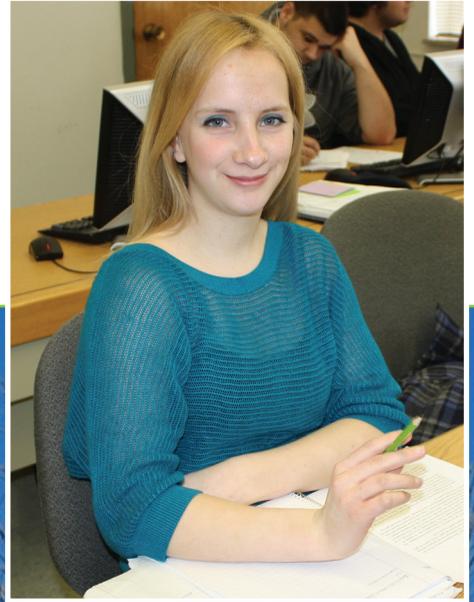


14-15 COLLEGE 20 CATALOG

Sussex  County
COMMUNITY COLLEGE



DEGREES

CERTIFICATES

HEALTH SCIENCES

COMMUNITY EDUCATION

HISTORY OF SUSSEX COUNTY COMMUNITY COLLEGE

Sussex County Community College was authorized as a College Commission by the New Jersey State Board of Higher Education in 1981, and we opened our doors in 1982. In 1988 we achieved Candidacy for Accreditation status with the Middle States Association of Colleges and Schools. We were founded as a Comprehensive College in 1992, and received full accreditation in 1993.

In 1989, college leaders had the foresight to purchase land and buildings that were originally the home of Don Bosco College. The 167-acre property was an educational institution with existing classrooms, office space, three ponds and a campground. The campus has since become a landmark for a new era of education and community enrichment in Sussex County and northwestern New Jersey.

Since 1998, we have grown beyond expectations, not only in student numbers, but in academic and career programs, personnel and buildings. Below is a snapshot of our extraordinary growth over the past fifteen years.



Title IX and Section 504 Compliance

Sussex County Community College policies prohibit discrimination on the basis of sex, race, national origin (Title IX) or handicap (Section 504) in its educational programs, activities or employment and admissions practices. Inquiries regarding Title IX and Section 504 compliance may be directed to the Executive Director of Human Resources, Celeste Williams (or designee), at (973) 300-2306 or by mail at Sussex County Community College, One College Hill Road, Newton, NJ 07860.

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Sussex County Board of Chosen Freeholders

Richard A. Vohden, Freeholder Director
Dennis J. Mudrick, Deputy Director
Phillip R. Crabb, Freeholder Member
George F. Graham, Freeholder Member
Gail Phoebus, Freeholder Member

Sussex County Community College Board of Trustees

Judge Lorraine C. Parker, Vice Chair
Kathleen Yaskovic, Secretary
Jerry A. Scanlan, Treasurer
Dr. Bernard J. Andrews, Member
Rachel A. Geraci, Member
Dr. Rosalie S. Lamonte, Member
Edward J. Leppert, Member
Daniel M. Perez, Member

Administrators

Paul Mazur, D.P.A.
President

Frank Nocella, B.S., C.P.A.
Executive Vice President of Finance and Operations

Karen DiMaria, M.B.A.
Vice President of Institutional Advancement

Debbie McFadden, M.A., LPC
Vice President of Student Affairs

William F. Waite, M.B.A.,
Vice President of Academic Affairs

Deans

Kathleen Okay, Ed.D.
Dean of Liberal Arts, Social Sciences and Education

Mary Ellen Donner, M.B.A, C.F.P.
Interim Dean of Business, Math, Science and Law

Alberta Jaeger, M.A.
Associate Dean of Academic Affairs

John Kuntz
Associate Dean of Athletics, Student Activities
and Judicial Systems

Jan Tensen
Associate Dean, Division of Learning Resources

Academic Department Chairpersons

Naomi Miller, M.S.W., Behavioral and Social Sciences
Sherry Fitzgerald, M.F.A.
Business, Legal and Professional Studies
Faith Dillon, M.A.T., Math and Computer Science
Joanne Taylor, Ed.D., Humanities, Communication, and Education
Maureen Murphy-Smolka, M.A., English
Dina Conde, Ph.D., Science

Academic Program Coordinators

Sherry Fitzgerald, M.F.A.
Graphic Design, New Media Communications
Nancy Gallo, J.D., Legal Studies
Deborah Lanza, M.A., Foundations for Success
William McGovern, M.A.
Criminal Justice/Fire Science Technology
Julie McWilliams, D.Litt., Art, Photography/Design
Naomi Miller, M.S.W., Human Services
Robert Reeber, M.S., Computer Information Systems
Anthony Selimo, M.A., Communication/Broadcasting Option
Joanne Taylor, Ed.D., Education (Child Development Specialist)
Agnes Toccket, M.A., Foreign Languages

Counselors & Advisors

Barbara Harford, M.S., Director of Counseling and Advising
Kathleen Gallichio, M.S., Counselor/Advisement
Jan Jones, M.S.W., LCSW Counselor/Personal Counseling
Stephanie Kuran, M.A., Counselor/Career
Scott Scardena, M.Ed., LAC, NCC, Counselor/Transfer

SCCC Foundation Board

Officers

Charles Roberts, Chair
Linda Schmidt, Vice Chair
Barry Worman, Treasurer
A. Roy Knutsen, Immediate Past Chair
Karen DiMaria, Executive Director of the Foundation

Members

Colleen Valent Apter	Elisabeth Malkin
Amy Bridge	Whitney P. Mayer
Tom Caines	Paul Mazur
Dominic Carbone	Damian Meza
Jesse Diaz	Frank P. Nocella
Joseph DiPaolo	Linda Schmidt
Michael J. Gullifer	Tony Selimo
Mary Karakos	Doreen Smith
John Kuntz	Judith A. Taterka
Helen LeFrois	

ACADEMIC CALENDAR 2014-2015

SUMMER II 2014

July 2	UPP & Senior Citizen Registration begins
July 4	4th of July Holiday, College Closed
July 7	Classes begin; Late Registration begins (Science classes will meet an extra 4 Fridays)
July 8	Last day to drop a class with a 100% refund; Last day to late register or add a class
July 10	Last day to drop a class with a 50% refund; Last day to change to an audit
August 13	Last day to withdraw with a "W"
August 19	Final day of Summer II

Fall 2014

August 27	Orientation for New & Transfer Students
August 28	UPP & Senior Citizen Registration begins
September 1	Labor Day, College Closed
September 2	Classes Begin; Late Registration begins
September 8	Last day to drop a class with a 100% refund; Last day to late register or add a class
September 15	Last day to drop a class with a 50% refund; Last day to change to an audit
November 17 to November 26	Priority registration for Winterim and Spring
November 26 (5 pm) to November 30	Thanksgiving Holiday, College Closed
December 1	Open registration begins
December 1	Last day to withdraw with a "W"
December 19	Final day of the semester
December 24 to January 1, 2015	Winter Holiday, College Closed

FALL 2014 Sub Session A

September 1	Labor Day, College Closed
September 2	Classes begin; Late registration begins
September 4	Last day to drop a class with a 100% refund; Last day to late register or add a class
September 9	Last day to drop a class with a 50% refund; Last day to change to an audit
October 14	Last day to withdraw from Sub Session A with a "W"
October 22	Final day of Sub Session A

FALL 2014 Sub Session B

October 27	Classes begin; Late registration begins
October 29	Last day to drop a class with a 100% refund; Last day to late register or add a class
November 3	Last day to drop a class with a 50% refund; Last day to change to an audit
November 26 (5 pm) to November 30	Thanksgiving Holiday, College Closed
December 9	Last day to withdraw from Sub Session B with a "W"
December 17	Final day of Sub Session B

FALL 2014 Late Start Session

September 29	Classes begin; Late registration begins
October 2	Last day to drop a class with a 100% refund; Last day to late register or add a class
October 8	Last day to drop a class with a 50% refund; Last day to change to an audit
November 26 (5 pm) to November 30	Thanksgiving Holiday, College Closed
December 8	Last day to withdraw from Late Start Session with a "W"
December 19	Final day of Late Start Session

WINTERIM 2015

December 23	UPP & Senior Citizen registration begins
January 5	Classes begin; Late registration begins
January 5	Last day to drop a class with a 100% refund; Last day to late register or add a class
January 6	Last day to drop a class with a 50% refund; Last day to change to an audit
January 16	Last day to withdraw with a "W"
January 19	Martin Luther King Day – College Closed
January 21	Final day of semester

SPRING 2015

January 20 to January 23	Online Orientation for New & Transfer Students
January 22	UPP & Senior Citizen registration begins
January 26	Classes begin; Late registration begins
January 30	Last day to drop a class with a 100% refund; Last day to late register or add a class

HEADING

February 6 Last day to drop a class with a 50% refund;
Last day to change to an audit

March 16 to March 22 Spring Break

April 6 to April 17 Priority registration begins for
Summer and Fall

April 20 Open registration begins

April 27 Last day to withdraw with a "W"

May 15 Final day of semester

May 20 (Severe weather date is May 21) Graduation

SPRING 2015 Sub Session A

January 26 Classes begin; Late Registration begins

January 28 Last day to drop a class with a 100% refund;
Last day to late register or add a class

February 2 Last day to drop a class with a 50% refund;
Last day to change to an audit

March 16 Last day to withdraw from Sub Session A
with a "W"

March 16 to March 22 Spring Break

March 24 Final day of Sub Session A

SPRING 2015 Sub Session B

March 25 Classes Begin; Late Registration begins

March 27 Last day to drop a class with a 100% refund:
Last day to late register or add a class

April 1 Last day to drop a class with a 50% refund;
Last day to change to an audit

May 6 Last day to withdraw from Sub Session B
with a "W"

May 14 Final day of Sub Session B

SUMMER I 2015

May 21 UPP & Senior Citizen Registration begins

May 25 Memorial Day, College Closed

May 26 Classes begin: Late registration begins
(Science classes will meet an extra 4 Fridays)

May 27 Last day to drop a class with a 100% refund;
Last day to late register or add a class

May 29 Last day to drop a class with a 50% refund;
Last day to change to an audit

July 2 Last day to withdraw with a "W"

July 4 4th of July Holiday, College Closed

July 8 Final day of semester

ABOUT SCCC

Accreditation

Sussex County Community College is accredited by:
The Middle States Association of Colleges and Schools
3624 Market Street, Philadelphia, PA 19104
Phone: 215-662-5606 • www.msche.org

The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

Mission, Vision and Goals

Mission: We transform lives by providing lifelong learning opportunities through high quality academic, career and enrichment programs in an accessible and supportive environment to ensure student success.

Vision: Sussex County Community College will be a leader in NJ Higher Education as a premier provider of 21st century learning opportunities, professional training, and skills development to meet the needs of the people of our community in a globally competitive environment.

Mission Principles

Sussex County Community College is a student-centered and community-focused institution committed to:

1. Fostering intellectual and creative opportunities.
2. Proactively managing change.
3. Being responsive and respectful to students, faculty, staff and community.
4. Exhibiting clear, open and inclusive communication and collaboration.
5. Honoring diversity in the recruitment and retention of faculty, staff and students.
6. Transforming programs, curricula and learning experiences to reflect global and cultural awareness.
7. Promoting success for students, faculty, staff and community.
8. Encouraging the professional development of our staff and faculty.
9. Valuing accountability and data-driven decisions.
10. Appreciating and celebrating our accomplishments.
11. Ensuring quality instruction and programmatic responsiveness to community needs.
12. Providing a safe learning environment both intellectually and physically.

Fast Facts

Sussex County Community College is a welcoming and friendly place where students are our top priority. We are known for academic excellence and a nurturing environment. Learning takes place in well-equipped classrooms, around a naturally beautiful campus and throughout the community. We offer many of the amenities and advantages of a large institution combined with the unparalleled benefits of a smaller college.

SCCC has become the college of choice for nearly 3,000 students from Sussex County, New Jersey and several counties in Pennsylvania. Our graduates consistently find employment or successfully transfer to other colleges and universities for further education.

Newton Campus: 167 Acres with 3 Ponds, 12 Buildings

Instructional Facilities: 38 Classrooms; 9 Health Sciences Classrooms/Labs; 14 Computer Labs; 5 Science Labs; 4 Art Studios; Dark Room; Graphics Lab; Performing Arts Center; Theater; Broadcasting Studio; Entrepreneurial Center; Gymnasium; Business Learning Center

Instructional Programs: 19 Associate Degree Programs with 25 additional Degree Options, 8 Professional Certificates, 8 Health Science Certificates, 12 Certificates of Achievement and dozens of Community Education Training Certificates and Career Programs.

Course Delivery Systems: Courses are offered on our main campus and are also available at various locations throughout Sussex County. Courses can also be taken from home via Online Courses or Telecourses. Blended (hybrid) Courses, combining online and classroom work are also available.

Fall 2013 Student Profile: Total: 3235

Full-time: 1,746 (54%) Male: 45.7%

Part-time: 1,489 (46%) Female: 52.8% 1.5% Not reported



ADMISSIONS AND REGISTRATION

ADMISSIONS

Academic (B) Building • 973.300.2223/2253

Sussex County Community College has an open enrollment policy. Admission to the College is open to all high school graduates, those holding a High School Equivalency (HSE), or other persons 18 years or older. Admission and registration are available on a rolling basis.

Eligible high school students may take SCCC classes through our Concurrent Enrollment Program or the Early College Advantage Program.

Students under the age of 18 will be required to obtain a signed, parental-enrollment consent form in order to take classes.

Applying to SCCC

An Application for Admission is available online at sussex.edu, from the Admissions Office or can be mailed upon request.

There is a \$25 non-refundable application fee. Applications are reviewed for admission to the College on an ongoing basis. Whether you wish to take a single course or enroll in full-time study, all new students must submit an application.

In addition to the completed application and fee, applicants must:

- Take the College Placement Test (unless waived).
- Provide proof of immunization in accordance with New Jersey law. (Note: students taking less than 12 credits are not required to comply with immunization standards.)
- Submit high school or other college transcripts or High School Equivalency (HSE) certificate.

Chargeback

SCCC will provide a chargeback authorization at a New Jersey community college for students interested in pursuing a program not available at SCCC or any of its contracting institutions. Forms are available online or in the Counseling and Advising Center.

County and State Residency Requirements

Any resident of Sussex County who is a high school graduate or is 18 years of age or older may apply for regular admission to SCCC. New Jersey residents who do not live in Sussex County may attend SCCC and receive chargeback assistance through their home counties if the community college in their own county does not offer the program they wish to pursue. Students from out-of-county may also attend by paying the out-of-county tuition rate.

Declaration of Major

All students pursuing a degree or a certificate are encouraged to declare a major at the point of admission. Students may change majors by filing a Declaration of Major Form in the Registrar's Office, B217 or forms are available online. Students cannot change a major online. Students are not required to declare a major; however, they may not be eligible for financial aid if they do not. Students must declare a major to be eligible for Financial Aid.

Home-Schooled Students

Home-schooled students who have attained the age of 16, but not their legal majority of 18 are required to take the College Placement Test and achieve passing scores reading, writing and math (but not algebra) in order to take classes. The Placement Test can be waived if students meet one of the exemptions. Students failing to meet the test standard will be required to pass the HSE exam and thereafter retake the Placement Test and/or pursue remediation as indicated by the Placement Test.

In all cases, students under the age of 18 will have a signed parental-enrollment consent form in order to register. The Parent/Guardian Release form is available at the Counseling and Advising Center.

The Placement Test will be waived for students meeting the SAT standards. A maximum of 8 credits per semester is allowed without a Dean's signature. In order to be eligible for financial aid, a student must have a high school diploma or equivalent.

Immunization Requirements

New Jersey State law requires that all full-time community college students provide proof (immunization certificates required) of two doses of measles vaccine, one dose of mumps vaccine and one dose of rubella vaccine. Students born prior to 1957 are exempt from these requirements and need only to submit proof of age.

New Jersey State law also requires that all new full-time, degree seeking students, enrolling at a public or private institution of higher education, shall be vaccinated for Hepatitis B. Students whose religious principles prohibit injections may request a religious exemption. An essay of explanation is required. Students may request a medical exemption if the vaccine is medically contraindicated; a statement by a licensed physician is required.

Full-time matriculated students who have not fulfilled all immunization requirements may be barred from full-time registration after their first semester. Information is available in the Registrar's Office.

International Students

The enrollment of international students at Sussex County Community College is approved by the United States Department of Homeland Security.

Individuals holding an F-1 Student Visa are considered non-residents in regard to tuition payments. Length of stay, payment of taxes or ownership of property, in themselves, do not qualify students for the status of legal resident. Individuals for whom an I-20 Form has been submitted must enroll as full-time students during the fall and spring semesters and maintain a cumulative grade point average of 2.0 or better. Full-time status is achieved by registering for at least 12 credit hours each semester. International students may not register for more than 3 credits of online or distance education.

Recent and upcoming changes to INS regulations will take precedence.

Matriculation/Enrollment Status and Classification

Any student, full-time or part-time, enrolled in a degree or certificate program is considered to be matriculated.

ADMISSIONS AND REGISTRATION

A student registered on the tenth day of classes (the official College recording date) for 12 or more credits is considered full-time. A student with 11 credits or less is designated as part-time. (Federal financial aid regulations may impose additional definitions.)

Students attending college for the first time are designated as first-time freshmen and, thereafter, freshmen through the first 32 credits. Students with 33 or more credits are classified as sophomores.

Summer and Winterim Sessions

SCCC offers one winterim and two summer sessions and welcomes current SCCC students, eligible high school students and students from other colleges to enroll in classes during these sessions.

This opportunity allows students to progress more rapidly through their programs, make up classes they may have missed earlier, or transfer credits to other colleges. For more information, contact the Counseling and Advising Center or visit the SCCC website.

Testing

Administration (B) Building • 973.300.2155

College Placement Testing

SCCC is committed to each student's academic success. Our testing policy is designed to give all students an opportunity to succeed by beginning in the appropriate courses that will maximize learning.

SCCC requires that an entering student take the College Placement Test in the subject areas of reading, writing, computation, algebra, and college-level mathematics as applicable; unless one of the following waiver conditions is met:

1. The student meets the SAT waiver standard.
2. The student has successfully completed college-level English and/or mathematics courses at another college or university.
3. The student has taken an approved basic skills test at another college or university.
4. The student has earned a college degree.
5. The student is taking SCCC courses that are approved for personal enrichment.
6. The student meets a special program standard or exception.

Upon initial registration, a part-time student may elect to postpone taking the computation and algebra placement tests if the student is registering for courses not requiring mathematics. However, the computation and algebra placement tests must be taken prior to engaging in any mathematics courses. Students matriculated in programs which do not require a college-level mathematics course will not be required to meet the algebra proficiency.

For a student who is required to take the College Placement Test, the student may opt to take one retest in any or all subject areas prior to the first day of the semester. Students may not take their initial Placement Test and retest on the same day. For a student who registers after the first day of the current semester, only an initial placement test is possible. Each time a student completes a developmental course or an approved refresher course in a discipline, that student may retest in that discipline once the

current semester has concluded and prior to the start of the next semester. A fee will be charged per retest.

All College Placement Test scores are valid for a period of three years. A student may appeal this three-year time limit to the Vice President of Academic Affairs.

Results of Placement Tests do not affect admission to SCCC, but they may limit eligibility for certain courses and curricula. Students transferring from another college or university must adhere to SCCC policies for placement.

Based on Placement Test results, students will be eligible to register for SCCC courses, based on the chart on page 9.

CLEP and Challenge Exams

Many students come to SCCC with in-depth knowledge they have acquired through independent or prior study, cultural or special interest, or have skills or knowledge gained from internships and/or professional experience. Challenge Exams and CLEP Exams enable a student to forgo introductory courses, moving them to classes in their major or prospective career areas. Satisfactory scores allow students to save time, shortening the path to their goals. Not every course is appropriate for a Challenge or CLEP Exam. There is a non-refundable proctoring fee for each CLEP Exam.

A maximum of 50% of the credits required for a degree (A.A., A.S. or A.F.A.) or certificate program or up to 39 credits for an A.A.S. degree may be granted for CLEP, Challenge Exams, and transfer credit or any combination thereof.

Applications for most Challenge Exams including the Challenge Exam for COMS 110 can be obtained from the Counseling and Advising Center. To schedule the Pre-Calculus Challenge Exam, please call the Testing Center. SCCC is a national CLEP Testing Center.

High School Equivalency (HSE) Test

The High School Equivalency test is administered each month. Tests are offered on Saturdays to accommodate participants. Any New Jersey resident 18 years or older who does not have a high school diploma is eligible to take the exam. For students less than 18 years, please contact the SCCC Learning Center at (973) 300-2158 or the Testing Center at (973) 300-2186.

Licensing Exams in the Medical Field

Information on licensing exams for health science certificates is available from the Health Science department.

Proctoring for Outside Institutions

Exams are proctored for students doing distance learning with other institutions. There is a proctoring charge, payable through the Bursar's Office. Call the Testing Center for information.

Thomas Edison College Examination Program

The Thomas Edison College Examination Program (TECEP) enables students to earn college credits for knowledge gained through work experience. SCCC is a TECEP testing center. TECEP brochures can be obtained by writing to:

Thomas Edison College
101 W. State Street, Trenton, NJ 08625

ADMISSIONS AND REGISTRATION

PLACEMENT USING SAT, ACT OR ACCUPLACER SCORES

Based on placement testing results students will be eligible to register for SCCC courses as follows:

English & Reading	Score	Initial Placement
SAT - Critical Reading ACT - English Accuplacer-WritePlacer OR Accuplacer-WritePlacer Accuplacer-Sentence Skills Accuplacer-Reading Comprehension	540 or higher 23 or higher 6 & Above 5 & Scores for: 88 or higher OR 83 or higher	College-Level Courses: ENGL101 English Composition I, or any college-level course without an additional prerequisite
Accuplacer-WritePlacer Accuplacer-Sentence Skills & Reading (SS&R)	4 or 5 & <i>Combined Scores in SS&R</i> 119 - 169	Critical Reading & Writing II ENGL011 Reading/Writing
Accuplacer-WritePlacer & Reading Accuplacer-Sentence Skills	4 & below and 117 or below	Critical Reading & Writing I ENGL009 Reading & Writing I
Many Science, Business and Computer Science courses also require		
Mathematics Placement	Score	Initial Placement
SAT - Mathematics ACT - Math Accuplacer-Elementary Algebra	530 or higher 23 or higher 76 or higher	College Level Mathematics: MATH104 Contemporary Math, OR MATH106 Concepts OR MATH210 Statistics
Accuplacer-Mathematics Accuplacer-Mathematics	0 - 68 69 or higher	Developmental Mathematics: MATH010 Basic Mathematics MATH015 Introductory Algebra I OR MATH023 Basic Algebra
Elementary Algebra	20 - 47 48 - 75	MATH015 Introductory Algebra I and MATH017 Algebra II MATH023 Basic Algebra
	0 - 49 50 - 68 69 or higher	MATH040 Intermediate Algebra MATH110 Pre-Calculus I MATH113 Calculus I
<p>** In addition to a CLM score of 69 and above, students should have one semester of Trigonometry for MATH113 OR should take MATH112, Pre-calculus II before beginning MATH113.</p> <p>Please Note: Testing criteria is subject to change. Please consult with a counselor for current information.</p>		

ADMISSIONS AND REGISTRATION

REGISTRATION

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Dropping and Adding Courses

Courses may be added through the first five days of the fall and spring semesters and dropped through the first ten days of the fall and spring semesters. Students must complete an official Drop/Add Form, obtain required staff approvals and submit forms to the Registrar. Dropped courses are removed from the transcript and thus do not count towards enrollment, deferrals, health insurance and athletic eligibility.

Drop/Add days are pro-rated for sessions less than a full fall or spring semester. Students who neglect to follow official procedures and who stop attending classes will be assigned the grade of "FN" at the end of the semester. To avoid unnecessary costs and penalties, students are advised to discuss all Drop/Add procedures with a counselor.

Students receiving financial aid must stop in the Financial Aid Office to determine if the drop/withdrawal will have any effect on aid.

Withdrawal from Classes

A student planning to withdraw/drop from classes must do so in writing. Students must withdraw a minimum of 15 days before the last day of the semester prior or for shorter semester. Any student who does not withdraw/drop in writing before the posted refund calendar dates will be liable for payment of full tuition and fees. Failure to attend class does not constitute an official withdrawal. Students may email from their Sussex email account, file a Withdrawal Form in the Registrar's Office or they may withdraw by mail or fax with a request bearing an original signature. The postmark on such written notification will be used to determine the percentage of refund, if any. Full payment of tuition and an "FN" grade may result if written notification is not provided to the Registrar's Office. Withdrawal forms are available in the Counseling and Advising Center and must be file in the Registrar's Office.

No Shows (Administrative Withdrawal)

Students who are "No Shows" (defined as not attending class throughout the first ten days of a semester, or equivalent for a shorter term, as indicated by the faculty on the tenth day roster or equivalent roster), will be dropped. This drop will be the same as a student initiated drop and will not appear on the student's transcript. The student will be notified via mail. A dropped class may affect the enrollment status of a student (i.e. dropping from full-time to part-time). A student who fails to notify the College of non-attendance will be charged a \$50.00 per course Administrative Withdrawal fee.

Reinstatement to a class from which a student has been dropped as a "No Show" will require the student to state in writing and sign that they are attending the course and the faculty member to acknowledge, in writing and to sign, that the student is attending the course. These acknowledgments may be on the same or different pages but must be submitted to the Registrar's Office by the date indicated on the "No Show" notification letter from the Registrar.

Medical Withdrawal

Students needing to withdraw from all classes due to severe medical circumstances must officially withdraw and, thereafter, petition the HELP Committee for a medical withdrawal. All such requests must be accompanied by detailed documentation from a licensed healthcare or mental health professional. All forms are confidential and kept in the Office of the Registrar. Students may qualify for a 50% tuition only credit or 50% tuition only debt cancellation. The decision to award tuition credit or tuition debt cancellation shall be at the sole discretion of Sussex County Community College.

Detailed documentation from a licensed healthcare or mental health professional must include a typed statement on the medical provider's letterhead that includes the student's specific medical condition/illness, date of onset of the medical condition/illness and that the medical condition/illness precludes the student from attending class. Failure to include this documentation may delay review or lead to a denial of the request by the Committee.

Medical withdrawals may be requested during the semester of attendance, but no later than the subsequent full semester (see specific dates below). A credit on account may be offered to the student and will be available for one calendar year from the date granted unless precluded by the illness, in which case it will be available for one year beyond the student's ability to return to school. Under extreme circumstances of documented financial need, a student may petition the Vice President of Student Affairs for a cash refund.

Students receiving Financial Aid or Veteran's Benefits should consult with those offices to determine the impact on their award prior to applying for a Medical Withdrawal.

Deadline for submission of medical documentation:

Fall semester: May 31 Winterim semester: May 31
Spring semester: August 31 Summer semesters (all): December 31

Graduation

Graduation Is Not Automatic.

Students anticipating graduation MUST file a Graduation Application (whether or not they are planning on participating in the commencement ceremony) available at the Registrar's Office or on sussex.edu. There is a fee of \$50 for a single application. For multiple, simultaneous degree/certificate applications, an additional \$10 for each is charged. There are three graduation dates per year; August, January and May. Only one commencement ceremony is conducted and that is held in May. Students wishing to participate in the May ceremony must file the graduation application by March 1; however, students are strongly urged to file their application early in the preceding fall semester. Students filing in the early fall will have a documented review of their credentials and any outstanding course work to guide them through the registration process.

Students are subject to the academic requirements set forth in the catalog/check sheet in use during the year they entered the College. When a student declares or changes their program/major the requirements of the program/major that are in effect at that time will apply, as set forth in the College Catalog in effect at the time of the change.

Students within two courses of degree completion and certificate students within one course of completion are allowed to partici-

ADMISSIONS AND REGISTRATION

pate in the commencement ceremony. Students receiving permission to participate in the May ceremony will become graduates upon successful completion of all program requirements.

Degree candidates are required to satisfy all prerequisites courses; to complete all required course work with no less than a cumulative 2.0 average; and to fulfill all graduation requirements including the *Foundations for Success* and the Capstone Course for their program. Students should check with their respective advisors or the Counseling and Advising Center to determine specific responsibilities.

Students with outstanding obligations to the College will not receive grades, transcripts or a diploma until such obligations have been satisfied. Outstanding obligations may also prevent a student from registering for classes.

Academic Distinction at Graduation

Honors are conferred upon a degree completion to students who have demonstrated outstanding work throughout their SCCC career.

The awards are based on the following scale:

Highest Honors	3.90–4.00 grade point average
High Honors	3.75–3.89 grade point average
Honors	3.50–3.74 grade point average

To be eligible upon degree completion, a student's academic record must show no repeated college credit courses, at least 50% of the degree requirements must be earned at SCCC and no grades below "C." This is notated on the transcript.

Certificate candidates do not qualify for honors at graduation.

Student Record Confidentiality

Annually, Sussex County Community College informs students of the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. This Act, was designed to protect the privacy of educational records.

FERPA affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the students education records within 45 days of the day the College receives a request for access.

Students should submit to the Registrar written requests that identify the records they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar that official shall advise the student of the correct official to whom the request should be addressed.

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

A student should submit a written request to the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

SCCC has designated certain information in the education records of its students as directory information for the purposes of FERPA. Directory information will be released at the discretion of the College and without the consent of the student unless the student informs the Office of the Registrar in writing within the first ten class days that all such information about him or her is not to be made public without his or her consent.

The following is considered directory information at SCCC: name, address, college email address, major, sports participation, height and weight of the sports team members, dates of attendance, full or part-time enrollment status and degrees, honors and awards received.

Information will be made available to the parents of a student only when written permission is received from the student.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by SCCC to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office U.S. Department of Education
400 Maryland Avenue, SW • Washington, DC 20202-4605

Copies of a more detailed policy statement may be obtained at the Registrar's Office.

Transcript and Transfer Information

Transcripts

A transcript is the official record of a student's academic performance. Students may request official transcripts to be sent to other institutions, for scholarships and to employers. Students may also request an unofficial transcript for their personal use. Students enrolled may also access their records and print out an unofficial transcript through the password protected student portal (my.sussex.edu).

The first request for an official transcript is free of charge, and subsequent requests are \$5 each. All requests must be in writing and must include the student's name, social security or SCCC

ADMISSIONS AND REGISTRATION

identification number and signature as well as the complete name and address of the institution to receive the transcript. Transcripts cannot be faxed. Students should plan on three (3) working days for processing since transcripts are not available on demand. No transcripts will be sent for any student with an outstanding obligation to the College.

Normally, official transcripts are sent directly from the Registrar's Office to the other college. SCCC may provide, under special circumstances, an official transcript in a sealed envelope marked "Official transcript issued in a sealed envelope. Void if the seal is broken," provided the name of the receiving institution is submitted with the request.

Transfer Credit Procedure (Transferring to SCCC)

Students seeking transfer credit to SCCC should follow the procedure outlined below:

1. A student wishing to transfer credits to SCCC must submit an Application for Admission, have official transcripts from previous colleges sent directly to the Registrar's Office and be registered for classes. Upon registration an official evaluation will be done and the student will be notified by mail.
2. SCCC will accept a maximum of 50% of the credits required for a degree (A.A., A.S. or A.F.A.) or certificate or up to 39 credits for an A.A.S. degree earned at other institutions, by experiences and/or by examination (CLEP, AP, or Challenge) in order to complete requirements for a degree from SCCC. If science and computer courses are older than eight (8) years, students will be required to repeat them. (For the PCCC Nursing Program there is a five-year limit on science courses, from the date of the course completion.)
3. These credits will be entered in the Credits Earned column of the transcript and will not affect a student's quality-point average.
4. Transfer credits earned at other institutions are entered on the transcripts only after a student has been accepted and matriculated in a curriculum. In addition, only those courses applicable to the program will be transferred in. If you change your major, you must request a new evaluation.
5. A minimum grade of "C" or its equivalent is required for transfer credit to be applicable to a student's certificate or associate degree program.
6. SCCC only accepts transfer credits from regionally accredited institutions.

7. Special accredited courses and other training will be evaluated (i.e. Ponsi, banking, ACE, military) on an individual basis.
8. International students must have their foreign transcripts translated and evaluated into US equivalents by a National Association of Credential Evaluation Services (NACES) member.

Transferring from SCCC

At SCCC we prepare students to transfer to the top colleges and universities in New Jersey and across the nation. More than 70% of SCCC graduates continue their education. Students who plan to transfer should work closely with the Transfer Counselor.

Statewide Transfer Agreement

In September 2008, the Governor and state legislature created a law that established a statewide transfer agreement for students transferring from a New Jersey community college to a New Jersey public four-year college or university.

Students can now seamlessly transfer their academic credits from a completed community college Associate in Arts (A.A.) degree to a Bachelor in Arts (B.A.) or Associate in Science (A.S.) degree to a Bachelor in Science (B.S.) program at New Jersey's public four-year colleges and universities.

Students who plan to transfer to another institution should work closely with the Transfer Counselor to ensure that their courses and majors meet the standards of the Agreement.

While the law does not cover New Jersey's private colleges and universities, many of those institutions have established policies that allow community college graduates to transfer with full junior standing.

One tool that can help students is NJ Transfer (www.NJTransfer.org). NJ Transfer allows students to see how their community college credits will transfer to many public and private New Jersey four-year colleges and universities. Students should use the Plan Academic Program (RTP) link on njtransfer.org.

In addition, SCCC has established transfer articulation agreements with many private four-year colleges as well as some of the public colleges for specific programs of study at Berkeley College, Centenary College, Fairleigh Dickinson University, East Stroudsburg University, Felician College, Montclair State University, Marywood University, New Jersey Institute of Technology, Ramapo College and Rutgers University-Newark. For the academic programs that SCCC offers see Transfer Articulation Agreements under Academics.



TUITION, FEES AND FINANCIAL AID

The following information is for the 2014-2015 academic year. Sussex County Community College reserves the right to change the tuition and fees for subsequent semesters.

TUITION

Sussex County Residents.....	\$127.00 per credit
Out of County/State Residents	\$190.00 per credit
Monroe, Pike, and Wayne County (PA), Orange County (NY).....	
.....	\$190.00 per credit
Other Out of State Residents/International Students	\$254.00 per credit

Auditing Classes same as regular fees.

Sussex County residents 65 years and older are entitled to free tuition for eligible college level courses offered by SCCC. The one time application fee (\$25) is required. All college fees are paid by the applicant at time of registration.

Free tuition for senior citizens is offered with the following conditions:

- the class must be eligible for the senior citizen free tuition (some limited enrollment courses such as labs or field experience courses will not be eligible);
- paid enrollment warrants the course being conducted;
- sufficient space is available in the class; and
- registration for the course must occur only during the final two business days before the start of the semester. Applicants who opt to register earlier are not eligible for free tuition. Applicants may take the course for college credit or may choose to audit the course.

Applicants must register in person during the specified registration time period (the final two days before the start of the register), and must present proof of eligibility at the time of registration. Applicants may seek advising assistance from the Counseling and Advising Center, but must register at the Registrar's Office.

FEES

Application Fee (one time only, non-refundable) \$25.00

The application fee covers administrative overhead costs of processing admission requirements, advisory counseling, transcript records and the maintenance of a permanent file.

Course Material Fee\$3.00 per course

The course material fee covers some of the cost of materials provided to students during the semester.

General Fee\$30.00 per credit

The general fee covers the cost of incidental services associated with matters pertaining to student welfare, campus life and the collegiate environment. This fee is non-refundable.

Graduation Fee \$50.00

A graduation fee is charged upon application for graduation. An additional \$10.00 is charged for multiple, simultaneous degree/certificate applications.

This fee may be waived if proof of current coverage is provided by the prescribed date. Insurance is also available to part-time students.

Late Payment Fee \$40.00

A non-refundable late payment fee is charged to all students failing to pay by the prescribed date.

Online Course Fee\$75.00 per online course

Return Check Fee \$25.00

This fee is charged to the student for a check that is returned to SCCC from a bank for insufficient funds.

Student Services Fee\$10.00 per credit

Covers the fees for athletics and campus activities

Technology Fee \$15.00

Transcript Fee (first one is free).....\$5.00 per request

A student may request an official transcript from the Registrar's Office. Students are entitled to their first transcript without charge. The fee is required in advance for each additional transcript.

Lab and Course Fees

Accounting Fee

Computerized Accounting Courses\$100.00

Art and Graphic Design Fee

Art Courses\$100.00

Design Courses\$100.00

Graphic Design Courses.....\$100.00

Peter's Valley Courses\$100.00

Photography Courses.....\$100.00

Automotive Fee

Automotive Courses\$100.00

Passaic County Community College Fees*

Nursing I Lab Fee\$1793.75*

Nursing II Lab Fee\$1793.75*

Nursing III Lab Fee.....\$1793.75*

Nursing IV Lab Fee\$1947.50*

Nurse Clinical Fee.....\$1000.00*

Science Course Fee

Science Courses.....\$100.00

Please Note: Students will not be able to continue their education at SCCC and/or receive grades, transcripts or a diploma unless their financial obligations have been satisfied. **Tuition and fees are subject to change.** Additional lab and course fees may apply, please reference sussex.edu for up-to-date information.

* Fees are determined by Passaic County Community College.

Residency Requirement

In order to qualify for in-county status regarding tuition, a student is required to present evidence of his or her permanent Sussex County residence at the time of application.

Refund Policy

Students who withdraw from classes, in which they have been officially registered, offered by SCCC or one of its contracting institutions, shall be eligible for a refund in accordance with the refund schedule listed below provided the withdrawal procedure has been followed. (See Withdrawal from Classes Under Registration).

Students may file a Withdrawal Form (available in the Counseling and Advising Center) at the Office of the Registrar or in writing via their Sussex student email to registrar@sussex.edu. Requests must include student's name, student ID number, semester, course and the student's signature.

TUITION, FEES AND FINANCIAL AID

For the fall and spring semesters, withdrawal in writing prior to the first day of the second week (see academic calendar posted online for actual date) will incur 100% refund and/or cancellation of charges.

Withdrawal in writing prior to the first day of the third week (see academic calendar posted online for actual date) will incur 50% refund and/or cancellation of charges of tuition only. Students will be responsible for payment of the remaining 50% of tuition and all fees.

No refund will be given for withdrawal in writing after the last day of the third week (see academic calendar posted online for actual date). For summer and winterim sessions see academic calendar for actual refund dates.

Methods of Payment

Students are encouraged to pay their semester bill online thru the student portal, my.sussex.edu. Online payments may be made by credit card or debiting a checking account (E-check). A payment plan is also available online for a \$35 enrollment fee. Students may also pay their bill by mail or in person at the Bursar's Office.

Students receiving financial aid should check their my.sussex portal for awards and missing information. Any difference between the tuition and fee bill and financial aid award must be paid by the tuition due date prior to the start of each semester.

FINANCIAL AID

Administration (B) Building • 973.300.2225

Sussex County Community College recognizes that many families need assistance in meeting their educational costs. The College's financial aid programs assist students who would be unable to attend without financial help.

The College expects that students and their parents will contribute to the extent of their abilities toward meeting their educational costs. All students are encouraged to complete the Free Application for Federal Student Aid (FAFSA).

Financial aid is available to those who demonstrate need. Need is defined as the difference between what it costs to attend SCCC and what a student may reasonably be expected to contribute. Unless otherwise designated, all assistance offered by or through SCCC is awarded on the basis of financial need and satisfactory academic progress.

SCCC participates in all federal and state aid programs. These programs include federal and state grants, as well as low interest loans and campus employment opportunities. Students applying for financial aid are considered for all programs for which they are eligible.

When to Apply

Students should complete a FAFSA for each year after January 1st but before June 1st to be considered for maximum grant aid.

How to Apply for Financial Assistance

Follow the simple steps outlined below. Should you need assistance in completing the application process, the SCCC Financial Aid Office offers FAFSA workshops to assist you with the process. Check our website for scheduled dates. Please allow

enough lead time before the start of the semester to avoid missed deadlines and last minute problems.

