician, electromechanical technician, engineering aide, service technician, quality assurance technician, production specialist, inspection superintendent and draftsperson.

## When You Graduate
AAS programs are designed for students who want to enter a career directly after graduating but those who change their plans find that most, sometimes all, of their CCC credits transfer to four-year colleges. CCC graduates have transferred to every university in New Jersey and scores of universities throughout America. The latest technology and learning tools support your education for a wide range of employment opportunities.

## Program Requirements (63 credits)

<table>
<thead>
<tr>
<th>Year 1, Fall Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EG 101 Introduction to Engineering</td>
<td>2</td>
</tr>
<tr>
<td>EN 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>IT 102 CAD I</td>
<td>3</td>
</tr>
<tr>
<td>IT 107 Electrical Maintenance</td>
<td>3</td>
</tr>
<tr>
<td>MA 205 Statistics</td>
<td>3</td>
</tr>
<tr>
<td>General Education Humanities Elective or General Education Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>17</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 1, Spring Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EG 102 Graphics</td>
<td>2</td>
</tr>
<tr>
<td>EN 102 English Composition II or EN 103 Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>IT 105 Blueprint Reading &amp; Sketching</td>
<td>2</td>
</tr>
<tr>
<td>IT 111 Electronics</td>
<td>4</td>
</tr>
<tr>
<td>IT 205 Digital Electronics</td>
<td>3</td>
</tr>
<tr>
<td>IT 211 CAD II</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>15</td>
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<table>
<thead>
<tr>
<th>Year 2, Fall Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT 162 Quality Control</td>
<td>3</td>
</tr>
<tr>
<td>IT 212 CAD III</td>
<td>3</td>
</tr>
<tr>
<td>MA 110 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>General Education Diversity Elective</td>
<td>3</td>
</tr>
<tr>
<td>Program Elective*</td>
<td>3/4</td>
</tr>
<tr>
<td>Total</td>
<td>15/16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2, Spring Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT 218 Programmable Logic Controllers</td>
<td>3</td>
</tr>
<tr>
<td>MA 120 College Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>PI 123 Fundamentals of Physics I</td>
<td>4</td>
</tr>
<tr>
<td>SO 201 Introductory Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Program Elective*</td>
<td>1/2</td>
</tr>
<tr>
<td>Total</td>
<td>14/15</td>
</tr>
</tbody>
</table>

**Total Credits 63**

*Program Electives*
- PI 104 Energy, the Environment and Society | 3 |
- PI 124 Fundamentals of Physics II | 4 |
- EG 103 Introduction to Engineering 1 Laboratory | 1 |
- IT 112 Intro to Engineering Technology Lab | 2 |

Upon completion of this program, students should be able to:
- Successfully employ test and measurement equipment.
- Develop a technical drawing in free hand and computer aided format.
- Locate information resources and successfully retrieve data for employment.
- Apply algebra to analyze simple electrical circuits.
- Employ standardized industrial equipment such as PLC and be capable to apply the principles of quality control.

### Employment Opportunities
Electrician, industrial technician, electronics technician, electromechanical technician, engineering aide, service technician, quality assurance technician, production specialist, inspection superintendent and draftsperson.
Academic Certificate
Engineering Technology

Curriculum Code: ENG.TECH.AC

Program Information
This program prepares students for careers in computer-aided drafting. Experts predict that varied technical occupations will be among the hot careers during the next decade. There will be a 30 percent increase in higher-skilled, better-paying occupations in the technical fields, according to the U.S. Department of Labor. With the increased emphasis on technology, 80 percent of these jobs will require more than a high school diploma, but less than a four-year degree. CCC works closely with business and industry leaders to keep its Engineering technologies curricula current.

When You Graduate
Certificate programs provide specific career skills development as well as the opportunity to test an area of interest, or enhance a degree program. Students who complete a certificate program can continue to obtain a degree.

 Engineering Technology, AC

Program Requirements (31 credits) Credits

Year 1, Fall Semester
- EN 101 English Composition I 3
- IT 102 CAD I 3
- IT 105 Blueprint Reading & Sketching 2
- IT 107 Electrical Maintenance 3
- IT 112 Introduction to Engineering Technology Lab 2
- General Education Business or Computer Science Elective 3

Year 1, Spring Semester
- EN 102 English Composition II or EN 103 Technical Writing 3
- IT 211 CAD II 3
- MA 110 College Algebra 3
- Program Elective* 3
- Program Elective* 3

Total Credits 31

*Program Electives
- EG 101 Introduction to Engineering 2
- EG 102 Graphics 2
- EG 103 Engineering Laboratory 1
- IT 111 Electronics 3
- IT 162 Quality Control 3
- IT 212 CAD III 3
- IT 218 Programmable Logic Controllers 3
- MA 205 Statistics 3
- PI 104 Energy, the Environment, and Society 3

*Business and Computer Science Electives
- BU 106 Introduction to Management 3
- BU 115 Introduction to Business 3
- BU 209 Small Business Management 3
- CS 101 Introduction to Microcomputers or Computer Science elective 3

Upon completion of this program, students should be able to:
- Apply algebra to analyze simple electrical circuits.
- Develop a technical drawing in free hand and computer aided format.
- Locate information resources and successfully retrieve data for employment.
- Successfully employ test and measurement equipment.

Gainful Employment Link
http://legacy.cccnj.edu/ge/Engineering%20Technology/15.0612–Gedt.html

Employment Opportunities
CAD drafters, CAD designer, CAD manager.
Engineering Technology/Electronics Technology, AC

Program Requirements (31 credits)

Year 1, Fall Semester
- CM 126 Industrial Wiring 3
- CS 101 Introduction to Microcomputers or Computer Science Elective 3
- EN 101 English Composition I 3
- IT 107 Electrical Maintenance 3
- IT 111 Electronics 4
  Total Credits 16

Year 1, Spring Semester
- IT 205 Digital Electronics 3
- IT 218 Programmable Logic Controllers 3
- MA 110 College Algebra 3
- PI 124 Fundamentals of Physics II 4
- Program elective* 3
  Total Credits 15

Total Credits 31

*Program Electives
- CS 111 Computer Science I 4
- MA 120 Trigonometry 3
- PI 104 Energy, the Environment and Society 3

Gainful Employment Link
http://legacy.cccnj.edu/ge/Engineering%20Technology%20Electronics%20Technology/15.0399-Gedt.html

Upon completion of this program, students should be able to:
- Successfully employ test and measurement equipment.
- Locate information resources and successfully retrieve data for employment.
- Apply algebra to analyze simple electrical circuits.
- Employ standardized industrial equipment such as PLC and be capable to apply the principles of quality control.

Employment Opportunities
Electronics technician, electromechanical, industrial technician.
Career Certificate
Engineering Technology/Electronics Technology

Curriculum Code:
ENG.TECH.ELEC.CC

Program Information
This program focuses on the basics of electronics. CCC works closely with business and industry leaders to keep its Engineering technologies curricula current.

When You Graduate
Certificate programs provide specific career skills development as well as the opportunity to test an area of interest, or enhance a degree program. Students who complete a certificate program can continue to obtain a degree.

Engineering Technology/Electronics Technology, CC

Program Requirements (21 credits) Credits

Year 1, Fall Semester
- IT 107 Electrical Maintenance 3
- IT 111 Electronics 4
- IT 205 Digital Electronics 3
- IT 218 Programmable Logic Controllers 3
- PI 124 Fundamentals of Physics II 4
  Total Credits 17

Year 1, Spring Semester
- PI 124 Fundamentals of Physics II 4

Total Credits 21

Upon completion of this program, students should be able to:
- Successfully employ test and measurement equipment.
- Apply algebra to analyze simple electrical circuits.
- Employ standardized industrial equipment such as PLC and be capable to apply the principles of quality control.

Employment Opportunities
Manufacturing, merchandising, testing, installing, monitoring, modifying and repairing electrical and electronic equipment systems.
Fine Arts, AFA

Program Requirements  (60 credits)  Credits

Year 1, Fall Semester
- AR 110 Fundamentals of Drawing I  3
- AR 115 Painting I  3
- CR 101 Ceramics I  3
- EN 101 English Composition I  3
- General Education Math or Science Elective  3/4

Year 1, Spring Semester
- AR 107 Art History I  3
- AR 113 Fundamentals of Drawing II  3
- AR 120 Printmaking I  3
- AR 200 2-D Design  3
- EN 102 English Composition II  3

Year 2, Fall Semester
- AR 108 Art History II  3
- AR 140 Sculpture I  3
- AR 213 Life Drawing  3
- CG 101 Introduction to Computer Graphics  3
- General Education Diversity Elective  3

Year 2, Spring Semester
- AR 202 Color Theory and Practice  3
- AR 205 3-D Design  3
- General Education Social Science Elective  3
- Program Elective*  3
- Program Elective*  3

Total Credits 60

*Program Electives
- AR 112 Watercolor Painting  3
- AR 145 Sculpture II  3
- AR 215 Painting II  3
- CG 114 Digital Photography  3
- CR 102 Ceramics II  3

Upon completion of this program, students should be able to:
- Define the visual elements and design principles including the terms associated with each in written form.
- Utilize historical references and be able to locate and critically evaluate information and information sources in design and fine arts.
- Exhibit proficiency in drawing skills including linear perspective.
- Apply 2D and 3D terminology, techniques, and knowledge of various mediums.
- Create a portfolio that conforms to expectations of BA or BFA programs in art or design for successful transfer or employment.
Fine Arts/Theatre/Acting, AFA

Program Requirements (60/61 credits)

<table>
<thead>
<tr>
<th>Year 1, Fall Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EN 101 English Composition I</td>
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<tr>
<td>TH 101 Theatre Appreciation</td>
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<tr>
<td>TH 111 Production and Performance I</td>
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<tr>
<td>TH 120 Acting I</td>
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<td>General Education Math or Science Elective</td>
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<td>Program Elective*</td>
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<tr>
<th>Year 1, Spring Semester</th>
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<tbody>
<tr>
<td>EN 102 English Composition II</td>
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<tr>
<td>TH 201 Theatre History</td>
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<td>TH 150 Stagecraft</td>
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<td>TH 212 Production and Performance II</td>
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<td>TH 220 Acting II</td>
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<th>Year 2, Fall Semester</th>
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<tr>
<td>SP 203 Effective Speech</td>
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<tr>
<td>TH 213 Production and Performance III</td>
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<td>TH 221 Acting III</td>
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<tr>
<td>General Education Social Science Elective</td>
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<th>Year 2, Spring Semester</th>
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<tr>
<td>TH 222 Acting IV</td>
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<tr>
<td>MU 115 History of Jazz and Popular Music</td>
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<tr>
<td>Program Elective*</td>
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**Total Credits 60/61**

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<tr>
<th>*Program Electives</th>
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<tbody>
<tr>
<td>TH 207 Stage Makeup</td>
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<tr>
<td>MU 146 Music of the Theatre</td>
<td>3</td>
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<tr>
<td>TH 230 Readers Theatre</td>
<td>3</td>
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<tr>
<td>EN 222 Drama</td>
<td>3</td>
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<tr>
<td>TH 123 Directing</td>
<td>3</td>
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<tr>
<td>TH 128 Acting for Television</td>
<td>3</td>
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<tr>
<td>TH 208 Children’s Theatre</td>
<td>3</td>
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<tr>
<td>TH 205 Movement for the Actor II</td>
<td>3</td>
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<tr>
<td>TH 206 Theatre Dance</td>
<td>3</td>
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</tbody>
</table>

Upon completion of this program, students should be able to:

- Recognize and distinguish the history and many diverse forms of dramatic art.
- Distinguish and synthesize the creative process as it applies to the dramatic arts.
- Participate in performances by acting, directing, or providing technical support.
- Demonstrate career and occupation competencies related to course work.
- Locate, retrieve and critically evaluate information and information sources.
Curriculum Code: ART.EDU.AA

Program Information
For students who want to transfer into a bachelor’s degree program in art education. The option offers a strong foundation in both branches. Students who wish to pursue a degree in art education will learn to share their art expertise with children and help them develop artistic talent and critical thinking skills.

When You Graduate
AA programs are primarily designed for students who plan to transfer as juniors at four-year colleges and universities. CCC graduates have obtained bachelor’s degrees and beyond from every college in New Jersey and scores of colleges and universities throughout America. Cumberland has transfer agreements with a number of four-year colleges and universities.

http://www.cccnj.edu

Liberal Arts/Art Education, AA

Program Requirements (61/62 credits) Credits

Year 1, Fall Semester

- AR 110 Fundamentals of Drawing I 3
- CS 101 Introduction to Microcomputers or CS 102 Applications on the Microcomputer 3
- ED 101 Historical Foundations of Education 3
- EN 101 English Composition I 3
- MA 109 Principles of Math or MA 115 Mathematical Structures & Algorithms 3

Year 2, Spring Semester

- AR 107 Art History I 3
- CR 101 Ceramics I 3
- EN 102 English Composition II 3
- PY 101 General Psychology 3
- General Education History Elective 3

Year 2, Fall Semester

- PY 102 Child Psychology 3
- PY 214 Human Exceptionality or Program Elective* 3
- General Education Diversity Elective 3
- General Education Humanities Elective 3
- General Education Science Elective 4

Year 2, Spring Semester

- PY 213 Educational Psychology 3
- SP 203 Effective Speech 3
- General Education History Elective 3
- General Education Humanities Elective 3
- General Education Math or Science Elective 3/4

Total Credits 61/62

*Program Electives
- AR 115 Painting I 3
- AR 140 Sculpture I 3
- CR 102 Ceramics II 3
- PY 204 Psychology of Adolescence 3

Upon completion of this program, students should be able to:
- Exhibit proficiency in drawing skills including linear perspective.
- Create a portfolio that conforms to the basic requirements to transfer successfully into an art education BA program.
- Understand and use a variety of instructional strategies to encourage development of critical thinking, problem solving and performance skills.
- Evaluate how children learn and develop and analyze and reflect upon observed learning opportunities that support their intellectual, social and personal development.
- Locate, retrieve, and critically evaluate information and information sources.
Degree Offered
Associate in Arts
Liberal Arts/Art Education

Curriculum Code: ART.THERAPY.AA

Program Information
For students who want to transfer into a bachelor’s degree program in art therapy. The option offers a strong foundation in the fundamentals of art therapy. Students who wish to pursue a degree in art therapy will learn to explore an individual’s problems and potential, while using art to cultivate physical and emotional well-being. The curriculum includes an interaction between theoretical learning and artistic learning.

Liberal Arts/Art Therapy, AA

Program Requirements  (61/62 credits)  Credits

Year 1, Fall Semester
- AR 103 Introduction to Art Therapy and Methods  3
- AR 110 Fundamentals of Drawing I  3
- CS 101 Introduction to Microcomputers or CS 102 Applications on the Microcomputer  3
- EN 101 English Composition I  3
- MA 109 Principles of Math or MA 205 Statistics  3
  15

Year 1, Spring Semester
- AR 107 Art History I  3
- CR 101 Ceramics I  3
- EN 102 English Composition II  3
- PY 101 General Psychology  3
- General Education History Elective  3
  15

Year 2, Fall Semester
- AR 104 Art Therapy and Practice  3
- PY 207 Human Growth and Development  3
- General Education Diversity Elective  3
- General Education Science Elective  4
- General Education Humanities Elective  3
  16

Year 2, Spring Semester
- AR 200 2-D Design  3
- SP 203 Effective Speech  3
- General Education History Elective  3
- General Education Humanities Elective  3
- General Education Math or Science Elective  3/4
  15/16

Total Credits 61/62

Upon completion of this program, students should be able to:
- Analyze the relationship between art making and art therapy.
- Use a variety of art materials and therapeutic art techniques to gain an understanding of the healing nature of the art process.
- Identify the major theoretical approaches of the pioneers who developed art therapy as a profession.
- Identify and discuss the developmental stages of art, the therapeutic process, and the stages of therapy.
- Locate, retrieve, and critically evaluate information and information sources.
**Liberal Arts/Ceramics, AA**

Program Requirements  (61/63 credits)  

<table>
<thead>
<tr>
<th>Year 1, Fall Semester</th>
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<tbody>
<tr>
<td>AR 110 Fundamentals of Drawing I</td>
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<tr>
<td>CR 101 Ceramics I</td>
<td>3</td>
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<tr>
<td>CS 101 Introduction to Microcomputers or CS 102 Applications on the Microcomputer</td>
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<tr>
<td>EN 101 English Composition I</td>
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<tr>
<td>General Education Mathematics Elective</td>
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<tr>
<td>AR 107 Art History I</td>
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<tr>
<td>CR 102 Ceramics II</td>
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<tr>
<td>EN 102 English Composition II</td>
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<tr>
<td>General Education History Elective</td>
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<th>Year 2, Fall Semester</th>
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<tbody>
<tr>
<td>AR 108 Art History II</td>
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<tr>
<td>CR 105 Sculptural Ceramics or CR 106 Ceramic Technologies</td>
<td>3</td>
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<tr>
<td>General Education Diversity Elective</td>
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<tr>
<td>General Education Science Elective</td>
<td>4</td>
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<tr>
<td>General Education Social Science Elective</td>
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<tr>
<th>Year 2, Spring Semester</th>
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<tbody>
<tr>
<td>AR 205 3-D Design</td>
<td>3</td>
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<tr>
<td>SP 203 Effective Speech</td>
<td>3</td>
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<tr>
<td>General Education History Elective</td>
<td>3</td>
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<tr>
<td>General Education Math or Science Elective</td>
<td>3/4</td>
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<tr>
<td>General Education Social Science Elective</td>
<td>3</td>
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<tr>
<td><strong>Total:</strong></td>
<td><strong>15/16</strong></td>
</tr>
</tbody>
</table>

**Total Credits 61/63**

Upon completion of this program, students should be able to:
- Demonstrate basic concepts of structure and construction techniques.
- Recognize and demonstrate use of tools and materials associated with three-dimensional design.
- Analyze glaze and clay formulation, operate kilns and other studio equipment.
- Perform basic maintenance of a functioning ceramic studio.
- Utilize historical references and be able to locate and critically evaluate information and information sources in design and fine arts.
Degree Offered
Associate in Arts
Liberal Arts/Design/Fine Arts

Curriculum Code: DSGN.FA.AA

Program Information
This program enables students to gain skills and build the portfolios they will need to pursue a degree at a four-year institution and a career in the visual arts. The program offers a strong foundation for gaining insights and fluency of artistic expression. The curriculum lends itself to portfolio building and the exploration of various media within the artistic fields, including fine arts, fine crafts, art history or applied arts.

When You Graduate
AA programs are primarily designed for students who plan to transfer as juniors at four-year colleges and universities. CCC graduates have obtained bachelor’s degrees and beyond from every college in New Jersey and scores of colleges and universities throughout America. Cumberland has transfer agreements with a number of four-year colleges and universities.

Liberal Arts/
Design/Fine Arts, AA

Program Requirements  Credits

Year 1, Fall Semester
- AR 110 Fundamentals of Drawing I 3
- CS 101 Introduction to Microcomputers or CS 102 Applications on the Microcomputer 3
- EN 101 English Composition I 3
- General Education Humanities Elective 3
- General Education Math Elective 3/4

Year 1, Spring Semester
- AR 113 Fundamentals of Drawing II 3
- EN 102 English Composition II 3
- AR 107 Art History I 3
- General Education History Elective 3
- General Education Science Elective 4

Year 2, Fall Semester
- SP 203 Effective Speech 3
- General Education Humanities Elective 3
- General Education Math or Science Elective 3/4
- General Education Social Science Elective 3
- General Education Diversity Elective 3

Year 2, Spring Semester
- AR 200 2-D Design 3
- General Education Social Science Elective 3
- General Education History Elective 3
- General Education Humanities Elective 3
- Program Elective* 3

Total Credits 61/63

*Program Electives
- AR 115 Painting I 3
- AR 140 Sculpture I 3
- AR 120 Printmaking 3
- CG 101 Intro to Computer Graphics 3
- CG 114 Digital Photography 3
- CR 101 Ceramics I 3

Upon completion of this program, students should be able to:
- Define the visual elements and design principles including the terms associated with each in written form.
- Utilize historical references and be able to locate and critically evaluate information and information sources in design and fine arts.
- Apply 2D and 3D terminology, techniques, and knowledge of various mediums.
- Exhibit proficiency in drawing skills including linear perspective.
- Create a portfolio that conforms to expectations of BA or BFA programs in art or design for successful transfer or employment.
## Liberal Arts/Music, AA

Program Requirements (61/63 credits) | Credits
--- | ---
**Year 1, Fall Semester**
- Applied Music I | 1
- CS 101 Introduction to Microcomputers or CS 102 Applications on the Microcomputer | 3
- EN 101 English Composition I | 3
- General Education History Elective | 3
- General Education Humanities Elective | 3
- General Education Mathematics Elective | 3/4
| 16/17

**Year 2, Spring Semester**
- Applied Music II | 1
- EN 102 English Composition II | 3
- MU 103 Music Theory I | 2
- MU 112 Ear Training and Sight Singing | 2
- General Education Humanities Elective | 3
- General Education History Elective | 3
| 14

**Year 2, Fall Semester**
- Ensemble I / Chorus I | 1
- MU 104 Music Theory II | 2
- MU 113 Ear Training and Sight Singing II | 2
- MU 114 History of Music | 3
- MU 214 MIDI & Audio Recording | 3
- General Education Social Science Elective | 3
- General Education Math or Science Elective | 3/4
| 17/18

**Year 2, Spring Semester**
- Ensemble II / Chorus II | 1
- SP 203 Effective Speech | 3
- MU 115 History of Jazz and Popular Music | 3
- General Education Social Science Elective | 3
- General Education Science Elective | 4
| 14

**Total Credits 61/63**

Upon completion of this program, students should be able to:
- Explain, identify, and apply musical elements and techniques of music theory and aural theory.
- Demonstrate performing competence in their major area of study and in their particular ensemble performing areas.
- Recognize the historical basis of the development of musical forms and genres in its cultural context.
- Describe music technology in its various forms for teaching, composition, and scholarly pursuits.
- Locate, retrieve and critically evaluate information and information sources.
Liberal Arts/
Theatre Education, AA

Program Requirements (61/62 credits) Credits

Year 1, Fall Semester
- ED 101 Historical Foundations of Education 3
- EN 101 English Composition I 3
- MA 109 Principles of Math or MA 115 Mathematical Structures & Algorithms 3
- TH 101 Theatre Appreciation 3
- TH 120 Acting I 3

Total Credits 15

Year 1, Spring Semester
- EN 102 English Composition II 3
- PY 101 General Psychology 3
- TH 150 Stagecraft 3
- TH 220 Acting II 3
- General Education History Elective 3

Total Credits 15

Year 2, Fall Semester
- CS 101 Introduction to Microcomputers or CS 102 Applications on the Microcomputer 3
- MU 115 History of Jazz and Popular Music 3
- PY 213 Educational Psychology 3
- General Education Science Elective 4
- General Education Humanities Elective 3

Total Credits 16

Year 2, Spring Semester
- PY 102 Child Psychology 3
- SP 203 Effective Speech 3
- General Education History Elective 3
- General Education Humanities Elective 3
- General Education Math or Science Elective 3/4

Total Credits 15/16

Total Credits 61/62

Upon completion of this program, students should be able to:
- Exhibit proficiency in character analysis and scene study.
- Create a portfolio that contains samples of work in scene study, monologues, business essentials and elective courses showcasing completion of the basic requirements of theatre study to transfer successfully into a theatre education BA program.
- Evaluate how children learn and develop and analyze and reflect upon observed learning opportunities that support their intellectual, social and personal development.
- Locate, retrieve and critically evaluate information and information sources.
Ceramic Technology, AC

Program Requirements (33 credits)

Year 1, Fall Semester
- AR 110 Fundamentals of Drawing I 3
- CR 101 Ceramics I 3
- EN 101 English Composition I 3
- General Education Humanities Elective 3
  Total Credits 12

Year 1, Spring Semester
- AR 205 3-D Design 3
- CR 102 Ceramics II 3
- CR 105 Sculptural Ceramics 3
- CR 106 Ceramic Technologies 3
  Total Credits 12

Year 2, Fall Semester
- CR 103 Ceramics III 3
- CR 109 Craft Business Practice 3
  Total Credits 9

Total Credits 33

Upon completion of this program, students should be able to:
- Demonstrate basic concepts of structure and construction techniques.
- Recognize and demonstrate use of tools and materials associated with three-dimensional design.
- Analyze glaze and clay formulation, operate kilns and other studio equipment.
- Perform basic maintenance of a functioning ceramic studio.
- Design and write a business plan, resume, artist statement and bio.

Gainful Employment Link
http://legacy.cccnj.edu/ge/Ceramic%20Technology/50.0711-Gedt.html

Employment Opportunities
KILN repair & maintenance; Ceramic Technician within a higher learning institution (ceramic or glass studio); Self employed artisan or consultant/freelance technician providing technical information for school or private ceramic studio; Glass or ceramic kiln assistant technician assisting in fabrication and installation of kilns.
Glass Art, AFA

A collaborative A.F.A. program with Salem Community College

Program Requirements (60 credits) Credits

Year 1, Fall Semester
- ART 104 Drawing* 3
- ART 115 Two-Dimensional Design* 3
- ART 116 Three-Dimensional Design* 3
- EN 101 English Composition I @ CCC 3
- FNA 115 Glass Survey I: Techniques* 3
  15

Year 1, Spring Semester
- ART 130 Figure Drawing* 3
- EN 102 English Composition II @ CCC 3
- FNA 120 Cold Glass Assemblage & Surface Treatment* 3
- FNA 221 Kiln Techniques* 3
- General Education Social Science Elective 3
  15

Year 2, Fall Semester
- AR 107 Art History I @ CCC 3
- ART 205 Basic Digital Photography* 3
- ART 225 Portfolio & Professional Practices* 3
- FNA 110 Principles of Flameworking* 3
- FNA 150 Glassblowing I* 3
  15

Year 2, Spring Semester
- AR 108 Art History II @ CCC 3
- FNA 210 Sculptural Approaches to Flame worked Glass* 3
- FNA 250 Glassblowing II * 3
- General Education Math Elective 3
- General Education Elective 3
  15/16

Total Credits 60

* Class held at Salem Community College

Upon completion of this program, students should be able to:
- Demonstrate the ability to work collaboratively with professional designers, artists, fabricators and manufacturers, as well as clients and colleagues.
- Demonstrate critical-thinking and problem-solving abilities.
- Demonstrate an understanding of contemporary craft and design practice, project development strategies, and glass-forming processes and techniques; and
- Outline and successfully execute a project plan from initial idea or inspiration to the design, fabrication and marketing of a product.
Scientific Glass Technology, AAS

A collaborative A.A.S. program with Salem Community College

Program Requirements (61/62 credits)

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Upon completion of this program, students should be able to:
- Utilize and improve skills to fabricate more Intricately designed glass apparatus.
- Fabricate functional apparatus according to research and industrial technical specifications.
- Demonstrate the ability to produce, read and understand glass shop drawings.
Degree Offered
Associate in Applied Science
Graphic Design

Curriculum Code:
GRAPHIC.DSGN.AAS

Program Information
This program provides students with a strong practical and conceptual foundation in the areas of print, screen-based and motion work. Graduates are prepared to assume entry-level jobs as design layout artists, production assistants, junior graphic designers and web/motion graphic artists. Graphic Design graduates may work for advertising and marketing firms, television post production studios, printers and print companies and non-profit and corporate in-house department.

When You Graduate
AAS programs are designed for students who want to enter a career directly after graduating but those who change their plans find that most of their CCC credits transfer to four-year colleges.

Students are encouraged to visit the NJ transfer website: www.njtransfer.org for transfer course equivalencies.

The latest technology and learning tools support your education for a wide range of employment opportunities.

www.cccnj.edu

Graphic Design, AAS

Program Requirements (60 credits)

<table>
<thead>
<tr>
<th>Year 1, Fall Semester</th>
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<tbody>
<tr>
<td>AR 110 Fundamentals of Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>CG 101 Introduction to Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>CG 105 Introduction to Desktop Publishing</td>
<td>3</td>
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<tr>
<td>EN 101 English Composition I</td>
<td>3</td>
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<tr>
<td>MA 109 Principles of Mathematics</td>
<td>3</td>
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<tr>
<th>Year 1, Spring Semester</th>
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<tbody>
<tr>
<td>AR 108 Art History II</td>
<td>3</td>
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<tr>
<td>AR 200 2-D Design</td>
<td>3</td>
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<tr>
<td>CG 102 Computer Illustration</td>
<td>3</td>
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<tr>
<td>CG 112 Introduction to Motion Graphics</td>
<td>3</td>
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<tr>
<td>EN 102 English Composition II or EN 103 Technical Writing</td>
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<tbody>
<tr>
<td>CG 110 Digital Imaging Techniques</td>
<td>3</td>
</tr>
<tr>
<td>CG 113 Graphic Web Design</td>
<td>3</td>
</tr>
<tr>
<td>CG 201 Fundamentals of Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>PY 101 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SP 203 Effective Speech</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2, Spring Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR 202 Color Theory and Practice</td>
<td>3</td>
</tr>
<tr>
<td>CG 203 Communication Design</td>
<td>3</td>
</tr>
<tr>
<td>CG 204 Graphic Design Internship</td>
<td>3</td>
</tr>
<tr>
<td>CG 205 Portfolio Preparation and Presentation</td>
<td>3</td>
</tr>
<tr>
<td>General Education Diversity Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Total Credits 60

Upon completion of this program, students should be able to:
- Define the visual elements and design principles, including the terms associated with each in written form.
- Show proficiency in a variety of computer skills in both Adobe Photoshop and Adobe Illustrator.
- Utilize historical references and be able to locate and critically evaluate information and information sources.
- Create a portfolio from both classes and a community internship that conforms to industry standards for employment in graphic design.
- Use standard desktop publishing software including Quark and InDesign.

Employment Opportunities
Entry–level design layout artists, production assistants, junior graphic designers and web/motion graphic artists.
Degree Offered
Associate in Arts
Liberal Arts/Graphic Arts

Curriculum Code: GRAPHIC.ARTS.AA

Program Information
This program is for students who wish to earn an associate degree in art with a graphic design emphasis. Throughout the two-year program, students are introduced to drawing, color, computer graphics, illustration and emerging technologies. Working with Macintosh computers, students will learn skills in computer graphics and desktop publishing that will equip them to continue their studies at a four-year institution or to earn entry level positions as graphic designers in the art, publishing and corporate environments.

When You Graduate
AA programs are primarily designed for students who plan to transfer as juniors at four-year colleges and universities. CCC graduates have obtained bachelor’s degrees and beyond from every college in New Jersey and scores of colleges and universities throughout America. Cumberland has transfer agreements with a number of four-year colleges and universities.

Liberal Arts/Graphic Arts, AA

Program Requirements (61/63 credits)

<table>
<thead>
<tr>
<th>Year 1, Fall Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR 110 Fundamentals of Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>CG 101 Introduction to Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>CS 101 Introduction to Microcomputers or CS 102 Applications on the Microcomputer</td>
<td>3</td>
</tr>
<tr>
<td>EN 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>General Education Mathematics Elective</td>
<td>3/4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15/16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 1, Spring Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR 107 Art History I</td>
<td>3</td>
</tr>
<tr>
<td>AR 200 2-D Design</td>
<td>3</td>
</tr>
<tr>
<td>EN 102 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>General Education History Elective</td>
<td>3</td>
</tr>
<tr>
<td>General Education Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2, Fall Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CG 102 Computer Illustration</td>
<td>3</td>
</tr>
<tr>
<td>CG 110 Digital Imaging or CG 114 Digital Photography</td>
<td>3</td>
</tr>
<tr>
<td>SP 203 Effective Speech</td>
<td>3</td>
</tr>
<tr>
<td>General Education Science Elective</td>
<td>4</td>
</tr>
<tr>
<td>General Education Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2, Spring Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CG 105 Desktop Publishing</td>
<td>3</td>
</tr>
<tr>
<td>General Education Diversity Elective</td>
<td>3</td>
</tr>
<tr>
<td>General Education Mathematics or Science Elective</td>
<td>3/4</td>
</tr>
<tr>
<td>General Education Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>General Education History Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15/16</strong></td>
</tr>
</tbody>
</table>

Total Credits 61/63

Upon completion of this program, students should be able to:
- Define the visual elements and design principles, including the terms associated with each in written form.
- Use standard graphic design software including Adobe Photoshop and Adobe Illustrator.
- Utilize historical references and be able to locate and critically evaluate information and information sources.
- Create a portfolio that conforms to the basic requirements to transfer successfully into a Graphic Design BA or BFA program.
- Use standard desktop publishing software including Quark and InDesign.
Game Design & Development, AS

A joint AS degree program with Salem Community College.

Program Requirements  (62 credits)  Credits

Year 1, Fall Semester @ Cumberland County College
- AR 101 Art Appreciation  3
- CG 101 Computer Graphics  3
- CS 101 Introduction to Microcomputers  3
- EN 101 English Composition I  3
- MA 110 College Algebra  3

Year 1, Spring Semester @ Cumberland County College
- AR 110 Fundamentals of Drawing  3
- CG 102 Computer Illustration  3
- CG 110 Digital Imaging Techniques  3
- MA 120 Trigonometry  4
- SP 203 Effective Speech  3

Summer Semester @ Salem Community College
- CGA 160 Introduction to Game Engines  3

Year 2, Fall Semester @ Salem Community College
- CGA 142 Animation for the Web  3
- CGA 162 Introduction to Game Programming  3
- CGA 164 Audio and Video for Game Design  3
- HIS 101 Western Civilization I  3
- PHY 101 Physics I  4

Year 2, Spring Semester @ Salem Community College
- CGA 135 Introduction to 3-D Modeling Techniques  3
- CGA 161 Game Engines II  3
- HIS 102 Western Civilization II  3
- PSY 101 General Psychology  3

Total Credits 62

Upon completion of this program, students should be able to:

- Demonstrate an understanding of the workflow involved in designing and developing a game or training simulation environment.
- Demonstrate the ability to use game engine platforms.
- Create user interfaces.
- Design user experiences.
- Employ programming techniques to create complex environments with physics, logic and purpose.
- Locate, discern and effectively use information to solve problems in the design and development of games.

Transfer of Credits
Game Design and Development graduates may transfer credits to a bachelor’s degree program at a four-year college or university.

Program Requirements (30 credits) Credits

**Year 1, Fall Semester**
- AR 110 Fundamentals of Drawing I 3
- CG 101 Introduction to Computer Graphics 3
- CG 105 Introduction to Desktop Publishing 3
- CG 113 Graphic Web Design 3
- EN 101 English Composition 3
  - 15

**Year 1, Spring Semester**
- AR 200 2-D Design 3
- CG 102 Computer Illustration 3
- CG 110 Digital Imaging 3
- EN 231 News Writing I 3
- General Education Humanities Elective 3
  - 15

**Total Credits 30**

Upon completion of this program, students should be able to:
- Use standard graphic design software including Photoshop and Illustrator.
- Perform operations using a Mac® and other graphic design hardware.
- Use standard desktop publishing software including Quark and InDesign.
- Define the visual elements and design principles, including the terms associated with each in written form.

Gainful Employment Link

Employment Opportunities
Entry-level layout, desktop publishing or print production artists.
# Biomedical Science, AS

**Program Requirements (64 credits)**

<table>
<thead>
<tr>
<th>Year 1, Fall Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BI 101 General Biology I</td>
<td>4</td>
</tr>
<tr>
<td>CH 101 General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>EN 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MA 205 Statistics</td>
<td>3</td>
</tr>
<tr>
<td>PY 101 General Psychology</td>
<td>3</td>
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<td><strong>Total Year 1, Fall Semester</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Year 1, Spring Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BI 102 General Biology II</td>
<td>4</td>
</tr>
<tr>
<td>CH 102 General Chemistry II</td>
<td>4</td>
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<tr>
<td>EN 102 English Composition II</td>
<td>3</td>
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<tr>
<td>General Education Humanities Elective or General Education Social Science Elective</td>
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<tr>
<td>General Education Diversity Elective</td>
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</tr>
<tr>
<td><strong>Total Year 1, Spring Semester</strong></td>
<td><strong>17</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Year 2, Fall Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH 201 Organic Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>MA 121 Pre-Calculus or MA 130 Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>PI 123 Fundamentals of Physics I</td>
<td>4</td>
</tr>
<tr>
<td>General Education Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Year 2, Fall Semester</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2, Spring Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH 202 Organic Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>PI 124 Fundamentals of Physics II</td>
<td>4</td>
</tr>
<tr>
<td>General Education History Elective</td>
<td>3</td>
</tr>
<tr>
<td>Program Elective*</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Year 2, Spring Semester</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

**Total Credits 64**

*Program Electives

| BI 201 Genetics | 4       |
| BI 203 Microbiology | 4       |
| **Total Program Electives** | **8** |

Upon completion of this program, students should be able to:
- Analyze and interpret scientific data.
- Write and verbally communicate scientific principles and concepts using terminology appropriate to the discipline of study.
- Organize and analyze data to solve problems.
- Locate, interpret, critically evaluate and make informed conclusions about scientific literature.
Biomedical Science/Healthcare, AS

Program Requirements  (64 credits)  Credits

Year 1 Fall Semester
- BI 101 General Biology I  4
- EN 101 English Composition I  3
- HS 101 Elements of Healthcare Careers  3
- MA 205 Statistics  3
- PY 101 General Psychology  3

Year 1 Spring Semester
- BI 106 Anatomy & Physiology I  4
- EN 102 English Composition II  3
- MA 121 Pre-Calculus or MA 130 Calculus I  4
- General Education Humanities Elective or General Education Social Science Elective  3
- General Education Diversity Elective  3

Year 2 Fall Semester
- BI 107 Anatomy & Physiology II  4
- PY 207 Human Growth & Development  3
- General Education Humanities Elective  3
- Program Elective*  3/4
- Program Elective*  2/4

Year 2 Spring Semester
- BI 203 Microbiology  4
- General Education History Elective  3
- Program Elective*  3/4
- Program Elective*  2/4
- BI 102 General Biology II  4

Total Credits 64

*Program Electives minimum of 10 Credits
- BI 201 Genetics  4
- BI 208 Introduction to Infectious Disease  3
- BI 210 Basic Pathology – Mechanics of Disease  3
- CH 101 General Chemistry I  4
- CH 102 General Chemistry II  4
- CH 201 Organic Chemistry I  4
- CH 202 Organic Chemistry II  4
- HS 103 Medical Terminology  2
- HS 105 Introduction to Athletic Training  2
- HS 112 Dynamics of Health & Fitness  3
- HS 115 Basic Nutrition  3
- HS 140 Legal and Ethical Issues in Healthcare  3
- HS 218 Prevention and Care of Athletic Injuries  3
- PI 123 Fundamentals of Physics I  4
- PI 124 Fundamentals of Physics II  4

Students preparing for a competitive Allied Healthcare Program should prioritize the following coursework:
- Nursing RN: BI 101, EN 101, PY 101, EN 102, BI 106, PY 207, SO 201, BI 107, HUM GE, SO 201, BI 203
- Radiography RT: BI 101, BI 106, BI 107, EN 101, PY 101, EN 102, SO 201, HUM GE, MATH GE (excluding MA109 and MA115), and CS 101
- Nursing PN: BI 101, EN 101, PY 101, BI 106, HS 115
Degree Offered
Associate in Science
Biomedical Science/Exercise Science

Curriculum Code: BIOMED.EX.AS

Program Information
Exercise Science is the study of movement and the associated functional responses and adaptations. In this context, an exercise scientist must understand the scientific basis underlying exercise-induced physiological responses. The field of Exercise Science is quite diverse; ranging from the study of how organ systems work at the cellular level when confronted with disease, to improving the biomechanical efficiency of an employee working on an assembly line. This program prepares students to become professionals who can assume leadership roles in a variety of health related professions. Graduates have gone on to assist individuals from school aged children to adults to improve their personal health status and to develop a wellness based lifestyle in a variety of tracks.

When You Graduate
A.S. programs are primarily designed for students who plan to transfer as juniors to four-year colleges and universities. Graduates of this program will be prepared for entry into baccalaureate programs in the biomedical sciences. As a graduate of a fully accredited community college, your coursework will be received with full credit transfer at most state colleges, public and private universities across the country. The NJ Lampitt bill passed in 2008 by the NJ State legislature assures seamless transfer of credits toward junior standing at NJ state colleges and universities.

Biomedical Science/Exercise Science, AS

Program Requirements  (64 credits)

<table>
<thead>
<tr>
<th>Year 1, Fall Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BI 101 General Biology I</td>
<td>4</td>
</tr>
<tr>
<td>EN 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>HS 105 Introduction to Athletic Training</td>
<td>2</td>
</tr>
<tr>
<td>MA 205 Statistics</td>
<td>3</td>
</tr>
<tr>
<td>PY 101 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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<thead>
<tr>
<th>Year 1, Spring Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BI 106 Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>EN 102 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MA 110 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>General Education Humanities Elective or General Education Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>General Education Diversity Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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<table>
<thead>
<tr>
<th>Year 2, Fall Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BI 107 Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>HS 145 Exercise Science I</td>
<td>3</td>
</tr>
<tr>
<td>PY 207 Human Growth &amp; Development</td>
<td>3</td>
</tr>
<tr>
<td>Program Electives*</td>
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<td><strong>Total</strong></td>
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<table>
<thead>
<tr>
<th>Year 2, Spring Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS 245 Exercise Science II</td>
<td>3</td>
</tr>
<tr>
<td>General Education History Elective</td>
<td>3</td>
</tr>
<tr>
<td>General Education Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>Program Electives*</td>
<td>7</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

**Total Credits 64**

*Program Electives (must have a total of 14 credits)
BI 216 Biomechanics | 3 |
CH 101 General Chemistry I | 4 |
CH 102 General Chemistry II | 4 |
HS 115 Basic Nutrition | 3 |
HS 140 Legal and Ethical Issues in Healthcare | 3 |
HS 218 Prevention /Care Athletic Injuries | 3 |
PI 123 Fundamentals of Physics I | 4 |
PI 124 Fundamentals of Physics II | 4 |
SO 214 Sports & Sociology | 3 |
Degree Offered
Associate in Applied Science
Health Science

Curriculum Code: HSCI.AAS

Program Information
The A.A.S. Health Science degree is available to individuals who have completed a post secondary accredited or state licensed health education program, and maintain a current license or documented certification in a healthcare profession.

