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MESSAGE FROM THE PRESIDENT

I am delighted that you chose Camden County College to kickstart, continue, revisit or be a part of your journey!

Since its founding in 1967, CCC has served a pivotal role in shaping the lives of thousands of students and area residents. Today, the College continues to play a part in giving students like you an opportunity to prepare for further study at four-year institutions, secure skills for immediate employment or supplement previous education and training. We are also a resource for community members through recreational learning, informative presentations, diverse cultural programming, and use of facilities to support community efforts.

The College has campuses strategically located in the communities we serve. Each of our campuses are equipped with specialized areas of focus that respond to the community with a common commitment to provide accessible, affordable higher education, occupational study and personal development to all who may benefit.

Camden County College offers more than 100 associate degree and certificate programs in math, science, nursing, health sciences, human services, arts, humanities, social sciences, business, computer and professional studies and technical fields. Classes are available on campus, virtually, in neighborhood locations and through customized training opportunities in the workplace. We also have partnerships with Rutgers University and other four-year institutions where students can pursue a number of baccalaureate degree programs on CCC’s campuses.

We strive to continue offering a quality education that ranks us amongst the nation’s top colleges and universities in associate degree completion. We seek to ensure that we offer opportunities and supports that respond to student needs and create a climate conducive to student success. No matter where your journey takes you, Camden County College is here to help you fulfill your goals. Please review this handbook, tour our campus facilities, and visit the College website at www.camdencc.edu where you can check course schedules and register any time. On the Blackwood Campus, stop by our Taft Hall Student Services Center, which houses resources such as recruitment, registration, financial aid, academic advisement and tutoring services in one convenient location.

The pathway you choose to reach your goal is just as significant as achieving it. Thank you again for choosing CCC as your route to success.

Best wishes,
Dr. Lovell Pugh-Bassett
President
ABOUT THE COLLEGE

Mission, Vision, Values, and Goals

Mission

Camden County College is a learning community committed to the success of our diverse student population in achieving their full academic, career and personal potential while delivering a high-quality, inclusive, affordable and accessible education.

Vision

Camden County College will be the regional leader in the provision of innovative academic and workforce training pathways to best serve our community.

Strategic Directions & Institutional Goals

Direction 1: Student Success

Build academic pathways to increase equitable outcomes in recruitment, retention, and credential/degree completion for transfer and employment opportunities.

Goal 1: Equitably implement Guided Pathways to Success model across campuses and modalities.

Goal 2: Recruit more students into and increase yield from pre-enrollment programs.

Direction 2: Adaptive Innovation

Promote a culture of innovation, cooperation, and receptiveness to adapt quickly to the changing landscape in higher education.

Goal 1: Expand access to professional development experiences and resources college wide.

Goal 2: Develop and sustain partnerships with higher education institutions, private and public sector industries, and community organizations.

Goal 3: Expand and improve our eLearning division with ongoing professional development on effective teaching/learning strategies and additional fully online programs.

Direction 3: Leaders in Workforce Development & Community Engagement

Become a regional leader in workforce development and community engagement through strategic partnerships with business, industry, and premier institutions to deliver a career-ready education to students.

Goal 1: Promote the College as an industry-driven partner responsive to the needs of the surrounding community and employer pool by offering educational programs and preparation for high demand occupations.

Goal 2: Offer exploratory opportunities to promote career knowledge and develop industry focused programs that reflect the needs of the region.

Direction 4: Organizational Sustainability

Position the College for long-term sustainability with a focus on financial stability, human capital, resource allocation, and succession planning.

Goal 1: Commit to a sustainable future by improving social, economic, and environmental health for both the College and surrounding community.

Goal 2: Develop operational plans to maintain financial sustainability and leverage technology to drive operational efficiencies.

Goal 3: Sustain an inclusive culture by establishing a framework for a collaborative decision-making process to enhance the long-term viability of the College and the surrounding community while upholding its core values.

Direction 5: Social Justice

Create and support a culture that demonstrates an ongoing commitment to Social Justice which strengthens our institution and community.

Goal 1: Create a Social Justice framework to guide/recommend changes to our campus, policies, and practices to embrace diversity, inclusion, fairness, and equity.

Goal 2: Develop programming for our faculty, staff, students, and community to address and combat racism.

Values

- Academic excellence
- Accountability
- Goal attainment
- Integrity
- Respect for individuals
- Student-centered (focused) decision making
- Student learning

History and College Locations

Camden County College’s mission to provide affordable, high-quality education to local residents was launched when planners purchased the land and buildings that had served as Mother of the Savior Seminary in Gloucester Township in early 1967. That fall, the first class of Camden County College students was taking courses.
This **Blackwood Campus** site evolved throughout the 1970s, 1980s and 1990s as construction kept pace with growing enrollments and expanding academic offerings. Then, in 2005, the Camden County Freeholders announced an $83 million capital initiative to modernize the Blackwood Campus. This plan included refurbishment of the busiest classroom building, Madison Hall, and construction of the Connector, which links Madison with the Otto R. Mauke Community Center and houses the Center for Civic Leadership and Responsibility. It also featured creation of roads and athletic fields and additional demolition, refurbishment and construction, including the 107,000-square-foot Kevin G. Halpern Hall for Science and Health Education that opened in 2013 and renovation of the former science building into the one-stop Taft Hall Student Services Center that opened in 2015. The Blackwood Campus offers a traditional collegiate setting with more than 22 buildings on 320 acres and provides the majority of the College’s academic programs.

The College’s presence in the City of Camden began in 1969, when a diploma-completion program was launched in borrowed space to help students prepare to pass their GED test so they could begin college-level courses on the Blackwood Campus that fall. In 1991, a five-story **Camden City Campus** building – now called College Hall – provided CCC’s first permanent home in the City. The eight-story academic, retail and parking facility known as the Camden Technology Center was added in 2004 as one of the first projects completed under the Camden Municipal Rehabilitation and Economic Recovery Act. Today, the Camden City Campus supports the economic development of the City of Camden and Camden County by providing associate degree studies, workforce training and community meeting space.

Camden County College’s third campus opened in 2000 as the result of a public/private partnership between CCC, Cherry Hill Township and the William G. Rohrer Charitable Foundation. The **William G. Rohrer Center** is named to reflect the generosity of the late banker’s endowment and offers core associate degree courses and business and industry training.

In 2011, CCC assumed administration of the Camden County Regional Emergency Training Center and the Camden County Police Academy, both at Lakeland, and the Technical Institute of Camden County, housed on the campus of Camden County Technical Schools in Sicklerville. This development brought all County-funded post-secondary education under the supervision of the College. The **Regional Emergency Training Center** is a state-of-the-art, environmentally safe site that serves firefighters, emergency medical technicians and other public safety personnel and houses the Camden County Fire Academy and Camden County Police Academy. It offers classroom and hands-on instruction in the most extensive and contemporary array of credit and certification courses available for first responders. The renamed **Career & Technical Institute of Camden County College** offers a wide range of training programs in the most in-demand trades.

Thanks to technology-rich physical resources and well-qualified, dedicated faculty, staff and administrators, Camden County College maintains a tradition of high-quality education and a reputation of agile, responsive service. Each year, the College serves more than 20,000 students through 100-plus degree and certificate programs and hundreds of trade, professional development and personal-interest courses.

Degree, certificate and training programs cover technical fields such as automotive technology and mechanical engineering; health professions such as nursing and medical coding; and liberal arts and sciences such as English and chemistry. There also is a multitude of recreational offerings, ranging from social dancing to computer applications.
All who study, visit or work at the College experience comfortable, safe and attractive settings. These sustain a vibrant academic community that is characterized by imaginative teaching, caring support services, energetic management and collegial discussion of diverse ideas and opinions.

Into the future, Camden County College will continue to enhance the quality of life in Camden County and beyond by preparing students to live, work and thrive in a global economy. The College also will further fulfill its responsibility to the citizens of Camden County, New Jersey and beyond by continuing to create a skilled and stable local workforce; encourage enlightened civic engagement; provide an avenue of social mobility; and serve as a destination for cultural and recreational activities.

Campus Tours
Campus tours are offered regularly throughout the academic year and must be arranged by appointment. To arrange a tour of the Blackwood Campus, call (856) 227-2700, ext. 4063; for the William G. Rohrer Center in Cherry Hill, call (856) 227-7200, ext. 6008. To arrange a tour of our Camden City Campus, call (856) 968-1348.

Accreditations
Camden County College is accredited by:
The Middle States Commission on Higher Education
3624 Market Street Philadelphia, PA 19104
(267) 284-5000

The New Jersey Commission on Higher Education
20 West State Street, CN 542, Trenton NJ 08625-0542
Phone: (856) 292-4310

The College is approved for veterans training by:
The State Approving Agency of the New Jersey Department of Military and Veteran's Affairs
Eggert Crossing Road, CN 340, Trenton, NJ 08625-0340
Phone: (856) 530-6863 | Fax: (856) 530-6970

It is a member of the American Association of Community and Junior Colleges and the New Jersey Council of County Colleges.

In addition to institutional accreditation, the following programs are accredited by their respective bodies:
The Addictions Counseling Program is accredited by:
The Addictions Professional Certification Board of New Jersey, Inc.
4 Cornwall Drive, Suite 103
East Brunswick, New Jersey 08816
Phone: (732) 390-5900

The Dental Assisting and Dental Hygiene programs are accredited by:
The Commission on Dental Accreditation of the American Dental Association
211 E. Chicago Avenue, Chicago IL 60611-2678
Phone: (312) 440-2719

The Radiology Course in the Dental Assisting Program is accredited by:
New Jersey Department of Environmental Protection
Bureau of Radiological Health
PO Box 415, Trenton, New Jersey 08625-0415
Phone: (609) 984-5890
www.state.nj.us/dep/rpp/index.htm

College Foundation
Founded in 1992, the Camden County College Foundation was established to enhance the Camden County College tradition of academic excellence and student success by providing additional resources in support of the College.