1. Complete a Free Application for Federal Student Aid (FAFSA).
 - a. The FAFSA is available online at www.fafsa.gov.
 - b. Use your PINs (Personal Identification Numbers) to sign for student (and parent if applicable). Obtain your Federal Student Aid PIN at www.pin.ed.gov.
 - c. Be sure to print a copy of the confirmation page for your records.
 - d. Our School Code is 025688.
2. NJ residents must complete the Optional Feature To Apply For State Aid and answer the additional state aid questions.
3. If requested by the Financial Aid Office, provide an official final high school transcript, or High School Equivalency (HSE) Test. (faxes not accepted).
4. Eligibility for assistance is determined as a result of information submitted to the Federal Student Aid Processing Center on the Free Application for Federal Student Aid - FAFSA.

The Processing Center calculates an Expected Financial Contribution (EFC). The EFC is provided on the Federal Student Aid Report (SAR).

Federal Verification

After a student receives their Student Aid Report, he or she will be notified if they have been selected for federal verification. If the student is selected for verification they will be required to do the following:

1. Complete the appropriate Verification Worksheet available on the Financial Aid website at www.sussex.edu.
2. Submit a copy of the students and their parent's (if parental information was required) IRS Tax Return Transcript to the Financial Aid Office. Transcripts can be printed by accessing your records at www.irs.gov
3. Students should submit all other documentation as requested to the Financial Aid Office.

Student Portal

We strongly encourage students to use the My.Student Portal to view both their financial aid awards as well as missing documents needed to complete their financial aid file. The student portal is available from the college home page at sussex.edu or directly at: my.sussex.edu/ics.

Most of the required forms are available for download at sussex.edu at Quick Links, Financial Aid Forms.

Changes in Financial Circumstances and Unusual Situations – Request for Professional Judgment

Students should notify the Financial Aid Office of any changes in their financial circumstances and unusual situations that may occur. Examples are loss of job, reduction of non-taxable income, disability or death of a parent or spouse, separation or divorce, etc. All may have an effect on the students need for assistance. If the students circumstances have changed, updates may be required to their application. Submit a request by completing the Request for Professional Judgment Form located on our website. In all cases, third party documentation is required.

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Other Aid

Students are required to notify the Financial Aid Office and/or Bursar's Office when any outside financial assistance such as scholarships is given to the student.

Federal Financial Aid Programs

There are several Federal programs that may be available for those who qualify, to help reduce the cost of education. The programs include grants, work study, and loans.

Federal Pell Grant (Pell)

The processed FAFSA will determine a student's eligibility for a Pell Grant. The grant value is dependent upon the FAFSA analysis and is sensitive to the course load taken. The grant could range from \$602 to \$5,730 annually.

Federal Supplemental Educational Opportunity Grant (SEOG)

This grant requires no additional application and is awarded to students via random selection, who show exceptional need. Awards range from \$100 to \$500 annually. Award amounts vary depending on availability of funds.

Federal Work Study Program (FWSP)

The Federal Work Study Program is designed to provide employment for needy students. Earnings for services are paid on the 15th and last day of the month by automatic deposit and do not appear as a credit against school charges. Eligibility for the program is determined by the Financial Aid Office and priority is given to students demonstrating the most financial need. It is expected that all FWSP students will maintain at least a 2.0 average.

Funding for FWSP is provided by a yearly allocation from the federal government. Students may not earn more than the amount stated on their Work Authorization Form.

Jobs are assigned by the Job Placement Office located in the Counseling and Advising Center. If FWSP has been made part of the student's financial aid package, they will be referred to the Job Placement Officer for employment location and the date he or she will start to work. Employment follows the academic calendar and usually averages 10 to 15 hours per week. The College pays, but is not limited to paying, the prevailing minimum wage.

As part of the FWSP, students may be able to participate in the Community Service Learning (CSL) program. Work is usually performed at an off-campus location, but must be in the public interest at a non-profit, community-based employer. In the CSL program students are employed in positions which are designed to directly improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs in areas such as health care, childcare, literacy training, education and counseling.

As with all FWSP students, the College determines if eligibility requirements have been met and matches the student to the work location. Supervisors schedule duties and work hours. In no case may the student exceed the budgeted amount of earnings set by the Financial Aid Office. Work hours in the CSL program could be up to the maximum of 15 hours per week. The employment contract is for one semester and may be renewed for a following semester as long as the student is enrolled on at least a half-time level (at least six (6) credits).

William D. Ford Federal Direct Loan Program (Direct Loan)

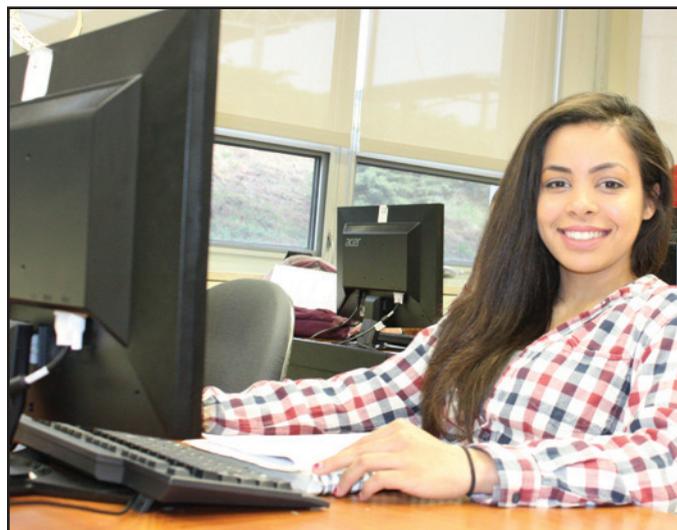
The loan may be used to help cover costs not met by grant assistance. Subsidized maximum loan amounts for dependent students are \$3,500 for the freshman year (one to 32 college-level credits earned) and \$4,500 for the sophomore year (33 or more college-level credits earned). An additional \$2,000 in an unsubsidized loan is available for dependent students. Independent students may borrow more. Loans are not recommended and are to be used only if all other options are exhausted.

Students must complete the following before a loan can be awarded and disbursed.

1. FAFSA: fafsa.gov
2. Entrance Counseling: studentloans.gov
3. Master Promissory Note: studentloans.gov
4. SCCC Direct Student Loan Request Form: sussex.edu/studentservices/financialaid/forms

Subsidized: A loan for which a borrower is not responsible for the interest while in an in-school, grace, or deferment status. Subsidized loans include Direct Subsidized, Direct Subsidized Consolidation Loans, Federal Subsidized Stafford Loans and Federal Subsidized Consolidation Loans. If you are a first-time borrower on or after July 1, 2013, there is a limit on the maximum period of time (measured in academic years) that you can receive Direct Subsidized Loans. This time limit does not apply to Direct Unsubsidized Loans or Direct PLUS Loans. If this limit applies to you, you may not receive Direct Subsidized Loans for more than 150 percent of the published length of your program. This is called your "maximum eligibility period." Your maximum eligibility period is generally based on the published length of your current program. You can usually find the published length of any program of study in your school's catalog.

Unsubsidized: A loan for which the borrower is fully responsible for paying the interest regardless of the loan status. Interest on unsubsidized loans accrues from the date of disbursement and continues throughout the life of the loan. Unsubsidized loans include: Direct Unsubsidized Loans, Direct PLUS Loans, Direct Unsubsidized Consolidation Loans, and Federal Unsubsidized Stafford Loans, Federal PLUS Loans, and Federal Unsubsidized Consolidation Loans.



FINANCIAL AID

Dependent Students			
Academic Level	Annual Limit Subsidized	Annual Limit Additional Unsubsidized	Total Annual Limit
1st year (1–32 credits earned)	\$3,500	\$2,000	\$5,500
2nd year (33+ credits earned)	\$4,500	\$2,000	\$6,500
Note: Additional Unsubsidized Loan funds of up to \$4,000 per year, (not included in chart) may be available for students whose parents are denied a Parent Loan for Undergraduate Students (PLUS)			
Independent Students			
Academic Level	Annual Limit Subsidized	Annual Limit Additional Unsubsidized	Total Annual Limit
1st year (1–32 credits earned)	\$3,500	\$6,000	\$9,500
2nd year (33+ credits earned)	\$4,500	\$6,000	\$10,500

Points to Remember:

- An Exit Interview is required before permanently leaving the campus (graduation or transfer to another college), dropping to less than half-time during a semester or taking a semester off.
- Students have several repayment options to repay the loan. Payment schedules are set up with a servicer prior to repayment of the loan. Loans are made in the student's name only. It will be the students responsibility to repay their loan. It is recommended that all other avenues of assistance be explored before considering a Direct Loan.

Typical Monthly Payments

Below is a projection of the approximate amount of monthly installments over different periods of time required to amortize various levels of indebtedness.

Sample Repayment Amounts						
Total Borrowed	at 5.6%		at 6.8%		at 6.8%	
	Monthly Payment	# of Payment	Monthly Payment	# of Payment	Monthly Payment	# of Payment
\$2,500	\$50.00	57	\$50.00	58	\$50.00	59
\$5,000	\$54.51	120	\$55.51	120	\$57.54	120
\$7,500	\$81.76	120	\$83.26	120	\$86.31	120
\$10,000	\$109.02	120	\$111.02	120	\$115.08	120

Student Loans Exit Counseling Requirement

All students who have borrowed funds through the Federal Stafford Student Loan Program are required to complete Exit Counseling upon graduation, transfer or enrollment dropping below half-time. Exit Counseling may be accomplished online at

studentloans.gov. Students should contact their servicer if they are experiencing difficulties in repaying their loan. Students have many options available including deferring payments. Please note that a deferment of both principal and interest is available to students in Peace Corps service, Domestic Volunteer Service Act service or Community Service at a tax exempt organization.

Parent Loan for Undergraduate Study (PLUS)

This is a loan to enable parents with good credit to borrow for their children who are enrolled in college on at least a halftime basis. Loans are at variable interest rates and could be for amounts up to the cost of education, minus any financial assistance for which the student is eligible.

State Financial Aid Programs

Regulations are subject to change. Contact the Financial Aid Office for details.

NJ Tuition Aid Grant

State grants are available to full-time students based on need. Grants range from \$1,166 to \$2,924 annually.

NJ Part-time Tuition Aid Grant

This state program is for students who take between 6 and 11 credits. Awards range from \$568 to \$1,942 annually depending on course load. As with all state aid, a Free Application for Federal Student Aid must be filed before state deadlines.

NJ STARS

NJ STARS is a state program for students who graduate in the top 15% of their graduating NJ high school class. Please reference the NJHESAA website at www.njgrants.org for up-to-date information and eligibility.

NJCLASS

NJCLASS is a state loan program for students and their families who are either NJ residents or are an out-of-state resident attending a NJ college. Please reference the NJHESAA website at www.njgrants.org for up-to-date information and eligibility.

New Jersey Scholarships and Grants

State Aid deadlines (N.J. residents only)

- Returning students - June 1
- First-time fall students - October 1
- First-time spring students - March 1

NJ MIA/POW Grant

This is a state grant to children of Missing in Action or Prisoner of War parents. It covers the student's tuition for that school year.

NJ Veterans Tuition Credit Program (VTCP) and Vietnam Veterans Tuition Aid Program (VVTAP)

These are state grants to NJ Veterans and NJ Veterans of the Vietnam War. Awards are up to \$200 per term.

NJ Volunteer Firefighters and Rescue Squad Program

This program is to aid volunteer firefighter and rescue squad members, their spouses, and dependent children. The value of the assistance is \$600 annually, but may not exceed \$2,400 over

FINANCIAL AID

a four year period. Confirmation and eligibility must be provided through municipal letter. The program is for tuition costs only and the student is responsible for fees and books.

NJ Public Tuition Benefit Program (PTBP)

This is a state grant to dependents of emergency service and law enforcement officers killed in the line of duty. It covers the student's tuition.

Financial Aid Criteria

Billing Procedures: The College expects that students will pay for their school expenses as they are incurred, i.e. per semester. It should be noted that financial assistance is applied first to tuition charges, then to required fees. Additional expenses such as laboratory fees, books, class trip expenses, and supplies may be covered with any remaining assistance.

Aid Disbursement: Fall and spring semester aid will be disbursed once attendance is confirmed for all classes. Summer aid will be disbursed once attendance is confirmed for all classes. First-time, first-year student loan borrowers will have their loan disbursement delayed for 30 days. Students who have single semester loans will receive two disbursements. Aid generally is electronically transferred to the College from federal, state, and private aid programs and from both federal and private loan programs. Using the College computer system, aid is released to the Bursar's Office for application against account balances. Credit balances are sent to the student by check, mail or by direct deposit.

Satisfactory Academic Progress for Financial Aid Recipients

In compliance with Final Program Integrity Rules published October 29, 2010, SCCC has adopted a policy concerning the Satisfactory Academic Progress (SAP) requirements for financial aid recipients. Federal and state regulations impose limits on how long a student may continue to receive Federal and State aid in order to make up deficiencies in meeting SAP standards.

A review of satisfactory academic progress will be done at the end of each semester/payment period. Summer terms are considered a semester/payment period; therefore satisfactory academic progress will be evaluated at the end of the summer session as well, if the student enrolls and attends summer session(s). The evaluation period will be based on attendance in all prior semester(s) and will include all classes attempted whether federal aid was received or not.

Each student who receives either federal or state assistance (including student/parent loans) must make satisfactory academic progress toward the attainment of his or her degree or certificate as a condition of receiving financial aid.

To be considered making satisfactory academic progress a student must have a 2.0 CGPA (Cumulative Grade Point Average), and complete a certain percentage of their credits (see chart)*. Students must keep within a maximum time frame which would be limited to no more than 150% of the published length of the program for undergraduate study. Please note that remedial coursework is counted in the cumulative GPA. This is why the cumulative GPA on a student's transcript may not match the cumulative GPA derived from the financial aid calculation.

Credits	Completion Rate
0-12	50%
13-18	60%
19 and greater	67%

Remedial Coursework

Remedial coursework will be excluded from the completion rate but will be included in the GPA calculation. Students may receive financial aid for developmental credits up to a maximum of 30 credit hours. ESOL courses do not count in this 30 credit hour limitation.

Repeated Coursework

If a student receives an "F" the first time he or she takes a course and subsequently passes the course with a "D," the student may only receive financial aid once to improve their "D" grade.

Repeated Coursework and Enrollment Status

Repeated courses may include any repetition of the course in a student's enrollment status for a term as long as the student has never passed the course. If the student passes the course, SCCC may include one repetition after passing the course. Any second or subsequent repetition of the passed course may not be included in the student's enrollment status for purposes of the title IV, HEA, programs.

Transfer Credit

SCCC will count transfer credit hours that are accepted toward a student's educational program as both attempted and completed hours.

Change of Major

Students seeking second degrees and students with double majors are monitored like any other students under this policy. Students will be limited to receive financial aid for only two majors. Coursework from a previous major will not count toward attempted credits.

If or when the student exceeds the maximum time frame allowed for their respective programs, students may appeal if they have mitigating circumstances. All transfer hours accepted by SCCC will be included when determining maximum timeframe eligibility.

New Terminology

Financial Aid Warning is a status assigned to a student who fails to make satisfactory academic progress at a school that evaluates academic progress at the end of each payment period, and chooses to allow students who fail progress standards to continue to receive aid. This is for one semester.

Financial Aid Probation is a status assigned to a student who fails to make satisfactory academic progress and who has appealed and has had eligibility for aid reinstated. This is for one semester.

Academic Plan is a plan of action that will help the student achieve minimum satisfactory academic progress. The Academic Plan is part of the appeals process.

FINANCIAL AID

The Process

Warning

Students not making satisfactory academic progress after their first semester will be placed on a Warning and notified accordingly. A Warning allows a student to continue to receive Title IV and State aid automatically. This Warning period lasts for only one semester.

If after the Warning period the student still does not meet SAP standards, the student loses financial aid eligibility but has the right to appeal. SCCC may choose to reinstate federal and state eligibility based on the appeal.

The Appeals Process

The circumstances under which a student would be permitted to submit an appeal are: death of a relative, injury or illness of the student, or other special circumstances.

A student will be required to submit an appeal form along with a letter explaining why the student failed to make SAP, what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the next evaluation and should include any supporting documentation.

An appeal may be approved only if the school has determined that the student will be able to meet SAP standards after the subsequent semester/payment period.

Academic Plan

Part of the successful appeals process will be the development and acceptance of an Academic Plan. The Academic Plan is set up to help the student meet the minimum standards for academic progress.

At the end of the semester of probation, the Financial Aid Office will determine if the student is meeting the minimum standards for satisfactory academic progress.

1. If the student is meeting the minimum standards for satisfactory academic progress the student will no longer be considered on a probation status for financial aid.
2. If the student is not meeting the minimum standards for satisfactory academic progress, the Financial Aid Office will determine if the student met the terms of his/her academic plan.
 - a. If the terms of the plan are met, the student will be eligible to continue on a probation status for financial aid.
 - b. If the terms of the plan are not met, the student will be ineligible for financial aid until the student is meeting the minimum standards of satisfactory academic progress on a self-pay basis.

Probation

Once the appeal is granted and an academic plan is created, the student is then placed on Financial Aid Probation. A student on Financial Aid Probation may receive federal and state funds for one payment period. If after the one semester of Probation the student still does not meet SAP standards, the student will lose financial aid eligibility. If the terms of the academic plan are met, the student will be eligible to continue on a probation status for financial aid.

Regaining Financial Aid Eligibility

- A student who has lost financial aid eligibility may regain

eligibility after taking classes at his/her own expense (self-pay) and meeting minimum requirements of 2.0 GPA and a completion rate in accordance with the completion rate chart within the 150% time frame.

- It is the student's responsibility to notify the Financial Aid Office when these conditions have been met.
- All classes (including those taken at other institutions) will be taken into consideration for reinstatement purposes.
- Students who exhaust the 150% time frame and have used their one appeal cannot have financial aid reinstated at SCCC.

How to Keep Financial Aid Eligibility

What Happens	Your Financial Aid Status	What you need to do										
If your GPA drops below a 2.0	Warning - You may continue to receive financial aid for one semester	Raise your GPA to a 2.0 or higher.										
Or, if your overall completion rate is less than these criteria; <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="2">Completion</th> </tr> <tr> <th>Credits</th> <th>Rate</th> </tr> </thead> <tbody> <tr> <td>0-12</td> <td>50%</td> </tr> <tr> <td>13-18</td> <td>60%</td> </tr> <tr> <td>19 and greater</td> <td>67%</td> </tr> </tbody> </table>	Completion		Credits	Rate	0-12	50%	13-18	60%	19 and greater	67%	Warning - You may continue to receive financial aid for one semester.	Raise your completion rate per the chart to become eligible for financial aid.
Completion												
Credits	Rate											
0-12	50%											
13-18	60%											
19 and greater	67%											
After you have exhausted your semester of Warning, if your GPA remains below a 2.0 and/or your overall completion rate is less than the criteria stated above.	Removal of financial aid	You can appeal if you have mitigating circumstances. If your appeal is approved you will need to successfully complete the academic plan associated with your appeal.										
If you attempt over 150% of your program of study (major)	Suspended - You are not eligible for financial aid	You can appeal if you have mitigating circumstances. If your appeal is approved you will need to successfully complete 100% of all classes and required to maintain an overall GPA of 2.0 or higher.										
If you have completed your semester of probation and have not successfully completed the academic plan associated with your appeal.	You are not eligible for financial aid	You can regain eligibility after taking classes at own expense and meeting minimum requirements of 2.0 GPA and a completion rate in accordance with the chart within the 150% timeframe.										

Completion Rate Worksheet:

	Enter your hours	Sample
Total Credit Hours Earned	_____	25
divided by	/ _____	/
Total Credit Hours Attempted	_____	35
Equals	= _____	=
Completion Rate	_____	71.42%

FINANCIAL AID

Federal Aid and Its Effect on Degree Programs

- A student (i.e., one who is not taking developmental courses) must complete his or her associate degree program after attempting no more than 150% of the total hours required in the program.
- All hours attempted including developmental and repeated course work are counted whether or not financial aid was received.
- Federal Financial Aid Review is completed at the end of each semester.

Federal Student Aid Return Policy 2014-2015

The Higher Education Act of 1998 has revised the way the College must manage the Return of Federal Aid Funds whenever the student stops attending all classes and/or officially withdraws from all classes or is dismissed while classes are in progress. Because federal funds may only be fully utilized after the student completes the first 60% of the term (in days), any withdrawals or stop-outs within the first 60% of the term will necessitate an award adjustment. Should the student find that he or she cannot complete the term, he or she must immediately notify the Financial Aid Office. Failure to attend classes or to officially **WITHDRAW IN WRITING** will result in the student being billed for tuition and fees. The student's financial aid may be reduced or withdrawn and the student may jeopardize their eligibility for future assistance.

If it is necessary for Federal Aid to be returned, it will be accomplished in the following order:

1. Unsubsidized Stafford Loan
2. Subsidized Stafford Loan
3. Federal Plus Loan
4. Pell Grant
5. Supplemental Educational Opportunity Grant
6. Other Title IV Programs (Refunds are not required for the Federal Work Study Programs.) Note: If no formal letter of withdrawal has been filed, the College will use the last documented attendance date as the ending date of instruction.

The following example is provided for clarification:

Example #1: You are a full-time, credit hour student, and, through circumstances beyond your control, you stop attending classes. (You must notify the Financial Aid Office of your withdrawal.) You attended classes for 70 days of a 125 calendar day semester. This means that you are entitled to use 56% of your Federal Aid to pay your bill ($70/125=56\%$). If you had received a Federal Pell Grant of \$1500, \$840 could be used to pay against your bill and \$660 would be the required return to the Federal Aid Program.

Example #2: You are a full-time clock-hour student and withdraw totally. The clock-hour programs have two payment periods, an initial aid payment period at the start of the program and a second payment period after you complete satisfactorily the first half of the program. The clock-hour program is 910 hours long and you have withdrawn after completing 80 hours of the first payment period (455 hours). This means that you are entitled to

17% of your Federal Aid to pay your bill ($80/455=17\%$). If you had received a Federal Pell Grant of \$1500, \$255 could be used to pay against your bill and \$1245 would be the required return to the Federal Aid Program.

Institutional Charge Policy

Students who withdraw, drop out or are expelled from the College will have their tuition bill adjusted according to the following schedule:

1. After the first (1st) day of class, through to the end of the first (1st) week of class, 100% refund (effective Spring 09) of tuition charged.
2. After first (1st) week of class through to the end of second (2nd) week of class, 50% refund of tuition charged.
3. After the second (2nd) week of class, no refund of tuition.

State funds will be returned to the appropriate programs in the following order:

1. NJ Tuition Aid Grant Program (TAG).
2. NJ Part-time Tuition Aid Grant Program.
3. NJ STARS Program.

After Federal and State aid program funds have been returned, refunds will be made to any off-campus scholarship/grant programs and/or Sussex County Community College programs. If a credit balance remains on account after this process has been completed, a pass-through of funds will be made to the student to cover non-billed educational expenses.



FINANCIAL AID

Charges – Educational Costs

Direct Costs - Amounts that must be paid to the College. (See Tuition and Fees).

COST OF ATTENDANCE		
Dependent Students (based on 12 credits)		
	In County	Out of County
Tuition	\$3,048	\$4,560
Fees	\$1,344	\$1,344
Books	\$1,481	\$1,481
Room and Board	\$4,155	\$4,155
Transportation	\$2,100	\$2,520
Miscellaneous	\$2,400	\$2,400
Total	\$14,528	\$16,460

COST OF ATTENDANCE		
Independent Students (based on 12 credits)		
	In County	Out of County
Tuition	\$3,048	\$4,560
Fees	\$1,344	\$1,344
Books	\$1,481	\$1,481
Room and Board	\$5,342	\$5,342
Transportation	\$2,100	\$2,520
Miscellaneous	\$2,400	\$2,400
Total	\$15,718	\$17,647

Figures were developed for full-time students and show annual budgets for a nine month school year.

These in-state/in-county budgets are provided for your information. Your actual budget for school costs may vary. The budgets for out-of-county, out-of-state, and Pennsylvania students are significantly different. If you have questions about your cost of education, you're encouraged to contact the Financial Aid Office.

Award Revisions

Financial aid awards may be adjusted due to changes in the students enrollment status, academic progress, governmental allocations, etc. If a change becomes necessary, he or she will be notified and a new award notice provided.

The student may request a review of his or her award by calling the Financial Aid Office to make an appointment. If the student feels that they have a unique situation that was not addressed or they just wish to talk, please be sure to call. Students are encouraged to contact the Financial Aid Office if they have any questions as to how their assistance affects their bill. (In exceptional circumstances, special payment arrangements may be made by contacting the Bursar's Office. All checks should be made payable to Sussex County Community College and not to any individual).

More Financial Aid Information

Full details about federal and state assistance programs can be found in The Student Guide at www.ed.gov and Financial Aid Programs for NJ Students at www.njgrants.org.

These publications can be found in the Financial Aid Office. Students are encouraged to refer to the Financial Aid portion of the website.

SCCC offers limited financial assistance through the generosity of outside donors. The process requires separate application to the SCCC Foundation. Essays and interviews are normally required. Awards are directed to students in specific academic areas and are issued to students with a strong SCCC achievement record. Award amounts vary. Interested students are urged to contact the Counseling and Advising Center for more information.

STUDENT AFFAIRS

Student Affairs

Student Center (D) Building • 973.300.2200

The Office of Student Affairs, located in D110B, coordinates the delivery of outstanding services and activities which enhance a student's academic experience. Services include Athletics, Campus Life, Counseling and Advising, Financial Aid, Registrar and Veterans Affairs.

Athletics

Academic and Athletic (E) Building • 973.300.2230

Nickname: Skylanders

Sussex County Community College enhances the academic college experience with a wide array of extracurricular activities including a competitive intercollegiate athletics program. SCCC's intercollegiate sports include:

Fall:	Men's and Women's Soccer
Winter:	Men's and Women's Basketball
Spring:	Baseball and Softball

SCCC offers scholarship opportunities for participation in the Women's Soccer program and Men's Baseball. SCCC also offers Intramural programs based on student interest.

The College is a member of the National Junior College Athletic Association (NJCAA) and the Garden State Athletic Conference (GSAC). Athletic participation eligibility is determined by the NJCAA and adopted by the GSAC. The College adheres to all the rules set forth by the NJCAA and the GSAC.

The Campus Fitness Center is available Monday–Friday, 8:00 am to 9:00 pm.

Campus Life

Student Center (D) Building • 973.300.2232

We believe that co-curricular learning ensures student success and we work hard to deliver quality programming for all students. Throughout the year the Office of Campus Life offers leadership opportunities and plans events to meet the recreational, cultural and social interests of students. These activities include Broadway shows, dance performances, art exhibits, concerts and lectures. Most of these events are offered for free or at reduced prices to students.

Student Ambassadors

Selected students represent the College as Student Ambassadors. Applications for the Student Ambassador Program are available in the Office of Student Affairs or the Office of Campus Life both located in the Student Center, D Building. Ambassadors are selected based upon their academic performance and commitment to SCCC. They serve the College in recruitment and public relations activities. They also conduct campus tours and provide assistance at various college events and activities. Ambassadors are awarded tuition aid for their service to the College.

Student Clubs and Organizations

Student clubs and organizations are a major part of campus life at SCCC. The College encourages the active formation of and participation in departmental and/or interest clubs and organizations. Campus clubs will be chartered by the Student Government

Association and approved by the Vice President of Student Affairs. Clubs are organized by and for students. A complete listing of student clubs and organizations is posted online at www.sussex.edu/campuslife/clubsandgroups.

Student Government Association (SGA)

The SGA is a formal student group which provides the College with input on the college experience and is committed to enriching the campus life at SCCC. All enrolled students at SCCC are members of the SGA and have the rights, privileges and responsibilities as set forth in the by-laws. SGA meetings are open to all students and are typically held on the 1st Thursday of every month during College Hour from 10:50 am–12:05 pm.

Student Publications

The College Hill is SCCC's online student newspaper. *The College Hill* is committed to providing a vehicle for the exchange of ideas, opinions and perspectives about events and activities affecting SCCC students. *The College Hill* is available at: sussex.edu/collegehillnews.

Counseling and Advising Center

Administration (B) Building • 973.300.2207

The Counseling and Advising Center offers professional counseling services free of charge to all full and part-time students. From the moment a new student enrolls in his or her first course, to the day a graduate moves on to a career or transfer college, the Counseling and Advising Center staff fosters personal growth, educational development and career and life planning. Hours and information on the Center are available at sussex.edu.

Students are encouraged to visit any time. Workshops and support groups are offered throughout the semester. **The Counseling & Advising Center offers the following services:**

Academic Counseling and Advisement

Counselors work individually with students to assess academic needs and to strengthen classroom skills such as time management, goal-setting and motivation. All new students and those with 24 or fewer credits meet with a counselor who assists students in selecting their academic programs and setting academic goals. An individual's interests, abilities, academic progress, career objective and transfer intentions are taken into consideration when planning an academic schedule.

Career Development

Career counseling is available for students seeking assistance in developing a career plan, finding a major, researching occupations or discussing individual options. The Counseling and Advising Center offers workshops and coursework in career development, Career Symposia, Job Fairs and use of software programs for career assessment and exploration. Students may review available job listings online at sussex.edu/jobboard, or at the Job Board outside the Counseling Center. Individual and group sessions in resumé writing, interview techniques and job search strategies are offered.

Personal Counseling

Short-term personal counseling is available to assist students in addressing non-academic problems that can adversely impact

STUDENT AFFAIRS

their ability to achieve personal and academic growth. All personal SCCC counseling sessions are confidential and free.

Relationship issues, anxiety, concern over alcohol or drug abuse and abusive situations are examples of the kinds of issues addressed. Referrals to community services or private practitioners may be made. ULifeline, a web-based mental health site, is available at www.ulifeline.org/schools/sccc. Another resource is *Student Health 101*, an online magazine for both traditional and non-traditional age students offering articles, tips and videos to ensure a positive academic and social college experience. *Student Health 101* can be found at readsh101.com/sussex.html. Counselors abide by the Code of Ethics for the American Counseling Association and the National Association of Social Workers.

Transfer Counseling

Transfer information, including applications, transfer articulation agreements, catalogs and videos, transfer scholarships, and internet access to U.S. college sites, is available in the Counseling and Advising Center. Transfer Fairs of tri-state four-year colleges and universities are held on campus each semester. Local colleges provide Instant Decision Transfer Days on our campus. Counselors use NJ Transfer.org, a web-based articulation system, for transfer within NJ.

Students should work closely with their counselor to ensure they are following the guidelines of the NJ Statewide Transfer Agreement.

Scholarships

The Counseling and Advising Center has information available on local, national and transfer scholarships. Internet access to specific scholarship sites is also available. The SCCC Foundation maintains a number of locally endowed and in-house scholarships that are designed to assist qualified students with the cost of attending SCCC. These Foundation Scholarship applications are available online and at the Center at the beginning of each semester or online at www.sussex.edu/studentaffairs/counseling/scholarships.

Online Tools for Students

Student Email – All registered students are issued an official SCCC email account. The account details are sent to new students in the mail prior to the start of the semester. All College communication including messages from faculty will be sent to the college issued email address.

Student Portal: my.sussex.edu – The student portal is a password protected student website where SCCC students can view grades, unofficial transcripts, schedules and financial aid records. Students can also register for classes and pay tuition through the portal.

RAVE Alert – SCCC utilizes a broadcast alerting service, RAVE Alert, to communicate timely information to students, faculty, staff and other members of the campus community. RAVE sends mobile text alerts, email and/or recorded voice messages to participating students, faculty and staff.

Pay Online and E-refund – Students are encouraged to pay tuition online. E-refund offers a convenient way for students to receive electronic refunds.

Distance Learning Site – All students enrolled in online and blended (hybrid) classes will use this site for communication with instructors.

Students Rights and Responsibilities

The central functions of an academic community are learning, teaching, research and scholarship. By accepting membership in the College, an individual joins a community ideally characterized by free inquiry, intellectual honesty, respect for the dignity of others and openness to constructive change. The rights and responsibilities exercised within the community must be compatible with these qualities.

The College places emphasis upon certain values which are essential to its nature as an academic community. Among these are freedom from personal force and violence and freedom of movement. Interference with any of these freedoms must be regarded as a serious violation of the personal rights upon which the community is based. Furthermore, the administrative processes and activities of the College cannot be ends in themselves, such functions are vital to the orderly pursuit of the work of all members of the College. Therefore, interference with members of the College in performance of their normal duties and activities must be regarded as unacceptable obstruction of the essential processes of the College.

Theft or willful destruction of the property of the College or its members must also be considered an unacceptable violation of the rights of individuals or the community as a whole. Physical violence or the threat of same is also considered to be an unacceptable violation of rights.

Moreover, it is the responsibility of all members of the academic community to maintain an atmosphere in which violations of rights are unlikely to occur.

All students accepted at Sussex County Community College acknowledge with their enrollment an obligation to abide by the College regulations and policies as indicated by the Board of Trustees, by the faculty and administration of the College.

Students are responsible for their own actions and are expected to maintain the highest standard of conduct at all times and in all places. Each must, of course, respect the rights and privileges of all instructors and other students.

The essential and unavoidable condition of the mutual commitment to personal and academic integrity must be respected at all times and in all situations. Implicit in this mandate is the expectation that all work submitted by the student as his/her own is the result of independent effort. Any attempt to plagiarize or copy another's work, during examinations or in class work, will render the record of the student suspect and may warrant academic penalty or other disciplinary action.

The College reserves the right to dismiss any student whose continued attendance, in the judgment of the administration, is detrimental to the College or its students. Rules and regulations pertaining to student behavior are provided in the Student Code of Conduct which is appended to this statement.

Furthermore, Sussex County Community College respects the rights of students in its firm commitment to a policy of Equal Opportunity and Affirmative Action and will implement this policy to assure that the benefits, services, activities, programs and employment opportunities offered by this institution are available to all persons regardless of race, religion, color, national origin, ancestry, sex, handicap, marital or veteran status and in accordance with state and federal laws: Title VI, Title VII, Civil Rights Act of 1964; Executive order 11246, as amended; Title IX, Educational Amendments of 1972; section 503 and 504, Rehabilitation

STUDENT AFFAIRS

Act of 1973, as amended; Veterans Assistance Act of 1972 as amended.

Sussex County Community College also respects the rights of students in its firm commitment to the provisions of the Federal Family Educational Rights and Privacy Act of 1974 which gives students the right to inspect educational records maintained about them by the College, the right to a hearing to challenge the contents of these records and the right to make explanation for challenged information. The College will maintain the confidentiality of student records except with respect to those special cases noted in the legislation.

The current and complete Student Code of Conduct and Judicial Procedures is available online or in the Student Handbook.

Finally, all students at Sussex County Community College have attendant financial rights and responsibilities.

Students have the following financial rights:

1. To know what financial aid programs are available at the school;
2. To know the deadlines for submitting applications for each of the financial aid programs;
3. To know how financial aid is distributed; how distribution decisions are made and the bases for these decisions;
4. To know how the financial need was determined, including how costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc. are considered in student budgets;
5. To know what resources (such as parental contribution, other financial aid, student's assets, etc.) were considered in the calculation of their needs;
6. To know how much of the financial need as determined by the institution has been met;
7. To request an explanation of the various programs in the student aid package;
8. To know the school's refund policy;
9. To know what portion of the financial aid received must be repaid and what portion is grant aid. If the aid is a loan, students have the right to know what the interest rate is, the total amount that must be repaid, the payback procedures, the length of time available to repay the loan and when repayment begins;
10. To know how the school determines whether students are making satisfactory progress and what happens if they are not.

Students have the following responsibilities:

1. To complete all application forms accurately and submit them on time to the right place;
2. To provide correct information. In most instances, misreporting information on financial aid application forms is a violation of law and may be considered a criminal offense which could result in indictment under the U.S. Criminal Code;
3. To return all additional documentation, verification, corrections and/or new information requested by either the Financial Aid Office or the agency to which the application was submitted;

4. To read and understand all forms they are asked to sign and to keep copies of them;
5. To accept responsibility for all agreements they sign;
6. To perform the work agreed upon when accepting a college work-study award;
7. To be aware of and comply with deadlines for application or reapplication for aid;
8. To be aware of the school's refund procedures;
9. To consider this information carefully before deciding to attend a school. All schools must provide information to prospective students about the school's programs and performance.

Textbooks

973.300.2380 • www.sussex.bncollege.com

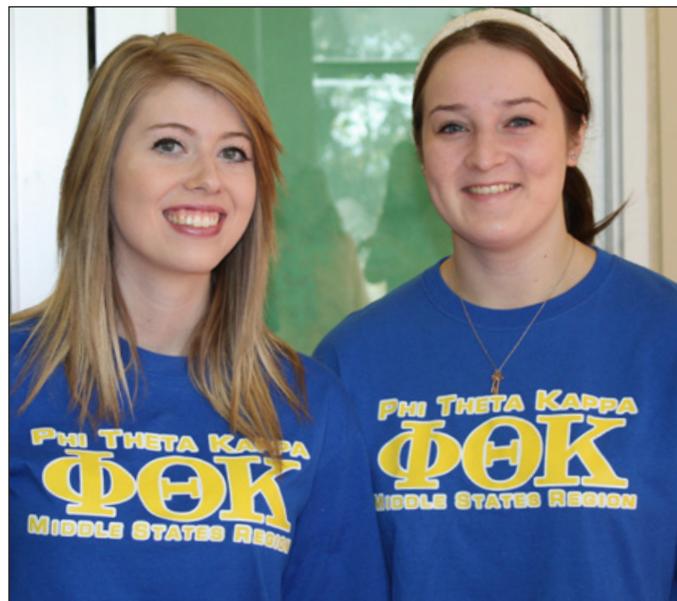
The College Bookstore is owned and operated by Barnes and Noble College Booksellers. Textbooks, stationery, supplies, and SCCC clothing and merchandise may be purchased at the Bookstore. Costs vary for books and supplies, depending on the syllabus requirements of each course. New and used textbooks may be purchased at the Bookstore or through the Bookstore's website. Some textbooks are available for rent at a reduced cost. Bookstore hours and policies are posted online at: sussex.bncollege.com.

Veteran's Affairs

Student Center (D) Building • 973.300.2109

The Veterans Services Coordinator is available in the Veterans Center, D111 to assist veterans and their dependents in the application and processing of requests for veterans' benefits and to provide support and resources in the transition to civilian and campus life.

A Veterans Resource Center and lounge, the Student Veterans Organization (SVO), SALUTE – the national honor society for veterans, and a specialized course Foundations for Success for Veterans are some of the services offered. Contact the Veterans Services Coordinator at (973) 300-2109. Information on the GI Bill is also available at www.gibill.gov.



ACADEMICS

Academic Requirements

Developmental Studies

Developmental studies courses are designed for students who are working to successfully transition to college credit curriculum. These courses serve as a bridge between students' current educational level and the college classroom experience. Students in Developmental Studies-level courses are ensured personal attention and frequent interaction with instructors. Developmental courses are offered in three skills areas: integrated reading & writing, math, and algebra. Courses are scheduled each semester, day and evening, and most summer sessions.

Upon entrance to the College, a student should meet with a counselor to determine their personal starting point, specifically, whether or not developmental course work is necessary. Determinants may include potential transfer work, scores obtained on ACT or SAT exams, and/or results on the College placement test.

All developmental studies courses are issued Institutional Credits (IC) which do not count in the grade point average (GPA) and do not fulfill graduation requirements. Letter grades "A1" through "F1" represent Institutional Credit in the Sussex County Community College grading system. Students who are required to take only developmental math or algebra courses are not restricted from taking college-level courses which require reading or writing.

All students who require developmental studies coursework and who have enrolled in a degree or certificate program must begin required developmental studies courses within their first six credits regardless of full or part-time status, curriculum, or career aspirations. Full and part-time students seeking an A.S., A.A., A.F.A., or A.A.S. degree, and students enrolled in a certificate program with a math requirement must complete the required developmental courses through Introductory Algebra I and II or Basic Algebra in consecutive semesters from their initial entry into the College. Students enrolled in a certificate or curriculum that does not have a math requirement must complete developmental courses through Basic Mathematics.

Students requiring developmental proficiency are placed in one or more of the following developmental studies courses and have an individual schedule designed to meet their needs:

ENGLISH SEQUENCE

ENGL 009	Critical Reading & Writing I
ENGL 011	Critical Reading & Writing II

BASIC MATHEMATICS REQUIREMENTS

MATH 005	Basic Mathematics Review (OPTIONAL)
MATH 010	Basic Mathematics*

BASIC ALGEBRA SEQUENCE

MATH 012	Basic Algebra Review (OPTIONAL)
MATH 015	Introductory Algebra I
MATH 017	Introductory Algebra II

OR

MATH 023	Basic Algebra
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ADDITIONAL ALGEBRA COURSES

(Required only for specific advanced mathematics courses)

MATH 040	Intermediate Algebra
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* Students may elect to complete their basic mathematics requirement as EITHER a self-paced, computerized course in the Math Lab, OR in a traditional classroom format.