This program provides a degree route for those individuals who are certified or licensed and employed in health professions for which no specific career advancement or degree is available. Individuals who are pharmacy technicians, dental assistants, emergency medical technicians, LPNs, phlebotomists, medical assistants, radiographers, and military trained health practitioners may consider this program.

When You Graduate
Students can continue on in CCC’s A.S. in Biomedical Science program or seek professional advancement in a healthcare profession.

Health Science, AAS

Program Requirements (61/62 credits) Credits

Year 1, Fall Semester
- BI 101 General Biology I or
  CH 101 General Chemistry I 4
- CS 101 Introduction to Microcomputers 3
- EN 101 English Composition I 3
- HS 101 Elements of Healthcare Careers 3
- General Education Mathematics Elective 3/4 16/17

Year 1, Spring Semester
- BI 106 Anatomy & Physiology I 4
- EN 102 English Composition II or
  EN 103 Technical Writing or
  SP 203 Effective Speech 3
- HS 140 Legal and Ethical Issues in Healthcare 3
- PY 101 General Psychology 3
- General Education Humanities Elective 3 16

Year 2, Fall Semester
- BI 107 Anatomy & Physiology 4
- BI 208 Infectious Disease 3
- SO 201 Introduction to Sociology 3
- Program Electives/Credential Evaluation* 6 16

Year 2, Spring Semester
- BI 210 Basic Pathology 4
- HS 115 Basic Nutrition 3
- Program Electives/Credential Evaluation* 6 13

Total Credits 61/62

*Program Electives
- BI 201 Genetics 4
- CH 101 General Chemistry I 4
- CH 102 General Chemistry II 4
- CH 201 Organic Chemistry I 4
- CH 202 Organic Chemistry II 4
- HS 103 Medical Terminology 2
- HS 105 Introduction to Athletic Training 2
- HS 112 Dynamics of Health & Fitness 3
- HS 218 Prevention and Care of Athletic Injuries 3
- PI 123 Fundamentals of Physics I 4
- PI 124 Fundamentals of Physics II 4

*Up to 12 health science credits may be awarded for a license or credential in an allied health related field from an approved educational training program. Additional courses from the approved program electives list can be completed to make up the difference.
Health Science, AC

Program Requirements (30/31 credits) Credits

Year 1, Fall Semester
- BI 101 General Biology I or 4
  CH 101 General Chemistry I
- EN 101 English Composition I 3
- HS 101 Elements of Healthcare Careers 3
- HS 103 Medical Terminology 2
- PY 101 General Psychology 3

15

Year 1, Spring Semester
- HS 115 Basic Nutrition 3
- HS 117 Home Health Aide*, or 3/4
  any other health certification/licensure
- HS 140 Legal and Ethical Issues in Healthcare 3
- SO 201 Intro to Sociology 3
- Humanities Elective 3

15/16

Total Credits 30/31

*Held at John F. Scarpa Technical Education Center of Cumberland County.

Upon completion of this program, students should be able to:
• Analyze and interpret scientific data.
• Write and verbally communicate scientific principles and concepts using technology and terminology appropriate to the discipline of study.
• Locate, critically evaluate and make informed conclusions about scientific literature.

Gainful Employment Link
http://legacy.cccnj.edu/ge/Health%20Science/51.0000–Gedt.html

Employment Opportunities
Managerial or supervisory positions in an allied health field.
Health Information Technology, AAS

A joint AAS degree program with Camden County College (Online Completion)

Program Requirements (67 credits)

<table>
<thead>
<tr>
<th>Year 1 @ Cumberland County College</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
<td></td>
</tr>
<tr>
<td>BI 106 Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>CS 101 Introduction to Microcomputers</td>
<td>3</td>
</tr>
<tr>
<td>EN 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>HS 103 Medical Terminology</td>
<td>2</td>
</tr>
<tr>
<td>MA 205 Statistics</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>15</td>
</tr>
</tbody>
</table>

| **Spring Semester**                |         |
| BI 107 Anatomy & Physiology II     | 4       |
| EN 102 English Composition II      | 3       |
| HS 140 Legal and Ethical Issues in Healthcare | 3 |
| General Education Diversity Elective or General Education Social Science | 3 |
| HS 104 Health Information Technology | 3     |
| **Total**                          | 16      |

<table>
<thead>
<tr>
<th>Year 2 @ Camden County College online</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summer Semester</strong></td>
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</tr>
<tr>
<td>HIT 132 Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Fall Semester</strong></td>
<td></td>
</tr>
<tr>
<td>HIT 110 Health Informatics</td>
<td>4</td>
</tr>
<tr>
<td>HIT 115 Healthcare Reimbursement</td>
<td>3</td>
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<tr>
<td>HIT 130 Introduction to Ambulatory Coding</td>
<td>3</td>
</tr>
<tr>
<td>HIT 134 Basic Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td>HIT 140 Diagnostic and Procedural Coding I</td>
<td>3</td>
</tr>
<tr>
<td>HIT 150 Technical Practice Experience</td>
<td>1</td>
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<tr>
<td><strong>Total</strong></td>
<td>17</td>
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</tbody>
</table>

| **Spring Semester**                 |         |
| HIT 202 Statistical Methods for Health Information | 3 |
| HIT 215 Advanced Ambulatory Coding    | 3       |
| HIT 235 Organizational Resources, QI and PI | 4   |
| HIT 220 Professional Practice Experience | 2     |
| HIT 240 Diagnostic and Procedural Coding II | 4     |
| **Total**                            | 16      |

**Total Credits 67**

Upon completion of the program, students should be able to:
- Effectively demonstrate competencies with the most current coding software.
- Effectively use practical coding tools such as medical records and operative reports.
- Effectively demonstrate entry-level competencies in the area of Health Information Management (HIM)
- Be eligible to take the national certification examination for Registered Health Information Technician (RHIT) offered by the American Health Information Management Association (AHIMA)
Medical Coding, AC

A joint certificate program with Camden County College

Program Requirements  (39 credits)  Credits

Year 1, Fall Semester @ Cumberland County College
- BI 104 Human Biology  3
- BI 105 Human Biology Lab  1
- CS 101 Introduction to Microcomputers  3
- EN 101 English Composition I  3
- HS 103 Medical Terminology  2
- HS 104 Health Information Technology  3
  15

Year 1, Spring Semester @ Camden County College online
- HIT 115 Healthcare Reimbursement  3
- HIT 130 Introduction to Ambulatory Coding  3
- HIT 134 Basic Pathophysiology  3
- HIT 140 Diagnostic and Procedural Coding I  3
  12

Year 2, Fall Semester @ Camden County College online
- HIT 132 Pharmacology  3
- HIT 135 Medical Coding Internship  2
- HIT 215 Advanced Ambulatory Coding  3
- HIT 240 Diagnostic and Procedural Coding II  4
  12

Total Credits 39

Upon completion of the program, students should be able to:
- Effectively demonstrate competencies with the most current coding software.
- Effectively use practical coding tools such as medical records and operative reports.
- Take the national entry-level certification by the American Health Information Management Association (AHIMA) with the Certified Coding Associate (CCA) credential.

Gainful Employment Link
http://legacy.cccnj.edu/ge/Medical%20Coding/51.0707-Gedt.html
Nursing, AAS

This program has selective admissions. Please see Allied Health Activation page of the college’s website for details.

Program Requirements (68 credits)

<table>
<thead>
<tr>
<th>Year 1, Fall Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BI 106 Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>EN 101 English Composition I</td>
<td>3</td>
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<tr>
<td>NU 112 Introduction to Nursing Success</td>
<td>1</td>
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<tr>
<td>NU 113 Nursing Concepts I</td>
<td>7</td>
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<tr>
<td>SO 201 Introduction to Sociology</td>
<td>3</td>
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<td><strong>Total Credits</strong></td>
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<table>
<thead>
<tr>
<th>Year 1, Spring Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BI 107 Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>EN 102 English Composition II or EN 103 Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>NU 114 Nursing Concepts II</td>
<td>7</td>
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<tr>
<td>PY 101 General Psychology</td>
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<table>
<thead>
<tr>
<th>Year 2, Fall Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BI 203 Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>NU 209 Nursing Concepts in Global Health and Diversity</td>
<td>1</td>
</tr>
<tr>
<td>NU 210 Concepts in Nursing Practice III</td>
<td>10</td>
</tr>
<tr>
<td>PY 207 Human Growth &amp; Development</td>
<td>3</td>
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<td><strong>Total Credits</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Year 2, Spring Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NU 211 Concepts in Nursing Practice IV</td>
<td>10</td>
</tr>
<tr>
<td>NU 212 Concepts of Leadership in Health Care Systems</td>
<td>2</td>
</tr>
<tr>
<td>General Education Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

**Total Credits 68**

- For progression in the program, a passing grade of 95 is needed on the medical dosage calculation exam given in all four core courses (NU 113, NU 114, NU 210, NU 211).

Upon completion of this program, students should be able to:
- Demonstrate clinical competence by using evidence based practice to provide quality patient centered care in a safe, supportive, collaborative environment.
- Demonstrate critical reasoning using the nursing process and reflection to address health care problems.
- Effectively communicate with patients, significant others, healthcare team, and community agencies to promote health.
- Effective use of technology for research, information processing, and communication.
- Participate in educational opportunities to foster competence in evidenced based nursing.

Employment Opportunities
Registered nurse in a wide variety of settings ranging from laboratories to hospitals.
Degree Offered
Associate in Science
Health Science/Occupational Therapy Assistant

Curriculum Code: OTA.AS

Program Information
The 74-credit joint Associate of Science Degree Program in Occupational Therapy Assistant is offered in collaboration with Rutgers Partner Colleges or Institutions. Students complete at least 32 general education credits at a College Partner as pre-requisite to the 42 credits of professional coursework at Rutgers. Admission to the Occupational Therapy Assistant Program at Rutgers, is competitive; completion of the pre-professional curriculum at a Partner College does not guarantee admission. (NOTE: the Rutgers courses are offered at the Scotch Plains, NJ campus.)

The Occupational Therapy Assistant (OTA) Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200 Bethesda, MD 20814-3449. ACOTE’s telephone number c/o AOTA is (301) 652-AOTA and its Web address is www.acoteonline.org

Please visit the Rutgers OTA program website at http://shp.rutgers.edu/dept/psyr/programs/bsdota/, for additional information.

When You Graduate
Graduates of an ACOTE accredited OTA program are eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, most states, including New Jersey, require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination.

Upon completion of this program, students should be able to:
• Practice in a safe, ethical, and collaborative manner under the supervision of an occupational therapist in accordance with the regulations of the healthcare, educational, or community setting.
• Provide occupational therapy services to persons, groups, and populations from diverse experiences and cultures in health care, educational and community settings.
• Contribute to the evaluation process of the person, group, or population, by gathering information, implementing assigned assessments, and reporting results to the OT and treatment team.

www.cccnj.edu

Occupational Therapy Assistant, AS

A joint AS degree program with Rutgers University, Scotch Plains, NJ Campus

Program Requirements (74 credits)

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
</table>

Year 1 @ Cumberland County College
Fall Semester
- BI 106 Anatomy & Physiology I 4
- EN 101 English Composition I 3
- PY 101 General Psychology 3
- MA 205 Statistics 3
- General Education Diversity Elective 3

16

Spring Semester
- BI 107 Anatomy & Physiology II 4
- EN 102 English Composition II 3
- PY 207 Human Growth & Development 3
- SO 201 Introduction to Sociology 3
- PH 102 Introduction to Ethics 3

16

Year 2 @ Rutgers University
Fall Semester
- OCHT 1010 Occupational Therapy Foundations for the OTA 3
- OCHT 1019 Level I Fieldwork A: Integration & Practice Applications 1
- OCHT 1020 Occupational Performance & Participation: Skills & Client Factors 3
- OCHT 1031 Conditions Impacting Occupations, Participation & Health I: Adult/Older Adult 2
- PSRT 1102 Communication Techniques 3

12

Spring Semester
- OCHT 1029 Level I Fieldwork B: Integration & Practice Applications 1
- OCHT 1040 Occupational Performance & Participation: Therapeutic Applications 3
- OCHT 1051 Principles & Practices I: Wellness & Mental Health 2
- OCHT 1052 Principles & Practices II: Rehabilitation, Disability, Aging & Participation 3
- PSRT 1103 Group Dynamics 3

12

Summer Session
- OCHT 1032 Conditions Impacting Occupation, Participation & Health II: Child/Adolescent 2
- OCHT 1039 Level I Fieldwork C: Integration & Practice Applications 1
- OCHT 1053 Principles & Practices III: Children & Youths 2
- OCHT 1071 Professional Seminar I 6

Fall Semester
- OCHT 2019 OTA Practice: Fieldwork II Adult/Older Adult 5
- OCHT 2029 OTA Practice: Fieldwork II Child/Adolescent 5
- OCHT 2072 Professional Seminar II 2

12

Total Credits 74
Psychosocial Rehabilitation and Treatment, AS

Program Requirements  61 credits)  

<table>
<thead>
<tr>
<th>Year 1 @ Cumberland County College</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
<td></td>
</tr>
<tr>
<td>BI 104 Human Biology</td>
<td>3</td>
</tr>
<tr>
<td>BI 105 Human Biology Lab</td>
<td>1</td>
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<tr>
<td>CS 101 Introduction to Microcomputers</td>
<td>3</td>
</tr>
<tr>
<td>EN 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>History General Education Elective</td>
<td>3</td>
</tr>
<tr>
<td>PY 101 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Spring Semester</strong></td>
<td>16</td>
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<tr>
<td>EN 102 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>HS 140 Legal &amp; Ethical Issues in Healthcare</td>
<td>3</td>
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<tr>
<td>Mathematics General Education Elective (MA 110 Recommended)</td>
<td>3</td>
</tr>
<tr>
<td>PY 207 Human Growth &amp; Development</td>
<td>3</td>
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<tr>
<td>SO 201 Introduction to Sociology</td>
<td>3</td>
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<tr>
<td><strong>Year 2 @ Rutgers University</strong></td>
<td></td>
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<tr>
<td><strong>Fall Semester</strong></td>
<td></td>
</tr>
<tr>
<td>PSRT 1101 Introduction to Psych Rehab</td>
<td>3</td>
</tr>
<tr>
<td>PSRT 1102 Communication Techniques</td>
<td>3</td>
</tr>
<tr>
<td>PSRT 1103 Group Interventions for People with Disabilities</td>
<td>3</td>
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<tr>
<td>PSRT 1204 Clinical Principles in Psych Rehab</td>
<td>3</td>
</tr>
<tr>
<td><strong>Spring Semester</strong></td>
<td>12</td>
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<tr>
<td>PSRT 1019 Clinical I</td>
<td>6</td>
</tr>
<tr>
<td>PSRT 2121 Community Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>PSRT 2231 Emerging Topics</td>
<td>3</td>
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<tr>
<td><strong>Summer Semester</strong></td>
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<tr>
<td>PSRT 2019 Clinical II</td>
<td>6</td>
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<tr>
<td><strong>Total Credits 61</strong></td>
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</tbody>
</table>

Upon completion of this program, students should be able to:

- Assist in the rehabilitative care of people with severe mental illness in structured programs.
- Demonstrate professional demeanor, behavior and attitudes.
- Promote the processes of recovery and wellness.
- Access wellness and recovery resources for personal and professional practice.
- Implement evidence-based rehabilitation interventions.

www.cccnj.edu
Radiography, AAS

This program has selective admissions. Please see Allied Health Activation page of the college’s website for details.

Program Requirements  (69/70 credits)  

<table>
<thead>
<tr>
<th>Year 1, Fall Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BI 106 Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>EN 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>RT 101 Introduction to Radiography Science</td>
<td>3</td>
</tr>
<tr>
<td>RT 102 Radiographic Procedures I</td>
<td>3</td>
</tr>
<tr>
<td>RT 103 Clinical Practicum &amp; Image Evaluation I</td>
<td>2</td>
</tr>
<tr>
<td>RT 104 Radiographic Exposure I</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>17</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Year 1, Spring Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BI 107 Anatomy Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>CS 101 Introduction to Microcomputers</td>
<td>3</td>
</tr>
<tr>
<td>RT 106 Radiographic Exposure II</td>
<td>2</td>
</tr>
<tr>
<td>RT 107 Radiographic Procedures II</td>
<td>3</td>
</tr>
<tr>
<td>RT 110 Clinical Practicum &amp; Image Evaluation II</td>
<td>2</td>
</tr>
<tr>
<td>RT 121 Radiation Protection &amp; Biology</td>
<td>3</td>
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<tr>
<td><strong>Total</strong></td>
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<table>
<thead>
<tr>
<th>Summer Semester</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>RT 111 Clinical Practicum &amp; Image Evaluation III</td>
<td>2</td>
</tr>
<tr>
<td>RT 200 Clinical Practicum &amp; Image Evaluation IV</td>
<td>2</td>
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<td><strong>Total</strong></td>
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<table>
<thead>
<tr>
<th>Year 2, Fall Semester</th>
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<tbody>
<tr>
<td>EN 102 English Composition II or EN 103 Technical Writing</td>
<td>3</td>
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<tr>
<td>PY 101 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>RT 201 Radiographic Procedures III</td>
<td>3</td>
</tr>
<tr>
<td>RT 202 Clinical Practicum &amp; Image Evaluation V</td>
<td>3</td>
</tr>
<tr>
<td>RT 220 Equipment Operation &amp; Maintenance I</td>
<td>2</td>
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<tr>
<td>General Education Humanities Elective</td>
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<tr>
<td><strong>Total</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Year 2, Spring Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>RT 205 Radiographic Procedures IV</td>
<td>3</td>
</tr>
<tr>
<td>RT 206 Clinical Practicum &amp; Image Evaluation VI</td>
<td>3</td>
</tr>
<tr>
<td>RT 221 Equipment Operation &amp; Maintenance II</td>
<td>2</td>
</tr>
<tr>
<td>SO 201 Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>General Education Mathematics Elective (Excluding MA 109 &amp; MA115)</td>
<td>3/4</td>
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<tr>
<td><strong>Total credits</strong></td>
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</table>

Total Credits 69/70

Upon completion of this program, students should be able to:
- Locate, retrieve, and critically evaluate information and information sources.
- Be competent when performing radiographic procedures.
- Demonstrate effective communication.
- Demonstrate problem solving/critical thinking skills.
- Display professional development and growth.
- Graduates will be employable and meet the needs of the healthcare community.

Employment Opportunities
Radiographer
Program Requirements (34 credits)

<table>
<thead>
<tr>
<th>Year 1, Fall Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BI 106 Anatomy &amp; Physiology</td>
<td>4</td>
</tr>
<tr>
<td>EN 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>PN 101 Foundations of Practical Nursing Practice</td>
<td>7</td>
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<thead>
<tr>
<th>Year 1, Spring Semester</th>
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<tbody>
<tr>
<td>HS 115 Basic Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>PN 102 Medical Surgical Practical Nursing</td>
<td>7</td>
</tr>
<tr>
<td>PY 101 General Psychology</td>
<td>3</td>
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<tr>
<th>Year 1, Summer Semester</th>
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<tbody>
<tr>
<td>PN 103 Advanced Concepts in Practical Nursing</td>
<td>2</td>
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<tr>
<th>Year 1, Summer Semester</th>
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<tbody>
<tr>
<td>PN 104 Family-Centered Nursing Practice</td>
<td>5</td>
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<thead>
<tr>
<th>Year 1, Summer Semester</th>
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<tbody>
<tr>
<td>PN 104 Family-Centered Nursing Practice</td>
<td>5</td>
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</table>

| Total Credits                            | 34      |

- For progression in the program, a passing grade of 95 is needed on the medical dosage calculation exam given in all four core courses (PN 101, PN 102, PN 103, PN 104).

Upon completion of this program, students should be able to:
- Demonstrate clinical competence at a novice practical nurse level.
- Apply critical thinking principles using the nursing process to attain optimal level of client function.
- Demonstrate effective collaboration with the Registered Nurse in the assessment, planning, implementation and evaluation of patient care.
- Demonstrate effective communication with the client, significant others, health care providers and community agencies to provide holistic care.
- Demonstrate professionalism in nursing practice.
- Value participation in educational opportunities to maintain nursing competence.

Gainful Employment Link
http://legacy.cccnj.edu/ge/Practical%20Nursing/51.3901-Gedt.html

Employment Opportunities
Licensed practical nurse
Justice Studies, AS

Programs of Study • www.cccnj.edu

Justice Studies

Degree Offered
Associate in Science
Justice Studies

Curriculum Code: JS.CJ.AS

Program Information
Law enforcement and corrections are among the fastest growing career fields in America, according to the U.S. Department of Labor. A range of job opportunities awaits graduates as America becomes a more security-conscious society.

This program encourages comprehensive understanding of the nature of crime and the goals of the criminal justice system. Students are introduced to organizations, occupations and regulations that govern the criminal justice system. The program prepares students to enter a specific criminal justice field or continue their studies at a four-year college/university. Two themes are critical throughout the program: leadership and ethics.

Curriculum Code: JS.CJ.AS

Program Information

Law enforcement and corrections are among the fastest growing career fields in America, according to the U.S. Department of Labor. A range of job opportunities awaits graduates as America becomes a more security-conscious society.

This program encourages comprehensive understanding of the nature of crime and the goals of the criminal justice system. Students are introduced to organizations, occupations and regulations that govern the criminal justice system. The program prepares students to enter a specific criminal justice field or continue their studies at a four-year college/university. Two themes are critical throughout the program: leadership and ethics.

When You Graduate
You’ll be ready for immediate employment or you can transfer to a four-year college. CCC has transfer agreements in criminal justice with several colleges, and graduates have transferred to scores of colleges and universities throughout the years.

Some career possibilities include employment with federal, state and county departments or institutions. Those with a bachelor’s degree may hold a variety of administrative positions.

As a graduate of a fully accredited community college, your coursework will be received with full credit transfer at most state colleges, public and private universities across the country. The NJ Lampitt bill passed in 2008 by the NJ State legislature assures seamless transfer of credits toward junior standing at NJ state colleges and universities.

This program is designed for students who wish to enter a specific criminal justice field or continue their studies at a four-year college/university. Students are introduced to organizations, occupations and regulations that govern the criminal justice system and a range of job opportunities that await graduates as America becomes a more security-conscious society.

www.cccnj.edu

Justice Studies, AS

Program Requirements (58 credits)

Year 1, Fall Semester
- CJ 207 Administration of Justice 3
- CS 101 Introduction to Microcomputers or CS 102 Applications on the Microcomputer 3
- EN 101 English Composition I 3
- PA 101 Public Administration 3
- PS 201 American Federal Government or PS 203 State & Local Government 3

Year 1, Spring Semester
- CJ 102 Criminology & Penology 3
- CJ 104 Criminal Law 3
- CJ 115 Diversity Issues in Criminal Justice 3
- PY 101 General Psychology 3
- SO 201 Introductory Sociology 3

Year 2, Fall Semester
- CJ 215 Criminal Justice Fieldwork 3
- General Education Humanities Elective 3
- General Education Science Elective with lab 4

Year 2, Spring Semester
- CJ 215 Criminal Justice Fieldwork 3
- SP 203 Effective Speech 3
- Criminal Justice Elective 3
- General Education Humanities Elective 3
- General Education Science Elective with lab 4

Total Credits 58

*Program Electives:
Any Criminal Justice course, or CS 241 Computer Forensics (3 cr)

Upon completion of this program, students should be able to:
- Identify the role of each component of the US criminal justice system.
- Demonstrate knowledge of the US Constitution and the constitutional implication of the criminal procedure in the US as applied to arrest, use of force, and search and seizure.
- Identify the moral, ethical and legal obligations of criminal justice professionals.
- Recognize the roles of various criminal justice professions.
- Locate, retrieve and critically evaluate information and information sources related to the profession.

Employment Opportunities
Federal law enforcement agent, lawyer, probation officer, parole officer, public safety planner, legal researcher or paralegal.
Justice Studies/Corrections, AS

Program Requirements (61/62 credits) Credits

Year 1, Fall Semester
- CJ 207 Administration of Justice 3
- CS 101 Introduction to Microcomputers or CS 102 Applications on the Microcomputer 3
- EN 101 English Composition I 3
- PA 101 Public Administration 3
- PS 201 American Federal Government or PS 203 State & Local Government 3

Year 1, Spring Semester
- CJ 102 Criminology & Penology 3
- CJ 104 Criminal law 3
- CJ 115 Diversity Issues in Criminal Justice 3
- PY 101 General Psychology 3
- SO 201 Introductory Sociology 3

Year 2, Fall Semester
- CJ 211 Institutional Treatment of the Offender 3
- CJ 212 Principles of Corrections Operations 3
- EN 102 English Composition II 3
- General Education Humanities Elective 3
- General Education Mathematics Elective 3/4

Year 2, Spring Semester
- CJ 214 Correctional Counseling & Interviewing 3
- CJ 215 Criminal Justice Fieldwork 3
- SP 203 Effective Speech 3
- General Education Humanities Elective 3
- General Education Science Elective with lab 4

Total Credits 61/62

Upon completion of this program, students should be able to:
- Illustrate cause and effect relationships within the continuum and how they impact, both positively and negatively, the outcomes desired by the community as a whole.
- Identify the role of each component of the US criminal justice system.
- Demonstrate knowledge of the US Constitution and the constitutional implication of the criminal procedure in the US as applied to arrest, use of force, and search and seizure.
- Identify the moral, ethical and legal obligations of criminal justice professionals.
- Recognize the roles of various criminal justice professions.
- Locate, retrieve and critically evaluate information and information sources related to the profession.

Employment Opportunities
Employment with Federal, state and county departments or institution.
Justice Studies/Forensics & Technology, AS

Program Requirements (61/62 credits)

<table>
<thead>
<tr>
<th>Year 1, Fall Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ 207 Administration of Justice</td>
<td>3</td>
</tr>
<tr>
<td>CS 101 Introduction to Microcomputers or CS 102 Applications on the Microcomputer</td>
<td>3</td>
</tr>
<tr>
<td>EN 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>PA 101 Public Administration</td>
<td>3</td>
</tr>
<tr>
<td>PS 201 American Federal Government or PS 203 State &amp; Local Government</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits 61</strong></td>
<td><strong>61</strong></td>
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<table>
<thead>
<tr>
<th>Year 1, Spring Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ 102 Criminology &amp; Penology</td>
<td>3</td>
</tr>
<tr>
<td>CJ 104 Criminal law</td>
<td>3</td>
</tr>
<tr>
<td>CJ 115 Diversity Issues in Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>PY 101 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SO 201 Introductory Sociology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits 15</strong></td>
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<table>
<thead>
<tr>
<th>Year 2, Fall Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ 120 Cybercrime or CS 241 Computer Forensics</td>
<td>3</td>
</tr>
<tr>
<td>CJ 209 Criminalistics</td>
<td>3</td>
</tr>
<tr>
<td>EN 102 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>General Education Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>General Education Mathematics Elective</td>
<td>3</td>
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<td><strong>Total Credits 16</strong></td>
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<thead>
<tr>
<th>Year 2, Spring Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CJ 215 Criminal Justice Fieldwork</td>
<td>3</td>
</tr>
<tr>
<td>CJ 216 Crime Analysis &amp; Mapping</td>
<td>3</td>
</tr>
<tr>
<td>SP 203 Effective Speech</td>
<td>3</td>
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<tr>
<td>General Education History Elective</td>
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<tr>
<td>General Education Science Elective with lab</td>
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<tr>
<td><strong>Total Credits 16</strong></td>
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</tbody>
</table>

Total Credits 61/62

Upon completion of this program, students should be able to:

- Identify the role of forensics.
- Identify the role of each component of the US criminal justice system.
- Demonstrate knowledge of the US Constitution and the constitutional implication of the criminal procedure in the US as applied to arrest, use of force, and search and seizure.
- Identify the moral, ethical and legal obligations of criminal justice professionals.
- Recognize the roles of various criminal justice professions.
- Locate, retrieve and critically evaluate information and information sources related to the profession.

Employment Opportunities

Police officer with the necessary background to perform as an evidence technician.

www.cccnj.edu
Justice Studies/Homeland Security, AS

Program Requirements (61/62 credits)

Year 1, Fall Semester
- CJ 207 Administration of Justice 3
- CS 101 Introduction to Microcomputers or CS 102 Applications on the Microcomputer 3
- EN 101 English Composition I 3
- PA 101 Public Administration 3
- PS 201 American Federal Government or PS 203 State & Local Government 3

Year 1, Spring Semester
- CJ 102 Criminology & Penology 3
- CJ 104 Criminal Law 3
- CJ 115 Diversity Issues in Criminal Justice 3
- PY 101 General Psychology 3
- SO 201 Introductory Sociology 3

Year 2, Fall Semester
- CJ 120 Cybercrime 3
- CJ 130 Introduction to Emergency Management 3
- EN 102 English Composition II 3
- General Education Humanities Elective 3
- General Education Mathematics Elective 3/4

Year 2, Spring Semester
- CJ 215 Criminal Justice Fieldwork 3
- CJ 206 Terrorism 3
- SP 203 Effective Speech 3
- General Education History Elective 3
- General Education Science Elective with lab 4

Total Credits 61/62

Upon completion of this program, students should be able to:
- Demonstrate knowledge of the current trends, problems and concerns of the contemporary criminal justice, including terrorism, hate crime, cybercrime and societal violence.
- Demonstrate knowledge of the US Constitution and the constitutional implication of the criminal procedure in the US as applied to arrest, use of force, and search and seizure.
- Identify the moral, ethical and legal obligations of criminal justice professionals.
- Recognize the roles of various criminal justice professions.
- Locate, retrieve and critically evaluate information and information sources related to the profession.

Employment Opportunities
Law enforcement, law, corrections and private investigation.
Justice Studies/ Criminal Justice, AC

Program Requirements  (30 credits)  

Year 1, Fall Semester
- CS 101 Introduction to Microcomputers or CS 102 Applications on the Microcomputer 3
- EN 101 English Composition I 3
- PA 101 Public Administration 3
- PS 201 American Federal Government or PS 203 State & Local Government 3
- CJ 207 Administration of Justice 3

Year 1, Spring Semester
- PY 101 General Psychology 3
- SO 201 Introductory Sociology 3
- CJ 102 Criminology & Penology 3
- CJ 104 Criminal law 3
- CJ 115 Diversity Issues in Criminal Justice 3

Total Credits 30

Upon completion of this program, students should be able to:
- Discuss the history and philosophy of the components of the criminal justice system.
- Describe the formal and informal political and community structures that affect criminal justice agencies.
- Recognize the roles of various criminal justice professionals.
- Describe the fundamental concepts and principles of management and administration employed in various police agencies.

Gainful Employment Link
http://legacy.cccnj.edu/ge/Justice%20Studies%20Criminal%20Justice/43.0107-Gedt.html

Employment Opportunities
Police officer, crime scene investigator, private investigator.

Justice Studies/ Criminal Justice, AC

Program Requirements  (30 credits)  

Year 1, Fall Semester
- CS 101 Introduction to Microcomputers or CS 102 Applications on the Microcomputer 3
- EN 101 English Composition I 3
- PA 101 Public Administration 3
- PS 201 American Federal Government or PS 203 State & Local Government 3
- CJ 207 Administration of Justice 3

Year 1, Spring Semester
- PY 101 General Psychology 3
- SO 201 Introductory Sociology 3
- CJ 102 Criminology & Penology 3
- CJ 104 Criminal law 3
- CJ 115 Diversity Issues in Criminal Justice 3

Total Credits 30

Upon completion of this program, students should be able to:
- Discuss the history and philosophy of the components of the criminal justice system.
- Describe the formal and informal political and community structures that affect criminal justice agencies.
- Recognize the roles of various criminal justice professionals.
- Describe the fundamental concepts and principles of management and administration employed in various police agencies.

Gainful Employment Link
http://legacy.cccnj.edu/ge/Justice%20Studies%20Criminal%20Justice/43.0107-Gedt.html

Employment Opportunities
Police officer, crime scene investigator, private investigator.
Justice Studies/Homeland Security, AC

Program Requirements (30 credits) Credits

Year 1, Fall Semester
- CJ 207 Administration of Justice 3
- CS 101 Introduction to Microcomputers or
  CS 102 Applications on the Microcomputer 3
- EN 101 English Composition I 3
- PA 101 Public Administration 3
- PS 201 American Federal Government or
  PS 203 State & Local Government 3

  15

Year 1, Spring Semester
- CJ 102 Criminology & Penology 3
- CJ 104 Criminal Law 3
- CJ 115 Diversity Issues in Criminal Justice 3
- PY 101 General Psychology 3
- SO 201 Introductory Sociology 3

  15

Total Credits 30

Upon completion of this program, students should be able to:
- Discuss the history and philosophy of the components for the criminal justice system and their relationships to Homeland Security.
- Recognize the formal and informal political and community structures that affect criminal justice agencies and Homeland Security.
- Describe the fundamental concepts and principles of Homeland Security management and administration employed throughout governmental levels of local, state and federal operations.

Gainful Employment Link
http://legacy.cccnj.edu/ge/Justice%20Studies%20Homeland%20Security/43.0107-Gedt.html

Certificate programs provide specific career skills development as well as the opportunity to test an area of interest, or enhance a degree program. Students who complete a certificate program can continue to obtain a degree.

This program is designed to prepare students to enter the burgeoning fields of emergency preparedness, disaster management, counterterrorism, and security.

www.cccnj.edu
Degree Offered
Associate in Arts
Liberal Arts

Curriculum Code: LIB.ARTS.GEN.LEG

Program Information
This program is designed for students who wish to transfer to a four-year college after completing the first two years of undergraduate coursework at CCC as a Liberal Arts General. The Liberal Arts program is not designed for specific majors, but allows graduating students to advance to many different areas of study. As the Liberal Arts program allows considerable course options, students should research the degree requirements of the four-year colleges of interest.

Cumberland has transfer agreements with a number of four-year colleges and universities. As a graduate of a fully accredited community college, your coursework will be received with full credit transfer at most state colleges, public and private universities across the country. The NJ Lampitt bill passed in 2008 by the NJ State legislature assures seamless transfer of credits toward junior standing at NJ state colleges and universities.

When You Graduate
AA programs are primarily designed for students who plan to transfer as juniors at four year colleges and universities. CCC graduates have obtained bachelor’s degrees and beyond from every college in New Jersey and scores of colleges and universities throughout America.

Liberal Arts, AA

Program Requirements (61/63 credits)

Year 1, Fall Semester
- CS 101 Introduction to Microcomputers or CS 102 Applications on the Microcomputer  3
- EN 101 English Composition I  3
- General Education History Elective  3
- General Education Mathematics Elective  3/4
- General Education Humanities Elective  3

Year 1, Spring Semester
- EN 102 English Composition II  3
- SP 203 Effective Speech  3
- General Education Science Elective  4
- General Education Social Science Elective  3
- Program Elective*  3

Year 2, Fall Semester
- General Education Humanities Elective  3
- General Education Mathematics or Science Elective  3/4
- General Education Social Science Elective  3
- Program Elective*  3
- Program Elective*  3

Year 2, Spring Semester
- General Education Diversity Elective  3
- General Education History Elective  3
- General Education Humanities Elective  3
- Program Elective*  3
- Program Elective*  3

Total Credits 61/63

*Program Electives:
Students will select a combination of five 5 program courses from across academic divisions A&H, STEM, and BESS. Nine of the 15 Credits must be in one division. Students who elect a foreign language should select 6 Credits in the same language.

Upon completion of this program, students should be able to:
- Demonstrate effective communication skills by expressing ideas and sharing knowledge in a clear, focused and organized manner.
- Demonstrate mathematical and statistical concepts and operations to interpret data and to solve problems.
- Demonstrate scientific method of inquiry, through the acquisition of scientific knowledge.
- Apply computer systems or other appropriate forms of technology to achieve educational and personal goals.
- Apply social science theories and concepts to analyze human behavior, social and political systems, and to act as responsible citizens.
- Analyze works in the fields of art, music, theater, literature, philosophy and/or religious studies and gain competence in the use of a foreign language.
- Evaluate historical events and movements in World, Western, non-Western or American societies and assess their subsequent significance.
- Analyze the importance of global perspectives and culturally diverse peoples.
- Evaluate ethical issues and situations.
- Locate, retrieve and critically evaluate information and sources.
Degree Offered
Associate in Arts
Liberal Arts/History

Curriculum Code: HIST.LA.AA

Program Information
This program is designed for students who wish to transfer to a four-year college after completing the first two years of undergraduate coursework at CCC as a History major. The Liberal Arts/History program provides a well rounded foundation in liberal arts. Students will be asked to demonstrate skills in written composition, oral presentation, historical study. Majoring in history prepares students for careers in law, education, business, government service, social service, museums, and research.

When You Graduate
AA programs are primarily designed for students who plan to transfer as juniors at four year colleges and universities. CCC graduates have obtained bachelor’s degrees and beyond from every college in New Jersey and scores of colleges and universities throughout America. Cumberland has transfer agreements with a number of four-year colleges and universities.

Liberal Arts/History, AA

Program Requirements (61/63 credits) Credits

Year 1, Fall Semester
- CS 101 Introduction to Microcomputers or CS 102 Applications on the Microcomputer 3
- EN 101 English Composition I 3
- HI 101 Western Civilization I 3
- General Education Mathematics Elective 3/4
- General Education Humanities Elective 3

15/16

Year 1, Spring Semester
- EN 102 English Composition II 3
- SP 203 Effective Speech 3
- HI 102 Western Civilization II 3
- General Education Science Elective 4
- PS 201 American Federal Government 3

16

Year 2, Fall Semester
- HI 201 United States History I 3
- GE 101 World Regional Geography 3
- General Education Mathematics or General Education Science Elective 3/4
- General Education Humanities Elective 3
- Program Elective* 3

15/16

Year 2, Spring Semester
- HI 202 United States History II 3
- HI 208 African American History or HI 113 Latin American History 3
- General Education Humanities Elective 3
- General Education Social Science Elective 3
- Program Elective* 3

15

Total Credits 61/63
*Program Electives
HI 103 World History and Culture I 3
HI 104 World History and Culture II 3
HI 113 Latin American History 3
HI 208 African American History 3

Upon completion of this program, students should be able to:
- Evaluate and summarize historical content.
- Demonstrate a factual knowledge of significant past events.
- Communicate effectively in writing and orally.
- Demonstrate an understanding of historical research involving primary and secondary texts.
- Demonstrate an ability to think critically about the causes and effects of historical events.
### Liberal Arts/Literature, AA

#### Degree Offered
Associate in Arts
Liberal Arts/Literature

#### Curriculum Code: LIT.LA.AA

#### Program Information
The Liberal Arts/Literature option prepares students for transfer to a four-year institution majoring in English, writing, or literature. Students who complete this option develop excellent reading, writing, analysis, and research skills.

Literature studies lead to careers in advertising, broadcasting, journalism, law, teaching, and writing.

#### When You Graduate
AA programs are primarily designed for students who plan to transfer as juniors at four-year colleges and universities. CCC graduates have obtained bachelor’s degrees and beyond from every college in New Jersey and scores of colleges and universities throughout America. Cumberland has transfer agreements with a number of four-year colleges and universities.

As a graduate of a fully accredited community college, your coursework will be received with full credit transfer at most state colleges, public and private universities across the country. The NJ Lampitt bill passed in 2008 by the NJ State Legislature assures seamless transfer of credits toward junior standing at NJ state colleges and universities.