The Camden County College Foundation Board of Directors is made up of a diverse group of community and corporate representatives committed to advancing the College’s mission. These philanthropic volunteers are dedicated to serving the College by placing public benefit above self-interest. Each Foundation board member contributes resources, time and professional expertise to the Foundation’s initiatives. In doing so, they annually solicit support from the individuals, private foundations and corporate colleagues who share their commitment to ensuring that quality and affordable higher education remains accessible to all in our region. To contact the Office of Foundation & Alumni Relations call (856) 227-7200, ext. 4946. For information regarding scholarship options, visit www.camdencc.edu/scholarships.
The Dietetic Technology Program is accredited by:
**The Commission on Accreditation of Dietetics Education**
120 South Riverside Plaza, Suite 200
Chicago, Illinois 60606-6995
Phone: (800) 877-1600

The Health Information Technology program is accredited by:
**The Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) in cooperation with the American Health Information Management Association (AHIMA)**
233 N. Michigan Avenue, Suite 2150
Chicago, Illinois 60601-5800
Phone: (312) 233-1100 | www.ahima.org

The Medical Coding Certificate Program is accredited by:
**The Approval Committee for Certificate Programs (ACCP) a joint committee established by AHIMA and AHDI to approve Coding Certificate Programs**
233 N. Michigan Avenue, 21st floor
Chicago, Illinois 60601-5800
Phone: (312) 233-1100 | www.ahima.org

The Cooperative Nursing Program with Our Lady of Lourdes School of Nursing is accredited by:
**The National League of Nursing Accrediting Commission**
3343 Peachtree Road NE, Suite 500
Atlanta, Georgia 30326
Phone: (404) 975-5000 | Fax: (404) 975-5020
www.nlnac.org

The Commission on Accreditation of Allied Health Education Programs (CAAHEP)
1361 Park Street, Clearwater, FL 33756
www.caahep.org
And approved by:
**The NJ Board of Nursing (NJBON)**
PO Box 45010, Newark, NJ 07101
Phone: (973) 504-6430

The Medical Laboratory Technology Program is accredited by:
**The National Accrediting Agency for Clinical Laboratory Sciences**
5600 N. River Road, Suite 670
Rosemont, IL 60018-5119
Phone: (847) 939-3597

Rutgers University (School of Health Related Programs), Camden County College's co-partner in this program is accredited by the **Commission on Higher Education of the Middle States Association of Colleges and Secondary Schools**.

The Veterinary Technology Program is accredited by:
**The Committee on Veterinary Technician Education and Activities (CVTEA) of the American Veterinary Medical Association (AVMA)**
1931 North Meacham Road, Suite 100
Schaumburg IL 60173-8070
Phone:(908) 925-80709

The Practical Nursing Program is approved by:
**The NJ Board of Nursing (NJBON)**
PO Box 45010, Newark, NJ 07101
Phone: (973) 504-6430

The Massage Therapy Program is accredited by:
**The Massage, Bodywork and Somatic Therapy Examining Committee under the authority of the New Jersey Board of Nursing**
New Jersey Board of Nursing
PO Box 45010, Newark, NJ 07101
Phone: (973) 504-6430

**ABMP**
Associated Massage and Bodywork Professionals
P.O. Box 740879, Arvada, CO 80006-0879

**AMTA**
American Massage Therapy Association
500 Davis Street, Suite 900, Evanston, IL 60201-4695

**AHHA**
American Holistic Health Association
PO Box 17400, Anaheim, CA 92817

**YA**
Yoga Alliance
1701 Clarendon Boulevard, Suite 110, Arlington, VA 22209
The General Motors Automotive Service Educational Program (GM-ASEP), the Apprentice Program and the Toyota T-TEN Programs are all certified by the ASE Education Foundation
101 Blue Seal Drive, Suite 101, Leesburg, Virginia 20175
Phone: (703) 669-6650

The Ophthalmic Medical Technician Program is accredited by:
International Council of Accreditation for Allied Ophthalmic Education Programs (ICA)
2025 Woodlane Drive
St. Paul, MN 55125
Phone: (651) 731-7237
CoA-OMP@jcahpo.org

Commission on Opticianry Accreditation (COA)
PO Box 592, Canton, NY 13617
Phone: (703) 227-7200, ext. 4371

GENERAL COLLEGE POLICIES

Policy on Non-Discrimination in Educational Programs
Camden County College complies with Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and New Jersey’s Law Against Discrimination. These laws prohibit discrimination on the basis of race, creed, color, national origin, nationality, ancestry, age, marital status, affectional or sexual orientation, sex, familial status, domestic partnership status, disability and handicap. Decisions on admission, recruitment, financial aid programs, access to course offerings, or other aspects of its educational programs or activities including vocational programs and vocational opportunities, are not made on the basis of any of these factors. Inquiries regarding these laws may be directed to the Executive Dean of Student Affairs/Title IX Coordinator, Anne Daly-Eimer, Taft Hall, Office 233, (856) 227-7200, ext. 4371 or to the Secretary, Department of Education, Washington, D.C. 20201.

Equal Opportunity/Affirmative Action Policy
As an Equal Opportunity/Affirmative Action Institution, Camden County College complies with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Older Americans Act of 1975. These laws afford equal opportunity to qualified individuals, regardless of race, color, religion, sex, national origin, age, handicap, ancestry, place of birth, marital status or liability for military service in the operation of its educational programs and activities. Decisions on admissions and financial aid are not made on the basis of any of these factors. Inquiries regarding these laws may be directed to the Executive Dean of Student Affairs/Title IX, Camden County College, PO Box 200, Blackwood, NJ 08012, (856) 227-7200, ext. 4371; or Secretary, Department of Education, Washington, D.C. 20201.

Rights of Students with Disabilities under Section 504 of The Rehabilitation Act of 1973
Camden County College is committed to complying with the spirit and the letter of legislation, including the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 which provides that:

• No otherwise qualified handicapped individual in the United States shall, solely by reason of handicap, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. An institution shall make such modifications to its academic requirements as are necessary to ensure that such requirements do not discriminate or have the effect of discriminating, on the basis of handicap, against a qualified handicapped applicant or student.

• Colleges may not discriminate in the recruitment, admissions, or treatment of students. Students with documented disabilities may request modifications, accommodations, or auxiliary aids which will enable them to participate in and benefit from all postsecondary educational programs and activities. Postsecondary institutions must make such changes to ensure that the academic program is accessible to the greatest extent
possible by all students with disabilities. Inquiries regarding this law may be directed to Associate Dean of Students/Section 504 Coordinator Jacqueline Tenuto (856) 227-7200, ext. 5088.

The administration, faculty and staff of Camden County College encourage persons with disabilities to take advantage of the opportunity to participate in educational and co-curricular programs and activities. There are no degree, course or membership requirements that discriminate on the basis of a disability or have the effect of so discriminating. Interested persons are encouraged to request information about the College’s guidelines developed to facilitate the educational experience of those with disabilities. For further information contact the Disability Services Office at (856) 227-7200, ext. 4430. For students who are Deaf or Hard of Hearing, services can be arranged by calling (856) 227-7200, ext. 4506. Questions about the College policy regarding Section 504 of the Rehabilitation Act of 1973 should be directed to the Associate Dean of Students/Section 504 Coordinator, Jacqueline Tenuto, (856) 227-7200, ext. 5088.

WHO IS PROTECTED UNDER THE LAW?

A “handicapped person” means “any person who has a physical or mental impairment which substantially limits one or more of such person’s major life activities, [who] has a record of such impairment, or [who] is regarded as having such impairment.”

A “qualified handicapped person” is defined as “one who meets the requisite academic and technical standards required for admission or participation in the postsecondary institution’s programs and activities.” Section 504 protects the civil rights of individuals who are qualified to participate and who have a disability.

Diversity and Civility

As an educational institution comprised of individuals from diverse backgrounds, Camden County College is committed to creating an atmosphere that is free from all manifestations of bias and from all forms of harassment, exploitation and intimidation.

As an intellectual community that attaches great value to freedom of expression and vigorous debate, the College condemns expressions of hatred and insensitivity directed against any individual or group. Statements that undermine the civility and sense of community on which the well-being of the college depends; that devalue the distinct contributions of individuals and groups; and that impair individuals’ opportunities to contribute their views and talents to the community have no place at Camden County College. Not every idea or view expressed on a campus or in a classroom will be popular and acceptable to everyone. But a discussion marked by civility permits everyone to critically weigh the strengths and weaknesses of new ideas and views, understand different perspectives, develop empathy for others and, perhaps most importantly, engage in self-reflection and personal growth.

Camden County College is working every day to build a welcoming community for Faculty and Staff that is committed to the spirit of diversity and inclusion. The Human Resources Department spearheads the College’s Diversity and Inclusion committee. Diversity and Inclusion are among Camden County College’s greatest assets. The committee is dedicated to cultivating a culturally inclusive environment where diversity of thought and expression are valued, respected, appreciated and celebrated. It serves as a resource to our campus community by providing information, referrals, advocacy, coordination and support for diversity-related events, activities, initiatives and discussions.

Questions or complaints about diversity at Camden County College should be directed to the executive director at the Office of Human Resources, Administrative Building, room 106, Blackwood Campus (856) 227-7200, ext. 4221; or the director of the Office of Public Safety, Otto R. Mauke Community Center, Blackwood Campus (856) 227-7200, ext. 4288.

Student Records/Family Educational Rights and Privacy Act (FERPA) Policy

The Family Educational Rights and Privacy Act (FERPA) affords students attending Camden County College certain rights with respect to their educational records. The rights are:

The Family Educational Rights and Privacy Act of 1974, which became effective November 19, 1974 sets out requirements designed to protect the privacy of students.
Specifically, the statute governs (1) access to records and (2) the release of such records.

In response to this legislation, Camden County College has developed the following policy regarding:

1. Access to Education Records
   i. Access to information contained within a students’ permanent education record shall be in accordance with the guidelines as set for in the above legislation. Procedures for access shall be maintained in the Executive Dean of Student Affairs/Title IX Coordinators Office.