Opportunities to earn college-level credits while completing developmental requirements include:

- College-level courses that do not require proficiency in any of the specified developmental courses (English or Math):
 - **All studio arts courses; ARTA 106**
 - **All Automotive courses**
 - **Selected Communications courses:**
COMM 130 TV Production I
 - **Selected Theater courses:**
THEA 102 Acting I
THEA 103 Acting II
THEA 110 Theater Workshop I
THEA 111 Theater Workshop II
 - **Selected Photography courses:**
PHOT110 Photography I
PHOT112 Photography II
 - **COLL101 Foundations for Success**
 - **Foreign Language Courses IF:** Students who have taken **two years** of a language in high school and received a grade of "C" or better may enroll in an introductory foreign language course while enrolled in developmental English 009.
- College-level courses that **may be taken along with ENGL 011** (Critical Reading & Writing II):
 - **ENGL201 Effective Speaking**
 - **"Learning Strategies"** designated college-level courses. Examples include "Survey of World Culture I with Learning Strategies", "Introduction to Psychology with Learning Strategies", etc. Students must be eligible to take ENGL 011 to participate in these learning strategy offerings.
 - **Accelerated Learning Program (ALP)** courses, which pair participation in ENGL 011 with concurrent participation in a designated ENGL 101 course.
 - **Accelerated Reading and Composition (ARC)** courses, which pair specific sections of content-area courses (PSYC 101, for example) with a section of ENGL 011.
 - **American Sign Language Courses:**
AMSL101 American Sign Language I
AMSL102 American Sign Language II
AMSL201 American Sign Language III
 - **Selected Computer Science courses:**
COMS 110 Computer Concepts & Applications
 - **Selected Early Childhood & Development courses:**
CDEV 101 Introduction to Early Childhood Education
CDEV272 Music and Art in Early Childhood Education
 - **Selected Criminal Justice courses:**
CRJS 100 Introduction to Criminal Justice
 - **Selected Graphic Design courses:**
GRAD 101 Introduction to Graphic Design
GRAD 107 Drawing for Designers
 - **Selected Humanities courses:**
HUMN 101 Survey of World Cultures I
HUMN 102 Survey of World Cultures II
 - **Selected Music courses:**
MUSC 101 Music Appreciation

ACADEMICS

- **Selected Meteorology courses:**

PHYS 107 Introduction to Meteorology
(**MUST first meet basic math proficiency**)

3. College-level courses that require proficiency in **all developmental English courses and in MATH010**

Basic Math:

- ACCT 101 Accounting I
- BIOS 101 General Biology
- BIOS 103 Anatomy & Physiology I
- BIOS 104 Anatomy & Physiology II
- COMS 110 Computer Concepts and Applications

4. College-level courses that require proficiency in **all developmental English courses and in MATH015 Introductory Algebra I and MATH017 Introductory Algebra II or MATH023 Basic Algebra:**

- All BIOS (except BIOS 101, BIOS 103, BIOS 104 – see above)
- All CHEM
- ECON 101 & ECON 102
- All GEOL
- MATH 104 Contemporary Math; MATH 106 Math Concepts; MATH 108 Statistics
- ALL PHYS

5. Courses that require proficiency in MATH040 Intermediate Algebra OR a score of 50 on the College-level Math Accuplacer exam:

- BIOS110 Biology I
- MATH 110 Pre-Calculus I
- Students may opt to take MATH 112 Pre-Calculus II during the same semester as MATH 110 since the two courses are co-requisites.

6. Some additional notes on CHEMISTRY (CHEM) courses:

- CHEM 100 (Introductory Chemistry) has a pre-requisite of MATH 110 (Pre-Calculus I)
- CHEM 107 (Forensic Science) requires completion of ALL developmental math (i.e., MATH 010, MATH 015/ MATH 017 OR MATH 023, and MATH 040)
- CHEM 110 has a co-requisite requirement of MATH 110 (Pre-Calculus I)

7. Some additional notes on PHYSICS (PHYS) courses:

- PHYS 100 (Concepts of Physics) has a pre-requisite of proficiency on the Mathematics placement test, i.e., Basic Math and Basic Algebra)
- PHYS 105 (Introductory Astronomy) has a pre-requisite of MATH 106 (Mathematical Concepts) or higher, or permission of the instructor.
- PHYS 108 (The Physics and Technology of Clean Energy) has a pre-requisite of MATH 017 or MATH 023 with a grade of “C” or better, or proficiency on the College Placement Test.
- PHYS 110 (Physics I) has a pre-requisite of MATH 112 (Pre-Calculus II), with all higher Physics courses escalating from that point.

Developmental Course Guidelines

The determination of which college-level courses are allowable in conjunction with the various levels of developmental courses is made by the office of Academic Affairs and is reviewed on an annual basis.

General Education Requirements

All degree programs at SCCC require the student to complete a certain number of general education courses in addition to specific courses that comprise the student’s major program of study. Among other things, general education courses provide college graduates with the knowledge and skills needed to communicate well, use technology, understand scientific developments and function effectively as members of an educated society.

In New Jersey, all community colleges require students to complete a variety of general education courses in the categories listed below. Each degree program at SCCC is carefully designed to include the appropriate number and type of general education courses and it is important for the student and the advisor to adhere closely to the prescribed curriculum so that all of the general education requirements are met by the time of graduation. Specific courses that can be used to meet general education requirements in each category are listed on the following pages. Questions about general education requirements should be directed to the student’s academic advisor.

WRITTEN and ORAL COMMUNICATION IN ENGLISH

An array of courses which prepare students to speak, read, and write effectively. At least two of these must be composition courses for A.A. and A.S. degrees. At least one of these must be a composition course for specialized degree programs and certificates.

ENGL101	English Composition I
ENGL102	English Composition II
ENGL201	Effective Speaking

MATHEMATICS

Any college-level mathematics course including statistics, algebra, or calculus course(s). These courses should build upon a demonstrated proficiency in basic algebra.

MATH104	Contemporary Mathematics
MATH106	Mathematical Concepts
MATH108	Statistics
MATH110	Pre-Calculus I
MATH112	Pre-Calculus II
MATH113	Calculus I
MATH114	Calculus II
MATH205	Business Calculus
MATH213	Calculus III

SCIENCE

Any course(s) in the biological or physical sciences – or non-majors survey course. At least one of these courses must have a laboratory component.

BIOS101	General Biology
BIOS102	Introduction to Human Biology
BIOS103	Anatomy and Physiology I
BIOS104	Anatomy and Physiology II
BIOS108	Introduction to Environmental Sustainability
BIOS110	Biology I
BIOS112	Biology II

ACADEMICS

BIOS122	Introduction to Environmental Science
BIOS124	Ecology
CHEM100	Introductory Chemistry
CHEM107	Forensic Science
CHEM110	College Chemistry I
CHEM112	College Chemistry II
CHEM210	Organic Chemistry I
CHEM212	Organic Chemistry II
GEOL101	Physical Geology
GEOL110	Historical Geology
PHYS100	Concepts of Physics
PHYS105	Introductory Astronomy
PHYS108	Physics and Technology of Clean Energy
PHYS107	Introductory Meteorology
PHYS110	Physics I
PHYS112	Physics II
PHYS120	Physics I with Calculus
PHYS121	Physics II with Calculus

TECHNOLOGICAL COMPETENCY or INFORMATION LITERACY

Any course that emphasizes common computer technology skills (e.g. computer science, information technology) that helps students to access, process and present information. This component is not required for students who can demonstrate competency.

COMS110	Computer Concepts and Applications
COMS113	Introduction to Information Systems
COMS114	Introduction to Computer Science I
COMS120	Computer Software Applications

SOCIAL SCIENCE

Any introductory course(s) from among anthropology, economics, geography, political science, psychology or sociology.

Anthropology

ANTH101	Introduction to Anthropology
ANTH110	Physical Anthropology
ANTH120	Cultural Anthropology
ANTH131	Principles of Archaeology

Economics

ECON101	Macroeconomics
ECON102	Microeconomics

Geography

GEOG105	Cultural Geography
GEOG110	World Geography

Political Science

POLS101	Introduction to Political Science
POLS105	American Politics
POLS106	State and Local Government
POLS109	Modern Political Ideologies
POLS110	International Relations

Psychology

PSYC101	General Psychology
PSYC111	Child Psychology
PSYC112	Adolescent Psychology
PSYC115	Psychology of Aging

Sociology

SOCA101	Introduction to Sociology
SOCA150	Contemporary Social Issues
SOCA207	Sociology of Religion

HUMANITIES

Any broad-based course(s) in the appreciation of art, music, or theater; literature; foreign language; history; philosophy and/or religious studies.

Aesthetic Appreciation

ARTA103	Art History I
ARTA104	Art History II
ARTA106	Art Appreciation
ARTA107	History of Contemporary Art
COMM230	Critical Analysis and Survey of Cinema

MUSC101	Music Appreciation
THEA208/ ENGL208	History of the Theater I
THEA209 / ENGL209	History of the Theater II
PHOT120	History of Photography

History

HIST101	History of Western Civilization I
HIST102	History of Western Civilization II
HIST105	U.S. History I
HIST106	U.S. History II
HIST201	20th Century Asia (Most associate degrees require a two course sequence)

Interdisciplinary Humanities

HUMN101	Survey of World Culture I
HUMN102	Survey of World Culture II

Literature

ENGL203	American Literature I
ENGL204	American Literature II
ENGL205	Contemporary Literature
ENGL207/ WMST207	Literature By Women
ENGL208/ THEA208	History of the Theater I
ENGL209 / THEA209	History of the Theater II
ENGL210	Modern Short Novel
ENGL211	The Short Story
ENGL213	Literary Masterpieces of the Western World I

ACADEMICS

ENGL214	Literary Masterpieces of the Western World II
ENGL221	Modern Poetry
ENGL230	British Literature I
ENGL231	British Literature II

Philosophy

PHIL110	Philosophy and The Meaning of Life
PHIL201	Comparative Religions
PHIL203	History of Modern Philosophy
PHIL205	Contemporary Ethical Issues

Foreign Languages

AMSL101	American Sign Language I
AMSL102	American Sign Language II
AMSL201	American Sign Language III
CHIN101	Elementary Mandarin Chinese I
CHIN102	Elementary Mandarin Chinese II
FREN101	Elementary French I
FREN102	Elementary French II
FREN201	Intermediate French I
FREN202	Intermediate French II
GRMN101	Elementary German I
GRMN102	Elementary German II
GRMN201	Intermediate German I
GRMN202	Intermediate German II
ITAL101	Elementary Italian I
ITAL102	Elementary Italian II
ITAL201	Intermediate Italian I
ITAL202	Intermediate Italian II
RUSS101	Elementary Russian I
RUSS102	Elementary Russian II
SPAN101	Elementary Spanish I
SPAN102	Elementary Spanish II
SPAN201	Intermediate Spanish I
SPAN202	Intermediate Spanish II
SPAN220	Spanish Conversation and Composition

HISTORICAL PERSPECTIVE

Any broad-based course(s) or sequence of courses in World, Western, non-Western, or American History.

HIST101	History of Western Civilization I
HIST102	History of Western Civilization II
HIST105	U.S. History I
HIST106	U.S. History II
HIST201	20th Century Asia (Most associate degrees require a two course sequence)

GLOBAL & CULTURAL AWARENESS (Diversity)

Any course whose primary purpose is to expose students to a multicultural society or people possibly within the context of non-introductory study of a foreign language. If this goal is integrated into one or more general education course(s), the three credits may be moved from this category to another general education category.

ANTH101	Introduction to Anthropology
ANTH110	Physical Anthropology
ANTH120	Cultural Anthropology
ANTH150	Magic, Myth & Religion
ARTA103	Art History I
ARTA104	Art History II
GEOG105	Cultural Geography
HIST201	20th Century Asia (Most associate degrees require a two course sequence)
HUMN101	Survey of World Culture I
HUMN102	Survey of World Culture II
HUMS203	Human Behavior in the Social Environment: Diversity
PHIL201	Comparative Religions
POLS109	Modern Political Ideologies
PSYC237	Multicultural Psychology
SOCA101	Introduction to Sociology
SOCA207	Sociology of Religion
SOCA215	Perspectives on Race, Gender, Class and Culture
WMST101	Women in Contemporary Society
WMST207/ ENGL207	Literature By Women

Liberal Arts Electives

Liberal Arts electives provide comprehensive, non-specialized study within the typical liberal arts disciplines, the humanities, the behavioral & social sciences, mathematics and the natural sciences.

The following qualify as liberal arts electives except where noted. Transfer institution policies vary.

AMSL (check transfer college)	GRMN
ANTH	HIST (check transfer college)
ARTA	HUMN
BIOS	ITAL
CHEM	MATH (100 level and higher)
CHIN	MUSC
COMM	PERA
COMS (Limit 1)	PHIL
CRJS105 only (Criminology)	PHOT
DESN	PHYS
ECON	POLS
EDUC	PSYC (except PSYC103 & PSYC120)
ENGL (except ENGL101 & ENGL102)	RUSS
FREN	SOCA
GEOG	SPAN
GEOL	WMST

According to SCCC policy, students may also choose one introductory course in a career area. See list below. Transfer institution policies vary.

AOTE101 (check transfer college)	GRAD101
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ACADEMICS

BUSA101	HUMS101
CDEV101	LEGA100
CRJS100	
FRST101 (check transfer college)	

Literature Electives

ENGL203	American Literature I
ENGL204	American Literature II
ENGL205	Contemporary Literature
ENGL207	Literature by Women
ENGL208	History of the Theater I
ENGL209	History of the Theater II
ENGL214	Literary Masterpieces of the Western World II
ENGL216	Children's Literature (check transfer college)
ENGL221	Modern Poetry
ENGL222	Shakespeare
ENGL210	Modern Short Novel
ENGL230	British Literature I
ENGL211	The Short Story
ENGL231	British Literature II
ENGL213	Literary Masterpieces of the Western World I

Please Note: Some degrees require specific liberal arts electives. Students should consult with their advisors in the selection of courses to meet their major/option requirements.

Foundation Courses

Sussex County Community College requires the following courses to be taken at key points in a student's two-year College experience:

Foundations for Success is a three-credit course designed specifically for incoming SCCC Freshmen. All students are required to take this course within their first or second semester. *Foundations for Success* is part of a comprehensive program that initiates students into the rigor of college academics and the responsibility of college student life. Instructors are trained to facilitate topics that have proven to be vital to entering college students. The course provides an introduction into the intellectual, social and emotional transition of going from high school to college, or from the workforce into college life.

This is a student-centered course covering numerous strategies to encourage students to become active and empowered learners and to make the most of their college experience. Students will obtain information about college life and develop strategies and techniques to enhance success in their academic, personal and professional lives. The course is infused with opportunities to understand, practice and implement critical thinking. Students will also gain practical information to help prepare to transfer to a four year university or enter the workforce directly. National research demonstrates that there is a positive correlation between participation in a first year seminar course and higher graduation rates, higher grade point averages and engagement in campus life. Topics covered are transitioning to college, careering, time management, college information/technology resources, financial

management, wellness, academic planning, diversity, campus/community involvement, transferring to a four year college, etc.

The Capstone courses are designed specifically for sophomores with 45 credits or more who are approaching graduation. The Capstone program offers students the opportunity to work with an SCCC professor to prepare for transfer to a four year school or to enter the workforce and find a position in their chosen field. There are seven different, one-credit, Capstone courses for students to choose from, depending upon their declared major:

- College Capstone for Liberal Arts
- College Capstone for Business, Science and Technology
- College Capstone for Criminal Justice
- College Capstone for Film Study
- College Capstone for Computer Science and Information Systems
- College Capstone for Biology, Pre-Med/Dental, Pre-Nutrition/Dietetic Option
- College Capstone for Math, Physical Science & Engineering

Academics Services and Initiatives

Academic Advisement

An important part of each student's academic career is meeting with an academic advisor to plan a program of study. Continuing students are strongly encouraged to meet with an advisor prior to registration in order to ensure sufficient progress toward a degree or certificate.

Clearing Corporation Business Learning Center

Located in the east wing of the Academics & Athletics Building, the Clearing Corporation Business Learning Center provides students of business administration with a contemporary, business-like environment in which they can learn, study, discuss ideas, keep abreast of the latest business news and interact informally with business faculty. The Center contains a classroom that is fully equipped with computers and modern instructional technology. It also includes a large conference room that is designed to emulate the professional environment that students will encounter during the course of their business careers.

A professional lounge area provides students with a comfortable place to read and study. The television monitors in the Center provide continuous access to news provided throughout the day by the Bloomberg Business Channel. Since its dedication in October 2009, the Clearing Corporation Business Learning Center has become a popular place for informal discussions among students and faculty, as well as presentations by guest speakers, regular Business Club meetings, business book discussions and other events of interest to students interested in business, accounting, economics, marketing and finance.

The Clearing Corporation Business Learning Center was made possible as a result of a generous gift presented to the College in 2009 by Mr. Ira Polk on behalf of the Clearing Corporation Charitable Foundation.

ACADEMICS

Computer Labs

College computers are available in the Learning Center, Cyber Café, Library, Counseling and Advising Center, Computer Classrooms and Graphics Lab. Printers are available in the Learning Center and Library. Students are required to pay for printing. Cash, debit and credit cards are accepted.

Distance Learning

Online and Blended (Hybrid) Courses

SCCC offers online and blended (hybrid) courses each semester. Online courses offer all instruction and traditional course interactions in an online environment. Online courses are not for every student. It is essential to have the self-discipline required for independent learning. Access to a computer is required for online courses.

Blended (hybrid) courses are a combination of online and in class instruction. Typically blended (hybrid) classes are held on-campus in a classroom for 50% of the course, while the other half is conducted online. Blended (hybrid) courses are designed to give the benefits of traditional face-to-face learning and the independence of online learning. Access to a computer is required.

Learning Center

Administration (B) Building • 973.300.2150

The Learning Center is designed to enhance the College's commitment to educational excellence. The Center offers a variety of special programs and services.

ABE/HSE Study Programs

973.300. 2158

Small-group, self-paced instruction is provided in basic writing, reading and math skills (ABE), as well as additional components in science, social studies and literature for students preparing for the High School Equivalency (HSE) Test. Computer literacy instruction, workforce readiness training and employment counseling are also offered through this program.

Disabilities Assistance Program (DAP)

973.300.2153

DAP provides services for students in both "Project Success," an outreach program for the certified learning disabled student and for individuals considered "Special Needs" based on either an emotional or physical disability. Accommodations are made on a case by case basis.

English for Speakers of Other Languages (ESOL)

973.300.2157

Non-native speakers of English will find a variety of courses offered in our ESOL program which helps students learn English and prepare for citizenship. Courses are designed to meet the needs of 2nd, 3rd or even 4th language learners seeking to improve their English.

Classes in Grammar, Writing, Reading & Vocabulary Development and Listening & Speaking are offered in beginner, intermediate and advanced levels and are taught in small groups to enhance the learning experience.

Advanced classes prepare students to enter college courses and include TOEFL Preparation (Test of English as a Foreign Language).

The ESOL Program also offers FREE Life Skills English classes, "American Language & Civics."

Tests offered in the Learning Center

- Exams for students participating in the Disabilities Assistance Program requiring accommodation
- Test of Adult Basic Education (TABE)

Tutoring

973.300.2150

The Learning Center offers group tutoring in all levels of math, science and English. Tutoring schedules for group tutoring are posted online at sussex.edu.



Library

Library & Science (L) Building • 973.300.2162

As the research center of the College, the Library is the major resource for its educational programs. To support the College curriculum, the Library acquires, organizes and maintains a variety of print and non-print material for individual and classroom use. Librarians are available to assist students in learning to locate, evaluate and understand information through individual reference assistance and library instruction/information literacy classes. The Library's collection includes books, magazines, professional journals and various non-print media. Numerous online research databases, as well as the online catalog, are available for student use.

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both in the Library and through remote Internet access from home. Traditional library services such as inter-library loan and academic reserve are also available to all students, faculty, and staff.

The Library also provides recreational materials which include a collection of print best sellers (both fiction and non-fiction) and digital books. A student ID card is necessary to access Library databases, borrow materials, or print. There is a nominal fee to print.* ID cards are printed during Library operation hours. Library hours are posted at sussex.edu.

Programs for High School Students

Concurrent Enrollment Program (CEP)

The Concurrent Enrollment Program (CEP) provides the opportunity for eligible high school juniors and seniors to accrue college credits while completing their high school experience. CEP is a partnership program administered within the high school schedule and on the high school campus.

All CEP courses offer the same content as comparable courses offered on the SCCC campus. CEP courses are taught by high school faculty serving as SCCC adjunct instructors. The College, in consultation with the school district, is responsible for selection of instructors, who must meet the same criteria of employment as other College adjuncts. CEP courses are monitored by the Office of Academic Affairs to ensure that instruction, curriculum, text books and grading standards are comparable to the same courses taught on the SCCC campus.

High school students interested in the program should contact their high school guidance counselor.

High school juniors or seniors may participate in the concurrent program if they meet the following criteria:

- have successfully met all requirements for junior status
- have earned a "B" average
- are academically motivated (based on teacher and/or guidance counselor input)
- meet the College's SAT requirements or take the College Placement Test and pass the required areas.

Examples for the Placement Test can be found in the Counseling and Advising Center and at sussex.edu.

Early College Advantage Program (ECAP)

The Early College Advantage Program (ECAP) is designed for above average high school juniors or seniors who wish to earn college-level credits prior to high school graduation. Students may receive an ECAP admission application at their high school guidance office or from SCCC's Counseling and Advising Center. Upon receiving signed permission from the high school guidance counselor and parent or legal guardian, a student may enroll in one or two courses (not exceeding eight hours of academic work) per semester during the day or evening. Students must meet SAT or Placement Test requirements for each course.

Students in the Early College Advantage Program, upon graduation from high school and enrollment at SCCC, will have all applicable credits earned applied towards their certificate or associate degree. Students enrolling at other colleges or universities may request an SCCC transcript be sent to the other school for applicable transfer credit consideration.

* Home-schooled students between the ages of 16-18 may also be eligible.

Service Learning

Service learning is a teaching and learning strategy that integrates classroom learning with service to the community. Service learning is an opportunity for students to get engaged with the community, meet the needs of community constituents and apply what is learned in the classroom to real life situations. Students who have participated in service learning activities report a higher level of interest in their coursework, better retention of the information they are learning – and rewarding service experiences. The skills and experience gained also look great on a resume and application for transfer to a four-year college or university.

Transfer Articulation Agreements

SCCC has established transfer articulation agreements for specific majors with Berkeley College, Centenary College, East Stroudsburg University, Fairleigh Dickinson University, Felician College, Marywood University, Montclair State University, New Jersey Institute of Technology, Ramapo College, Rutgers University-Newark and William Paterson University. Most agreements guarantee students who have completed an A.A. degree or an A.S. degree, full junior-year status in various majors if they transfer to these institutions. Students should consult with the Counseling and Advising Center for additional information.

4-Year College	SCCC Program
Berkeley College Dover, NJ	<ul style="list-style-type: none"> • Accounting • Business Administration • Criminal Justice • Liberal Arts/Pre-law Option
Centenary College Hackettstown, NJ	Human Services
Fairleigh Dickinson University Madison, NJ	Graphic Design
East Stroudsburg University East Stroudsburg, PA	Human Services
Felician College Lodi, NJ	<ul style="list-style-type: none"> • Business Administration • Criminal Justice • Education • Nursing
Montclair State University Montclair, NJ	<ul style="list-style-type: none"> • Biology • Chemistry • Geology
Marywood University Scranton, PA	Graphic Design
New Jersey Institute of Technology Newark, NJ	<ul style="list-style-type: none"> • Business Administration • Computer Science • Information Systems
Ramapo College Mahway, NJ	Human Services
Rutgers University-Newark Newark, NJ	Human Services
William Paterson University Wayne, NJ	<ul style="list-style-type: none"> • Business Administration • Education

ACADEMICS

University Center

Felician College: Sussex County Community College has a partnership with Felician College that allows eligible students to obtain a bachelor's degree on the SCCC campus. SCCC students earning associate degrees in business, education, or criminal justice are eligible to seamlessly transition to Felician's Bachelor Completion Programs. Students who already hold an associate degree may transfer up to 80 credits into Felician's Bachelor's Completion Program. Felician is also offering a BSN in Nursing Degree on the SCCC campus for students who are currently licensed as an RN. Small classes in all programs meet one night a week or on-line, allowing students the convenience of working full time while earning a bachelor's degree close to home. Some courses in the degree completion program are also offered online. For additional information, contact the Felician representative at 973.300.2364.

Seton Hall University's College of Education and Human Services offers a Master of Arts and Education Specialist Program in Education Leadership Management Policy (ELMP) at the SCCC campus. The two year program meets all the requirements for NJDOE Principal and Supervisor Certification. Contact Community Education at 973.300.2140 for additional information.

Academic Policies

Academic Fresh Start

The Academic Fresh Start program is designed for students who attended SCCC, compiled an unsuccessful academic record, and subsequently left the College for an extended period of time. As a result of their work experience, maturity, or new interests, these student may now wish to return to college to pursue a program of student towards a degree.

Academic Fresh Start allows students to restore their academic standing at SCCC by eliminating the previous academic credit from their Cumulative Grade Point Average (CGPA). Contact the Registrar's Office for additional information and the forms necessary to apply for the Academic Fresh Start program.

Academic Integrity

Students are required to perform all of the work specified by faculty and are responsible for the content and integrity of all academic work submitted, including term papers, reports and examinations. A student will be guilty of violating the Rule of Academic Integrity if he or she knowingly represents the work of others as his or her own, or if he or she uses or obtains unauthorized assistance in any academic work.

Cheating on examinations, through use of unauthorized aids or inappropriate resources, is forbidden. In addition, plagiarism or the unattributed use of another's words or ideas, through either direct appropriation or paraphrase, is a serious breach of academic standards. Students have an obligation to exhibit honesty in carrying out their academic assignments. They may be penalized by the following: written warnings and/or assignment of an "F" grade for the assignment/test or for the course. If the student is found guilty in more than one case, he or she may be dismissed from the College.

Academic Probation

Full-time students completing 12 or more earned college credit hours during the fall and/or spring semester whose semester grade point average (GPA) falls below 2.0 are placed on academic probation.

Part-time students completing 12 or more earned college credit hours and thereafter upon completion of each additional cluster of 12 or more credits whose cumulative grade point average (GPA) falls below 2.0 are placed on academic probation.

Students will be informed in writing by the Associate Dean, Division of Learning Resources or designee of their probation status. If students are pre-registered for a succeeding semester, they will be notified by the Associate Dean, Division of Learning Resources or designee to make an appointment with Counseling in a specified period of time. Failure to comply with deadlines can result in cancellation of one's registration. The Associate Dean, Division of Learning Resources will notify the Registrar's Office of probationary status and associated restrictions. The Registrar will affect a probationary hold which will preclude registration until such time as the Associate Dean, Division of Learning Resources or his or her designee authorizes removal of the hold.

Students will be required to take a reduced course load, not to exceed 13 credits for full-time students and not to exceed 7 credits for part-time students per semester, until their GPA is 2.0 or above.

It is the prerogative of the Academic Probation Committee to place special requirements and restrictions on the student in the succeeding semester. Such conditions may include, but are not limited to, not holding office in a student organization or participating in intercollegiate athletic functions. Students will be monitored and offered the following guidance and support in making satisfactory progress, including advising students to:

- Enroll in *Foundations for Success* during the first semester of probation if this course has not already been taken, or retake the course if student received a grade of "F."
- Enroll in courses with Learning Strategies.

Special needs students will be monitored by the Coordinator of the Disabilities Assistance Program.

If a student has not attained a cumulative GPA of 2.0 after three semesters on academic probation or in clusters of 12, 24, 36, or 48 attempted credit hours, the Academic Probation Committee may place the student on a one semester suspension or dismissal from the College. The student has the right to appeal the decision of this Committee, in writing, to the Academic Probation Committee. The Associate Dean, Division of Learning Resources serves as chair of this committee. Upon committee review of the appeal, the Associate Dean, Division of Learning Resources will notify the student and other appropriate College offices, in writing, of the Committee's decision.

Attendance

At SCCC, class attendance and academic achievement are recognized as being interrelated. Attendance in class is not used solely as a basis for grade determination; however, lectures, assignments, tests and class participation missed or inadequately made up as a result of class absences will jeopardize a student's grade.

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- Students are expected to attend all classes and to adhere to the written requirements and consequences of non-attendance outlined in the syllabi of each instructor. Faculty are required to keep attendance records.
- Faculty are required to state their attendance requirements on their course outlines.
- While it is the responsibility of the student to notify the instructor after the student's first absence, the instructor may personally contact the student to discuss the effect of the absence and possible subsequent absences, on the successful completion of the course.
- If subsequent absences do occur, it is the student's responsibility to contact the instructor for guidance in completing missed work.
- The instructor determines if an absence is valid and if a student may complete missed assignments. If the absence is not valid or if work is made up without prior discussion with the instructor, said work may not be accepted.

Credit for Non-traditional or Prior Learning Experience

SCCC recognizes that learning in the classroom is only part of the total learning that takes place in the modern world. As a result, credit may be granted for knowledge or skills acquired outside the traditional classroom. This includes appropriate life and work experiences in addition to formal learning, such as through military schools or training programs, employment training programs and proprietary schools.

Students who wish to receive college credit for life/work experience must complete an official "Application for Life/Work Experience Credit;" and, if approved, prepare a portfolio.

In preparing to apply for life/work credits, students must schedule a meeting with the appropriate Academic Dean and bring the completed "Application for Life/Work Experience Credit Form."

The Dean will review the application and make a recommendation for the student to proceed or not. The student will then prepare the portfolio and submit it for evaluation to the Dean. If the portfolio is deemed acceptable by the Dean, it will be forwarded to the Vice President of Academic Affairs for final approval. At the time of submission of the portfolio, the student will pay half the prevailing tuition rate for the course that is being evaluated. When the evaluation is finalized and if credit is to be given, a recording fee will be required.

Dean's List

Sussex County Community College acknowledges outstanding academic achievement of full-time students on a semester basis and the cumulative achievement of part-time students through the Dean's List designation (fall and spring semesters only).

Eligibility

1. Full-time students earning 12 or more college credits during the fall or spring semesters.
2. Part-time students having cumulatively earned 12 or more college credits in a fall or spring semester and thereafter upon completion of each additional cluster of 12 or more credits.

Academic Requirements

1. A semester grade point average of 3.5 for full-time students (based upon earned credit hours).
2. A cumulative grade point average of 3.5 for part-time students (based upon earned clusters of 12 or more credits).

Grading

Letter grades are given to students and posted to each student's transcript at the end of each semester. A grade represents an instructor's evaluation of a student's academic performance in a course and is determined by examinations and other criteria established by the College and the individual instructor. All grades are recorded on the individual transcript and remain as such unless revised and/or removed by action following from the College's Student Appeal of Grades Policy. (See Appeal of Grades.)

Grades are posted on the my.sussex.edu portal at the completion of each semester. Report cards are not mailed home.

Grades Counted in the Grade Point Average (GPA)

Grade	Interpretation	Points
A	Excellent	4.0
B+	Very Good	3.5
B	Good	3.0
C+	Above Average	2.5
C	Average	2.0
D	Poor	1.0
F	Fail	0.0
FN	Fail no-show	0.0

Grades not counted in the GPA

Grade	Interpretation	Points
AI	Excellent	0
BI+	Very Good	0
BI	Good	0
CI+	Above Average	0
CI	Average	0
FI	Insufficient	0
II	Incomplete	0
AU	Audit	0
I	Incomplete	0
IP	In Progress	0
W	Approved Withdrawal	0

Letter grades AI through FI represent institutional credit. Institutional credits do not count in the grade point average, nor do they fulfill graduation requirements. Students who earn a grade of AI-CI in developmental courses are eligible to move to the next course in the sequence or to the next level.

ACADEMICS

How to Calculate a Grade Point Average

The calculation of a grade point average is a simple mathematical process. Quality points earned, QP, also known as “grade points,” are divided by the student’s quality credits attempted. (See chart on next page)

Quality Points

Quality points (QP) earned are determined by multiplying the quality credits attempted of a course by the numerical value of the grade. For example, a “B” received in a three-credit course would yield nine quality points (3 x 3 = 9). When calculating quality points earned, some courses are excluded from the process. Transfer credits and grades received for exams (CLEP, AP, etc.) as well as grades for “IC” (institutional credit) courses are not counted.

Course	Credits Attempted	Quality Credits Attempted	Grade	Value of Points	QP Earned	GPA
Math	3	3	B	3	9	
Literature	3	3	F*	0	0	
Chemistry	4	4	A	4	16	
History	3	3	B	3	9	
Basic Algebra	0(3IC**0	0	BI	0	0	
Total	13	13			34	2.62

Grade Point Average = Quality Points Earned (34) divided by Quality Credits Attempted (13) = 2.62

* “F” points are counted as credits attempted but produce “0” quality points

** “IC” courses (Institutional Credits) are counted neither in quality credits attempted nor as quality points.

Quality Credits Attempted

Quality Credits Attempted (Q Cr. Attempted) consists of all the college credits attempted by a student (including those failed, but not the exclusions above).

Example: (GPA = QP Earned/Q Credits Attempted); Grade Point Average = Quality Points Earned (34) divided by Quality Credits Attempted (13) = 2.62

Grade Appeal

Educational institutions have the responsibility for evaluating students by standards and a grading system which is publicized and known to instructors and students. The responsibility for determining the final grade of each student rests with the faculty member who has responsibility for teaching the course in which the student is responsible for demonstrating the learning which results in a final grade. A student who feels that the final grade he/she received in the class is unfair is entitled to an appeal.

Any student pursuing a grade appeal must follow the procedure outlined below. Students are responsible for taking action within the procedural time line. Faculty secretaries are available to address student questions regarding the procedure. Grade appeals not following this procedure are not eligible for review.

Step One: The student must understand the policy and complete the appropriate form stating the exact nature of the appeal within two weeks from the end of the semester.

Step Two: The instructor must read the appeal, meet with the student and grant or deny the student’s request.

Step Three: (a) If the professor is an adjunct or part-time instructor, the Department Chair must hear the appeal and attempt to resolve the problem. If no solution is reached, the appeal may be forwarded to the appropriate Division Dean whose decision is final.

OR

Step Three: (b) If the professor is a full-time instructor, the Division Dean must hear the appeal and attempt to resolve the problem within five days of the start of the next semester. The decision of the Division Dean is considered final.

Auditing

Students may choose to enroll in a course on an audit basis with the understanding that neither a grade nor credits can be assigned to the course(s) selected for audit. Audit status must be declared in the Registrar’s Office by the then day of the semester. Students attempting to audit a course shall have satisfied all prerequisite requirements for that course on a credit basis unless they obtain a prerequisite waiver from the appropriate division dean or department chair. In those cases where no prerequisite is required, student requesting to audit a course must have obtained a satisfactory score on the appropriate placement test or present a one-course waiver from the Counseling Center exempting them from the placement test for the course selected for audit.

All standard tuition and fees are charged for courses audited. Senior citizens registering for credit courses on an audit basis will be charged tuition according to New Jersey statutory law. Students may not change from credit to audit status or from audit to credit status after the tenth day of the semester.

Audited courses appear on the student’s transcript with a grade of “AU” and do not satisfy prerequisite requirements or indicate mastery of the subject material. Additionally, courses taken on an audit basis are not approved for veterans training, for financial aid or tuition waivers (with the exception of SCCC employees electing to audit a class as part of the standard tuition waiver benefit).

Forms requesting a change from credit to audit and vice versa are available in the Registrar’s Office.

Faculty members who are in charge of the course being audited shall be responsible for determining the extent to which auditing students participate in class assignments and other activities.

Incomplete Grades

An incomplete grade “I,” may be given at the initiation of a student and at the discretion of the faculty, only to students who have completed at least 80% of the required coursework with a grade of “C” or better. No “I” grade may be given without the submission of the signed form.

The completion date is determined by the instructor, but in no case may the date exceed February 15th for grades issued in fall and winter semesters or terms and September 30th for grades issued in spring and summer semester or terms. After the deadline, if the “I” has not been changed by the instructor, the original “I” will be recorded as an “F.”

ACADEMICS

Repeat Courses

Students may repeat courses in order to improve grade point averages. In a repeated course, the highest grade is calculated in the grade point average and appears on the transcript as “repeated course.” All instances of repeated courses and grades remain on the transcript, however, credit will be awarded only once.

A course may be repeated twice, i.e., an initial registration plus two repeats for a total of three. Should a student attempt to repeat a course a third time (4th registration), he or she will be barred from registration except as noted: Special Topics, Chorus and English for Speakers of Other Languages.

In the event a course is retired and a replacement course designated, the repeat logic will apply to the designated replacement course. In the event a course is retired and a replacement course not designated, the student will lose the repeat option. Students may appeal this policy in writing to the Director of Counseling.

Satisfactory Academic Standing

To be classified as a student in satisfactory academic standing, any student, whether full-time or part-time, matriculated or non-matriculated, must maintain a grade point average of 2.0 or above.



DEGREES AND CERTIFICATES

Degrees

Sussex County Community College offers programs leading to the Associate in Arts (A.A.), Associate in Fine Arts (A.F.A.), Associate in Science (A.S.) and Associate in Applied Science (A.A.S.) degrees and programs leading to Professional Certificates.

All matriculated students, whether they plan to transfer to a four year institution or complete their college careers at the end of their programs, are eligible for the associate degree or certificate if all graduation requirements set forth in this catalog have been met. The program outlines are offered as guidelines and courses do not necessarily need to be taken in the order suggested. Please note that many courses require prerequisites.

Academic programs are subject to change. Students should contact the Academic Affairs Office or the Counseling and Advising Center for the most current information.



Associate in Arts (A.A.)

The Associate in Arts degree is designed for transfer to a four year institution.

The programs leading to the Associate in Arts degree parallel those offered in the freshman and sophomore years at four-year institutions. Students who satisfactorily complete their chosen programs will be able to continue their college education into their junior and senior years at four year colleges or universities.

SCCC offers Associate in Arts degrees in:

Liberal Arts

with Options in:

- Anthropology
- Communication/ Broadcasting
- Communication/Film Studies
- Communication/Journalism
- Elementary/Secondary Education
- English
- History
- Political Science
- Pre-Law
- Psychology
- Sociology
- Theater Arts

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

The Associate in Fine Arts degree is designed for the student who is planning a career in studio arts, photography or design or who plans to transfer to a four year institution or professional art school. The program provides liberal studies required by most B.F.A. programs and sufficient studio courses for junior year status.

SCCC offers Associate in Fine Arts degrees in:

Studio Arts

with Options in:

- Design
- Photography

DEGREES AND CERTIFICATES

Associate in Science (A.S.)

The Associate in Science degree is designed for transfer to a four year institution.

The programs leading to the Associate in Science degree parallel those offered in the Freshman and Sophomore years at four year institutions. Students who satisfactorily complete their chosen programs will be able to continue their college education into their junior and senior years at four year colleges or universities.

SCCC offers Associate in Science degrees in:

Accounting
 Business Administration
 Criminal Justice
 Environmental Studies
 Human Services
 Science/Mathematics
 with Options in:
 Biology Option
 Chemistry Option
 Computer Science Option
 Engineering Science Option
 Geology Option
 Information Systems Option
 Mathematics Option
 Pre-Medical Dental Option
 Pre-Nutrition Dietetic Option

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

The Associate in Applied Science degrees are career-related and designed for the student who is planning to enter the workforce upon graduation. Students receive education and training in the skills needed for employment, plus the general education designed to turn out well-rounded employees. While some credits may transfer to four year institutions, the A.A.S. programs are not designed for transfer. The following A.A.S. programs are designed to equip students with the skills needed for immediate entry into the job market.