### Program Requirements (61/63 credits)

<table>
<thead>
<tr>
<th>Year 1, Fall Semester (61/63 credits)</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CS 101 Introduction to Microcomputers or CS 102 Applications to Microcomputers</td>
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<tr>
<td>EN 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>General Education History Elective</td>
<td>3</td>
</tr>
<tr>
<td>General Education Mathematics Elective 3/4</td>
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<tr>
<td>General Education Humanities Elective (Foreign Language recommended for 6 Credits)</td>
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<td><strong>Total Credits</strong>: 15/16</td>
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<thead>
<tr>
<th>Year 1, Spring Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EN 102 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>SP 203 Effective Speech</td>
<td>3</td>
</tr>
<tr>
<td>General Education History Elective</td>
<td>3</td>
</tr>
<tr>
<td>General Education Science Elective</td>
<td>4</td>
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<td>General Education Social Science Elective</td>
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<th>Year 2, Fall Semester</th>
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<tr>
<td>General Education Math/Science Elective</td>
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<tr>
<td>General Education Humanities Elective</td>
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<tr>
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<td>General Education Literature Elective</td>
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<tr>
<td>General Education Social Science Elective</td>
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<tr>
<td>General Education Diversity Elective</td>
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<td>General Education Humanities Elective (Foreign Language recommended for 6 Credits)</td>
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<td>General Education Literature Elective</td>
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<td><strong>Year 2, Spring Semester Total</strong>: 15</td>
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</table>

**Total Credits 61/63**

#### Literature Electives
- EN 201 British Literature I | 3 |
- EN 202 British Literature II | 3 |
- EN 205 Masterpieces of Western Literature I | 3 |
- EN 206 Masterpieces of Western Literature II | 3 |
- EN 209 American Literature I | 3 |
- EN 210 American Literature II | 3 |

*Program Electives*
- Any General Education Literature Course | 3 |
- HI 103 World History and Culture I | 3 |
- HI 104 World History and Culture II | 3 |
- PH 101 Introduction to Philosophy | 3 |
- RL 101 Perspectives on Religion | 3 |
- RL 101 World Religions | 3 |
- TH 201 Theatre History | 3 |

Upon completion of this program, students should be able to:
- Identify and describe characteristics of literary forms and genres.
- Interpret, analyze, and evaluate works of literature.
- Analyze social, political and historical contexts of literature.
- Locate, retrieve, evaluate and use scholarly literary criticism.
Liberal Arts/ Philosophy & Religion, AA

Program Requirements (61/63 credits)

<table>
<thead>
<tr>
<th>Year 1, Fall Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CS 101 Introduction to Microcomputers or</td>
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<tr>
<td>CS 102 Applications on the Microcomputer</td>
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<tr>
<td>EN 101 English Composition I</td>
<td>3</td>
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<tr>
<td>PH 101 Introduction to Philosophy</td>
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<tr>
<td>HI 101 Western Civilization</td>
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<tr>
<th>Year 1, Spring Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EN 102 English Composition II</td>
<td>3</td>
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<tr>
<td>RL 101 Perspectives of Religion</td>
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<td>SP 203 Effective Speech</td>
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<td>General Education Science Elective</td>
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<thead>
<tr>
<th>Year 2, Fall Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PH 102 Introduction to Ethics</td>
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<tr>
<td>RL 102 World Religions</td>
<td>3</td>
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<td>General Education Humanities Elective</td>
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<tr>
<td>General Education Mathematics or Science Elective</td>
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<td>General Education Social Science Elective</td>
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<thead>
<tr>
<th>Year 2, Spring Semester</th>
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<tbody>
<tr>
<td>AN 102 Cultural Anthropology</td>
<td>3</td>
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<tr>
<td>EN 205 Masterpieces of Western Literature I</td>
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<tr>
<td>HI 103 World History and Culture I</td>
<td>3</td>
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<tr>
<td>RL 103 Introduction to Asian Religions</td>
<td>3</td>
</tr>
<tr>
<td>General Education Social Science Elective</td>
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</tbody>
</table>

Total Credits 61/63

Upon completion of this program, students should be able to:
- Recognize and distinguish the philosophical and religious belief systems of diverse cultures from historical to contemporary periods.
- Demonstrate familiarity with the critical concepts and methods of philosophy and religion.
- Recognize the role that philosophy and religion plays in culture and society.
- Demonstrate knowledge of the historically significant philosophers and philosophical movements and their impact upon current ethical questions.
- Locate, retrieve and critically evaluate information and information sources.
Liberal Arts/
Social Science, AA

Program Requirements (61 credits)

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<tr>
<th>Year 1, Fall Semester</th>
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<tr>
<td>EN 101 English Composition I</td>
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<tr>
<td>General Education Foreign Language Elective</td>
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<tr>
<td>General Education Social Science Elective</td>
<td>3</td>
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<tr>
<td>Program Elective*</td>
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<tr>
<td><strong>Total</strong></td>
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<thead>
<tr>
<th>Year 1, Spring Semester</th>
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<td>General Education Social Science Elective</td>
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<th>Year 2, Fall Semester</th>
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<tbody>
<tr>
<td>SP 203 Effective Speech</td>
<td>3</td>
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<td>General Education History Elective</td>
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<td>General Education Science Elective with lab</td>
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<tr>
<td>Program Elective*</td>
<td>3</td>
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<td>Program Elective*</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
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<thead>
<tr>
<th>Year 2, Spring Semester</th>
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<tbody>
<tr>
<td>General Education Diversity Elective</td>
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</tr>
<tr>
<td>General Education History Elective</td>
<td>3</td>
</tr>
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<td>General Education Humanities Elective</td>
<td>3</td>
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<td>General Education Mathematics or Science Elective</td>
<td>3/4</td>
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<tr>
<td>Program Elective*</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15/16</strong></td>
</tr>
</tbody>
</table>

Total Credits 61

*Program Electives:
Any course in American Studies, Anthropology, Economics, Geography, Political Science, Psychology, Sociology, Public Administration, Education, and Criminal Justice

The six foreign language credits must be in the same language

Upon completion of this program, students should be able to:
· Analyze behavioral or societal issues using theories and concepts from a social science perspective.
· Explain how social institutions and organization influence individual behavior.
· Describe and demonstrate how social scientists gather and analyze data and draw conclusions.
· Apply civic knowledge both locally and globally and engage in activities that exercise personal, social, civic responsibility.
· Locate, retrieve and critically evaluate information and information sources.
Liberal Arts/Spanish, AA

Program Requirements  (61/63 credits)  

Year 1, Fall Semester
- CS 101 Introduction to Microcomputers or CS 102 Applications on the Microcomputer  3
- EN 101 English Composition I  3
- LS 101 Elementary Spanish I  3
- General Education Mathematics Elective*  3/4
- General Education History Elective  3

Year 1, Spring Semester
- EN 102 English Composition II  3
- LS 102 Elementary Spanish II  3
- SP 203 Effective Speech  3
- General Education Social Science Elective  3
- General Education Science Elective  4

Year 2, Fall Semester
- EN 225 Introduction to Latino Literature  3
- LS 104 Conversational Spanish  3
- LS 201 Intermediate Spanish I  3
- General Education Humanities Elective*  3
- General Education Social Science Elective  3

Year 2, Spring Semester
- HI 113 Latin American History  3
- LS 202 Intermediate Spanish II  3
- General Education Diversity Elective  3
- General Education Humanities Elective*  3
- General Education Mathematics or Science Elective  3/4

Total Credits 61/63

* A foreign language other than Spanish is recommended

Upon completion of this program, students should be able to:
- Speak and comprehend Spanish with proficiency.
- Read and write Spanish with proficiency.
- Demonstrate an understanding and appreciation of the literature and culture of Spanish-speaking peoples.
- Locate, retrieve and critically evaluate information and information sources.
# Mathematics and Science, AS

## Program Information

This program prepares students for transfer into baccalaureate programs leading to careers in fields in mathematics or sciences such as engineering, secondary education and actuary scientists. The flexibility offered by this option allows for differences in entrance and transferability requirements to these schools.

Students should choose their electives deliberately with their transfer destination in mind.

## When You Graduate

AS programs are primarily designed for students who plan to transfer as juniors at four-year colleges and universities. CCC graduates have obtained bachelor’s degrees and beyond from every college in New Jersey and scores of colleges and universities throughout America. Cumberland has transfer agreements with a number of four-year colleges and universities.

As a graduate of a fully accredited community college, your coursework will be received with full credit transfer at most state colleges, public and private universities across the country. The NJ Lampitt bill passed in 2008 by the NJ State legislature assures seamless transfer of credits toward junior standing at NJ state colleges and universities.

## Program Requirements

<table>
<thead>
<tr>
<th>Year 1, Fall Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>FS 104 STEM Seminar</td>
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<tr>
<td>MA 130 Calculus I</td>
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</tr>
<tr>
<td>General Education Diversity Elective</td>
<td>3</td>
</tr>
<tr>
<td>General Education Mathematics Elective* or General Education Science Elective or General Education Computer Science Elective</td>
<td>3/4</td>
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<table>
<thead>
<tr>
<th>Year 1, Spring Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EN 102 English Composition II</td>
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</tr>
<tr>
<td>MA 140 Calculus II</td>
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<tr>
<td>General Education Mathematics Elective* or General Education Science Elective or General Education Computer Science Elective</td>
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<tr>
<td>General Education Social Science Elective</td>
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<tr>
<td>General Education Mathematics Elective* or General Education Science Elective</td>
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<thead>
<tr>
<th>Year 2, Fall Semester</th>
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<tbody>
<tr>
<td>PI 141 General Physics I</td>
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<td>Mathematics Elective* or Science Elective or Computer Science Elective</td>
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<tr>
<td>General Education Humanities Elective</td>
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<tr>
<td>General Education Social Science Elective or General Education Humanities Elective</td>
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<thead>
<tr>
<th>Year 2, Spring Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics Elective* or Science Elective or Computer Science Elective</td>
<td>4</td>
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<tr>
<td>General Education Mathematics Elective* or General Education Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics Elective* or Science Elective or Computer Science Elective</td>
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</tr>
<tr>
<td>General Education History Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits 60/64**

*Excluding MA 115 and MA 109

Upon completion of this program, students should be able to:

- Translate quantifiable problems into mathematical terms and solve these problems using mathematical or statistical operations.
- Apply calculus to solve problems in mechanics, heat and thermodynamics, waves and oscillations, and fluid dynamics.
- Applying the scientific method to analyze a problem, and draw conclusions from data and evidence.
- Locate, interpret and critically evaluate appropriate information and information sources pertaining to Mathematics and the Sciences.
Mathematics and Science/Chemistry, AS

Program Requirements (60/62 credits)  Credits

Year 1, Fall Semester
- CH 101 General Chemistry I 4
- EN 101 English Composition I 3
- FS 104 STEM Seminar 1
- MA 130 Calculus I 4
- General Education Diversity Elective 3
  Total 15

Year 1, Spring Semester
- CH 102 General Chemistry II 4
- EN 102 English Composition II 3
- MA 140 Calculus II 4
- General Education Social Science Elective 3
  Total 14

Year 2, Fall Semester
- CH 201 Organic Chemistry I 4
- PI 141 General Physics I 4
- General Education Mathematics Elective* or General Education Science Elective or General Education Computer Science Elective 3/4
- General Education Humanities Elective 3
- General Education Social Science Elective or General Education Humanities Elective 3
  Total 17/18

Year 2, Spring Semester
- CH 202 Organic Chemistry II 4
- General Education Mathematics Elective* or General Education Science Elective 4
- General Education Mathematics Elective* or General Education Science Elective or General Education Computer Science Elective 3/4
- General Education History Elective 3
  Total 14/15

Total Credits 60/62

Recommended Electives:
- MA 210 Calculus III 4
- PI 142 General Physics II 4

*Excluding MA 115 and MA 109

Upon completion of this program, students should be able to:
- Use laboratory techniques and equipment available that are commonly encountered in an undergraduate chemistry setting (possibilities including: infra-red spectrometers, nuclear magnetic resonance spectrometers, melting-point apparatus, polarimeters, and refractometers, titrations, filtrations, distillations, and chromatography).
- Apply the scientific method to solve chemistry problems and draw conclusions.
- Construct physical or computer models of atomic and molecular structure, and describe their relationship to physical and chemical properties.
- Locate, interpret, and critically evaluate appropriate information and the information sources pertaining to chemistry.
- Demonstrate clear, organized written and oral skills in communicating basic scientific concepts and procedures, and in reporting and explaining results of chemical experiments.
Mathematics and Science/Environmental Science, AS

Program Requirements (62/63 credits) Credits

Year 1, Fall Semester
- BI 122 Environmental Science 4
- EN 101 English Composition I 3
- FS 104 STEM Seminar 1
- MA 130 Calculus I 4
- General Education Diversity Elective 3

Year 1, Spring Semester
- EN 102 English Composition II 3
- PI 104 Energy, the Environment & Society 3
- Mathematics* or Science Elective 4
- General Education Mathematics Elective* or General Education Science Elective or General Education Computer Science Elective 3/4
- General Education Social Science Elective 3

Year 2, Fall Semester
- BI 215 Ecology 4
- PI 141 General Physics I 4
- General Education Mathematics Elective* or General Education Science Elective or General Education Computer Science Elective 3
- General Education Social Science Elective or General Education Humanities Elective 3
- General Education Humanities Elective 3

Year 2, Spring Semester
- GL 101 Physical Geology 4
- General Education Mathematics Elective* or General Education Science Elective 4
- General Education Mathematics Elective* or General Education Science Elective or General Education Computer Science Elective 3
- General Education History Elective 3

Total Credits 62/63

*Excluding MA 109 and MA 115

Recommended Electives:
- CH 101 General Chemistry I 4
- CH 102 General Chemistry II 4
- BI 101 General Biology I 4
- BI 102 General Biology II 4
- PI 142 General Physics II 4

Upon completion of this program, students should be able to:
- Apply the scientific method to analyze an environmental science related problem, and draw conclusions from the data and evidence.
- Locate, interpret and critically evaluate appropriate environmental science related information and information sources.
- Describe connections between the environment and human societies, including how humans affect the environment and how the environment in turn affects human welfare.
- Apply their understanding of the fundamentals of science and mathematics to the description and quantification of the interactions of the atmosphere, hydrosphere, lithosphere, and biosphere, including humans.
Degree Offered
Associate in Science
Mathematics and Science/
Mathematics

Curriculum Code: MA.SCI.MA.AS

Program Information
This program prepares students for transfer into
to baccalaureate programs leading to careers in fields such as mathematician, statistician, stock or financial analyst, economist or research.

When You Graduate
AS programs are primarily designed for students who plan to transfer as juniors at four-year colleges and universities. CCC graduates have obtained bachelor’s degrees and beyond from every college in New Jersey and scores of colleges and universities throughout America. Cumberland has transfer agreements with a number of four-year colleges and universities.

As a graduate of a fully accredited community college, your coursework will be received with full credit transfer at most state colleges, public and private universities across the country. The NJ Lampitt bill passed in 2008 by the NJ State legislature assures seamless transfer of credits toward junior standing at NJ state colleges and universities.

www.cccnj.edu

Mathematics and Science/
Mathematics, AS

Program Requirements  (60/62 credits)  Credits

Year 1, Fall Semester
- EN 101 English Composition I  3
- FS 104 STEM Seminar  1
- MA 130 Calculus I  4
- General Education Mathematics Elective* or General Education Science Elective or General Education Computer Science Elective  3/4
- General Education Diversity Elective  3
  14/15

Year 1, Spring Semester
- EN 102 English Composition II  3
- MA 111 Discrete Mathematics  4
- MA 140 Calculus II  4
- General Education Social Science Elective  3
  14

Year 2, Fall Semester
- MA 208 Linear Algebra  4
- MA 210 Calculus III  4
- PI 141 General Physics I  4
- General Education Humanities Elective  3
- General Education Social Science Elective or General Education Humanities Elective  3
  18

Year 2, Spring Semester
- MA 220 Differential Equations  4
- General Education Mathematics Elective* or General Education Science Elective  4
- General Education Mathematics Elective* or General Education Science Elective or General Education Computer Science Elective  3/4
- General Education History Elective  3
  14/15

Total Credits 60/62

*Excludes MA 109 and MA 115

Upon completion of this program, students should be able to:
- Use technology effectively in the application of mathematics.
- Formulate and solve problems from a mathematical perspective.
- Construct clearly written proofs that use correct terminology and cite previous theorems.
- Locate, retrieve and critically evaluate mathematical information and information sources.
- Demonstrate clear, organized written and oral skills in communicating basic mathematical concepts.
Office Administration, AAS

Program Requirements  (61/62 credits)

<table>
<thead>
<tr>
<th>Year</th>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1, Fall Semester</td>
<td>AC 103 Principles of Accounting I</td>
<td>4</td>
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<td></td>
<td>CG 101 Introduction to Computer Graphics</td>
<td>3</td>
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<td></td>
<td>CS 101 Introduction to Microcomputers or CS 102 Applications on the Microcomputer</td>
<td>3</td>
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<td>EN 101 English Composition I</td>
<td>3</td>
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<td>OA 101 Keyboarding Skills</td>
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<td><strong>Total</strong></td>
<td><strong>16</strong></td>
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<tr>
<td>Year 1, Spring Semester</td>
<td>BU 115 Introduction to Business</td>
<td>3</td>
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<tr>
<td></td>
<td>CG 105 Desktop Publishing</td>
<td>3</td>
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<td>EN 204 Business Communications</td>
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<td></td>
<td>OA 102 Word Processing Skills</td>
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<td></td>
<td>PY 101 General Psychology</td>
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<td></td>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
<tr>
<td>Year 2, Fall Semester</td>
<td>BU 106 Introduction to Management</td>
<td>3</td>
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<tr>
<td></td>
<td>BU 109 Business Law</td>
<td>3</td>
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<tr>
<td></td>
<td>EN 102 English Composition II or EN 103 Technical Writing or SP 203 Effective Speech</td>
<td>3</td>
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<td></td>
<td>SO 201 Introductory Sociology</td>
<td>3</td>
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<td></td>
<td>BU 212 Human Resource Management</td>
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<td><strong>Total</strong></td>
<td><strong>15</strong></td>
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<tr>
<td>Year 2, Spring Semester</td>
<td>OA 219 Administrative Office Management</td>
<td>3</td>
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<tr>
<td></td>
<td>OA 299 Office Administration Seminar</td>
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<tr>
<td></td>
<td>General Education Diversity Elective</td>
<td>3</td>
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<td></td>
<td>General Education Mathematics Elective</td>
<td>3/4</td>
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<tr>
<td></td>
<td>General Education Humanities Elective</td>
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<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>15/16</strong></td>
</tr>
</tbody>
</table>

Total Credits 61/62

Upon completion of this program, students should be able to:
- Support management in office administration.
- Prepare business documents.
- Manage records.
- Demonstrate business communication skills.
- Utilize appropriate office technology.
- Execute the duties of an office administrator.
- Locate, retrieve and critically evaluate information and information sources related to the profession.

Employment Opportunities
Administrative assistants, managers and staff work in an automated office environment addressing current skills in word processing and office procedures.
Office Administration/Health Service, AAS

Program Requirements (60/61 credits)  

<table>
<thead>
<tr>
<th>Year 1, Fall Semester</th>
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<tbody>
<tr>
<td>AC 103 Principles of Accounting I</td>
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<td>EN 101 English Composition I</td>
<td>3</td>
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<tr>
<td>CS 101 Introduction to Microcomputers or</td>
<td>3</td>
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<tr>
<td>CS 102 Applications on the Microcomputer</td>
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<tr>
<td>HS 103 Medical Terminology</td>
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<tr>
<td>OA 109 Medical Office Practice</td>
<td>3</td>
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<thead>
<tr>
<th>Year 1, Spring Semester</th>
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<tbody>
<tr>
<td>BU 115 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>EN 204 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>OA 110 Intro. to Health Information Mgmt.</td>
<td>3</td>
</tr>
<tr>
<td>OA 212 Medical Coding</td>
<td>3</td>
</tr>
<tr>
<td>OA 217 Medical Office Accounting</td>
<td>3</td>
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<td>BU 106 Introduction to Management</td>
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<td>BU 109 Business Law</td>
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<tr>
<td>EN 102 English Composition II or</td>
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<tr>
<td>EN 103 Technical Writing or SP 203 Effective Speech</td>
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</tr>
<tr>
<td>PY 101 General Psychology</td>
<td>3</td>
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<tr>
<td>BU 212 Human Resource Management</td>
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<table>
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<tbody>
<tr>
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<tr>
<td>OA 222 Medical Office Internship or</td>
<td>3</td>
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<tr>
<td>OA 299 Office Management Seminar</td>
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<tr>
<td>General Education Diversity Elective</td>
<td>3</td>
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<td>General Education Humanities Elective</td>
<td>3</td>
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<td>15/16</td>
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</tbody>
</table>

Total Credits 60/61

Upon completion of this program, students should be able to:
- Describe the practices associated with health service office administration practice.
- Analyze and apply contemporary knowledge and skill sets to perform diverse administrative responsibilities in health and human services environments.
- Demonstrate business communication skills.
- Employ information literacy skills through the effective use of technology and information resources to accomplish project goals.

Employment Opportunities
Entry-level management position in medical or dental practice.
Office Administration, AC

Program Requirements (31 credits) Credits

**Year 1, Fall Semester**
- AC 103 Principles of Accounting I 4
- CG 101 Introduction to Computer Graphics 3
- CS 101 Introduction to Microcomputers or CS 102 Applications on the Microcomputer 3
- EN 101 English Composition I 3
- OA 101 Keyboarding Skills 3

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**Year 1, Spring Semester**
- BU 115 Introduction to Business 3
- CG 105 Desktop Publishing 3
- EN 204 Business Communications 3
- OA 102 Word Processing Skills 3
- PY 101 General Psychology 3

3

**Total Credits 31**

Upon completion of this program, students should be able to:
- Describe the principles of accepted office administration practices for the business community.
- Discuss the automated computer software components designed for office administration in the business environment.

Gainful Employment Link
http://legacy.cccnj.edu/ge/Office%20Administration/52.0401-Gedt.html

Employment Opportunities
Entry level administrative assistant or secretary.
Office Administration/Health Service, AC

Program Requirements (30 credits)

<table>
<thead>
<tr>
<th>Year 1, Fall Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>AC 103 Principles of Accounting I</td>
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<td>HS 103 Medical Terminology</td>
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<td>OA 109 Medical Office Practice</td>
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<td><strong>Total Credits</strong></td>
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<td>EN 204 Business Communications</td>
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<td>3</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>15</strong></td>
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</tbody>
</table>

Total Credits 30

Upon completion of this program, students should be able to:
- Describe the practices associated with health service administration practices.
- Discuss the components of multiple tasks associated with health services administration.

Gainful Employment Link
http://legacy.cccnj.edu/ge/Office%20Administration%20Health%20Service/52.0401-Gedt.html

Employment Opportunities
Entry-level administrative positions in clinics, consulting firms, health insurance organizations, healthcare associations, hospitals, nursing homes, physician practices, mental health organizations, public health departments, rehabilitation centers.
Paralegal Studies, AS

Program Requirements (61/62 credits)

Year 1, Fall Semester
- CS 101 Introduction to Microcomputers or CS 102 Applications on the Microcomputer 3
- EN 101 English Composition I 3
- PL 101 Intro. To the Legal System 3
- PL 104 Intro. To Legal Research & Writing 3
- General Education Mathematics Elective (MA 109 or higher, excluding MA 115) 3/4

Year 1, Spring Semester
- AC 103 Principles of Accounting I 4
- BU 109 Business Law 3
- EN 102 English Composition II 3
- PL 105 Civil Litigation 3
- PL 221 Advanced legal research & Writing 3

Year 2, Fall Semester
- PL 206 Administration of Estates 3
- PL 208 Legal Office Management 3
- PS 201 American Federal Government or PS 203 State & Local Government 3
- General Education Humanities Elective 3
- General Education Science Elective with lab 4

Year 2, Spring Semester
- PL 203 Mechanics of Family Transactions 3
- PL 205 Principles of Family Law 3
- General Education Diversity Elective 3
- General Education History Elective 3
- General Education Humanities 3

Total Credits 61/62

Upon completion of this program, students should be able to:
- Identify an ethical dilemma that might face a paralegal in the workplace and use all resources including statutes, court opinions and ethical rules to resolve the dilemma.
- Demonstrate knowledge of the structure and function of the American legal system.
- Locate, retrieve and apply the appropriate federal or state rules of the course that govern a specific issue.
- Identify a legal issue in a fact pattern and perform print and electronic research to resolve the issue and prepare a legal memorandum.
- Prepare for interview of a client, witness or expert, including consideration of culture and accommodation issues; conduct the interview; obtain all necessary releases and memorialize the interview in appropriate format.
- Recognize the organization and operation of law offices and other venues in which paralegals are employed.

Employment Opportunities
Paralegals under the direction of attorneys in law firms, legal departments of large corporations, insurance companies, title companies, legal service companies and federal, state or local governmental agencies.
Degree Offered
Associate in Science
Paralegal Studies/Spanish

Curriculum Code: PARALGL.SPAN.AS

Program Information
This program offers a combination of general education and paralegal courses that prepares graduates to meet the growing demand for trained paralegals in law offices, casinos, real estate offices, probation departments, prosecutors' offices, insurance companies and private businesses. The Spanish Option of the Paralegal Studies program prepares students working as Paralegals to serve Spanish-speaking clients.

What is a paralegal? According to the American Bar Association: assistant or paralegal is a person, qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity who performs specifically delegated substantive legal work for which a lawyer is responsible. A paralegal may not practice law, give legal advice or represent clients in a court of law. A paralegal may not provide legal services directly to the public except as permitted by law.

When You Graduate
AS programs are primarily designed for students who plan to transfer as juniors at four-year colleges and universities. CCC graduates have obtained bachelor's degrees and beyond from every college in New Jersey and scores of colleges and universities throughout America. Cumberland has transfer agreements with a number of four-year colleges and universities.

As a graduate of a fully accredited community college, your coursework will be received with full credit transfer at most state colleges, public and private universities across the country. The NJ Lampitt bill passed in 2008 by the NJ State legislature assures seamless transfer of credits toward junior standing at NJ state colleges and universities.

Paralegal Studies/ Spanish, AS

Program Requirements (61/62 credits)

Year 1, Fall Semester
- EN 101 English Composition I 3
- LS 101 Elementary Spanish I 3
- PL 101 Intro. To the Legal System 3
- PL 104 Intro. To Legal Research & Writing 3
- General Education Mathematics Elective (MA 109 or higher, excluding MA 115) 3/4

Year 1, Spring Semester
- BU 109 Business law 3
- EN 102 English Composition II 3
- LS 102 Elementary Spanish II 3
- PL 105 Civil Litigation 3
- PL 221 Advanced Legal Research & Writing 3

Year 2, Fall Semester
- CS 101 Introduction to Microcomputers or CS 102 Applications on the Microcomputer 3
- LS 201 Intermediate Spanish I 3
- PL 206 Administration of Estates 3
- PL 208 Legal Office Management 3
- General Education Science Elective with lab 4

Year 2, Spring Semester
- GE 110 Cultural Geography 3
- HI 113 Latin American History 3
- LS 202 Intermediate Spanish II 3
- PL 203 Mechanics of Family Transactions 3
- PL 205 Principles of Family Law 3

Total Credits 61/62

Upon completion of this program, students should be able to:
- Demonstrate proficiency in reading, writing and speaking Spanish.
- Identify an ethical dilemma that might face a paralegal in the workplace and use all resources including statutes, court opinions and ethical rules to resolve the dilemma.
- Demonstrate knowledge of the structure and function of the American legal system.
- Locate, retrieve and apply the appropriate federal or state rules of the course that govern a specific issue.
- Identify a legal issue in a fact pattern and perform print and electronic research to resolve the issue and prepare a legal memorandum.
- Prepare for interview of a client, witness or expert, including consideration of culture and accommodation issues; conduct the interview; obtain all necessary releases and memorialize the interview in appropriate format.
- Recognize the organization and operation of law offices and other venues in which paralegals are employed.

Employment Opportunities
Paralegals under the direction of attorneys in law firms, legal departments of large corporations, insurance companies, title companies, legal service companies and federal, state or local governmental agencies.
Public Administration, AS

Program Requirements (61 credits)

<table>
<thead>
<tr>
<th>Year 1, Fall Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CS 101 Introduction to Microcomputers or CS 102 Applications on the Microcomputer</td>
<td>3</td>
</tr>
<tr>
<td>EN 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>HI 201 US History I or HI 202 US History II</td>
<td>3</td>
</tr>
<tr>
<td>PA 101 Public Administration</td>
<td>3</td>
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<tr>
<td>General Education Humanities Elective</td>
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Year 1, Spring Semester

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<th>Credits</th>
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Year 2, Fall Semester

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Year 1, Spring Semester

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</table>

Total Credits 61

Upon completion of this program, students should be able to:

- Demonstrate proficiency in reading, writing and speaking Spanish.
- Identify an ethical dilemma that might face a paralegal in the workplace and use all resources including statutes, court opinions and ethical rules to resolve the dilemma.
- Demonstrate knowledge of the structure and function of the American legal system.
- Locate, retrieve and apply the appropriate federal or state rules of the course that govern a specific issue.
- Identify a legal issue in a fact pattern and perform print and electronic research to resolve the issue and prepare a legal memorandum.
- Prepare for interview of a client, witness or expert, including consideration of culture and accommodation issues; conduct the interview; obtain all necessary releases and memorialize the interview in appropriate format.
- Recognize the organization and operation of law offices and other venues in which paralegals are employed.

Employment Opportunities

Entry level in government or nonprofit organizations.
Social Service, AS

Program Requirements (61 credits)

<table>
<thead>
<tr>
<th>Year 1, Fall Semester</th>
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<tbody>
<tr>
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<td>3</td>
</tr>
<tr>
<td>EN 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>HI 103 World History &amp; Culture I or HI 104 World History &amp; Culture II</td>
<td>3</td>
</tr>
<tr>
<td>SO 201 Introductory Sociology</td>
<td>3</td>
</tr>
<tr>
<td>General Education Foreign Language</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>61</strong></td>
</tr>
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<table>
<thead>
<tr>
<th>Year 1, Spring Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN 102 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MA 205 Statistics</td>
<td>3</td>
</tr>
<tr>
<td>PY 101 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SO 202 Contemporary Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>SP 203 Effective Speech</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
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</tr>
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</table>

<table>
<thead>
<tr>
<th>Year 2, Fall Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BI 104 Human Biology with BI 105 lab</td>
<td>4</td>
</tr>
<tr>
<td>PA 101 Public Administration</td>
<td>3</td>
</tr>
<tr>
<td>SO 207 Social Minorities &amp; Intergroup Relations</td>
<td>3</td>
</tr>
<tr>
<td>SO 217 Human Behavior in the Social Environment I</td>
<td>3</td>
</tr>
<tr>
<td>SO 221 Social Service Fieldwork I</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>16</strong></td>
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<table>
<thead>
<tr>
<th>Year 2, Spring Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SO 212 Social Psychological Counseling</td>
<td>3</td>
</tr>
<tr>
<td>SO 219 Human Behavior in the Social Environment II</td>
<td>3</td>
</tr>
<tr>
<td>SO 220 Introduction to Social Welfare &amp; Social Work</td>
<td>3</td>
</tr>
<tr>
<td>SO 222 Social Service Fieldwork II</td>
<td>3</td>
</tr>
<tr>
<td>Social Service Program Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

*Program Electives
PY 202 Introduction to Addictive Behavior
PY 209 Abnormal Psychology
SO 205 Introduction to Gerontology
SO 215 Death & Dying
SO 216 Sociology of the Family

Upon completion of this program, students should be able to:
- Demonstrate a knowledge and acceptance of social work values and ethics.
- Describe the social workers’ role within the social service field.
- Implement a multidisciplinary approach to problem solving intervention.
- Locate, retrieve and critically evaluate information and information sources related to the profession.

Employment Opportunities
Entry level employment in social service positions.
In today's fast-paced, complex society, there's a vital need for compassionate, professional social workers. This program taps into your natural ability to interact with others, and that capacity is refined into a valuable skill with rewarding professional opportunities. You'll receive the practical and theoretical education necessary for success, professionally or at a four-year college.

The U.S. Department of Labor indicates that social worker jobs will be particularly abundant during the next decade. This will be especially true in New Jersey due to the state's older-than-average population and its growing popularity as a retirement area.

AS programs are primarily designed for students who plan to transfer as juniors at four-year colleges and universities. CCC graduates have obtained bachelor's degrees and beyond from every college in New Jersey and scores of colleges and universities throughout America. CCC has transfer agreements with a number of four-year colleges and universities.

Graduates work as aides at daycare centers, mental health agencies, institutions for physically and mentally handicapped persons, prisons, hospitals and substance abuse agencies. Those with a bachelor's degree and beyond may hold positions as counselors, administrators or educators.

As a graduate of a fully accredited community college, your coursework will be received with full credit transfer at most state colleges, public and private universities across the country. The NJ Lampitt bill passed in 2008 by the NJ State legislature assures seamless transfer of credits toward junior standing at NJ state colleges and universities.

This program allows students to tap into their natural ability to interact with older populations, and that capacity is refined into a valuable skill with rewarding professional opportunities. Students receive the practical and theoretical education necessary for success, professionally or at a four-year college.

Upon completion of this program, students should be able to:

- Value the biological, sociological, and psychological viewpoints of the aging process.
- Demonstrate a knowledge and acceptance of social work values and ethics.
- Describe the social workers' role within the social service field.
- Implement a multidisciplinary approach to problem solving intervention.
- Locate, retrieve and critically evaluate information and information sources related to the profession.

Employment Opportunities
Entry level positions in nursing homes, social service agencies.
Academic Certificate
Alcohol & Drug Counseling

Curriculum Code:
ALC.DRUG.CNSL.AC

Program Information
In today’s society there is a growing vital need for compassionate counselors specializing in the field of alcohol and drugs. The program enhances your natural ability to interact with others, and that capacity is refined into a valuable skill with rewarding professional opportunities. You’ll receive the practical and theoretical education necessary for success, professionally or at a four-year college.

The New Jersey Department of Labor Workforce Development, Labor Market Demand Occupation list on Substance Abuse Counseling indicates a growing employment demand in the field of alcohol and drug counseling. The future trend indicates increase in this field of counseling.

Certificate programs provide specific career skills development as well as the opportunity to test an area of interest, or enhance a degree program. Students who complete a certificate program can continue to obtain a degree. Graduates will be able to pursue a certificate in alcohol and drug counseling in the state of New Jersey with the completion of field work hours. The number of field work hours required is two years in an approved agency under supervision of a licensed alcohol and drug counselor. Once approved, an oral and written examination will follow through the State Certification Board. Graduates of the program may also further their education by transferring into an Associate’s level Social Services degree.

This program is designed for students who have an interest in becoming compassionate counselors specializing in the field of alcohol and drugs.

When You Graduate
Upon completion of this program, students should be able to:
- Identify and analyze the chronic effects of abuses and addiction associated with alcohol and drugs.
- Describe the principles of accepted practices for alcohol and drug awareness counseling.
- Illustrate prevention methods and interventions for alcohol and drug addictions.
- Discuss the role of the counselor for alcohol and drug counseling.
- Locate, retrieve and critically evaluate information and information sources related to the profession.

Gainful Employment Link
http://legacy.cccnj.edu/ge/Alcohol%20&%20Drug%20Counseling/51.1501-Gedt.html

Employment Opportunities
Alcohol & Drug Counselor

Alcohol & Drug Counseling, AC

Program Requirements (33 credits) Credits

Year 1, Fall Semester
- EN 101 English Composition I 3
- SO 201 Introductory Sociology 3
- PY 101 General Psychology 3

Year 1, Spring Semester
- CS 101 Introduction to Microcomputers or CS 102 Applications on the Microcomputer 3
- PY 202 Understanding Addictive Behavior 3
- PY 212 Social Psychological Counseling 3
- SO 217 Human Behavior & the Social Environment I 3

Year 2, Fall Semester
- CJ 213 Criminal Psychopathology 3
- PY 205 Psychopharmacology 3
- SO 220 Introduction to Social Welfare & Social Work 3
- SO 223 Alcohol & Drug Field Work 3

Total Credits 33
### Degree Offered

**Associate in Applied Science**

**Technical Studies**

### Curriculum Code: TECH.STUD.AAS

### Program Information

The Associate in Applied Science Degree in Technical Studies is available to students who have successfully completed apprenticeship and other formal corporate, industrial or military programs. Three to 25 technical credits may be awarded toward degree completion for education received in apprenticeship and other formal training programs. The remaining credits required for degree completion are general education courses and career related courses.

A faculty assessor will evaluate the course content from the apprenticeship, corporate, industrial, or military training program. The program will be evaluated for:

- How an apprenticeship or other corporate, industrial or military programs translate into college credits
- Collegiate-level depth of curriculum beyond entry-level requirements
- Company and trainer certifications

### When You Graduate

Graduates will increase their skills and knowledge in their chosen career as well as increase their opportunities for professional and personal advancement.

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## Technical Studies, AAS

### Program Requirements (61/62 credits)

<table>
<thead>
<tr>
<th>Year 1, Fall Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BU 115 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>CS 101 Introduction to Microcomputers</td>
<td>3</td>
</tr>
<tr>
<td>EN 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>Program Electives*</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 1, Spring Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BU 212 Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>EN 102 English Composition II or SP 203 Effective Speech or EN 103 Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>General Education Diversity Elective</td>
<td>3</td>
</tr>
<tr>
<td>Program Electives*</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2, Fall Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CM 214 Project Management</td>
<td>3</td>
</tr>
<tr>
<td>EN 204 Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>General Education Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>Program Electives*</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2, Spring Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CM 216 Construction Contracts and Labor Law</td>
<td>3</td>
</tr>
<tr>
<td>General Education Mathematics or Science Elective</td>
<td>3/4</td>
</tr>
<tr>
<td>General Education Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>Program Electives*</td>
<td>7</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16/17</strong></td>
</tr>
</tbody>
</table>

### Total Credits 61/62

*Up to 25 technical studies credits may be awarded for formal corporate, industrial, military training programs. Training program information will be reviewed for application of credit. Alternatively, completion of the program electives can be selected from the following tracks:*

**Business**

- Complete additional credits in courses using the prefix BU, AC or EC

**Computer Aided Drafting and Design**

- Complete additional credits in courses using the prefix EG, IT or MA

**Engineering Technology**

- Complete additional credits in courses using the prefix EG, IT, PI or MA

**Construction Supervision**

- Complete additional credits using the prefix CM, IT, or BU

All courses should be selected with the assistance of a faculty advisor

### Employment Opportunities

Entry level position in the selected track.
General Education

Cumberland County College is committed to offering educational programs that provide its students with a common grounding in the intellectual tradition. Each student, depending on the academic program, must complete a common set of courses known as General Education.

The general education goals are as follows:

**Goal 1: Written and Oral Communication (Communication)**
Students will communicate effectively in both speech and writing.

**Goal 2: Quantitative Knowledge and Skills (Mathematics)**
Students will use appropriate mathematical and statistical concepts and operations to interpret data and to solve problems.

**Goal 3: Scientific Knowledge and Reasoning (Science)**
Students will use the scientific method of inquiry, through the acquisition of scientific knowledge.

**Goal 4: Technological Competency or Information Literacy (Technology)**
Students will use computer systems or other appropriate forms of technology to achieve educational and personal goals.

**Goal 5: Society and Human Behavior (Social Science)**
Students will use social science theories and concepts to analyze human behavior and social and political institutions and to act as responsible citizens.

**Goal 6: Humanistic Perspective (Humanities)**
Students will analyze works in the fields of art, music or theater; literature; and philosophy and/or religious studies; and will gain competence in the use of a foreign language.

**Goal 7: Historical Perspective (History)**
Students will understand historical events and movements in World, Western, non-Western or American societies and assess their subsequent significance.

**Goal 8: Global and Cultural Awareness (Diversity Courses)**
Students will understand the importance of a global perspective and culturally diverse peoples.

**Goal 9: Ethical Reasoning and Action**
Students will understand ethical issues and situations.

**Goal 10: Information Literacy**
Students will understand how to locate, evaluate and effectively use information.

### General Education Requirements

In addition to other degree requirements, students must meet the following general education requirements:

1. **Associate in Arts Degree (AA)**
   Forty-five (45) general education credits distributed as follows:
   - communications, 9 credits
   - math/science/technology, 12 credits
   - social science, 6 credits
   - humanities, 9 credits
   - history, 6 credits
   - and diversity, 3 credits.

2. **Associate in Science Degree (AS)**
   Thirty (30) general education credits distributed as follows:
   - communications, 6 credits
   - math/science/technology, 9 credits
   - social science, 3 credits
   - humanities, 3 credits
   - social science or humanities, 3 credits
   - history, 3 credits
   - and diversity, 3 credits.

3. **Associate in Fine Arts Degree (AFA)**
   Twenty-one (21) general education credits distributed as follows:
   - communications, 6 credits
   - math/science/technology, 3 credits
   - social science, 3 credits
   - humanities, 3 credits
   - diversity, 3 credits
   - and general education elective, 3 credits.

4. **Associate in Applied Science Degree (AAS)**
   Twenty-one (21) general education credits distributed as follows:
   - communications, 6 credits
   - math/science/technology, 3 credits
   - social science, 3 credits
   - humanities, 3 credits
   - diversity, 3 credits
   - and general education electives, 3 credits.

**Academic Certificate – Six (6) general education credits distributed as follows:**
- communications, 3 credits
- general education elective, 3 credits

### General Education Categories

<table>
<thead>
<tr>
<th>GEN ED CATEGORY</th>
<th>GEN ED CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Communication (Written &amp; Oral Communication)</td>
<td>C</td>
</tr>
<tr>
<td>EN 101 English Composition I</td>
<td></td>
</tr>
<tr>
<td>EN 102 English Composition II</td>
<td></td>
</tr>
<tr>
<td>EN 103 Technical Writing (AAS)</td>
<td></td>
</tr>
<tr>
<td>SP 203 Effective Speech</td>
<td></td>
</tr>
<tr>
<td>2. Mathematics (Quantitative Knowledge &amp; Skills)</td>
<td>M</td>
</tr>
<tr>
<td>MA 109 Principles of Mathematics</td>
<td></td>
</tr>
<tr>
<td>MA 110 College Algebra</td>
<td></td>
</tr>
<tr>
<td>MA 115 Mathematical Structures &amp; Algorithms</td>
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</tr>
<tr>
<td>MA 120 College Trigonometry</td>
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</tr>
<tr>
<td>MA 121 Precalculus Mathematics</td>
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</tr>
<tr>
<td>MA 130 Calculus I</td>
<td></td>
</tr>
<tr>
<td>MA 140 Calculus II</td>
<td></td>
</tr>
<tr>
<td>MA 205 Statistics I</td>
<td></td>
</tr>
<tr>
<td>MA 206 Statistics II</td>
<td></td>
</tr>
</tbody>
</table>
3. Science (Scientific Knowledge & Reasoning) .................. B
BI 101 General Biology I
BI 102 General Biology II
BI 104 Human Biology
BI 105 (L) Human Biology Lab
BI 106 Anatomy & Physiology I
BI 107 Anatomy & Physiology II
BI 118 Introduction to Biology Lab
BI 119 Introduction to Biology
BI 122 Environmental Science
BI 203 Microbiology
CH 101 General Chemistry I
CH 102 General Chemistry II
GL 101 Physical Geology
GL 102 Historical Geology
GL 117 Earth Science
PI 105 Physical Science
PI 106 Principles of Science I
PI 107 (L) Principles of Science I Lab
PI 108 Atmospheric Science Concepts
PI 109 Physics of Musical Sound
PI 116 Astronomy
PI 123 Fundamentals of Physics I
PI 124 Fundamentals of Physics II
PI 141 General Physics I
PI 142 General Physics II

4. Technology (Technological Competency or Information Literacy) ........................................... T
CS 101 Introduction to Microcomputers
CS 102 Applications on the Microcomputer

5. Social Sciences (Society & Human Behavior) ............... S
AN 102 Cultural Anthropology
EC 201 Principles of Macroeconomics
EC 202 Principles of Microeconomics
GE 101 World Regional Geography
GE 102 Cultural Geography
PS 201 American Federal Government
PS 203 State & Local Government
PY 101 General Psychology
PY 102 Child Psychology
PY 207 Human Growth & Development
SO 201 Introductory Sociology

6. Humanities (Humanistic Perspective)...........................H
Art/Music/Theatre
AR 101 Art Appreciation
AR 107 Art History I
AR 108 Art History II
MU 101 Music Appreciation
MU 114 History of Music
TH 101 Theatre Appreciation
TH 201 Theatre History

Literature
EN 201 British Literature I
EN 202 British Literature II
EN 205 Masterpieces of Western Literature I
EN 206 Masterpieces of Western Literature II
EN 208 Images of Women in Literature
EN 209 American Literature I
EN 210 American Literature II
EN 215 African-American Literature
EN 219 Modern American Literature
EN 221 Short Story
EN 222 Drama
EN 223 Poetry
EN 225 Introduction to Latino Literature

Foreign Languages
FR 101 Elementary French I
FR 102 Elementary French II
FR 201 Intermediate French I
FR 202 Intermediate French II
LI 101 Elementary Italian I
LI 102 Elementary Italian II
LS 101 Elementary Spanish I
LS 102 Elementary Spanish II
LS 201 Intermediate Spanish I
LS 202 Intermediate Spanish II

Philosophy/Religion
PH 101 Introduction to Philosophy
PH 102 Introduction to Ethics
RL 101 Perspectives on Religion
RL 102 World Religions
RL 103 Intro to Asian Religions

7. History (Historical Perspective) ..................................Y
HI 101 Western Civilization I
HI 102 Western Civilization II
HI 103 World History & Culture I
HI 104 World History & Culture II
HI 113 Latin American History
HI 201 United States History I
HI 202 United States History II
HI 208 African American History

8. Global & Cultural Awareness (Diversity) .......................D
AN 102 Cultural Anthropology
AN 103 Cultural Diversity in the U.S.
EN 208 Images of Women in Literature
EN 225 Introduction to Latino Literature
FR 201 Intermediate French I
FR 202 Intermediate French II
GE 101 World Regional Geography
GE 102 Cultural Geography
GE 110 Cultural Geography of North America
HI 103 World History & Culture I
HI 104 World History & Culture II
HI 113 Latin American History
HI 208 African American History
LS 201 Intermediate Spanish I
LS 202 Intermediate Spanish II
MU 115 History of Jazz and Popular Music
RL 102 World Religions
RL 103 Intro to Asian Religions
SO 207 Social Minorities & Intergroup Relations

Ethical Reasoning & Action
Ethical Reasoning and Action are infused in all of the above categories (1-8).
Admissions

GENERAL ADMISSION POLICY

Admission to Cumberland County College is open to all persons who can benefit from higher education. CCC students represent a variety of ages and cultures adding to the diversity and richness of a Cumberland County College education.