2. Release of Information Contained In Educational Records
   i. Since a student’s permanent educational record contains both public and private information, it is necessary to establish criteria for the maintenance and disclosure of each. Therefore, information which is regarded as public designated Directory Information, and subject to release without the written consent of the student, is listed in Category A. Information which can be released only with the written consent of the student and is regarded as private or privileged is listed in Category B.
   
   ii. Any and all information contained in Categories A and B shall not be, at any time or under any circumstances released to or made available for any commercial or profit-making purposes or for any other purpose not directly related to the educational endeavors for which the information was secured.

Category A – Directory Information

The data in Category A include official administrative records necessary for the continuance and operation of the administrative system at the college. Specifically, the information included would be:

1. Student’s name
2. Student’s address
3. Student’s telephone listing
4. Date and place of birth
5. Major field of study
6. Participation in officially recognized activities and sports
7. Weight and height of athletes
8. Dates of attendance
9. Degrees and awards received
10. Most recent previous educational agency or institution attended by the student record.

Data in Category A, designated as Directory Information, are considered public information and may be disseminated, without written consent of the student unless otherwise indicated on the student’s record.

Category B – Privileged Information

Data contained in Category B are privileged use of the members of the Dean of Students staff and the faculty of Camden County College. This information may not be released to any other parties without the written consent of the student.

1. Test results (standardized intelligence tests, aptitude tests, interest inventory tests, etc.)
2. Health data
3. Faculty evaluations including mid-term reports and attendance reports
4. Counseling reports and evaluations
5. Disciplinary Reports including disciplinary actions
6. Any and all information maintained in a student’s permanent educational record not specifically listed in Category A.

Procedure

In order to insure that the privacy of student records is maintained in those cases where students do not wish Directory Information to be released, the following procedure is in effect:

1. All written requests for Directory Information should be directed to an administrative staff member in the Office of Admissions, Records and Registration Services to verify whether or not a student has placed a ban on the release of any information. A list of all such students is maintained in the Executive Dean of Students, the Office of Admission and Records and the Health Office.

Disclosure without Student Consent

The College will disclose information to government agencies entitled to such information by law.

The College will disclose information in response to a lawfully-issued subpoena.

The College will disclose information when necessary to determine the student’s eligibility for financial aid or to enforce the terms or conditions of financial aid that a student has received.
Anti-Harassment, Intimidation and Bullying Policy

Camden County College shall provide an academic environment free of harassment, intimidation and bullying, and prohibits any acts of harassment, intimidation, or bullying on any Camden County College property, or at any function sponsored by Camden County College. The College defines harassment, intimidation and bullying as any gesture, any written, verbal, or physical act, or any electronic communication (cyber bullying/stalking), whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, gender expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, when these behaviors substantially disrupt or interfere with the orderly operation of the institution or with the rights of students and other constituencies.

The College further holds that these behaviors constitute harassment, intimidation, or bullying when a reasonable person should know under the circumstances that they:

1. Will have the effect of physically or emotionally harming another person or damaging that person’s property, or of placing them in reasonable fear of physical or emotional harm to his/her person or damage to his/her property;
2. Will have the effect of insulting or demeaning any student or group of students or College employees or constituencies; or
3. Create a hostile educational environment for a student; or
4. Infringes on the rights of a student at Camden County College by interfering with a student’s education or by severely or pervasively causing physical or emotional harm to a student.

Students who engage in acts of harassment, intimidation or bullying are subject to disciplinary action as outlined in the Student Handbook, up to and including expulsion from the College. Copies of this policy shall be posted on the College’s website.

Visitors who engage in these acts are subject to penalties as determined by any applicable laws.

Sex Discrimination and Sexual Harassment Policies

TITLE IX POLICY AND PROCEDURES

FOR STUDENT SEX DISCRIMINATION

Camden County College is an institution of higher learning that is also a community resource which lends itself to the development of people of all ages. It is committed to providing its sites and facilities as places conducive to intellectual and mindful education and personal mental development. It strives to be a place that sets an example as a haven for education and students at all levels. It furthers this goal by providing an atmosphere free of any form of sexual pressures or influences. To that end it prohibits any sexual contact of any kind at any sites or in any of its programs.

Camden County College shall provide a work and academic environment free of harassment, sexual or otherwise, sexual or relationship violence, stalking or violence of any kind. The College prohibits all forms of harassing conduct, including but not limited to sexual harassment. This is true whether by peers, visitors, vendors or supervisory personnel. Harassment is prohibited by and against students, staff and visitors regardless of gender or gender identity, same sex harassment, and harassment based on sexual orientation.

For more information, please visit: www.camdencc.edu/title-ix/

What is Title IX?

Title IX is a federal civil rights law passed as part of the Education Amendments of 1972. This law protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance.
Title IX states that:
No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Title IX applies to any institution receiving federal financial assistance from the Department of Education, including state and local educational agencies. Educational programs and activities that receive federal funds from the Department of Education must operate in a nondiscriminatory manner. Also, a recipient may not retaliate against any person for opposing an unlawful educational practice or policy, or because a person made charges, testified or participated in any complaint action under Title IX.

Important Definitions and Examples:

**Complainant**
The alleged victim of an act of Prohibited Conduct, whether reported by the alleged victim or by a third party.

**Complaint**
a complaint brought under this Policy.

**Complicity**
Any act that knowingly aids, facilitates, promotes, or encourages the commission of Prohibited Conduct by another person.

**Confidential Resources**
Any person who has a legal obligation to protect confidentiality when acting in a professional capacity unless there is an imminent threat to health or safety or other legal basis for disclosure. Confidential Resources include licensed mental-health counselors, pastoral counselors, social workers, psychologists, and psychiatrists.

**Consent**
Words or actions that demonstrate an affirmative, knowing and voluntary agreement to engage in a mutually agreed-upon sexual act. Consent must be informed and freely given by a person aged 16 years or older. Consent cannot be given when it is forced, coerced, or when a person is physically and/or mentally incapable of giving consent. For example, a person who is substantially impaired by drugs or alcohol may not be able to consent.

Consent is an active, on-going process. It can be withdrawn at any time, and consent for one sexual act does not imply consent for another subsequent sexual act. Consent, a lack of consent, or a withdrawal of consent can be expressed by words, actions, or both. For example, verbal silence or the absence of physical resistance does not automatically mean someone has consented to a sexual act; nor is physical resistance required for a person to verbally communicate a lack of consent or to withdraw consent.

Some of the key points regarding Consent include:
- Consent to one form of sexual activity does not automatically imply consent to any other form of sexual activity;
- Consent cannot be given by an individual who one knows to be, or, based on the circumstances, should reasonably have known to be, substantially impaired;
- Consent may be withdrawn at any time;
- Previous relationships or prior consent does not automatically imply consent to future sexual acts;
- Intoxication is not a basis for failing to obtain Consent.

**Cyberstalking**
A form of Stalking in which electronic media, such as the Internet, email, social networks, text messages, cell phones, or other electronic devices are used.

**Dating Violence**
Violence committed by a person who is or who has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship will be determined based on the Complainant’s statement, and with consideration of the length of the relationship, type of relationship, and frequency of interaction between the persons in the relationship. Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

Dating Violence does not include conduct that constitutes Domestic Violence.

**Discrimination**
The treatment of a member of Camden County College less favorably because that person is a member of or associates with a member of a protected class. The College prohibits discrimination on the basis of race, color, religion, sex (including pregnancy), gender identity, sexual orientation, reproductive health decision, national origin, age (over 40), disability (mental or physical), genetic information, marital status, family responsibilities, victim of domestic violence, sexual offense, or stalking, or veteran status.

**Gender-Based Harassment**
A form of Sexual Harassment and refers to unwelcome conduct based on an individual's actual or perceived sex, including harassment based on gender identity or nonconformity with sex stereotypes, and not necessarily involving conduct of a sexual nature.

**Hostile Environment**
Results from unwelcome conduct that is sufficiently severe, pervasive, or persistent that it interferes with or limits the ability of a member of the College community to participate in, or receive benefits, services, or opportunities from the College's programs or activities.
Incapacitated
A state in which an individual cannot make rational, reasonable decisions because the individual lacks the capacity to give knowing Consent (e.g., to understand the “who, what, when, where, why, or how”) of his or her sexual interaction. Examples include, but are not limited to, being: unconscious; asleep; voluntarily or involuntarily intoxicated; or use of any drug, intoxicant, or controlled substance. An individual who is incapacitated cannot give Consent.

Interim Measures
Reasonably available and feasible measures, accommodations, or steps the College may take while a Complaint is pending in order to assist, support, and/or protect the Complainant, Respondent, or another person, and/or to protect the integrity of the investigation and resolution process.

Non-Consensual Sexual Contact
Any intentional sexual touching, however slight, with any body part or object, by an individual upon another that is without Consent. Sexual contact includes intentional touching of the individual’s anus, breast, buttocks, or genitalia; or any intentional touching of another person with the Respondent’s anus, breast, buttocks, or genitalia.

Preponderance of the Evidence
Based on the evidentiary record, the Respondent more likely than not engaged in the conduct at issue.

Prohibited Conduct
The conduct prohibited by this Policy, which includes Sexual Misconduct, Complicity, and Retaliation.

Relationship Violence
Dating Violence and Domestic Violence.

Respondent
The person alleged to have engaged in or committed the Prohibited Conduct.

Responsible Employee
Any College employee, who has the authority to take action to report Sexual Misconduct, has the duty to report incidents of Sexual Misconduct to the Title IX Coordinator, or whom a student reasonably believes has such authority or duty. Responsible Employees do not include Confidential Resource. Responsible Employees include academic administrators, advisors, supervisors, department heads and chairs, deans, student affairs staff, faculty, human-resources personnel, campus-security officers, and athletic coaches. Responsible Employees must promptly report all known relevant information to a Title IX Coordinator, including the name of the Complainant, Respondent, and any witnesses.

Retaliation
Intimidating, threatening, coercing, or in any way discriminating against an individual because the individual filed a Complaint or who participates in the investigation or resolution of a Complaint in any way, or opposes in a reasonable manner an act or policy believed to constitute sex discrimination. For example, Retaliation occurs where a professor gives a student a lower grade because the student appeared as a witness in a proceeding under this Policy, or where a supervisor denies an employee’s request for time off because the employee claimed that she was sexually harassed by the supervisor.