SCCC offers Associate in Applied Science degrees in:

Automotive Service Technology
 Business Management
 Child Development Specialist
 Computer Information Systems
 Criminal Justice Studies
 Fire Science Technology
 Graphic Design
 with Options in:
 3D Computer Arts
 Social Media Marketing
 Health Science
 New Media Communications
 Nursing (In conjunction with other community colleges/requires a separate admission)
 Paralegal Studies

Professional Certificates

These certificates are awarded to those students who successfully complete programs that are offered for college credit and which require a general education component. Professional certificates require no more than 35 credits and require College Placement Testing for admission. Professional certification requires a minimum 2.0 GPA.

SCCC offers Certificate Programs in:

Automotive Service Technology
 Child Development Specialist
 Computer Information Systems
 Computerized Accounting
 Fire Science Technology
 Paralegal
 Web Design
 Web Publishing

Certificates of Achievement

The Certificates of Achievement are designed for individuals who wish to start out on a career path or who are already working in their field and want to advance and update their knowledge and skills.

Bookkeeping
 Computer Aided Design/Drawing Software
 Digital Art and Illustration
 Graphic and Digital Design
 Independent Film
 Interactive Design Skills
 Multimedia Artist
 Photography
 Social Media
 Technical Support
 WordPress Theme Design

Degree and Certificate Programs are listed alphabetically on the following pages.

COURSE DESCRIPTIONS

Accounting

ACCT101

ACCOUNTING PRINCIPLES I FINANCIAL (3 Cr) (3:0)

This course is a study of accounting principles and procedures. The accounting cycle is covered for a service industry. Additional topics include accounting for merchandising operations; cash and short-term investments; inventory; the acquisition, allocation, and disposal of tangible and intangible assets; and current liabilities.

Prerequisite: Proficiency on College Placement Test

ACCT102

ACCOUNTING PRINCIPLES II MANAGERIAL (3 Cr) (3:0)

This course addresses managerial accounting concepts which are necessary for decision-making, performance evaluation, planning, and control. Emphasis is placed on using accounting data as a tool to enhance the information's usefulness to the firm's management. The course deals with corporate equity, the management cycle, product costing methods and standards, responsibility accounting and segment analysis, budgeting, cost-behaviors, activity-based systems, statement analysis, and preparation of the statement of cash flow. Quantitative methods necessary for managerial accounting will be emphasized.

Prerequisite: ACCT101 (Grade of C)

ACCT107

COMPUTERIZED ACCOUNTING (3 Cr) (2:2)

This course is designed to provide students with a working knowledge of accounting software packages used in industry. The software packages will be representative of the various types on the market. Students will use the following accounting modules: general ledger, accounts receivable, accounts payable, fixed assets, payroll, and cash receipts/payments.

Prerequisite: ACCT101 (Grade of C)

Lab Fee Required

ACCT201

INTERMEDIATE ACCOUNTING I (3 Cr) (3:0)

This course is a continued study of the theory and practices of accounting principles regarding the preparation of financial statements. Included is the in-depth study of accounting for assets, liabilities, equities, revenues and expenses at an advanced level.

Prerequisite: ACCT102 (Grade of C)

ACCT202

INTERMEDIATE ACCOUNTING II (3 Cr) (3:0)

This course is an in-depth study of the integral parts of financial statement analysis in accounting concepts. Special accounting applications involving complex business transactions are explained in detail.

Prerequisite: ACCT201 (Grade of C)

ACCT205

PAYROLL ACCOUNTING (3 Cr) (3:0)

This course is designed to prepare students to enter into the payroll accounting profession. Students learn the various federal and state requirements that govern payroll record keeping and reporting. The student will study ways to implement the requirements in both a manual and an automated payroll environment.

Prerequisite: ACCT101 (Grade of C)

ACCT250

SPECIAL TOPICS IN ACCOUNTING

This course focuses on selected topics in accounting. Since topics may change each time the course is offered, students should consult the course-offering schedule each semester.

American Sign Language

AMSL101

AMERICAN SIGN LANGUAGE I (3 Cr) (3:0)

This course is designed to develop basic communicative skills in American Sign Language. This course will emphasize grammatical structures, sign vocabulary, fingerspelling, numbers, expressive and receptive skills, facial grammar and non-manual communication, and the anatomy and physiology of the human hearing system and hearing loss. Additionally, this course provides an introduction to the culture of the Deaf community.

Corequisite: ENGL021 and ENGL032

AMSL102

AMERICAN SIGN LANGUAGE II (3 Cr) (3:0)

This course strengthens students' expressive and receptive skills in American Sign Language, broadens their understanding of the Deaf community, culture and language, and provides an additional vocabulary base of several hundred signs from American Sign Language. This course instructs the student in the use of classifiers as well as providing them with an introduction to the idiomatic vocabulary of American Sign Language.

Prerequisite: AMSL101

AMSL201

AMERICAN SIGN LANGUAGE III (3 Cr) (3:0)

This course will instruct the student in the expressive and receptive communication skills, vocabulary (including classifiers and commonly used idiomatic expressions) commonly used among the Deaf culture and community. The student will learn to isolate the concepts expressed in spoken English, and to transpose them into the idiomatic expressions of American Sign Language.

Prerequisite: AMSL102

Anthropology

ANTH101

INTRODUCTION TO ANTHROPOLOGY (3 Cr) (3:0)

This course is an integrated overview of the four fields of anthropology. Physical anthropology, cultural anthropology, linguistics, and archeology are explored as subfields and together as an integrated whole. Emphasis is placed on the study of the social and biological origins of human culture, religious diversity, linguistic diversity, and patterns of social inequalities.

ANTH110

PHYSICAL ANTHROPOLOGY (3 Cr) (3:0)

This course studies the origins and evolution of humankind focusing on research from paleoanthropology, primatology, and human genetics. Advances in molecular anthropology and recent fossil discoveries are used to debunk the concept of human biological race. Students become familiar with Homo sapiens migrations out of Africa, and the human and non-human primate fossil record. The origins of the human anatomy, language, social structure, gender roles, family structure, technology, religion, and artistic expression are explored.

COURSE DESCRIPTIONS

ANTH120

CULTURAL ANTHROPOLOGY (3 Cr) (3:0)

This course is a study of a broad range of human behavior from a cross-cultural perspective including language and communication, concepts of love & beauty, marriage & the family, economic systems & political organization and religion & magic. This course provides a background to human cultural origins and variability.

ANTH131

PRINCIPLES OF ARCHEOLOGY (3 Cr) (3:0)

This is an introductory course in archeology. A major focus is on the interpretation of material culture to answer questions about human evolution and cultural developments in the broad spectrum of the human experience. Key interpretative events in the archeological record are explored as lessons for understanding present day cultural conflicts. New and traditional archeological methods and technologies are studied. Case studies in the reconstructing of extinct societies and cultures, including Paleolithic North America, empiric Africa, prehistoric Europe, Prehispanic Mesoamerica, and ancient Asia, are explored.

ANTH150

MAGIC, MYTH AND RELIGION (3 Cr) (3:0)

This course examines the spectrum of human interaction with the supernatural. A major focus is on belief systems and practitioners that make the supernatural meaningful and relevant to people's lives. Modern and traditional beliefs and rituals are studied from a cross-cultural perspective, including many from American culture. The universality of the religious experience, religion's role in creating social structures, and altered states of consciousness are also studied.

ANTH220

ENVIRONMENT & CULTURAL BEHAVIOR (3 Cr) (3:0)

This course is an anthropological approach to human environmental issues and global environmental problems and the various ways people worldwide have come to adapt to a wide variety of habitats. Strategies and their environmental consequences used by hunter gatherers, subsistence herders, horticulturalists, agriculturalists, and industrial societies are explored. Peoples and environments of Africa, the Americas, Asia, Europe, Australia, and Oceania are studied.

ANTH250

SPECIAL TOPICS IN ANTHROPOLOGY

This course focuses on selected topics in Anthropology. Since topics may change each time the course is offered, students should consult the course-offering schedule each semester.

Automotive

AOTE101

AUTOMOTIVE FUNDAMENTALS (3 Cr) (2:2)

This course is designed as an entry-level survey of automotive systems and their repair. It is a prerequisite for all other automotive technology courses. With approval of the program coordinator, appropriate ASE certification may be substituted for this course.

Lab Fee Required

AOTE103

BRAKES, SUSPENSION, & STEERING (3 Cr) (2:2)

This course will explore the automotive brake system in depth. Diagnosis and repair of both drum and disk brake systems, power brake boosters, master and wheel cylinders will be covered.

Proper techniques and procedures for complete front-end service, wheel alignment, wheel balance and steering mechanisms will be covered. This course helps prepare students for ASE certification.

Co/Prerequisite: AOTE101

Lab Fee Required

AOTE110

AUTOMOTIVE ELECTRICAL SYSTEMS (3 Cr) (2:2)

This course is designed to apply knowledge of electricity and electronics specifically to automotive systems. Topics include starting, charging, fuel injections, ignition, body electrical systems, and electrical accessories. This course helps prepare students for ASE certification.

Co/Prerequisite: AOTE101

Lab Fee Required

AOTE118

AUTOMOTIVE HEATING AND AIR CONDITIONING (3 Cr) (2:2)

This course focuses on the principles of operation and service techniques of automobile air conditioning systems. Topics include component familiarization, testing, diagnosing, charging and repair. This course helps prepare students for ASE certification.

Co/Prerequisite: AOTE101 and AOTE110

Lab Fee Required

AOTE203

AUTOMOTIVE ENGINE REPAIR (3 Cr) (2:2)

This course will cover proper diagnosis, disassembly, inspection and rebuilding techniques. Use of diagnostic, measuring and machine shop equipment will be included as the students disassemble and rebuild a complete engine. This course helps prepare students for ASE certification.

Prerequisite: AOTE101

Lab Fee Required

AOTE204

AUTOMOTIVE DRIVELINES & MANUAL TRANSMISSIONS (3 Cr) (2:2)

This course will cover the principles of manual transmissions, their operation and service. Topics will include drivelines, differentials, clutches, U-joints, RWD, FWD, and 4-wheel drive. This course helps prepare students for ASE certification.

Prerequisite: AOTE101

Lab Fee Required

AOTE206

AUTOMATIC TRANSMISSIONS & TRANSAXLES (3 Cr) (2:2)

This course will emphasize the theory, operation and diagnosis of automatic transmissions and transaxles. Rebuilding of automatic transmissions will be introduced. This course helps prepare students for ASE certification.

Prerequisite: AOTE101

Lab Fee Required

COURSE DESCRIPTIONS

AOTE208

ADVANCED AUTOMOTIVE ELECTRONICS (3 Cr) (2:2)

This course reviews basic fundamentals then proceeds into semi-conductors, amplifiers, integrated circuits and microprocessors as they relate to the automobile. Practical application of theory is stressed as part of diagnoses, trouble shooting, repair and use of diagnostic equipment. This course helps prepare students for ASE certification.

Prerequisite: AOTE101

Lab Fee Required

AOTE215

AUTOMOTIVE ENGINE PERFORMANCE (3 Cr) (2:2)

This course will cover engine mechanical ignition and fuel system diagnosis and repair. The students will use latest diagnostic procedures and equipment as well as appropriate service bulletins and manuals to obtain necessary tune-up specifications. This course helps prepare students for ASE certification.

Prerequisite: AOTE101

Lab Fee Required

AOTE250

SPECIAL TOPICS IN AUTOMOTIVE

This course focuses on selected topics in automotive. Since topics may change each time the course is offered, students should consult the course-offering schedule each semester.

AOTE260

CO-OP AUTOMOTIVE EDUCATION - WORK EXPERIENCE (6 Cr)

This course is designed to have the automotive technology student gain practical experience and enhance class/lab learning. The student spends a total of 675 hours in a repair facility.

AOTE261

CO-OP AUTOMOTIVE EDUCATION CLASS (1 Cr) (1:0)

This course is designed for automotive students who are on internship. The course teaches/reinforces work skills and attitudes, cooperative work behavior, and workplace expectations.

Art

ARTA101

BASIC DESIGN (3 Cr) (3:0)

This course provides an introduction to the practical and theoretical applications of two-dimensional design. This is a lecture course where students explore methods for developing their intuitive responses to form and shape, line, color and value, space, and other basic elements of composition and design.

ARTA103

ART HISTORY I (3 Cr) (3:0)

This course surveys visual artistic expression from the Neolithic period to the fourteenth century, including ancient, medieval and non-European art forms. The development of artistic concepts in the ancient world, gender, and non-western art are central topics in this general survey course.

Prerequisite: ENGL021, ENGL032 or Placement into ENGL101

ARTA104

ART HISTORY II (3 Cr) (3:0)

This course surveys the history of art from the fourteenth through the twenty first centuries. The development of artistic concepts in the contemporary world, art and gender, and non-western art and architecture are central topics in this general survey course.

Emphasis is place on viewing art forms in context of culture and gender and understanding the philosophical foundations and critical theories that support and influence them

Prerequisite: ENGL021, ENGL032 or Placement into ENGL101

ARTA106

ART APPRECIATION (3 Cr) (3:0)

This course is designed to introduce fine art concepts to non-art majors. The course emphasizes the exploration of various art forms such as painting, sculpture, photography, multimedia, design, and printmaking. It also introduces a comprehensive art history survey.

Prerequisite: ENGL021, ENGL032

ARTA107

HISTORY OF CONTEMPORARY ART (3 Cr) (3:0)

This course surveys the history of Contemporary Art, beginning with its roots in the Modernism of Europe at the beginning of the twentieth century and developing comparisons and historical connections to Contemporary Art in today's world art market. Emphasis is placed on viewing art forms in context of their history and intention and understanding the philosophical foundations and critical theories that support and influence them.

ARTA108

BASIC DRAWING (3 Cr) (2:2) + Studio 1 hr.

This course provides students with the basic foundations of drawing and introduces them to a broad based survey of art history and appreciation. Students experiment with drawing with a variety of materials; pencil, charcoal, and conte crayon. They learn 1-, 2-, and 3-point perspective, and elemental architectural drawing techniques within an historical context. Students explore various elements of personal expression while comparing their efforts to master works of art. The course introduces the art of still life, landscape, portrait and life drawing and instills an appreciation of all visual art forms.

Lab Fee Required

ARTA110

INTRODUCTION TO COLOR (3 Cr) (3:0)

The aim of this course is to develop through study and experiment, an understanding of the expressive and compositional qualities of color, and its role in the creation of works of art and design. In this workshop various color theories and their applications are explored with reference to actual works.

ARTA115

THREE DIMENSIONAL DESIGN (3 Cr) (3:0)

This course introduces the basic concepts of three-dimensional design. In a workshop setting, students examine three-dimensional relationships and explore methods of shaping and structuring space.

Fee required for specialized workshop supplies.

ARTA120

INTRODUCTION TO FIBERS (3 Cr) (2:2) + Studio 1 hr.

This course will introduce students to many varied fiber techniques including weaving, dyeing, and off-loom constructions. Knotless netting, feltmaking, coiling, twining, and papermaking as well as surface design on fabric will be included. Screenprinting, blockprinting, batik, and shibori are also among the techniques explored. Personal imagery and individual ways of working with a combination of these techniques will be the focus of this course.

Lab Fee Required

COURSE DESCRIPTIONS

ARTA135/ PHOT135 ALTERNATIVE PROCESSES IN PHOTOGRAPHY (3 Cr) (2:2) + 1 lab hour

This course introduces art and/or photography students to hand coated photographic processes that may include cyanotype, gum bichromate, vandyke printing as well as experimental methods allowing for artistic expression. Methods for the production of enlarged duplicate negatives will be covered. Art and painting students will be challenged to explore the various expressive methods using film as a point of departure.

Lab Fee Required

ARTA150 LIFE DRAWING I (3 Cr) (2:2) + Studio 1 hr.

This course establishes the basic vocabulary necessary to begin drawing the human form. It defines the concepts of the "nude" as an art form and as a point of departure for all other forms of drawing. Emphasis is placed on gesture and contour drawings, use of drawing materials, anatomy studies, and drawing the human form in traditional ways.

Studio Fee Required

ARTA156 LIFE DRAWING II (3 Cr) (2:2) + Studio 1 hr.

This studio course further develops the range and quality of a student's drawing. The life model is used and personal interpretation is stressed.

Studio Fee Required

ARTA160 LANDSCAPE DRAWING (3 Cr) (2:2) + Studio 1 hr.

This course provides direct practical experience drawing in the landscape using the SCCC campus and other Sussex County sites as resources. Works by master landscape artists are also studied for reference and inspiration.

Lab Fee Required

ARTA170 PORTRAIT DRAWING (3 Cr) (2:2) + Studio 1 hr.

This is a course in portrait drawing using pastel, pencil, and charcoal. Focus will be on anatomy and likeness as well as mark making, shading, and understanding volume.

Lab Fee Required

ARTA173 INTRO TO SCULPTURE (3 Cr) (2:2) + Studio 1 hr.

This course will explore the properties of three-dimensional materials that may include plaster, metal, stone, wood or clay. Students will learn to model, carve, and construct in a variety of media.

Studio Fee Required

ARTA175 CERAMICS I (3 Cr) (2:2) + Studio 1 hr.

This beginning studio course introduces the basic principles and techniques of form making in ceramic media, as well as fundamentals of idea research and transformation. A variety of processes, such as hand building and wheelthrowing, are covered; slipping, glazing and firing techniques are also introduced. The history of ceramics complements studio practice. Students also learn safe use of appropriate equipment and studio organization. Offered through the SCCC/PVCC Alliance, this course will utilize the PVCC Ceramics Studio.

Lab Fee Required

ARTA180 PAINTING I (3 Cr) (2:2) + Studio 1 hr.

This course is an introduction to the basic materials and techniques of the oil/acrylic medium. Still life, models, and landscape subjects are explored, and historical and contemporary masterworks are used as references. The emphasis is upon composition, color, and experimentation with paint as a foundation for developing a personal visual language.

Lab Fee Required

ARTA185 DIGITAL FINE ART I (3 Cr) (2:2) + Studio 1 hr.

This fine art course serves as an introduction to the history, theory and software applications that are currently employed in the field of digital art. As a foundation for future creative endeavors, students will gain understanding of the aesthetic and creative possibilities inherent in the relationship between digital and traditional fine art mediums. Using digital tools, students will engage in drawing and painting.

Prerequisite: ARTA101 and ARTA180 or Permission of Program Coordinator

Lab Fee Required

ARTA186 DIGITAL FINE ART II (3 Cr) (2:2) + Studio 1 hr.

This fine art course advances knowledge of contemporary aesthetic issues particular to the fine art digital realm and builds upon the theoretical and technical foundation acquired in ARTA185: Digital Fine Art I. Students will expand the expressive potential of their developing visual language.

Prerequisite: ARTA185 or permission of instructor

Lab Fee Required

ARTA195 PRINTMAKING (3 Cr) (2:2) + Studio 1 hr.

This studio course provides an introduction to printmaking as an art form and explores the aesthetic possibilities of linoleum and wood-block relief printing, as well as experimenting with the monotype and other printmaking techniques. It provides opportunities for graphic and fine art students to expand their expressive visual language, improve drawing ability, and learn about the historical and contemporary printed multiple images. Basic studio methodologies and non-toxic materials will be employed.

Lab Fee Required

ARTA200 WATERCOLOR (3 Cr) (2:2) + Studio 1 hr.

This course offers an opportunity to explore the watercolor medium and its expressive range. A contemporary approach provides for experimentation with various techniques.

Lab Fee Required

ARTA201 PAINTING II (3 Cr) (2:2) + Studio 1 hr.

Students learn to articulate a language of form and color with greater emphasis upon experimentation and developing personal expression in the work. Reference to traditional and contemporary masterworks is provided.

Prerequisite: ARTA180 or Permission of Instructor

Lab Fee Required

COURSE DESCRIPTIONS

ARTA210

DRAWING FROM THE STILL LIFE (3 Cr) (2:2) + Studio 1 hr.

This course develops drawing ability as well as perceptual skills by concentrating upon the kinds of problems which the still life subject offers. There is emphasis placed upon rendering forms and their spatial relationships and understanding composition as an element of personal expression. The class works from different kinds of set-ups and will refer to works which show how artists have been drawn to this subject from the time of ancient Pompeii to the present.

Lab Fee Required

ARTA215

ADVANCED LIFE DRAWING (3 Cr) (2:2) + Studio 1 hr.

This studio course continues the development of drawing skills through observation, with an emphasis on visual problem-solving, achieving personal form qualities and demonstrating the ability to expressively use visual language. It is designed to support ideas being developed in other media for students beyond the beginning level. Traditional and experimental drawing materials, techniques, and subjects, including the life model, are employed.

Prerequisite: ARTA150

Lab Fee Required

ARTA220

CERAMICS II (3 Cr) (2:2) + Studio 1 hr.

This course affords the student the opportunity to extend his/her knowledge and understanding of ceramics processes at the intermediate level. Included are advanced hand building techniques in conjunction with wheelthrowing and molding. In addition, students will be expected to learn to fire kilns to meet their individually predetermined outcomes. The development of personal expression in this medium is emphasized through group discussion, critiques and resources outside the classroom. Offered through the SCCC/PVCC Alliance, this course will utilize the PVCC Ceramics Studio.

Prerequisite: ARTA175 or Permission of Instructor

Lab Fee Required

ARTA250

SPECIAL TOPICS IN ART

This course focuses on selected topics in art. Since the topics may change each time the course is offered, students should consult the course-offering schedule each semester.

ARTA260

PORTFOLIO DEVELOPMENT (3 Cr) (3:0)

The purpose of this course is to prepare a portfolio of the student's artwork which will stress the individual's career and/or education goals. Students will develop a professional portfolio directed at transfer, professional placement on a career track or gaining gallery representation, and if appropriate, participate in National Portfolio Day. Students will also photograph their work, prepare a resume and develop the skills needed when one is being interviewed. Career-specific research and presentation of their portfolio and resume statement to a faculty committee culminates this capstone course in the Associate of Fine Arts Degree.

Biology

BIOS010

INTRODUCTION TO BIOLOGICAL CONCEPTS (3C) (2:2)

This course is a preparatory course designed to familiarize the beginning college student with selected biological principles and concepts. The course is for students who have a limited background in biology and for those who have not studied biology recently. A self-paced teaching method is used, and there is extensive use of computer assisted instruction. Topics include scientific method, levels of organization, cells, energy, medical terminology, and evolution. This course is not designed to transfer.

Lab Fee Required

BIOS101

GENERAL BIOLOGY (4 Cr) (3:3)

This course introduces the student to the principles of modern biology. Emphasis is on the chemistry, structure, heredity, reproduction, development, ecology, and evolution of living things. For non-science majors.

Lab Fee Required

BIOS102

INTRODUCTION TO HUMAN BIOLOGY (4 Cr) (3:3)

This course is an introduction to human anatomy and physiology for the non-biology major. It is designed to develop an appreciation for the structure and functions of the human body; to point out the relationship of body systems to health and disease; and to emphasize human biology as it relates to everyday living experiences.

Lab Fee Required

BIOS103

ANATOMY AND PHYSIOLOGY I (4 Cr) (3:3)

This course is a systematic study of the structure and functions of the human body. Topics include general terminology, cells, tissues, integumentary, muscular, and nervous systems.

Lab Fee Required

BIOS104

ANATOMY AND PHYSIOLOGY II (4 Cr) (3:3)

This course is a continuation of Anatomy and Physiology I. Topics include the endocrine, circulatory, immune, respiratory, digestive, urinary, and reproductive systems.

Prerequisite: BIOS103 (Grade of C)

Lab Fee Required

BIOS107

NUTRITION FUNDAMENTALS (3 Cr) (3:0)

This course is designed to acquaint students with nutritional research concepts, the role of nutrients in the human body, the relation of nutrition to human behavior, and the study of nutrition-related health problems. This course interweaves concepts related to the science of human metabolism and body composition.

BIOS108

INTRODUCTION TO ENVIRONMENTAL SUSTAINABILITY (4 Cr) (3:3)

This course is designed to explore the factors influencing the environment and to increase awareness of environmental problems and solutions. The student will learn scientific methods and scientific knowledge of issues of a sustainable future. Topics include

COURSE DESCRIPTIONS

population, energy, natural resources, food, water, biodiversity, waste management, global climate change, and the social, legal, ethical and cultural impacts of human interaction with the environment. Many issues will be examined from varying points of view, requiring comparisons of different attitudes and considerations. Ethical implications of action, policy, and situations will be examined. Lab exercises and service learning will supplement the theory presented. Volunteer work or the equivalent will be required. Purchase of lab equipment required.

BIOS110 BIOLOGY I (4 Cr) (3:3)

This course is designed to familiarize the student with the general principles and unifying concepts of biological science. Topics include scientific investigations, the physical and chemical properties of living matter, cell structure and function, energy transformations, genetics, evolution and diversity.

Prerequisite: MATH040 or the approved score on the College Level Math Placement Test

Lab Fee Required

BIOS112 BIOLOGY II (4 Cr) (3:3)

This course is a continuation of Biology I and maintains its emphasis on major biological concepts and connections. Topics include plant and animal structure and function, reproduction, development, and ecology.

Prerequisite: BIOS110 (Grade of C)

Lab Fee Required.

BIOS122 INTRODUCTION TO ENVIRONMENTAL SCIENCE (4 Cr) (3:3)

This course is designed to explore the factors influencing the environment and to increase awareness of environmental problems. Topics include air, land, and water resources, ecology, waste management, and the human effects on the environment. Lab exercises and field trips will supplement the theory presented.

Lab Fee Required

BIOS124 ECOLOGY (4 Cr) (3:3)

This course is designed to familiarize the student with the basic concepts of ecology and field biology. Topics include ecosystems, communities, population dynamics, and energy flow. Lab exercises and fieldwork will supplement the theory.

Prerequisite: MATH110

Lab Fee Required

BIOS130 INTRODUCTION TO BOTANY (4 Cr) (3:3)

This course is designed to study the structural and functional adaptations of algae and plants to the environment. It includes the study of the following processes: Seed germination, growth, photosynthesis, reproduction, and transport. Plant evolution and their relationship to the environment and to humans will be discussed. The laboratory component of the course includes field and laboratory studies of plant diversity, morphology and physiology. Students will design and carry out their own independent investigations.

Prerequisite: BIOS110 or Permission of Instructor

Lab Fee Required

BIOS150 NUTRITION, FITNESS AND WELLNESS (3 Cr) (3:0)

This course covers topics in sports nutrition and basic exercise science. The primary goal of this course is to develop the student's understanding of how food fuels the body and affects optimal fitness and sports performance. Students will gain an in-depth understanding of the roles of carbohydrate, protein, and fat in the diets of active people as well as the role that nutrition plays in disease prevention. Consideration is also given to the ways in which food, fluids, and nutritional supplements support optimal health and training, performance, and recovery.

Prerequisite: BIOS107 or Approval of Instructor

BIOS210 MICROBIOLOGY (4 Cr) (3:3)

This course involves a systematic study of microorganisms. Topics include the classification, structure, function, genetics, ecology, and control of microbes. Clinical aspects, infection and immunity, and industrial aspects of microbiology will also be covered.

Prerequisite: One previous semester of science

Lab Fee Required

BIOS250 SPECIAL TOPICS IN BIOLOGY

This course focuses on selected topics in Biology. Since topics may change each time the course is offered, students should consult the course offering schedule each semester.

Business

BUSA101 INTRODUCTION TO BUSINESS (3 Cr) (3:0)

This course is designed to provide the student with an overview of all critical business functions. Topics include forms of business ownership, legal aspects of business, human resource management, finance, marketing, accounting, management information systems, international business and contemporary business issues. Students taking this course are prepared for more advanced courses in business.

BUSA110 BUSINESS COMMUNICATIONS (3 Cr) (3:0)

This course is an exploration of the communication process in business. Topics include communication theory, styles of communication, business letters and reports, resume writing, employment letters and interviews, oral communication, business presentations, and communication technology. The use of computers in business is also covered.

Prerequisite: COMS110, ENGL101

BUSA120 SMALL BUSINESS MANAGEMENT (3 Cr) (3:0)

This course is designed to introduce the student to the principles and practices of successful small business operations. Topics include new product planning, product management, sales forecasting, consumer behavior, promotion and pricing, finance, staffing, international markets and contemporary business issues. Students acquire an overview of essential small business management skills.

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BUSA125

PRINCIPLES OF SUPERVISION (3 Cr) (3:0)

This course covers the functions of first and middle-level supervisory positions. Topics include leadership, problem-solving, motivation, human relations, communications, employee discipline, conflict resolution, teamwork, and stress management. This course is not recommended for students planning to transfer to a four-year institution.

Prerequisite: BUSA101

BUSA190

BUSINESS APPLICATIONS USING ELECTRONIC SPREADSHEETS (3 Cr) (2:2)

This course presents a practical approach for implementing spreadsheet software in the planning and developing of budgets, cash flows, financial statements, and other business records. Emphasis is placed on the financial functions available in the programs and the development of macros. Basic data base management is also incorporated.

Prerequisite: ACCT101

Lab Fee Required

BUSA205

BUSINESS LAW I (3 Cr) (3:0)

This course is an introduction to the judicial process as it pertains to business law. Topics include the history of business law, contracts, business torts, white-collar crime, UCC sales, paper and securities. An in-depth study of rights and obligations as they apply to contract law is performed.

BUSA206

BUSINESS LAW II (3 Cr) (3:0)

This course is the continuation of the study of business law. Topics include insurance, the creation and operation of corporations, partnerships, and proprietorships, liabilities, indemnification of parties, and documents of incorporation.

Prerequisite: BUSA205

BUSA211

MANAGEMENT AND ORGANIZATIONAL BEHAVIOR (3 Cr) (3:0)

This course is an introduction to management structure and transformational processes in organizations. Topics include planning, organizing, staffing, organizational control, motivation, group dynamics behavior, leadership, managing change and contemporary issues.

Prerequisite: BUSA101

BUSA220

PRINCIPLES OF MARKETING (3 Cr) (3:0)

This course is an introduction to the basic principles and practices in industrial, consumer, and international marketing. Topics include product development, pricing, distribution, and promotion. The course prepares students for advanced study in specialized areas of marketing, retailing, and sales.

Prerequisite: BUSA101

BUSA235

INTRODUCTION TO INTERNATIONAL BUSINESS (3 Cr) (3:0)

This course provides an introduction to the global business environment. Topics include an overview of international business, the global economy, managing an international business, cultural

diversity, international trade and investment, international marketing, and multinational accounting and business operations.

Prerequisite: BUSA101 or Permission of Instructor

BUSA250

SPECIAL TOPICS IN BUSINESS

This course focuses on selected topics in Business. Since topics may change each time the course is offered, students should consult the course-offering schedule each semester.

BUSA260

BUSINESS INTERNSHIP (3 Cr) (1:6)

This course focuses on a professional work experience and training in the workplace. Student will work in a job related to the program, complete course assignments, and develop a portfolio.

Prerequisite: BUSA211 and permission of the Program Coordinator

Child Development

CDEV101

INTRODUCTION TO EARLY CHILDHOOD EDUCATION (3 Cr) (3:0)

This is an introductory course which presents an overview of early childhood education. Students will examine theories of development, different models and approaches to early childhood, and developmentally appropriate practices. Fifteen hours of observation in early childhood settings in the community are required. Any student thinking of parenthood or a career working with young children would benefit from this course.

CDEV150

LANGUAGE DEVELOPMENT AND LANGUAGE ARTS IN EARLY CHILDHOOD EDUCATION (3 Cr) (3:0)

This course studies the natural development of language and verbal abilities. Emphasis is on techniques for the encouragement and support of language and communication skills, readiness for reading, and other intellectual processes.

CDEV160

CHILD HEALTH AND NUTRITION (3 Cr) (3:0)

This course is for early childhood educators. Emphasis is on nutrition and good health practices and their effect on the growing child, meal planning and preparation, and developmentally appropriate ways to convey health and nutrition information to young children.

CDEV250

SPECIAL TOPICS IN EARLY CHILDHOOD EDUCATION

This course focuses on selected topics in Early Childhood Education. Since the topics may change each time the course is offered, students should consult the course offering schedule each semester.

CDEV260

METHODS OF TEACHING INFANTS AND TODDLERS (3 Cr) (3:0)

This course examines various methods and techniques that put the infant and toddler curriculum into motion. Teaching techniques are examined in relation to the skill development and readiness activities to be accomplished in early childhood.

COURSE DESCRIPTIONS

CDEV270 CURRICULUM STUDIES IN EARLY CHILDHOOD EDUCATION (3 Cr) (3:0)

This course assists early childhood professionals in developing a more complete understanding of curriculum and curriculum planning for young children. Students learn how to individualize, adapt, create, and implement integrated learning activities.

CDEV272 MUSIC AND ART IN EARLY CHILDHOOD EDUCATION (3 Cr) (3:0)

The creative process will be explored through music and art experiences. Students will learn new ways to communicate feelings and knowledge. An awareness and sensitivity to the world around us and individuality will be stressed.

CDEV273 TEACHING CHILDREN TO LOVE MATH (3 Cr) (3:0)

This course is designed for educators who work in an elementary setting. The course is a review of basic math concepts to refresh knowledge of mathematical functions necessary to an educator in the elementary classroom. Emphasis will also be placed on motivational and engaging activities for premier math instruction. Demonstration lessons are required which includes innovative methods of teaching mathematics.

CDEV280 CHILD CARE INTERNSHIP I (3 Cr) (1:10)

This course is designed to help students apply the interpersonal and theoretical skills developed in the classroom through field experience. Students are placed in selected child care centers that offer direct learning experiences and supervision.

Prerequisite: CDEV101, CDEV150, CDEV260, CDEV270, CDEV271 and permission of Early Childhood Program Coordinator

CDEV285 CHILD CARE INTERNSHIP II (3 Cr) (1:10)

This is a capstone experience and affords students the opportunity for practical application of skills learned in classroom experience. Students are placed in selected child care centers or schools that offer direct learning experience and supervision.

Prerequisite: CDEV101, CDEV280, PSYC111 and Permission of Early Childhood Program Coordinator

CDEV290 CURRENT TOPICS IN EARLY CHILDHOOD EDUCATION (3 Cr) (3:0)

This course is an exploration and analysis of issues currently impacting upon early childhood professionals. Topics include advocacy, kindergarten readiness, sex role development, TV, discipline, child care choices, developmentally appropriate curriculum practices, mainstreaming, multicultural education, parental involvement, education, and rights.

Chemistry

CHEM100 INTRODUCTORY CHEMISTRY (4 Cr) (3:3)

This course includes the basics of inorganic, organic, and biochemistry. The emphasis is on environmental issues, and on energy production and utilization in living organisms. Lab experiments illustrate the concepts studied.

Prerequisite: MATH017 or MATH023 or the approved score on the College Placement Test

Lab Fee Required

CHEM107 FORENSIC SCIENCE (4 Cr) (3:3)

This course introduces the student to the basic principles of forensic science and the application of those principles in the collection, examination, evaluation, and interpretation of crime scene evidence. The course provides the student with the opportunity to explore the intersection of several scientific areas (e.g., biological, physical, chemical, medical, and behavioral science) as they apply to the investigation and resolution of crimes.

Prerequisite: MATH010, MATH015, MATH017, or MATH023 and MATH040

CHEM110 COLLEGE CHEMISTRY I (4 Cr) (3:3)

This course covers general chemical principles and their applications in research and industry. Specific topics include matter, measurement, calculation, significant digits, atoms, bonding, molecules, ions, periodicity, chemical reactions, reaction types (redox, acid/base, precipitation, nuclear, and gas forming), the mole, stoichiometry, limiting reagent, quantum theory, molecular polarity, solids, solutions, gases, as well as an introduction to organic and biochemistry. The lab covers measurement, separation, analytical methods, and instruments related to the topics covered, as well as writing and presenting skills.

Corequisite: MATH110 with grade of C or better

Lab Fee Required

CHEM112 COLLEGE CHEMISTRY II (4 Cr) (3:3)

This course is a continuation of College Chemistry I, including thermodynamics, intermolecular forces, colligative properties, kinetics, equilibrium, pH, titration, buffers, solubility, electrochemistry, and coordination chemistry. The lab component covers topics related to the lecture, including kinetics, thermodynamics, equilibrium, electrochemistry, and coordination compounds, as well as writing and presenting skills.

Prerequisite: CHEM110 with grade of C or better

Lab Fee Required

CHEM210 ORGANIC CHEMISTRY I (5 Cr) (4:4)

Lecture includes naming, drawing, stereochemistry, physical properties, reactions, and mechanisms of alkanes, alcohols, ethers, and conjugated systems. Mechanisms include free radical, nucleophilic substitution, elimination, and addition. Laboratory topics are chemical hygiene and safety, as well as microscale and macroscale techniques for identification and purification of organic compounds.

Prerequisite: CHEM112 with grade of C or better

Lab Fee Required

CHEM212 ORGANIC CHEMISTRY II (5 Cr) (4:4)

This course is a continuation of Organic Chemistry I. Lecture includes naming, drawing, stereochemistry, physical properties, NMR, IR, GC/MS, UV/VIS, reactions, and mechanisms of aromatic compounds, aldehydes, ketones, enols, enolates, carboxylic acids, carboxylic acid derivatives, amines, amine derivatives, and ester enolates. Mechanisms include electrophilic aromatic substitution, ipso substitution, electrocyclic, nucleophilic addition, and nucleophilic addition/elimination.

Prerequisite: CHEM210 with grade of C or better

Lab Fee Required

COURSE DESCRIPTIONS

CHEM215

BIOCHEMISTRY (4 Cr) (3:3)

This course introduces the student to the molecular architecture of biomolecules such as: nucleic acids, proteins, carbohydrates and lipids; metabolism; catalysis and control of biochemical reactions; enzyme kinetics and bioenergetics; and expression and processing of bioinformation. The lab component covers techniques that are used in clinical, food, and bioresearch labs.

Corequisite: CHEM212

Prerequisite: CHEM210 (Grade of C)

Lab Fee Required

CHEM250

SPECIAL TOPICS IN CHEMISTRY

This course focuses on special topics in Chemistry. Since the topics may change each time the course is offered, students should consult the course-offering schedule each semester.

Chinese

CHIN101

ELEMENTARY MANDARIN CHINESE I (3 Cr) (3:0)

This is an introductory course in Chinese emphasizing the fundamentals of speaking, reading, writing, and listening. The course focuses on building basic vocabulary and introducing students to the Chinese culture. It is designed for students with no Chinese experience.

CHIN102

ELEMENTARY MANDARIN CHINESE II (3 Cr) (3:0)

This course is a continuation of Elementary Mandarin Chinese I. Students with one prior semester of Chinese will expand their abilities in speaking, reading, listening and writing. They will develop more advanced usage of the Chinese language and will increase their understanding of the Chinese culture.

Prerequisite: CHIN101 (Grade of C) or two years of high school Chinese (Grade of C)

College Capstone

COLL101

FOUNDATIONS FOR SUCCESS (3 Cr) (3:0)

This is a student-centered course covering numerous strategies to encourage students to become active and empowered learners. A primary goal of this course is to help students make the most out of their college experience. Students will obtain information about college life and culture and develop strategies and techniques to enhance success in their academic, personal and professional lives. The course is infused with opportunities to understand, practice and implement critical thinking. Students will also gain practical information to help prepare to transfer to a four-year university or enter the workforce directly. All topics will be presented in both theory and practice. This course is required of all degree-seeking candidates and must be taken within the initial 16 credits after entry.

COLL201

CAPSTONE FOR LIBERAL ARTS (1 Cr) (1:0)

This course is for Liberal Arts degree seeking students who have completed at least 45 credits. The course is designed to assist students in the transition from the community college to a four-year educational institution or to placement in the work

force. Students will engage in projects that require them to think critically about themselves and reflect on the knowledge gained during their community college experience. Students will also explore future academic and career-related paths and develop skills to enhance their success.

COLL203

CAPSTONE FOR CRIMINAL JUSTICE (1 Cr) (1:0)

This course is for all Criminal Justice degree-seeking students who have completed at least 45 credits. The course is designed to assist students in the transition from the community college to a four-year educational institution or to placement in the work force. Students will engage in projects that require them to think critically about themselves and reflect on the knowledge gained during their community college experience. Students will explore future academic and career-related paths and develop skills to enhance their success.

COLL204

CAPSTONE IN FILM STUDIES (1 Cr) (1:0)

This capstone course is for Communications: Film Studies Option students who have completed 45 credits. It is designed to assist students in the transition from the community college experience to a four-year educational institution or placement in a media-related environment. Students will be provided with practical experiences in film studies, culminating in the creation of a portfolio that demonstrates critical and technical competencies. The portfolio can include examples of the student having published film reviews (including pieces published in The College Hill, Idiom & Image, local daily and weekly publications, as well as online Websites) and/or provide evidence of having had films produced via cable television channels, online sources, or any other form of electronic media. In addition, through various writing assignments, students will demonstrate their ability to think critically about the value of their current educational experiences and assess its benefits.