Students who plan to earn a degree or certificate from CCC, whether studying full-time or part-time, must apply for admission, which leads to formal acceptance into a degree or certificate program. CCC also allows non-matriculated students, once admitted, to enroll in courses for which they are qualified. Students admitted to the college may or may not be admitted to selective programs or courses such as Nursing, Radiography, Respiratory Therapy or Psychosocial Rehabilitation Program. Please refer to specific program admissions procedures for more details.

Admission Eligibility and Criteria
Admissions procedures and requirements are listed for each admission category below.

Degree and Non-Degree
1. Non-restricted programs and courses – Student must be a high school graduate, or have a general equivalency diploma (GED), or be 18 years of age or older.
2. Restricted programs and courses – Student must be a high school graduate, or have a general equivalency diploma (GED). They must meet the admission criteria for selective programs (Nursing, Radiography, Psychosocial Rehabilitation or Respiratory Therapy) and complete specific course prerequisites.

High School Students
Currently enrolled high school or home school students may enroll for credit courses with permission/recommendation from their high school and parent, or as a participant in the college’s Dual Credit Program. High school or home school students may be required to take the Accuplacer placement test.

Non-Credit
Students may enroll in non-credit community education courses by completing the necessary registration forms. Some continuing education courses require specific background skills or knowledge.

Full-Time/Part-Time Status
Full-time is 12 or more credits per semester. Part-time is fewer than 12 credits per semester.

Basic Skills Assessment
Students must have their basic academic skills assessed before enrollment in degree programs and certain subject area courses. Students who demonstrate a need for pre-college level instruction will be required to complete such courses prior to enrollment in most college-level courses.

ADMISSION PROCEDURES

Degree (Matriculated) Students
Students enrolled in programs of study leading to a degree or certificate.

1. Submit a completed free admission application to the Admissions and Registration Office.
2. Submit high school transcripts and/or, if applicable, a copy of general equivalency diploma (GED/HiSET). High school graduates must submit a final transcript showing graduation date.
3. Take the Accuplacer Exam. This test is for course placement and not for determining admission to the college. Students whose test results are more than five years old and who have not taken the required basic skills courses or demonstrated proficiency through successful completion of appropriate college-level courses are required to retake the test or appropriate sections of the test.
4. Full-time students born after 1956 must be immunized for hepatitis B, measles, mumps and rubella, including a second measles immunization. Applicants must submit a certificate of immunization from a physician.

Transfer Students/Receiving External Credit

1. Complete the steps as listed for degree candidates (transfer students may not be required to take the placement test depending upon transfer evaluation).
2. Have official transcript(s) sent from other college(s) you may have previously attended (including CLEP, Advanced Placement, etc.)
3. An evaluation of credits transferred will be provided for the matriculated student.
4. Please note that Cumberland County College does not accept online lab science courses into degree programs where graduates are expected to demonstrate specific laboratory skills. These programs areas include: all Agriculture and Horticulture Programs, Engineering, Nursing programs, Radiography, all Biomedical Science programs, all Health Science Programs, and all Math/Science programs. Transfer students declaring a major in one of these areas will be required to submit written verification that the laboratory portion of any lab science course was not completed online.

International Students (F-1 Visa)
Cumberland County College is authorized by the U.S. Citizenship and Immigration Services to admit foreign students for full-time attendance under the F-1 student visa program. Students with proper documentation, including documents demonstrating financial and educational ability may enter the college each fall and spring semester and should allow a minimum of 90 days for processing. Please refer to the college website www.cccnj.edu or call the Office of Enrollment Services to receive an instruction packet. All international students will undergo basic skills testing upon arrival in English, Reading and Math. A comprehensive English as a Second Language program is available if needed. The Out-of-State tuition applies.
WebAdvisor
WebAdvisor is accessible on the CCC home page www.cccnj.edu. Visitors may log-on as guests and view current course offerings and descriptions. Current students may log in to their Portal to access WebAdvisor. Within WebAdvisor, students may register for courses, view their course schedules, transcripts, financial aid awards, and business office account information. Video and PDF tutorials on how to use WebAdvisor are located in the Portal.

Non-Degree (Non-Matriculated) Students
Students enrolled in credit courses for personal interest, job skills, career advancement, enrichment or transfer to another institution.

1. Submit a completed free admission application to the Admissions and Registration Office.
2. Upon the completion of 12 credits, students must take the Accuplacer Test.
3. After the completion of 24 credits, non-degree students should apply for degree admission. Entry into English and mathematics courses and upper-level college courses requires appropriate placement test scores or course prerequisite completion.

Community Education (Non-credit) Students
Students may enroll in non-credit courses or programs for purposes of work skills, career advancement, professional development or personal enrichment. Visit our website at www.cccnj.edu or call us at (856) 776-2312.

Selected High School Students
Cumberland County College offers the opportunity for selected high school students to enroll for college courses while still in high school. Enrollment in college courses requires the approval of the high school and the student’s parents. Students must pass the college placement test and comply with all college rules. Non-degree admission procedures must be completed. Grades and credits are recorded on a permanent academic record.

Basic Skills Assessment
To assist students with appropriate and effective course placement, Cumberland County College provides basic skill assessment for all students. Proper course placement, selection and advisement are important factors for successful course completion.

Degree seeking students must take the Accuplacer as part of their initial enrollment at the college. This test is administered through the Center for Academic and Student Success and offered both on and off campus. The Accuplacer provides assessment of basic skills in the areas of reading, writing, math computation and elementary algebra. Introductory college-level courses require that students test out of reading and/or complete the recommended course(s) based on the Accuplacer.

Non-degree students who have completed 12 credits should take the Accuplacer. These test results are used for basic skills assessment and course placement. The Accuplacer is not used to determine admission to the college, program and course entrance and selection may be restricted, based on the student’s test results.

Students may be exempt from taking the Accuplacer if they: 1. Are transferring from another college and have successfully completed equivalent college-level courses, including English and mathematics. 2. Have taken the placement test within the past 5 years at another New Jersey college and have submitted the results. 3. Have earned an associate’s or bachelor’s degree from a regionally accredited college or university. 4. Have taken the SAT with specific scores. 5. Are taking the ACT ESL Placement Test.

Information and/or requests for exemption from the Accuplacer should be directed to the Admissions and Registration Office.

Enrollment Consultation
Students identified through basic skills assessment and/or previous academic records who show limited or marginal academic skills will have an interview with a college representative. This interview will review the student’s educational goals and requirements for compatibility with the student’s demonstrated academic skills. A recommendation for enrollment or alternative educational options will be provided.

Academic Advisement
All degree seeking students are assigned an academic advisor to guide their college experience. Students taking two or more developmental courses are assigned to one of the Student Success advisors located in the Student Center. College level and pre-college level students are assigned an advisor located in one of the three Academic Divisions; these are BESS (Business, Education and Social Sciences), A&H (Arts and Humanities) and STEM (Science, Technology Engineering and Math/Health.)

Advising takes into account a student’s career goals and directions, academic aptitudes; full-or part-time attendance; academic schedule in balance with personal responsibilities and setting up of an Academic Success Plan, and reviewing progress toward a goal, called Program Evaluation. Advisors are here to help. WebAdvisor supports these discussions.

Students should log into WebAdvisor regularly. Interactive tools found within self-service WebAdvisor permit students to monitor their degree requirements register for classes each semester; plan their academic program; determine how credits can be applied to other majors; view their financial aid award, etc..

For more information about academic advising, and other services offered at the Advisement Office, visit our website.

Allied Healthcare Programs Admission
Students wishing to enter the Practical Nursing, Registered Nursing and Radiography programs have specific, date-sensitive application criteria and are not automatically enrolled in these programs through completing the general application to the college. Information can be obtained on our website by clicking on Admissions, then clicking on the Allied Health link near the bottom of the page. Attendance at a Healthcare Information Session is required and provides a comprehensive review of Allied Health application criteria. The responsibility for completing the Allied Health Program admissions process lies with the individual applicant. Applications will not be considered or reviewed for admission until all requirements are completed.
High School Pre-requisite for Anatomy & Physiology I
In order to facilitate the direct entry of students who apply to a selective Allied Health program during their senior year of high school, there is an additional pre-requisite option for Anatomy and Physiology I. Students who have successfully completed College Preparatory, Honors or Advanced Placement Biology or Chemistry in high school with a grade of “C” or better (as documented on an official high school transcript) and are within three years of high school graduation when attempting to register for BI 106 Anatomy and Physiology I may request to waive the pre-requisite for BI 106. Please note that students are required to demonstrate college-level proficiency in Mathematics, English and Reading before registering for BI-106. Students who do not meet the above criteria must take either BI 101 General Biology I or CH 101 General Chemistry I.

Psychosocial Rehabilitation (joint degree program with Rutgers University)
The Psychosocial Rehabilitation program is a selective program; selection of all students into this program will be made by Rutgers University. All general education including any prerequisite courses, remediation and science courses must be completed prior to admission to the professional coursework at Rutgers University. Please refer to program requirements.

Advanced Placement (AP)
The college recognizes high school advanced placement programs. High school students who receive grades of 3, 4 or 5 on advanced placement exams will receive appropriate college credits. Students must submit official AP scores to Admissions and Registration.

College Tech Prep
Students participating in certain programs at local secondary schools may receive advanced placement college credit for specified competencies achieved in high school. For more information, contact the high school guidance department or the Tech Prep coordinator at Cumberland County College.

Program on Non-Collegiate Sponsored Instruction (PONSI)
Educational programs, training programs and courses sponsored by non-collegiate organizations (business, industry, professional association, government agencies, etc.) may be accepted for appropriate college credits. Non-collegiate programs considered for credit must be listed in the National Guide to Educational Credit for Training Programs, published by the American Council on Education. The credit recommendations from the guide must be applicable to the student’s degree program at Cumberland. Students must submit documentation of completed non-collegiate sponsored instruction to the Admissions and Registration Office.

Tuition, Fees, Financial Aid
Tuition and fees are established by the Cumberland County College Board of Trustees, which reserves the right to change any and all fees and tuition in accordance with the Higher Education Restructuring Act. Tuition and fees must be paid in accordance with the payment schedules established for each semester.

Tuition (Effective Fall 2017)
County residents (per credit).............................................$118
Out-of-county residents* (per credit)............................$128
Out-of-state residents (per credit).................................$256
Foreign........................................................................$256
Early College Dual Enrollment Program (per credit) ...........$85

*Out-of-county students will be charged $10 per credit over in-county rates with appropriate chargeback documentation. Without such documentation the out-of-county rate is $193 per credit hour.

Fees
Comprehensive fee (per credit)...........................................$20
(86 of this fee is dedicated to the College’s athletic program)
Technology fee (per credit).............................................$10

Course Fees
Nursing RN & PN course/material fee (per semester)..........$1,500
Radiography course/material fee (per semester)...............$600
Online, Telecourse, Hybrid course fee (per credit)............$10
Art Studio fee (per course).............................................$20
Floral Design.................................................................Varies with course
Personal Fitness course fee (per course)..........................$25
Applied Music course fee (per course).............................$225
Developmental Skills fee (per credit)..............................$10
Science Lab Fee (per course)..........................................$60
Foreign Language fee (per credit).................................$10
Beverage Tourism course fee (per course).......................$50

Other Fees
Change of Course fee (per course).................................$2
LPN Challenge fee.........................................................$500
Transcript Fee...............................................................$5
Graduation Petition fee..................................................$25
Graduation Petition late fee..........................................$25
Returned Payment fee..................................................$25
Payment Plan late fee....................................................$25
Registration fee (per semester).....................................$20
Late registration fee.....................................................$20
Dual Credit course fee (per credit).................................$40
Academic Transcript Evaluations (per credit)...............$5
Testing Fees.................................................................Varies
TIPS Trainer Certification fee.........................................$600

Non-Refundable Deposit
Nursing & Radiography tuition deposit.............................$100
**Returning Students**
For students who have previously completed courses at CCC, submit an admissions application to the Admissions and Registration Office. Previously completed coursework may apply to current major.

**Withdrawals and Refunds**
Refunds of Tuition and Fees for students who officially withdraw from their class(es) are as follows:
- 100% for withdrawals completed before the semester/session begins.
- 100% for withdrawals completed during the add/drop period. Add/drop period is the designated first week for the fall and spring semesters or designated equivalent for summer, winter or other short sessions.
- 50% for withdrawals completed during the designated second week or equivalent for the semester/session.
- No refund for withdrawals completed after the designated end of the second week or equivalent for the semester/session.

Semester/session, start dates, add/drop periods, withdrawal deadline dates are listed in the College calendar.

Withdrawals from class(es) can be completed at the Enrollment Services office or online. Online withdrawals can only be completed before the semester/session begins and during the add/drop period. Withdrawals after the add/drop period must be completed at the Enrollment Services office. Students with Academic or Institutional restrictions can only withdraw at the Enrollment Services office. Students dropped or removed from class(es) for any reason forfeit all refunds. The above refund schedule applies to credit class(es) enrollment only.

**Tuition Payment Plan**
There is a Tuition Payment Plan designed to enable eligible students to make tuition payments in installments prior to the fall and spring semesters. Eligibility requirements are available at the Bursar and Admissions and Registration Office. Students should review these requirements before applying. A $25 non-refundable deferred payment fee will be charged.

**County Senior Adult Student**
Cumberland County residents who have reached their 60th birthday may enroll in courses offered by the college, tuition-free on a space available basis (beginning two days prior to semester). Students taking advantage of this opportunity must meet course prerequisites and are responsible for all instruction related fees other than tuition. Senior residents should inform the Admissions and Registration and Bursar offices of their status when registering and if they will be auditing the class.

**Financial Aid**
Financial Aid is available to assist full- and part-time students in meeting college costs. To be considered for financial aid, students must complete and submit the Free Application for Federal Student Aid (FASFA) by May 31 for the fall semester and by October 31 for spring semester.

The financial aid application reviews the parent’s and/or student’s resources for the previous calendar year. The total contribution that can be made by the student and/or parents toward college is determined from this information. If the anticipated contribution is insufficient to meet college costs, the student is considered to have a financial aid need. Students must also demonstrate academic ability to benefit and maintain satisfactory academic progress to be eligible for financial aid.

Students applying for financial aid must submit appropriate documentation in support of their application. Documentation may include copies of parents/student income tax forms, nontaxable income verification, and the college financial aid information form.

A student may be eligible to receive financial aid assistance for a maximum of six full-time semesters provided the student meets the college’s satisfactory academic progress standards. Financial aid assistance for more than six full-time semesters may only be allowed upon appeal by the student to the Student Development Council. For consideration of an appeal, the student must present evidence of unusual circumstances, which have not allowed him/her to complete the program with six full-time semesters of financial aid assistance.


For additional information and/or financial aid applications, contact the Financial Aid Office.

**Transferring Credits to CCC Advanced Standing**
For Associate of Arts and Associate of Science degree programs, a maximum of 50 percent of credits required for the degree may be allocated from credits attained elsewhere. For Associate of Applied Science programs, the normal transfer allocation will be 50 percent of the credits required for the degree. However, a student may earn up to 75 percent of the required credits elsewhere if the student obtains written prior approval of the appropriate Dean and Vice President of Academic Affairs and Student Services.

**Previous College Credits**
Courses completed at other regionally accredited colleges may be accepted for credit for advance standing if a grade of “C” or better has been received and if the courses are applicable to the student’s degree program at Cumberland. Students must submit to Admissions and Registration an official transcript from previous colleges attended and, if necessary, a catalog from the other college(s).

**Laboratory Course Transfer Policy**
Please note that Cumberland County College does not accept online lab science courses into degree programs where graduates are expected to demonstrate specific laboratory skills. These programs areas include: all Agriculture and Horticulture Programs, Engineering, Nursing programs, Radiography, all Biomedical Science programs, all Health Science Programs, and all Math/Science programs. Transfer students declaring a major in one of these areas will be required to submit written verification that the laboratory portion of any lab science course was not completed online.
College Level Examination Program (CLEP)
The college will accept for credit, in advance standing, scores for the general sub-tests, which meet the American Council on Education’s recommended minimum scores. The college will also accept for advance standing the CLEP Subject Examinations, when scores meet minimum acceptable levels if applicable to the student’s degree program. (Guidance in regard to application of CLEP to particular subjects may be obtained from the CASS Center and the Admissions and Registration office.)

Credit for Educational Experience in the Armed Services
Course work taken and/or training received in the armed services can be accepted for credit for advance standing in accordance with the recommendations of the American Council on Education, contained in A Guide to the Evaluation of Educational Experiences in the Armed Services. The credit recommendations from the Guide must be applicable to the student’s degree program at Cumberland. Students must submit the documentation of the completed military educational experience to the Admissions and Registration office.

Police and Correctional Academies
Individuals who have successfully completed training through a recognized police or correctional academy are eligible to receive college credit for this training. Recognized academies include Atlantic County, Burlington County, Camden County, Gloucester County, Sea Girt and Vineland Police Academies, and the NJ and Federal Correctional Officers Training Academies.
Information may be obtained regarding the academies and procedures required for credit consideration from the Admissions and Registration office and/or Social Science Division.

YES, YOU CAN!
GET YOUR BACHELOR'S OR MASTER'S DEGREE

University Partners
Earn your degree without leaving Cumberland County at the on-campus Shirlee and Bernard Brown University Center.

Learn more about our on-campus and online university partners by visiting www.cccnj.edu/universitycenter
Or call us 856-691-8600, ext. 1500
Academic Information

Registration

Students are expected to register for classes before each semester at the time and place designated. The registration process is not completed until full payment of tuition and fees is made or the student submits a fully executed Payment Plan agreement. Eligible students may also register and pay via the Official Payments in WebAdvisor.

Course Withdrawal

A student may withdraw from a course up to the last two weeks of the fall/spring semester. Students should seek consultation from the instructor and/or their advisor before withdrawing from class(es). An enrollment change form must be completed by the student and submitted to the Enrollment Services Office by the student. Students who stop attending class(es) but do not submit an enrollment change form are not considered withdrawn and are not entitled to a refund.

A grade of “W” is recorded for a course(s) in which a student withdraws. A “W” grade is not calculated into the GPA but is considered unsuccessful course completion for satisfactory course completion rate requirements.

Grading System

Students receive indications of their progress during the semester and final grades at the end of the semester. The following grade point values are used at Cumberland County College. Grading System effective Academic Year 2015-2016

<table>
<thead>
<tr>
<th>LETTER GRADE</th>
<th>DEFINITION</th>
<th>GRADE VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior</td>
<td>4</td>
</tr>
<tr>
<td>B+</td>
<td>Good</td>
<td>3.4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C+</td>
<td>Average</td>
<td>2.4</td>
</tr>
<tr>
<td>C</td>
<td>Passing</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Failure</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FA</td>
<td>Failure Attendance</td>
<td>0</td>
</tr>
<tr>
<td>P</td>
<td>Passing (in P/F option)</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal by student</td>
<td>0</td>
</tr>
<tr>
<td>X</td>
<td>Dropped by instructor</td>
<td>0</td>
</tr>
<tr>
<td>NA</td>
<td>Never Attended</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0</td>
</tr>
<tr>
<td>R</td>
<td>Course must be repeated</td>
<td>0</td>
</tr>
<tr>
<td>RA</td>
<td>Course must be repeated</td>
<td>0</td>
</tr>
<tr>
<td>AU</td>
<td>Audit (no credit-no grade)</td>
<td>0</td>
</tr>
</tbody>
</table>

An explanation of the above grades is included in the Student Handbook.

Grade Point Average

Grade Point Average (GPA) is the numerical calculation of grades received for courses taken. A GPA represents a student’s level of academic achievement. Students earn a GPA for each semester and a cumulative GPA totaling all semesters. The GPA is used to determine academic honors and is a component in evaluating student academic progress. A minimum GPA is necessary for student satisfactory academic progress as well as graduation. Please see Satisfactory Academic Progress section below.

The GPA is determined by the grades and credits of courses taken. Each grade has a value and each course has an assigned number of credits. The number of credits for a course is multiplied by the earned grade value to determine grade points. The grade points are totaled and divided by the number of graded credits to determine the GPA. An explanation and example of grade point average calculation is included in the Student Handbook.

Academic Classification

A student who has earned a minimum of 30 degree credits will be classified as a second-year (sophomore) student. Students taking 12 or more credits in the fall or spring semesters are considered full-time for that semester.

President’s List

Full-time students who at the end of the semester have completed 12 or more graded credits and earned a minimum semester GPA of 3.75 and received no grade below “B” will be named to the President’s List. Developmental Math and English courses are not considered. Students are recognized for the President’s List each fall and spring semester.

Dean’s List

Full-time students who at the end of the semester have completed 12 or more graded credits and earned a minimum semester GPA of 3.25 and received no grade below “C” will be named to the Dean’s List. Developmental Math and English courses are not considered. Students are recognized for the Dean’s List each fall and spring semester.

Academic Appeal Procedure

Concerns regarding grades should be discussed with the individual faculty member. If a satisfactory resolution is not obtained between the student and the faculty member, the student may appeal the grade to the administration in the following order: Dean, Vice President of Academic Affairs.

Satisfactory Academic Progress

All students must maintain a minimum credit completion rate and a minimum cumulative grade point average (GPA) for satisfactory academic progress. The standards for both of these areas must be achieved by students for satisfactory academic standing. Students who achieve at a level below the standards for credit completion rate or grade point average (GPA), will be placed on academic probation. Students placed on academic probation, who do not improve to or above the standards for these areas in their next semester (fall/spring) of enrollment, will be considered to be making unsatisfactory academic progress and will be placed on academic suspension.

The satisfactory credit completion rate is successful completion of 67% (effective July 1, 2014) or more of all credits (most recent
and all previous semesters) attempted. Successful completion rates will be reviewed after students have attempted 12 or more total credits. The first 12 credits attempted are included in the total credit completion rate calculation.

The minimum grade point average (GPA) standard is a 1.8 for students with 12 to 35 degree credits completed and a 2.0 for students with 36 or more degree credits completed. Completed degree credits include all credits (most recent and all previous semesters) that have been calculated in the student’s grade GPA. A minimum GPA standard is not required until the student has completed 12 or more degree credits.

### Academic Probation

Students whose cumulative GPAs – at the end of a fall or spring semester – fall below 1.8 at the completion of 12 to 35 degree credits, or below 2.0 at the completion of 36 or more degree credits, will be placed on academic probation.

In addition, students must have successfully completed, at the end of fall or spring semester, 67% or more of all credits attempted. Failure to maintain the cumulative GPA or credit completion rate minimum standards will cause students to be placed on academic probation.

Students on academic probation are required to consult with their academic advisor to review their probationary status and complete an Academic Review Form. The appropriate courses and number of credits to be taken by probationary students will be determined by the academic advisor, after an Academic Review is completed.

### Academic Suspension

Students on academic probation must achieve the minimum standards for GPA and credit completion rate in their next semester (fall/spring). Probationary students failing to meet the minimum standards will be suspended from the college. Academic suspension is for the period of one calendar year.

### Appeals

Students who have experienced unusual circumstances (i.e. hospitalization, illness, personal difficulties) that have caused their low academic performance, may appeal their academic status in writing. Information regarding circumstances and documentation concerning the student’s situation will be reviewed by the Academic Standing Appeals Committee. Students will receive the appeal decision in writing within 2-3 weeks. Students may appeal the decision of the Director to the Student Development Council by contacting the council chairperson.

### Re-admission of Suspended Students

Students who have been academically suspended must request readmission in writing and provide supporting documentation. Appeals can be addressed to the Academic Standing Appeals Committee and submitted to the Enrollment Services Office. Verbal appeals will not be accepted. Students must submit official transcripts from any other college(s) attended since their suspension.

### Graduation Requirements

Students must complete the required credits in appropriate courses in approved programs with a cumulative 2.0 grade point average.

The required credits must include at least 45 general education credits for the Associate in Arts degree, 30 general education credits for the Associate in Science degree and 21 general education credits in the Associate in Fine Arts and Associate in Applied Science degrees. The certificate programs must include at least six general education credits. See General Education section.

The exit criteria for Math MA 094 (a grade of A, B, or C in the course and a passing grade on the Accuplacer – Algebra Retest) is the minimum graduation requirement for mathematics. All students must meet this mathematics requirement to graduate and earn a degree from the college.

For further graduation information, contact the Admissions and Registration Office.

### Classroom Success

Your classroom attendance, timeliness, attentiveness, and participation are all very important for academic achievement and success. Understanding and learning the course material is significantly enhanced when students follow these effective classroom behaviors. Students are expected to attend class, be on time, stay to the end, pay attention and participate. Anything less can create distractions for you, the instructor, and other students in the class.

To gain maximum classroom experience:
- Be on time, even early to class.
- Do not leave class, or leave early.
- Turn off electronic devices—cell phones, iPODs, etc.
- Do not bring children to class.
- Avoid drawing attention to oneself by making noise, class clowning, imitating others, etc.
- Do not talk with or pass notes to other students during class.
- Be respectful and cooperative with the instructor and other students.
- Do not bring food or eat in class.
- Alert instructor to any special needs or temporary problems.
- Obtain permission from instructor before bringing a visitor/guest to class.
Academic Services

Galetto Honors Program

The college’s Galetto Honors Program provides enriched educational experiences for exceptional students. Students engage in selected courses and learning opportunities that promote critical and analytical thinking.

Honors students may receive scholarships, and the program features small class sizes, an emphasis on participatory classroom experiences, a special speakers forum, educational field trips, conferences and social gatherings.

Honors program participants must meet one of these criteria:

• Phi Theta Kappa member.* 3.25 GPA after 12 credit hours of college-level course work.
• High school GPA of 3.5 or better - or equivalent high school average.
• CCC NJ Stars Scholarship recipient.

For more information, contact the Office of Academic and Student Services.

Independent Study

Independent Study is available as an alternative learning mode for some courses at Cumberland County College. With the help of a cooperating faculty member, who serves as a mentor, a student plans specific goals and appropriate activities that allow exploration of a particular subject in greater detail than is usually possible in a traditional course. The plans must be approved by the faculty member and appropriate division chairperson. The faculty mentor assists the student and evaluates the outcome. For more information, contact the appropriate Dean.

Developmental Courses

Based on pre-admission placement testing, students may be required to take developmental/basic skills courses in Mathematics, English, or Reading. These courses must be completed prior to enrolling in most college-level courses. All basic skills courses include both in-class work and a lab component.

English as a Second Language

English as a Second Language courses are provided for students of limited English proficiency. Participants are tested, receive special academic advising and bilingual counseling. A unique feature of this component is the ESL Computer Lab in which students learn computer application skills while improving their English language skills through the utilization of a variety of ESL computer software.

Library

The Library supports research, independent study and the academic programs of the college. Our qualified Library staff practices a learning-centered philosophy and is accessible to students, faculty and the community. The collection (print, non-print and electronic) reflects a wide spectrum of viewpoints and supports the life-long learning endeavors of our community. In an age of information overload, the Library provides instruction to students in the use of the Library resources and offers services to help faculty in their research. The Library has an active information literacy program that addresses library orientation, bibliographic instruction and search skills and strategies.

Information is available in a variety of formats and through multiple consortia. The Library is wireless and also offers internet access to online databases, as well as word processing, spreadsheets and other applications. To facilitate your academic career, the CCC Library offers 24/7 access through the Library’s website.

For more information, call 856-691-8600, ext. 1236 or visit www.cccnj.edu/library/

Academic Support Labs

Reading/Writing/Computational Mathematics/Elementary Algebra Support Labs are available for all students who need to strengthen their skills in any of the four areas.

Computer software, reference materials and a qualified technician are available to assist students.

Mathematics Learning Assistance Center

The Mathematics Learning Assistance Center, located in the Academic Support Lab, provides students with computer tutorials, videotapes and reference books. A qualified technician is available to provide tutoring.

Dual Credit

Dual Credit programs exist at most high schools and county technical schools. Students take specific college courses at their schools and can receive both high school and college credit. Students enrolled in these courses are eligible to receive college services including the use of the library, computer lab facilities, counseling and admission to college sponsored activities.

For more information regarding this opportunity, contact the high school guidance department or the college’s Office of Academic Affairs.
Student Services

Enrollment Services

Enrollment Services supports the college’s overall mission by fostering increased awareness of and accurate information about the college’s degree, non-degree, and certificate programs. The mission of the office is to provide a warm, friendly atmosphere that facilitates recruitment, supports admissions, registration and orientations, ensures the integrity/evaluation and certification of transcripts, and provides graduation and transfer services.

Counseling Services

Counseling services, including academic, personal, transfer and career counseling, are provided for students through the Enrollment Services Office, the Center For Academic and Student Success (CASS), the Educational Opportunity Fund (EOF), HSI STEM, Las Vias, Student Support Services and Project Assist. The counseling services are intended to support the whole student. Counseling can assist students with both academic and non-academic concerns, questions and issues. A Mental Health Counselor is located within the EOF offices and may provide assessment, short-term counseling and referral services.

Advisement Services

The Advisement Office coordinates campus-wide student advisement for all degree programs. All full-time faculty, counselors and administrators serve as academic advisors for students. Each degree seeking student is assigned an advisor to meet with regularly to discuss course selection, career plans and academic goals. Each semester, Advisement Day is held to assist students in developing course schedules, and reviewing academic planning and career goals.

For information, call 856/691-8600, ext. 1320 or visit www.cccnj.edu.

Return to Learn

Return to Learn is a program providing services for adults returning to college to complete their associate degrees and certificates with fee forgiveness, textbook loan and counseling. The Return to Learn program is located as part of the CASS.

Career Placement Services

The college offers career counseling and interest testing for students seeking career direction and/or information. The website, www.careerservicescentral.com, should be accessed to look for employment opportunities both on and off campus, as well as internship opportunities. Resume and cover letter writing assistance is offered to persons seeking employment. Employers also visit the campus on scheduled recruitment dates.

Cooperative education credit is also available to students. Course participants work on or off campus in positions related to their major. Students wishing to receive college credit for work experience should contact the Career Placement Counselor in the Advisement Office.

Educational Opportunity Fund

The state-funded Educational Opportunity Fund (EOF) program provides access and post-secondary educational opportunities to academically and financially disadvantaged students. The EOF program has demonstrated success in helping students achieve academically and in developing skills needed for success, on-campus and in the community.

EOF offers financial assistance, counseling, specialized courses, tutoring and workshops. A Mental Health Counselor is located within the EOF offices and may provide assessment, short-term counseling and referral services.

Every year, EOF conducts a summer program that acquaints and prepares students for the demands and rewards of college life.

Military Service Educational Benefits

Programs of study at Cumberland County College are eligible for veterans and military service educational benefits. Educational benefits are available to both veterans of military service as well as individuals currently serving in the National Guard or Reserves. The Admissions and Registration Office provides information and assistance to veterans and military service personnel in determining eligibility and processing the necessary applications and enrollment certifications for educational benefits.

Student Support Services

Student Support Services assists low-income/first generation college students with the support they need in order to successfully achieve their academic and career goals. This includes individualized counseling, career exploration, grant stipends, tutoring, social/cultural activities, loaned books, workshops on test taking, time management, self-enhancement and stress management techniques. Other services include working with students who have a disability and a referral service. The goal of the program is to ensure completion and transfer, if appropriate, into a four-year institution of higher education in the least amount of time.

Disabled Student Services

The Office of Disabilities Support Services coordinates services for students with disabilities. Services include accessibility arrangements, note taking, reading, transcribing and interpreting services, library and registration assistance, career, personal and academic advising and counseling, handicapped parking, assistive equipment, as appropriate, tutorial support and campus tours. All students wishing to receive services must meet with the Director of Disability Support Services to determine accommodation.

Project Assist

Project Assist helps college students with specific learning disabilities by providing auxiliary aids and academic adjustments. Supportive services include diagnostic evaluations, tutoring, college orientation courses, advocacy, advisement and computerized instructional programs.
Although program participants receive extensive support, the goal of Project Assist is to help students achieve independence. Student success is promoted by focusing on potential rather than disabilities.

**Center for Academic & Student Success**

The Center for Academic and Student Success offers a complete tutorial program as well as computerized testing and assessment. Students may receive personalized instruction on any subject at no cost.

This support program utilizes tutoring in small groups, faculty tutoring on a one-to-one basis, and peer tutoring. Students learn by using technology, instructor-directed materials, reference books, and multimedia programs that include CD ROM's, video and tape cassettes and study guides.

Supplemental Instruction (SI) is offered for “high-risk courses” to develop academic and critical thinking skills.

The tutoring program, SI program, and assessment program address the diverse multi cultural population of the current student body at Cumberland County College.

The computerized Testing/Assessment Center provides College-Level Examination Program (CLEP) opportunities for business and community referrals as well as testing accommodations for CCC students. All CLEP exams are administered online.

The computerized Testing/Assessment Center enables students to utilize technology for assessment purposes, such as:
- NJVCCC evaluations and examinations
- Online course evaluations and examinations
- Distance learning evaluations and examinations
- Guided Study College and University course examinations
- Thomas Edison State College course examinations
- Accuplacer examinations
- Computerized tutoring
- ACT ESL Computerized Placement Test

**WIA/WDP Program**

The Workforce Investment Act and Workforce Development Partnership Programs are designed to provide an opportunity to increase occupational development through the award of individual training grants. Cumberland County College is a New Jersey Department of Labor approved training provider. A displaced or dislocated worker, engaged in core services with the local Office of Employment and Training, may receive a referral to begin a training program that will lead to increased employment, retention and potential earning power. Eligibility for an individual training grant is determined by the Office of Employment and Training. Cumberland County College provides academic advisement, career counseling and specialized course work in job search techniques.

**UPP/Tuition Waiver Program**

The tuition-free college program offers unemployed persons, displaced or dislocated workers the opportunity to enhance occupational skills, learn new trades and prepare to re-enter the workforce. Eligible individuals seeking to enroll under the job training program must submit verification from the New Jersey One-Stop Career System.

**Alumni Association**

The Alumni Association promotes the interests of Cumberland County College and establishes mutually beneficial relations among the college, its alumni and the community. Membership is open to anyone who has successfully completed a course of study at CCC. Membership information may be obtained in the Alumni Office, 856/691-8600, ext. 1298.

**LAS VÍAS HACIA la GRADUACIÓN**

(Pathways to Graduation)

As part of the Cumberland County College Title V grant, the “Vias Hacia la Graduación” program is designed to promote Hispanic student enrollment, retention and graduation. Las Vias will increase communication, outreach, and advisement support services to our Hispanic students in order to foster a steady connection with advisors, strengthen academic performance, and increase potential to graduate. A Take the Lead summer program is offered for Las Vias participants who wish to be groomed as leaders, and to get a head start on their college program.

To Be Eligible for Las Vias, students should:
- Be either a first generation college student and/or low income
- Declare a major leading to an associate degree or academic certificate (guided pathway)
- Make a commitment to graduate within 3 years or less
- Make a commitment to complete required developmental courses within the first year of study
- Submit the program application and make an appointment in the Advisement Services area. Program information and application is found:
  http://www.cccnj.edu/las-vias
  ¡Hablamos Español!!

**STEM Pathways Project**

The STEM Pathways Project (Caminos STEM) assists students majoring in the fields of Science, Technology, Engineering, and Mathematics, with a focus on low-income students and students from traditionally under-represented demographics within these fields. Students who are part of the STEM Pathways Project will have accessible STEM academic advisors, career coaching, additional tutoring support, a textbook loan program, and monthly STEM Smart Workshops where they can interact with STEM professionals. STEM Pathways staff are here to guide you through a challenging and exciting major, show you a clear path to a career in your field, and assist in your successful transfer to a four year institution.
Student Life, Athletics
Activities are an important part of the college experience
Getting connected, making a difference

Student Activities
The Student Activities Office coordinates events, activities and programs for students, including student clubs and organizations, intramural and recreational sports, co-curricular events and activities and social programs.
For information, call 856-691-8600, ext. 1454.