Sexual Assault
Non-Consensual Sexual Contact, Non-Consensual Sexual Intercourse, and all forms of Sexual Violence that occurs without Consent. Resistance, or the absence thereof, is irrelevant to the determination of whether Sexual Assault has occurred.

Sexual Exploitation
Occurs when an individual takes non-consensual or abusive sexual advantage of another for that individual’s own advantage or benefit, or to benefit or advantage anyone other than the individual being exploited, and that behavior does not otherwise constitute Sexual Assault. Examples of Sexual Exploitation include but are not limited to:

- Engaging in voyeurism;
- Exposing one’s genitals or inducing another to expose his or her genitals;
- Knowingly transmitting a sexually transmitted infection to another;
- Taking, sharing, or publishing a photograph, video recording, or audio recording of sexual activity without the consent of all persons involved in the activity;
- Going beyond the boundaries of consent (for example, allowing another person to hide in a closet to watch you engage in consensual sex);
- Prostituting another; and
- Possession, use, and/or distribution of alcohol or other drug (e.g., Rohypnol, Ketamine, GHB, Burundanga, etc.) for the purpose of engaging in or facilitating Sexual Misconduct.

Sexual Harassment
Unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the conduct is physical.
Sexual Intimidation
Threatening behavior of a sexual nature directed at another person and includes threatening to sexually assault another; engaging in indecent exposure; and Stalking.

Sexual Misconduct
Sexual Harassment, Sexual Assault, Sexual Exploitation, Sexual Intimidation, Sexual Violence, Relationship Violence, and Stalking.

Sexual Violence
One or more physical sexual acts perpetrated against a person's will or where a person is incapable of giving Consent.

Stalking
Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or to suffer substantial emotional distress. For purposes of this definition, a “course of conduct” means two or more acts, including but not limited to, those in which the alleged perpetrator directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about the Complainant, or interferes with the Complainant’s property. Stalking includes Cyberstalking.

Title IX Coordinator
The role of the Title IX Coordinator is described in this Policy. Where the “Title IX Coordinator” is used in this Policy, it is implied that this may refer to the Title IX Coordinator or his or her designee. (i.e., Deputy Coordinator)

Violence
Violence committed by a current or former intimate partner of the victim or by any person against a victim who is protected from the person’s acts under the domestic or family-violence laws of the jurisdiction in which the act of violence occurred. Domestic Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

CAMDEN COUNTY COLLEGE’S SEXUAL HARASSMENT POLICY
Camden County College shall provide a work and academic environment free of sexual harassment. The College prohibits all forms of sexually harassing conduct, including, but not limited to, harassment by peers, as well as by supervisory personnel, harassment by and against students, harassment against males, as well as against females, same sex harassment and harassment based on sexual orientation.

No one shall threaten or insinuate, either explicitly or implicitly, that an individual’s refusal to submit to sexual advances will adversely affect his or her employment, academic advancement, evaluation, wages, advancement, assigned duties or any other condition of employment or career development. Nor shall any supervisor favor any individual in any way because that individual has submitted or has shown a willingness to submit to sexual overtures or advances of the supervisor. Any individual who is found, after appropriate investigation, to have engaged in conduct prohibited by this policy will be subject to whatever disciplinary or corrective action Camden County College considers appropriate under the circumstances, up to and including termination of employment or student dismissal.

Sexual harassment includes, but is not limited to, sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
- such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment; or
- such verbal or physical conduct interferes with an individual’s work, professional or academic performance, productivity, physical security, extracurricular activities, academic or career opportunities or other services.

- Other sexually harassing conduct in the workplace, whether committed by peers or supervisors, includes, but is not limited to:
  - unwelcome sexual flirtations, touching, advances or propositions;
  - slurs or other verbal abuse of a sexual nature;
  - graphic or suggestive comments about an individual’s dress or body;
  - sexual degrading words to describe an individual;
  - the display in the workplace of sexually suggestive objects or pictures;
  - off-color language or jokes of a sexual nature;
  - questions regarding an individual’s sexual conduct, orientation or preferences; or
  - physical assault. (Any criminal sexual assault will be addressed in compliance with the Camden County College Sexual Assault Policy.)

The College’s policy to provide a work and academic environment free of sexually harassing conduct extends to the conduct of students, vendors, contractors, visitors, volunteers and other persons who enter upon College property. No such person may engage in sexually harassing conduct, as defined in this policy, while on College property.

FOR MORE INFORMATION ON THESE PROGRAMS VISIT WWW.CAMDENCC.EDU/PROGRAMS
**REPORT FORM FOR SEX DISCRIMINATION AND/OR SEXUAL HARASSMENT**

Please bring the completed form to Jacqueline Tenuto, Associate Dean of Students, Blackwood Campus, Taft Hall, room 302. If you have any questions, please call Ms. Tenuto at (856) 374-5088 or email at jtenuto@camdencc.edu.

**TITLE IX REPORT OF POTENTIAL SEXUAL OR GENDER BASED HARASSMENT OR VIOLENCE**

Title IX of the Educational Amendments of 1972 requires Camden County College to provide a prompt and equitable resolution for all complaints of gender based and sexual harassment as well as complaints of sexual violence. This form will provide the information needed for the College to begin the investigation of the incident reported.

<table>
<thead>
<tr>
<th>Complainant (Alleged Victim)</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complainant wishes to be contacted:</td>
<td>❑ Yes</td>
</tr>
<tr>
<td>EMAIL</td>
<td>PHONE</td>
</tr>
</tbody>
</table>

**Reporter Information**

<table>
<thead>
<tr>
<th>EMAIL</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>❑ Staff</td>
<td>❑ Student</td>
</tr>
</tbody>
</table>

**Respondent (Alleged Offender) Information**

<table>
<thead>
<tr>
<th>ADDRESS</th>
<th>EMAIL</th>
<th>PHONE</th>
</tr>
</thead>
</table>

**Information About the Incident**

<table>
<thead>
<tr>
<th>Campus(es) of Involved Parties</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>❑ Camden</td>
<td>❑ Blackwood</td>
<td>❑ Rohrer Center</td>
<td>❑ RETC</td>
</tr>
</tbody>
</table>

| ❑ Sexual Harassment | ❑ Sexual Exploitation (includes Voyeurism) | ❑ Non-Consensual Sexual Intercourse |
| ❑ Stalking | ❑ Hazing | ❑ Non-Consensual Sexual Contact |
| ❑ Relationship Violence | ❑ Bullying | ❑ Intimidation, defined as implied threats or acts that cause unreasonable fear of harm in another. |
| ❑ Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person. | ❑ Discrimination, defined as actions that deprive other members of the College community of education, employment access, benefits, or opportunities at Camden County College. |

**Brief Description of Incident or Conduct Reported** (Please continue on an additional sheet if necessary.)

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

The investigation will begin upon submittal of this form.

**On Campus Confidential Counseling**: Camden County College is committed to ensuring all students achieve academic and behavioral health, as well have access to community resources. Heather Bense, DSW, LCSW, Mental Health Counselor, is available at the Blackwood and Camden campuses at hbense@camdencc.edu or (856) 277-7200, ext. 4680.
premises or while engaged in any College-sponsored activity or function.

No trustee, officer, faculty member, student or employee of Camden County College is authorized to engage in any activity, to take any action or to refrain from taking any action, if the action or failure to act will result in a violation of this policy. Any such action or failure to act is a violation of College policy and constitutes unauthorized action/inaction on the part of the trustee, officer, faculty member, student or employee involved.

NOTE: Any applicant for employment who feels he or she has been subject to or who witnesses sexual harassment should direct a complaint to Kathie Kane in the Office of Human Resources, (856) 227-7200, ext. 4221. If any student feels he or she has been subject to or who witnesses sexual harassment should contact Executive Dean of Student Affairs/Title IX Coordinator, Anne Daly-Eimer, Taft Hall, Office 233, (856) 227-7200, ext. 4371.

Students who have witnessed or learn of another person becoming a victim of sexual harassment, discrimination or discriminatory harassment should report the matter immediately. The following staff members of Camden County College have been specifically trained on Title IX regulations.

**TITLE IX TEAM**

Anne Daly-Eimer  
(856) 227-7200, ext. 4371, adalyeimer@camdencc.edu  
Executive Dean of Student Affairs/Title IX Coordinator  
Blackwood Campus, Taft Hall, Office 233

Jacqueline Tenuto  
(856) 374-5088, jtenuto@camdencc.edu  
Associate Dean of Students  
Deputy Title IX & Section 504 Coordinator  
Blackwood Campus, Taft Hall, Office 302

Crystal Killebrew  
(856) 227-7200 ext. 4391, ckillebrew@camdencc.edu  
Assistant Director of Human Resources  
Deputy Title IX & Section 504 Coordinator  
Blackwood Campus, Roosevelt Hall, Office 106D

Robert Doyle  
(856) 227-7200 ext. 5012, rdoyle@camdencc.edu  
Camden County College Public Safety Investigator

Trish Passanante  
(856) 227-7200 ext. 4221, tpassan@camdencc.edu  
Human Resources Associate Investigator

**HOW TO REPORT A VIOLATION**

For Emergency Assistance Call

For Emergency Assistance Call  
Public Safety .............................................(856) 374-5089  
Emergency Assistance on Campus ............7777  
Or ..........................................................Dial 911

**Resources and Reporting Options**

- Call 911 for police emergency
- Camden County Women’s Shelter-Domestic Violence Services: (856)227-1800
- 24 hour hotline; emergency shelter, provides emergency safe hour; individual and group counseling; children’s counseling program; legal advocacy; court accompaniment; 911 cell phone program: 800-246-8910
- Camden County Prosecutor’s Office: (856)225-8400
- Domestic Violence Crisis Intervention Unit: (856)227-1234
- Victim/Witness Unit: https://camdencountypros.org/tip-line/

**24 Hour Hotlines**

- Contact Camden County 24 hour crisis intervention helpline; for a non-judgmental, loving, concerned ear: (856) 227-1234
- Contact Camden County Services Empowering Rights of Victims (SERV) 24 hour crisis intervention helpline; for a non-judgmental, compassionate, concerned ear: (866) 295-7378

**Mental Health**

- Twin Oaks Integrated Care, Early Intervention Support Services: First Come, First Served  
  2051 Springdale Road, Cherry Hill, NJ, 08003  
  Monday-Saturday: 9 a.m. – 3 p.m.  
  (856)254-3800  
  (You can be dropped off, given information or walk in own your own.)  
  Services include individual therapy, case manage-
ment, psychiatric medications, peer support. Program is short term.
• NJ HopeLine: (855) 654-6735 (24 hrs./7 days a week)
• National Suicide Prevention Hotline: (800) 273-8255
• Crisis Text Line: Text HELLO to 741-741
• Camden County College Office of Public Safety: (856) 374-5089
• Crisis Screening Center: (856) 428-4357 (24 hrs./7 days a week)

CAMPUS SEXUAL ASSAULT VICTIM’S BILL OF RIGHTS
A college or university in a free society must be devoted to the pursuit of truth and knowledge through reason and open communication among its members. Academic communities acknowledge the necessity of being intellectually stimulating where the diversity of ideas is valued.