Prerequisite: 45 credits or Permission of Program Coordinator

COLL205

COLLEGE CAPSTONE IN JOURNALISM (1 Cr) (1:0)

This capstone course is for Journalism Option students who have completed all journalism-related course requirements and have a total of 45 completed credits. Emphasizing the creation of a journalism portfolio and the writing of two personal essays, the course is designed to assist students in the transition to a four-year institution or to placement in the workforce. Students will think critically about the value of their education and assess its benefits. Two office meetings must be arranged with the professor. One meeting must take place at the beginning of the semester; the other meeting should be arranged after the student has completed his or her portfolio and personal essays. In addition, personal interaction between the professor and the student will be maintained via a weekly exchange of email.

Prerequisite: successful completion of 45 credits (including completion of all Journalism Option requirements)

COLL206

CAPSTONE FOR ACCOUNTING AND BUSINESS (1 Cr) (1:0)

This course is intended for all students seeking to achieve a degree in Accounting, Business Administration or Business Management. Students must have completed 45 credits prior to course registration. This course is designed to assist students in the transition from the community college to a four-year educational institution or to placement in the work force. Students

COURSE DESCRIPTION

will engage in projects that require them to think critically about themselves and reflect on the knowledge gained during their community college experience. Students will also explore future academic and career-related paths and develop skills to enhance their success. This course is not intended for students who enroll in an internship or practicum course as part of a career or technical program of study.

Prerequisite: Completion of 45 credits. Course must be taken within one semester of graduation.

COLL208 CAPSTONE FOR COMPUTER SCIENCE & INFORMATION SYSTEMS (1 Cr) (1:0)

This course is intended for all Computer Science and Information Systems degree seeking students who have completed at least 45 credits. The course is designed to assist students in the transition from the community college to a four-year educational institution or to placement in the work force. Students will explore future academic and career-related paths. Students will also engage in analysis, writings, and problem solving work that shall require them to think critically and reflect on the knowledge gained during their community college experience.

Prerequisite: Must have completed 45 credits

COLL209 CAPSTONE FOR ENVIRONMENTAL STUDIES (1 Cr) (1:0)

This capstone is for Environmental Studies students who have a total of at least 45 credits and are within one semester of graduation. It is designed to assist the students with the transition from the community college experience to a four year educational institution. Students will engage in analysis, writing and problem solving work that will require them to think critically and reflect on the knowledge gained during their time at Sussex County Community College

Prerequisite: Must have completed 45 credits

COLL210 CAPSTONE FOR BIOLOGY, PRE-MEDICAL/DENTAL, PRE-NUTRITION/DIETETIC OPTIONS (1 Cr) (1:0)

This capstone course is designed to assist students in the transition from the community college experience to a four year educational institution. Students are required to creatively analyze, synthesize, and evaluate knowledge gained during previous semesters. Students will read several papers from the current research literature in their area of interest and will write a review paper on that topic. Additional assignments are designed to involve students in critical thinking and problem-solving. Throughout the semester students will engage in self-reflection activities related to their major and overall community college experience.

Prerequisite: Must have completed 45 credits

COLL211 CAPSTONE FOR MATHEMATICS, PHYSICAL SCIENCES AND ENGINEERING (1 Cr) (1:0)

This capstone course is for Engineering/Physics Option students who have completed all Engineering/Physics-related course requirements and have a total of 45 completed credits. It is designed to assist students in the transition from the community college experience to a four-year educational institution. Students will engage in analysis, writings, and problem-solving work that shall require them to think critically and reflect on the knowledge gained during their community college experience.

Prerequisite: Must have completed 45 credits

Communication

COMM101 INTRODUCTION TO MASS COMMUNICATION (3 Cr) (3:0)

This course examines the technical and socio-economic evolutions of print and electronic media with an emphasis on current ethical issues. Publishing, broadcasting and other emerging media are studied in terms of social and personal impact.

COMM110 INTRODUCTION TO RADIO AND TELEVISION BROADCASTING (3 Cr) (3:0)

This course examines the development of radio and television from historical, technical, business, programming, and regulatory perspectives. Special emphasis is given to how these industries currently operate and career opportunities within.

COMM120 INTRODUCTION TO MULTIMEDIA (3 Cr) (2:2)

This course introduces the student to the field of multimedia. The student will experience a convergence of media uses and explore recent technologies and trends in the area of multimedia. Hardware systems, videodisk design, flow charts, software tools, scripts and production will be covered. Students will work in groups to design and prepare a multimedia presentation.

Prerequisite: GRAD105

COMM130 TELEVISION PRODUCTION I (3 Cr) (3:0)

This course introduces students to the equipment and process used to produce television programs. In SCCC's on-campus studio, students will learn basic skills and terminology utilized in the television industry.

COMM132 CINEMATOGRAPHY (3 Cr) (2:2)

This course serves as an introduction to the filmmaker's art. Film theory and basic history will augment an intensive examination of the image making process. Lectures, labs, and practical assessments will be used in the production of several small projects and a cooperative long-form project.

Prerequisite: COMM101, COMM110, COMM130 or Permission of Program Coordinator

COMM180 EDITING (3 Cr) (3:0)

This course deals with copyediting, headline writing, news selection and layout of newspapers. It will contain supervised practice in editing news copy and writing headlines.

Prerequisite: ENGL101

COMM203 WRITING FOR THE MEDIA (3 Cr) (3:0)

This course introduces techniques for writing commercials, interviews, news and dramatic material to be broadcast. Theory and formatting of this specialized type of writing are practiced and analyzed.

COMM205 RADIO AND TELEVISION PERFORMANCE (3 Cr) (3:0)

This course introduces students to the equipment and processes used to perform on radio and television. Through broadcasting facilities at SCCC, students will learn basic skills to perform as

COURSE DESCRIPTION

announcers, radio newscasters, on air DJs, TV news and sports reporters, and voiceover specialists.

Prerequisite: COMM203

COMM210 MULTIMEDIA PRODUCTION (3 Cr) (2:2)

This course is a continuation of the basic course in multimedia with an emphasis on the design and creation of original multimedia presentations. In addition, students will design and specify the necessary hardware and software systems to create an effective product.

Prerequisite: GRAD240

Lab Fee Required

COMM219 ON-LINE JOURNALISM (3 Cr) (3:0)

This course is an introduction to on-line journalism. Students are required to have a computer and Internet access. Those enrolled in the course will have the opportunity to work within or create a Web page, via the College's existing Web site. Skills to be developed include: using the Internet, the World Wide Web, E-mail, and other electronic sources; producing newsworthy stories and creating attention-getting Web sites; finding and using accurate sources of electronic information; gathering, arranging, and analyzing data; using AP style; preparing investigative reports and creating in-depth feature pieces; as well as performing other electronic journalism-related assignments.

Prerequisite: ENGL101

COMM220/ PHOT220 PHOTOJOURNALISM (3 Cr) (3:0)

This course will provide students with a basic understanding of visual communications media, with particular emphasis on digital still cameras. Students will be required to submit a variety of short-term (i.e., spot news) and long-term (i.e., photo essay) assignments using their own 35mm and/or digital still cameras. The course will include a basic review of lighting, color and digital imaging, exposure, and composition. Throughout the semester, students will be assigned to cover approximately a dozen photojournalism assignments. By the end of the semester, students will have a proficiency in producing professional quality photographic images for newspapers and magazines, as well as digital photographic images for electronic and Web publications. In addition, the course will study the impact of photojournalism on mass media in the past, present, and future.

COMM223 THE GOTHIC IN LITERATURE AND THE CINEMA (3 Cr) (3:0)

The Gothic in Literature and the Cinema will survey literature and cinema that are considered "Gothic." Characteristic themes will include authors' and directors' conceptions of death and decay, desire and sexuality, obsession and madness. The primary focus of the course will be on the study of literature and cinema. As a result, students will gain familiarity with and experience in: reading and analyzing literary texts; using literary and cinematic terminology (e.g., genre, allegory, character narrative, misen-scene, montage, auteur, etc.); and writing critical essays that compare and contrast literary and cinematic works. Novels and films will include: Mary Shelly's *Frankenstein*, Bram Stoker's *Dracula*, Sheridan Le Fanu's *Carmilla*, Shirley Jackson's *The Haunting of Hill House*, and Richard Matheson's *I Am Legend*. In addition, the

short stories of Poe, Hawthorne, duMaurier, and others will be read, and films based on these authors' work and/or themes will be discussed.

Prerequisite: ENGL102 – Grade of C or higher

COMM225 PUBLIC RELATIONS (3 Cr) (3:0)

This online course provides an overview of the key elements involved in providing effective public relations for corporations, not-for-profit organizations, businesses, institutions, and government agencies. Elements to be covered will include methods of public relations research, strategic planning, preparing collateral materials, and writing effective press releases -ones that will ensure placement with media organizations.

Prerequisite: ENGL101 – Grade of C or higher or Permission of Instructor

COMM230 CRITICAL ANALYSIS AND SURVEY OF THE CINEMA (3 Cr) (3:0)

This course will explore the film genres, film terms, and styles by examining the racially, ethnically, culturally and sexually diverse themes of producers and directors throughout the world. The course also will provide a historical survey of the cinema. Emphasis will be on writing critical pieces that demonstrate knowledge of aesthetic principles and culturally diverse themes as they apply to film as an art form.

Prerequisite: ENGL101 or Permission of Program Coordinator

COMM250 SPECIAL TOPICS IN COMMUNICATION

This course focuses on special topics in Communication. Since the topics may change each time the course is offered, students should consult the course-offering schedule each semester.

COMM280 INTERNSHIP IN BROADCASTING/RADIO (3 Cr) (0:9)

This course offers the students the opportunity to receive real life experiences in a broadcast radio station, satellite radio station, campus radio station, or audio recording facility. During this course, in real radio broadcast and audio recording situations, students will be required to perform as news and traffic reporters, on air talent, commercial voice overs, and marketing. The successful student will work closely with proven professionals in the field and will be required to perform under a deadline in the station and on live remote situations. This course affords the students the opportunity to sharpen their skills and perform important tasks to gain employment in their field of study.

Prerequisite: COMM205

COMM285 INTERNSHIP IN BROADCASTING/VIDEO PRODUCTION (3 Cr) (0:9)

This course offers students the opportunity to receive real life experiences in a broadcast, cable or industrial television production facility. During this course, in a real production situation, students will be required to perform as camera operators, lighting technicians, digital editors, audio assistants and production assistants for television programs in the production process. The successful student will work closely with proven professionals in the field and will be required to perform under a deadline. This course affords the students the opportunity to sharpen their skills and perform important tasks to gain employment in their field of study.

Prerequisite: COMM130

COURSE DESCRIPTION

COMM290

INTERNSHIP PORTFOLIO: NEW MEDIA (2 Cr) (1:6)

This course serves as a professional work experience with web publishing jobs and new media assignments, either through co-op work placement or in-house assistance with design projects. Students will also be advised in assembling and presenting work for a portfolio.

Prerequisite: COMM219, COMM180, GRAD105

COMM291

PORTFOLIO PREPARATION AND PRESENTATION (1 Cr) (1:0)

In this course, students will develop a portfolio of professional quality that is representative of technical and creative skills and career objectives. Excellent portfolio organization and resume presentation will be stressed. Cover letters, interviewing styles, and image presentation will be discussed. Students will write their goals, both short and long range, create a resume and develop a digital and presented portfolio for critique suitable for presentation to a school, client, or job interview.

Corequisite: COMM290

Prerequisite: 24 Credits in the Major Field of Study

Computer Science

COMS110

COMPUTER CONCEPTS & APPLICATIONS (3 Cr) (2:2)

This course is designed to provide the student with a level of knowledge necessary to function in today's technological society. Topics include computer and network terminology, hardware, software, and processing concepts. A large portion of the class time is dedicated to exercises performed using integrated software packages.

Prerequisite: MATH010 (Grade of C) or Appropriate Mathematics Placement Score

Corequisite: ENGL011 (Grade of C) or Higher (Second Level)

Lab Fee Required

COMS113

INTRODUCTION TO INFORMATION SYSTEMS (3 Cr) (2:2)

This course is concerned with how organizations utilize information technology. The course deals with the operational activities involved in gathering, processing, storing, distributing and the use of information and its associated changing technologies. The case studies present students with managerial decision-making activities. Software platforms are used for the analysis.

Prerequisite: Proficiency on the College Placement Test

Lab Fee Required

COMS114

INTRODUCTION TO COMPUTER SCIENCE I (3 Cr) (2:2)

This course introduces the student to the fundamentals of computer science using an emphasis on programming methodology and problem solving. Topics include introductory concepts of computer systems, algorithm design, programming languages, software engineering, and data abstraction with related applications. A high level programming language is completely discussed and is used as a means to demonstrate concepts.

Prerequisite: Proficiency on the College Placement Test

Lab Fee Required

COMS115

INTRODUCTION TO COMPUTER SCIENCE II (3 Cr) (2:2)

This course is a continuation of COMS114. Topics include intermediate to advanced programming techniques with logical data structures and the design and analysis of such structures. The course also covers techniques for program development, algorithm analysis, efficiency along with abstraction, an introduction to data structures, searching, sorting, recursion and string manipulation.

Prerequisite: COMS114 or Equivalent

Lab Fee Required

COMS120

COMPUTER SOFTWARE APPLICATIONS (3 Cr) (2:2)

This course is a comprehensive hands-on study of Office Automation which provides the student with extended knowledge of Windows, word processing, electronic spreadsheets, and data base management.

Prerequisite: COMS110 or Higher

Lab Fee Required

COMS142

PROGRAMMING IN C++ (3 Cr) (2:2)

This course is an introduction to programming in C++. The topics covered include data storage types, formatted input/output, logical and mathematical operators, user written functions, and one dimensional arrays. Students are required to write short programs to gain proficiency in the techniques taught.

Prerequisite: Proficiency on the College Placement Test

Lab Fee Required

COMS143

ADVANCED PROGRAMMING IN C++ (3 Cr) (2:2)

This course is a continuation of COMS142, presenting some of the more advanced features of programming in C++. The topics covered will include multidimensional arrays, strings, file input/output, data structures and object oriented techniques.

Prerequisite: COMS142 or Equivalent

Lab Fee Required

COMS148

INTRODUCTION TO LINUX (3 Cr) (2:2)

This course is designed to familiarize students with the Linux operating system, which has all of the features of a modern, fully fledged operating system: true multitasking; virtual memory; shared libraries; demand loading; shared, copy-on-write executables; proper memory management; and TCP/IP networking. Students will learn to install the OS, and use its command interface and graphical interface(s). Samba, and networking with TCP/IP in the Linux environment will also be discussed.

Prerequisite: COMS113 or COMS114 or COMS142

Lab Fee Required

COMS155

WEB SITE DEVELOPMENT I (3 Cr) (2:2)

This course is an introduction to Web Site Development. Students will receive intensive hands-on experience in coding web pages, including linking, layout and design, forms, graphics, security concerns, and maintaining a Web Site. Basic computer operating skills strongly recommended.

Lab Fee Required

COURSE DESCRIPTION

COMS156

WEB SITE DEVELOPMENT II (3 Cr) (2:2)

This course is a continuation of Web Site Development I. Students will move into more complex techniques that may include, but are not limited to, Cascading Style Sheets, an introduction to scripting and CGI/Server-side scripting, and XML.

Prerequisite: COMS155 (grade of C or better)

Lab Fee Required

COMS210

SYSTEMS ANALYSIS & DESIGN (3 Cr) (2:2)

This course examines techniques of computer systems analysis and design with an emphasis on structuring a computer system based on the needs of the user. Class projects will provide students with practical use of contemporary system analysis and design tools.

Prerequisite: COMS113 or COMS114 or COMS120 or COMS142

Lab Fee Required

COMS218

DATABASE MANAGEMENT SYSTEMS (3 Cr) (2:2)

This course presents the concepts of database systems and data models. Topics include introductory to advanced design concepts, implementation, SQL, integrity, management and performance, web technologies, administration and security.

Prerequisite: COMS113 or COMS114 or COMS120 or COMS142

Lab Fee Required

COMS221

OPERATING SYSTEMS (3 Cr) (2:2)

This course is an introduction to the concepts and facilities of operating systems and control language software. Topics include multi-programming, timesharing, virtual storage and the management of programs and data within the system. Different types of operating systems will be discussed.

Prerequisite: COMS113 or COMS114 or COMS142

Lab Fee Required

COMS223

DATA STRUCTURES (3 Cr) (2:2)

This course focuses on intermediate to advanced programming topics dealing with logical structures of data, together with the design and analysis of related algorithms. Topics include arrays, lists, linked lists, trees, stacks, graphs and memory management. Algorithms for searching, sorting and information retrieval area also explored. Students demonstrated proficiency by completing laboratory assignments.

Prerequisite: COMS115 or COMS143 Recommended

Lab Fee Required

COMS225

COMPUTER AIDED DESIGN (CAD) (3 Cr) (2:2)

This course is an introduction to the principles of Computer-Aided Design (CAD) and the operation of CAD Systems. Students will use data entry devices to prepare working diagrams and schematic designs on industrial level workstations with Auto CAD.

Prerequisite: Prior exposure to microcomputers and/or drafting

Lab Fee Required

COMS226

COMPUTER AIDED DESIGN II (CAD) (3 Cr) (2:2)

This course is the follow-up for COMS225 Computer Aided Design (CAD). It includes intermediate to advanced topics utilizing AutoCAD. Students will extend their knowledge of 2D and 3D CAD design, drafting, modeling, architectural drawing, and engineering. Applied projects are integrated into class lectures.

Prerequisite: COMS225 or Equivalent

Lab Fee Required

COMS227

E-COMMERCE (3 Cr) (2:2)

This course is designed to have students explore how the Internet and various online technologies are impacting business enterprises. Students will focus on two major topic areas: the relationship between corporate strategies and technology, and an overview of the requirements of launching and managing an e-commerce website.

Prerequisite: BUSA101 or any COMS course

Lab Fee Required

COMS228

INTERNET MARKETING (3 Cr) (2:2)

This course is designed to study the various web sites of business to better understand important strategies for marketing products and services on the Internet. Students will apply the techniques learned to develop effective web sites.

Prerequisite: BUSA101 and COMS155

Lab Fee Required

COMS230

NETWORKS AND TELECOMMUNICATIONS (3 Cr) (2:2)

This course is an introduction to data communications. Topics include various transmission systems, hardware, software and local area networks. Laboratory assignments will include the installation and maintenance of a local area network -Novell NetWare. .

Prerequisite: COMS113 or COMS114 or COMS120 or COMS142

Lab Fee Required

COMS239

FUNDAMENTALS OF COMPUTER ARCHITECTURE (3 Cr) (2:2)

This course is an introduction to computer organization and architecture. Topics covered are the overview of the early Von Neumann model through modern architectural models. Topics also presented include data representation, digital logic, circuit diagrams, assembly language organization, processors, memory addressing, memory storage, input/output processing, and interfaces.

Corequisite: COMS114 or COMS142

Lab Fee Required

COMS240

COMPUTER INFORMATION SYSTEMS INTERNSHIP (3 Cr) (1:4)

This is a college-supervised program in a data processing environment. The course is designed to expose students to the methods and procedures utilized by data processing professionals.

Prerequisite: Permission of the Program Coordinator

COURSE DESCRIPTION

COMS250 SPECIAL TOPICS IN COMPUTER INFORMATION SYSTEMS

This course is designed to address specific topics in Computer Information Systems. Since the topics may change each time the course is offered, students should consult the course-offering schedule each semester.

Lab Fee Required

Prerequisite: COMS112 or Permission of the Program Coordinator

Criminal Justice

CRJS100 INTRODUCTION TO THE CRIMINAL JUSTICE SYSTEM (3 Cr) (3:0)

This course is an overview of the criminal justice system in the United States. Topics include a study of the criminal justice system, the police, courts, and corrections.

This course is a prerequisite for all other criminal justice courses except CRJS105 and CRJS110.

CRJS101 LAW ENFORCEMENT (3 Cr) (3:0)

This course studies the police function in modern society. Topics will include methods of selection and training, police discretion, the use of force and the police role in the community.

Prerequisite: CRJS100

CRJS105 CRIMINOLOGY (3 Cr) (3:0)

This course studies crime as a social phenomenon. Topics include crime statistics, theories of the causes of crime, criminal typologies, the limits of the law and societal responses to crimes and criminals. Students are encouraged to take Introduction to Sociology (SOCA101) before enrolling in this course.

CRJS110 CRIMINAL LAW (3 Cr) (3:0)

This course is a study of the principles of criminal law in the United States. Topics will include the adversary system, principles of justification and excuse, arrest, search, and seizure. The New Jersey Code of Criminal Justice and the procedural guarantees of the U.S. and NJ Constitutions will be examined.

CRJS115 JUVENILE JUSTICE (3 Cr) (3:0)

This course is a study of the historical foundations for the establishment of Juvenile Courts in the United States. Topics include the juvenile justice process, functions of juvenile justice system components, sociological concepts and theory of the adolescent subculture.

Prerequisite: CRJS100

CRJS120 INTRODUCTION TO LEADERSHIP FOR THE LAW ENFORCEMENT PROFESSIONAL (3 Cr) (3:0)

This course is designed to provide an introduction to the historic, theoretical, and practical aspects of leadership from the viewpoint of the law enforcement professional. Students will study different forms of leadership in a variety of organizational settings, including business, government, politics, education, spiritual, and community frameworks. A number of critical leadership issues

will also be addressed, including power, authority, influence, team building, coalitions, diversity, multiculturalism, ethics, and values.

CRJS121 LEADERSHIP PROCESSES AND APPLICATIONS IN THE PUBLIC SECTOR (3 Cr) (3:0)

This course is designed to acquaint and prepare law enforcement professionals for leadership roles in the community and their profession. The course emphasizes the practical application of leadership practices in a variety of settings with special attention given to the use of successful planning techniques in the field of law enforcement. Specific topics include power and influence, tasks and relationships, the development of useful leadership skills, fundamentals of strategy, strategic planning, and related planning processes.

CRJS122 LEADERSHIP AND MOTIVATION IN THE PUBLIC SECTOR (3 Cr) (3:0)

This course is designed to acquaint students with the basic theories of motivation and help them understand the interplay of leadership and motivation within the public sector and the unique challenges of supervision and leadership in that environment. Students will have the opportunity to engage in self-assessment and reflection as they consider their own leadership styles, personal motivation, and factors that motivate others in the public sector workplace. Group dynamics and intergroup conflict are also considered.

CRJS123 ETHICS AND INTEGRITY IN PROFESSIONAL PUBLIC LEADERSHIP (3 Cr) (3:0)

This course examines the ethical dilemmas of leadership, the foundations and context of moral choice, the moral implication of decision-making within public organizations, and the impact of those decisions upon staff, organizational morale, personal integrity, and society at large. Emphasis is placed on the critical role that leaders play as they engage with an organization's ethical culture and attempt to communicate and reinforce expectations for ethical behavior. Issues affecting public sector leaders are given special attention.

CRJS140 HEALTH AND FITNESS FOR THE PUBLIC SAFETY PROFESSIONAL (3 Cr) (3:0)

This course will explore basic concepts of health and physical fitness for the public safety professional. It will provide the student with the means for self-evaluation through various testing situations. It will also assist students in the development and maintenance of a healthy lifestyle as needed for a career in the public safety field: Police officers, Firefighters, Corrections, Court personnel working for Federal, State or local agencies. Topics investigated are lifestyle issues in wellness including cardiovascular function, weight management and nutrition, strength, flexibility, stress management and principles/programs of exercising.

CRJS141 MOTOR VEHICLE LAW AND TRAFFIC ENFORCEMENT (3 Cr) (3:0)

This course explores the motor vehicle laws for the State of New Jersey and how those laws pertain to traffic enforcement for police officers. Topics addressed in the course include: registration and licensing of motor vehicles; equipment violations; parking violations; driving while intoxicated (alcohol and drugs); breath-

COURSE DESCRIPTION

lyzer (alco-test) and blood alcohol content; accident investigation, fatal accident investigation; radar, highway, and traffic signs; pedestrians and bicycles; standard operating procedures for motor vehicle stops; search and seizure of motor vehicles; courtroom testimony; and fines and penalties for operation offenses.

CRJS142

TERRORISM AND HOMELAND SECURITY

(3 Cr) (3:0)

This course examines the response of the law enforcement community to both domestic and international terrorism, with a special emphasis on the origins of terrorism. Related topics include an examination of the terrorist's mindset, the rise of extremist groups, the role of special interest/anarchist groups, terrorist financing, the management of domestic terrorism, the role of intelligence, concepts of threat assessment, and legal considerations associated with terrorist intelligence and management strategies.

CRJS150

POLICE PATROL ADMINISTRATION (3 Cr) (3:0)

This course introduces basic patrol strategies and focuses on techniques and procedures used in the prevention and detection of crimes.

Prerequisite: CRJS100

CRJS180

CORRECTIONS (3 Cr) (3:0)

This course is a survey of the theories and applications of correctional practices in both community and institutional models. The physical, educational, and social aspects of incarceration are studied with respect to their impact on the rehabilitative prospects of the inmate.

Prerequisite: CRJS100

CRJS210

CRIMINAL INVESTIGATION (3 Cr) (3:0)

This course is an introduction to the field of crime investigation and the detective function. Attention is focused on the history of crime detection, the evolution of scientific investigation, and the methodologies of detection, apprehension and conviction of criminal offenders.

Prerequisite: CRJS100

CRJS215

CRIMINAL COURT PROCEDURES (3 Cr) (3:0)

This course is a comprehensive review of substantive criminal law and criminal due process. The importance of constitutional law to these fields is emphasized, as are practical insights into the operations of the criminal court system.

Prerequisite: CRJS100

CRJS220

CONTEMPORARY ISSUES IN LAW ENFORCEMENT (3 Cr) (3:0)

This course addresses current issues in law enforcement. Analysis and solutions are sought for such topics as community relations, corruption, AIDS, the role of politics, etc.

Prerequisite: CRJS100

CRJS221

VICTIMOLOGY (3 Cr) (3:0)

This course introduces students to the central questions and research in the field of victimology beginning with a historical

overview through contemporary theory and practice. It is focused on examining the role of victims in the criminal process, problems on examining the role of victims in the criminal process, problems of adjustment to victimization, the complexities of victim/offender relationships, violence and victimization, issues of victim compensation, restorative justice, victim's rights and future directions for victimology as a field of study. Several victim typologies will also be addressed. This course provides the student with the tools necessary for critical evaluation and understanding of the often neglected role of the victim before, during and after the criminal event.

CRJS223

CONSTITUTIONAL LAW (3 Cr) (3:0)

This course will examine the U.S. Constitution as the framework for government. Leading decisions of the U.S. Supreme Court will be analyzed in the areas of Civil Rights and Civil Liberties with emphasis on the Bill of Rights, and the 13th, 14th, and 15th amendments.

CRJS225

COMMUNITY CORRECTIONS (3 Cr) (3:0)

This course examines the major types of community based correctional alternatives ranging from probation to weekend incarceration and halfway houses. Attention is given to correctional law, personnel development, correctional management, controversies, political pressures and emerging trends.

Prerequisite: CRJS100

CRJS230

PRACTICUM IN CRIMINAL JUSTICE AGENCY OPERATIONS (3 Cr) (3:0)

This course applies theory to the actual functioning of local agencies of the criminal justice system. Students are exposed to the theoretical underpinnings of such agencies as the police, prosecutor, public defender, courts, jails, prisons and emergency management response agencies. Extensive opportunities to participate in the actual operations of these agencies are also provided.

Prerequisite: 30 credits including 12 in criminal justice, 2.8 GP A and permission of coordinator

CRJS250

SPECIAL TOPICS IN CRIMINAL JUSTICE

This course is designed to address specific topics in Criminal Justice. Since the topics may change each time the course is offered, students should consult the course-offering schedule each semester.

Prerequisite: CRJS100

CRJS288

CRIMINAL JUSTICE PORTFOLIO DEVELOPMENT AND PROCESS (3 Cr) (3:0)

This course utilizes the process of prior learning assessment (PLA) to award college-level credit for learning and knowledge that students have acquired through work experience, in-service training, police academy training, and practical experience in the field of criminal justice. Under the supervision of the instructor, students will develop narrative essays, portfolios, and related materials that document prior learning and mastery of specific competencies.

Prerequisite: In order to be considered for the Prior Learning Assessment (PLA) course, the student must present documented

COURSE DESCRIPTION

evidence of at least five years of active experience in law enforcement, corrections, or a broadly related criminal justice background.

Design

DESN101

PRINCIPLES OF DESIGN I (3 Cr) (2:2) + Studio 1 Hr.

This course combines the history of design from the industrial revolution to the present with practicable knowledge and exercises in scale and proportion through two and three dimensional drawing and/or building problems. Students will explore influences of past design on our present culture through projects including architectural, interior design, and furniture design concepts. Emphasis will be placed on the refinement of sketching and mechanical drawing to realize individual ideas. Projects will explore relationships between historical and cultural special systems and the relationship to the human proportion. Students will be expected to develop a complete original design concept and to articulate the development of that visual concept within the historical framework.

Prerequisite: ARTA101, ARTA108

Lab Fee Required

DESN102

PRINCIPLES OF DESIGN II (3 Cr) (2:2) + Studio 1 Hr.

This course is a continuation of Principles of Design I and continues to focus on the elements of design methodology and visual problem solving. Projects will continue to advance students ability to translate ideas through mechanical drawing and sketching techniques. Students will be expected to formulate and develop original design concepts from inception through the varied stages to completion. Additionally, emphasis will be placed on the finished presentation of the project. Projects will explore industrial design, decorative arts, fashion, furniture, and interior design.

Prerequisite: DESN101

Lab Fee Required

DESN120

HISTORY OF DESIGN (3 Cr) (3:0)

This broad based survey course tracks major developments in the field of design in the areas of architecture, furniture design, fashion, industrial design and interior design emphasizing multicultural and historical contexts. The development of schools and trends, the relationships between historical, cultural, and political movements and the interaction of art, design, and culture are fully explored.

DESN201

ADVANCED STUDY IN DESIGN (3 Cr) (2:2) + Studio 1 Hr.

This is an advanced course that encourages design option students to develop individual preferences within the design field. Each student in the class will concentrate on his/her own chosen area, i.e.; industrial design, interior design, fashion design, furniture design, decorative arts, etc. Each student will be expected to articulate their intention with regards to their individual projects and to explore various techniques within their particular genre.

Prerequisite: DESN102

Lab Fee Required

DESN250

SPECIAL TOPICS IN DESIGN

This course focuses on special topics in Design. Since the topics may change each time the course is offered, students should consult the course-offering schedule each semester.

Economics

ECON101

MACROECONOMICS (3 Cr) (3:0)

This course is an analysis of major economic concepts. Topics include the elements of national income; the economic roles of government and labor; classical economics; monetary institutions and policies; the Keynesian model and modern fiscal policy; the macroeconomic aspects of world trade.

ECON102

MICROECONOMICS (3 Cr) (3:0)

This course is an exploration of economic factors that affect the firm and individual consumers. Topics include the laws of supply and demand, elasticity, consumer demand and utility theory, production, pricing, competitive behavior, monopoly and imperfect competition, labor economics, international trade.

ECON250

SPECIAL TOPICS IN ECONOMICS

This course focuses on special topics in Economics. Since the topics may change each time the course is offered, students should consult the course-offering schedule each semester.

Education

EDUC202

HISTORICAL AND PHILOSOPHICAL PATTERNS IN EDUCATION (3 Cr) (3:0)

This course examines the societal philosophies which have influenced the historical development of educational theory and practice.

EDUC203

CURRICULUM DESIGN (3 Cr) (3:0)

This course focuses on issues and practices related to curriculum and design. Students will reflect upon public school curricula, its organization, sequence and implementation. The course will include gaining knowledge of the New Jersey Core Curriculum Standards. Students will prepare, plan, and deliver lessons based on an understanding of curricular issues, including philosophies upon which the curricula are based.

Prerequisite: 32 Credits with a G.P.A. of 2.75

EDUC250

SPECIAL TOPICS IN EDUCATION

This course focuses on special topics in Education. Since the topics may change each time the course is offered, students should consult the course-offering schedule each semester.

EDUC275

WORKING WITH SPECIAL NEEDS CHILDREN IN EARLY CHILDHOOD (3 Cr) (3:0)

This course will give techniques for each childhood professionals to use when integrating children with special needs into classrooms.

Prerequisite: ENGL101, PSYC101

COURSE DESCRIPTION

EDUC286 PRINCIPLES AND PRACTICES OF TEACHING AS A PROFESSION (3 Cr) (3:0)

This course introduces the basic elements of teaching, such as classroom management, literacy, diversity of learners, lesson planning, multicultural education, and teaching methodologies. Students observe in a public school setting, interview a teacher. Effective speaking and writing skills are an integral part of the assessment of students in this course. Students utilize professional teaching standards to assess their teaching styles and abilities as future teachers. Familiarity with the New Jersey Core Curriculum Content Standards is also a component of this course.

Prerequisite: 32 Credits with a GPA of 2.75

EDUC291 PORTFOLIO DEVELOPMENT IN EDUCATION (1 Cr) (1:0)

This course is for degree seeking students in the Liberal Arts Education Option, who have completed 45 credit hours. The course is designed to assist students in the transition from the community college experience to a four year educational institution or to placement in the work force within the education field. Emphasis is placed on the development of a professional portfolio that documents coursework and experiences relevant to the New Jersey Professional Standards for Teachers (N.J.A.C.6A:9-3.3) or Interstate New Teacher Assessment and Support Consortium (INTASC) Standards.

Corequisite: EDUC202 or EDUC286

Prerequisite: EDUC202 or EDUC286, 45 credits completed

Electronics

ELET101 FUNDAMENTALS OF ELECTRONICS (4 Cr) (3:3)

This course is a survey of electricity and electronics for automotive technology students. The principles of electrical components and circuits are studied. The course includes topics such as AC, D.C. parallel and series circuits, magnetism, motors, control components, and solid state devices. Laboratory assignments will stress the practical application of theory.

Prerequisite: AOTE201

Lab Fee Required

ELET105 ELECTRONIC CIRCUITS (4 Cr) (3:3)

This introductory course in circuit analysis defines fundamental electrical quantities and examines their relationship to various circuit components. Circuits comprised of resistance, capacitance, and inductance which are energized by both DC and AC sources are considered. In the laboratory the students perform experiments that confirm/demonstrate their grasp of the theory.

Prerequisite: MATH112

ELET250 SPECIAL TOPICS IN ELECTRONICS

This course focuses on special topics in Electronics. Since the topics may change each time the course is offered, students should consult the course-offering schedule each semester.

English

ENGL009 CRITICAL READING AND WRITING I (4-IC) (4:0)

This reading comprehension and critical writing course, part one of a two-course sequence ENGL009/ENGL011, assists students in developing college-level critical thinking, reading comprehension, and fundamental standard writing skills. Emphasis will be on study skills, inferential thinking, writing effective paragraphs in response to texts, and introductory essay writing skills.

ENGL011 CRITICAL READING AND WRITING II (4-IC) (4:0)

This course prepares students to reason while reading and writing in order to evaluate the written word, to judge its importance, and to express ideas through supporting details, reasons, and examples. The course also includes vocabulary and study skills development.

Prerequisite: Placement in this course is determined by the student's performance on the college placement test or a grade of CI or better in ENGL009.

ENGL015 CRITICAL WRITING I (3-IC) (3:0)

This basic writing course, part one of a two-sequence ENGL015/ENGL021, equips students with fundamental, standard writing skills. Emphasis is placed on writing effective paragraphs leading to the essay. Instruction focuses on developing the writing process, covering the following modes: narration, description, process, and comparison/contrast. Syntax, mechanics, and diction are reinforced through an individualized online lab program.

Prerequisite: Placement in this course is determined by the students' performance on the College Placement Test. This course is neither an elective nor a general education elective. This course is a first level developmental course which carries no graduation credit.

ENGL015L WRITING SKILLS I FOR COLLEGE SUCCESS (0 Cr) (0:1)

This lab course develops skills essential to successful college writing. It provides additional practice in the writing process, grammar and punctuation. This course is to be taken concurrently with ENGL015.

ENGL021 CRITICAL WRITING II (3-IC) (3:0)

This basic writing course, part two of a two-course ENGL015/ENGL021 equips students with standard English skills required for college-level writing assignments. Instruction is provided in the writing process and essay development in the following modes: Narration, Exemplification, Cause and Effect, and Argument with source documentation. Syntax, mechanics, and diction are reinforced through an individualized online lab program.

Prerequisite: Placement in this course is determined by the student's performance on the College Placement Test or a grade of CI or above in ENGL015. This course is neither an elective nor a general education elective. This course is a first level developmental course which carries no graduation credit.

COURSE DESCRIPTION

ENGL021L WRITING SKILLS II FOR COLLEGE SUCCESS (0 Cr) (0:1)

This lab course develops skills essential to successful college writing. It provides additional practice in the writing process, grammar and punctuation. This course is to be taken concurrently with ENGL021.

ENGL031 CRITICAL READING I (3IC) (3:0)

Critical Reading I is an intensive developmental course designed to provide students with the foundations needed for reading college-level materials. In this course, students will begin to develop a range of strategies for reading texts from a variety of disciplines, and then apply critical thinking strategies for reading and writing in response to that text.

Prerequisite: Placement in this course is determined by the student's performance on the College Placement Test. This course is neither an elective nor a general education elective. This course is a first level developmental course which carries no graduation credit.

ENGL031L READING SKILLS I FOR COLLEGE SUCCESS (0 Cr) (0:1)

This lab course develops skills essential to successful college reading. It provides additional practice in vocabulary building, content reading, and comprehension. This course is to be taken concurrently with ENGL031

ENGL032 CRITICAL READING II (3IC) (3:0)

Critical Reading II is an intensive developmental course designed to provide students with the foundations needed for reading college-level materials. In this course, students will apply a range of strategies for reading texts from a variety of disciplines, and then apply critical thinking strategies for reading and writing in response to that text.

Prerequisite: Placement in this course is determined by the student's performance on the College Placement Test or a grade of CI or higher in ENGL031. This course is neither an elective nor a general education elective. This course is a second level developmental course which carries no graduation credit.

ENGL032L READING SKILLS II FOR COLLEGE SUCCESS (0 Cr) (0:1)

This lab course develops skills essential to successful college reading. It provides additional practice in vocabulary building, content reading, and comprehension. This course is to be taken concurrently with ENGL032.

ENGL101 ENGLISH COMPOSITION I (3 Cr) (3:0)

This course advances the student's ability to write clearly and coherently by emphasizing the writing process. Emphasis is on writing projects which include personal, rhetorical, and expository models. Research skills are introduced.

Prerequisite: Proficiency on College Placement Test

ENGL102 ENGLISH COMPOSITION II (3 Cr) (3:0)

This course introduces students to short fiction, poetry, drama, and the novel. Written assignments are based on the readings.

Writing skills learned in Composition I are further developed. Students will write a research paper which demonstrates understanding of literary criticism.

Prerequisite: ENGL101 (Grade of C)

ENGL125 TECHNICAL WRITING AND COMMUNICATION I (3 Cr) (3:0)

This course is an intensive course designed for students planning careers in non-transferable and technical fields or pursuing AAS degrees or certificates. In this course, students will recognize, evaluate, and produce different forms of technical articles, reports, business communication, and presentations) with an emphasis on purpose, audience, and revising for clarity.

Prerequisite: Grade of "C" or better in ENGL101

ENGL201 EFFECTIVE SPEAKING (3 Cr) (3:0)

This is a course in public speaking which stresses speech organization, effective delivery and critical listening skills. A strong emphasis is placed on student performance to help the student gain speech practice and develop self-confidence in a variety of speaking situations.

Prerequisite: Placement in this course is determined by the student's performance on the College Placement Test or a grade of CI or better in ENGL009

ENGL203 AMERICAN LITERATURE I (3 Cr) (3:0)

This course is a study of American thought and writing from colonial times through the post-Civil War period. Attention will be given to American social, religious, economic and political thinking as reflected in the works of American authors.

Prerequisite: ENGL102

ENGL204 AMERICAN LITERATURE II (3 Cr) (3:0)

This course focuses on major works in American Literature from the Civil War to the present. Attention will be given to the social, economic, and historical context of the works, as well as to the content, style, and themes of the individual authors.