Student Clubs & Organizations
2nd Nature Club
Art & Design Club
Business/Finance Club
Business/HR Club
Club Mud (Ceramics)
Criminal Justice Society
Drama Club
Engineering Club
Entrepreneur Club
Faith Fellowship Club
Fencing Club
GLOW Club
HOSA (Health Occupations Students of America) Club
Latin-American Club
Math Club
Media Communications Club
Multicultural Club
Music Club
Practical Nurse Student
Nursing Organization
Radiography Club
Rotaract Club
Student Nurses Organization

Complimentary Activities
Chorus
Gospel Choir
L’Esprit (Literary Magazine)
The Voice (Student Newspaper)
Wind Symphony & Jazz Ensemble
Student Senate

Athletics
Cumberland County College competes in intercollegiate athletics and has eight different programs. The sports include men’s and women’s cross country, men’s and women’s basketball, men’s and women’s soccer, baseball and softball. Cumberland is a Division III junior college and is a member of Region 19 of the National Junior College Athletic Association (NJCAA). The Dukes also compete in the Garden State Athletic Conference (GSAC).
Students must be enrolled full-time (12 or more credits per semester), and meet minimum GPA and credit completion requirements to maintain intercollegiate athletic eligibility. For more information, call 856-691-8600, ext. 1284 and check out the athletics website at www.dukesathletics.com

Athletic Teams
Men’s & Women’s Cross Country
Men’s Baseball
Men’s Soccer
Women’s Soccer
Men’s Basketball
Women’s Basketball
Women’s Softball
Course Descriptions

<table>
<thead>
<tr>
<th>Subject code</th>
<th>Course number</th>
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<th>Course title</th>
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<tr>
<td>BI</td>
<td>101</td>
<td>&quot;B&quot;</td>
<td>General Biology I</td>
<td>(4.00 cr.)</td>
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**Credits** - each course is assigned a two-letter code identifying the course subject and a three-digit number

**Gen Ed code** - each course designated with one letter in quotes fulfills the General Education Requirement

**Credits** - number of credits to be awarded to the student who successfully completes the course

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**ACCOUNTING**

**AC 103: Accounting Principles I** (4.00 cr.)
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. Prerequisite: EN 060. Lecture (60.00)

**AC 104: Accounting Principles II** (4.00 cr.)
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. Lecture (60.00)

**AC 201: Intermediate Accounting I** (4.00 cr.)
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 201. Lecture (60.00)

**AC 202: Intermediate Accounting II** (4.00 cr.)
Covers such topics as investments, bonds and funds, long-term liabilities, paid-in capital, financial statement analysis, and cash-flow reporting. Prerequisite: AC 202. Lecture (60.00)

**AC 221: Cost Accounting I** (3.00 cr.)
Covers the cost accumulation of materials, labor, overhead, by-products, job order cost, standard cost as well as the budgeting process. Prerequisite: AC 104. Lecture (45.00)

**AC 231: Federal Taxation: Individuals** (3.00 cr.)
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. Lecture (45.00)

**AG 105: Introduction to Agricultural Science** (3.00 cr.)
Introduces students to career opportunities and the general concepts of agriculture which include plant taxonomy, physiology, crops and their general management. Roundtable discussions of the implications of current controversial topics impacting the direction of agriculture will be held. Prerequisite: EN 060. Lecture (45.00)

**AG 106: Plant Science** (4.00 cr.)
Designed to familiarize the student with the factors that limit plant growth such as light, water, temperature, and nutrients. Students identify the horticultural relationships of plants to botanical anatomy and function. Prerequisite: EN 060. Lecture (45.00) Lab (45.00)

**AG 107: Plant Propagation** (3.00 cr.)
An introduction to the techniques and facilities needed for plant propagation in the greenhouse and nursery industry. Prerequisite: EN 060. Lecture (45.00)

**AG 108: Herbaceous Plants** (3.00 cr.)
The knowledge and identification of plants is an essential skill required for persons pursuing a career in horticulture. In this course students participate to learn plant identification, culture and maintenance of selected spring and early summer blooming herbaceous annual, biennial, perennial, weeds and aquatic plants. Using acquired skills, the students will learn to identify plants using botanical nomenclature and apply knowledge of plant culture for use on commercial; residential design layouts. Prerequisite: EN 060. Lecture (45.00)

**AG 114: Agriculture Internship** (1.00 cr.)
The purpose of this course is to provide the student with a practical, field-based experience in an area of the intern's choice. The internship may be based on any area of agriculture or horticulture that will aid the student in making a decision for future employment. The internship may be accomplished at any approved job-site related to the field of study. Prerequisite: EN 060. Permission of Instructor. Internship (45.00)

**AG 201: Agricultural Marketing** (3.00 cr.)
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. Prerequisite: EN 060 Lecture (45.00)

**AG 203: Fruit Production** (3.00 cr.)
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. Prerequisite: EN 060 Lecture (30.00) Lab (45.00)

**AG 206: Vegetable Production** (3.00 cr.)
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. Prerequisite: EN 060 Lecture (30.00) Lab (45.00)

**AG 207: Agriculture Pest Control & Identification** (4.00 cr.)
Designed to introduce the student to the fundamental theories, principles and practices of pest control for agriculture and ornamental horticulture crops and greenhouse. Diagnostic skills for insect, disease, and weed identification are presented. Prerequisite: EN 060 Lecture (45.00) Lab (45.00)

**AG 209 Introduction to Soil Science** (4.00 cr.)
Acquaints the student with soil concepts, plant nutrients, and their influence on plant growth. Emphasis will be placed on soil testing, nutrient deficiency symptoms, and fertilizer requirements. Prerequisite: EN 060 Lecture (45.00) Lab (45.00)
**ANTHROPOLOGY**

**AN 102: "S/D" Cultural Anthropology (3.00 cr.)**
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. Prerequisite: EN 060 Lecture (45.00)

**AN 103: "D" Cultural Diversity in the U.S. (3.00 cr.)**
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. Prerequisite: EN 060 Lecture (45.00)

**ART**

**AR 101: "H" Art Appreciation (3.00 cr.)**
Art Appreciation is designed to introduce the student 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 by working hands on and exploring the creative process. Students will be expected to go on a field trip to a museum or gallery. Prerequisite: EN 050 Lecture (45.00)

**AR 103: Introduction to Art Therapy and Methods (3.00 cr.)**
This course provides an introduction to the art therapy profession. Students will learn about the interface of art and therapy as well as basic theory and application of the discipline through definitions, history, and basic elements within the field. Course topics will research major contributors to the field, what art therapists do and where art therapists work. Student will be able to identify the significance of art as a therapeutic agent and a springboard to non-verbal communication. Prerequisite: EN 060 Lecture (45.00)

**AR 104: Introduction to Art Therapy in Practice (3.00 cr.)**
Students will study specific applications of art therapy as they relate to school, clinical, prevention, rehabilitation, Juvenile Justice, community populations and agencies. Age group of studies also includes both student and adult populations. Mean or assessment/diagnosis and treatment with individuals and groups will be explored. Students will have the opportunity (as an observer) participant in various field experiences under the direct supervision of an art therapist (ATR). Students can expect guest speakers, lecturers, site visits, and potential internship opportunities. Prerequisite: AR 103 Lecture (45.00)

**AR 107: "H" Art History I (3.00 cr.)**
This course is a chronological presentation of Western visual arts from prehistory to the Renaissance. The focus will on the historical and cultural context of the works of art. The class will discuss how the how the visual arts functioned and were viewed at the time of their creation. The role and status of the artist, the movement and the patron in each culture or period will be examined. Prerequisite: EN 060 Lecture (45.00)

**AR 108: "H" Art History II (3.00 cr.)**
This course is 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. Prerequisite: EN 060 Lecture (45.00)

**AR 110: Fundamentals of Drawing (3.00 cr.)**
This is an introductory course that is part of a formal foundation for studying art. The class will focus on the mastery of fundamental 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. Lecture (30.00) Studio (30.00)

**AR 113: Fundamentals of Drawing II (3.00 cr.)**
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 Lecture (30.00) Studio (30.00)

**AR 115: Painting I (3.00 cr.)**
This course 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. Lecture (30.00) Studio (30.00)

**AR 120: Printmaking I (3.00 cr.)**
This course is a generalized introduction to the various methods of relief printmaking. The student will have the opportunity to work with linoleum; wood block 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. Lecture (30.00) Studio (30.00)

**AR 140: Sculpture I (3.00 cr.)**
This is an introductory sculpture course. The students will work in clay, plaster and wire. The students will work from a live model to learn portraiture and the proportions of the human form. Demonstrations using basic sculptural materials will be provided. Lecture (30.00) Studio (30.00)

**AR 145: Sculpture II (3.00 cr.)**
Students will build on what they have mastered in Sculpture I. Students will continue to use basic materials and specific art-historical references to create work that is more self-directed. Students will explore carving, modeling and assembling in the manipulation of materials, including paper, wood, clay, plaster and metal. Prerequisite: AR 140 Lecture (30.00) Studio (30.00)

**AR 200: 2-Dimensional Design (3.00 cr.)**
This course 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 will use representational and nonrepresentational forms to explore the principles of organization while learning skills in the use of black and white and color medium and technical equipment including technical pens, brushes and simple drafting tools. Prerequisite: AR 110 Lecture (30.00) Studio (30.00)

**AR 202: Color Theory & Practice (3.00 cr.)**
This course will expand students understanding of color through a thorough the exploration of fundamental color theory principles. Through lecture, demonstration, studio projects, reading assignments and analysis of work by artists in history, students will learn about the color circle and the seven color contrasts. Subjective feeling and objective color principles will also be addressed. Prerequisite: AR 200 Lecture (30.00) Studio (30.00)

**AR 205: 3-Dimensional Design (3.00 cr.)**
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. Prerequisite: AR 110 Lecture (30.00) Studio (30.00)
AR 213: Life Drawing (3.00 cr.)
This course provides instruction in drawing the human figure. A live model will be used during class time. There will be emphasis on a variety of approaches. Dynamics, proportion, anatomy, volume and structure are investigated through various drawing methods and selected materials. Prerequisite: AR 110. Lecture (30.00) Studio (30.00)

AR 215: Painting II (3.00 cr.)
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 have the opportunity to complete works that involve the figure and the environment. Prerequisite: AR 115. Lecture (30.00) Studio (30.00)

BEVERAGE TOURISM

BT 101: State and Federal Alcohol Compliance/ Safe Alcohol Handling (3.00 cr.)
An introduction to alcohol industry regulatory compliance including permitting, recordkeeping and reporting requirements for New Jersey Alcoholic Beverage Control and U.S. TTB. Topics include COLAs label regulations, inventory recording and reporting requirements, outlet-specific regulations, Social Affairs and Festival permitting. Safe serving requirements and techniques will also be covered and students will be prepared to sit for the TIPS certification. Course materials fee applies. Students must be 21 years of age or older. Lecture (45.00)

BT 103 Wines of the World (3.00 cr.)
An introduction to wines of the main wine-producing regions of the world including viticultural and enological practices, historical significance and cultural context. Elements of sensory evaluation, wine appreciation and service, and interpretation of label terminology will be explored. Sensory evaluation of wine is a component of this course, so students must be 21 years of age or older. Course materials fee applies. Lecture (45.00)

BT 104: Beers of the World (3.00 cr.)
An introduction to brewed alcoholic beverages and hard ciders from various regions of the world including historical significance, production practices, styles and cultural context. Sensory evaluation of beer is a component of this course, so students must be 21 years of age or older. Course materials fee applies. Lecture (45.00)

BT 201: Breweries, Distilleries and Wineries of New Jersey (3.00 cr.)
This seminar course will provide an overview of the history and development of this fast-growing industry. Beverage trails, AVAs and economic importance will be considered. Students will be required to visit tasting rooms throughout the region and report on their experiences through classroom presentations and analytical papers. Students must be 21 years of age or older. Prerequisite: BT 103 and 104. Lecture (45.00)

BUSINESS

BU 106: Introduction to Management (3.00 cr.)
This course is an introduction to practical concepts used for organizational management. The course covers the basic managerial process of planning, organizing, leading and controlling; meeting the competition; working with people and projects and handling processes. Prerequisite: EN 060 Lecture (45.00)

BU 109: Business Law I (3.00 cr.)
This course is intended to provide you with an understanding of the law as it pertains to business with a focus on the courts, ethics, regulation, and contracts. Prerequisite: EN 060 Lecture (45.00)

BU 110: Business Internship (3.00 cr.)
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. 90 Hours of Internship Required. Prerequisite: BU 106, BU 207 and BU 115. Lecture (15.00) (Internship 90)

BU 115: Introduction to Business (3.00 cr.)
This course offers a general survey of the corporate form of business, the individual proprietorship, and partnership type of business organization. Topics include the environment of business, forms of business ownership, marketing principles, and business finance. Prerequisite: EN 060. Lecture (45.00)

BU 116: Cases in Business Management (3.00 cr.)
Devotes time to problem analysis, actual case problems, and how these problems could be solved by a manager on the job. Prerequisite: BU 115 and BU 106. Lecture (45.00)

BU 117: Advertising (3.00 cr.)
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. Lecture (45.00)

BU 118: Professional Selling (3.00 cr.)
Covers the principles of sales with practical applications including prospecting, product and service analysis, meeting objectives, demonstrating, sales psychology, and preparing for sales presentations. Prerequisite: EN 060. Lecture (45.00)

BU 119: Personal Finance (3.00 cr.)
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. Prerequisite: EN 060. Lecture (45.00)

BU 121: Introduction to Business Ethics (3.00 cr.)
This course highlights the importance of business ethics. It examines issues and perspectives of right and wrong in American business through case studies; defines the criteria for ethical leadership and the decision making process; and illustrates methods to implement business ethics in a global community. Prerequisite: EN 060. Lecture (45.00)

BU 122: Introduction to Entrepreneurship (2.00 cr.)
This is a course in which students assess the fundamental skills necessary to start and operate their own businesses. This course is designed for students who are in the early planning stages of entrepreneurship or currently own a business but need some additional tips and concepts to help spur growth and profitability. Combining academics, coaching, mentoring and on-line resources can be the foundation that entrepreneurial small business owners need to develop a successful enterprise. Prerequisite: BU 115. Lecture (30.00)

BU 207: Introduction to Marketing (3.00 cr.)
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. This course explores conditions affecting the domestic and international markets and analyzes the problems as well as the strategies used to solve those problems. Prerequisite: BU 115. Lecture (45.00)

BU 209: Small Business Management (3.00 cr.)
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. Prerequisite: BU 106 or BU 115. Lecture (45.00)
BU 210: Organizational Behavior (3.00 cr.)
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. Prerequisite: EN 060. Lecture (45.00)

BU 212: Human Resource Management (3.00 cr.)
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. Prerequisite: EN 060. Lecture (45.00)

BU 219: Retailing (3.00 cr.)
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. Prerequisite: EN 060. Lecture (45.00)

BU 233: Corporate Finance (3.00 cr.)
Course covers financial terminology and reports, financial instruments and analysis, cash flow and asset valuation, in addition to profitability and company performance analysis. Prerequisite: AC 103. Lecture (45.00)

BU 242: Labor Relations (3.00 cr.)
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. Prerequisite: EN 060. Lecture (45.00)

BU 244: Employee Selection (3.00 cr.)
Explores the acquisition and deployment of human resources. The overall process is known as staffing and encompasses topics such as recruitment policies and procedures, selection and interviewing, performance appraisals, and internal human resource maintenance. Prerequisite: EN 060. Lecture (45.00)

BU 247: Leadership (3.00 cr.)
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 situational and contingent leadership. Prerequisite: EN 060. Lecture (45.00)

BU 249: Introduction to International Business (3.00 cr.)
Designed to familiarize the student with the environmental forces, economics, currency differences, and cultural aspects of international business. Prerequisite: EN 060. Lecture (45.00)

BU 288: Strategic Management (4.00 cr.)
This capstone course synthesizes the student's business skills with the need to successfully manage a business enterprise by developing and effectively implementing a sound business strategy. Prerequisite: BU 106, BU 115 and BU 207. Lecture (60.00)

CERAMICS

CR 101: Ceramics I (3.00 cr.)
This course introduces students to traditional and contemporary hand-building techniques, such as pinch, coil and slab. Techniques in preparation of glazes, in firing, and in kiln procedures will be demonstrated. Lecture (30.00) Studio (30.00)

CR 102: Ceramics II (3.00 cr.)
This course builds on what was mastered in Ceramics I and introduces the student to the pottery wheel. The students will further explore glazes and surface decoration. Projects will include both hand building and wheel techniques. Prerequisite: CR 101. Lecture (30.00) Studio (30.00)

CR 103: Ceramics III (3.00 cr.)
This course focuses on both handbuilding 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. Lecture (30.00) Studio (30.00)

CR 105: Sculptural Ceramics (3.00 cr.)
This course 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 use a variety of clay mixtures and mixed media. Prerequisite: CR 101. Lecture (30.00) Studio (30.00)

CR 106: Ceramic Technologies (3.00 cr.)
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. Prerequisite: CR 101. Lecture (30.00) Studio (30.00)

CR 107: Clay Co-op Experience – Gallery (3.00 cr.)
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. Prerequisite: CR 102. Co-Op (135.00)

CR 108: Clay Co-op Experience – Studio (3.00 cr.)
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. Prerequisite: CR 102, CR 106. Co-Op (135.00)

CR 109: Craft Business Practices (3.00 cr.)
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. Prerequisite: CR 103, CR 105. Lecture (45.00)

COMMUNICATIONS

CO 101: Introduction to Mass Media (3.00 cr.)
Mass Media is designed to introduce the student about the growth and development of modern mass media, including the press, the radio, film, television and new media delivery systems. Emphasis is placed on the relationship between the media and society. Students will examine the need for ethical standards and for regulations or self-regulations of those media that play such an enormous part in our lives. Prerequisite: EN 060 Lecture (45.00)

CO 104: Writing for Television/Radio and New Media (3.00 cr.)
An introduction to the principles and techniques of written formats commonly used in radio, television, and new media. Assignments include the development of the treatment, rundown sheet, storyboard and script. Prerequisite: EN 101. Lecture (45.00)

CO 114: Video & Digital Media Technology I (3.00 cr.)
Video and Digital Media Production I is designed to introduce the student to the technical and practical proficiency in television and digital production in complete formats such as news, interviews, music and drama. Corequisite: CO 104. Lecture (30.00) Lab (30.00)

CO 118: Introduction to Audio Production (3.00 cr.)
This course is an introduction to techniques using computer-based music recording and
multi-media software found on the Macintosh platform, principally GarageBand, iPhoto, iMovie. This course is designed to give the aspiring student a sound pedagogical foundation in the theory and application of computer-based music and multimedia technologies. Also, this course covers foundations, practices, and creative techniques in audio recording and music production, including microphone selection and placement, mixing, mastering, signal processing, automation, and digital audio workstations.

Lecture (30.00) Lab (30.00)

CO 214: Video & Digital Media Technology II (3.00 cr.)
Video and Digital Media Production II offers the students knowledge in advanced applications of television and digital media equipment to produce programming in a variety of formats while working in remote and studio settings. Prerequisite: CO 114. Lecture (30.00) Lab (30.00)

CO 239: Communications Internship (3.00 cr.)
This course is designed to offer students an internship with local print or broadcast journalism or public relations agencies or offices. Students will work in the participating office 8-10 hours per week and perform a variety of work assignments and experiences tailored to teach students the basics of public relations work. Permission of instructor required. Internship (135.00)

CO 240: Broadcast Media Internship (3.00 cr.)
This course is designed to offer students an internship with local broadcast media. Students will work with participating television and/or radio stations or camera/production crews for the equivalent of at least 8-10 hours per week. Permission of instructor required. Internship (135.00)

COMPUTER GRAPHICS

CG 101: Introduction to Computer Graphics (3.00 cr.)
This course introduces students to the tools of the computer design trade. The students will learn how to manage software, hardware, fonts, printers, memory and storage in a Macintosh work environment. The students will be introduced to the software Adobe Photoshop and Illustrator and provide a comprehensive foundation for further studies in graphic design. Lecture (30.00) Studio (30.00)

CG 102: Computer Illustration (3.00 cr.)
This course will focus on Illustrator and Freehand software. Students will learn how to produce original line art and color illustrations in Postscript file formats and how to work from drawn illustrations that are scanned in. Prerequisite: AR 110, CG 101. Lecture (30.00) Studio (30.00)

CG 105: Introduction to Desktop Publishing (3.00 cr.)
This course provides students with an introduction to desktop publishing techniques. We will use page layout programs such as QuarkXPress and PageMaker to create a variety of documents: letterheads, business cards, newsletters, advertisements, book pages, menus and a newspaper front page. 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. The primary focus of the course is centered on working with text. Lecture (30.00) Studio (30.00)

CG 110: Digital Imaging Techniques (3.00 cr.)
This course introduces students to flatbed scanning techniques and gives them the opportunity to explore the possibilities of Adobe Photoshop's filters and editing tools. Projects will include photo retouching and collage creation. Prerequisite: CG 101. Lecture (30.00) Studio (30.00)

CG 112: Introduction to Motion Graphics (3.00 cr.)
Introduction to Motion Graphics 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. Lecture (30.00) Studio (30.00)

CG 114: Digital Photography (3.00 cr.)
This is an introductory course in basic usage of the digital camera and creating digital images. Students will learn the essentials of digital imaging along with the visual elements and design principles as they apply to photography. Students will explore content and composition in addition to technical skills. Students will also learn how to use scanners, printers and Adobe Photoshop software. Lecture (30.00) Studio (30.00)

CG 201: Fundamentals of Graphic Design (3.00 cr.)
Fundamentals of Graphic Design attempts to teach students the graphic design principles of concept, process and craft. Emphasis is 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. The course also examines the foundation and methodologies of fine arts (form, composition, color) and its relevance to graphic design. Prerequisite: CG 102. Lecture (30.00) Studio (30.00)

CG 203: Communication Design (3.00 cr.)
Communication Design 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 Lecture (30.00) Studio (30.00)

CG 204: Graphic Design Internship (3.00 cr.)
Graphic Design Internship is the final course in the curriculum where the 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. Through real-world experience the students will gain additional practical skills in their interaction with designer, developers, and print production personnel. Prerequisite: CG 203. Internship (135.00)
CG 205: Portfolio Preparation & Presentation  (3.00 cr.)
Students will develop a professional portfolio in preparation for entry into the workforce. 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 201. Lecture (30.00)  Studio (30.00)

**COMPUTER SCIENCE**

CS 101: “T” Introduction to Microcomputers  (3.00 cr.)
This course is designed for students with an understanding of computers. Students will learn the basic hardware components of a microcomputer, terminology of computing, file management and the fundamentals of using application software to prepare documents, spreadsheets and presentations. The social, ethical, and privacy related aspects of computing are deliberated. Prerequisite: EN 060. Lecture (45.00)  

CS 102: “T” Applications on the Microcomputer  (3.00 cr.)
This course 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 or permission of instructor. Lecture (45.00)  

CS 111: Computer Science I  (4.00 cr.)
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. Lecture (60.00)  

CS 112: Computer Science II  (4.00 cr.)
This course introduces students to 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, classes, scope, lifetime, and arrays are introduced and explored through discussion and lab experiences. The course emphasizes good software engineering principles and fostering fundamental programming skills in the context of a language that supports the object-oriented paradigm. Prerequisite: CS 111 or permission of the instructor. Lecture (60.00)  

CS 132: Web Page Development I  (4.00 cr.)
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 multimedia web technologies. In addition, students will explore the use of an example Content Management System to develop a website. Note: CS 132 students will need sufficient computer skills to be able to perform basic file management: create, delete, rename and/or copy folders and files. (Example: use Windows Explorer or a similar tool to do file management tasks.) Lecture (60.00)  

CS 170: PC Services & Support  (4.00 cr.)
Provides students with the technical training and diagnostic skills required to support high technology in a multi-faceted environment including operating system essentials, troubleshooting, hardware installation and configuration, printer diagnostics and troubleshooting, and an overview of local area networks. During hands-on lab instruction, students are teamed in small work groups to take apart and rebuild a PC. Lecture (60.00)  

CS 175: Core Client Operating System  (3.00 cr.)
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. Lecture (45.00)  

CS 210: Database Management  (4.00 cr.)
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 system analysis skills. Prerequisite: CS 112. Lecture (60.00)  

CS 212: C++ Programming  (4.00 cr.)
This course introduces programming in C++ from an object-oriented perspective to students with some prior exposure to programming. Students will specify, design, write, debug, and execute assigned programming projects. Topics include simple data types, control structures, array and string and file data structures, and pointers to dynamic memory structures. Sorting and search algorithms will be examined to further develop understanding and skills in C++ programming with a variety of data structures. The course emphasizes good software engineering principles and developing fundamental programming skills in the context of a language that supports the object-oriented paradigm. Prerequisite: CS 112 or permission of the instructor. Lecture (60.00)  

CS 215 Visual Basic Programming  (4.00 cr.)
Introduces the student to the standards and conventions of programming the graphical user interface (GUI). 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. In addition, consideration will be given to the use of Visual Basic and the object-oriented programming paradigm. Prerequisite: CS 112 or permission of the instructor. Lecture (60.00)  

CS 216: Intermediate JAVA Programming  (4.00 cr.)
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 or permission of the instructor. Lecture (60.00)  

CS 217: Introduction to Networks  (4.00 cr.)
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. Lecture (60.00)  

CS 222: Intro to Android Programming in JAVA  (4.00 cr.)
This course will introduce beginner and intermediate Java programming students to the development of applications for Android devices such as cell phones and tablet computers.
Students will use an Integrated Development environment such as the Android Studio to develop simple java applications. The class will explore a variety of development strategies, then explore concepts in hands-on laboratory sessions. Each student will complete an application development project independently using a mix of Android services and features. Prerequisite: CS 112 or permission of the instructor. Lecture (60.00)

CS 226: Network Infrastructure Implementation (4.00 cr.)
Prepares the student for installing, configuring, managing and supporting a network infrastructure that uses the Microsoft Windows Server family of products. Prerequisite: CS 275. Lecture (60.00)

CS 228: Active Directory Design and Implementation (4.00 cr.)
Students are introduced to the principles of Active Directory structure, administration, configuration and maintenance. Prerequisite: CS 275. Lecture (60.00)

CS 229: Linux Installation & Configuration (3.00 cr.)
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. Lecture (45.00)

CS 233: Routing and Switching Essentials (4.00 cr.)
This course describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPng, single- area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks. Prerequisite: CS 217. Lecture (60.00)

CS 234: Scaling Networks (4.00 cr.)
This course describes the architecture, components, and operations of routers and switches in larger and more complex networks. Students learn how to configure routers and switches for advanced functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, and STP in both IPv4 and IPv6 networks. Students will also develop the knowledge and skills needed to implement a WLAN in a small-to-medium network. Prerequisite: CS 233. Lecture (60.00)

CS 235: Connecting Networks (4.00 cr.)
This course examines the WAN technologies and network services required by converged applications in enterprise networks. The course uses the Cisco Network Architecture to introduce integrated network services and explains how to select the appropriate devices and technologies to meet network requirements. Students learn how to implement and configure common data link protocols and how to apply WAN security concepts, principles of traffic, access control, and addressing services. Finally, students learn how to detect, troubleshoot, and correct common enterprise network implementation issues. Prerequisite: CS 234. Lecture (60.00)

CS 240: Security+ (3.00 cr.)
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. Lecture (45.00)

CS 241: Computer Forensics (3.00 cr.)
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: CS 101. Lecture (45.00)

CS 242: Principles of Information and Web Security (3.00 cr.)
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. Lecture (45.00)

CS 275: Core Server Operating System (4.00 cr.)
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. Prerequisite: CS 170 or CS 175. Lecture (60.00)

ECONOMICS

EC 201: “S” Principles of Macroeconomics (3.00 cr.)
An introduction to macroeconomics that includes such topics as economic principles, problems and policies; classical economic ideas; money and banking; and performance measures of the economic system. Prerequisite: EN 060. Lecture (45.00)

EC 202: “S” Principles of Microeconomics (3.00 cr.)
An introduction to microeconomics that includes such topics as price analysis, income distribution, foreign trade, comparative economic systems, and public utilities, transportation and agriculture. Prerequisite: EN 060. Lecture (45.00)

EARLY CHILDHOOD EDUCATION

ED 103: Infant/Toddler Curriculum & Development (3.00 cr.)
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 and ED 106. Lecture (45.00)

ED 105: Introduction to Special Education (3.00 cr.)
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 and ED 106. Lecture (45.00)

ED 106: Principles of Early Childhood Education (3.00 cr.)
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 of play in learning; and the important concepts and theories applicable to the field of early childhood education. This course requires that students observe young children in classroom settings and critically reflect upon how current practices apply to theory. Prerequisite: EN 060. Lecture (45.00)

ED 110: Infant/Toddler Mental Health (3.00 cr.)
This course explores the essential elements involved with setting the foundation for the mental health and social-emotional development of infants and toddlers. Topics are supported with research-based information on brain development, attachment theory, temperament and curriculum. This course examines the importance of identifying and meeting social/emotional needs and how these needs relate to
the caregiver's interactive process with infants, toddlers and their families. Prerequisite: ED 106 and PY 115. Lecture (45.00).

**ED 201: Math, Science & Technology in Early Childhood Education** (3.00 cr.)
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 and PY 115. Lecture (45.00).

**ED 203: Language Development and Emergent Literacy** (3.00 cr.)
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: ED 106 and PY 115. Lecture (45.00).

**ED 204: Creative Learning Experiences in Early Childhood Education** (3.00 cr.)
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 and PY 115. Lecture (45.00).

**ED 205: Preschool Classroom Management** (3.00 cr.)
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 and PY 115. Lecture (45.00).

**ED 209: Child Health, Safety & Nutrition** (3.00 cr.)
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. Prerequisite: ED 106 and PY 115. Lecture (45.00).

**ED 212: Books & Storytelling in Early Childhood Education** (3.00 cr.)
A survey of children's books to prepare students 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: ED 106 and PY 115. Lecture (45.00).

**ED 290: The Early Childhood Professional** (3.00 cr.)
This course focuses on the early childhood profession. It includes the study of value and ethical issues in working with children and their families. It also examine legal issues, staff relations and the importance of becoming an advocate for upgrading the profession and improving the services for children. This course requires the student to complete a program portfolio, write a philosophy of education, and engage in deep reflection. Capstone - take in final semester. Prerequisite: ED 106, PY 115, ED 201, ED 203, ED 205, ED 209 and Co-Requisites: ED 212 or any ED elective. Lecture (45.00).

### ELEMENTARY/SECONDARY EDUCATION

**ED 101: Historical Foundations of Education** (3.00 cr.)
This course is designed to increase students' understanding of issues affecting education and teaching, as well as the societal impact of our educational system and the integral role of teachers. In our meetings, we will explore the teaching profession, with focus upon the historical and contemporary student of education theory and the goals and structure of public schools in relation to their social purpose. Prerequisite: EN 060. Lecture (45.00).

### ENGINEERING

**EG 103: Introduction to Engineering I Lab** (2.00 cr.)
Students 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 project and/or a reverse engineering project. The only examination given in the course is during the final week of the semester and will be used in conjunction with the laboratory reports and the term project as a basis for evaluation of student performance. The experiments are scheduled on a round-robin basis and each group performs all four experiments scheduled for this semester. Laboratory reports are due two weeks after the completion of each experiment and is to be submitted as a group report. A term project will be assigned to each group for which a final report is to be prepared by the group and submitted at the end of the semester. Prerequisite: MA 120 or MA 121. Lecture (60.00).

**EG 121: Digital Electronics for Engineers** (3.00 cr.)
An introductory course in digital electronics in which the basic concepts in digital electronics will be covered to include binary systems, Boolean algebra, binary arithmetic, basic logic gates, combinational logic circuits analysis and design, flip-flops, sequential circuits analysis and design, digital-to-analog and analog-to-digital conversions. Completion of a term project will be required. Prerequisite: MA 120 or MA 121. Lecture (30.00) Lab (30.00).

**EG 201: Engineering Statics** (2.00 cr.)
This course covers vector calculation of forces, moments, and equilibrium of particles and rigid bodies, centroid and moment of inertia. Students will gain an adequate knowledge of simple mechanical systems and develop the necessary skills to analyze a moderately complicated system. Co-requisite: MA 130. Lecture (30.00).

**EG 202: Engineering Dynamics** (2.00 cr.)
Covers kinematics and kinetics, the work energy principle, impulse and momentum, rigid body motion. Prerequisite: EG 201. Lecture (30.00).

**EG 211: Introduction to Engineering II** (1.00 cr.)
A continuation of “Introduction to Engineering I” course (EG-101) in which advanced methods in data and statistical analysis will be used to produce legible and concise written reports in some basic engineering case studies. A required final oral presentation will complement the course requirement. Prerequisite: MA 120 or MA 121. Lecture (15.00).

**EG 212: Introduction to Engineering II Lab** (1.00 cr.)
A continuation of “Introduction to Engineering
Lab I" course (EG-103), in which research-based experiments in basic engineering will be performed. Auto CAD will be used to design a project. A CNC machine and 3-D printer will be used to prototype students' designs. Prerequisite: EG 103. Lab (30.00)

**ENGINEERING TECHNOLOGY**

**IT 102: CAD I**
(3.00 cr)
Offers an introduction to computer aided drafting using Autodesk software. Prerequisite: EN 060, MA 094. Lecture (30.00) Lab (30.00)

**IT 105: Blueprint Reading & Sketching**
(2.00 cr)
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. Prerequisite: EN 060, MA 091. Lecture (30.00)

**IT 107: Electrical Maintenance**
(3.00 cr)
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: EN 060, MA 094. Lecture (30.00) Lab (30.00)

**IT 111: Electronics**
(4.00 cr)
A study of semiconductor devices and applications. Diodes, transistors, mosfets, FET Transistors and UJT Transistors, SCR’s and Tri AC’s are analyzed. Prerequisite: IT 107 or PI 124. Lecture (45.00) Lab (30.00)

**IT 112: Intro to Engineering Technology Lab**
(2.00 cr)
Designed to provide students exposure to a diverse range of applied topics. Robotics, manufacturing, solar power, nuclear decay and shielding, strength of materials and environmental projects are the specific modules constituting the foundation of the course. Prerequisite: MA 094. Lab (60.00)

**IT 162: Quality Control**
(3.00 cr)
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. Prerequisite: EN 060, MA 094. Lecture (30.00) Lab (45.00)

**IT 205: Digital Electronics**
(3.00 cr)
Provides students with information and experience on integrated circuits which are used in analyzing and storing data. Corequisite: MA 110. Lecture (30.00) Lab (30.00)

**IT 211: CAD II**
(3.00 cr)
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. Lecture (15.00) Lab (60.00)

**IT 212 CAD III**
(3.00 cr)
This course emphasizes advanced CAD drawings, 3-D solid models, and rendering which incorporates a capstone project. This course promotes self-paced learning and synthesis of skills previously applied in CAD I and CAD II. Students will demonstrate mastery and proficiency in Computer Aided Drafting & Design techniques. Prerequisite: IT 211. Lecture (15.00) Lab (60.00)

**IT 218: Programmable Logic Controllers**
(3.00 cr)
The Allen Bradley SLC 500 series PLC is used to provide students with an understanding of PLC programming. Prerequisite: IT 111. Lecture (30.00) Lab (30.00)

**ENGLISH**

**EN 050: Introduction to College Reading and English I**
(6.00 cr)
Introduction to College Reading and English I is an intensive developmental course designed to provide students with the foundations needed for academic reading and writing. In this integrated reading and writing course, students develop a range of strategies for reading different kinds of texts and will practice the stages of the writing process with special focus given to sentence and paragraph organization and structure. This six credit class meets for seven hours each week: five hours in a traditional classroom and two in the Developmental Education Lab (A24). Lecture (75.00), Lab (30.00)

**EN 060: Introduction to College Reading and English II**
(4.00 cr)
Introduction to College Reading and English II is an intensive developmental course designed to provide students with the foundations needed to achieve College and Career Readiness (CCR) in literacy, which includes both reading and writing. In this integrated course, students will develop and apply strategies for comprehension through reading literature and informational complex text. This course will also focus on textual support and evidence-based writing with special focus given to paragraph and essay development using the writing process. This four-credit class meets five hours each week: three hours in a traditional classroom and two hours in the Developmental Education Lab (A24). Prerequisite: EN 050 or appropriate score on placement test. Lecture (45.00), Lab (30.00)

**EN 070 English Composition I Workshop**
(1.00 cr)
English Composition I Workshop is linked to English Composition I and is designed to enhance that course for students who need support in reading/writing. This course takes place in a computer lab where students are assisted in the learning process to improve reading and writing skills. The combined English Composition I and English Composition I Workshop sections allow students to work on English Composition I assignments with the guidance of their instructor. This one-credit class meets for two hours each week: one hour with instructor and one hour in with lab staff. Prerequisite: Completion of EN 050 or EN 060, and/or appropriate score on the placement test. Co-requisite: Each section of this course is linked to a single section of English 101. Lab (30.00)

**EN 101: “C” English Composition I**
(3.00 cr)
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. Completion of EN 060, and/or appropriate score on the placement test. Lecture (45.00)

**EN 102: “C” English Composition II**
(3.00 cr)
English 102 is a genre course. The first goal is to introduce the student to various genre forms – short story, drama, poetry – for the sake of a better understanding of them in critically analyzing these works of literature. The second major goal is related to the writing skills mastered by the student in English 101. Since English 102 is also a writing course, the student is expected to develop the ability to write logically structured critical explications of literary works. Prerequisite: EN 101 with passing grade of C or better. Lecture (45.00)

**EN 103: “C” Technical Writing**
(3.00 cr)
Students will focus on aspects of technical communication both written and oral. This writing course will provide students with the basic skills and techniques necessary to write clear reports, instructions, manuals, abstracts, brochures and definition documents, as well as deliver oral presentations. Prerequisite: EN 101. Lecture (45.00)

**EN 201: “H” British Literature I**
(3.00 cr)
EN 201 is a survey course of English/British literature from the Medieval Period through the Period of the Restoration and the 18th Century. Since the purpose of a survey course is to study those authors contributing the most significantly
EN 202: “H” British Literature II (3.00 cr)
English 202 is a survey course of English/British literature from the Romantic Period (late 18th century) through the early Modern Period (WWII). Since the purpose of a survey course is to study those authors contributing most significantly in the widest possible range, the focus is on the major authors of each period. Prerequisite: EN 102. Lecture (45.00)

EN 203: Business Communication (3.00 cr)
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. Lecture (45.00)

EN 205: “H” Masterpieces of Western Literature I (3.00 cr)
Masterpieces of Western Literature is a literature survey course designed to introduce the student to some of the major works in Western literature from the time of the ancient Greeks to the period of the Renaissance. The works chosen for study reflect the traditional view of what are seen as seminal or significant literary masterpieces in the development of Western civilization. The course examines each work in terms of the historical context in which it was written and attempts to assess its impact on its historical period as well as on the subsequent development of Western institutions. Students are afforded an opportunity to examine and evaluate each work in terms of both its literary and historical significance. Such assessments are made through oral discussion or the works in the classroom and written analysis in required papers. Prerequisite: EN 102. Lecture (45.00)

EN 206: “H” Masterpieces of Western Literature II (3.00 cr)
Masterpieces of Western Literature II is a literature survey course designed to introduce students to major works in Western literature from the time of the Enlightenment to the twenty-first century. The course examines each work in terms of the historical context in which it was written and attempts to assess its impact on its contemporary historical period as well as the subsequent development of Western Institutions and civilization. Students are afforded an opportunity to examine each work in terms of its literary and historical significance. Such assessments are made through oral discussion of the works in class and written analyses in required papers. Prerequisite: EN 102. Lecture (45.00)

EN 208: “H/D” Images of Women in Literature (3.00 cr)
EN 208 is a survey of the images of women in literature from ancient myth and folklore to the present time. Selected fiction, drama, poetry, and nonfiction will be read and discussed, and the images of women analyzed in relation to the traditions, philosophies, and historical background of the period in which they appear. Prerequisite: EN 102. Lecture (45.00)

EN 209: “H” American Literature I (3.00 cr)
English 209 is a survey course of American literature from the colonial period through the nineteenth century. Since the purpose of a survey course is to study those authors contributing the most significantly in the widest possible range, the focus in this course is on the major authors of each period, yet writers of lesser stature are not excluded. Prerequisite: EN 102. Lecture (45.00)

EN 210: “H” American Literature II (3.00 cr)
EN 210 is a survey course of American literature from mid-nineteenth century – Age of Realism through mid-twentieth century literature. Since the purpose of a survey course is to study those authors contributing the most significantly in the widest possible range, the focus in this course is on the major authors of each period, yet writers of lesser stature are not excluded. Prerequisite: EN 102. Lecture (45.00)

EN 219: “H” Modern American Literature (3.00 cr)
This is a survey course of American literature from 1945 until the present—the post-World War II period to the beginning of the Millennium. This course will examine the writings of most of the major literary figures whose writing reflected the times and influenced the minds of the American public in the areas of the short story, poetry, and drama. Prerequisite: EN 102. Lecture (45.00)

EN 221: “H” Short Story (3.00 cr)
The general goal of this course is to develop within the student an appreciation of the short story as a unique genre form. The focus in the course is on either a historical approach or a thematic approach to the study of selected stories with the emphasis on form, theory, and interpretation. Prerequisite: EN 102. Lecture (45.00)

EN 222: “H” Drama (3.00 cr)
This course offers a reading of several plays in order to provide an historical survey of drama from the ancient Greeks to contemporary dramatists. The course requires students to practice the advanced critical writing and thinking skills initiated in English Composition 102. Prerequisite: EN 102. Lecture (45.00)

EN 223: “H” Poetry (3.00 cr)
The course in poetry is designed for students to delve more deeply into the meaning of poetry and the role poetics have played in literary and cultural history. This course traces the growth of poetry in English by either a chronological or thematic approach, and introduces the student to the elements of poetry’s construction, meaning, and criticism. Prerequisite: EN 102. Lecture (45.00)

EN 225: “H/D” Introduction to Latino Literature (3.00 cr)
English 225 is designed to introduce students to a particular and important genre. The course intends to have the student study and gain an appreciation of Latino novels, plays, poetry, and short stories by reading works that are timeless and important. Prerequisite: EN 102. Lecture (45.00)

EN 231: Journalism/News Writing I (3.00 cr)
This class introduces students to the theories and practices of writing for various types of new media. Students will learn the basic forms of news stories including crime, courts, disasters, obituaries and sports. Students will learn how these forms are presented and the differences associated with writing for the print media and writing for online publications. Students will also learn interviewing techniques, editing skills, how to work a beat, and how to utilize the Internet for research. Co-requisite: EN 101. Lecture (30.00) Lab (30.00)

EN 232: Journalism/Writing for Electronic Media (3.00 cr)
This class capitalizes on the skills students learned in EN 231 and introduces them to more advanced forms of newswriting. Students will learn how to write in-depth features and investigative pieces that go beyond the basic news story. Students will also learn how to use more modern storytelling techniques, and create an online portfolio. Again, their work will be showcased in The Voice and The Voice Online. Prerequisite: EN 231. Lecture (30.00) Lab (30.00)

EN 241: Publication Layout & Design (3.00 cr)
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. Prerequisite: EN 101. Lecture (30.00) Lab (30.00)

EN 242: Advanced Publication Layout & Design (3.00 cr)
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. Lecture (30.00) Lab (30.00)

**ENGLISH AS A SECOND LANGUAGE**

These courses cannot be used for graduation credit

**EL 010: Listening & Speaking I  (3.00 cr)**
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). Lecture (45.00) Lab (15.00)

**EL 015: Reading and Writing I  (3.00 cr)**
This course provides instruction in basic academic reading and writing skills. Students practice identifying simple main ideas, classifying and organizing primary information, preparing short summaries, and using context clues to identify vocabulary meaning. Students will also practice writing simple topic sentences, placing written information in a logical order, using brainstorming and free-writing techniques to generate ideas, and creating short written outlines. (Students must possess a basic understanding of English to enter this course). Lecture (45.00) Lab (15.00)

**EL 020: Listening & Speaking II  (3.00 cr)**
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. Completion of EL 010, and/or appropriate score on the placement test. Lecture (45.00) Lab (15.00)

**EL 025: Reading and Writing II  (3.00 cr)**
This course provides instruction in low-intermediate reading and writing skills. Students practice scanning written material for important information, skimming for main ideas, predicting reading content, understanding conclusions, making inferences, distinguishing facts from opinions, and reviewing vocabulary meaning. Students will also 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. Completion of EL 015, and/or appropriate score on the placement test. Lecture (45.00) Lab (15.00)

**EL 030: Listening and Speaking III  (3.00 cr)**
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. Completion of EL 020, and/or appropriate score on the placement test. Lecture (45.00) Lab (15.00)

**EL 035: Reading and Writing III  (3.00 cr)**
This high-intermediate level course provides continued instruction in reading and writing skills. It focuses on identifying main ideas; 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; identifying relationships between and within sentences and paragraphs; and understanding figurative language. The course also emphasizes developing proficiency with the variety of styles found in academic writing. Students will 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. Completion of EL 025, and/or appropriate score on the placement test. Lecture (45.00) Lab (15.00)

**EL 040: Listening and Speaking IV  (3.00 cr)**
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. Completion of EL 030, and/or appropriate score on the placement test. Lecture (45.00) Lab (15.00)

**EL 045: Reading and Writing IV  (3.00 cr)**
This Advanced level course is the culmination of the ESL reading and writing curriculum. Successful completion of this course enables students to better complete college-level reading and writing tasks. Students practice composing paragraphs and essays, identifying grammatical structures in sentences, analyzing effective punctuation, and recalling appropriate vocabulary. Completion of EL 035, and/or appropriate score on the placement test. Lecture (45.00) Lab (15.00)

**FOREIGN LANGUAGE**

**FR 101: "H" Elementary French I  (3.00 cr)**
This course offers students with no previous knowledge of French an introduction to the French language and culture, including practice in listening, speaking, reading and writing. Prerequisite: EN 060. Lecture (45.00)

**FR 102: "H" Elementary French II  (3.00 cr)**
This course offers students a continuation of the development of French language skills introduced in Elementary French I. Listening, speaking, reading and writing skills, as well as additional grammatical structures of the French language will be emphasized. This course will present various aspects of the cultures of Francophone countries. Prerequisite: FR 101. Lecture (45.00)