Its rules must be conceived for the purpose of furthering and protecting the rights of all members of the college community in achieving this end. The boundaries of personal freedom are limited by applicable state and federal laws and institutional rules and regulations governing interpersonal behavior. In creating a community free from violence, sexual assault, and nonconsensual sexual contact, respect for the individual and human dignity are of paramount importance.

The state of New Jersey recognizes that the impact of violence on its victims and the surrounding community can be severe and long lasting. Thus, it has established this Bill of Rights to articulate requirements for policies, procedures and services designed to ensure that the needs of victims are met and that the colleges and universities in New Jersey create and maintain communities that support human dignity.

BILL OF RIGHTS
The following rights shall be accorded to victims of sexual assault that occur: on the campus of any public or independent institution of higher education in the state of New Jersey; where the victim or alleged perpetrator is a student at that institution; and/or when the victim is a student involved in an off-campus sexual assault.

Human Dignity Rights
Students have the right:
• to have allegations of sexual assault treated seriously;
• to be treated with dignity;
• to be free from any suggestion that
  - victims are responsible for the commission of crimes against them;
  - victims were contributory, negligent or assumed the risk of being assaulted;
• victims must report the crimes to be assured of any

Rights to Resources On and Off Campus
Students have the right:
• to be notified of existing campus and community-based medical, counseling, mental health and student services for victims of sexual assault, whether or not the crime is formally reported to campus or civil authorities;
• to have access to campus counseling under the same terms and conditions as apply to any other students in their institution seeking such counseling; and
• to be informed of, and assisted in, exercising any rights to confidential or anonymous testing for sexually transmitted diseases, human immunodeficiency virus and/or pregnancy and any rights that may be provided by law to compel and disclose the results of testing of sexual assault suspects for communicable diseases.

Campus Judicial Rights
Students have the right:
• to be afforded the same access to legal assistance as the accused;
• to be afforded the same opportunity to have others present during any campus disciplinary proceeding that is allowed the accused; and
• to be notified of the outcome of the sexual assault disciplinary proceeding against the accused.

Legal Rights
Students have the right:
• to have any allegation of sexual assault investigated and adjudicated by the appropriate criminal and civil authorities of the jurisdiction in which the sexual assault is reported; and
• to receive full and prompt cooperation and assistance of campus personnel with regard to obtaining, securing and maintaining evidence, including a medical examination when it is necessary to preserve evidence of the assault.
Campus Intervention Rights

Students have the right:

• to require campus personnel to take reasonable and necessary actions to prevent further unwanted contact of victims by their alleged assailants; and
• to be notified of the options for and provided assistance in changing academic and living situations if such changes are reasonably available.

Statutory Mandates

• Each campus must guarantee that this Bill of Rights is implemented. It is the obligation of the individual campus governing board to examine resources dedicated to services required and to make appropriate requests to increase or reallocate resources where necessary to ensure implementation.
• Each campus shall make every necessary effort to ensure that every student at that institution receives a copy of the Campus Sexual Assault Victim’s Bill of Rights.

Nothing in this act or in any Campus Assault Victim’s Bill of Rights developed in accordance with the provisions of this act shall be construed to preclude or in any way restrict any public or independent institution of higher education in the state from reporting any suspected crime or offense to the appropriate law enforcement authorities.

For more information about the Campus Assault Victim’s Bill of Rights, contact one of the following offices:

Blackwood Campus ................ (856) 227-7200
Emergency ................................ (856) 227-7200, ext. 7777
(or any red phone)
Public Safety ............................... (856) 227-7200, ext. 4288
Student Services ......................... (856) 227-7200, ext. 4371

Camden City Campus ............... (856) 968-1393
Emergency ............................... (856) 227-7200, ext. 1393
Direct ....................................... (856) 968-1393
Public Safety ............................... (856) 227-7200, ext. 1393

William G. Rohrer Center ....... (856) 874-6000
Emergency ............................... (856) 874-6057
Public Safety ............................... (856) 874-6057
Center Services ......................... (856) 874-6032

Student Right to Know Act and the Campus Security Act/Clery Act

In accordance with the Student Right to Know and Campus Security Act/Clery Act, the College annually makes available information on graduation, completion and transfer-out rates, as well as information on campus safety and security, including crime statistics.

A copy of each report can be found by clicking on the Consumer Information/HEAO link at the bottom of the College’s home page at www.camdencc.edu.

Emergency Notifications

Every student is urged to participate in the Camden County College “Cougar Call” telephone and text messaging system. “Cougar Call” is a program where faculty, staff and students register to receive emergency notifications and other important information, including weather related closings.

When students participate in this free service, the College will be able to contact them at a moment’s notice, providing important information, first hand, in the event the College will close for inclement weather or if an unforeseen event is affecting any campus.

Whenever contact information changes, the student must update the system. The student may opt-out at any time. It is recommended that everyone check his/her wireless phone provider regarding costs for incoming text or phone messages. All information provided is completely confidential and will not be released to other providers.

To be sure the student is registered please complete a Request for Cougar Call online registration form at any Public Safety Office. For questions about the “Cougar Call” system, please call the Office of Public Safety at (856) 227-7200, ext. 4288. To register now for “Cougar Call” or if you are not receiving messages, send an e-mail to ksnyder@camdencc.edu.

School Closings

In the event of inclement weather, especially during the winter months, school closings or delays will be announced on KYW News Radio 1060 AM and other local radio and television stations. You can also check the Camden County College website at www.camdencc.edu, your official student email and CCC Social Media posts.

The College’s emergency closing number is:

CAMDEN COUNTY COLLEGE
Broadcast Number: 559
Student Rights and Responsibilities

The central functions of an academic community are learning, teaching, research and scholarship. Students at Camden County College have joined a community dedicated to student success and, ideally, characterized by free expression, 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 for all members.

Camden County College places emphasis upon certain values which are essential to its nature as an academic community. Among these are: freedom from personal force, freedom from violence or intimidation, freedom of movement. Interference with any of these freedoms must be regarded as an unacceptable violation of the rights upon which the community is based. Furthermore, although 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 the 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 property belonging to Camden County College or its members must also be considered a serious violation of the rights of the community as a whole. Physical violence or the threat of physical violence is considered to be an intolerable violation of the rights of the entire community. It is the responsibility of each individual member of this academic community to maintain an atmosphere in which such violations of rights are both prohibited and universally denounced.

The College has a Code of Conduct to which students are expected to adhere. There is also an established procedure for student disciplinary hearings and appeals. The Code of Conduct and hearings procedures are detailed in the Student Development and Support/Student Code of Conduct, Disciplinary Hearings & Appeals section of this publication, and is accessible on the College website at www.camdencc.edu.

Student Complaints or Grievances

STUDENT COMPLAINTS

Students who have grievances with actions, decisions, and/or processes at Camden County College are afforded formal means for registering those complaints and for their complaints to be deliberated and acted upon by college officials. The Student Complaint Reporting process is designed to help assure our students a quality education, provide excellent student support services, and help the College identify any serious or systemic problems or issues affecting a student or the quality of student life. The principles and procedures are intended to help Camden County College identify patterns of conduct that raise a legitimate concern with respect to the College's academic and non-academic offices and programs, and to comply with obligations set forth by federal regulations for receiving, responding to and tracking student complaints/concerns.

Camden County College is committed to treating all students fairly and respectfully. The College's policies that apply to students are published annually in the College Catalog and College Student Handbook and in the Student Code of Conduct, in addition to those found in other resources from individual departments and offices. In any instance of perceived violation of a College policy, a student may file a complaint in accordance with this process.

When a student encounters a problem on campus that he/she does not know how to resolve, he/she should whenever possible address the problem by discussing it with those involved. Dealing with concerns in the most direct and honest fashion should always be the first step toward
resolution. Many problems are resolved when a student makes an appointment with a faculty or staff member and calmly and honestly communicates their concerns.

If however, an issue or problem still exists, a student may initiate the formal complaint procedures at Camden County College. Details on specific types of complaints and related complaint policies and procedures are provided below.

www.camdencc.edu/student-complaint-form

ADDRESSING ACADEMIC CONCERNS AND APPEALS
Students who have a concern or grievance regarding a faculty member or academic administrator involving an evaluation of their academic work (typically a grade given for an assignment or a final term grade) or a related academic concern can participate in the formal appeal process. This policy is printed in the Final Grade Appeals section on page 45 of this publication. Please go to www.camdencc.edu/concerns-and-complaints/

NON-ACADEMIC GRIEVANCES
The following grievance procedure, accessed via the College Catalog and student handbook, is available to students who feel they have not received fair treatment with respect to services provided by the College, outside of the classroom. The Associate Dean of Students advocates for student needs and provides student support and coordination of programs to help cultivate and develop student success, wellness and personal growth while attending Camden County College.