Prerequisite: ENGL102

ENGL205 CONTEMPORARY LITERATURE (3 Cr) (3:0)

This course examines writers from 1945 to the present as well as the major literary movements which have impacted art, culture, and philosophy. Emphasis is on the novelists, playwrights, and poets who have shaped the form and style of modern literature.

Prerequisite: ENGL102

ENGL207/ WMST207 LITERATURE BY WOMEN (3 Cr) (3:0)

This course will explore the writing of 19th, 20th, and 21st century women authors, poets and dramatists with an emphasis on the diversity of women's voices, and on the impact of the inclusion of their works on the literary canon.

Prerequisite: ENGL102 (Grade of "C")

ENGL208/ THEA208 THEATER HISTORY I (3 Cr) (3:0)

This course is a survey of dramatic literature and theatrical history from ancient times through the Renaissance. Students will be

COURSE DESCRIPTION

introduced to all areas of the theater including: acting, directing, design, and theater architecture.

Prerequisite: ENGL101

ENGL209/ THEA209 THEATER HISTORY II (3 Cr) (3:0)

This course is a survey of dramatic literature and theatrical history from the Renaissance through modern times. Students will be introduced to all areas of the theater including: acting, directing, design, and theater architecture.

Prerequisite: ENGL101

ENGL210 MODERN SHORT NOVEL (3 Cr) (3:0)

This course is an intensive study of the short novel as a genre with emphasis on modern and contemporary writers.

Prerequisite: ENGL102

ENGL211 THE SHORT STORY (3 Cr) (3:0)

This course traces the development of the short story from the early nineteenth century. It explores the conventions of the genre including character, plot, setting, point of view, style, and theme.

Prerequisite: ENGL102

ENGL213 LITERARY MASTERPIECES OF THE WESTERN WORLD I (3 Cr) (3:0)

This course examines some of the great works of the western world from the age of Homer to the late Middle Ages. Works studied include the Greek masterpieces, Roman literature, the Bible, Old English works, Chaucer, and Dante.

Prerequisite: ENGL102

ENGL214 LITERARY MASTERPIECES OF THE WESTERN WORLD II (3 Cr) (3:0)

This course focuses on discussions of great European literature from the early Renaissance through the twentieth century. Reading and analysis of works by such authors as Shakespeare, Milton, Cervantes, Moliere, Fielding, and Ibsen are included.

Prerequisite: ENGL102

ENGL215 JOURNALISM I (3 Cr) (3:0)

This course is an introduction to print journalism. Skills to be developed include news reporting, interviewing, copy editing, fact checking, proofreading, as well as writing editorials and feature stories.

Prerequisite: ENGL101 (Grade of C) or Permission of Instructor.

ENGL216 CHILDREN'S LITERATURE (3 Cr) (3:0)

This course introduces students to an appreciation of the breadth and variety of all genres of children's literature. Emphasis is placed on children's literature as an important factor in a child's understanding of the world. This course will enable students to recognize outstanding literature for children and acknowledge its place in the study of literature.

Prerequisite: ENGL101

ENGL217 JOURNALISM II (3 Cr) (3:0)

This course builds upon those reporting and writing skills acquired in Journalism I. Greater emphasis will be placed on gathering and evaluating news, and writing in-depth articles for various kinds of print media. In addition, the basics of newspaper design and editorial content will be covered through practical assignments related to the production of the college newspaper, The College Hill.

Prerequisite: ENGL215 or COMM219

ENGL220 CREATIVE WRITING (3 Cr) (3:0)

This course is a writing workshop designed to help students write serious poetry and short fiction. Class discussions center on students' writing.

Prerequisite: ENGL101

ENGL221 MODERN POETRY (3 Cr) (3:0)

This survey course will explore modern poets from the late 19th century to the modern day. Gender and generational, as well as international considerations allow for a wide range of poetic artists to be covered.

Prerequisite: ENGL101 and ENGL102 (Grade of "C" or better)

ENGL222 SHAKESPEARE (3 Cr) (3:0)

This course provides students with an introduction to the works and world of the immortal Bard. Focus is on Shakespeare's handling of the greatest human dilemmas: the problems of power, the relationship of the individual to society, and the complexities of love. Students will be required to read samplings from the sonnets as well as selected histories, comedies, and tragedies.

Prerequisite: ENGL101 and ENGL102 (Grade of "C" or better)

ENGL230 BRITISH LITERATURE I (3 Cr) (3:0)

This course is a general survey and analysis of selected representative British authors and works, with a focus on general historical patterns in the different periods of British literature. This course starts with the Middle Ages and progresses through the eighteenth century.

Prerequisite: ENGL102 (Grade of C)

ENGL231 BRITISH LITERATURE II (3 Cr) (3:0)

This course begins with a study of the Romantic Period and continues through contemporary British writers. The class will feature readings in the genres of non-fiction, fiction, drama, and poetry to provide a broad perspective of the innovations in the literature of these periods.

Prerequisite: ENGL102 (Grade of C)

ENGL250 SPECIAL TOPICS IN LITERATURE

This course focuses on selected topics in literature. Since the topics may change each time the course is offered, students should consult the course-offering schedule each semester.

COURSE DESCRIPTION

ENGL260

SPECIAL TOPICS IN WRITING

This course focuses on selected topics in writing. Since the topics may change each time the course is offered, students should consult the course-offering schedule each semester.

Engineering

ENGR100

INTRODUCTION TO ENGINEERING (3 Cr) (3:0)

This course explores the topic of engineering and is appropriate for both those intending to major in engineering and those with an interest in learning about the various fields of engineering and other aspects of what engineers do. You will learn how to formulate, articulate, and solve problems, how to analyze problems using various case studies, and how to present the results of engineering work in a suitable format. They will also learn about the different disciplines of engineering and the multidisciplinary nature of modern engineering design.

Corequisite: PHYS120

Prerequisite: MATH113

ENGR125

NUMERICAL METHODS FOR ENGINEERING (3 Cr) (3:0)

Numerical methods provide a way for the engineer to translate the language of mathematics and physics into information that may be used to make engineering decisions. Often, this translation is implemented so that calculations may be done by computers. The types of problems encountered as an engineer may involve a wide variety of mathematical phenomena, and hence it is beneficial to have an equally wide range of numerical methods with which to approach some of these problems. This course will provide an introduction to several of those methods.

Prerequisite: MATH113 (grade of C)

Corequisite: MATH114

ENGR210/ PHYS210

MECHANICS (4 Cr) (4:0)

This course studies the equilibrium of particles and rigid bodies subject to concentrated and distributed Newtonian forces. These studies are also applied to particles; rectilinear motion; simple, damped, and driven oscillations; gravitation and central forces; Lagrange's equations and the Hamiltonian.

Corequisite: MATH220

Prerequisite: PHYS120 (Grade of C)

ENGR220

ENGINEERING STATICS (3 Cr) (3:0)

This course is a quantitative study of forces that act on engineering structures in equilibrium. Force system classification, resultant forces and conditions for equilibrium of rigid bodies in two and three dimensions are covered. Mathematical principles of vectors and calculus are applied to trusses, frames and simple machines. Centroids (center of mass) are developed and used in the analysis of stresses on beams. Special engineering topics discussed will include dry friction with an introduction to virtual work. The concept of moment of inertia included in discussion will establish the link between statics and solid mechanics.

Prerequisite: MATH114 (grade of C), PHYS120 (grade of C)

ENGR222

ENGINEERING DYNAMICS (3 Cr) (3:0)

This course is a study of the motion of bodies without reference to the forces which cause the motion and the action of forces acting on the bodies and their resulting motions. Rectilinear and curvilinear motion in two and three dimensions using rectangular, normal/tangential and polar coordinate systems are investigated in kinematics. Kinetics includes discussions on work, potential and kinetic energy. Impulse and momentum are analyzed from Newton's second law along with the concept of conservation of energy and momentum.

Prerequisite: MATH114 (grade of C), PHYS120 (grade of C), ENGR220 (grade of C)

English for Speakers of Other Languages

ESOL057

ESOL INTRODUCTION TO BASIC ENGLISH GRAMMAR I (3-IC) (3:0)

This is a beginning grammar course for non-native speakers of English. It introduces basic grammar, vocabulary, and pronunciation in conversational context based on survival skills.

Prerequisite: ESOL Department Placement Test

ESOL058

ESOL INTRODUCTION TO BASIC ENGLISH GRAMMAR II (3-IC) (3:0)

This is an intermediate grammar course for non-native speakers of English. Grammar pronunciation and vocabulary are further developed in conversational context.

Prerequisite: ESOL Department Placement Test

ESOL059

ESOL INTRODUCTION TO BASIC ENGLISH GRAMMAR III (3-IC) (3:0)

This is an advanced grammar course for non-native speakers of English. Grammar skills are further refined to a college level.

Prerequisite: ESOL Department Placement Test

ESOL060

ESOL WRITING I (3-IC Cr) (3:0)

This is a beginning writing course for non-native speakers of English. Emphasis is placed on the development of writing skills at sentence and paragraph level.

Prerequisite: ESOL Department Placement Test

ESOL061

ESOL WRITING II (3-IC) (3:0)

This is an intermediate writing course for non-native speakers of English. Topics include paragraph and short composition development.

Prerequisite: Grade of C in ESOL058 or ESOL Department Placement Test

ESOL062

ESOL WRITING III (3 Cr) (3:0)

This is an advanced writing course for non-native speakers of English. Emphasis is placed on achieving writing skills required to function on a college level.

Corequisite: ESOL059

Prerequisite: Grade of C in ESOL061 or ESOL Department Placement Test

COURSE DESCRIPTION

ESOL074

ESOL READING AND VOCABULARY I (3IC) (3:0)

This is a beginning level reading and vocabulary course for non-native speakers of English. Emphasis will be placed on reading comprehension, developing dictionary skills, recognizing spelling patterns, and acquisition of vocabulary themes centering around everyday American life.

Prerequisite: Grade of C in ESOL035 or ESOL Department Placement Test

ESOL075

ESOL READING AND VOCABULARY II (3 IC) (3:0)

This is an intermediate level reading and vocabulary development course for non-native speakers of English. Students will increase reading comprehension, vocabulary, and understanding of American Idioms. Emphasis will be placed on reading comprehension, independent reading, and accurate use of vocabulary in context.

Prerequisite: Grade of C in ESOL074 or ESOL Department Placement Test

ESOL076

ESOL READING AND VOCABULARY III (3IC) (3:0)

This is an advanced level reading and vocabulary course for non-native speakers of English. Students will be introduced to American Literature and college texts. Emphasis will be placed on reading independently in English, and acquisition of vocabulary suitable for successful transition into college courses.

Prerequisite: Grade of C in ESOL075 or ESOL Department Placement Test

ESOL078

INTEGRATED LANGUAGE SKILLS FOR ESOL STUDENTS I (6IC) (6:0)

This is an intensive six credit core language course for beginner and low intermediate ESOL students. Students will be introduced to pronunciation, vocabulary development, reading skills, and sentence structure.

This course meets twice a week for two time blocks)

Prerequisite: ESOL Department Placement Test

ESOL079

INTEGRATED LANGUAGE SKILLS FOR ESOL STUDENTS II (6IC) (6:0)

This is an intensive six credit core language development course for intermediate level ESOL students. Students will build on skills acquired in level one; pronunciation, vocabulary development, reading comprehension skills, paragraph structure, and grammar practice.

Prerequisite: ESOL Department Placement Test or Successfully Passing ESOL078 or Instructor Recommendation

ESOL080

COLLEGE PREP ENGLISH FOR ESOL STUDENTS I (6IC) (6:0)

This is an intensive six credit core language development course which begins to prepare ESOL students for college level work. Students practice effective communication skills, critical thinking, making inferences, correct syntax, review paragraph structure, and grammar practice at the high intermediate level.

Prerequisite: ESOL Department Placement Test

ESOL081

COLLEGE PREP ENGLISH FOR ESOL STUDENTS II (6IC) (6:0)

This is an intensive 6 credit core language development course which prepares ESOL students for college level work. Students will increase effective communications skills for the academic environment, expand critical thinking, inferential skills, academic vocabulary, and composition skills at the advanced level. This course meets twice a week for two time blocks

Prerequisite: ESOL Department Placement Test or Successfully Passing ESOL 080 or Instructor Recommendation

ESOL084

TOEFL PREPARATION (3-IC) (3:0)

This is a very advanced preparation course for non-native speakers of English who must take the Test of English as a Foreign Language. Students seeking college level skills in structure, written expression, listening and speaking and reading comprehension may also attend.

Prerequisite: Grade of C in ESOL059 or ESOL Department Placement Test

ESOL085

ESOL LISTENING AND SPEAKING I (3IC) (3:0)

This is an introductory course to the sound systems and speech patterns of American English for non-native speakers. Emphasis will be placed on proper pronunciation, listening comprehension, and basic conversational skills centering around topics concerning everyday American life.

Prerequisite: Grade of C in ESOL035 or ESOL Department Placement Test

ESOL086

ESOL LISTENING AND SPEAKING II (3IC) (3:0)

This is an intermediate course in communication for non-native speakers of English. Students will be introduced to the International Phonetic Alphabet, articulation diagrams, and participate in interactive dialogues for more fluency in the English language. Emphasis will be placed on communicating clearly by expanding conversational skills and listening comprehension.

Prerequisite: Grade of C in ESOL085 or ESOL Department Placement Test

ESOL087

ESOL LISTENING & SPEAKING III (3IC) (3:0)

This is a high intermediate communication course for non-native speakers of English. Students will further study: the International Phonetic Alphabet, stress, rhythm, and intonation patterns of American English. Emphasis will be on developing effective communication skills for the successful transition into an academic or professional environment.

Prerequisite: ESOL086

ESOL097

COMMUNICATION AND PRESENTATION SKILLS FOR ESOL STUDENTS (3IC) (3:0)

This is an advanced course for non-native speakers of English in public speaking. Emphasis will be placed on speech organization, effective delivery, public presentations, and critical listening skills for effective note taking in the academic environment. A strong emphasis is placed on student performance to help the student

COURSE DESCRIPTION

gain speech practice, and develop self-confidence in addressing a variety of audiences in multiple speaking situations.

Prerequisite: ESOL086 and ESOL087 or ESOL Department Placement Test

French

FREN101 ELEMENTARY FRENCH I (3 Cr) (3:0)

This is an introductory course in French emphasizing the fundamentals of speaking, reading, writing, and listening. The course focuses on building basic vocabulary and introducing students to the French culture. It is designed for students with no French experience.

FREN102 ELEMENTARY FRENCH II (3 Cr) (3:0)

This course is a continuation of FREN101 with an emphasis on the fundamentals of speaking, reading, writing, and listening. The course focuses on building basic vocabulary and introducing students to the French culture.

Prerequisite: FREN101 (Grade of C) or two years of high school French (Grade of C)

FREN201 INTERMEDIATE FRENCH I (3 Cr) (3:0)

This course is a continuation of FREN102, developing skills in speaking, reading, writing, and listening at the intermediate level.

Prerequisite: FREN102 (Grade of C) or three years of high school French (Grade of C), or its equivalent.

FREN202 INTERMEDIATE FRENCH II (3 Cr) (3:0)

This is a continuation of FREN201, developing skills in speaking, reading, writing, and listening at the intermediate level.

Prerequisite: FREN201 (Grade of C) or Permission of Instructor.

FREN250 SPECIAL TOPICS IN FRENCH

This course focuses on selected topics in French. This course will provide an opportunity to expand the modern language offerings into the areas of history, literature, and civilization.

Fire Science

FRST101 INTRODUCTION TO FIRE SCIENCE (3 Cr) (3:0)

This course is an introduction to the fundamentals of fire protection engineering. It is a study of fire hazards and controlling mechanisms, detection and alarm systems, fire behavior and the physical and chemical effects of combustion upon a single dwelling to problem areas such as high-rise buildings.

FRST103 FIRE PREVENTION (3 Cr) (3:0)

This course provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationships of fire prevention with built-in fire protection systems, fire investigation, and fire and life-safety education.

Prerequisite: FRST101

FRST104 FIRE ADMINISTRATION (3 Cr) (3:0)

This course examines the organization and management of the fire service. Topics include discussion of new technologies, changing organization structures, personnel and equipment, manpower and training, reporting systems and municipal budgets.

Prerequisite: FRST101

FRST105 FIRE PROTECTION SYSTEMS (3 Cr) (3:0)

This course provides information relating to the features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection and portable fire extinguishers.

Prerequisite: FRST101

FRST106 FIRE TACTICS AND STRATEGY (3 Cr) (3:0)

This course progressively covers fireground tactics and strategies from before the fact fireground preparation, through systematically planning, implementing and managing the strategic and/or tactical plan, to a process of reviewing events and critiquing performance.

Prerequisite: FRST101

FRST107 FIRE INVESTIGATION (3 Cr) (3:0)

This course instructs fire personnel to observe fire patterns, cause and origin, and clues of arson presented. Preserving the fire scene, the fire setter, legal considerations and fire investigations are also discussed.

Prerequisite: FRST101

FRST110 FIRE BEHAVIOR AND COMBUSTION (3 Cr) (3:0)

This course explores the theories and fundamentals of how and why fires start, spread, and how they are controlled.

Prerequisite: FRST101

FRST202 BUILDING CONSTRUCTION FOR FIRE PROTECTION (3 Cr) (3:0)

This course studies the components of building construction that relate to fire and safety. The focus of this course is on fire fighter safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at emergencies.

Prerequisite: FRST101

FRST205 FIRE PROTECTION HYDRAULICS AND WATER SUPPLY (3 Cr) (3:0)

This course is a review of hydraulic calculations and formulas, how to apply the standards to firefighting equipment and water supply. Sprinkler systems, fire pumps and hose lines are covered. This course requires fieldwork.

Prerequisite: FRST101

COURSE DESCRIPTION

FRST208

HAZARDOUS MATERIALS (3 Cr) (3:0)

This course provides basic fire chemistry relating to the categories of hazardous materials including problems of recognition, reactivity, and health encountered by firefighters.

Prerequisite: FRST101

FRST210

OCCUPATIONAL HEALTH AND SAFETY (3 Cr) (3:0)

This course covers the basic principles of Federal, State and FFA standards and legislation emphasizing such topics as blood borne pathogens, NJ PEOSHA codes and related codes for general industry. It also addresses issues facing the firefighter such as injury, death, and health. This course is designed for N.F.P .A. 1500.

Prerequisite: FRST101

FRST230

LEGAL ASPECTS OF THE FIRE SERVICE (3 Cr) (3:0)

This course introduces the Federal, State, and local laws that regulate emergency services, national standards influencing emergency services, standards of care, tort, liability, and review of relevant court cases.

Prerequisites: FRST101 and FRST103 (or FRST101 and permission of Program Coordinator of Fire Science Technology)

FRST250

SPECIAL TOPICS IN FIRE SCIENCE

This course focuses on selected topics in Fire Science technology. Since topics may change each time the course is offered, students should consult the course-offering schedule each semester.

Geography

GEOG105

CULTURAL GEOGRAPHY (3 Cr) (3:0)

This course will function as a map to the cultural landscape of our world. It combines aspects of economic and cultural geography. It will examine the interrelations between humans and their natural environments as well as examine the difference between one place and another in terms of the customs, mores and institutions that create and maintain human societies.

GEOG110

WORLD GEOGRAPHY (3 Cr) (3:0)

This course is an introduction to the study of geography focusing on a regional geographic approach. Particular reference is placed on the relationship of geographic features, natural resources, and economic development.

GEOG250

SPECIAL TOPICS IN GEOGRAPHY

This course focuses on special topics in Geography. Since the topics may change each time the course is offered, students should consult the course-offering schedule each semester.

Geology

GEOL101

PHYSICAL GEOLOGY (4 Cr) (3:3)

This course is designed to introduce students to earth and its physical processes, including the origin and nature of rocks and minerals, weather and its erosional forces, mountain building, volcanism, metamorphism, origin of ore deposits, plate tectonics,

and problems of water supply and pollution. Field trips will be an integral part of the course.

Lab Fee Required

GEOL110

HISTORICAL GEOLOGY (4 Cr) (3:3)

This course will introduce the student to the study of planet Earth through time. The class will study the concepts of stratigraphy (the study of strata) and the fossils they contain. This course will concentrate on the geologic history of North America with special attention to the Appalachian Basin and New Jersey. This course will discuss the history of the Earth, geological processes and biological history. This course will include labs and several field trips to observe concepts taught in the lectures.

Prerequisite: GEOL101

Lab Fee Required

GEOL250

SPECIAL TOPICS IN GEOLOGY

This course focuses on special topics in Geology. Since the topics may change each time the course is offered, students should consult the course-offering schedule each semester.

Graphic Design

GRAD101

INTRODUCTION TO GRAPHIC DESIGN (3 Cr) (3:0)

This course covers the history and changing face of graphic design in the new millennium. Topics discussed will include advertising design, form and function, design trends and influence focusing on aesthetics. Students will come away with a basic understanding of typographical terms and techniques, creative problem solving with an emphasis on 2D layout, and a design concept of thumbnails, comps, and storyboarding. The use of art and design as a means of communication in business and industry is emphasized. Projects may cover magazine, newspaper, brochure, editorial presentations using art, photography, type, and illustrations and package design.

GRAD103

PRINCIPLES AND HISTORY OF GRAPHIC DESIGN AND ILLUSTRATION (3 Cr) (2:2)

This course provides the student with a detailed study of the evolution of design in all of its various forms (e.g., architecture, typography, industrial, etc.) with special emphasis on the evolution of graphic design from its inception through the era of the Computer Revolution. The development of all forms of design concepts in different cultures and periods will be discussed and compared. Students will utilize studio concepts, computer technology, creative writing, and creative visualization to broaden their knowledge of the history of design and strengthen their individual design skills.

Lab Fee Required

GRAD105

VECTOR GRAPHICS AND PAGE DESIGN (3 Cr) (2:2)

This course emphasizes techniques and applications used to produce published documents for both Internet and print media. Students will learn to design documents, publications, and related projects using industry standard software on both MAC and PC platforms. An emphasis is placed on basic computer graphic skills through practical experience with two-dimensional paint

COURSE DESCRIPTION

and draw programs, as well as layout programs for print and web. Projects covered include advertising design, page layout, computer illustrations, digital imaging, and the scanning and manipulation of images. Basic computer operating skills are strongly recommended upon entering this class.

Lab Fee Required

GRAD107

DRAWING FOR DESIGNERS (3 Cr) (2:2)

This is a studio course where students will observe and create in the physical world away from the computer. This course suggests that real-world observation is invaluable in the planning of traditional illustration, digital illustration, 2D graphics, and 3D generated images. Areas of instruction will include graphic design drawing elements (such as line, value, texture, color, and composition), perspective, architecture, and environments. The course will also emphasize basic drawing techniques, anatomy for the artist, life drawing, lighting, texturing, and storyboarding. Students will learn how to efficiently work with pencil, charcoal, ink, markers, and mixed media.

Lab Fee Required

GRAD108

HISTORY OF GRAPHIC DESIGN (3 Cr) (2:2)

This course explores art and design in historical and philosophical context from the Paleolithic to the Digital Age utilizing visual, literary and web sources. In considering art and design beyond the aesthetic, emphasis will be placed on its role of these two forces in the areas of commerce, culture, propaganda, ideology and the social and political arenas. Through a series of workshop projects in a variety of media, this course will serve as a laboratory for students to express their understanding of the presence of the history of visual communication in contemporary life and raise informed questions about their own contributions to the future of the field.

Lab Fee Required

GRAD109

UNDERSTANDING SOCIAL MEDIA (3 Cr) (2:2)

This course focuses on techniques for writing, editing and researching content for social media platforms, and students will publish their work on their own Websites and Blogs. An emphasis is placed on the skills needed for quality storytelling via social media communication. Students will explore blogging, podcasting and social software technology. Students will implement social media research campaigns, develop original web content, and discuss interactive writing, interactive publishing, and the role of the interactive writer. Copyright law, libel law, information ethics and culture will be explored.

Lab Fee Required

GRAD119

THEME AND TEMPLATING WEBSITES I (3 Cr) (2:2)

This course is designed to introduce students to WordPress Content Management System for either personal or business website use. The course covers the basics on how to use the WordPress platform including installation, content management, and configuration. Prior web publishing experience is not required. Familiarity with web browsers and email is highly recommended.

Lab Fee Required

GRAD122

TYPOGRAPHY AND LAYOUT (3 Cr) (2:2)

This course is an introduction to typography and layout as applied to visual communication. Students will explore the history of

typography, type recognition, typographic terms, fundamentals of type, and the appropriate use of typography in a variety of design applications. Emphasis is placed on the basic design principles of typographic compositions and typesetting. A range of theoretical and applied projects will be used to investigate typography as a fundamental communication tool. Students use both traditional and digital media employing page layout and software programs that utilize type.

Prerequisite: GRAD101, GRAD105

Lab Fee Required

GRAD128

DIGITAL IMAGERY AND EDITING (3 Cr) (2:2)

This course provides students with the intensive exploration of advanced digital imaging as it applies to photography creating PDF documents, optimizing web graphics and complex layered images. Students will perfect their ability to creatively use digital imaging software to create sophisticated graphics for print and the web. Further study and practical application will be applied to creating documents for both the Internet and print mediums. An emphasis is placed on developing quality portfolio pieces.

Prerequisite: GRAD105 or Permission of the Program Coordinator/Counselor

Lab Fee Required

GRAD132

DESIGNING AND PRINTING STYLIZED BOOKS (3 Cr) (2:2)

This course is designed for art and design students who wish to create and publish children's books, short stories, cartoons, anime, poems, or collections. Students will learn to design and lay out their material (drawings, paintings, photographs, and scanned images) through the use of illustration software (Adobe Illustrator®). The resulting images will be managed through the use of software designed for image manipulation (Adobe PhotoShop®). The culmination of the artistic rendering will be integrated into a high-end composition through the use of specialized software (Adobe InDesign®) for output to print. In addition to the use of software, the course will introduce the student to the basics of color theory, typography, design, layout, pagination, preparation for print, and final print. The focus of the student's creative efforts throughout the semester will be upon the creation of a full color bound booklet.

Prerequisite: GRAD105

Lab Fee Required

GRAD135

ADVERTISING & PACKAGE DESIGN (3 Cr) (2:2)

This course introduces the student to the development, scheduling, and production of 3D primary and secondary packaging plus related print materials. The focus of the course is on design, research, marketing, advertising, and sales for the retail marketplace. Students will obtain a working knowledge of product related resources such as photography, printing, product/model comprehensives, sales samples, molding, and quality control. The course will also explore the preparation of all products and material for final production.

Prerequisite: GRAD122

Lab Fee Required

COURSE DESCRIPTION

GRAD138

COMIC BOOK ILLUSTRATION (3 Cr) (2:2)

This course will provide a comprehensive introduction to the language and form of narrative illustration. The emphasis is on teaching the narrative language, use of tools, page and panel design, anatomy, drafting, perspective, storytelling and arrangement of images, while surveying various styles and genres related to the topic. Attention to developing essential drawing skills needed to create narrative illustrations on any level and for many types of applications will be explored. Completed projects would be suitable for inclusion in student portfolios.

Lab Fee Required

GRAD139

CHILDREN'S BOOK ILLUSTRATION (3 Cr) (2:2)

This class allows students to develop a children's book from an initial concept to a "dummy book" ready to submit to publishers. Students will have the opportunity to explore a variety of mediums and diverse illustration techniques using video enrichment and lectures about illustrators, writers and the publishing industry. Developing students' drawing skills will be emphasized in all class work, from preliminary sketches to final works. Students will develop creative thinking skills as they learn how to transform ideas into images that tell a story. Exploration of the different children's book genres will be covered.

Lab Fee Required

GRAD140

DIGITAL ILLUSTRATION AND PRODUCTION (3 Cr) (2:2)

This course focuses on the introduction and development of studio skills in the creative use of illustration materials and design principles. The student will experiment with a wide range of techniques and media including colored pencil, graphite, watercolors, and computer illustration using industry standard paint and drawing software. Students will work with their hand drawings and scanning, combining fine art and graphic design to develop professional portfolio pieces. The student will learn illustration theory as a means of communication and will work on projects including children's book and magazine illustration, spot illustrations for the web, print and pre-press information. Final art projects will be produced in a variety of media, while students combine illustration with other fine art and advertising design skills to create a professional commercial art portfolio.

Prerequisite: GRAD105 and GRAD128

Lab Fee Required

GRAD141

ANIMATION AND DESIGN (3 Cr) (2:2)

In this course, students will learn to create 2-dimensional animations and interactive websites using a variety of art software. Topics covered include good interface design, character animation, morphing, tweening, storyboarding, sound and interactivity. Students will create a complete story animation and an interactive portfolio or website for their final project.

Prerequisite: GRAD105

Lab Fee Required

GRAD142

TYPOGRAPHY AND COLOR FOR DESIGNERS (3 Cr) (2:2)

This course is an introduction to type and color intended for the digital designer in a technology driven world. The course will emphasize the basics of traditional typographic rules and color theory. Exploration in achieving new and innovative designs for digital applications, and in the selection of type and color elements appropriate to the job will be investigated. Students will develop critical thinking skills through analyzing, researching and investigating information, and will practice generating, evaluating, and communicating ideas. Further exploration of aesthetics, technical issues, trends, and branding considerations will also be covered.

Prerequisite: GRAD101 and GRAD105, or Permission of the Graphic Design Program Coordinator

Lab Fee Required

GRAD144

COLOR FOR DESIGNERS (3 Cr) (2:2)

This course is an introduction to color intended for the designer in a technology driven world. The course will emphasize insight into color terminology, traditional color theory, and the perception and use of color in all media. Additional focus is placed on the essential principles and elements of design and their application to a variety of studio projects. Further exploration of the future of color will also be covered.

Prerequisite: GRAD101, GRAD105

Lab Fee Required

GRAD150

STORYBOARDING AND SEQUENTIAL STORYTELLING (3 Cr) (2:2)

This course is designed to introduce the student to techniques used by artists and graphic designers when they create characters and environments prior to animation on the computer. Students begin by using a paper and pencil approach to create characters and the world they inhabit. Students then learn to map out on paper the way that the story will unfold. The use of this "pencil and paper" approach helps students explore and develop their own creative process and teaches them to take their ideas from intangible abstracts to fully visualized concepts.

Lab Fee Required

GRAD153

CHARACTER DESIGN (3 Cr) (2:2)

This course is designed to introduce the student to the essential craft of developing characters for stories, games, and other forms of video entertainment. Before any of these entertainment forms can be pursued, an artist must develop successful characters. Students will learn that the thousands of hours of work and countless frames of video involved in these endeavors all depend on the success of the artist's vision, and they will have the opportunity to study different forms of character development. Pencil, paper, clay, and polymer will all be used along with model sheets to help the character designer work with the authors and directors to identify and realize projects. Emphasis will be put on anatomy for the artist in communicating consistent perspective, volume, movement, attitude, and expression.

Lab Fee Required

COURSE DESCRIPTION

GRAD158

3D MODELING(3 Cr) (2:2)

This course is designed to introduce the student to the basic concepts of modeling, texturing, and lighting and their application to 3D projects. Students will learn how artists build and sculpt 3D models, give them detailed textures, and light them in dozens of different ways using computer software. Topics include user interface, polygonal modeling, NURBS modeling, 3D cameras, lighting execution, textures and mapping. Basic computer operating skills are strongly recommended upon entering this class.

Lab Fee Required

GRAD162

CHARACTER MODELING IN 3D (3 Cr) (2:2)

This course introduces students to the art of 3D anatomy and sculpting. Using conceptual drawings and sculptures, students will learn to visualize and render their creations in a 3D perspective. Utilizing 3DS Max, bones and controllers will be added to these characters, enabling them to become animated works of art.

Prerequisite: GRAD153 and GRAD158

Lab Fee Required

GRAD163

3D ENVIRONMENTS (3 Cr) (2:2)

This course is designed to introduce the student to advanced, organic modeling techniques, advanced texturing, and lighting and their applications to 3D Environments. Students will learn how to utilize these advanced techniques to construct a virtual environment with creativity and appeal. Topics include organic modeling and edge flow, environmental textures and their applications, 3D cameras and the viewer perspective and advanced lighting.

Prerequisite: GRAD158

Lab Fee Required

GRAD164

CHARACTER ANIMATION IN 3D (3 Cr) (2:2)

This course is designed to help the student develop skill in the animation of inanimate objects, character and interactivity between the two. Students will use a predetermined character to develop weight, emotion, and interactivity with personality and purpose. The course will expose students to traditional animation techniques, such as keyframing, pose-to-pose, and then help students see how these techniques apply to sophisticated 3D animation software such as 3DMAX.

Prerequisite: GRAD158

Lab Fee Required

GRAD201

PRESENTATION AND PRINT PRODUCTION (3 Cr) (2:2)

This course will begin with training in various hand cutting and assembly techniques enabling the student to develop professional-level skills in craftsmanship. These skills combined with methods of presenting work will allow the student to develop into a well-rounded creative professional. Emphasis is placed on basic skills in cutting, mounting, folding, 3D construction and wrapping. Students will have the opportunity to apply these skills on a variety of projects. In the later part of the class lectures and projects will focus on preparing accurate files using a variety of software applications. Topics include setting up mechanical files, film separations, screen angles, trapping, process and spot color, file

formats, creating plates for specialized inks and processes, and an overview of the life cycle of a print job. Completed projects would be suitable for inclusion in student portfolios.

Prerequisite: GRAD122, GRAD128 or GRAD142

Lab Fee Required

GRAD202

3D LEVEL DESIGN (3 Cr) (2:2)

3D Level Design introduces students to the art of the game world. Utilizing Autodesk 3DS Max and Unreal Tournament 3 Editor, students will learn to manipulate "in-game" assets in order to construct a fluid, seamless, and creative environment to virtually explore and interact with. Along with development, comes quality assurance, which is another in-depth process that we explore in this class. Testing our game world and making sure the characters inside of it can traverse terrain and obstacles with ease.

Prerequisite: GRAD163

Lab Fee Required

GRAD203

PRINT PRODUCTION (3 Cr) (2:2)

This course places emphasis on student proficiency in the pre-press stage of graphic design. Beginning with traditional paste-up skills and concepts, and transitioning to computer, students will learn how to make the artwork they create suitable for printing. Class lectures and projects will focus on preparing accurate files using a variety of software applications. An in-depth study of various printing processes, links, and paper is also included in the course. Students will learn to work effectively with service bureaus, and, when possible, the course will include tours of printing plants and a large, full-service output bureau. Completed projects would be suitable for inclusion in student portfolios.

Prerequisite: GRAD122, GRAD144

Lab Fee Required

GRAD210

DESIGNING FOR INTERACTIVITY (3 Cr) (2:2)

This course is an introduction to multimedia production using the latest professional authoring software to learn design principles and production processes essential to the creation of successful web design and multimedia projects, including basic animation and interactivity with the integration of sound and graphics. Planning complete projects as well as screen and interface design are covered at the introductory level. The emphasis is on practical experience using multimedia and web design software on both the MAC and PC platforms. Preparation of a digital portfolio is emphasized, as is the development of presentation skills for the corporate or freelance environment. Practical experience in concept generation, thumbnail sketching, storyboarding, and project organization are covered.

Prerequisite: COMS155/GRAD128

Lab Fee Required

GRAD211

THEME AND TEMPLATING WEBSITES II (3 Cr) (2:2)

This advanced course represents the continuation of Theme and Templating Websites I. It provides students with the opportunity to take their Content Management System skills to the next level. The course content is ideal for those who are already comfortable building WordPress sites, but are looking to work in the field

COURSE DESCRIPTION

professionally. Students will gain insight and skills needed to build sophisticated, branded and customized websites for themselves and/or their clients.

Prerequisite: GRAD119, GRAD210

Lab Fee Required

GRAD219 SOCIAL MEDIA CAMPAIGNS (3 Cr) (2:2)

This course is designed to focus on how businesses are using Social Media as advertising tools as well as how to create and organize a design driven Social Media Campaign. The history and definition of Social Medias such as Facebook, YouTube, Twitter and LinkedIn will be examined in depth. Students will learn the importance of keeping their organization or clients relevant by tackling socially relevant projects. Concepts like Viral Marketing and its relationship to Social Media, advantages of sharing social content, and ethical concerns will be explored.

Prerequisite: GRAD109

Lab Fee Required

GRAD220 DIGITAL FINE ART I (3 Cr) (2:2)

This fine art course serves as an introduction to the history, theory and software applications that are currently employed in the field of digital art. As a foundation for future creative endeavors, students will gain understanding of the aesthetic and creative possibilities inherent in the relationship between digital and traditional fine art mediums. Using digital tools, students will engage in drawing and painting.

Prerequisite: ARTA101 and ARTA180

Lab Fee Required

GRAD235 VIDEO AND MOTION GRAPHICS (3 Cr) (2:2)

This course introduces students to software products (editing suites and special effects) that are now widely used in the gaming and entertainment industries for editing and graphic manipulation. Students will learn to use specialized compositing tools to edit scenes, insert graphic effects, place sound effects, and blend music to create a final professional product. Software packages used in this class include Adobe's After Effects® and Premiere®.

Prerequisite: GRAD128 and GRAD164

Lab Fee Required

GRAD240 MULTIMEDIA DESIGN FOR DIGITAL VIDEO AND AUDIO (3 Cr) (2:2)

This course uses state of the art digital video and audio editing software so students will learn how to capture and manipulate video and sound, how to create streaming audio and video, how to create QuickTime movies and panoramas along with advanced Flash based movies for the Internet. Topics covered will include the latest web technologies to keep current in an ever-changing field. Students will work on both MAC and PC platforms and will also work in a studio environment for further experience on current and industry standard equipment.

Prerequisite: GRAD128 or Permission of the Program Coordinator

Lab Fee Required

GRAD250 SPECIAL TOPICS IN GRAPHIC DESIGN

This course focuses on selected topics in graphic design technology. Since topics may change each time the course is offered, students should consult the course-offering schedule each semester.

Prerequisite: GRAD105

Lab Fee Required

GRAD280 GRAPHIC DESIGN INTERNSHIP (2 Cr) (1:6)

This course is designed for Graphic Design majors who have demonstrated advanced skill levels and for those who have potential to perform professionally in a work environment. Internships include practical work experience in an on or off campus business or project (i.e. advertising agencies, graphic design businesses or corporate art departments). An emphasis on personal presentation and success in the workplace is covered

Corequisite: GRAD135

Prerequisite: GRAD122, GRAD144

GRAD281 PORTFOLIO PREPARATION AND PRESENTATION (1 Cr) (1:0)

In this course, students will develop a portfolio of professional quality which is representative of technical and creative skills and career objectives. Excellent portfolio organization and resume presentation, will be stressed. Cover letters, interviewing styles and image presentation will be discussed. Students will write their goals, both short and long range, create a resume and develop a digital and printed portfolio for critique, suitable for presentation to a school, client or job interview.

Corequisite: GRAD135

Prerequisite: GRAD122, GRAD144

GRAD282 PORTFOLIO/DEMO REEL PREPARATION AND PRESENTATION (3 Cr) (1:4)

In this course, students will develop a digital portfolio/demo reel of professional quality geared to the area of the industry the student is most interested in and representative of technical and creative skills and career objectives. Excellent portfolio organization and resume presentation will be stressed. Cover letters, interviewing styles and image presentation will be discussed. Students will write their goals, both short and long range, create a resume and develop a digital portfolio/demo reel for critique, suitable for presentation to a school, client or job interview.

Prerequisite: GRAD162, GRAD163, GRAD164

German

GRMN101 ELEMENTARY GERMAN I (3 Cr) (3:0)

This is an introductory course in German emphasizing fundamentals of speaking, reading, writing, and listening. The course focuses on building basic vocabulary and introducing students to the German culture. It is designed for students with no German experience.

COURSE DESCRIPTION

GRMN102

ELEMENTARY GERMAN II (3 Cr) (3:0)

This course is a continuation of GRMN101 with an emphasis on the fundamentals of speaking, writing and listening. The course focuses on building basic vocabulary and continuing the study of German culture.

Prerequisite: GRMN101 (Grade of C) or two years of high school German (Grade of C)

GRMN201

INTERMEDIATE GERMAN I (3 Cr) (3:0)

This course is a continuation of GRMN102, developing skills in speaking, reading, writing, and listening at the intermediate level.