**FR 201: "H/D" Intermediate French I  (3.00 cr)**
This course continues the development of proficiency in understanding, speaking, reading and writing French and understanding of the French culture with an international emphasis. Prerequisite: FR 102. Lecture (45.00)

**FR 202: "H/D" Intermediate French II  (3.00 cr)**
This course offers the development of further proficiency in understanding, speaking, reading and writing French. Stress is placed on practice in listening, speaking and writing skills in French. Information on modern French culture will also be presented. Prerequisite: FR 201. Lecture (45.00)

**LI 101: "H" Elementary Italian I  (3.00 cr)**
This course provides students with an introduction to Italian language and culture. Students will learn how to communicate in elementary Italian about a range of everyday subjects. Students will practice listening, reading and writing in Italian. Prerequisite: EN 060. Lecture (45.00)

**LI 102: "H" Elementary Italian II  (3.00 cr)**
This course provides students with a continuation of the development of Italian language skills introduced in LI 101. Listening, speaking, reading and writing skills, as well as additional grammatical structures will be emphasized. Prerequisite: LI 101. Lecture (45.00)

**LS 101H" Elementary Spanish I  (3.00 cr)**
This course offers students with no previous knowledge of Spanish an introduction to the Spanish language and culture, including practice in listening, speaking, reading and writing. The history and culture of Spain will be introduced. Prerequisite: EN 060. Lecture (45.00)
LS 102: “H” Elementary Spanish II (3.00 cr)
This course offers students with no previous knowledge of Spanish an introduction to the Spanish language and culture, including practice in listening, speaking, reading and writing. The history and culture of Spain will be introduced. Prerequisite: EN 060. Lecture (45.00)

LS 104: Conversational Spanish (3.00 cr)
This course offers students with no previous knowledge of Spanish, and introduction to beginning conversational Spanish with practice in listening, speaking, reading and writing skills. Basic grammatical structures of the Spanish language will be introduced as well as various aspects of Hispanic/Latino culture. Oral and aural communication skills in the language will be emphasized. Lecture (45.00)

FS 201: “H/D” Intermediate Spanish I (3.00 cr)
This course offers the development of greater facility in listening, speaking, reading and writing skills in the Spanish language. More complex grammatical structures will be introduced. The history and culture of Mexico will also be presented. Prerequisite: LS 102. Lecture (45.00)

FS 202: “H/D” Intermediate Spanish II (3.00 cr)
This course offers students a continuation of more complex Spanish language skills in listening, speaking, reading and writing. Additional aspects of the history and culture of Mexico will be presented. Prerequisite: LS 201. Lecture (45.00)

FRESHMAN SEMINAR

FS 101: College Success Seminar (1.00 cr)
This online course is recommended for all students entering Cumberland County College. Its purpose is to promote academic success, retention and personal enrichment. Courses of this type are required at most colleges throughout the U.S. You will become familiar with our campus and its resources, review study and academic survival skills, and get to know each other and bond as a group. Lecture (15.00)

FS 102: Career Development (3.00 cr)
Designed to provide students with an awareness of career issues, personal values, objectives and an informative realistic approach to obtaining work. Lecture (45.00)

FS 103: Learning Strategies (3.00 cr)
Designed to provide students with the skills needed to increase their chances of having a successful college experience. Lecture (45.00)

FS 104: Science, Technology, Engineering & Mathematics Seminar (1.00 cr)
STEM seminar provides incoming students the opportunity to acquire academic survival skills, develop analytical and critical thinking skills, and develop an awareness of STEM related issues and career options in a variety of STEM majors. Lecture (15.00)

FS 110: Freshman Seminar (3.00 cr)
Freshman Seminar 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. Lecture (45.00)

FS 111: Freshman Seminar: Leadership and Service Learning (3.00 cr)
This course will begin with traditional freshman seminar focus on academic success including transitioning to college, time management, learning styles, communication, and critical thinking. It will then proceed to make students aware of the tenets of leadership and personal and group leadership skills, with development of an awareness of their own leadership profile. Lecture (45.00)

GEOPHYSICS

GE 101: “S/D” World Regional Geography (3.00 cr)
A geographical analysis of the major cultural regions of the world, emphasizing the political, religious and environmental properties of each region. Prerequisite: EN 060. Lecture (45.00)

GE 102: “S/D” Cultural Geography (3.00 cr)
An analysis of the spatial patterning of humans and their activities, focusing on population movement through time and the development of different cultural regions. Prerequisite: EN 060. Lecture (45.00)

GE 103: Physical Geography (3.00 cr)
An introduction to the physical processes on earth, including climate, landforms, soils, vegetation and water features. Lecture (45.00)

GE 110: “D” Cultural Geography of North America (3.00 cr)
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. Prerequisite: EN 060. Lecture (45.00)

HEALTH SCIENCE

HS 101: Elements of Healthcare Careers (3.00 cr)
This course will introduce a broad variety of healthcare 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. Lecture (45.00)

HS 103: Medical Terminology (2.00 cr)
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. Lecture (30.00)

HS 104 Introduction to Health Information Technology (3.00 cr)
Introduces the student to the aspect of taking health data and presenting it as information. Focus will be on the concepts of health data that include data elements, data sets, data dictionaries, data quality management and the usages of health data. Governmental requirements for data reporting will be reviewed. Data analysis that results in application of information will be emphasized. Basics of health records, format, and documentation will also be discussed. Students will receive instruction on qualitative and quantitative analysis and abstraction with the opportunity to practice from actual health records in the lab. Chart management software will be incorporated into this course for the student to use in the lab. Lecture (45.00)

HS 105: Introduction to Athletic Training (2.00 cr)
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. Lecture (30.00) Lab (45.00)

HS 109: Holistic Health (3.00 cr)
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. Lecture (45.00)

**HS 112: Dynamics of Health & Fitness (3.00 cr)**
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. Lecture (45.00)

**HS 115: Basic Nutrition (3.00 cr)**
This course will outline the relationship of diet, lifestyle, weight management, and the prevention of disease. An overview of the digestion, absorption, and metabolism of protein, carbohydrates, fats, vitamins, minerals, and water will be provided. Nutritional principles, such as dietary fads, cultural patterns, and other consumer concerns will be addressed. Principles of Nutrition will allow students to develop skills and information literacy through critical-thinking activities, teamwork, collaboration, and a research-based approach to learning. Lecture (45.00)

**HS 117: Home Health Aide (4.00 cr)**
The (HH HA) course is for students to learn how to care for clients who are suffering from chronic illnesses or cognitive and developmental disabilities living at home and require assistance with their activities of daily living. The HH A works under the direct observation of a Registered Nurse or Case Manager. Students who successfully complete the course will receive a certificate of completion through the New Jersey Board of Nursing. Lecture (45.00) Lab (7.00) Clinical (9.00)

**HS 140: Legal and Ethical Issues in Healthcare (3.00 cr)**
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. Lecture (45.00)

**HS 145: Exercise Science I (3.00 cr)**
This course provides the student with a foundation of exercise science. This foundation includes the following: history and philosophy, careers, professional organizations, certifications, sub-disciplines, research methods, and professional issues. Prerequisite: EN 060, MA 094. Lecture (45.00)

**HS 218: Prevention & Care of Athletic Injuries (3.00 cr)**
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. Prerequisite: BI 106. Lecture (45.00)

**HS 245: Exercise Science II (3.00 cr)**
In this course, the student will learn the basic principles of exercise science. The following areas will be examined: human adaptations to strength and cardiovascular training, muscular development, skeletal and neural components of force production, as well as the acute variables of resistance and cardiovascular training program design. Prerequisite: HS 145. Lecture (45.00)

**HISTORY**

**HI 101: "Y" Western Civilization I (3.00 cr)**
A survey of the major movements and ideas in western history through the 1500's. Prerequisite: EN 060. Lecture (45.00)

**HI 102: "Y" Western Civilization II (3.00 cr)**
The purpose of this course is to acquaint the student with the major ideas, people, places, and events that have shaped the course of western civilization from the seventeenth century to the contemporary period. Students will be encouraged to develop a critical and analytical approach to the study of historical problems. Students should discover the complexity of historical forces and increase their understanding of political, social, economic, cultural, and intellectual developments and their interrelation. Prerequisite: EN 060. Lecture (45.00)

**HI 103: "Y/D" World History & Culture I (3.00 cr)**
Students will study the historical development and progression of humankind, specifically the creation of civilization and culture (or cultural identity). This necessarily involves an evaluation of the institutions which evolved and characterized societies. To this end this course will analyze the political, social, economic, intellectual and technological developments which have shaped societies as manifested in beliefs, values, customs, etc., and, given them their unique stamp. Prerequisite: EN 060. Lecture (45.00)

**HI 104: "Y/D" World History and Culture II (3.00 cr)**
An interdisciplinary and comparative study of major non-European civilizations from the 1800s to the present. Prerequisite: EN 060. Lecture (45.00)

**HI 113: "Y/D" Latin American History (3.00 cr)**
This course will examine the history of Latin America beginning with the rise of its ancient, indigenous civilizations through the contemporary democratic period. The class is designed to provide an analysis of the institutions, events and issues that have shaped the nations of the region. Current events will also be discussed on a frequent basis. Prerequisite: EN 060. Lecture (45.00)

**HI 201: "Y" United States History I (3.00 cr)**
This course will provide a survey of the political, economic, social, cultural, and intellectual history of the United States from its beginnings through the Civil War. Students will be encouraged to develop a critical and analytical approach to historical problems. Students should discover the complexity of historical forces and historical cycles and increase their appreciation of cultural diversity in American history. Prerequisite: EN 060. Lecture (45.00)

**HI 202: "Y" United States History II (3.00 cr)**
This course will provide a survey of the political, economic, social, cultural, and intellectual history of the United States from the Reconstruction period through the present. Students will be encouraged to develop a critical and analytical approach to historical problems. Students should discover the complexity of historical forces and historical cycles and increase their appreciation of cultural diversity throughout American history. Prerequisite: EN 060. Lecture (45.00)

**HI 208: "Y/D" African American History (3.00 cr)**
This course will provide a survey of the political, economic, social, and cultural history of African Americans from the 17th century to the present. Students will be encouraged to develop a critical and analytical approach to historical problems. Prerequisite: EN 060. Lecture (45.00)

**JUSTICE STUDIES**

**CJ 102: Criminology & Penology (3.00 cr)**
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. Prerequisite: EN 060. Lecture (45.00)

**CJ 103: Introduction to Private Security (3.00 cr)**
This course will provide an overview of policies and practices of institutional security. Prerequisite: EN 060. Lecture (45.00)

**CJ 104: Criminal Law (3.00 cr)**
A comprehensive study and evaluation of the principles of criminal law with consideration given to theory, history, and purpose of criminal law, general criminal procedures, federal and state


A study of various theories of juvenile delinquency and the role of social institutions and agencies in preventing and responding to youth crime. Prerequisite: EN 060. Lecture (45.00)

**CJ 204: Police Patrol Administration (3.00 cr)**
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. Prerequisite: EN 060. Lecture (45.00)

**CJ 205: Criminal Investigation (3.00 cr)**
An examination of the techniques of criminal investigation and investigative strategies in conjunction with legal responsibilities and controls that govern police investigations. Prerequisite: EN 060. Lecture (45.00)

**CJ 206: Terrorism (3.00 cr)**
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. Prerequisite: EN 060. Lecture (45.00)

**CJ 207: The Administration of Justice (3.00 cr)**
An examination of the manner in which the criminal justice system operates in U.S. society from initial incident to final disposition. This course explores the six primary functional areas for the overall administration of justice. These functional areas to be studied include: police, prosecution, courts, corrections, as well as probation and parole. The topics students will review include the U.S. Constitution, as well as Federal and state statutes that affect the criminal justice system. Prerequisite: EN 060. Lecture (45.00)

**CJ 209: Criminalistics (3.00 cr)**
A descriptive presentation of forensic science practices, focusing on how enforcement practitioners examine crime scenes to identify, collect and preserve physical evidence. Prerequisite: EN 060. Lecture (45.00)

**CJ 210: Juvenile Delinquency (3.00 cr)**
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. Prerequisite: EN 060. Lecture (45.00)

**CJ 211: Institutional Treatment of the Offender (3.00 cr)**
A survey of the historical and contemporary treatment of convicted offenders in various types of correctional institutions. Prerequisite: EN 060. Lecture (45.00)

**CJ 212: Principles of Correctional Operations (3.00 cr)**
An introduction to the practices and policies governing correctional systems and an analysis of the theory and practice of correctional programs. Prerequisite: EN 060. Lecture (45.00)

**CJ 213: Criminal Psychopathology (3.00 cr)**
An application of contemporary theories of and treatments for criminal psychopathological behavior. Prerequisite: PY 101. Lecture (45.00)

**CJ 214: Correctional Counseling & Interviewing (3.00 cr)**
An overview of the theories and interviewing methods used for counseling in a variety of correctional settings. Prerequisite: PY 101. Lecture (45.00)

**CJ 215: Criminal Justice Field Work (3.00 cr)**
This course provides the student with a 90 hour, non-paid internship in a range of agencies related to law enforcement. Prerequisite: CJ 207, PA 101, CJ 104 CJ 115, CJ 102. Co-Requisites: PY 209, CS 241. Fieldwork (90.00)

**CJ 216: Crime Analysis & Mapping (3.00 cr)**
Overview of and hands-on experience in determining the significant features of crime pattern analysis including mapping and the interpretation of data. Prerequisite: EN 060. Lecture (45.00)

**CJ 218: Victimization (3.00 cr)**
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. Prerequisite: EN 060. Lecture (45.00)

**CJ 220: Introduction to Youth, Gangs & Violence (3.00 cr)**
This course addresses theories of gang behavior, modes of law enforcement and correctional intervention dealing with street gang formation and activities. Prerequisite: EN 060, CJ 207. Lecture (45.00)

**MATHEMATICS**

**MA 004: Module 4 Completion (1.00 cr)**
This course emphasizes adding, subtracting, multiplying, dividing real numbers; the introduction to solving equations with one variable; and graphing and solving basic inequalities with interpreting them in interval notation. This course cannot be used for graduation credit. Prerequisite: modules 1a-3b of MA-091 and permission of the Developmental Mathematics Coordinator. Lab (30.00)
MA 009: Module 9 Completion (1.00 cr)
This course emphasizes radical expressions, radical equations, and quadratic equations. This course cannot be used for graduation credit. Prerequisite: modules 3a-8b of MA 094 and permission of the Developmental Mathematics Coordinator. Lab (30.00)

MA 091: Mathematics and Beginning Algebra (3.00 cr)
This course emphasizes solving adding, subtracting, multiplying, and dividing whole numbers and decimals; basic geometry with area and perimeter of squares, rectangles, triangles; area and perimeter of circles. Multiplying and dividing fractions and mixed numbers; adding and subtracting fractions and mixed numbers with common and uncommon denominators. Ratios, proportions, percents, and simple interest; adding, subtracting, multiplying, dividing real numbers; the introduction to solving equations with one variable and graphing and solving basic inequalities with interpreting them in interval notation. This course cannot be used for graduation credit. Lab (90.00)

MA 094: Fundamentals of Algebra (3.00 cr)
This course emphasizes adding, subtracting, multiplying, and dividing real numbers, polynomials, rational expressions, and radical expressions; solving first degree equations, simple inequalities, literal equations, quadratic equations, rational equations, systems of equations, and radical equations; factoring polynomials; graphing linear equations and systems of equations. This course cannot be used for graduation credit. Prerequisite: MA 091 or appropriate score on placement test. Lab (90.00)

MA 09: “M” Principles of Mathematics (3.00 cr)
A problem-solving approach will be used to explore set theory, logic, probability, statistics, mathematical systems, consumer math, and geometric concepts. This course is designed for the non-math/science major. Prerequisite: MA 091. Lecture (45.00)

MA 110: “M” College Algebra (3.00 cr)
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 094. Lecture (45.00)

MA 111: Discrete Mathematics (4.00 cr)
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 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. Lecture (60.00)

MA 115: “M” Mathematical Structures & Algorithms (3.00 cr)
A problem-solving approach will be used to explore fundamental concepts of various number 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: MA 091. Lecture (45.00)

MA 120: “M” College Trigonometry (3.00 cr)
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. Lecture (45.00)

MA 121: “M” Precalculus Mathematics (4.00 cr)
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. MA 121 is equivalent to the combined MA 110 and MA 120 courses. Prerequisite MA 094 or appropriate score on placement test. Lecture (60.00)

MA 130: “M” Calculus I (4.00 cr)
This is a rigorous calculus course, designed to prepare students for further study in the sciences, engineering, and mathematics. Topics include limits, the derivative, differentiation techniques, linearization, optimization methods, Newton’s Method, anti-differentiation, Riemann Sums, the definite and indefinite integral, the area under a curve, and a variety of applications for the above. Important theorems include the Fundamental Theorem of Calculus, the Mean Value Theorem, Rolle’s Theorem, and the Intermediate Value Theorem. Prerequisite: MA 120 or MA 121. Lecture (60.00)

MA 140: “M” Calculus II (4.00 cr)
A rigorous continuation of MA130. Topics include a further development of exponential and logarithmic functions, inverse trigonometric functions, hyperbolic and inverse hyperbolic functions; integration techniques for a variety of integrals; indeterminate limits, L’Hospital’s rule and improper integrals; infinite sequence and series, alternate representations of functions using polar and parametric coordinates, calculus using polar and parametric coordinates, conic sections. Theory is augmented by applications from a variety of disciplines. Prerequisite: MA 130. Lecture (60.00)

MA 205: “M” Statistics I (3.00 cr)
An introduction to statistical reasoning covering description of sample data, probability, sampling, special distributions, estimation, confidence intervals, hypothesis testing, correlation and regression. Prerequisite: MA 091. Lecture (45.00)

MA 206: “M” Statistics II (3.00 cr)
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 nonparametric tests. Statistical tests will be presented in the context of basic research techniques. Prerequisite: MA 205. Lecture (45.00)

MA 207: Linear Algebra Lab for Engineers (1.00 cr.)
This is a linear algebra lab designed to prepare engineering students for their Differential Equations course. Topics include vector operations, matrix row operations, matrix operations, determinants, vector spaces and subspaces, eigenvalues and eigenvectors, diagonalization and spectral decomposition, various applications, and numerical methods. Students will be introduced to new concepts in a lecture format and will then experiment with those concepts in a lab setting using mathematical software. Prerequisite: MA 140. Lecture (15.00) Lab (15.00)

MA 208: Linear Algebra (4.00 cr)
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. Lecture (60.00)
MA 210: Calculus III  
**(4.00 cr.)**
A rigorous 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. Lecture (60.00)

MA 220: Differential Equations  
**(4.00 cr.)**
Topics include first 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. Lecture (60.00)

**MUSIC**

MU 101: “H” Music Appreciation  
**(3.00 cr.)**
This one semester course surveys the literature, historical period, elements and forms of music with emphasis on listening and the relationship of music to general cultural development. Through lecture, demonstration, group and class discussions and vocabulary, the lives and work of composers will be considered and placed in the historical context of the times in which they lived.
Prerequisite: EN 050. Lecture (45.00)

MU 102: Fundamentals of Music  
**(3.00 cr.)**
This course consists of a study of harmony, rhythm, music notation, and musical terminology, including learning the staff, notes, intervals, scales, modes, chords, keys and signatures. Learn to develop a basic understanding of music notation and basic structures in music. Lecture (45.00)

MU 103: Music Theory I  
**(2.00 cr.)**
This course is an introduction to the vertical and linear dimensions of tonal music. After a review of musical fundamentals, in which students will be expected to demonstrate facility and speed in naming and spelling basic tonal materials, the course will introduce traditional contrapuntal exercises, basic diatonic harmony, form, analysis, and composition. Corequisite: MU 102. Lecture (30.00)

MU 104: Music Theory II  
**(2.00 cr.)**
In this course, you will continue the study of tonal harmony and voice leading, both through written work and analysis. We will continue to focus mostly on diatonic harmony; however, we will also begin to explore techniques of modulation. In the second half of the semester we will learn about musical forms, part writing and other skills in compositional techniques. Prerequisite: MU 103. Corequisite: MU 113. Lecture (30.00)

MU 106, 107, 212, 213: College Chorus I, II, III, and IV  
**(1.00 cr.)**
The College Chorus sings many styles of choral literature from the Baroque Era to the present. This course is open to all students who enjoy singing and will enable them to better understand and appreciate the aesthetics of choral music. Studio (30.00)

MU 108, 109, 208, 209: Concert Band I, II, III, & IV  
**(1.00 cr.)**
Reasonable proficiency on an instrument, and music reading skills are required. Wind, string, keyboard, and percussion instruments are acceptable for mixed instrumentation repertoire. Students will have to provide their own instruments and equipment. Studio (30.00)

MU 110, 111, 210, 211: Jazz Ensemble I, II, III, IV  
**(1.00 cr.)**
Jazz Ensemble will provide the opportunity to explore Jazz idioms through a combined listening and performance approach. The development of Jazz from its roots in African rhythm through the chronological style periods will be surveyed by correlated listening and performance literature. Music reading and an introduction to improvisation will be stressed.
Studio (30.00)

MU 112: Ear Training & Sight Singing I  
**(2.00 cr.)**
This course is designed for students who plan to major in music. It begins with an introduction to musicianship to help students learn to read music with a particular emphasis on the basic skills of reading music at sight and the mental recognition of phrases and melodies so they can be transcribed to staff paper. The course includes singing and dictation of rhythms in simple and compound meters, scales, and diatonic melodies; study and analysis of representative music literature are also included. Prerequisite: MU 102; Corequisite: MU 103. Lecture (30.00)

MU 113: Ear Training & Sight Singing II  
**(2.00 cr.)**
This course is continuation of aural skill training with an introduction to modulating melodies and elementary harmonic dictation. This course is the second course in a sequence of two sight singing and ear training courses designed for the student who is majoring in music and is recommended to be taken in conjunction with Theory II. It is a continuation of the learning of musical skills taught in Sight Singing and Ear Training I. This course includes further sight singing and dictation of rhythms in simple and compound meters; diatonic intervals and scales; subdivision of beats in simple and compound meters; and intervals from the Dominant Seventh Chord. Prerequisite: MU 112; Corequisite: MU 104. Lecture (30.00)

MU 114: “H” History of Music  
**(3.00 cr.)**
A study of 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. Prerequisite: EN 060. Lecture (45.00)

MU 115 “D”: History of Jazz & Popular Music  
**(3.00 cr.)**
Major styles and the major artists in 20th century Jazz. 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. Lecture (45.00)

MU 116, 117, 216, 217: Small Ensemble I, II, III, & IV  
**(1.00 cr.)**
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. Studio (30.00)

MU 146: Music of the Theatre  
**(3.00 cr.)**
This course will explore the styles of the various musical theatre composers and lyricists of this century. The class will be performance oriented and will require that students learn and perform music of the era being studied. Students will be required to memorize all assigned material.
Repertoire studied will include text leading into the musical numbers. In this class, students will learn and perform solos, duets, and ensembles from the musical theatre repertoire. Students will be taught vocal technique as it applies to singers. Vocalizing exercises will be recorded for practice outside of class. In the second semester, time will be devoted to audition techniques. This course is intended to strengthen the actor's confidence in performing a song, while introducing him/her to the wealth of musical theatre material available, so as to build a repertoire of suitable audition and performance material.
Prerequisite: Permission of instructor. Lecture (45.00)
MU 150-273: Applied Music (1.00 cr.)
Offers group or individual instruction in technique and interpretation for voice or instrument, each course requiring an increase in skill level. Studio (30.00)

MU 180: Applied Composition (1.00 cr.)
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. Studio (30.00)

MU 214: MIDI & Recording I (3.00 cr.)
This course is an introduction to techniques using computer-based music recording and multimedia software found on the Macintosh platform, principally GarageBand, iPhoto, iMovie. This course is designed to give the aspiring student a sound pedagogical foundation in the theory and application of computer-based music and multimedia technologies. Also, this course covers foundations, practices, and creative techniques in audio recording and music production, including microphone selection and placement, mixing, mastering, signal processing, automation, and digital audio workstations. Lecture (30.00) Studio (30.00)

NURSING

NU 107: LPN Transition Course (4.00 cr.)
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. Prerequisite: Acceptance into the Nursing Program. Lecture (60.00)

NU 108: Medical Dosage & Calculations (1.00 cr.)
Designed to enable student nurses and other health professionals to correctly calculate problems involved in medication preparation. Prerequisite: Acceptance into the Nursing Program. Lecture (15.00)

NU 112: Introduction to Nursing Success (1.00 cr.)
An introductory course for the student who is entering into the nursing program. The course emphasizes study and test taking skills along with methods of stress reduction. Prerequisite: Acceptance into the Nursing Program. Lecture (15.00)

NU 113: Concepts in Nursing Practice I (7.00 cr.)
This course is the foundation for all remaining courses in the program. In this course students will explore the concepts encountered throughout nursing practice. Focus will be on the concepts related to health across the lifespan. Integrated throughout this course will be the foundations of the nursing knowledge, skills, and attitudes for high quality, safe care. Lab will focus on health and physical assessment across the lifespan, as well as basic clinical skills. Demonstration and return demonstration, as well as simulation exercises will be employed. Clinical focus will be outpatient health environments such as adult day care, senior centers, assisted living facilities, long term care facilities and school nursing experiences. Prerequisite: Acceptance into the Nursing Program and BI 101 or BI 102 or CH 101 and EN 060 and MA 094. Lecture (45.00) Lab (45.00) Clinical (120.00)

NU 114: Concepts in Nursing Practice II (7.00 cr.)
Students will build upon the concepts learned in NU 110. The meaning of health for children and adults and their families when at risk for or faced with physiological and psychological alterations in their health is explored. Lab will consist of skills, physical assessment and communication skills necessary to care for humans with alterations in health. Demonstrations and simulation exercises will be employed. Students will rotate through three specialty areas to gain the knowledge, skills, and attitudes necessary to provide safe, quality nursing care to diverse clients in health care environment settings. The acute care settings will include a long term care unit, medical surgical unit, a pediatric unit, and a psychiatric unit. QSEN concepts will be integrated throughout the course. Prerequisite: NU 112, NU 113, BI 106, EN 101. Lecture (75.00) Lab (15.00) Clinical (120.00)

NU 115: Introduction to Physical Assessment (3.00 cr.)
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. Prerequisite: Acceptance into the Nursing Program. Lecture (45.00)

NU 208: Pharmacology (3.00 cr.)
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: Acceptance into the Nursing Program. Lecture (45.00)

NU 209: Nursing Concepts in Global Health & Diversity (1.00 cr.)
Students will explore the concepts of diversity; community-based nursing practice, and global health. The effects of the family, cultures, societies, and the environment on health will be investigated. Students will gain the knowledge, skills, and attitudes to care for culturally diverse families, and communities through field study projects in areas such as group homes, rehabilitation centers, faith-based centers (parish nursing), clinics, and inpatient and outpatient treatment centers for addictions. (Students may be able to choose from a list of available sites.) In addition students can choose to participate in community health initiatives such as health fairs, flu and immunization clinics, soup kitchens, migrant health care, and programs approved by faculty. Prerequisite: NU 112, NU 113, NU 114, EN 102 or EN 103, BI 107, PY 207. Lecture (15.00)

NU 210: Concepts in Nursing Practice III (10.00 cr.)
In this course, students will build upon the concepts learned in NU 111. The meaning of health for children and adults and their families when at risk for or faced with multiple or concurrent physiological and psychological alterations in their health is explored. Students will rotate through three specialty areas to gain the knowledge, skills, and attitudes necessary to provide safe, quality nursing care to diverse clients in health care environment settings. The acute care settings will include a medical surgical unit. ATI Real Life Clinical Scenarios will be used to meet the requirements for your Maternal/Newborn and Psychiatric objectives. QSEN concepts will be integrated throughout the course. Prerequisite: NU 114, BI 107. Lecture (90.00) Clinical (180.00)

NU 211: Concepts in Nursing Practice IV (10.00 cr.)
This course will incorporate all concepts previously learned with a focus on preparing the student for entry into practice. Students will also explore the meaning of health at times of disaster and at the end of life. Clinical experiences will include rotations through critical
care units, emergency departments, and hospice. This course will focus on the knowledge, skills, and attitudes necessary for nursing students entering the practice environments, as well as for the care of clients in acute crisis and at the end of life. OSEN concepts will be integrated throughout the course. Prerequisite: NU 209, NU 210, BI 203, SO 201. Lecture (90.00) Clinical (180.00)

NU 212: Concepts of Leadership in Health Care Systems (2.00 cr.)
This seminar course will focus on the knowledge, skills and attitudes to work within the micro and macro environments of the health care system. The focus is on preparing the student for entry level leadership roles in practice. Students will explore the meaning of micro and macro health environments, and the impact they can have on the health care delivery system. A 15 hour leadership practicum in a health care system is required. OSEN concepts will be integrated throughout the course. Prerequisite: NU 210. Lecture (15.00) Practicum (15.00)

PN 101: Foundations of Practical Nursing Practice (7.00 cr.)
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. Prerequisite: Admission to the Practical Nursing Program, BI 101 or BI 102 or CH101. Lecture (90.00) Clinical (120.00)

PN 102: Medical Surgical Practical Nursing (7.00 cr.)
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. Prerequisite: PN 101, EN 101, BI 106. Lecture (90.00) Clinical (120.00)

PN 103: Advanced Concepts in Practical Nursing (2.00 cr.)
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. Prerequisite: PN 102, HS 115, PY 101. Lecture (60.00) Clinical (150.00)

PN 104: Family-Centered Practical Nursing Practice (5.00 cr.)
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. Prerequisite: PN 103. Lecture (60.00) Lab (60.00) Clinical (120.00)

OFFICE ADMINISTRATION

OA 101: Keyboarding Skills (3.00 cr.)
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. Prerequisite: EN 060. Lecture (45.00)

OA 102: Word Processing Skills (3.00 cr.)
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. Prerequisite: EN 060. Lecture (45.00)

OA 109: Medical Office Practice (3.00 cr.)
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. Prerequisite: EN 060. Lecture (45.00)

OA 110: Introduction to Health Information Management (3.00 cr.)
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. Prerequisite: OA 109. Lecture (45.00)

OA 212: Medical Coding (3.00 cr.)
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. Prerequisite: OA 109. Lecture (45.00)

OA 217: Medical Office Accounting (3.00 cr.)
Topics include maintenance of computer-based financial records, processing Medicare and insurance payment forms, deposing receipts, preparing the budget, and financial analysis in a medical office environment. Prerequisite: OA 109, HS 103. Lecture (45.00)

OA 219: Administrative Office Management (3.00 cr.)
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. Prerequisite: HS 103, OA 109, OA 110, OA 212, OA 217 and Co-Requisite: OA 222 or OA 299. Lecture (45.00)

OA 222: Medical Office Internship (3.00 cr.)
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. Prerequisite: HS 103, OA 109, OA 110, OA 212, OA 217. Lecture (15.00) Internship (90.00)

OA 299: Office Administration Seminar (3.00 cr.)
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. Prerequisite: CS 101 or CS 102; OA 101, CG 101, CG 105, OA 102 and Co-Requisites: BU 212, OA 219. Lecture (45.00)
ORNAMENTAL HORTICULTURE

OH 106: Plant Materials (3.00 cr.)
Emphasizes identification and characteristics of many of the native and cultivated plants used in landscape designs. Prerequisite: EN 060. Lecture (30.00) Lab (45.00)

OH 130: Identification of Interior Plants (3.00 cr.)
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. Prerequisite: EN 060. Lecture (45.00)

OH 204: Greenhouse Management (4.00 cr.)
This course covers all aspects of the greenhouse business including construction, heating, cooling, and ventilating modern greenhouses. Students learn how to produce and culture plants in a temperature-controlled environment and examine variables like humidity, light and nutrients. The course includes the business side of greenhouse management, including hiring, supervising employees, monitoring production, producing marketing materials and controlling inventory. Prerequisite: EN 060. Lecture (45.00) Lab (45.00)

OH 208: Nursery Production (3.00 cr.)
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. Lecture (30.00) Lab (45.00)

PARALEGAL STUDIES

PL 101: Introduction to the Legal System (3.00 cr.)
This course provides students with an overview of the areas of law typically encountered by a paralegal. Students will learn the basic structure of the legal system, its process, and the fundamental rules of law which govern the citizens. Integrated into the course material is an introduction to legal ethics and its implications to the role of the paralegal and the attorney. Emphasis is also placed on a thorough understanding of the courts and recognition of the structure of the state and federal system in handling matters. Specific areas to be covered include constitutional law, crimes, torts, contracts, and professional responsibility. Prerequisite: EN 060. Lecture (45.00)

PL 104: Introduction to Legal Research & Writing (3.00 cr.)
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. Lecture (45.00)

PL 105: Civil Litigation (3.00 cr.)
This course provided specialized training for the paralegal who will assist an attorney with matters involved in civil litigation. The student will learn interview, investigation, and discover techniques as well as the drafting of pleadings, document requests, motions, and orders. Prerequisite: PL 101 and PL 104. Lecture (45.00)

PL 200: Immigration Law (3.00 cr.)
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 nonimmigrant visas; family, work, and humanitarian visas; and changing visa status. The course will examine appeals, deportation, and removal requirements. Prerequisite: PL 101. Lecture (45.00)

PL 203: Mechanics of Property Transactions (3.00 cr.)
An intensive study of the development of real estate acquisition, transfer, development and financing. Co-requisites: BU 109 and PL 101. Lecture (45.00)

PL 205: Principles of Family Law (3.00 cr.)
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. Lecture (45.00)

PL 206: Administration of Estates (3.00 cr.)
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. Prerequisite: PL 101. Lecture (45.00)

PL 208: Legal Office Management (3.00 cr.)
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. Lecture (45.00)

PL 221: Advanced Legal Research & Writing (3.00 cr.)
In-depth study of advanced legal research techniques emphasizing computerized research and legal writing including trial memoranda, motions with briefs, and appellate briefs. Prerequisite: PL 104 and EN 101. Lecture (45.00)

PHILOSOPHY

PH 101: “H” Introduction to Philosophy (3.00 cr.)
Offers a general introduction 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. Prerequisite: EN 060. Lecture (45.00)

PH 102: “H” Introduction to Ethics (3.00 cr.)
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. Prerequisite: EN 060. Lecture (45.00)

POLITICAL SCIENCE

PS 201: “S” American Federal Government (3.00 cr.)
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. Prerequisite: EN 060. Lecture (45.00)

PS 203: “S” State and Local Government (3.00 cr.)
The purpose of this course is to acquaint the student with the basic principles and functions of government at the state and local level with special attention to New Jersey’s state, county, and local government structure and function. The course will examine Federalism, political parties and elections, and the three branches of government in the context of New Jersey politics. Students will be encouraged to develop a critical and analytical approach to political issues and public policy. Prerequisite: EN 060. Lecture (45.00)

PSYCHOLOGY

PY 101: “S” General Psychology (3.00 cr.)
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: EN 060. Lecture (45.00)
This course will provide an understanding of the culture, ethnic and age related considerations, addiction. A special emphasis will be placed on disorders of the nervous system; neurobehavioral human body. Alcohol and drugs of abuse and implications faced through adolescence.

**PREREQUISITE:** PY 101. Lecture (45.00)

### PY 115: Child Development & Learning (3.00 cr.)

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. Prerequisite: EN 060. Lecture (45.00)

### PY 202: Understanding Addictive Behavior (3.00 cr.)

This course inspects the causes, symptoms, and effects of addictive behavior. Students will examine the history, social and environmental contexts, and treatment of addictive behavior. Topics include classification and action of psychoactive drugs, the neurochemistry of chemical dependence and process/behavioral addictions, and their effects on the mental, physical, and spiritual domains of individuals and families. Prerequisite: PY 101. Lecture (45.00)

### PY 204: Psychology of Adolescence (3.00 cr.)

This course is designed to increase student understanding of the psychology of adolescence and emerging adulthood, its methods, theories and research. The course will explore the psychological principles and phenomena associated with adolescence with a focus on a cultural approach. Psychological inquiry will be emphasized with the goal of increasing student perception of the world around us, insight into one's own and other's behavior and its origins, and an ongoing appreciation of the complexities of the human mind and behavior, with particular attention on the developmental issues and implications faced through adolescence. Prerequisite: PY 101.