The Office of the Associate Dean of Students is located in Taft Hall 302 at the Blackwood Campus. If you have complaints, concerns or grievances related to non-academic issues, this office is here to assist you. Contact (856) 374-5088 for assistance at the Blackwood or RETC campuses. You may also go the Enrollment counter at the Rohrer Campus or Advisement Center CTC 207 on the Camden campus for assistance.

Complete records of such grievances, and records of their disposition, are maintained by the Office of Associate Dean of Students.

Student Conduct

PROCEDURAL REQUIREMENTS: COMPLAINT AND INITIAL INVESTIGATION
Students are most commonly referred to the Office of the Associate Dean of Students to document a complaint involving the Student Code of Conduct. Complaints for alleged violations of the code of conduct may be filed against any student by any member of the College community. The complaint shall be a brief, written statement, citing the provisions of the code allegedly violated and providing a summary of the facts deemed to constitute a violation.

Complaints shall be filed with the Associate Dean of Students. The Associate Dean or designee shall promptly consider and investigate the complaint.

Following the investigation, the Associate Dean of Students or designee shall determine whether there are sufficient grounds to believe that violation of the code occurred. When the Associate Dean of Students has determined that there are insufficient grounds to believe a violation of the code occurred, the complaint shall be dismissed, and the complainant and the student complained against shall be informed, in writing of this action. When the Associate Dean of Students or designee has determined that there are sufficient grounds to believe that a violation of the code occurred, the Associate Dean or designee shall either hold an informal hearing, or refer the case to the Hearing Board, depending upon the severity of the alleged violations.

BIAS INCIDENT RESPONSE PROTOCOL
All incidents which would be determined bias-related or motivated will also be referred to the Office of the Executive Dean of Student Affairs/Title IX Coordinator, which includes a public, electronic record of situation resolution.

SEXUAL ASSAULT POLICY
Specific information is provided for students regarding options for reporting sexual crimes in the student handbook as well as in the Office of the Executive Dean of Student Affairs/Title IX Coordinator. This office maintains internal logs to record and track complaints pursuant to the college Sexual Assault Policy and in accordance with applicable laws.

REGISTERING A COMPLAINT WITH THE HIGHER LEARNING COMMISSION
Camden County College is accredited by the Middle States Commission on Higher Education. Details about the College’s Middle States accreditation can be found at this link: www.hlc.org/Student-Resources/complaints.html

Complaints about the College may be filed with the Middle States Commission on Higher Education. The Higher Learning Commission complaint process can be found at this link: www.msche.org/complaints/
REGISTERING A COMPLAINT WITH THE OFFICE OF THE SECRETARY OF HIGHER EDUCATION

Information about The State of New Jersey Office of the Secretary of Higher Education complaint process can be found at this link: state.nj.us/highereducation/OSHEComplaintInstructions.shtml

In accordance with federal law (see 34 C.F.R., Section 600.9), Camden County College identifies the processes by which students may file complaints about the college with each U.S. state governing board or commission that governs college educational activity. A list of appropriate state boards/commissions, as well as contact information is provided below:

Middle States Commission on Higher Education
3624 Market Street
Suite 2 West
Philadelphia, PA 19104

Office of the Secretary of Higher Education
State of New Jersey
PO Box 542
Trenton, NJ 08625

Student Identification Cards

Students are required to obtain new photo identification cards upon registration for classes. Returning students need to update their photo identification card at the start of each semester. Identification cards and updates are available in Taft Hall first floor Public Safety Desk located on the Blackwood Campus, Camden City Campus and at the William G. Rohrer Center.

The ID card is the student's official College identification and should be carried at all times. The ID card is required in order to attend athletic events, theatre performances, student activities, cultural/social events and to use other College facilities, such as the library, fitness center, and computer labs, and to purchase textbooks at the College bookstore if charges are being paid by a third party or financial aid. While on campus, students must present this ID card to any College official, Public Safety Officer or police officer when requested to do so. This ID card will also enable the student to take advantage of student discounts at many businesses and institutions. College identification is a crucial form of identification. Student identification cards remain the sole property of the College.

To obtain a student photo identification card, all students must present verifiable photo identification, such as a state-issued ID photo driver's license, and a current class schedule with name and information that matches the presented identification. If a student cannot produce a valid state driver's license, other forms of identification that may be accepted are military photo identification, a current foreign passport, recent secondary school photo identification or a county/state photo resident card. If the student is unable to present the required identification or if the information provided cannot be verified with supplemental information, the Public Safety Department has the right to refuse to issue a college identification card. In this event, the student will be referred to the appropriate agency to obtain the required documentation to submit for his/her identification. Students should promptly report the loss of ID cards to the Public Safety Department. Although the first card is free, there is a $5 charge to replace any lost or stolen ID card.

Access for Worship or Reflection

Because Camden County College is a public institution it does not advance the mission or philosophy of any particular religious group but is ecumenical in its approach to religious beliefs. Therefore, a reflection room has been created in the Wolverton Learning Center, 2nd Floor. Students who seek a quiet place on campus for prayer or contemplation, at their own convenience or when their schedule allows. If assistance is needed in locating an available appropriate space students can contact the Associate Dean of Students, Jacqueline Tenuto, (856)374-5088 or jtenuto@camdencc.edu.

Acceptable Use of Information Technology Services

In support of Camden County College's vision of preparing students for leadership in society, expanding access and meeting the emerging learning and training needs necessary for concerned citizenship, the College maintains technology systems that allow students to pursue academic excellence and innovation through technology. The intent of this Acceptable Use Policy is to lay out responsibilities and guidelines for all students, alumni, and the public (users) of information technology at Camden County College. This policy will be included in the Student Handbook and placed on the College website at www.camdencc.edu/wp-content/uploads/Acceptable-Use-of-Technology.pdf. If the following policies are violated, disciplinary procedures and the appeal process as outlined in the Student Handbook under Code of Conduct: Student Disciplinary Hearings and Appeal Procedures will be invoked. Those violating this policy may face penalties that include restrictions on their use of technology or more severe sanctions if circumstances warrant. In keeping with the tradition of the College and scholarly practice, all technology users are expected to uphold high ethical standards and adhere to the policy guidelines outlined below. In addition to this policy, academic areas may have supplemental computing policies for specific labs and/or classrooms.
ACCEPTABLE USE POLICIES


2. Access and use of the College’s information technologies is granted only for academic purposes. The following constitutes academic purposes:
- Completion of coursework as assigned by faculty;
- Assigned research and/or limited independent research; and
- Participation in campus sanctioned activities.

3. Users granted access to College information technologies shall adhere to the following rules, responsibilities and acceptable use in five categories:
- Access to Resources/Authorized Use/Security;
- Academic Etiquette;
- Misuse of Resources;
- Privacy; and
- Miscellaneous.

Electronic Devices

Instructors may have the policy that restricts the use of portable electronic devices such as cell phones, PDAs, music players, translation devices, or calculators in their classroom or lab. Students are expected to comply with the policy as stated in the instructor’s first day handout. If there is a penalty for violating this restriction and you would like to appeal that penalty, please refer to the Appeals Policy.

Substance Abuse

Camden County College is committed to the promotion of the good health of our students, employees and the entire College community by providing a healthy environment in which to learn and work while furthering the mission of the College. Therefore, Camden County College has established this tobacco-free campus policy.

1. Smoking and the use of all tobacco or “tobacco-like” products and all vapes on all College property by any person at any time, is strictly prohibited.

- For purposes of this policy, “smoking” is defined as the burning of a lighted cigar, cigarette, pipe, or any other matter of substance that contains tobacco or any tobacco-like product, as well as the use of smokeless tobacco, snuff, or similar substance. E-cigarettes and vapor cigarettes are additionally banned within this policy.
- College property includes all vehicles and real estate owned, leased, or controlled by the College.
- The use of all tobacco products is prohibited on the grounds, playing fields, walkways, roadways, parking lots, all vehicles on College property and in or around the perimeter of any building.

The use, possession, sale or being under the influence of illegal narcotics, chemicals, psychedelic drugs or other dangerous substances is illegal and forbidden on College property.

The College is committed to promoting the wellness and positive self-development of its students. The unauthorized use and abuse of alcohol and the illegal use and abuse of drugs inhibit students from attaining the benefit of their learning experiences and expose them to serious illness and health risks. Therefore, illegal substances are prohibited on College property.

Tobacco-Free Institution Policy
- This policy shall apply to all students, employees, contractors and visitors on College property as defined above.

2. Camden County College recognizes the health hazards associated with tobacco addiction. The College also recognizes the challenges faced by those addicted to tobacco products. The College supports students’ efforts to quit using tobacco products. Visit Student Services, Taft Hall, room 302 for support information.

3. Any student who violates this Policy shall be subject to fine and disciplinary measures in accordance with the provisions of the Student Code of Conduct as contained in the Student Handbook. Other individuals, including visitors to the College, who violate this policy, may be asked to leave the College property. All violators are also subject to sanctions provided by applicable laws and regulations.

Be healthy, live longer, and help us create a safer and cleaner campus!

Animals and Pets
No animals or pets are permitted in any College building without authorized approval. This policy does not pertain to the use of certified guide animals used by those with disabilities. Therapy animals are not permitted without prior approval of the Associate Dean of Students.

Children on Campus
Children are not permitted on campus property at any time unless they are under the immediate supervision of a parent/guardian, or enrolled in some special program being offered and supervised by the College. This precaution is for the safety of the children and for the maintenance of the learning environment of the campus. Students cannot bring children to classes. In addition, students cannot leave children unattended. Children enrolled or participating in College daycare, camps or activities are permitted on campus for the duration of their particular activity or while under the supervision of adults.

Sale of Merchandise or Services
Only authorized agencies may sell merchandise or services on Camden County College property. Students as individuals may not sell merchandise or services (with the exception of personally-owned textbooks) on College property or in any way use College facilities for private gain or profit. Other entities may not sell merchandise or services on College property or in any way use College facilities for private gain or profit, unless specifically authorized to do so by the appropriate College official. Solicitations, games of chance, the selling of raffle tickets, or any other fund-raising endeavors must be approved in advance by the appropriate College official, and must be conducted in accordance with all applicable laws. Questions about sale of merchandise/services by students should be directed to the Associate Dean of Students.