Prerequisite: GRMN102 (Grade of C) or three years of high school German (Grade of C), or its equivalent.

GRMN202

INTERMEDIATE GERMAN II (3 Cr) (3:0)

This is a continuation of GRMN201 developing skills in speaking, reading, writing, and listening at the intermediate level.

Prerequisite: GRMN201 (Grade of C) or Permission of Instructor.

GRMN250

SPECIAL TOPICS IN GERMAN (3 Cr) (3:0)

This course focuses on selected topics in German. This course will provide an opportunity to expand the modern language offerings into the areas of history, literature, and civilization.

History

HIST101

HISTORY OF WESTERN CIVILIZATION I (3 Cr) (3:0)

This course emphasizes the political, social, economic, technological, and cultural forces that influenced the historical development of Western Civilization to 1648. Major topics include: Ancient Civilizations, Greece and Rome, Middle Ages, Renaissance, and Reformation.

HIST102

HISTORY OF WESTERN CIVILIZATION II (3 Cr) (3:0)

This course is a survey of Western Civilization since 1648 with emphasis on the concepts and historical movements vital to understanding the modern world. Major topics include the development of law and government, the emergence of the major ideologies of the nineteenth and twentieth centuries, the industrial revolution and economic modernization, 20th century "isms" and the impact of social and cultural development in Western Europe.

HIST105

U.S. HISTORY I (3 Cr) (3:0)

This course is an examination of United States history from the age of discovery through the Civil War. Particular emphasis will be placed on the social, economic, and political forces that were responsible for the development of the new nation.

HIST106

U.S. HISTORY II (3 Cr) (3:0)

This course is an examination of United States history from Reconstruction through the present. Particular emphasis will be placed on major themes in United States' politics, society, economics, and diplomacy.

HIST110

HISTORY & HERITAGE OF SUSSEX COUNTY (3 Cr) (3:0)

This course will present a study of Sussex County history and heritage. Using speakers, tours, and study materials, students will be exploring 200 years of Sussex County history and heritage.

HIST201

20th CENTURY ASIA (3 Cr) (3:0)

This course will examine the major events, ideas, and forces that have shaped the Asian world in the years after 1898. Special attention will be paid to the interaction of Western ideas of political freedom, economic development, and imperialism with the classical ideas of Asian societies. Demographic and other social cultural traits as well as the impact of modernization on traditional societies will likewise be assessed.

HIST250

SPECIAL TOPICS IN HISTORY

This course focuses on selected topics in History. Since the topics may change each time the course is offered, students should consult the course-offering schedule each semester.

Humanities

HUMN101

SURVEY OF WORLD CULTURE I (3 Cr) (3:0)

This survey course explores the evolution of western and non-western key ideas in art, music, and literature from prehistoric times to the 14th century. Emphasis is placed on the comparison of social, economic, religious, and political forces in the arts in a variety of cultures and diverse people.

Prerequisite: Proficiency on the College Placement Test or Enrollment in

Corequisite : ENGL011

HUMN102

SURVEY OF WORLD CULTURE II (3 Cr) (3:0)

This survey course explores the evolution of western and non-western key ideas in art, music, and literature from the 15th to 21st century societies. Emphasis is placed on the comparison of social, economic, religious, and political forces in the arts in a variety of cultures and diverse people.

Prerequisite: Proficiency on the College Placement Test or Enrollment in

Corequisite: ENGL011

HUMN250

SPECIAL TOPICS IN WORLD CULTURE

This course focuses on selected topics in World Culture. Since the topics may change each time the course is offered; students should consult the course offering schedule each semester.

Human Services

HUMS101

INTRODUCTION TO SOCIAL WORK AND SOCIAL WELFARE (3 Cr) (3:0)

This course introduces students to social service agencies and policies, the history of social welfare programs, and the goals and values of social work as a profession.

COURSE DESCRIPTION

HUMS120

INTERVIEWING AND COUNSELING (3 Cr) (3:0)

This course will focus on skills, theories, and principles of interviewing in human service settings. Emphasis will be placed on counseling techniques, group dynamics and cultural bias in the interview process. Offered fall semester only.

HUMS160

CRISIS INTERVENTION (3 Cr) (3:0)

This course will assist individuals who are in frontline positions to make decisions and provide assessments when dealing with clients in a crisis situation.

Corequisite: HUMS101

Prerequisite: PSYC101 or Permission of Instructor

HUMS170

INTRODUCTION TO GERONTOLOGY (3 Cr) (3:0)

This course introduces the student to a range of topics relevant to working directly with the elderly population, including the changing roles of older adults in post-industrial societies, the human services needs of older adults, community resources for older adults, issues involved in working with families and caregivers, and knowledge of adult developmental processes.

HUMS175

INTRODUCTION TO DEVELOPMENTAL DISABILITIES (3 Cr) (3:0)

This course provides an overview of developmental disabilities. Emphasis is placed on the history of developmental disabilities, details of various disabilities, the community and institutional service delivery system, and state and federal funding systems. Additionally, the course will examine health, adaptive behavior, abuse and neglect issues, as well as program planning and individual supports that contribute to greater quality of life for persons with developmental disabilities.

HUMS203

HUMAN BEHAVIOR IN THE SOCIAL ENVIRONMENT: DIVERSITY (3 Cr) (3:0)

This course explores the interaction between the individual and the social environment. Emphasis is placed on effects of and responses to varying forms of prejudice and discrimination. Additionally, issues of race/ethnicity, socio-economic class, gender and sexual orientation are examined as they impact upon direct practice in the social work field.

Prerequisite: HUMS101, PSYC101

HUMS205

SOCIAL WELFARE POLICY (3 Cr) (3:0)

This course examines the history and philosophy of U.S. social welfare policy from World War I through the present. The relative impact of political, social, and economic forces on policy decisions is examined in depth, and U.S. Policy is compared to that of other western democracies.

Prerequisite: HUMS101 and SOCA101

HUMS210

INTERPERSONAL VIOLENCE INTERVENTIONS (3 Cr) (3:0)

This course explains all aspects of domestic violence, sexual violence and abuse from a feminist perspective. Completion of this course may be considered as the volunteer and/or staff train-

ing required by Domestic Abuse & Sexual Assault intervention Services D.A.S.I

HUMS220

FIELD EXPERIENCE IN HUMAN SERVICES (3 Cr) (2:8)

This is a combined fieldwork and seminar course. Students spend 120 hours as interns in a social service agency in direct contact with clients and under the task supervision of a Masters-level agency employee. They spend an additional 30 hours in seminar. Interviewing and counseling skills learned in earlier program courses are applied in the field setting. Additional skills are acquired in the lecture and integrated into the field setting as the semester progresses. All these skills are reinforced and expanded upon through the production of two process recordings per week per student, which are shared and analyzed in the seminar component of the course.

Prerequisite: Completion of 21 credits toward the A.S. in Human Services; HUMS120 (Grade of C+ or Higher); or Permission of Program Coordinator.

HUMS221

FIELD EXPERIENCE IN HUMAN SERVICES II (3 Cr) (1:8)

This course serves as an internship providing experiential learning through student involvement in a local agency.

Prerequisite: HUMS220 and Permission of Program Coordinator

HUMS250

SPECIAL TOPICS IN HUMAN SERVICES

This course focuses on selected topics in human services. Since the topics may change each time the course is offered, students should consult the course-offering schedule each semester.

Italian

ITAL101

ELEMENTARY ITALIAN I (3 Cr) (3:0)

This is an introductory course in Italian emphasizing the fundamentals of speaking, reading, writing, and listening. The course focuses on building basic vocabulary and introducing students to the Italian culture. It is designed for students with no Italian experience.

ITAL102

ELEMENTARY ITALIAN II (3 Cr) (3:0)

This course is a continuation of ITAL101 with an emphasis on the fundamentals of speaking, reading, writing, and listening. The course focuses on building basic vocabulary and continuing the study of the Italian culture.

Prerequisite: ITAL101 (Grade of C) or two years of high school Italian (Grade of C)

ITAL201

INTERMEDIATE ITALIAN I (3 Cr) (3:0)

This course is continuation of ITAL102, developing skills in speaking, reading, writing, and listening at the intermediate level.

Prerequisite: ITAL102 (Grade of C) or three years of high school Italian (Grade of C) or its equivalent

ITAL202

INTERMEDIATE ITALIAN II (3 Cr) (3:0)

This is a continuation of ITAL201, developing skills in speaking, reading, writing, and listening at the intermediate level.

Prerequisite: ITAL201 (Grade of C) or permission of the instructor.

COURSE DESCRIPTION

ITAL250

SPECIAL TOPICS IN ITALIAN

This course focuses on selected topics in Italian. This course will provide an opportunity to expand the modern language offerings into the areas of history, literature, and civilization.

Legal Studies

LEGA100/ POLS111

INTRO TO THE AMERICAN LEGAL SYSTEM (3 Cr) (3:0)

This course is an introduction to the fundamental principles of the American Legal System. Topics include the structure of the state and federal court systems, legal terminology, and constitutional law decisions affecting every citizen and how to work within the system. Students will visit the Superior Court.

LEGA103

NEW JERSEY PRACTICE (3 Cr) (3:0)

This course is an in-depth study of the Civil Court Rules for the New Jersey Court System. Each student will draft a summons, complaint, an answer, affirmative defenses, a counterclaim, a cross-claim, a third-party complaint, discovery requests and motions consistent with New Jersey Court Rules.

LEGA105

LEGAL RESEARCH & WRITING I (3 Cr) (3:0)

This course is an introduction to the legal research process and legal writing. Topics include use of a law library, research techniques, computer-assisted legal research, writing office memoranda and case briefs.

Prerequisite: ENGL101

LEGA106

CIVIL LITIGATION (3 Cr) (3:0)

This course is an introduction to the principles of civil litigation. Topics include client interview, investigation and evidence, courts and jurisdiction, alternative dispute resolution, pleadings, discovery, motion practice, and trial. Special emphasis is given to the Canon of Ethics and the Code of Professional Responsibility in representing clients during the litigation process.

LEGA110

ESTATES & TRUSTS (3 Cr) (3:0)

This course is a study of basic estate planning and administration of decedents' estates. Topics include intestacy, wills, probate, federal and state taxes, accounting, and distribution of assets. Students learn to draft wills and prepare inheritance tax forms.

Prerequisite: LEGA100

LEGA115

REAL ESTATE TRANSACTIONS (3 Cr) (3:0)

This course is a study of New Jersey real estate legal practice and procedures. Topics include conveyancing, forms, and the theory and practice of real estate transactions. Sample cases are used to illustrate the legal assistant's role in real property conveyance. Landlord-tenant laws and eviction procedures are also discussed.

Prerequisite: LEGA100

LEGA120

FAMILY LAW (3 Cr) (3:0)

This course is an introduction to New Jersey family law. Topics include divorce, annulment, property distribution, child custody,

alimony, and support and visitation of children. New Jersey forms and procedures are reviewed. Students examine case studies and prepare matrimonial pleadings, agreements, and pre-trial memoranda.

Prerequisite: LEGA100

LEGA210

LEGAL RESEARCH AND WRITING II (3 Cr) (3:0)

This course builds upon the knowledge gained in Legal Research and Writing I. Emphasis is placed on computer assisted legal research and advanced brief writing.

Prerequisite: LEGA105

LEGA215

BANKRUPTCY (3 Cr) (3:0)

This course will provide an overview of the three most utilized Chapters of the Bankruptcy Code: Chapters 7, 11, and 13. Concepts covered will include Property of the Estate, Exemptions, Discharge of Debts, Claims and Business and Personal Reorganizations. Additionally, the roles of the parties in a Bankruptcy case will be identified and students will be familiarized with various research sources.

LEGA217

WORKER'S COMPENSATION (3 Cr) (3:0)

This course will provide an overview and practical application of the Workers Compensation statutory method of providing benefits to an employee or his dependent who suffers a personal injury or death by accident or occupational disease arising out of and in the course of employment.

LEGA218

TORTS (3 Cr) (3:0)

This course is an introduction to the Law of Torts. Topics include torts against the person, torts against property, torts against reputation, malpractice, torts against civil rights, defenses to tort claims, remedies for tort claims, and careers in tort law.

Prerequisite: LEGA100

LEGA223

CONSTITUTIONAL LAW (3 Cr) (3:0)

This course will examine the U.S. Constitution as the framework for government. Leading decisions of the U.S. Supreme Court will be analyzed in the areas of Civil Rights and Civil Liberties with emphasis on the Bill of Rights, the 13th, 14th and 15th amendments.

LEGA225

LAW OFFICE MANAGEMENT (3 Cr) (3:0)

This course will cover the fundamentals of law office management and organization. Subjects covered include: basic principles and structure of management, employment opportunities for the paralegal, timekeeping, trust, accounting systems, marketing issues, administrative and substantive systems in the law office and law practice technology.

LEGA250

SPECIAL TOPICS IN PARALEGAL STUDIES

This course focuses on special topics in Paralegal Studies. Since the topics may change each time the course is offered, students should consult the course-offering schedule each semester.

COURSE DESCRIPTION

LEGA281

PARALEGAL INTERNSHIP (3 Cr) (2:7)

This course places the student in a supervised internship. Students will complete a minimum of 100 hours in the field. Classroom components of this course focus on legal ethics, portfolio development, interpersonal skills, resume preparation and interviewing techniques.

Prerequisite: LEGA100, LEGA103, LEGA105, LEGA106, 3 additional LEGA credits and Permission of Program Coordinator

Mathematics

MATH005

BASIC MATH REVIEW (1-IC) (1:0)

This course is a brief review of basic mathematical concepts designed specifically for students who have taken the mathematics placement test and have not yet taken Basic Mathematics. Topics include whole numbers, fractions, decimals, ratios and proportions, percents, exponents, and square roots. In order to pass the course, students must achieve proficiency on a retake of the mathematics placement test.

Prerequisite: Appropriate mathematics placement score and no previous enrollment in MATH010

MATH010

BASIC MATHEMATICS (3 IC) (3:0)

This course equips students with a working knowledge of the fundamentals of mathematics. Emphasis is placed on the understanding of basic mathematical concepts. Topics include whole numbers, fractions, decimals, ratios and proportions, percents, exponents, and square roots. Basic Mathematics is offered in the traditional classroom setting or in a self-paced computerized setting.

MATH012

BASIC ALGEBRA REVIEW (1-IC) (1:0)

This course provides a review of the content of MATH023, Basic Algebra. It is designed for students who have taken the algebra placement test and have not yet taken Basic Algebra or Introductory Algebra I or II. In order to pass this course, students must achieve proficiency on a retake of the algebra placement test.

Prerequisite: Appropriate algebra placement score and no previous enrollment in MATH023

MATH015

INTRODUCTORY ALGEBRA I (3-IC) (3:0)

This course, the first part of a two-semester basic algebra sequence, equips students with a working knowledge of basic algebraic concepts with a strong emphasis on problem-solving skills. Topics include variable expressions, first degree equations and inequalities, exponents, and polynomials. Upon successful completion of this course, the student must enter MATH017.

Prerequisite: MATH010 (Grade of C) or appropriate mathematics placement score

MATH017

INTRODUCTORY ALGEBRA II (3-IC) (3:0)

This course is a required continuation of MATH015. Successful completion of this course constitutes completion of the MATH015/017 math sequence. This course equips students with a working knowledge of basic algebraic concepts with a strong emphasis on problem-solving skills and prepares students to en-

ter MATH040, MATH104, MATH106, or MATH108. Topics include factoring, algebraic fractions, graphing, systems of equations, radical expressions and quadratic equations.

Prerequisite: MATH015 (Grade of C)

MATH023

BASIC ALGEBRA (3-IC) (3:0)

This course equips students with a working knowledge of basic algebraic concepts with a strong emphasis on problem-solving skills and prepares students to enter MATH040, MATH104, MATH106, or MATH108. Topics include variable expressions, first degree equations and inequalities, exponents, polynomials, factoring, algebraic fractions, graphing, systems of equations, radical expressions, and quadratic equations. Students who want a slower-paced course may elect to enroll in the MATH015/MATH017 sequence.

Prerequisite: MATH010 (Grade of C) or appropriate mathematics placement score; and appropriate algebra placement score

MATH040

INTERMEDIATE ALGEBRA (3-IC) (3:0)

This course equips students with the algebraic concepts necessary for pre-calculus. Topics include completing the square, the quadratic formula, absolute value equations and inequalities, graphing linear and quadratic functions, rational exponents, radical equations, and complex numbers.

Prerequisite: MATH017 (Grade of C) or MATH023 (Grade of C) or appropriate algebra placement score

MATH104

CONTEMPORARY MATHEMATICS (3 Cr) (3:0)

This course surveys several basic concepts of mathematics designed to give non-scientific/non-technical majors an understanding of the breadth of mathematics in areas other than computational application. Topics include: logic, financial management, geometry, measurement, probability and statistics.

Prerequisite: Grade of C or better in MATH017/MATH023 or appropriate algebra placement score

MATH106

MATHEMATICAL CONCEPTS (3 Cr) (3:0)

This course surveys several concepts of mathematics designed to give non-scientific/non-technical majors an understanding of the breadth of mathematics in areas other than computational application. Topics include: problem solving, the real number system, linear and quadratic equations, exponents and logarithms, graphs and functions, and mathematical systems.

Prerequisite: MATH017 (Grade of C) or MATH023 (Grade of C) or appropriate algebra placement score

MATH108

STATISTICS (3 Cr) (3:0)

This course includes the following topics: organization of data, measures of central tendency and dispersion, probability, the normal and binomial distributions, confidence intervals, hypothesis testing, analysis of variance, and correlation.

Prerequisite: MATH017 (Grade of C) or MATH023 (Grade of C) or appropriate algebra placement score

MATH110

PRE-CALCULUS I (3 Cr) (3:0)

This course is designed to strengthen algebraic skills and give students the math confidence to proceed with calculus and other

COURSE DESCRIPTION

higher forms of mathematics. Topics include the study of functions, graphing techniques, polynomial, rational, exponential and logarithmic functions and systems of equations and inequalities.

Prerequisite: MATH040 (Grade of C) or appropriate pre-calculus placement score

MATH112 PRE-CALCULUS II (3 Cr) (3:0)

This course is a continuation of Pre-Calculus I. It emphasizes mastery of the basic concepts of trigonometry, vectors, and conic sections. Topics include trigonometric functions, applied and analytical trigonometry, and an introduction to analytic geometry.

Corequisite: MATH110

MATH113 CALCULUS I (4 Cr) (4:0)

This course includes the study of the concepts of limits and continuity; the derivative and its applications; integration and the Fundamental Theorem of Calculus. Algebraic, trigonometric, inverse trigonometric, exponential and logarithmic functions will be studied.

Prerequisite: MATH110 and MATH112 (grades of C) or appropriate pre-calculus placement score

MATH114 CALCULUS II (4 Cr) (4:0)

This course is the second semester of a three semester sequence of introductory calculus. Topics include integration techniques, applications of integration, infinite series, parametric equations, and polar coordinates.

Prerequisite: MATH113 (Grade of C)

MATH201 DISCRETE MATHEMATICS (4 Cr) (4:0)

This course provides an introduction to discrete mathematics and its applications. Topics include elementary set theory, logic, combinatorics, relations, graphics and trees, functions and number theory.

Prerequisite: MATH113 (Grade of C or higher)

MATH205 BUSINESS CALCULUS (3 Cr) (3:0)

This course introduces students to the techniques of differential and integral calculus. Emphasis is placed on the applications of limits, derivatives and integrals in the field of business.

Prerequisite: MATH110 (Grade of C or higher)

MATH213 CALCULUS III (4 Cr) (4:0)

This course is a continuation of Calculus II. Topics include analytic geometry in three dimensions, functions of several variables, partial derivatives, multiple integrals, vectors, and introduction to vector calculus.

Prerequisite: MATH114 (Grade of C)

MATH215 LINEAR ALGEBRA (4 Cr) (4:0)

This course provides an introduction to Linear Algebra and its applications. Topics include systems of linear equations and matrices, determinants, vectors and vector spaces, linear transformations, eigenvalues and eigenvectors.

Prerequisite: MATH114 (Grade of C or higher)

MATH220 ORDINARY DIFFERENTIAL EQUATIONS WITH APPLICATIONS (4 Cr) (4:0)

This course covers first and second order ordinary differential equations; systems of ordinary differential equations; applications of ordinary differential equations; and numeric and computational modeling techniques. The numeric modeling will be done by computer programming.

Prerequisite: MATH114 (Grade of C or higher)

MATH250 SPECIAL TOPICS IN MATHEMATICS

This course focuses on selected topics in mathematics. Since topics may change each time the course is offered, students should consult the course-offering schedule each semester.

Music

MUSC101 MUSIC APPRECIATION (3 Cr) (3:0)

This course is a study and appreciation of music through directed listening of recordings, films, demonstrations, live performances and readings. The class will focus on the elements of music by exploring examples from a range of musical styles, including classical music, ethnomusical traditions, jazz, and rock. Active class participation and attendance of live performance(s) are required.

MUSC105 CHORUS I (1 Cr) (1:0)

This course provides training in style and interpretation of music from all periods of history. It allows students the opportunity to perform in public. (Students may participate on a non-credit basis).

MUSC106 CHORUS II (1 Cr) (1:0)

Continuation of MUSC105.

MUSC107 CHORUS III (1 Cr) (1:0)

Continuation of MUSC105 and MUSC106.

MUSC110 INTRODUCTORY MUSIC THEORY (3 Cr) (3:0)

This course is a beginning level study of music theory, including: notation (reading and dictation), ear training, keyboard skills and basic harmony. Active class participation is required, and students must have regular access to a piano or keyboard.

MUSC250 SPECIAL TOPICS IN MUSIC

This course focuses on selected topics in Music. Since topics may change each time the course is offered, students should consult the course-offering schedule each semester.

Nursing-In conjunction w/Passaic County Community College

OSTE244 MEDICAL TERMINOLOGY I (3 Cr) (3:0)

This course is an introduction to the world of medicine through a system of building thousands of medical terms. It begins the study of the fascinating terminology used in this critical, high-tech and stimulating world. This course is designed for anyone who wishes to learn medical terminology

COURSE DESCRIPTION

OSTE246

MEDICAL TERMINOLOGY II (3 Cr) (3:0)

This course continues the building of thousands of medical terms via its specialized fields and anatomical systems. Because of the continual growth and advances in the medical field, thousands of words are constantly being added to the dictionary annually; thus, contributing significantly to the progress of medicine and its terminology. This course is designed for anyone interested in the world of medicine or anyone pursuing the medical transcription certificate.

Prerequisite: OSTE244

Philosophy

PHIL110

PHILOSOPHY AND THE MEANING OF LIFE (3 Cr) (3:0)

This course is an introduction to philosophical analysis through an examination of the recurring issue of philosophy and the meaning of life. Topics of discussion will include: nature and methodology of philosophy, reality, existence of God, human freedom, and the value of existence.

PHIL201

COMPARATIVE RELIGIONS (3 Cr) (3:0)

This course introduces students to religions of the world and fosters mutual respect and interreligious understanding. Topics include Buddhism (including Zen), Christianity, Hinduism, Islam, Jainism, Judaism, Shintoism and Taoism.

PHIL203

HISTORY OF MODERN PHILOSOPHY (3 Cr) (3:0)

Introduction to modern philosophy from the Renaissance to present. Study of ideas of Descartes, Spinoza, Leibniz; empiricism of Locke, Berkeley, Hume; idealism of Kant, Hegel and others.

PHIL205

CONTEMPORARY ETHICAL ISSUES (3 Cr) (3:0)

This course is an introduction to the study of moral theories and their justification, including an examination of contemporary moral concerns as test cases.

PHIL250

SPECIAL TOPICS IN PHILOSOPHY

This course focuses on selected topics in Philosophy. Since topics may change each time the course is offered, students should consult the course-offering schedule each semester.

Photography

PHOT109

INTRODUCTION TO PHOTOGRAPHY (3 Cr) (2:2)

This course introduces students to the basic concepts of photography through the use and understanding of their digital SLR camera and photo imaging software. Among topics to be covered are exposure control, composition, lighting, lenses, effects of color on photographs, depth of field, and perspective control. Post processing topics include creating a contact sheet, cropping, adjusting print exposure, outputting to web or print media, and selective exposure control. Student must provide their own DSLR (Digital Single Lens Reflex) camera.

Lab Fee Required

PHOT110

PHOTOGRAPHY I (3 Cr) (2:2) + Studio 1 hr.

This photography course is designed for the beginning student of black and white film photography. Students are introduced to the basic technical skills required to record images on film and print them in a darkroom. Critiques, study of influential photographers, trips to museums and galleries, guide students in understanding the aesthetic implications of their technical decisions in this medium. Students must provide a 35-mm camera with manual settings and additional materials. A departmental final will be administered.

Prerequisite: PHOT109 or Permission of Program Coordinator

Lab Fee Required

PHOT112

PHOTOGRAPHY II (3 Cr) (2:2) + Studio 1 hr.

This course will present advanced camera handling, darkroom and presentation methods, fiber based printing, toning, and may include use of a medium format camera as well as the 35-mm format. Students will apply advanced techniques to a single thematic project throughout the semester, developing a body of work related by content as well as style.

Prerequisite: PHOT110

Lab Fee Required

PHOT120

HISTORY OF PHOTOGRAPHY (3 Cr) (3:0)

This course is an historical survey of fine art photography from the camera obscura to 21st century digital techniques. The course will emphasize the aesthetics, applications, and social impact of photography on our culture; this course will include the relationship of photography to other visual art forms.

PHOT135/ARTA135

ALTERNATIVE PROCESSES IN PHOTOGRAPHY (3 Cr) (2:2) + 1 lab hour

This course introduces art and/or photography students to hand coated photographic processes that may include cyanotype, gum bichromate, vandyke printing as well as experimental methods allowing for artistic expression. Methods for the production of enlarged duplicate negatives will be covered. Art and painting students will be challenged to explore the various expressive methods using film as a point of departure.

Lab Fee Required

PHOT202

DOCUMENTARY PHOTOGRAPHY (3 Cr) (2:2) + 1 lab hr.

This studio course will explore the vanguard of photography today; Documentary Photography. Considered by the art-world as "the new function" of photography, Documentary Photography is an application of direct and realistic work dedicated to the profound and sober chronicling of the external world. It will explore the theoretical questions; "photography: reality vs. the lie," in a spirit of new realism and contemporary art and will require students to demonstrate the technical skills necessary to complete their own documentary projects with a digital camera.

Prerequisite: PHOT109

Lab Fee Required

COURSE DESCRIPTIONS

PHOT205

STUDIO PHOTOGRAPHY (3 Cr) (2:2) +1 lab hr.

This course enables students to practice lighting and styling using a 4x5 format camera, achieving mastery of camera movements and control of perspective and sharpness with both 4x5 and digital imaging. Assignments relate to fine art photography, portraits, and still life as well as to commercial applications. Film and SLR digital cameras are required, 4x5 camera provided by the lab.

Prerequisite: PHOT109

Lab Fee Required

PHOT220/ COMM220

PHOTOJOURNALISM (3 Cr) (3:0)

This course will provide students with a basic understanding of visual communications media, with particular emphasis on digital still cameras. Students will be required to submit a variety of short-term (i.e., spot news) and long-term (i.e., photo essay) assignments using their own 35mm and/or digital still cameras. The course will include a basic review of lighting, color and digital imaging, exposure, and composition. Throughout the semester, students will be assigned to cover approximately a dozen photojournalism assignments. By the end of the semester, students will have a proficiency in producing professional quality photographic images for newspapers and magazines, as well as digital photographic images for electronic and Web publications. In addition, the course will study the impact of photojournalism on mass media in the past, present, and future.

PHOT240

DIGITAL PHOTOGRAPHY II (3 Cr) (2:2)

This course is designed to further the understanding of digital photography and digital manipulation of original photographs by concentrating on special projects. Among the special topics that may be included are photo montages, high dynamic range (HDR) photographs, depth of field mapping, selective exposure control in post processing, understanding the difference in exposure control with a digital camera, blending options to extend the range of traditional photographs. Completed work in each of the special topics covered is expected.

Prerequisite: PHOT109

Lab Fee Required

PHOT250

SPECIAL TOPICS IN PHOTOGRAPHY

This course focuses on selected topics in Photography. Since topics may change each time the course is offered, students should consult the course-offering schedule each semester.

PHOT260

PORTFOLIO DEVELOPMENT FOR PHOTOGRAPHERS/GRADUATION SEMINAR (3 Cr) (3:0)

The purpose of this course is to prepare a portfolio of the student's work that will stress the individual's career and/or education goals. Students will develop a professional portfolio directed at transfer, professional placement or a career track, gaining gallery representation, and if appropriate, participation in National Portfolio Day. Students will select and sequence their work, remake photographs as necessary, and finish work for portfolio presentation. Through career specific research, students will develop the skills needed to communicate clearly about their photographs. Students will present their portfolio and resume statement to a faculty committee to culminate this capstone course in the Associate of Fine Arts Degree/Photography Option Program.

Prerequisite: Permission of Program Coordinator or Dept. Chair

Physics

PHYS100

CONCEPTS OF PHYSICS (4 Cr) (3:3)

This course will introduce the student to the basic concepts of Physics. Topics include kinematics and dynamics, principles of conservation of energy, heat and selected topics in electricity, magnetism and modern physics. Prerequisite: Proficiency on the College Placement Test

PHYS105

INTRODUCTORY ASTRONOMY (4 Cr) (3:3)

This course provides an introduction to descriptive space science covering the historical development of astronomy and planetology. Basic physical laws are introduced to help explain the tools used in the investigation of solar systems. Appropriate laboratory experiences are provided.

Prerequisites: MATH106 or higher, or Permission of Instructor

PHYS107

INTRODUCTORY METEOROLOGY (4 Cr) (3:3)

This introductory course consists of five areas of concentration— atmospheric components; weather systems; upper air dynamics; satellite and radar interpretation of severe and weather elements; a review of historical weather events and their social and geographical effects; systems examined include hurricanes; severe thunderstorms and the mesosyclone; forms of precipitation; hourly observations; cloud identification; interpretation NCEP/NOAH data for forecast modeling data.

Lab Fee Required

PHYS108

THE PHYSICS AND TECHNOLOGY OF CLEAN ENERGY (4 Cr) (3:3)

This course is designed to explore the approaches to energy that are more sustainable for the earth and its people. Students will learn the design and specific uses of appropriate clean energy systems. Topics include energy, electricity, biofuels, wind energy, hydroelectric power, solar power, connection to the grid and the human and environmental effects of energy use. Lab exercises and field trips will supplement the theory presented.

Prerequisite: MATH017 or MATH023 or Proficiency on the College Placement Test

Lab Fee Required

PHYS110

PHYSICS I (4 Cr) (3:3)

This course is designed to introduce students to problem-solving techniques in physics. Topics include forces, energy, mechanics, momentum, heat, and kinetic theory. Includes applications to the life sciences and everyday life. Prerequisite: MATH112 (Grade of C)

Lab Fee Required

PHYS112

PHYSICS II (4 Cr) (3:3)

This course is a continuation of Physics I. Emphasis is placed on showing the connections found in electromagnetism, optics, and modern physics. Includes applications to the life sciences and everyday life.

Prerequisite: PHYS10I (Grade of C)

Lab Fee Required

COURSE DESCRIPTIONS

PHYS120

PHYSICS I WITH CALCULUS (4 Cr) (3:3)

This course will introduce the student to problem solving and laboratory techniques in calculus based physics. Topics include vectors, forces, mechanics, kinematics, fluids, thermodynamics, and waves.

Prerequisite: MATH113, MATH114 (Grade of C) (MATH114 may be taken concurrently)

Lab Fee Required

PHYS121

PHYSICS II WITH CALCULUS (4 Cr) (3:3)

This course is a continuation of Physics I with Calculus. Topics include electromagnetism, circuits, electromagnetic waves, optics, and relativity.

Corequisite: MATH115 (Grade of C)

Prerequisite: PHYS120 (Grade of C)

Lab Fee Required

PHYS205

MODERN PHYSICS (4 Cr) (3:3)

This course covers the modern era of Physical Science from Relativity, quantum properties, Schrodinger's equation, and their applications. It begins where PHYS121 ends (with Optical Systems) and finishes the student's introduction to basic Physics concepts.

Corequisite: MATH115, MATH215

Prerequisite: PHYS121

PHYS210/ENGR210

MECHANICS (4 Cr) (4:0)

This course studies the equilibrium of particles and rigid bodies subject to concentrated and distributed Newtonian forces. These studies are also applied to particles; rectilinear motion; simple, damped, and driven oscillations; gravitation and central forces; Lagrange's equations and the Hamiltonian.

Corequisite: MATH220

Prerequisite: PHYS120 (Grade of C)

PHYS250

SPECIAL TOPICS IN PHYSICS

This course focuses on special topics in Physics. Since the topics may change each time the course is offered, students should consult the course-offering schedule each semester.

Political Science

POLS101

INTRODUCTION TO POLITICAL SCIENCE (3 Cr) (3:0)

This course provides a general introduction to the discipline of political science. The course focuses on the major sub-disciplines of political science including practical theory, international relations, comparative politics, and identity politics. The course is designed to encourage active student participation in the political process.

POLS105

AMERICAN GOVERNMENT (3 Cr) (3:0)

This course provides a general introduction to the study of the American Political System. This course focuses on the U.S. Constitutional System, the institutions of government, and means of popular participation. The course is designed to encourage active student participation in the political process.

POLS106

STATE AND LOCAL GOVERNMENT (3 Cr) (3:0)

This course provides a general introduction to the study of sub-national governments within the American political system. The course is designed to encourage active student participation in the political process.

POLS109

MODERN POLITICAL IDEOLOGIES (3 Cr) (3:0)

This course provides a general introduction to the study of political ideologies. Students will compare and contrast various forms of political thinking over the past five centuries. In addition, the material covered in this course will be placed into historical context by discussing the political, economic and social and social impact of the actual practice of these various theories.

POLS110

INTERNATIONAL RELATIONS (3 Cr) (3:0)

This course is a study of world politics: the nation-state system, patterns of conflict and cooperation in the international arena and the theories that try to explain these behaviors. International organizations (e.g. monetary fund, the United Nations, etc.), international business and selected foreign policies of particular nation-states will be among the topics included.

POLS111/LEGA100

INTRO TO THE AMERICAN LEGAL SYSTEM (3 Cr) (3:0)

This course is an introduction to the fundamental principles of the American Legal System. Topics include the structure of the state and federal court systems, legal terminology, constitutional law decisions affecting every citizen and how to work within the system. Students will visit the Superior Court.

POLS223

CONSTITUTIONAL LAW (3 Cr) (3:0)

Court will be analyzed in the areas of Civil Rights and Civil Liberties with emphasis on the Bill of Rights, the 13th, 14th and 15th amendments.

POLS250

SPECIAL TOPICS IN POLITICAL SCIENCE

This course focuses on special topics in Political Science. Since the topics may change each time the course is offered, students should consult the course-offering schedule each semester.

PSYC100

LEARNING STRATEGIES SEMINAR (1 Cr) (1:0)

This course is a seminar designed to assist students in their learning process. Topics include note taking, time management, textbook mastery, and strategies for taking essay and objective tests.

Psychology

PSYC101

INTRODUCTION TO PSYCHOLOGY (3 Cr) (3:0)

This course is an introduction to the science of human behavior and mental processes. Emphasis is placed on the relationship between the nervous system and behavior, learning, perception, development, motivation, personality, attitude formation and prejudice, psychopathology and psychotherapy.

COURSE DESCRIPTIONS

PSYC105

PSYCHOLOGY OF HUMAN RELATIONS (3 Cr) (3:0)

This course focuses on developing skills necessary to maintain and enhance adult relationships. Emphasis is placed on the transactional nature of interactions and the communication techniques needed to achieve intrapersonal and interpersonal satisfaction. Topics include verbal and nonverbal behaviors, perception, listening, emotions, conflict, power, and sexual communication in intimate relationships.

PSYC109

PSYCHOLOGY OF HUMAN GROWTH AND DEVELOPMENT (3 Cr) (3:0)

This course is the study of the development of the individual from prenatal life through adulthood including biological, mental, emotional, and social patterns of growth. (Not approved for Psychology Option students.)

Prerequisite: PSYC101

PSYC111

CHILD PSYCHOLOGY (3 Cr) (3:0)

This course studies human behavior from prenatal development to puberty. Emphasis is placed upon physical, social, intellectual and personality development during childhood.

Prerequisite: PSYC101

PSYC201

ABNORMAL PSYCHOLOGY (3 Cr) (3:0)

This course is an introduction to the study of symptoms' etiologies and treatments of mental disorders. Emphasis is placed on understanding psychopathology from the psychoanalytic, behavioristic and humanistic viewpoints. Prerequisite: PSYC101

PSYC203

THEORIES OF PERSONALITY (3 Cr) (3:0)

This course is a survey of the major theoretical viewpoints concerning the development and maintenance of personality. Psychoanalytic, trait, behavioristic, and humanistic theories will be covered. Emphasis is placed on current research on personality factors.

Prerequisite: PSYC101

PSYC204

THEORY AND PRACTICE OF PSYCHOLOGICAL COUNSELING (3 Cr) (3:0)

This course will provide an introduction to counseling theory and practice with an emphasis on the principles of the counseling process including the APA Code of Ethics, methods, assessment, diagnostic categories, client change, and empathy. The learning experience will include individual and/or group projects.

Prerequisite: PSYC101 and either PSYC201 or PSYC203

PSYC205

PSYCHOLOGY OF GENDER (3 Cr) (3:0)

This course examines issues of gender in human development, psychopathology, family structure and social structure. The construction and maintenance of gender is explored from varied theoretical perspectives, including psychoanalytic, ecological, behavioral and object relations theory.

Prerequisite: PSYC101

PSYC210

SOCIAL PSYCHOLOGY (3 Cr) (3:0)

This course provides an introduction to social psychological theory, research and application. Topics covered include attitude formation and change, social influences/processes, social cognition, moral development, interpersonal attraction, aggression, prejudice, and political psychology.

Prerequisite: PSYC101

PSYC212

ADOLESCENT PSYCHOLOGY (3 Cr) (3:0)

This course studies human behavior from puberty to early adulthood. Emphasis is placed on various theoretical approaches to understanding adolescence.

Prerequisite: PSYC101

PSYC215

PSYCHOLOGY OF ADULT DEVELOPMENT AND AGING (3 Cr) (3:0)

This course involves an investigation of the theory and research involved in the study of the psychology of aging. Particular attention is focused on role and identity changes, personality changes, intelligence, sexuality, the psychosocial aspects of retirement, and death and dying.

Prerequisite: PSYC101

PSYC220

PSYCHOLOGY OF HUMAN SEXUALITY (3 Cr) (3:0)

This course focuses on the physiological and psychological factors involved in human sexuality. Emphasis is placed on the impact of cultural forces and interpersonal factors in the development of sexual identity.

Prerequisite: PSYC101

PSYC232

DRUGS, BEHAVIOR, AND MODERN SOCIETY (3 Cr) (3:0)

This course will have a strong emphasis on prevention and education; the psychological, sociological, and health perspective. This includes the study of therapeutic and recreational uses of psychoactive drugs, such as alcohol, nicotine, and caffeine. Emphasis will be on modes of action, behavioral effects, psychological/societal aspects of abuse and dependence, and intervention processes in addiction

Prerequisite: PSYC101

PSYC237

MULTICULTURAL PSYCHOLOGY (3 Cr) (3:0)

This course introduces students to major theoretical perspectives on the experience and social construction of cultural difference. Drawing on theories from social, clinical, developmental and cognitive psychology, the course provides students with a foundation for understanding the origins and maintenance of various cultures within the United States, while also including global cultural comparisons.

Prerequisite: PSYC101

PSYC250

SPECIAL TOPICS IN PSYCHOLOGY

This course focuses on selected topics in Psychology. Since topics may change each time the course is offered, students should consult the course-offering schedule each semester.

COURSE DESCRIPTIONS

PSYC280

EDUCATIONAL PSYCHOLOGY (3 Cr) (3:0)

This course explores the application of psychological principles to the educational environment. Theories of learning, memory, cognition, and behavior management are used to help the student who is a prospective teacher find an optimal instructional approach.

Prerequisite: PSYC101

Russian

RUSS101

ELEMENTARY RUSSIAN I (3 Cr) (3:0)

This is an introductory course in Russian emphasizing the fundamentals of speaking, reading, writing, and listening. The course focuses on building basic vocabulary and introducing students to the Russian culture. It is designed for students with no Russian experience.