### PY 205: Psychopharmacology (3.00 cr.)

This course is an overview of pharmacology in relationship to addictions and their effect on the human body. Alcohol and drugs of abuse and addiction and how they affect behavior will be examined. Specific topics to be discussed include the classification of medications; legal and ethical principles regarding clinical drug trials and the FDA approval process; legalities of drug trafficking; acute and chronic effects; reversible and irreversible consequences functional disorders of the nervous system; neurobehavioral dysfunctions and other multi-sided aspects of addiction. 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 the counseling field. Prerequisite: PY 202. Lecture (45.00)

### PY 207: "S" Human Growth & Development (3.00 cr.)

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. Lecture (45.00)

### PY 209: Abnormal Psychology (3.00 cr.)

An examination of the nature, causes, classification, diagnosis, and treatment of abnormal behavior. Prerequisite: PY 101. Lecture (45.00)

### PY 213: Educational Psychology (3.00 cr.)

Students will have the opportunity to participate in Educational Psychology. The course applies the principles of psychology to the teaching and learning process. A variety of theories of development and pedagogical practices which influence the emotional intellectual, physical and social advances that occur during childhood will be explored. This will be an interactive, student-centered, problem solving class with emphasis on investigative reading, discussion and relevant field and life experiences* as both a teacher and a learner. Current issues in education such as student diversity, authentic assessment, the role of research, principles of behavior and cognition information processing lesson construction and motivational strategies will be carefully examined. *Forty (40) hours of classroom observation is required. Prerequisite: PY 101 and ED 101. Lecture (45.00)

### PY 214: Human Exceptionality (3.00 cr.)

This course explore human differences and the ways that individuals can differ substantially from the norm in terms of their physical, intellectual or behavioral performances. Prerequisite: PY 101. Lecture (45.00)

### PUBLIC RELATIONS

**PR 105: Introduction to Public Relations (3.00 cr.)**

Students will learn that public relations is the values-driven and strategic management of relationships with groups of people that can influence an organization's success. The course examines how organizations can ethically and systematically build productive, mutually beneficial relationships with such groups. Prerequisite: CO 101. Lecture (45.00)

**PR 106: Special Events Planning & Management (3.00 cr.)**

The purpose of this course is for students to acquire an in-depth knowledge about the specialized field of "event management" and to become familiar with management techniques and strategies required for successful planning, promotion, implementation, and evaluation of special events. Prerequisite: PR 105. Lecture (45.00)
RT 100: Radiography Theory & Clinical Remediation (2.00 cr)
Provides individualized classroom and laboratory instruction. The course is available to students who have been unable to successfully complete Radiography Program corequisites. Lecture (15.00) Lab (45.00)

RT 101: Introduction to Radiologic Science (3.00 cr)
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. Prerequisite: Acceptance into the Radiography Program. Lecture (30.00) Lab (45.00)

RT 102: Radiographic Procedures (3.00 cr)
Using lectures and audiovisuals, basic radiographic positioning, anatomy, and terminology used for procedures of the vertebral column, bony thorax, urinary and digestive systems are presented. Laboratory sessions are used for demonstration and for student participation in the simulation of procedures. Prerequisite: Acceptance into the Radiography Program. Lecture (30.00) Lab (45.00)

RT 103: Clinical Practicum & Film Evaluation I (2.00 cr)
Students are assigned to the Radiology Department of a clinical education center for practical application of the information presented in the corequisite courses. Prerequisite: Acceptance into the Radiography Program. Clinical (240.00)

RT 104: Radiographic Exposure I (2.00 cr)
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. Prerequisite: Acceptance into the Radiography Program. Lecture (30.00)

RT 106: Radiographic Exposure II (2.00 cr)
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. Prerequisite: RT 101, RT 102, RT 103, RT 104, BI 106. Lecture (30.00)

RT 107: Radiographic Procedures II (3.00 cr)
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, RT 102, RT 103, RT 104, BI 106. Lecture (30.00) Lab (45.00)

RT 110: Clinical Practicum & Film Evaluation II (2.00 cr)
Students are assigned to the Radiology Department of a clinical education center for practical application of the information presented in the corequisite courses. The goal of RT 110 is to actively participate in the radiography of all procedures for which the student has successfully completed a simulated laboratory competency and to establish competency within the clinical situation for a cumulative minimum of 10 procedures. Prerequisite: RT 101, RT 102, RT 103, RT 104, BI 106. Clinical (240.00)

RT 111: Clinical Practicum & Film Evaluation III (2.00 cr)
Students are assigned to the Radiology Department of a clinical education center for practical application of the information presented in the prerequisite courses. The goal of Clinical Practicum 111 is to actively participate in the radiography of all procedures for which the student has successfully completed a simulated laboratory competency and to establish competency within the clinical situation for a cumulative minimum of 17 procedures. Students will be assigned to one-week room rotations in general, fluoro, O.R. & portables. Prerequisite: RT 106, RT 107, RT 110, RT 121, BI 107. Clinical (240.00)

RT 121: Radiation Protection & Biology (3.00 cr)
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. Upon completion of the course, the student will understand the concept of and demonstrate the ALARA principle in clinical activity. Prerequisite: RT 101, RT 102, RT 103, RT 104, BI 106. Lecture (45.00)

RT 200: Clinical Practicum & Film Evaluation IV (3.00 cr)
Students are assigned to the Radiology Department of a clinical education center for practical experience. Prerequisite: RT 106, RT 107, RT 110, RT 111, RT 121, BI 107. Clinical (360.00)

RT 201: Radiographic Procedures III (3.00 cr)
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 106, RT 107, RT 110, RT 111, RT 121, BI 107. Lecture (37.50) Lab (37.50)

RT 202: Clinical Practicum & Film Evaluation V (3.00 cr)
Students are assigned to the Radiology Department of a clinical education center for practical experience. Prerequisite: RT 106, RT 107, RT 110, RT 111, RT 121, BI 107. Clinical (360.00)

RT 205: Radiographic Procedures IV (3.00 cr)
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. Prerequisite: RT 201, RT 202, RT 220. Lecture (45.00)

RT 206: Clinical Practicum & Film Evaluation VI (3.00 cr)
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. Prerequisite: RT 201, RT 202, RT 220. Clinical (360.00)

RT 220: Equipment Operation & Maintenance I (2.00 cr)
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. Upon successful completion of this course, the student will be able to discuss the production of x-rays and determine techniques available to reduce radiation exposure and enhance image formation. Prerequisite: RT 106, RT 107, RT 110, RT 111, RT 121, BI 107. Lecture (30.00)

RT 221: Equipment Operation & Maintenance II (2.00 cr)
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. Upon completion, the student will be able to understand the difference in performance and testing of imaging equipment. Prerequisite: RT 201, RT 202, RT 220. Lecture (30.00)
REAL ESTATE
RE 101: Real Estate Salesperson (5.00 cr) 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 coursework in real estate. Prerequisite: High school diploma or equivalent and no past criminal history. These are requirements by the State of New Jersey. Lecture (75.00)

RELIGION
RL 101: “H” Perspectives on Religion (3.00 cr) This course explains the functions of religion and describes the fundamental nature of diverse religious systems. Specific topics considered include sacredness, symbolization, myth, evil and salvation. Prerequisite: EN 101. Lecture (45.00)
RL 102: “H/D” World Religions (3.00 cr) This course presents an introduction to the major religions of the world. Utilizing both a descriptive and interpretative approach, the origin and historical development of each religion is examined with attention given to the beliefs, and practices and social structures. The survey includes Hinduism, Buddhism, Daoism, Confucianism, Judaism, Christianity and Islam. Prerequisite: EN 101. Lecture (45.00)
RL 103: “H/D” Introduction to Asian Religions (3.00 cr) This course presents an introduction to the major Asian religious, philosophical, and cultural traditions with emphasis on the cultural roots of each religious tradition, the analysis of its principal teachings and practices, and the major cultural expressions. The survey includes Hinduism, Buddhism, Confucianism, Daoism and Shinto. Prerequisite: EN 101. Lecture (45.00)

SCIENCE
BI 101: “B” General Biology I (4.00 cr.) An integrated course with laboratory exercises closely correlated to the lectures dealing with natural selection, evolution and plants and animals. Prerequisite: BI 101. Lecture (45.00) Lab (45.00)
BI 104: “B” Human Biology (3.00 cr.) 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. Prerequisite: EN 060. Lecture (45.00)
BI 105(L): “B” Human Biology Laboratory (1.00 cr.) 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. Corequisite or Prerequisite: BI 104. Lab (45.00)
BI 106: “B” Anatomy & Physiology I (4.00 cr.) 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: EN 060, MA 094 and one of the following: BI 101, 102 or CH 101. Students who have successfully completed College Preparatory, Honors or Advanced Placement Biology or Chemistry in high school with a grade of “C” or better (as documented on an official high school transcript) and are within three years of high school graduation when attempting to register for BI 106 Anatomy and Physiology I may request to waive the prerequisite for BI 106. Lecture (45.00) Lab (45.00)
BI 107: “B” Anatomy & Physiology II (4.00 cr.) An integrated course with laboratory exercises closely correlated to the lectures dealing with the nervous system, endocrine system, cardiovascular system, lymphatic system, respiratory system, digestive system and urinary system. Prerequisite: BI 106. Lecture (45.00) Lab (45.00)
BI 118: “B” Introduction to Biology Laboratory (1.00 cr.) Provides students with laboratory experience in the topics covered in BI 119 Introduction to Biology lectures. In these laboratory sessions, students will gain hands-on experience in selected topics in biology. Among the topics studied in the laboratory will be the scientific method, cell structure and function, basic genetics, DNA technology, natural selection, biodiversity and the components of an ecosystem. Corequisite or Prerequisite: BI 119. Lab (45.00)
BI 119: “B” Introduction to Biology (3.00 cr.) Offers the non-science major to selected topics in chemistry, cells, genetics, evolution and diversity and ecology. Among the topics discussed will be the role of chemistry in biology; cellular functions; the role of DNA and genes in patterns of inheritance; the evolution and diversity of plants, fungi and animals; and communities and ecosystems. Prerequisite: EN 060, MA 091. Lecture (45.00)
BI 122: “B” Environmental Science (4.00 cr.) An integrated course with laboratory exercises closely correlated to the lectures dealing with 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. Prerequisite: EN 060, MA 094. Lecture (45.00) Lab (45.00)
BI 201: Genetics (4.00 cr.) Offers a study of the principles of transmission and molecular genetics, with emphasis on human genetics. Prerequisite: MA 094 and BI 101 or CH 101. Lecture (45.00) Lab (45.00)
BI 203: “B” Microbiology (4.00 cr.) An integrated course with laboratory exercises closely correlated to the lectures covering the characteristics of microorganisms in nature and disease. Standard laboratory techniques in pure culture study, disinfection, and sterilization will be utilized. Prerequisite: BI 101 or BI 106 or CH 101. Lecture (45.00) Lab (45.00)
BI 204: General Botany (4.00 cr.) An integrated course with laboratory exercises closely correlated to the lectures dealing with the 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. Prerequisite: BI 101. Lecture (45.00) Lab (45.00)
BI 206: Entomology (4.00 cr.) An integrated course with laboratory exercises closely correlated to the lectures dealing with the study of the anatomy, behavior, identification and control of insects both beneficial and detrimental to man and plants. Prerequisite: BI 101. Lecture (45.00) Lab (45.00)
BI 208: Introduction to Infectious Disease (3.00 cr.)
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. Prerequisite: MA 094, EN 060. Lecture (45.00)

BI 210: Basic Pathology-Mechanics of Disease (3.00 cr.)
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: BI 107. Lecture (45.00)

BI 215: Ecology (4.00 cr.)
An integrated course with laboratory exercises closely correlated to the lectures dealing with the relationships between organisms and their environments. Population dynamics, nutrient cycling, community and ecosystem structure, evolution, natural selection, and current environmental issues will be covered. Prerequisite: BI 101 or BI 122. Lecture (45.00) Lab (45.00)

BI 216: Biomechanics (3.00 cr.)
The objective of this course is to introduce students to concepts of mechanics as they apply to human movement, particularly those pertaining to exercise and sport. A qualitative approach will be used to analyze the anatomical and mechanical principles that apply to the body involved in physical activity. Prerequisite: BI 106. Lecture (45.00)

CH 201: Organic Chemistry I (4.00 cr.)
Offers fundamental principles of organic chemistry including the reactions, structure, properties, nomenclature and stereochemistry of the alkanes, aldehydes, ketones, esters, carboxylic acids, and amines. 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. Lecture (45.00) Lab (45.00)

CH 202: Organic Chemistry II (4.00 cr.)
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. Lecture (45.00) Lab (45.00)

GL 101: "B" Physical Geology (4.00 cr.)
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 may be a part of this course. Prerequisite: EN 060, MA 091. Lecture (45.00) Lab (45.00)

GL 102: "B" Historical Geology (4.00 cr.)
Covers the prehistoric development of the earth and living things, examining 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 may be a part of this course. Prerequisite: EN 060, MA 091. Lecture (45.00) Lab (45.00)

GL 117: "B" Earth Science (3.00 cr.)
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. Prerequisite: EN 060, MA 091. Lecture (45.00)

PI 106: "B" Principles of Science I (3.00 cr.)
Introduces the non-science 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. Prerequisite: EN 060, MA 091. Lecture (45.00)

PI 107(L): "B" Principles of Science I Lab (1.00 cr.)
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. Prerequisite or Corequisite: PI 106. Lab (45.00)

PI 108: "B" Atmospheric Science Concepts (3.00 cr.)
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. Lecture (45.00)

PI 116: "B" Astronomy (3.00 cr.)
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. Prerequisite: MA 091. Lecture (45.00)

PI 117: Astronomy Laboratory (1.00 cr.)
A one credit laboratory course offered to supplement PI 116, Astronomy. Students will be exposed to some basic techniques used to gather and analyze experimental astronomical data. Activities will include measurement of angular position of Polaris and change in angle of
SPI 123: “B” Fundamentals of Physics I (4.00 cr.)
This course is an algebra based physics course with lab. 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. Prerequisite: MA 094. Lecture (45.00) Lab (45.00)

SPI 124: “B” Fundamentals of Physics II (4.00 cr.)
This is an algebra based Physics course. 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. Prerequisite: MA 094. Lecture (45.00) Lab (45.00)

PI 141: “B” General Physics I (4.00 cr.)
This course provides exposure to the physical laws of nature necessary to further specialize in any field of science, engineering or technology. Calculus based, the course covers the general areas of mechanics, wave motions, sound and heat. Prerequisite: MA 130. Lecture (45.00) Lab (45.00)

PI 142: “B” General Physics II (4.00 cr.)
A continuation of General Physics I, this calculus based course includes the study of the following areas: Thermodynamics, light and optics, electricity and magnetism. Prerequisite: PI 141. Lecture (45.00) Lab (45.00)

SOCIOLOGY
CA 101: Introduction to Child Advocacy (3.00 cr)
This course provides the students with information and insight into the following: Various attitudes and perspectives about children, their needs and rights, as well as their places in the family and in society; the nature and structure of advocacy in general and for children in particular; the areas in which concerns about children play out, including education, medical care, the judicial system, the social service and foster care systems. Prerequisite: EN 060. Lecture (45.00)

SO 201: “S” Introductory Sociology (3.00 cr)
An introduction to the study of society, including social groups, social institutions, and social change. Prerequisite: EN 060. Lecture (45.00)

SO 202: Contemporary Social Problems (3.00 cr)
The identification and analysis of major societal problems such as population growth and urbanization, crime and delinquency, and social conflict. Prerequisite: SO 201. Lecture (45.00)

SO 205: Introduction to Gerontology (3.00 cr)
This course delineates the realities of aging through the comprehensive exploration of the social, psychological and physiological issues associated with the aging process. For each topic discussed, the developmental stages of early, middle, late and their various characteristics are explored, as they impact upon the ethos of aging in the U.S.A. Prerequisite: SO 201. Lecture (45.00)

SO 207: “D” Social Minorities & Intergroup Relations (3.00 cr)
A study of prejudice, discrimination, and the relations between and within different racial and cultural groups in the United States. Prerequisite: SO 201. Lecture (45.00)

SO 212: Social Psychological Counseling Techniques (3.00 cr)
This course is designed to introduce students to techniques as well as methods of recording commonly used in agency practice. Students will work with clients in field experiences case materials drawn from the Council of Social Work Education materials, including case work, group work, and community organization methods. Prerequisite: SO 201. Lecture (45.00)

SO 214: Intro to Sports & Sociology (3.00 cr)
This course provides an introduction to the study of society, social groups, social institutions, and social change – through the lens of sports. Students will study the role of sport and the relationships between sport and society, both historically and in contemporary society. The course will examine how sport arises from and can contribute to society; how sport might be a reflection of society; and whether it can shape society, towards a more level playing field. Special topics to be considered include: gender, race, national assimilation, competition, and role of the “individual” in sport. The course will explore both the ideals and realities of sport, past and present. A range of readings about sport and society will be supplemented by video interviews with veteran athletes from the American sports scene. Prerequisite: SO 201. Lecture (45.00)

SO 215: Death & Dying (3.00 cr)
A sociological and psychological exploration of issues surrounding death and bereavement such as grief, funerals, euthanasia, suicide and the dying patient. Prerequisite: SO 201. Lecture (45.00)

SO 216: Sociology of the Family (3.00 cr)
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. Lecture (45.00)

SO 217: Human Behavior in the Social Environment I (3.00 cr)
An introduction to biological and social science concepts of human development and social functioning necessary for the practice of social work. Prerequisite: SO 201. Lecture (45.00)

SO 219: Human Behavior in the Social Environment II (3.00 cr)
An examination of the manner in which macro systems in the social environment affect human behavior, with a focus on populations at risk and community empowerment. Prerequisite: SO 217. Lecture (45.00)

SO 220: Introduction to Social Work & Social Welfare (3.00 cr)
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. Prerequisite: SO 201 and SO 217. Lecture (45.00)

SO 221: Social Service Field Work I (3.00 cr)
Field Work I is designed to give the student a veridical understanding of social work practice. Students are assigned to various local social service agencies*. *90 hours of field experience is required. Prerequisite: SO 201, SO202. Fieldwork (90.00)

SO 222: Social Service Field Work II (3.00 cr)
Field Work II is a continuation of Field Work I and is designed to build upon the skills learned from Field Work I. Students will complete their Portfolio that began in Field Work I as a capstone project. Students are assigned to various local social service agencies*. *90 hours of field work experience is required. Prerequisite: SO 221. Fieldwork (90.00)

SO 223: Alcohol & Drug Field Work (3.00 cr)
Fieldwork I is designed to give the student a veridical understanding of alcohol and drug practice. Students volunteer at various local drug and alcohol agencies*. The focus is on addiction as a disease as well as environmental contributions to the addiction. The effects on the individual and family will be covered in addition
to other support systems for those affected by addictions. A LCADC (License Certified Alcohol and Drug Counselor) at the agency directs and monitors the students' activities 90 hours during the semester. *90 hours of field experience required. Prerequisite: SO 201, PY 202, PY 205. Fieldwork (90.00)

**SPEECH**

**SP 203: “C” Effective Speech  (3.00 cr.)**  
This course 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. Lecture (45.00)

**THEATRE**

**TH 101: “H” Theatre Appreciation  (3.00 cr.)**  
This course is 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. Prerequisite: EN 050. Lecture (45.00)

**TH 104: Voice For The Actor I  (3.00 cr.)**  
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, and 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. Lecture (30.00) Studio (30.00)

**TH 105: Movement For The Actor I  (3.00 cr.)**  
A basic movement course designed to illustrate and show 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 an extended study in acquiring techniques for working with the stage performer. Lecture (30.00) Studio (30.00)

**TH 111: Production & Performance I  (1.00 cr.)**  
This course is a practical application of materials studied in a variety of theatre classes and provides a hands on experience in all facets of theatrical production. Students receive academic credit through TH 111 for performance, technical production, and arts management work on Theatre Mainstage and Acting Class productions i.e., scene night, and other activities as designated by the Department of Theatre faculty and staff. TH 111 may be repeated to a maximum of 4 credit hours. Theatre majors only. Practicum (45.00)

**TH 120: Acting I  (3.00 cr.)**  
This class outlines and demonstrates the foundation and technique of an actor. The perspective of interpretation and analysis of exploring scene analysis, character analysis and role scoring is dissected throughout the semester to illustrate audition techniques and creating roles with skill and confidence. Students will make use of theatre games and exercises as building blocks to monologues and scene work. Students will discuss with the people who design, direct and write for theatre. Lecture (30.00) Studio (30.00)

**TH 123: Directing  (3.00 cr.)**  
This course is designed to illustrate directing techniques. Structured in a workshop format, the intent of the Directing I class is to examine the principles, procedures, and practices of stage direction. Beginning with a nonverbal approach to composition and movement study, and progressing to more formal text work, the various exercises culminate in the direction of a five to ten minute play for public performance. Lecture (30.00) Studio (30.00)

**TH 128: Acting for Television  (3.00 cr.)**  
This course offers instruction and practice in the basics of acting for the camera and will assist students in making the transition from the theatre to the screen. It will introduce students to on-camera performance in various genres and will address the technical requirements of TV and Film acting such as playing to the camera, shooting out-of-sequence, blocking and commercial placement. The course includes on camera work, character development, audition techniques, commercial techniques and script analysis Lecture (30.00) Studio (30.00)

**TH 150: Stagecraft  (3.00 cr.)**  
This course is designed to introduce the student to the technical aspects of theatre production. The course will explore traditional and modern scenic construction techniques, as well as hands on use of basic woodworking, lighting, and audio equipment. Classes consist of lectures and lab demonstrations. Prerequisite: Permission of Director required. Lecture (30.00) Studio (30.00)

**TH 170: Fundamentals of Stage Lighting  (3.00 cr.)**  
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. Lecture (30.00) Studio (30.00)

**TH 201: “H” Theatre History  (3.00 cr.)**  
This course is designed to compare and contrast an understanding and familiarity with the theories and practices of theatre from its origins to the 1700s with its primary emphasis in the European tradition. Lecture (45.00)

**TH 204: Singing For The Actor I  (3.00 cr.)**  
This class is for the student who is interested in learning the art of vocal performance. 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 demonstrates singing/acting techniques through practical application and repertoire study. Students will interpret material to bring a song to performance level. Prerequisite: Permission of Director required. Lecture (30.00) Studio (30.00)

**TH 205: Movement For The Actor II  (3.00 cr.)**  
A basic movement course designed to illustrate and show 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 an extended study in acquiring techniques for working with the stage performer. Prerequisite: TH 105. Lecture (30.00) Studio (30.00)

**TH 206: Theatre Dance  (3.00 cr.)**  
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. This course will also incorporate a study in the various dance forms that make up musical theater. Prerequisite: Permission of Director required. Lecture (30.00) Studio (30.00)

**TH 207: Stage Makeup  (3.00 cr.)**  
Students classify the basic principles and skills of theatrical make-up design and application. This course provides an introduction to research, design, and execution of makeup, including materials, application of straight, character, age and special effects makeup. Lecture (30.00) Studio (30.00)

**TH 208: Children’s Theatre  (3.00 cr.)**  
This course is an introduction to the basic principles 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. Lecture (30.00) Studio (30.00)
TH 209: Singing For The Actor II  (3.00 cr.)
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 interpret assigned material, determining a process to bring a song to performance level, and illustrate the musical theatre canon through sight-singing, workshops, and performing. Prerequisite: TH 204 and permission of the Director. Lecture (30.00) Studio (30.00)

TH 212: Production & Performance II (1.00 cr.)
This course is a practical application of materials studied in a variety of theatre classes and provides a hands on experience in all facets of theatrical production. Students receive academic credit through TH 212 for performance, technical production, and arts management work on Theatre Mainstage and Acting Class productions i.e., scene night, and other activities as designated by the Department of Theatre faculty and staff. Prerequisite: TH 111. Practicum (45.00)

TH 213: Production & Performance III (1.00 cr.)
This course is a practical application of materials studied in a variety of theatre classes and provides a hands on experience in all facets of theatrical production. Students receive academic credit through TH 213 for performance, technical production, and arts management work on Theatre Mainstage and Acting Class productions i.e., scene night, and other activities as designated by the Department of Theatre faculty and staff. Prerequisite: TH 22. Practicum (45.00)

TH 214: Production & Performance IV (1.00 cr.)
This course is a practical application of materials studied in a variety of theatre classes and provides a hands on experience in all facets of theatrical production. Students receive academic credit through TH 214 for performance, technical production, and arts management work on Theatre Mainstage and Acting Class productions i.e., scene night, and other activities as designated by the Department of Theatre faculty and staff. Prerequisite: TH 221. Practicum (45.00)

TH 220: Acting II  (3.00 cr.)
Acting II focuses on the continuation and practice of acting with an emphasis on practical experience in problems of creating characterization and scene preparation through textual analysis. Vocal and physical skills are further developed through a performance driven course of study where students are exposed to a range of techniques and styles explicated by primary acting theorist/practitioners. Prerequisite: TH 120. Lecture (30.00) Studio (30.00)

TH 221: Acting III  (3.00 cr.)
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 19th Century playwrights. Prerequisite: TH 220. Lecture (30.00) Studio (30.00)

TH 222: Acting IV  (3.00 cr.)
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 also discussed. Prerequisite: TH 22. Lecture (30.00) Studio (30.00)

TH 230: Readers Theatre  (3.00 cr.)
Students will combine acting, interpretation and rhetoric as they analyze and perform poetry, prose and dramatic literature and present public performances. Through the process of reading, studying, investing, rehearsing and performing literary and non literary works, the student will learn to pay particular attention to the voice embodied in a given text and the cultural and social context within which that voice speaks. 3 hrs./wk. plus rehearsals. This course is typically taught in the spring semester. Lecture (30.00) Studio (30.00)

TH 250: Advanced Independent Study Projects  (3.00 cr.)
Students, in consultation with a faculty advisor, individually design and plan a course of study or research. Course work includes a reflective component, evaluation, and completion of an agreed-upon product. Syllabus and credit hours will be determined and contracted by the student with the Director of Theatre. Prerequisite: Permission of Director required. Lecture (45.00)
Workforce Education

The Workforce Development office provides education and training services to community residents and employers both on campus and onsite at business locations. A wide range of programming includes: short term career training certification programs, grant funded training for businesses and enrichment courses.

Our short term career certification programs address the most “in demand” careers in today’s market. Many of them lead to college credits and open up long term career pathways for lifelong learning.

Allied Health

The Workforce Development Office offers short-term career certificate programs in a variety of healthcare settings. These programs include:

- Certified Medical Assistant
- Certified Phlebotomy Technician
- Certified Pharmacy Technician
- Certified Nursing Assistant
- Dental Assisting
- Dialysis Technician

Advanced Manufacturing & Technical Education

The skills learned in the advanced manufacturing and technical education programs are skills that are found in the top 50 industries with the largest employment. These program include:

- Certified Production Technician
- Transportation, Logistics & Distribution
- Welding
- Automotive Technology
- Black Seal Boiler Operator

Online Training

Our instructor-led facilitated online courses are informative, convenient and highly interactive. For more information on online classes visit: http://www.cccnj.edu/continuing-education/online-courses.

For more information about Short Term Career Training programs, please contact the Workforce Development Office at 856-776-2372.

Granted Funded Business Training

NJBIA Basic Employability Skills Workforce Training

The NJBIA Grant allows employers to provide training programs that improve basic skills and enhance the employability skills of employees. For companies to participate in the program, they must be a registered NJ business and in compliance with NJ tax law. Since the inception of the NJBIA Grant, over 8,000 companies within the State of NJ have sent over 122,000 employees to take advantage of this training. Training sessions can be held at Cumberland County College or at the employer’s facility. The employer must have 10 employees registered for a class to host at their facility.

For more information on grant funded business training, contact the Director of Business Training at 856-776-2373.

Enrichment Activities

Our Enrichment Activities let you pursue your dreams while still meeting all the obligations of your everyday life. In a relaxed, friendly atmosphere, explore your passion and meet other who share it.

Some of our course include:

- CNC Router
- Beginning Guitar
- Audio Engineering
- Technology Fundamentals
- SAT Prep

Adult Basic Education Program

High School Equivalency Exam (HSE)

Attention students ages 16 and up who did not graduate from high school, this program is for you! Wherever you are – whatever your level – we can prepare you to take the High School Equivalency (HSE) exam. Fear of math? We’ve got you covered. Hate to write? We’ll make it fun. Whatever you think your road block to earning a high school diploma is, we can help you overcome it.

There is no charge for these preparation classes. You must commit to attend Monday through Thursday with a minimum of 12 hours per week for 8 weeks. Upon completion, you can register online to take the HSE Exam (formerly known as the GED test). Cumberland County College offers the HiSet Exam on the college campus.

Day classes are held on CCC’s campus at the Center for Workforce and Economic Development (CWED), by Parking Lot K

Evening classes are held at Vineland Public Library, 1058 E. Landis Avenue, Vineland

Evening classes are held at the Forest Lakes Family Success Center (Commercial Township) 2009 Spring Garden Road, (two 8-week classes annually)

CCC HiSet High School Equivalency Testing

The HiSet High School Equivalency Exam is offered at Cumberland County College in English or in Spanish. Exams are given bi-monthly on campus. To register for the exam, go to the HiSet website: http://hiset.ets.org/test_takers, sign in/create account or view video tutorial. For additional information contact Annette Vargas at 856-200-4531

English as a Second Language (8 Week Course)

The ESL program offered through Cumberland County College’s Workforce and Continuing Education Department will provide instructions on 4 levels. Each course will run for 8 weeks, 12 hours per week with a program total of 96 hours of instructions. The ESL program curriculum is part of the National Geographic Learning/Cengage Learning which is a leading expert
in the field of Adult English Language Learning. The Stand Out series is a six-level, standards-based, ESL series for adult education with a proven track record of successful results.

For further assistance or additional information on any of our ABE programs, please contact Patti Gilmore, Program Coordinator, or Annette Vargas, HiSet Administrator at 856-200-4531 or email pgilmore@cccnj.edu & avargas@cccnj.edu.

Security, Safety & Parking

Procedures & Services

Cumberland County College maintains a strong commitment to campus security and safety. To accomplish our goal it is imperative that students, employees or visitors report any emergencies, suspicious or criminal activity they observe. Students who need assistance with medical, security or other emergency situations or wish to report any emergencies or suspicious activities can contact security 24 hours a day, seven days a week, by dialing 1777 from any campus telephone. If you are calling from off campus, dial 856/691-8600, ext 1777. Additional information is available in the Safety and Security Annual Report, which is available online.

Traffic Accidents, Vandalism or Thefts

Traffic accidents, vandalism or thefts that occur on campus should be reported to Campus Security. This will allow for an incident report to be completed and the Vineland Police Department contacted, which may be necessary for any claim you wish to file with your auto insurance. It is important for the college to be aware of incidents of vandalism and theft in order to monitor and respond to such incidents.

Additional information is available in the Campus Parking, Traffic and Motor Vehicles brochure.

Parking Regulations

All vehicles which students operate on campus are required to be registered and display a student parking permit. Vehicle registration forms may be obtained from and submitted to the Information Desk in the Student Center. Students completing the vehicle registration form will be issued a student parking permit. This permit should be placed on the driver’s side rear window. Vehicles which do not display a college parking permit may be ticketed.

Vehicles operated and/or parked on campus are subject to regulations by the State of New Jersey, the County of Cumberland, the City of Vineland and Cumberland County College.

The college assumes no liability for vehicles or personal property in vehicles parked on campus. A vehicle can be towed at the owner’s expense, without notice, if in the judgment of Security or college personnel, the vehicle is in violation of campus policy.

There is ample on-campus student parking at virtually all times. This allows for students to park properly in designated student parking spaces. Students must understand that conveniently located authorized (legal) parking spaces are not guaranteed. The parking facilities are utilized on a first come/first serve basis. The responsibility of finding an authorized parking space rests with the student (vehicle) operator, inability to do so shall not be justification for improper parking.

You will find that student parking on campus is relatively close to the various campus facilities, particularly when compared to other colleges both in the state and region.

Parking violators will be charged $10 for each violation. Excessive parking violations can result in disciplinary sanctions beyond the payment of fines.

Additional information is available in the campus Motor Vehicle brochure.

Bus Service

New Jersey Transit operates bus service on weekdays only between 7:00 am and 10:30 pm to Cumberland County College. Schedules of services and rates can be obtained on the New Jersey Transit website.

Emergency Notification

In the event of an emergency, a message will be posted at the college’s main number (856/691-8600) on the voice mail system and on the home page of the college’s web site: www.cccnj.edu.

In addition, an emergency message will be sent via the college’s Emergency Notification System to all phone numbers, text message numbers, cell phone numbers and email addresses stored in the college’s Student Information System.

The voice mail system, website homepage, and Emergency Notification System are used for all official college emergency closing announcements.

Weather-Related Closings

In the event of weather-related emergencies, students will be notified through the college’s Emergency Notification System about the status of Cumberland County College classes. Announced closings are also incorporated into the college’s voice mail messaging. Also, notification will appear on the college’s web site home page: www.cccnj.edu.

The voice mail message, website homepage, Emergency Notification System and social media are used for all weather-related official college closing emergency announcements.

Students may also tune in to TV cable channel 9.

Tobacco Use Policy

The interior campus grounds are tobacco/smoke free. Tobacco product use is prohibited inside the perimeter campus road, including in, near or between campus buildings and all college athletic and recreational fields and facilities. Tobacco use is only allowed in the lettered parking lots (A, B, C, D, E, F, G, H, I, J, K, L, M).

This policy applies to all students, as well as college employees, guests and visitors. Fines and disciplinary sanctions can be imposed on students violating tobacco use regulations.
**Lost and Found**

The college’s Lost and Found is located at the Information Desk in the Student Center.

If you find an item, please drop it off at the Information Desk. Items lost may be claimed at the Information Desk.

Call the Information Desk at 856/691-8600, ext. 1777 to see if your lost item has been turned in. All items are held for a reasonable amount of time. If possible, always mark your personal property.

The Information Desk hours are Monday through Friday from 7:30 am to 10:00 pm, Saturday from 7:30 am to 4:00 pm.

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**Policies**

**Nondiscrimination and Harassment Information**

Cumberland County College strives to provide an environment for work and study that enables employees and students to pursue a career or education and progress on merit and ability, without regard to race, creed, color, national origin, nationality, ancestry, age, sex/gender (including pregnancy), marital status, civil union status, domestic partnership status, familial status, religion, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, and mental or physical disability, perceived disability, and AIDS/HIV status.

**Nondiscrimination**

Cumberland County College endorses the goals of Title IX of the Education Amendments, which state:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

Cumberland County College does not discriminate on the basis of race, creed, color, national origin, nationality, ancestry, age, sex/gender (including pregnancy), marital status, civil union status, domestic partnership status, familial status, religion, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, and mental or physical disability, perceived disability, and AIDS/HIV status.

**Discrimination and Harassment Grievance Procedure**

Allegations of sexual or discriminatory harassment, hostile classroom environment, or harassment or discrimination in any other form are serious. All complaints of harassment or discrimination will be documented and dealt with promptly and confidentially. A complaint may be formal or informal. Any currently enrolled student who encounters an act, acts, or material of a discriminatory nature and believes he/she has been discriminated against under Title VI and VIII, 1964 Civil Rights Act; Executive Order; Title IX, 1972 Education Amendments; 1973 Rehabilitation Act, should proceed as follows:

Step 1. Immediately file a formal or informal complaint with The Affirmative Action Officer/Human Resources, located in Administration Building, ext. 1247. At this stage the student must complete a grievance form detailing the incident and providing the names of any witnesses, if available.

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**Sexual Misconduct**

Sexual misconduct, including but not limited to harassment, discrimination, assault, domestic/dating violence, nonconsensual contact, or attempted contact and stalking are violations of Title IX and Civil Rights regulations, Student Conduct Code and criminal law. Reported sexual misconduct incidents/offenses will be addressed through the established Title IX procedures for investigation, resolution and/or sanctions. The Title IX policies and procedures are administered through the Human Resource Office/Title IX Coordinator and available on the student portal. These procedures ensure that both the accuser and the accused have the opportunity to present their involvement, have representative/advocate present and that both will be notified of the outcome. Resolution/sanctions for sexual misconduct complaints may include dismissal of charges, verbal or written reprimand, establishment of specific stipulations to be met for continued enrollment, disciplinary probation, suspension or dismissal.

Sexual misconduct offenses should be reported to the Title IX coordinator in the Human Resources office or through Campus Security, located in the Student Center. For information and contacts, please visit http://www.cccnj.edu/campus-life/title-ix Students also have the option of notifying local police and can be assisted in doing so, if desired. Incidents of sexual misconduct should be reported immediately as described above. Additionally any evidence of sexual offenses should be preserved. Students who are reluctant to notify the Title IX Coordinator, Campus Security or local police are encouraged to meet with the College’s Mental Health Counselor, located in the EOF office.

Prevention and awareness of sexual assault and other intimate partner violence is provided to new students in Freshman Seminar courses. Other educational programs to promote awareness and prevention of stalking, rape, acquaintance rape and other sex offenses are scheduled during the year. Additionally there are community services available to assist victims of sexual misconduct. Information on campus programs and community services may be obtained from the Mental Health Counselor.
Step 2. If, after the initial review of the allegations by the Affirmative Action Officer, a formal investigation is warranted, the Affirmative Action Officer will appoint a three-member panel to investigate and review the complaint.

Step 3. If the investigation and review confirms the allegations stated in the complaint, the panel will recommend appropriate action to the President.

Step 4. The President will consider the panel’s recommendations and make a final recommendation for action to the Board of Trustees.

Step 5. This action may be appealed to the Board of Trustees by either party.

Note: The college will take appropriate action in dealing with false allegations of harassment or discrimination.

As required by Section 504, 1990, Americans with Disabilities Act, PL1975 c127 (NJAC) 17:27, Cumberland County College has established the following complaint procedures:

Step 1. Any student may file a complaint within 40 days of the occurrence with the Section 504 Coordinator/Human Resources, 856/691-8600, ext. 1247, located in the Administration Building.

Step 2. The Section 504 Coordinator will investigate and respond to the complaint in 20 days in writing.

Step 3. The student may appeal the response in writing within 10 days to the Section 504 Coordinator.

Step 4. The appeal will be referred to and reviewed by a three member panel chosen from administration and faculty. Within 30 days, the panel will investigate the allegations and recommend appropriate action to the President.

Step 5. The President will provide a written determination to the complainant.

Note: The President’s decision is the final step in the internal process. Weekends and holidays will be disregarded in calculating days.

Student Records
The Family Educational Rights and Privacy Act-FERPA provides the requirements designed to protect the privacy of students and their records. This Act protects the access and release of educational records and defines student rights concerning their records. Cumberland County College will not release any information other than directory information to an unauthorized person without the student’s written consent. At Cumberland County College, directory information includes the student’s name, major field of study, dates of attendance, degrees and awards received, most previous educational institution attended, participation in officially recognized activities and sports, weight, height, hometown and high school, if a member of an athletic team. Students may withhold disclosure of their directory information by written notification to the Vice President of Academic Affairs and Student Services.

Students have the right to access and challenge any part of their educational records. Procedures and student rights for access and release of student records, are available in the Admissions and Registration Office and the Vice President of Academic Affairs and Student Services Office.

Student Honors
The various college programs and activities recognizing student achievement are listed and explained in the Student Handbook.

Co-Curricular Transcript
Students may request that a co-curricular transcript be sent with their records by filling out forms in the Office of Student Activities.

Student Rights and Responsibilities
The rights and responsibilities of students, including Student Conduct Code, Academic Honesty, Prohibited Conduct, Disciplinary Sanctions, Student Due Process and Student Grievance Procedures are explained and described in the Student Handbook. Also included in the Student Handbook is an outline for classroom success. Behaviors and considerations to maximize a student’s classroom experience are provided.
State, Local, CCC Officials

State of New Jersey Office of the Secretary of Higher Education
Rochelle Hendricks, Secretary

Governor’s Higher Education Council
John McGoldrick, Chair
Robert E. Campbell, Vice Chair
Patricia Nachtigal
John Wefing, Esq.
Dr. Richard Wellbrock

Cumberland County Board of Chosen Freeholders
Joseph Derella, Director
Darlene Barber, Deputy Director
Carman Daddario
Carol Musso
James Quinn
James Sauro
Joseph Sparaceno

(state as of August 2017)
# College Personnel

## Office of the President

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Role</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Yves Salomon-Fernandez</strong></td>
<td>President</td>
</tr>
<tr>
<td><strong>B.A. University of Massachusetts</strong></td>
<td>B.A. Glassboro State College</td>
</tr>
<tr>
<td><strong>M.Sc London School of Economics</strong></td>
<td>B.A. Rutgers University</td>
</tr>
<tr>
<td><strong>Ph.D. Boston College</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Pamela Carty</strong></td>
<td>Assistant to the President, BOT Liaison</td>
</tr>
<tr>
<td><strong>A.A. Cumberland County College</strong></td>
<td></td>
</tr>
</tbody>
</table>

## Planning, Research & Institutional Effectiveness

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Role</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Robert K. Clark</strong></td>
<td>Special Assistant to the President for Planning, Research and Institutional Effectiveness</td>
</tr>
<tr>
<td><strong>B.S. University of New England</strong></td>
<td>B.A. Rowan University</td>
</tr>
<tr>
<td><strong>Ph.D. Hahnemann University</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Samantha Brewer</strong></td>
<td>Institutional Research Analyst</td>
</tr>
<tr>
<td><strong>A.A. Cumberland County College</strong></td>
<td>B.A. Rowan University</td>
</tr>
<tr>
<td><strong>Vacant</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Research Associate</strong></td>
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</tbody>
</table>

## Grant Development

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Role</th>
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<tbody>
<tr>
<td><strong>David Stump</strong></td>
<td>Director, Grant Development &amp; Management</td>
</tr>
<tr>
<td><strong>B.A. University of Vermont</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Claudia Carozza</strong></td>
<td>Grant Writer</td>
</tr>
<tr>
<td><strong>B.A. Rowan University</strong></td>
<td></td>
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<tr>
<td><strong>M.S. Capella University</strong></td>
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## Workforce Development

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Role</th>
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<tbody>
<tr>
<td><strong>Nancy H. James</strong></td>
<td>Public Relations Specialist</td>
</tr>
<tr>
<td><strong>A.A. Cumberland County College</strong></td>
<td>B.A. Glassboro State College</td>
</tr>
<tr>
<td><strong>Susan Nardelli</strong></td>
<td>Web/Graphic Designer</td>
</tr>
<tr>
<td><strong>A.A. Cumberland County College</strong></td>
<td>B.A. Rutgers University</td>
</tr>
<tr>
<td><strong>Terrence Hardee</strong></td>
<td>Director II, Workforce, Community and Technical Education</td>
</tr>
<tr>
<td><strong>B.S. Concord University</strong></td>
<td></td>
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<tr>
<td><strong>M.S. Marshall University</strong></td>
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<tr>
<td><strong>D.Litt. Drew University</strong></td>
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</tr>
<tr>
<td><strong>Patricia Gilmore</strong></td>
<td>Administrative Specialist/GED</td>
</tr>
<tr>
<td><strong>A.S. Cumberland County College</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Patricia Mooneyham</strong></td>
<td>Assistant to the Director of Workforce, Community, and Technical Education</td>
</tr>
<tr>
<td><strong>B.A. University of Southern California</strong></td>
<td>MSHROL Widener University</td>
</tr>
<tr>
<td><strong>Cindy Phillips</strong></td>
<td>Technical Assistant III-Workforce Specialist</td>
</tr>
<tr>
<td><strong>A.A.S. Camden County College</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Annette Vargas</strong></td>
<td>Secretary I, Adult Basic Education</td>
</tr>
<tr>
<td><strong>A.S. Cumberland County College</strong></td>
<td>B.A. Rowan University</td>
</tr>
<tr>
<td><strong>Samantha Cocove</strong></td>
<td>Administrative Specialist</td>
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<tr>
<td><strong>A.A. Cumberland County College</strong></td>
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<tr>
<td><strong>Beverly Stubb</strong></td>
<td>Administrative Specialist</td>
</tr>
<tr>
<td><strong>A.S. Cumberland County College</strong></td>
<td></td>
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<tr>
<td><strong>Jennifer Ramirez</strong></td>
<td>Administrative Specialist</td>
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</tbody>
</table>

## Communications & Marketing and Workforce Development

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Role</th>
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<tbody>
<tr>
<td><strong>Ismail Asadov</strong></td>
<td>Executive Director</td>
</tr>
<tr>
<td><strong>A.A.S. Cumberland County College</strong></td>
<td>B.S. Rowan University</td>
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<tr>
<td><strong>B.S. Rowan University</strong></td>
<td></td>
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<tr>
<td><strong>M.S. Wilmington University</strong></td>
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## Communications & Marketing

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Role</th>
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<tbody>
<tr>
<td><strong>Vacant</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Communications/Social Media Manager</strong></td>
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</tr>
</tbody>
</table>

## Foundation/Alumni

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Role</th>
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<tbody>
<tr>
<td><strong>Alice Woods</strong></td>
<td>Director of Foundation/Alumni</td>
</tr>
<tr>
<td><strong>A.A. Atlantic Cape Community College</strong></td>
<td>B.S. Stockton University</td>
</tr>
<tr>
<td><strong>Tammy Collins</strong></td>
<td>Event Planning Specialist</td>
</tr>
<tr>
<td><strong>Ana Saull</strong></td>
<td>Assistant to the Director of Foundation/Alumni</td>
</tr>
<tr>
<td><strong>A.A. Cumberland County College</strong></td>
<td>B.A. Fairleigh Dickinson University</td>
</tr>
<tr>
<td><strong>Erin Thompson</strong></td>
<td>Assistant Director</td>
</tr>
<tr>
<td><strong>A.A. Cumberland County College</strong></td>
<td>B.A.S.W., M.S.W. Rutgers University</td>
</tr>
</tbody>
</table>

## Information Technology Services

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Role</th>
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<tbody>
<tr>
<td><strong>Bernard Castro</strong></td>
<td>Executive Director</td>
</tr>
<tr>
<td><strong>B.S. William Paterson University</strong></td>
<td>M.B.A Wilmington University</td>
</tr>
<tr>
<td><strong>Scott D. Boerke</strong></td>
<td>Director</td>
</tr>
<tr>
<td><strong>Computing &amp; Telecommunications</strong></td>
<td>B.A. Cumberland County College</td>
</tr>
<tr>
<td><strong>B.S. Richard Stockton College of NJ</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Samuel Santos</strong></td>
<td>Systems Analyst</td>
</tr>
<tr>
<td><strong>A.A.S. Cumberland County College</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Donald Slomin</strong></td>
<td>System Administrator</td>
</tr>
<tr>
<td><strong>A.A.S. Cumberland County College</strong></td>
<td>B.S. Wilmington University</td>
</tr>
<tr>
<td><strong>David Brecht</strong></td>
<td>Help Desk Support Specialist</td>
</tr>
<tr>
<td><strong>A.S. Cumberland County College</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Judith Cirucci</strong></td>
<td>Instructional Designer</td>
</tr>
<tr>
<td><strong>B.A. University of Delaware</strong></td>
<td>M.S. Drexel University</td>
</tr>
<tr>
<td><strong>David D’Ascoli</strong></td>
<td>Support Specialist</td>
</tr>
<tr>
<td><strong>A.A. Cumberland County College</strong></td>
<td>B.A. Rutgers University</td>
</tr>
<tr>
<td><strong>M.B.A. Wilmington University</strong></td>
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</tbody>
</table>
**Title V - Las Vías**

**Diana A. Appel**  
Bilingual Student Development Advisor  
A.A. Cumberland County College  
B.S., M.S. Wilmington University