Acceptable Use of College Resources
Furniture and equipment have been assigned to specific areas of the College. Students are asked not to move furniture or equipment from one area to another without proper authorization.

Gender Neutral Bathrooms
The college strives to create and sustain a campus environment that supports and values all members of our community. One aspect of creating a supportive environment is providing safe, accessible and convenient restroom and bathroom facilities. As such students, staff, faculty and guests may utilize gender inclusive facilities.

See Campus Map on page 23 for the gender neutral bathroom locations.

Health and Safety
COVID-19 INFORMATION
The health and safety of our students, faculty, staff, and community we serve remain our top priority. Our Return to Campus Plan on the College’s website reflects current recommendations from the CDC’s Guidance for Institutions of Higher Education and Governor Murphy’s Executive Order 292.

QUESTIONS AND CONCERNS
The health and safety of our faculty, staff, students, and community we serve remain our top priority as we welcome you back to campus. If you have any questions or concerns regarding cleanliness or protocols, we invite you to share them with us by completing a COVID report form. Located at www.camdencc.edu/return-to-campus/.

GET VACCINATED
We encourage everyone to get vaccinated. That is our greatest and most reliable defense against the Coronavirus. The State of New Jersey has expanded eligibility for the COVID-19 vaccine to all residents 12 years and older. Find a vaccination location near you: https://covid19.nj.gov/pages/finder
ENROLLMENT SERVICES:
HOW TO ENROLL, ADMISSIONS

Admission to Credit Programs and Credit Courses
All students are required to complete an Admissions Application before registering for credit courses. Except for admission to selective programs, admission to credit programs and courses is open to all persons with a high school diploma or general equivalency diploma (GED) or other persons 18 years of age and older. In addition, high school students meeting the criteria under “Credit Programs for High School Students” and with the proper authorization are eligible for enrollment in credit courses but are considered non-matriculated students.

Degree-Seeking Students
Applicants who seek matriculation into degree or certificate programs must complete an Admissions Application and select a major from the list on the application form. Prospective students are encouraged to apply online at apply.camdencc.edu.

1. You also may access this link scrolling to the “Apply and Register” menu. Paper applications may be downloaded from the website.

2. Applicants applying for matriculation into selective programs MUST provide the above-referenced application AND official college or university transcripts (if applicable) AND submit a copy of their high school transcript or GED certificate. Personal interviews also may be required.

3. Upon submission of all required documents, applicants for selective programs who have earned a high school diploma or GED certificate, or who are 18 years of age or older, will be considered to have met requirements for matriculation into a non-selective program AND will have their selective program application reviewed by the appropriate committee. Notification of acceptance/non-acceptance into a selective program will be sent when the review is complete.

4. Applicants who have attended a college or university located outside the United States or its territories and who are applying for matriculation into a selective program MUST provide the above-referenced application but are required to submit a transcript from their previous college or university. The transcript must be evaluated by American Association of Collegiate Registrars and Admissions Officers’ (AACRAO) International Education Services or an evaluator of foreign credentials that is a member of the National Association of Credentials Evaluation Services (NACES), such as the World Education Services. The evaluation should be a credit-to-credit evaluation.

5. Applicants who have not earned their high school diplomas or GED certificates must be at least 18 years of age to be eligible for matriculation into a degree or certificate program. Upon submission of all required documents, applicants who have earned a high school diploma or GED certificate, or who are 18 years of age or older, will be matriculated into any requested non-selective program and will receive an acceptance letter from the College. Applications are processed on a rolling basis through the last day of the semester.

Non Degree-Seeking Students
Applicants seeking non-matriculated status must complete an Admissions Application prior to the time they register for classes. Students should indicate that they do not intend to earn a degree or certificate on the Admissions Application.

Re-Admission
Students who have not attended the College for at least five years must apply for re-admission through the Office of Admissions, Records & Registration Services. To be readmitted, students will be required to: (1) complete an Application for Admission, and (2) provide an official academic transcript from any college or university previously attended (if applying for a selective program or if desiring to transfer credits). Students who did not complete college-level English or mathematics will be required to take the ACCUPLACER® college placement test. Students separated from the College for at least five years and wishing to re-enroll may be eligible for Academic Forgiveness. Under the Academic Forgiveness policy, all grades will remain on the transcript; however, grades prior to Academic Forgiveness will not be included in the calculation of the cumulative GPA.
Non-Credit Career & Technical Institute of CCC Students

Non-credit courses, workshops and seminars provide enjoyable, educationally rewarding experiences with an emphasis on learning in an informal, relaxed atmosphere. Many courses have no admission requirements; courses are open to any interested adult individual. Some courses are open to children; however, it is advisable to call to check before registering a child under 18.

Credit Programs for High School Students: College Now

Multi-faceted school/college partnership programs provide high school students with various opportunities to earn college credit for college-level work completed while in high school. Students in the 11th and 12th grades may select from several options:

1. Campus Courses
High school students who qualify may enroll in college courses at Camden County College and bank the credits for transfer to most colleges and universities. Courses may be taken during evening hours, weekends or during the day, if arrangements can be made so that high school commitments continue to be satisfied. These courses are offered at a substantial reduction in tuition.

2. High School Plus/Dual Credit
This program offers freshman-level college courses in subject areas such as foreign language, computer science, math, history, political science, chemistry, physics, biology and psychology. Credit is transferrable to most four-year institutions.

3. Career Technical Education
College/high school agreements allow 11th and 12th grade students pursuing careers in technical education to earn college credits while in high school.

4. Virtual College Now
This program provides high school students with unique access to earning college credits by taking established online Camden County College courses during the regular high school day. Credit is transferrable to most four-year institutions.

5. Career Now
This program allows high school seniors the ability to participate in non-credit career training programs during their senior year of high school. Courses may be taken during the day or evening if arrangements can be made to ensure the completion of all high school graduation requirements. Students must obtain approval from their school principal or guidance staff and present a letter of recommendation at the time of registration. Career Now students will receive the equivalent of a 1 credit discount.

Inquiries for all College Now programs should be directed to the School, Community & Workforce Training Programs at (856) 227-7200, ext. 4530. Information also is available at www.camdencc.edu/high-school-students.

Awarding of Transfer Credit

CREDIT FOR PRIOR LEARNING

Students attending Camden County College may earn college credit for a variety of learning experiences that were achieved outside of the traditional college setting. For example, students who can document knowledge acquired while in the military, workplace, advanced courses in high school, or non-traditional course work may submit official documentation for an evaluation or request a test that demonstrates college level knowledge in a particular area. Once the evaluation process is completed, the following policies will govern the granting of credit for college-level knowledge acquired outside the classroom:

• All required remediation and all prerequisites must be satisfied before credit will be given.
• Only matriculated students are eligible, and they must use the credit to satisfy a requirement in their curriculum.
• Credit for specific Camden County College courses will be included on the student's transcript. (No letter grade is given; GPA will not be affected.)
• Students receiving educational experience credit must complete at least 30 credits in Camden County College courses to receive a degree.
• Credit will be guaranteed as Camden County College credit only. The student should investigate transferability.

Note: Students who wish to achieve credit this way should look closely at the credits needed to finish their degree, and how their prior learning experiences may satisfy some of the courses they are required to take.

Proficiency Exams and Credit by Assessment

• Advanced Placement Testing (AP)
• College Level Examination Program (CLEP)
The College-Level Examination Program enables students to earn college credit by passing examinations for knowledge acquired through formal and informal study, employment, non-credit courses, military, industrial and business training.
• Dantes Subject Standardized Tests (DSST)
These tests enable students to earn credit by passing
examinations for knowledge acquired outside the traditional classroom.

- Apprenticeship to College Credit (NJPlace)
  Apprenticeship to College Credit Handbook
- Credit by Exam /Student Portfolio
  A matriculated student may earn credit by assessment either by taking an examination or by developing a student portfolio. Both methods give the student an opportunity to achieve college-level credit for selected courses offered at Camden County College.
- National Agency Recommendations (including ACE and NCCRS)
- Military Experience
  The College grants credit for coursework taken in the armed services based on recommendations of the American Council on Education (ACE).

Contacts
AP, CLEP and DANTES - Testing Center
(856) 227-7200, ext. 4710

Military Experience - CCC Office of Veteran Services
(856) 227-7200, ext. 4441

Credit by Exam, Student Portfolio and National Agency Recommendations - Office of Enrollment Services
(856) 227-7200, ext. 4960

Transfer of Credit
Students who have attended or are attending a regionally accredited college or university must provide official transcripts of all previously attempted college credits if they are applying to a selective program OR want to have previous college credit evaluated for transfer OR need to document completion of a course prerequisite. The Office of Admissions, Records and Registration will evaluate and grant transfer of credit upon admission to the College.

Courses completed at regionally accredited colleges or universities (and from properly accredited programs) with a grade of C (or equivalent) or above will be evaluated for transfer provided that the course is compatible with the curriculum of Camden County College, as approved by the faculty, and the course is applicable to the requested program of study.

Transfer students must complete at least 30 credits in Camden County College courses to receive a degree.

Grades received at other institutions will not be used in computing the cumulative grade point average at Camden County College.

International students who wish to transfer credits earned in their home countries have the responsibility of having their transcripts evaluated by the American Association of Collegiate Registrars and Admissions Officers (AACRAO) International Education Services or an evaluator of foreign credentials that is a member of the National Association of Credentials Evaluation Services (NACES), such as World Education Services; and submitting the evaluation to the Office of Admissions, Records and Registration.

Camden County College reserves the right to deny inappropriate credit requests.