RUSS102

ELEMENTARY RUSSIAN II (3 Cr) (3:0)

This course is a continuation of RUSS101 with an emphasis on the fundamentals of speaking, reading, writing, and listening. The course focuses on building basic vocabulary and continuing the study of Russian culture.

Prerequisite: RUSS101 (Grade of C) or two years of high school Russian (Grade of C)

RUSS250

SPECIAL TOPICS IN RUSSIAN

This course focuses on special topics in Russian. Since the topics may change each time the course is offered, students should consult the course-offering schedule each semester.

Sociology

SOCA101

INTRODUCTION TO SOCIOLOGY (3 Cr) (3:0)

This course is an introduction to the analysis and description of structures and dynamics of human society. Emphasis is placed on the application of scientific methods of observation and analysis of social groups, intergroup relations, social change, social stratification, and social institutions.

SOCA115

INTRODUCTION TO SOCIETY & ENVIRONMENT (3 Cr) (3:0)

This course is the study of the complex and various ways people interact with the environment. This course provides an examination of how people's actions have, usually unforeseen, environmental consequences. This course will be offered during the spring semester.

SOCA150

CONTEMPORARY SOCIAL ISSUES (3 Cr) (3:0)

This course will focus on a limited number of controversial and/or problematic social issues. Readings and discussions will center on the major sociological perspective on these bases, including functionalist, conflict and interactionist viewpoints.

Prerequisite: SOCA101

SOCA201

DEVIANT BEHAVIOR (3 Cr) (3:0)

This course is the study of how social structures deal with deviants and the adaptive behavior of those identified as deviant. The course emphasizes the importance of the role which persons in political power or those who enforce the law play in the labeling of acts and actors as deviant.

Prerequisite: SOCA101

SOCA202

THE SOCIOLOGY OF SPORTS (3 Cr) (3:0)

Students will analyze the impact of sports on society. Students will focus specifically on how the social institution of sports reinforces race, class, and gender arrangements in the United States and how sports act as a key socializing agent of children.

Prerequisite: SOCA101 or SOCA150

SOCA203

SOCIAL RESEARCH METHODS (3 Cr) (3:0)

This course will teach students to apply the scientific method to the social world. Students will focus on the most widely used methods including ethnography, survey, and experimental designs and carry-out their own research projects. Students will also examine a number of ethical issues in conducting social research.

Prerequisite: SOCA101 or SOCA150 or SOCA115 or ANTH101 or ANTH120

ANTH131 or POLS101 or POLS105 or POLS106 or POLS109 or PSYC101 or PSYC105

PSYC106 or PSYC109 or PSYC110 or PSYC111 or PSYC212 or PSYC215

SOCA207

SOCIOLOGY OF RELIGION (3 Cr) (3:0)

The aim of this course is to critically analyze the relationship between religion and other social institutions such as the family, school, polity, and economy. Emphasis will be placed on how society uses the conceptualization of the sacred and profane to organize everyday life. Attention will also be given to current debates regarding religion's place in modern American society and international relations.

Prerequisite: SOCA101 or SOCA150

SOCA208

SOCIOLOGY OF THE FAMILY (3 Cr) (3:0)

Analysis of families in various cultures, with in-depth study of the contemporary United States including historical development and future trends. Topics discussed are romantic love, courtship, marital interaction, divorce, gender roles, and the feminist movement. Special attention is given to the post-modern family.

Prerequisite: SOCA101

SOCA215

PERSPECTIVES ON RACE, GENDER, CLASS AND CULTURE (3 Cr) (3:0)

This course explores the effects of social structure and of dominant and sub-cultural norms and values on individuals, families and groups. Racism, sexism, homophobia, ageism, class bias and rigid gender roles are examined in depth with focus on the effects of advanced industrial capitalism on these phenomena.

Prerequisite: SOCA101

COURSE DESCRIPTIONS

SOCA250

SPECIAL TOPICS IN SOCIOLOGY

This course focuses on selected topics in sociology. Since topics may change each time the course is offered, students should consult the course offering schedule each semester.

Spanish

SPAN101

ELEMENTARY SPANISH I (3 Cr) (3:0)

This is an introductory course in Spanish emphasizing the fundamentals of speaking, reading, writing, and listening. The course focuses on building basic vocabulary and introducing students to the Hispanic culture. It is designed for students with no Spanish experience.

SPAN102

ELEMENTARY SPANISH II (3 Cr) (3:0)

This course is a continuation of SPAN101 with an emphasis on the fundamentals of reading, speaking, writing, and listening. The course focuses on building basic vocabulary and continuing the study of Hispanic culture.

Prerequisite: SPAN101 (Grade of C) or two years of high school Spanish (Grade of C)

SPAN120

ELEMENTARY SPANISH I GRAMMAR REVIEW (1 Cr) (1:0)

This course is a review of the major points of Elementary Spanish I grammar. Focus is on formal structure of Spanish. This course is designed to prepare students for Elementary Spanish II.

Prerequisite: 2 years of High School Spanish

SPAN201

INTERMEDIATE SPANISH I (3 Cr) (3:0)

This course is a continuation of SPAN102, developing skills in speaking, reading, writing, and listening at the intermediate level.

Prerequisite: SPAN102 (Grade of C) or three years of high school Spanish (Grade of C) or its equivalent.

SPAN202

INTERMEDIATE SPANISH II (3 Cr) (3:0)

This course is a continuation of SPAN201 developing skills in speaking, reading, writing, and listening at the intermediate level.

Prerequisite: SPAN201 (Grade of C) or Permission of Instructor.

SPAN220

SPANISH CONVERSATION AND COMPOSITION (3 Cr) (3:0)

This course further develops students' understanding and use of Spanish by clarifying points of grammar and vocabulary. Intensive practice in writing on different levels of usage and style, combined with guided oral practice will be emphasized.

SPAN250

SPECIAL TOPICS IN SPANISH

This course focuses on selected topics in Spanish. This course will provide an opportunity to expand the modern language offerings into the areas of history, literature, and civilization.

Theater Arts

THEA102

ACTING I (3 Cr) (3:0)

This is a course that offers an in depth study of character portrayal and scene development with a focus on improving the skills required to perform a role from a script or from improvisation.

This course requires student collaboration and attendance at local professional theater productions at an additional cost to the student.

THEA103

ACTING II (3 Cr) (3:0)

This course is a continuation of Acting I with an emphasis on theory and practice, including class and public performance. This course requires student collaboration and attendance at professional theater productions at an additional cost to the student.

Prerequisite: THEA101

THEA106

ADVANCED ACTING I (3 Cr) (3:0)

This is a course that offers an in depth study of character portrayal and scene development with a focus on improving the skills required to perform a role from a script or from improvisation. This course requires student collaboration and attendance at professional theater productions at an additional cost to the student.

Prerequisite: THEA103

THEA107

ADVANCED ACTING II (3 Cr) (3:0)

This course is a continuation of Advanced Acting I with an emphasis on theory and practice, including class and public performance. This course requires student collaboration and attendance at professional theater productions at an additional cost to the student.

Prerequisite: THEA103 or other acting class experience

THEA110

THEATER WORKSHOP I (3 Cr) (1:6)

This course is a practical study of theatrical production by intensive script study and supervised technical projects which culminate in performances for live audiences. Students work as cast or production staff and receive periodic evaluation. This course requires student collaboration and attendance at professional theater productions at an additional cost to the student.

THEA111

THEATER WORKSHOP II (3 Cr) (1:6)

This course is a continuation of Theater Workshop I with emphasis on study of theatrical production by intensive script study and supervised technical projects which culminate in performances for live audiences. Students work as cast or production staff and receive periodic evaluation. This course requires student collaboration and attendance at professional theater productions at an additional cost to the student.

Prerequisite: THEA110

THEA120

PERFORMANCE AND PRODUCTION I (3 Cr) (2:2)

This course is a hands-on experience for those accepted for the College's theatre productions, either as a performer or production support personnel. The course content includes, but is not limited to: acting, stage designing, lighting, sound, costumes, makeup, stage management, assistant directing, and understudying.

COURSE DESCRIPTIONS

Prerequisite: Permission of Instructor

THEA121

PERFORMANCE AND PRODUCTION II (3 Cr) (2:2)

This course is a continuation of Performance and Production II.

Prerequisite: THEA120 and Permission of Instructor

THEA208/ENGL208

THEATER HISTORY I (3 Cr) (3:0)

This course is a survey of dramatic literature and theatrical history from ancient times through the Renaissance. Students will be introduced to all areas of the theater including: acting, directing, design, and theater architecture.

Prerequisite: ENGL101

THEA209/ENGL209

THEATER HISTORY II (3 Cr) (3:0)

This course is a survey of dramatic literature and theatrical history from the Renaissance through modern times. Students will be introduced to all areas of the theater including: acting, directing, design, and theater architecture.

Prerequisite: ENGL101

THEA220

PERFORMANCE AND PRODUCTION III (3 Cr) (2:2)

This course is a continuation of Performance and Production II.

Prerequisite: Permission of Instructor

THEA221

PERFORMANCE AND PRODUCTION IV (3 Cr) (2:2)

This course is a continuation of Performance and Production III.

Prerequisite: Permission of Instructor

THEA250

SPECIAL TOPICS IN THEATER ARTS

This course focuses on special topics in Performing Arts. Since the topics may change each time the course is offered, students should consult the course offering schedule each semester.

Womans' Studies

WMST101

WOMEN IN CONTEMPORARY SOCIETY (3 Cr) (3:0)

This is an introduction to the theoretical study of women's lives as they vary within a culture and across cultures. Differences according to sex, gender, race, class, ethnicity and age will be examined. Through a feminist lens, this course examines how gender intersects with ethnicity, class, race and sexuality, and age. A primary focus of the course is on the social construction of gender over the life course by looking at women in both the United States and women in other cultures. Women's lives within economic, political, and social structures will be examined. An overview of issues affecting women's lives, including sexuality, reproduction, work, family, health, poverty and violence will be provided.

WMST110

WOMEN IN BUSINESS (3 Cr) (3:0)

This interdisciplinary course examines topical issues related to women in business, enabling students to acquire valuable assets and tools for competing successfully in the business world. Topics include demographics, legal rights, sexual harassment, career vs. family, career pathing, negotiating skills, networking, mentors, and office politics.

WMST207/ ENGL207

LITERATURE BY WOMEN (3 Cr) (3:0)

This course will explore the writing of 19th, 20th, and 21st century women authors, poets and dramatists with an emphasis on the diversity of women's voices, and on the impact of the inclusion of their works on the literary canon.

Prerequisite: ENGL102 (Grade of "C")

WMST250

SPECIAL TOPICS IN WOMEN'S STUDIES

This course focuses on selected topics in Women's Studies. Since topics may change each time the course is offered, students should consult the course-offering schedule each semester.



HEALTH SCIENCES

Health Sciences & Performing Arts Bldg. • 973.300.2782

The Department of Health Sciences at SCCC strives to provide each student enrolled in our healthcare-related programs with the skills and knowledge necessary to effectively and efficiently contribute to the healthcare community in their chosen field of expertise, while always striving to maintain the dignity of their patients, to perform within the scope of their training, and to practice within ethical boundaries.

The Department works closely with healthcare professionals in Sussex County and in the surrounding area to develop and offer courses of study that are in demand in the local community thus ensuring that employment opportunities are available to students upon completion of their programs. These professionals are instrumental in the design and implementation of programs and many offer their expertise in terms of teaching, program assessment and participation on Advisory Boards to ensure that programs remain current in this fast-paced and ever-changing world of medicine.

The Department offers various career training certificate programs. Students who successfully complete any one of these non-credit healthcare programs of study are then eligible to continue their education at SCCC by completing the Associate of Applied Science (A.A.S.) Health Science degree. This opportunity allows students to apply their non-credit training program toward the Degree, and to take remaining core and general education requirements necessary for completion of the Degree. Students who complete the A.A.S. in Health Sciences enjoy promotional opportunities in their field of choice, as well as opportunities to continue their education in the fast-growing healthcare field.

Health Sciences Tuition and Fees

The tuition for clock-hour Health Science educational programs is based on a fee per clock hour. Program fees and clock hours vary. To receive a current estimate of the costs associated with a specific program, contact the Department of Health Sciences. Financial Aid is available to students in programs that qualify.

Certified Billing & Coding Specialist

The Certified Billing & Coding Specialist program is designed to prepare students for entry-level employment in the field of Medical Coding. A Billing & Coding Specialist is responsible for accurately recording and processing data about patients, including treatment records, insurance information, and bills and received payments. They transform written descriptions of disease, injuries and procedures into numerical designations. Billing and Coding Specialists work in hospitals, clinics, physicians' offices, ambulatory care facilities, nursing facilities, health maintenance organizations (HMOs), insurance companies and health data organizations. Students who successfully complete the program are awarded a certificate and are eligible to sit for the National Healthcareer Associations (NHA) Certified Billing & Coding Specialist exam.

Certified Nurse Aide Program

Certified Nurse Aides (CNAs) care for patients and residents in long-term care facilities, assisted living centers and hospitals. CNAs are responsible for meeting the physical needs of the patients and residents, including hygiene, safety, comfort, nutrition, exercise and toileting. As a member of the healthcare team, CNAs are able to observe changes in physical or mental status and report observations to the nurse. The CNA program is approved by the NJ Department of Health and Senior Services, and is held in partnership with long-term care facilities. The 90-hour

training program consists of 50 hours of classroom instruction and 40 hours of clinical training. Upon completion of the training program, and the NJ Competency Skills and Written examinations, the student receives certification.

EKG Technician Program

This entry-level clinical course explains the purposes for and the concepts behind electrocardiography. The student is introduced to the electrical conduction system of the heart, proper application and execution of electrocardiograms and learns to recognize and correct artifacts associated with electrocardiograms. Students learn to recognize basic and life-threatening arrhythmias. Upon successful completion of the course, students will receive a certificate of completion and be eligible to sit for the national certification exam through the National Health careers Association (NHA).

Emergency Medical Technician-Basic Program

EMT-Basics have fulfilled prescribed requirements by a credentialing agency to practice the art and science of out-of-hospital medicine in conjunction with medical direction. Through performance of assessments and providing medical care, their goal is to prevent and reduce mortality and morbidity due to illness and injury for emergency patients in the out-of-hospital setting.

EMT-Basics possess the knowledge, skills and attitudes consistent with the expectations of the public and the profession. EMT-Basics recognize that they are an essential component of the continuum of care and serve as a link for emergency patients to acute care resources. The primary roles and responsibilities of EMT-Basics are to maintain high quality, out-of-hospital emergency care. Ancillary roles of the EMT-Basic may include public education and health promotion programs as deemed appropriate by the community.

EMT-Basics are responsible and accountable to medical direction, the public and their peers. EMT-Basics seek to take part in life-long professional development, peer evaluation and assume an active role in professional and community organizations.

In order to practice in the State of New Jersey, all Emergency Medical Technicians- Basic (EMT-B) must be certified. Individuals are required to pass the 190 hour EMT course as well as the State of New Jersey Department of Health practical and written examinations.

SCCC offers an official United States Department of Transportation, EMT-Basic course designed to teach the emergency care and transportation of the sick and injured. The specific curriculum, prepared by the National Highway Traffic Safety Administration (NHTSA) is responsive to the standards established by the National Highway Safety Act. The 190 hour training program prepares a medically competent EMT-Basic to operate in the field. Students will complete an additional 10 hours of assigned clinical work as a part of this course. Students who successfully complete this course will be eligible to sit for the certification examination administered by the New Jersey State Department of Health and Senior Services, Office of Emergency Medical Services.

Certified Home Health Aide Program

Certified Home Health Aides (CHHAs) assist elderly, convalescent and disabled persons in their activities of daily living in the home, under the direction of nursing or medical staff. CHHAs work for Home Care and Hospice Agencies providing personal care to clients including bathing, dressing, and toileting, and assist with

HEALTH SCIENCES

ambulation and exercises. CHHAs may also perform routine household tasks such as laundering and meal preparation.

The CHHA program at SCCC meets the requirements of the NJ Board of Nursing. Students are eligible for certification as CHHAs after successful completion of the 76-hour training program, competency evaluation, NJ Board of Nursing criminal background check/fingerprinting, and promise of employment from a licensed Home Care agency.

Certified Medical Assistants

Certified Medical Assistants are highly-trained, multi-skilled individuals who perform a variety of roles in the physician's office or healthcare facility. They focus on the quality of patient care by assisting the medical team with clinical skills. They also have the expertise to ensure patient satisfaction by assisting with administrative tasks essential to secure proper reimbursement for medical attention. The combination of office and clinical skills, makes the Medical Assistant an indispensable part of a health-care organization.

The Medical Assistant program at SCCC is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs
1361 Park Street, Clearwater, FL 33756
727/210-2350

The attainment of a professional credential verifies that the Medical Assistant demonstrates a broad general knowledge of the field and is capable of performing the responsibilities demanded by almost any physician's office across the country. Prospective employers can utilize the credential as a benchmark for screening the most qualified candidates.

Students who successfully complete the Medical Assistant program will receive a certificate of completion and will be eligible to sit for the National Certification Exam from the American Association of Medical Assistants. Students who successfully complete the Phlebotomy and EKG sections of the program will also be eligible to sit for the national certification exams through the National Healthcareers Association (NHA), finishing with three professional certificates in total.

Medical Office Administration Program

Medical Office Administrators are individuals who serve a key role in many medical facilities. Medical offices, nursing homes, clinics, laboratories and hospitals are only a few of the employment opportunities available to this profession. This multi-skilled practitioner is knowledgeable in medical records management, insurance processing, coding and billing, management of practice finances, information processing and other fundamental medical office management tasks. The Certified Medical Administrative Assistant must attain familiarity with technical concepts required to coordinate administrative office functions in the healthcare setting.

Upon successful completion of course work, students will be placed in a local medical facility for an 80 hour practicum. Under the supervision of a physician or practice manager, and with the guidance of the medical facility's support staff, the student is encouraged to perform duties for which he/she has trained in the classroom.

The attainment of a credential verifies that the student demonstrates to the healthcare industry a competency in the training received. Prospective employers can utilize the credential as a benchmark for screening the most qualified candidates. Students

completing this course are eligible to sit for a national certification exam approved by the National Healthcareer Association (NHA).

Phlebotomy Technician Program

The Phlebotomy Technician program is designed to prepare students for entry-level employment in the field of Phlebotomy. The program is designed for students with little or no prior medical education. The student learns the fundamentals of phlebotomy and the anatomy associated with the circulatory system. The student is trained to perform a variety of blood collection methods on adults, children and infants. The Phlebotomy program includes infection prevention, patient identification, proper labeling of specimens and quality assurance.

Students who successfully complete the program will receive a certificate of completion and be eligible to sit for the national certification examination offered by the National Healthcare Association (NHA).

Surgical Technology Program

Surgical Technologists (STs) are allied health professionals, who are an integral part of the team of medical practitioners providing surgical care to patients in a variety of healthcare settings. STs work under medical supervision to facilitate the safe and effective conduct of invasive surgical procedures.

STs work under the supervision of a surgeon to ensure that the operating room environment is safe, that equipment functions properly and that the operative procedure is conducted under conditions that maximize patient safety. STs possess expertise in the theory and application of sterile and aseptic technique and combine the knowledge of human anatomy, surgical procedures and implementation of tools and technologies to facilitate a surgeon's performance of invasive therapeutic or diagnostic procedures.

STs can function in a sterile or non-sterile capacity during a surgical procedure. Specifically, an ST can function as a Scrub Surgical Technologist, a Circulating Surgical Technologist, or a Second Assisting Technologist. Responsibilities include preparing the operating room, gathering the necessary equipment and supplies for specific cases and specific surgeons, organizing the sterile field for use, positioning patients, preparing the operative site with sterile drapes, passing instrumentation to the surgeon, holding retractors or instruments as directed by the surgeon, preparing and handling pharmaceuticals, and caring for specimens. Good manual dexterity, the ability to stand for long periods of time and the strength to lift supplies and equipment are some of the physical demands of the profession. A concern for detail and accuracy, a sense of responsibility and good judgment are essential personal traits of STs.

The Surgical Technology Program at SCCC is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) as recommended by the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting Committee of Surgical Technologists (ARC/STSA).

The attainment of a professional credential verifies that the Surgical Technologist demonstrates a broad general knowledge of the field and is capable of performing the responsibilities demanded by almost any surgical suite across the country. Prospective employers can utilize the credential as a benchmark for screening the most qualified candidates. Only students who have completed training offered by CAAHEP-accredited programs are eligible to take the national certification examination which is a requirement for credentialing as a certified surgical technologist (CST).

COMMUNITY EDUCATION AND WORKFORCE DEVELOPMENT

The Community Education (CE) and Workforce Development Department provides a wide variety of quality, relevant and essential traditional and non-traditional educational programs to individuals, businesses and the community at large to help fulfill employer training needs, as well as individual career and/or personal training aspirations. For more information contact 973.300.2140.

Alternate Route for Teacher Certification (NPTNJ)

The NPTNJ program is the fastest way for anyone with a bachelor's degree to become a certified teacher in New Jersey. The program consists of two sessions, one in the spring or summer semester and the second one in the fall through spring semesters. Many of our students in the program have already found meaningful full-time teaching positions. Through a partnership with NJCU, we also offer students an opportunity to earn fifteen graduate level credits upon program completion.

Community Education

Community Education offers numerous educational and enrichment opportunities in areas such as art and culture, finance, health and wellness and personal enrichment. CE also offers career and professional development courses for entry-level job seekers requiring specific course work or certification, and for professionals who need continuing education in order to stay competitive. Professional education and training courses, many leading to certification, currently include:

- Alternate Route Teacher Certification – New Pathways to Teaching in New Jersey
- Building Inspector RCS, ICS, HHS
- Certified Substitute Teacher
- Computer Software
- Construction Official
- Food Safety for Food Handlers
- Plumbing Inspector ICS, HHS
- Professional Development Program for Teachers
- Project Management – Online
- ServSafe®1 Day Training
- Small Business Management
- Subcode Official
- Web Design - Online

Customized Training for Businesses

Community Education contributes to the enhancement of business creation and development by providing quality post-secondary technical and other career education that is accessible on a continuous basis, throughout the working career of local employees. CE provides local businesses with training in computer technology, business operations, finance, supervision, team building, and other customized employee training both on campus and at area business sites. Corporate and customized training initiatives assist area employers to retain employees through upgrading their skills to meet the ever-changing technology and business demands. Working with the local business community and the New Jersey Department of Labor, Morris/Sussex/Warren Workforce Investment Board, Sussex County Chamber of Commerce & Economic Development Partnership and the NJSBDC of Northwest Jersey, CE seeks to identify individual businesses and workers who would benefit from this training.

Public Safety Training Academy

Sussex County Public Safety Training Academy (PSTA) is located approximately 5 miles from the SCCC main campus at the Sussex County Homestead Complex in Frankford Twp. The Academy offers relevant, quality training, educational programs and opportunities to the fire service, law enforcement, emergency medical personnel, government employees and the general public in all aspects of public safety.

The facility is accredited by the State Division of Fire Safety to deliver state fire service courses and is also licensed for live burns and various simulators by the Division. The Fire Service trains over 1500 people annually in courses such as Firefighter 1, Firefighter 2, Firefighter 3, Strategies & Tactics and Incident Management, as well as other state & federally approved courses. It is also the hub for police service training as well as HAZMAT and Special Operations training and EMT Training.

In addition, the Academy trains local businesses and institutions in various types of fire safety both at the Academy and at the employer's location. There is also a Summer Fire Academy held in July for high school students, as well as an antique fire truck show (Muster) every October. For more information contact 973.300.2357

CULTURAL AND COMMUNITY ACTIVITIES

Alumni Association

The SCCC alumni association exists to advance and promote the educational resources of the College and to provide opportunities for alumni to continue to participate in various aspects of the campus community. All students who have completed 30 credits or more are eligible to become members of the alumni association. Events, fund raisers and alumni meeting information are posted on the College website or by calling 973.300.2121

Art Gallery

Art work from faculty, students and area artists is featured throughout the year in the Art Gallery (Building C) and in the Atrium of the Performing Arts Center. The schedule of shows is presented with the Performing Arts schedule and posted online.

Betty June Silconas Poetry Center

The Betty June Silconas Poetry Center honors the memory of Betty June Silconas, a Sparta resident, who celebrated life in her poems. The joy and love she had for family, friends, and her home are evident in her work. Ms. Silconas never sought to be recognized. She wrote for the bliss she experienced as she chronicled the events in her life: seasons, celebrations, and her spirituality. Thanks to a generous donation from her family, the Silconas Poetry Center is a place where anyone can come to read and write poetry. The Betty June Silconas Poetry Center also sponsors events such as readings and workshops.

College Hill Perspectives

The College Hill Perspective is a weekly radio program produced by the Director of EDTV and Media Services. The program airs on Sunday mornings at 8 am on WSUS 102.3 and features interviews with national, local and campus leaders on various subjects from science to politics to the arts. Past programs are available at sussex.edu.

Cultural Affairs

Health Sciences & Performing Arts Center • 973.300.2360

Sussex County Community College is committed to lifelong learning and community enrichment. We have a long tradition of offering diverse cultural programming and enrichment programs for our students and community. In 2008, we opened a state-of-

the-art Performing Arts Center and launched a whole new era of art, entertainment and cultural activity on campus. The Performing Arts Center has become the flagship theater in Northwest New Jersey presenting exceptional entertainment that engages, excites, provokes and inspires both artists and audiences. An annual schedule of events at the Performing Arts Center, the Student Center Theater and around campus is published each fall. Activities are also posted on the college website.

EDTV, Channel 20

SCCC hosts a local educational access television station on cable through the facilities of Service Electric Cable TV. EDTV provides educational programming, course support, college and high school programs, sports and local programming of community interest. SCCC broadcast students help support the programming and gain valuable experience in their field of interest.

Foundation

Administration Building, B • 973.300.2121

The Foundation for Sussex County Community College enhances the College's mission of providing educational excellence and cultural opportunities to the residents of Sussex County and beyond. The Foundation supports this mission through fund-raising and friend-raising efforts on the College's behalf. Funds are generated through annual giving campaigns, special events, and direct contributions. The funds raised support student scholarships, infrastructure, and expansion.

Scholarships are available for the fall and spring semesters. The timeframe and process is posted on the website and applications can be submitted online.

Job Board

SCCC posts an online job board on the College website with full and part-time positions available throughout the community. Area businesses can contact the Counseling and Advising Center to add job announcements to the job board.

Teen Arts

SCCC hosts the annual Teen Arts Festival every spring featuring works from area Middle and High School Students. Works are displayed throughout the campus.



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Michigan
- Elizabeth Dewey
Early Childhood Education
M.L.S., Rutgers, Graduate
School of Library Service
- David DiMarco
Criminal Justice
M.A., William Paterson College
- Paul DiRupo
Mathematics
M.A. Trenton State University
M.B.A., Centenary College
- Louis Dlugasch
Psychology
M.S.W., New York University
- Colleen Drum
History
B.A., Richard Stockton College
- John Elmuccio
Mathematics
D.D.S. New York University of
Dentistry
- Denise Farley
Computer Information Systems
M.A., Columbia University
- Gwendolyn Federico-Malone
Human Services
M.S.W., New York University
- Barbara Singer Friedman
Graphic Design
M.S., Pratt Institute
- Dr. J. Lee Gaitskill
Anatomy & Physiology
D.D.M., Fairleigh Dickinson
University
- Kathleen Gallichio
Foundations for Success
M.S. Barry University
- Salvatore Gammaro
Anatomy & Physiology
M.D., St. George University
School of Medicine
- Anthony Giardullo
Graphic Design
B.A., William Paterson
University
- Catherine Graney
Sociology
M.A., State University of NY
at Binghamton
M.A., University of
Massachusetts
- Robert Groschadl
Mathematics
M.S., Stevens Institute of
Technology
- Samantha Guber
Psychology
Ed.D., Argosy University
- David Gunness
American Sign Language
B.A., Ramapo College of
New Jersey
- Karen Gunn-Russell
Biology
M.S., Seton Hall University
- Frank Hablawi
Web Site Development
J.D., Hofstra University School
of Law
- Christopher Halloran
Biology
Ed.S., Rutgers the State
University of NJ
- Mavia Hankala
Art/Graphic Design
M.A. Centenary College
M.F.A., Marywood University
- Petra Hannig-Eisenberger
Foreign Language
M.A., University of Pittsburgh
- Paul Hartunian
Mathematics
M.A., Montclair State University
- Elisabeth Heij
Human Services
M.S.W., Marywood University
- Deborah Henegan
Mathematics
B.A., University of
Rhode Island
- Dr. Charles Hillenbrand
Geology
Ph.D., City University of
New York
- Dr. Marcus Horbach
Mathematics
Ph.D., Delft University of
Technology
- Dr. Paul Hughes
History
Ph.D., New York University
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Criminal Justice
J.D., Rutgers University
School of Law
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History
M.A., Western Illinois University
- Donald Jacobson
Economics
M.B.A., Baruch College
- Terry Johnson
English
B.A., Georgian Court College
- Janet Jones
Foundations for Success
M.S.W., New York University
- Matthew Kansky
Fire Science
M.A.S., Fairleigh Dickinson
University
- Chris Kappelmeier
Mathematics/Physics
M.E., The Catholic University of
America
M.S., Princeton University
- Kulvinder kaur Dhew
Art
M.A., Royal College of
Art (London)
- Donna Keller
Mathematics
M.A.T., Montclair State
University
- Robert Kern
Foundations for Success
M.A., William Paterson College
- Brittany King
Accounting
B.A., Messiah College
- James Kotcho
Anthropology
M.A., Rutgers University
- John Krejci
Mathematics
M.S.E.E., Stanford University
- Michael Krupinski
Science
M.S., Rutgers University
- Garrett LaFranco
Photography
B.F.A., Rutgers University
- Dr. Joseph Lepore
Chemistry
Ph.D., Seton Hall University
- George Lightcap
English
M.A., Middlebury College
Bread Loaf School of English
- Mimely Little
Science
M.S.Ed., Walden University
- William Lorenzo
History
M.A., Goddard College
- Matthew Lubertazzi
Criminal Justice
M.A., Seton Hall University
- Angelica Lubrano
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B.A., Vicente Rocafuerte
University
- William Lunger
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M.S., Bridgeport University
- Edward Lyon
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M.A.S., Fairleigh Dickinson
University
- JoAnn MacDougall
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M.A., Saint Joseph Seminary
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Computer Information Systems
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Technology
- Kathleen Marquard
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- David Martin
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University School of Music
- Nancy McAdams
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Instructor – Health Science
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Jean Walters
Receptionist
Kelly Wronka
Instructor – Health Science
Liberty Zvalaren
Clinical Coordinator - Pathways

CAMPUS DIRECTORY

Department	Direct Lines	Building	Room
Academic Affairs	(973) 300-2132/2130	Administration Bldg.	B301
Admissions	(973) 300-2223	Administration Bldg.	B204
Alumni Association	(973) 300-2121	Administration Bldg.	B314
Art Studio	(973) 300-2228	Art Gallery	
Athletics	(973) 300-2230/2231	Academic & Athletic Bldg.	
Bookstore	(973) 300-2380	Bookstore	
Box Office	(973) 300-3171	Health Sciences & Performing Arts Center Bldg.	A214
Bursar's Office <i>Billing and Payment Plans</i>	(973) 300-2106/2114	Administration Bldg.	B203
Campus Life Office	(973) 300-2232	Student Center	D105a
Campus Events, Clubs			
Community Education & Workforce Development	(973) 300-2140	Academic & Athletic Bldg.	E108
Counseling & Advising Center <i>Advisement, Career Development, Personal Counseling and Transfer Information</i>	(973) 300-2207	Administration Bldg.	B206
Cultural Affairs	(973) 300-2120	Health Sciences & Performing Arts Center Bldg.	
Faculty Area	(973) 300-2165/2166	Administration Bldg.	
Financial Aid	(973) 300-2225/2227	Administration Bldg.	B212
Foundation	(973) 300-2121	Administration Bldg.	B314
Front Desk Receptionist	(973) 300-2100	Administration Bldg.	
Health Sciences	(973) 300-2149	Health Sciences & Performing Arts Center Bldg.	
Learning Center <i>Academic Support, Tutoring, Learning Disabilities, ESOL</i>	(973) 300-2150/2152	Administration Bldg.	C300
Library	(973) 300-2162/2292	Library & Science Bldg.	
Maintenance	(973) 300-2113	Administration Bldg.	B106
Marketing & Public Information	(973) 300-2355	Student Center	D114
Registrar <i>FERPA, Transcripts, Student Records</i>	(973) 300-2218/2215	Administration Bldg.	B217
Scheduling	(973) 300-2235	Student Center	D319
Security <i>Parking</i>	(973) 300-2222/2103	Administration Bldg.	Front Desk
Student Gov't Assoc.	(973) 300-2304	Student Center	D112
Student Affairs	(973) 300-2200	Student Center	D110b
Transcript Information	(973) 300-2216	Administration Bldg.	B217
Testing Center	(973) 300-2155	Administration Bldg.	B317
Veterans' Services	(973) 300-2109	Student Center	D111

GLOSSARY

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

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

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

Assessment Test - As identified by the State of New Jersey, skills are assessed in reading, writing and mathematics. All incoming students are required to take assessment tests designed to demonstrate strengths and weaknesses.

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

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

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

Bachelor's/Baccalaureate Degree - The degree typically awarded by a college or university for successful completion of a four-year program of study. Although SCCC does not offer the bachelor's Degree, it does offer a variety of two-year parallel programs that will transfer into the third year of a baccalaureate degree program.

Commencement - Graduation ceremonies.

Corequisite - A course that students are required to take while enrolled in another, related course.

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

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

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

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

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

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

Freshman - A student who has earned no more than 32 credits.

Full-time Student - Students registered for 12 or more credits.

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

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

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

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

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

Matriculated - Any student enrolled in a degree or certificate program is considered to be matriculated.

my.sussex Student Portal - A password protected student website where SCCC students can view grades, unofficial transcripts, schedules, and financial aid records. Students can also register for classes and pay tuition through the portal.

Part-time Student - Students with 11 credits or less is designated as part-time.

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

RAVE Alert - SCCC's broadcast alert service. Rave sends mobile text alerts, email and/or recorded voice messages to participating students, faculty and staff. All students, faculty and staff should register for the service and update their contact information at the beginning of each semester.

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

Semester Hour - Same as credit hour.

Sophomore - A student who has completed 33 or more credits successfully.

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

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

Tuition - Charges for each registered course for which a student may register.

Directions and Campus Map

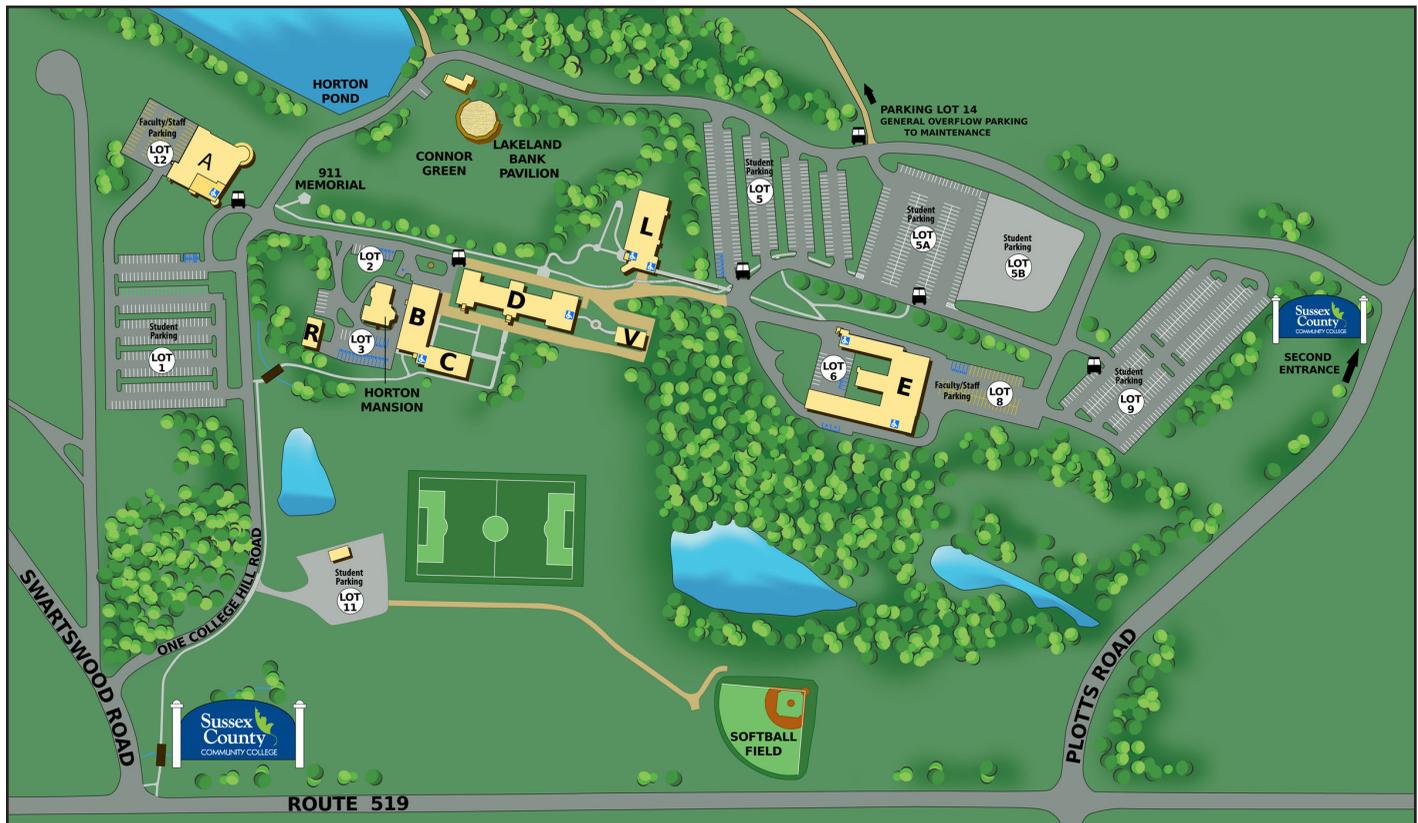
Sussex County Community College • One College Hill Rd, Newton, NJ 07860

From the East via Route 80: Route 80 W. to exit 25; Rt 206 N. into Newton; Left at light; Bear right onto 206 N.; Left at light onto Mill St.; Left at light onto Swartswood Rd.; First right onto College Hill Rd.

From the Northeast via Rt 94: Route 94 S. to 206 S. to Newton; Right on North Park Drive; Left onto Rt 519; Right at light onto Swartswood Rd.; First right onto College Hill Rd.

From the South via Route 15: Route 15 N. to Rt 517, Sparta/Franklin Exit; Left at light onto Rt 517/Newton-Sparta Rd; Follow 5 mi. into Newton; Road changes to Spring St.; Bear right onto Rt 206 N.; Left at light onto Mill St.; Left at light onto Swartswood Rd.; First right onto College Hill Rd.

From the Southeast via Rt 94: Rt 94 N. to Newton; Left at light; Bear right onto 206 North; Left at light onto Mill St.; Left at light onto Swartswood Rd.; First right onto College Hill Rd.



A. Health Sciences and Performing Arts:

Health Sciences, Cultural Affairs, SCCC Box Office, Teen Arts Office

B. Administration Building:

Academic Affairs, Admissions, Business Office, Classrooms, Counseling & Advising Center, Executive Offices, Financial Aid, Foundation, Learning Center, Receptionist, Registrar, Security, Testing Center

C. Art Gallery - Art Studios, Classrooms, Faculty Offices

D. Student Center: Cafeteria, Classrooms, Faculty Offices, Galleria, Game Room, Human Resource, Marketing & Public Information, Campus Life, Student Center Theater, Student Services, Veteran's Center

E. Academic & Athletics Building:

Athletics, Business Learning Center, Broadcasting/Channel 20 Studios, Classrooms, Continuing Education, Galleria, Faculty Offices, Graphic Arts Lab, Gymnasium

H. Horton Mansion

L. Library and Science Building:

Classrooms, Faculty Offices, Science Labs

R. University Center - Classrooms

V. Barnes & Noble Bookstore

HEADING

Sub Heading 12

Sub Heading 10

Body