**April Gomez**  
Part Time Title V Research Administrative Assistant  
A.S. Mathematics and Science

**Iris Torres**  
Bilingual Pathways Coach  
B.B.A. Iona College

**STEM Career Pathways/ Caminos STEM**

**Stephen Donahue**  
Project Director  
B.A. Rowan University  
M.A. Rowan University

**Earl Benjamin III**  
Assistant Professor II  
B.S. Stockton University  
M.Sc. Delaware State University  
M.B.A Stockton University  
Ph.D. Morgan State University

**Joy Cole**  
Research Administrative Specialist  
B.A. Rowan University

**Liza Santiago**  
Student Development Advisor  
B.S. Rowan University  
M.S. Springfield College

**Ashley Gonzalez**  
Student Development Advisor  
A.A.S Cumberland County College  
B.S. Wilmington University  
M.A. Wilmington University

**Frank Piccioni III**  
Student Development Advisor  
A.S. George Washington University  
B.S. Wilmington University  
M.S. Wilmington University

**Albert Price**  
Academic / Technical Specialist  
A.S. Cumberland County College  
B.A. University of Pennsylvania  
M.S. New Jersey Institute of Technology

**Anthony Haddad**  
Administrative Instructor, Cybersecurity  
B.S. Thomas Edison State College  
M.B.A. North Central University

**Arts, Humanities, & Developmental Studies Division**

**Cheryl R. Gooch, Ph.D.**  
Dean  
B.A. Howard University  
M.S. Northwestern University  
Ph.D. Florida State University

**Linda Scully**  
Senior Administrative Assistant  
A.A.S. Cumberland County College  
B.S. Wilmington University

**Brenda L. Torres**  
Senior Student Development Advisor  
B.A. Queens University of Charlotte  
M.S. Long Island University

**Art**

**Jacqueline Sandro**  
Director, Clay College  
B.A. Glassboro State College  
M.F.A. Tyler School of Art

**Sarah Shapiro**  
Assistant Professor  
B.A., B.F.A. Beaver College  
M.F.A. Tyler School of Art

**Communications**

**Renee Post**  
Assistant Professor  
B.A. Elizabethtown College  
M.A. Rowan University

**English**

**John M. Adair**  
Associate Professor  
B.A. Calvin College  
M.A. University of Delaware

**Karen Arenz**  
Technical Assistant  
B.A. Antioch University  
M.A. Glassboro State College

**Joshua Austin**  
Coordinator  
Developmental Education Support  
Reading/English  
A.A. Cumberland County College  
B.A. Richard Stockton College of NJ  
M.A. University of Essex
John H. Gibbs  
Associate Professor  
B.S. Trenton State College  
M.A. University of Wyoming

Valerie Gouse  
Assistant Professor  
B.A. Ithaca College  
M.L.I.S. Rutgers University  
M.A. Marist College

Sharon P. Kewish  
Associate Professor  
B.S., M.A. Western Illinois University

John Lore  
Assistant Professor  
B.A. Elizabethtown College  
M.A. Rutgers University

Kevin R. McGarvey  
Associate Professor  
B.A., M.A. Kutztown University

Michael Mills  
Assistant Professor  
B.A. Rowan University  
M.A. Rutgers University

Mary E. Thorstensen  
Assistant Professor  
B.A. Thomas Edison State College  
M.L.I.S. Rutgers University  
M.A. Mercy College

Selena Mohan  
Coordinator  
Developmental Education Support/ 
Developmental Math  
A.A. Cumberland County College  
B.S., M.Ed. Fairleigh Dickinson University  
M.A. University of Phoenix

Reneé A. Patterson  
Technical Assistant  
B.S. Delaware State College

Mary E. Thorstensen  
Assistant Professor  
B.A. Thomas Edison State College  
M.L.I.S. Rutgers University  
M.A. Mercy College

Selena Mohan  
Coordinator  
Developmental Education Support/ 
Developmental Math  
A.A. Cumberland County College  
B.S., M.Ed. Fairleigh Dickinson University  
M.A. University of Phoenix

Reneé A. Patterson  
Technical Assistant  
B.S. Delaware State College

History

Richard A. Curcio  
Associate Professor  
B.A., M.A. Rutgers University

Spanish

Linda J. Lleras  
Associate Professor  
B.A. Lycoming College  
M.A. Glassboro State College

Theatre

Deborah Bradshaw  
Director, Theatre Programs  
B.A. Appalachian State University  
M.A. New York University

Science, Engineering, Mathematics Division

Veronica Chainey  
Assistant Dean of STEM  
A.A. Cumberland County College  
B.A., P.S.M. Richard Stockton University

Mathematics

Adrian DeWindt-King  
Professor  
B.S. Carnegie-Mellon University  
M.A. Glassboro State College  
Ed.D. Rutgers University

William J. Dugan  
Assistant Professor  
B.S. Allegheny College  
M.S. Drexel University  
M.Ed. Duquesne University

Jennifer Haller  
Assistant Professor  
M.A. Rowan University

Science

Jeffrey T. Burke  
Associate Professor  
B.S. Lowell Technological Institute  
M.S. Drexel University

Earle Bruce Myers  
Assistant Professor II  
B.A. McDaniel College  
B.S. Dr. William College of Podiatric Medicine  
D.P.M. Dr. William College of Podiatric Medicine

Stacey DeRose  
Learning Assistant III, Chemistry  
B.S. College of Saint Elizabeth

Carole Grusmeyer  
Assistant Professor  
B.S. Rowan University  
M.S. University of Delaware

Majid Noori  
Associate Professor  
B.S. University of Tehran  
Ph.D. University of Maine

Mark Randa  
Assistant Professor  
B.S. Pennsylvania State University  
M.S., Ph.D. Temple University

Patricia Schneider  
Learning Assistant III, Biology  
B.S. College of Saint Elizabeth

Richard Taylor  
Learning Assistant III/Laboratory Safety Officer  
B.S. Philadelphia College of Pharmacy & Science

Melissa M. Young  
Assistant Professor  
B.S., M.S. St. Joseph’s University

Nursing, Health Science & Allied Health Division

Deidre Conroy  
Associate Dean  
A.A.S. Cumberland County College  
B.S.N., M.S.N. Richard Stockton University  
D.N.P. Rutgers University

Nursing

Carol Iaconelli  
Assistant Director  
A.S. Cumberland County College  
Nurse Practitioner OB/GYN Certificate  
University of Iowa  
M.S.N. Drexel University

Deborah Brooks-Flaherty  
Assistant Professor  
A.S. Cumberland County College  
B.S.N., M.S.N. Richard Stockton University  
M.S.N. Wilmington College

Marilyn Gardenhire  
Associate Professor  
A.A.S. Cumberland County College  
B.S.N. Richard Stockton College of NJ  
M.S. University of Delaware

Marlin Gross  
Assistant Professor  
B.S.N. North Hampton University  
M.S.N. Richard Stockton College of NJ  
D.N.P. Wilmington University

Donald Forcinito  
Assistant Professor  
ESL Coordinator  
A.A. Cumberland County College  
B.A. Rutgers University  
M.S. Shenandoah University

Federica Russo  
Technical Assistant  
A.A. Cumberland County College

English as a Second Language

History

Richard A. Curcio  
Associate Professor  
B.A., M.A. Rutgers University

Spanish

Linda J. Lleras  
Associate Professor  
B.A. Lycoming College  
M.A. Glassboro State College

Theatre

Deborah Bradshaw  
Director, Theatre Programs  
B.A. Appalachian State University  
M.A. New York University

Science, Engineering, Mathematics Division

Veronica Chainey  
Assistant Dean of STEM  
A.A. Cumberland County College  
B.A., P.S.M. Richard Stockton University

Mathematics

Adrian DeWindt-King  
Professor  
B.S. Carnegie-Mellon University  
M.A. Glassboro State College  
Ed.D. Rutgers University

William J. Dugan  
Assistant Professor  
B.S. Allegheny College  
M.S. Drexel University  
M.Ed. Duquesne University

Jennifer Haller  
Assistant Professor  
M.A. Rowan University

Science

Jeffrey T. Burke  
Associate Professor  
B.S. Lowell Technological Institute  
M.S. Drexel University

Earle Bruce Myers  
Assistant Professor II  
B.A. McDaniel College  
B.S. Dr. William College of Podiatric Medicine  
D.P.M. Dr. William College of Podiatric Medicine

Stacey DeRose  
Learning Assistant III, Chemistry  
B.S. College of Saint Elizabeth

Carole Grusmeyer  
Assistant Professor  
B.S. Rowan University  
M.S. University of Delaware

Majid Noori  
Associate Professor  
B.S. University of Tehran  
Ph.D. University of Maine

Mark Randa  
Assistant Professor  
B.S. Pennsylvania State University  
M.S., Ph.D. Temple University

Patricia Schneider  
Learning Assistant III, Biology  
B.S. College of Saint Elizabeth

Richard Taylor  
Learning Assistant III/Laboratory Safety Officer  
B.S. Philadelphia College of Pharmacy & Science

Melissa M. Young  
Assistant Professor  
B.S., M.S. St. Joseph’s University

Nursing, Health Science & Allied Health Division

Deidre Conroy  
Associate Dean  
A.A.S. Cumberland County College  
B.S.N., M.S.N. Richard Stockton University  
D.N.P. Rutgers University

Nursing

Carol Iaconelli  
Assistant Director  
A.S. Cumberland County College  
Nurse Practitioner OB/GYN Certificate  
University of Iowa  
M.S.N. Drexel University

Deborah Brooks-Flaherty  
Assistant Professor  
A.S. Cumberland County College  
B.S.N., M.S.N. Richard Stockton University  
M.S.N. Wilmington College

Marilyn Gardenhire  
Associate Professor  
A.A.S. Cumberland County College  
B.S.N. Richard Stockton College of NJ  
M.S. University of Delaware

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Assistant Professor  
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M.S.N. Richard Stockton College of NJ  
D.N.P. Wilmington University

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Assistant Professor  
ESL Coordinator  
A.A. Cumberland County College  
B.A. Rutgers University  
M.S. Shenandoah University

Federica Russo  
Technical Assistant  
A.A. Cumberland County College

English as a Second Language

History

Richard A. Curcio  
Associate Professor  
B.A., M.A. Rutgers University

Spanish

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Associate Professor  
B.A. Lycoming College  
M.A. Glassboro State College

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Director, Theatre Programs  
B.A. Appalachian State University  
M.A. New York University

Science, Engineering, Mathematics Division

Veronica Chainey  
Assistant Dean of STEM  
A.A. Cumberland County College  
B.A., P.S.M. Richard Stockton University

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Adrian DeWindt-King  
Professor  
B.S. Carnegie-Mellon University  
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Ed.D. Rutgers University

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Assistant Professor  
B.S. Allegheny College  
M.S. Drexel University  
M.Ed. Duquesne University

Jennifer Haller  
Assistant Professor  
M.A. Rowan University

Science

Jeffrey T. Burke  
Associate Professor  
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M.S. Drexel University

Earle Bruce Myers  
Assistant Professor II  
B.A. McDaniel College  
B.S. Dr. William College of Podiatric Medicine  
D.P.M. Dr. William College of Podiatric Medicine

Stacey DeRose  
Learning Assistant III, Chemistry  
B.S. College of Saint Elizabeth
Sandra Hartman-Reid
Associate Professor
A.D. Gloucester County College
B.A. Earham College
B.S.N. LaSalle University
M.S.N. Villanova University

Danielle Nicastro
Assistant Director, Practical Nursing
A.A.S. Gloucester County College
B.A. Earlham College
B.S.N. LaSalle University
M.S.N. Rutgers University
D.N.P. Wilmington University

Joyce Webster
Administrative Assistant
A.A.S. Atlantic Cape Community College
B.S. Richard Stockton College of NJ

Kimberly Thow
Assistant Professor
B.S.N., M.S.N. Widener University
D.N.P. Wilmington University

Radiography
Robert Champa
Director
B.A., M.A. Manhattan College

Barbara Peacock
Clinical Coordinator
A.A.S. Bergen Community College
B.S. Widener University

Business, Education, Social Science & Technology Division
Lynn E. Lichtenberger
Dean
B.A. Glassboro State College
M.S., Ed.D. Nova Southeastern University

Sheree Pace
Student Development Advisor
B.S. Green Mountain College
J.D. Ohio Northern University

Jacquelyn Whilden
Administrative Assistant
A.A. Cumberland County College

Business
Judith R. Capuzzi
Associate Professor
B.S. Drexel University
M.S. St. Joseph’s University

Charles LaPalme
Assistant Professor
B.A., B.S., M.B.A. Western New England College

John J. McCarty
Associate Professor
B.B.A. University of Notre Dame
M.B.A. Monmouth University
Certified Public Accountant

Education
Diane Cavagnaro
Coordinator, P-3 MAR Montclair
B.A. Rowan University
M.A. Nova Southeastern University

Kathleen Felice
Assistant Professor
B.S. The College of NJ
M.Ed. Seton Hall University
Ed.D. Northeastern University

Justice Studies
William Addison
Coordinator & Assistant Professor
B.A. Neumann College
M.A. St. Joseph’s University
Ed.D. Wilmington University

Charles J. Kocher
Professor
B.A., M.A. Rowan University
M.S., Ed.D. St. Joseph’s University

Computer Science
Shelly L. Dean
Associate Professor
B.A. Rutgers University
M.B.A. Rowan University

Social Science
Jan Hanselman
Assistant Professor
B.A. College of New Jersey
M.S.W. Monmouth University

Karrol Jordan
Assistant Professor
B.A., M.A. Richard Stockton College of NJ
M.A. Fielding Graduate University

Paralegal Studies
Mary D. Herlihy, Esq.
Professor
B.S. West Chester University
J.D. Temple University School of Law

Library/Learning Resource Center
Patti Ann Schmid
Head Librarian
B.A., M.T.S. Drew University
M.S.L.S. Catholic University of America

Jennifer Aron
Library Services Assistant
Karen Givens
Librarian
B.A. Stockton University
M.L.I.S. Drexel University

Ellen Reece
Librarian
B.A. Temple University
M.L.I.S. Pratt Institute

Enrollment Services
Anne Daly-Eimer
Executive Director
B.A. University of Delaware
M.S. Northeastern University

Tiffany Bonsall
Assistant Director, Registration
A.A. Cumberland County College
B.A. William Patterson University

Admissions
Joseph Rooney
Director, Admissions & Recruitment
B.A. Ramapo College of New Jersey
M.B.A. Keller Graduate School of Management

Vacant
One Stop Enrollment Services
Admissions Assistant

Timothy Grussenmeyer
Recuriter
A.S. Cumberland County College
B.A. Rowan University
P. Cert. University of Leicester (UK)

Luz Ojeda
Senior Admissions Counselor
B.A., M.A. Glassboro State College
William Reyes
Enrollment Specialist & Veterans Services
A.A. Cumberland County College
B.S. Wilmington University

One Stop Enrollment Services
Evelyn Rodriguez
One Stop Enrollment Services Supervisor
A.A. Cumberland County College
B.S. Wilmington University

Andrea Enders
One Stop Enrollment Services Representative III
A.A. Cumberland County College

Yolanda Colon
One Stop Enrollment Services Representative III
A.A.S. Cumberland County College

Regina Glover
A.A. Cumberland County College
B.S. Wilmington University

Andrea Nunberg
One Stop Enrollment Services Representative III

Jenise Rosa
One Stop Enrollment Representative III

Bursar Office
Marie Bailey
Technical Specialist
A.A. Cumberland County College
B.S. Richard Stockton College of NJ

Vanessa Reynolds
One Stop Enrollment Services Representative

Educational Opportunity Fund Program
Heather Bense
Director
B.A. Richard Stockton College of NJ
M.S.W. Rutgers University

Arthur Horn
EOF Counselor
B.S., M.S.A. Lincoln University
M.B.A. Georgian Court University

Yajaira Montero
Administrative Specialist
B.A. Thomas Edison State University

Linda Slomin
Senior EOF Counselor
B.A. Trenton State College
M.S. Shippensburg University

John Wojtowicz
EOF and Mental Health Counselor
B.A. Richard Stockton College of NJ
M.S.W. Rutgers University

Student Support Services
Ashley Jaquez
Project Director
B.A. Richard Stockton University
M.A. Rowan University

Vacant
Administrative Specialist

Randall Kates
Student Development Advisor
B.A., M.A. Fairleigh Dickinson University

Amanda Sorshek
Student Development Advisor
A.A. Atlantic Cape Community College
B.A. Richard Stockton College of NJ
M.A. Rowan University

GEAR UP
Mona Davis
Project Director
B.S. North Carolina Agricultural & Technical State University
M.S.M. Kaplan University

Vivian Everett
Secretary
A.A.S. Miami Jacobs Career College
B.S. Wilberforce University
M.B.A. University of Phoenix

Mary Beth Galex
Curriculum Specialist
B.A. Glassboro State College

Gabriel Garcia
Intervention Specialist
A.S. Cumberland County College
B.A. Wilmington University

Latoya Gibbons
Intervention Specialist
B.A. Rider University

Financial Aid
Maurice Thomas
Director
A.A. Camden County College
B.S. Thomas Edison State College
M.B.A. Strayer University

Zoraida Cortez-Stolar
Technical Assistant
A.S. Cumberland County College

Albert Fernandez
Technical Assistant
B.A. University of Pennsylvania

Karen Henry
Technical Assistant
A.A. Gloucester County College
B.S. Wilmington University

Barbara Robinson
Technical Assistant
A.A. Salem Community College

Melanie Martinez
Assistant
A.A.S. Cumberland County College

Center for Academic & Student Success (CASS)
Kellie W. Slade
Executive Director
B.A., M.A., Ed. S. Rider University

Cindi Gant
Senior Administrative Assistant
A.C., A.A.S. Cumberland County College

Carol Graiff
Senior Administrative Specialist
A.A.S. Cumberland County College

Jeanne Grippo
Student Success Technology Coordinator
B.A. University of Dayton

Reta Rios
Director Career Services
A.A. Cumberland County College
B.A. Stockton University
M.A. Rowan University

Meredith Vicente
Senior Director, Disabilities Support Services
B.S. The College of NJ
M.A. Rowan University

Dotty Perna
Technical Assistant
A.S. Cumberland County College
B.A. Wilmington University

Melissa A. Wright
Senior Assistant Director, Testing & Tutoring
B.A. College of Charleston
M.A. Rowan University
Advisement, Retention & Transfer Services
Jaime Connolly
Director, Advisement & Retention
A.A. Cumberland County College
B.A. Rowan University
M.B.A. Georgian Court University
Laura LaTorre
Student Development Advisor for Gainful Employment
J.D. Widener University School of Law
Trinéé Parson
Administrative Specialist
A.A. Cumberland County College
B.A. Rowan University
Steven M. Stolar
Student Development Advisor, Transfer
A.A. Cumberland County College
B.A. Stockton University
M.S. Loyola College
Ed.D. Virginia Polytechnic Institute & State University

Student Life & Athletics
Keith Gorman
Director
B.S. University of Missouri
M.Ed. LaSalle University
Michael Doughtie
Assistant to the Director
B.S. Rutgers University
Jean Erwin
Secretary
Debra Iacovelli
Administrative Assistant
Rimma Asadov
Athletics & Student Life Attendant
A.A.S. Cumberland County College
Al Genz
Athletic & Student Life Attendant
B.A. Wesley College
Joseph Masters
Athletic Trainer
B.S. West Chester University

Finance & Administrative Services
Sherri Welch
Executive Director
A.S. Cumberland County College
B.A. Rowan University
Certified Public Accountant
Tracy Butcher
Assistant to the Executive Director/Accounts Payable
A.A.S. Cumberland County College
Vacant
Accountant
Melissa Falance
Purchasing Agent
A.A., A.A.S. Cumberland County College
B.A. Rowan University
M.A., Rutgers University
Gayle Gates
Assistant Director, Finance & Budget
A.A.S. Cumberland County College
B.S. Franklin University
M.S.A. Wilmington University
Michael Yunk
Accountant
A.A.S. Cumberland County College

Human Resources & Compliance
Vacant
Executive Director
Lauren O’Rourke
Benefits Manager
B.S. Rowan University
M.B.A. Wilmington University
Kimberly A. Somers
Technical Specialist/Payroll-Pensions
A.A. Cumberland County College
B.S., M.S.(2) Wilmington University
Cara Dubitsky
Human Resources Assistant
A.S. Atlantic Cape Community College
B.S. Richard Stockton College of NJ

Safety & Security
Philip Cecola
Senior Director
B.A. Rowan University
David Caputo
Security Officer
Guy Garrett
Security Officer
Jerry Gonzalez
Safety and Security Specialist
James Pitman
P/T Security Officer
Michael Schiapelli
Senior Security Officer
B.A. Rowan University
Jacob Zeller
P/T Security Officer
A.S. Cumberland County College
B.S. Rowan University

Conference & Events Operations
Beatrice Hughes
Director
A.A.S. Cumberland County College
B.S., M.B.A. Wilmington University
Kevin S. Kolva
Senior Supervisor, Conference Center
A.F.A. Cumberland County College

Guaracini Arts Center
Vacant
Assistant Director

Facilities & Grounds
Brian Ewan
Director
B.S. (2) Drexel University
Suzi Wescott
Administrative Specialist
Alan Aron
Custodian
Chris Andritsopoulos
Custodian
Faik Asadov
Maintenance
M.A. University of Azerbyijan
Walter Godown
Skilled Mechanic
A.A.S. Cumberland County College
Andrew Ball
Maintenance
A.S. Cumberland County College
Eugene Brenner
General Mechanic
Maria Collazos  
Custodian

Michael Collins  
Lead Operational Supervisor/Grounds

Anthony Damato  
Custodian

Dain Dixon  
Groundskeeper  
A.C. Cumberland County College

William Eiler  
Custodian  
B.A. Chapman University

Wayde Foor  
Custodian

Leonard Graff  
Custodian

Christopher Hambleton  
Maintenance  
A.F.A. Cumberland County College  
A.A. Edinboro University

Frank Iannuzzi  
Lead Operational Supervisor/Custodial Services  
A.S. Gloucester County College

Dominick Pace  
General Mechanic

Alfred Quintana  
Custodian

Marion Rosario  
Custodian

Joshua Steelesmith  
Lead Operational Supervisor/Skilled Mechanic  
B.F.A. Columbus College of Art/Design

Anthony Vasquez  
Custodian

### Mail Room

Todd Saul  
Mail Clerk  
A.A. Cumberland County College

Patricia Borgese  
Mail Clerk

### Emeriti

**Luis O. Arcacha**  
Assistant Professor II, Spanish  
A.B. Nuestra Senor Del Recuerdo College  
M.A. St. Estanislao College

**Donna S. Bender**  
Assistant Professor, Education  
B.A. Russell Sage College  
M.Ed. Bridgewater State College  
Ed.D. Johnson & Wales University

**Anne M. Bergamo**  
Executive Director, Grant  
Development & Trustee Relations  
B.A. Glassboro State College

**Charles R. Biondi**  
Associate Professor, Business & Computer Science  
B.S. Rider University  
M.A. Rowan University

**James F. Cowles**  
Counselor  
B.A. Virginia Polytechnic Institute & State University  
M.S. Old Dominion University

**Katherine Daniels**  
Associate Professor, Nursing  
A.S. Cumberland County College  
B.S.N. Temple University  
M.S.N. University of Pennsylvania

**Margaret M. Drumm**  
Assistant Professor I, Business  
B.S. Chestnut Hill College  
M.S. Marywood College

**William J. Felmy**  
Associate Professor, Industrial Technology  
B.S. Glassboro State College

**Monica L. Heppel**  
Division Chair, Business, Education & Social Science  
B.S. University of Rochester  
M.A. University of Arizona  
Ph.D. American University

**Joseph L. Hibbs**  
Dean of Student Services  
B.A. Montclair State College  
M.Ed. University of Arizona

**Walter H. Johnson**  
Assistant Professor, Humanities  
B.S. St. Joseph College  
M.A. Villanova University  
M.A. Simmons College

**Ralph W. Jones**  
Assistant Professor I, Science  
B.S., Ed.M. Temple University

**Jack L. Lobb**  
Dean of Instruction & Academic Services  
B.S. Lock Haven University  
M.A. Rutgers University  
Ed.D. Appalachian State University  
Ed.D. Virginia Polytechnic Institute & State University

**Kate Mather**  
Associate Professor, Social Science  
B.A. Temple University  
M.A. Villanova University

**James C. McMillan, Sr.**  
Associate Professor, Accounting  
B.S., M.B.A. New York University

**Clair H. Miller, Jr.**  
Assistant Professor, Accounting  
B.A. University of Mississippi  
M.A. Rowan University

**Iris Perez**  
Associate Professor, Nursing  
A.A.S. Bronx Community College  
B.S.N. Richard Stockton College of New Jersey  
M.S.N. University of Delaware

**Philip S. Phelon**  
President  
A.B. Elon College  
M.A., Ed.D. SUNY at Albany

**Frank Phillips, III**  
Associate Professor  
Social Science  
B.A., M.S.W. Rutgers University

**Johanna Roode**  
Professor, Nursing  
B.S., M.A. Professional Diploma, Columbia University  
Ph.D. State University of Utrecht

**William J. Sample**  
President  
A.B., A.M., Ph.D.  
Western Reserve University

**Paul Świerczynski**  
Associate Professor, Computer Science  
B.S St Joseph’s University  
M.B.A. Temple University

**John A. Visceglia**  
Professor, Behavioral Science  
B.S. Glassboro State College  
M.S. University of Pennsylvania  
Ed.D. University of Maryland

**Stephen B. Weissman**  
Assistant Professor I, Computer Science  
B.A., M.A.T. Wesleyan University  
M.S. Villanova University
Roads to the College

From Vineland
Travel west on Landis Avenue to the junction of Route 47 (Delsea Drive) intersection; make a left traveling south on Route 47; turn right onto Sherman Avenue (Route 552); drive approximately one mile to traffic light at College Drive, turn left; the college is about one-half mile on the right.

From Bridgeton
Take Irving Avenue to Route 552 through Carmel approximately 4 miles to traffic light at College Drive turn right; the college is about one-half mile on the right.

From Millville
Drive north on High Street to Route 47 (Delsea Drive); travel north on Route 47; turn left at traffic light onto College Drive; the college is about one-half mile on the left.

From Philadelphia
From the Walt Whitman Bridge take Route 42 South; take Route 55 South; take Exit 29 (Route 552-Bridgeton/South Vineland); make a right taking Route 552 East to traffic light at College Drive, turn right; the college is about one-half mile on the right.

From Trenton
Take Route 206 South; take 295 South to Route 42 South for approximately 2 miles; take Route 55 South to Exit 29 (Route 552-Bridgeton/South Vineland); make a right taking Route 552 East to traffic light at College Drive, turn right; the college is about one-half mile on the right.

From New Jersey Turnpike
To Exit 7; take 295 South to Route 42 South; travel approximately 2 miles; take Route 55 South; take Exit 29 (Route 552-Bridgeton/South Vineland); make a right taking Route 552 East to traffic light at College Drive; turn right; the college is about one-half mile on the right.

From Garden State Parkway
Take the Atlantic City Expressway North to Exit 12; take Route 40W; travel through Malaga to Route 55 South; take Exit 29 (Route 552-Bridgeton/South Vineland); make a right taking Route 552 East to traffic light at College Drive, turn right; the college is about one-half mile on the right.

From Delaware Memorial Bridge
Take Route 40 East; travel through Woodstown and Elmer to Route 55 South; take Exit 29 (Route 552-Bridgeton/South Vineland); make a right taking Route 552 East to traffic light at College Drive, turn right; college is about one-half mile on the right.

From Southern Cape May County
Drive north on Route 47 to Route 55; travel on Route 55 to Exit 29 (Route 552-Bridgeton/South Vineland); make a right taking Route 552 East to traffic light at College Drive, turn right; college is about one-half mile on the right.

From Middle Cape May County
Proceed west on Route 49 to Route 55; travel on Route 55 to Exit 29 (Route 552-Bridgeton/South Vineland); make a right taking Route 552 East to traffic light at College Drive, turn right; college is one-half mile on the right.

The Region
Cumberland County is a pleasant, suburban/rural community that consists of three cities, one borough and 10 townships. Located in the Southwest corner of New Jersey, the county is home to 130,000 people.

The county is 40 miles from Philadelphia. New York City and Washington, D.C. are each about a three-hour drive. An abundance of recreational opportunities exist throughout the region and in the county, which is located on the Delaware Bay and within 35 miles of the Atlantic Coast beaches and the casinos in Atlantic City.

Cumberland is characterized by an active arts community, a bustling shopping mall, a zoo that features Siberian tigers, vast historic wetlands, fertile farmlands and a rich glassblowing heritage. Pro sports enthusiasts are 40 minutes away from the Philadelphia Eagles, Flyers, 76ers and Phillies.

*Money Magazine* twice selected Cumberland County as one of the best places to live in New Jersey, and the *National Association of Home Builders* named this area one of the most affordable housing markets in America.

The annual "Washington Monthly" ranking of America's best community colleges placed Cumberland County College at number 29 in the nation, and the only community college in the "Washington Monthly" top 50 from all of New Jersey, Pennsylvania and Delaware.
# College Calendar 2017-2018

## Fall 2017

### 15 WEEK

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/1</td>
<td>Staff Orientation</td>
</tr>
<tr>
<td>9/4</td>
<td>Labor Day - College Closed</td>
</tr>
<tr>
<td>9/5</td>
<td>Semester Begins</td>
</tr>
<tr>
<td>9/5-11</td>
<td>Add/Drop 100% Refund</td>
</tr>
<tr>
<td>9/11</td>
<td>Last Day to Change To/From Audit Grade</td>
</tr>
<tr>
<td>9/18</td>
<td>Last Day to Withdraw with 50% Refund</td>
</tr>
<tr>
<td>10/9</td>
<td>Columbus Day - College Closed</td>
</tr>
<tr>
<td>10/25</td>
<td>Development Day - No Classes/Labs</td>
</tr>
<tr>
<td>11/7</td>
<td>Advisement/Assessment Day - No Classes/Labs</td>
</tr>
<tr>
<td>11/23-26</td>
<td>Thanksgiving Holiday - College Closed</td>
</tr>
<tr>
<td>12/4</td>
<td>Last Day to Withdraw from Classes</td>
</tr>
<tr>
<td>12/18</td>
<td>Semester Ends</td>
</tr>
</tbody>
</table>

### 7A

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>9/5</td>
<td>Semester Begins</td>
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<tr>
<td>9/5-7</td>
<td>Add/Drop 100% Refund</td>
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<tr>
<td>9/7</td>
<td>Last Day to Change To/From Audit Grade</td>
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<tr>
<td>9/12</td>
<td>Last Day to Withdraw with 50% Refund</td>
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<tr>
<td>10/23</td>
<td>Semester Ends</td>
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</tbody>
</table>

### 10 WEEK

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>10/2</td>
<td>Semester Begins</td>
</tr>
<tr>
<td>10/2-5</td>
<td>Add/Drop 100% Refund</td>
</tr>
<tr>
<td>10/5</td>
<td>Last Day to Change To/From Audit Grade</td>
</tr>
<tr>
<td>10/12</td>
<td>Last Day to Withdraw with 50% Refund</td>
</tr>
<tr>
<td>12/6</td>
<td>Last Day to Withdraw from Classes</td>
</tr>
<tr>
<td>12/16</td>
<td>Semester Ends</td>
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</table>

### 7B

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>10/26</td>
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<tr>
<td>10/26-30</td>
<td>Add/Drop 100% Refund</td>
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<tr>
<td>10/30</td>
<td>Last Day to Change To/From Audit Grade</td>
</tr>
<tr>
<td>11/2</td>
<td>Last Day to Withdraw with 50% Refund</td>
</tr>
<tr>
<td>12/8</td>
<td>Last Day to Withdraw from Classes</td>
</tr>
<tr>
<td>12/16</td>
<td>Semester Ends</td>
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</table>

### Winter 2017-18

#### SESSION I - ONLINE 5 WEEKS

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/19</td>
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<tr>
<td>12/19-20</td>
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<tr>
<td>12/20</td>
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<tr>
<td>12/21</td>
<td>Last Day to Withdraw with 50% Refund</td>
</tr>
<tr>
<td>1/17</td>
<td>Last Day to Withdraw from Classes</td>
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<tr>
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#### SESSION II - 2 WEEKS

<table>
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<tr>
<td>1/2</td>
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<tr>
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</tr>
<tr>
<td>1/3</td>
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<td>1/11</td>
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<td>1/16</td>
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## Spring 2018

### 15 WEEK

<table>
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<tr>
<th>Date</th>
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<tbody>
<tr>
<td>1/16</td>
<td>Staff Orientation</td>
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<td>Semester Begins</td>
</tr>
<tr>
<td>1/22-29</td>
<td>Add/Drop 100% Refund</td>
</tr>
<tr>
<td>1/29</td>
<td>Last Day to Change To/From Audit Grade</td>
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<tr>
<td>2/5</td>
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</tr>
<tr>
<td>2/19</td>
<td>Presidents’ Day - College Closed</td>
</tr>
<tr>
<td>2/21</td>
<td>Monday Class Schedule</td>
</tr>
<tr>
<td>2/22</td>
<td>Development Day - No Classes/Labs</td>
</tr>
<tr>
<td>3/5-11</td>
<td>Spring Break - No Classes</td>
</tr>
<tr>
<td>3/30-4/2</td>
<td>Easter Holiday - College Closed</td>
</tr>
<tr>
<td>4/10</td>
<td>Advisement/Assessment Day - No Classes/Labs</td>
</tr>
<tr>
<td>4/30</td>
<td>Last Day to Withdraw from Classes</td>
</tr>
<tr>
<td>5/12</td>
<td>Semester Ends</td>
</tr>
<tr>
<td>5/17</td>
<td>Commencement</td>
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### 7A

<table>
<thead>
<tr>
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<tbody>
<tr>
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</tr>
<tr>
<td>1/22-24</td>
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</tr>
<tr>
<td>1/24</td>
<td>Last Day to Change To/From Audit Grade</td>
</tr>
<tr>
<td>1/29</td>
<td>Last Day to Withdraw with 50% Refund</td>
</tr>
<tr>
<td>3/2</td>
<td>Last Day to Withdraw from Classes</td>
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### 10 WEEK

<table>
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<tr>
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<tbody>
<tr>
<td>2/20</td>
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</tr>
<tr>
<td>2/20-26</td>
<td>Add/Drop 100% Refund</td>
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<tr>
<td>2/21</td>
<td>Monday Class Schedule</td>
</tr>
<tr>
<td>2/26</td>
<td>Last Day to Change To/From Audit Grade</td>
</tr>
<tr>
<td>3/2</td>
<td>Last Day to Withdraw with 50% Refund</td>
</tr>
<tr>
<td>5/2</td>
<td>Last Day to Withdraw from Classes</td>
</tr>
<tr>
<td>5/12</td>
<td>Semester Ends</td>
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### 7B

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>3/23</td>
<td>Semester Begins</td>
</tr>
<tr>
<td>3/23-27</td>
<td>Add/Drop 100% Refund</td>
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<td>3/27</td>
<td>Last Day to Change To/From Audit Grade</td>
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<tr>
<td>4/3</td>
<td>Last Day to Withdraw with 50% Refund</td>
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<tr>
<td>5/4</td>
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### Summer 2018

<table>
<thead>
<tr>
<th>Session</th>
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<tbody>
<tr>
<td><strong>SESSION I - 5 WEEKS (M, W, WED.)</strong></td>
<td>5/21</td>
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<tr>
<td></td>
<td>5/21-22</td>
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<tr>
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<td>5/22</td>
<td>Last Day to Change To/From Audit Grade</td>
</tr>
<tr>
<td></td>
<td>5/24</td>
<td>Last Day to Withdraw with 50% Refund</td>
</tr>
<tr>
<td></td>
<td>5/28</td>
<td>Memorial Day - College Closed</td>
</tr>
<tr>
<td></td>
<td>6/20</td>
<td>Last Day to Withdraw from Classes</td>
</tr>
<tr>
<td></td>
<td>6/25</td>
<td>Session Ends</td>
</tr>
<tr>
<td><strong>SESSION II - 7 WEEKS (T, R)</strong></td>
<td>5/22</td>
<td>Session Begins</td>
</tr>
<tr>
<td></td>
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</tr>
<tr>
<td></td>
<td>5/29</td>
<td>Last Day to Withdraw with 50% Refund</td>
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<tr>
<td></td>
<td>6/28</td>
<td>Last Day to Withdraw from Classes</td>
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</tr>
<tr>
<td><strong>SESSION III - 10 WEEKS (M, W WITH T, R LABS)</strong></td>
<td>6/4</td>
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<tr>
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<td>6/4-6</td>
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<td>6/6</td>
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<tr>
<td></td>
<td>7/4</td>
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<td><strong>SESSION IV - 7 WEEKS (T, R)</strong></td>
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<td>7/17</td>
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### Fall 2018

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<tr>
<td><strong>15 WEEK</strong></td>
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<td>Staff Orientation</td>
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<tr>
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<td>9/5</td>
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<td></td>
<td>9/5-11</td>
<td>Add/Drop 100% Refund</td>
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<td>9/11</td>
<td>Last Day to Change To/From Audit Grade</td>
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<tr>
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<td>9/18</td>
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<tr>
<td></td>
<td>10/8</td>
<td>Columbus Day - College Closed</td>
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<td></td>
<td>10/24</td>
<td>Development Day - No Classes/Labs</td>
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<td>11/6</td>
<td>Advisement/Assessment Day - No Classes/Labs</td>
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<tr>
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<td>11/22-25</td>
<td>Thanksgiving Holiday - College Closed</td>
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<td>11/28</td>
<td>Last Day to Withdraw from Classes</td>
</tr>
<tr>
<td></td>
<td>12/18</td>
<td>Semester Ends</td>
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<tr>
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<td>10/12</td>
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<td>10/11</td>
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<tr>
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<td>12/5</td>
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<td>12/15</td>
<td>Semester Ends</td>
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<td><strong>7B</strong></td>
<td>10/26</td>
<td>Semester Begins</td>
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<tr>
<td></td>
<td>10/26-30</td>
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<td>10/30</td>
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<tr>
<td></td>
<td>11/2</td>
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<tr>
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<tr>
<td></td>
<td>12/18</td>
<td>Semester Ends</td>
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### Winter 2018-2019

<table>
<thead>
<tr>
<th>Session</th>
<th>Dates</th>
<th>Events</th>
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<tbody>
<tr>
<td><strong>SESSION I - ONLINE 5 WEEKS</strong></td>
<td>12/19</td>
<td>Session Begins</td>
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<tr>
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<td>Last Day to Change To/From Audit Grade</td>
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<td>12/22</td>
<td>Last Day to Withdraw with 50% Refund</td>
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<tr>
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<td>1/16</td>
<td>Last Day to Withdraw from Classes</td>
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<td>1/20</td>
<td>Session Ends</td>
</tr>
<tr>
<td><strong>SESSION II - 2 WEEKS</strong></td>
<td>1/2</td>
<td>Session Begins</td>
</tr>
<tr>
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<td>1/2</td>
<td>Add/Drop 100% Refund</td>
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<td>Last Day to Change To/From Audit Grade</td>
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<tr>
<td></td>
<td>1/3</td>
<td>Last Day to Withdraw with 50% Refund</td>
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<tr>
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</tr>
<tr>
<td></td>
<td>1/16</td>
<td>Session Ends</td>
</tr>
</tbody>
</table>
Campus Buildings

1. Administration Building
   - Alumni/Foundation
   - Planning, Research & Institutional Effectiveness
   - Board Room
   - Communications & Marketing
   - Human Resources
   - President
   - Vice President, Academic & Student Services
   - Finance & Administrative Services

2. Academic Building
   - Classrooms
   - Mathematics Offices
   - Business, Education, Social Sciences and Technology Division
   - GED/ESL
   - STEM/Health Division

3. Computer Classroom, Labs
   - Computer Labs 1-4

4. Academic Support Labs
   - ASLM (Math)

5. Luciano Conference Center
   - Banquet Room
   - Conference Center Offices
   - Executive Board Room
   - Meeting Rooms
   - Forum Room

6. Guaracini Arts Center
   - Art Gallery
   - Art Studio
   - Classrooms
   - Arts, Humanities & Developmental Studies Division
   - Luciano Theatre
   - S1-S3 Music Studio
   - Box Office

7. University Center
   - Classrooms
   - University Partners’ Offices
   - Executive Director, University Center

8. Library
   - Information Commons
   - Technology Training Center
   - Group Rooms
   - Holocaust Collection

9. Network Operations Center

10. Student & Enrollment Services Center - Information
    - Admissions & Registration
    - Advisement, Transfer & Career Services
    - Bookstore
    - Bursar
    - Center for Academic & Student Success
    - Cumberland Café
    - Educational Opportunity Fund (EOF)
    - Financial Aid
    - Information Center
    - Information Desk
    - Safety & Security
    - Student Activities
    - Student Senate
    - Student Support Services

11. Dr. Charles Cunningham Building
    - Gymnasium
    - Athletic Office
    - Fitness Center
    - Locker Rooms

12. Navone Healthcare
    - Education Center
    - Wheaton Building
    - Simulation Labs
    - Nursing Offices
    - Radiography Offices
    - Healthcare Offices
    - Computer Lab

13. Alampi Science Building
    - Agriculture
    - CAD & Engineering
    - Horticulture
    - Science Offices
    - Science Laboratories

14. Central Plant - Shipping & Receiving

15. Center for Workforce & Economic Development

Parking Lots
A, B, C, D, E, F, G, H, I, J, K, L, M

Off-Campus Sites
- Arts & Innovation Center
  321 N. High St., Millville
- Paula J. Ring Education Center
  10 Buck Street, Millville
- STEAMWorks
  46 East Commerce Street, Bridgeton
Cumberland County College offers career and transfer programs in these fields:

Accounting
Agriculture/Horticulture
Beverage/Tourism
Business
Communications
Computer Science
Education
Energy Technology
Engineering
Engineering Technology
Fine and Performing Arts

Glass Technology
Graphic Design
Health Science
Justice Studies
Liberal Arts
Mathematics/Science
Office Administration
Paralegal Studies
Public Administration
Social Service
Technical Studies

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