The accepted regional accrediting agencies include:
- MSA - Middle States Association of Colleges and Schools, Commission on Higher Education
- NASC - Northwest Association of Schools, Colleges and Universities, Commission on Colleges and Universities
- NCA - North Central Association of Colleges and Schools, Higher Learning Commission
- NEASC-CIHE - New England Association of Schools and Colleges, Inc., Commission on Institutions of Higher Education
- SACS - Southern Association of Colleges and Schools, Commission on Colleges
- WASC-Jr - Western Association of Schools and Colleges

<table>
<thead>
<tr>
<th>Affiliated Institution</th>
<th>Courses/program</th>
<th>Transfer Into</th>
<th>Date Signed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Camden County Technical School/Technical Institute of Camden County</td>
<td>Culinary Arts/Food Services Management Program</td>
<td>12 credits toward Culinary Certificate Hospitality Technology</td>
<td>2007</td>
</tr>
<tr>
<td>Cape May Technical High School</td>
<td>Dental Assisting w/ grades of 75+</td>
<td>Dental Assisting</td>
<td>2009</td>
</tr>
<tr>
<td>Camden County Technical School/Technical Institute of Camden County</td>
<td>TICC Medical Assisting program if receive CMA credential</td>
<td>22 credits Medical Assisting</td>
<td>2003</td>
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<tr>
<td>Cumberland County College</td>
<td>Prereqs for MLT taken @ Cumberland</td>
<td>36 credits toward Medical Lab Assistant</td>
<td>2006</td>
</tr>
<tr>
<td>Cumberland County College</td>
<td>HIT.AAS</td>
<td>31 credits toward Health Information Technology</td>
<td>2012</td>
</tr>
<tr>
<td>Cumberland County College</td>
<td>MDC.CT</td>
<td>15 credits toward Medical Coding Certificate</td>
<td>2012</td>
</tr>
<tr>
<td>Salem County College</td>
<td>ASC.AAS</td>
<td>Up to 28 credits toward Veterinary Technology</td>
<td>2017</td>
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</tbody>
</table>
Articulation Agreements Transferring INTO
Camden County College
Camden County College has a number of articulation agreements with institutions transferring credits into Camden County College.

Times, Location, Format of Classes
The College offers classes at the Blackwood and Camden City Campuses, at the William G. Rohrer Center in Cherry Hill and at several local high schools in Camden County. To meet the needs of a diverse college community, the College provides courses in varied formats, encompassing the needs of both traditional and nontraditional students. Classes are offered in full-semester, mini-session and online formats. The semester schedule of credit classes identifies the classes, the locations and the formats.

ACADEMIC YEAR
The traditional academic year at Camden County College consists of two, 15-week semesters from September to December and from January to May, and three summer sessions through June, July and August. In addition to regular day classes, the College offers a variety of times, places and formats to meet the needs of students for alternate class scheduling.

MINI-SESSIONS
In an effort to meet the diverse needs of Camden County residents, the College offers mini-sessions during the fall or spring semesters. These course are available at the Blackwood and Camden campuses. While these sessions meet fewer times per semester, each class session is longer, and each class carries the same number of credits as those offered in the regular day and evening sessions.

SUMMER SEMESTER
The summer semester is designed to meet the needs of students already enrolled in the College, students attending other colleges and new students. Students planning to enroll full time in the fall semester are encouraged to take courses in their areas of interest and/or need during the summer. Day courses are conveniently scheduled from Monday through Thursday; evening courses meet on a similar schedule but may meet Tuesday through Thursday. Three five-week sessions, a seven-week session, an eight-week session and online sessions are offered, as well as other sessions. The first five-week session usually begins in late May and runs through June. The second five-week session usually begins the last week in June/first week in July and concludes in early August. The third five-week session begins in mid-July and ends in mid-August. The eight-week session begins at the same time as the first five-week session, usually in late May. The College also offers weekend and online sessions with varying beginning and ending dates.

WINTER INTER-SESSION
Students can earn three (3) credits in as little as two weeks. Classes are offered at all three campus locations and online. On-campus classes meet Monday through Friday from 9:30 a.m. until 12:30 p.m. for two weeks between the fall and spring terms. The online session lasts five weeks. It begins in early January and ends in late January.

EVENING CLASSES
Evening classes are held Monday through Thursday during the fall, spring and summer semesters. It is possible to earn an associate degree in a variety of academic areas or to earn various certificates by attending classes only during evening sessions. In order to meet the needs of evening students, the following offices maintain selected evening hours:

• Academic Advisement Center
• Blackwood Campus Learning Resource Center
• Blackwood Campus Bookstore
• Business Office
• Cafeteria
• Computer Laboratories
• Dean’s Offices
• Financial Aid
• Paul Robeson Library at Rutgers in Camden City
• Admissions, Records & Registration Services
• Testing
• William G. Rohrer Center E-Library in Cherry Hill

E-LEARNING
E-Learning education, accessing educational opportunities at the student’s convenience without the normal constraints of time and place, is changing the face of higher education. Camden County College offers over 170 accredited online courses and hybrid/blended cours-
es across all disciplines. E-Learning students tend to have complex schedules and need to spend a minimum amount of time on campus. Online and hybrid/blend courses provide flexibility to focus on other aspects of life. E-Learning students must be self-motivated, possess basic computer skills, enjoy working independently, and have access to the internet. Students interested in taking distance learning courses should access the E-Learning link on the College website at www.camdencc.edu/online-education.

Online
Online classes (OL) allow students the flexibility of learning anywhere and anytime. All instruction, coursework, and testing is done online via the College’s learning management system (unless specified in the professor’s syllabus). Students interact with their professor and classmates in a virtual classroom by participating in forum discussions and live conferencing.

Hybrid/Blended Courses
Taking advantage of the latest technology, Camden County College has designated some of its courses as hybrid/blended (HB) courses. Students meet with the professor face-to-face approximately half of the time as traditional classes. The rest of the coursework is done online via the College’s learning management system. This is an excellent option for students who prefer regular interaction with their teacher and classmates, or are hesitant about a fully online class.

OFF-CAMPUS COURSES:
Many evening classes are scheduled each semester at several convenient community education centers throughout Camden County. Each semester, classes are announced in the Credit Schedule of Classes. For further information contact the Admissions, Records and Registration Services Office.

Enrollment Status: Full-Time/Part-Time
A part-time student is one who is enrolled in at least 6 credits, but less than 12 credit hours per semester, while a full-time student is one who is enrolled in 12 credits or more, per semester. Full-time students desiring to carry more than 19 credits per semester must receive overload approval from their academic dean.

Admissions Categories
The College recognizes the following categories of students as either part-time or full-time:

MATRICULATED
These are students who have met requirements for admission, including submission of an Application for Admission, and have been officially accepted in programs of study leading to a degree or certificate.

NONMATRICULATED
These are students who submit an Application for Admissions form and indicate that they are not seeking a degree or certificate, including under-aged students, and students taking credit courses for personal interest, career advancement, enrichment or transfer to another institution where they are matriculated.

NON-CREDIT
These are students taking credit-free programs of varying lengths for purposes of personal enrichment, career advancement or professional continuing education.

Class Membership/Grade Level
Students’ class membership is determined by the number of degree credits accumulated. A first-year or freshman student is one who has satisfactorily completed up to 30 of the credits required in a degree program. A second year or senior student is one who has satisfactorily completed 31 or more of the required degree credits.

Coursework Evaluation and Testing
Exams, quizzes, papers, term papers, final examinations and the like are all part of a college education. They help students study and learn. They help teachers evaluate what is being taught and what is being learned. Tests are usually determined by the individual instructor, who determines what is to be tested or measured, how it is to be measured, and how long students will have to complete each assignment. Sometimes faculty teaching the same course may agree upon and administer common exams: this is the case in all reading, writing and mathematics skills classes.

Student with certain disabilities may request an appointment with the Disability Services Office located in the Admissions, Records and Registration Services Office.

Students who miss a quiz or exam may make up the missed exercise with the professor’s permission. If this test or exercise is to be proctored by the Testing Center, arrangements must be made with the Testing Center by the professor. The Testing Center has established a systematic procedure to administer make-up tests. Tests will be given under controlled conditions according to a published schedule available in the Testing Center. The schedule may be found on the Camden County College website, www.camdencc.edu/testing. Students must bring their current student photo ID card to the testing session. No books, notes, calculators, dictionaries or other aids are permitted unless specifically indicated by the instructor.
Social Security Number/Unique ID Number
For any U.S. citizen or permanent resident who enrolls as a student at Camden County College, provision of the Social Security Number (SSN) is required to meet federal and state reporting mandates and for debt collection. The College will not disclose your SSN without your consent to anyone outside the College except as required by law and will make every effort to protect your privacy. Students applying for financial aid cannot receive any federal or state aid without a SSN.

If a student needs to correct the SSN on file at the College, he/she must present their official Social Security Card from the U.S. Social Security Administration and complete a Change of Data form. Forms are available online and in the Office of Admissions, Records & Registration Services.

Once enrolled, each student at Camden County College will be assigned a permanent ID number that will be used to identify them for all internal College processes and for access to Web services. It is highly recommended that students remember and use this number when completing forms and making record inquiries.

Student Health Insurance
As of the Fall 2014 Term (academic year 2014-15), Camden County College does not require that a student participate in a college sponsored health insurance plan nor does it require proof of same for general attendance requirements. (However, please be aware that certain programs, internships and clinical practicums do require both professional and health insurance and proof of personal health insurance.)

However, with the passage of the Federal Patient Protection and Affordability Care Act (PPACA), all citizens must have insurance coverage through a PPACA compliant plan or they will be subject to tax fines beginning in January of 2014. In response, the Federal Government has established health insurance exchanges that allow families and individuals, who need health insurance, to compare coverage and related costs among a variety of insurance companies.

Additional Resources
www.healthcare.gov
New Jersey Individual Health Insurance Program Buyers Guide Healthcare.gov – Grads and Other Young Adults
Submit questions to: HHSORD2@hhs.gov

Student Immunization Requirements
New Jersey State Law (N.J.A.C. 9:2-14; Title 18A:61D-1 and D-9) requires that New Jersey colleges and universities maintain records of students’ immunization against measles, mumps, rubella (MMR) and hepatitis B. All students enrolling for 12 or more credits are required to present documented proof of vaccinations. Additionally, students who are enrolled in one or more credits must present documented proof of Meningococcal (MenACWY or MenB).

Students born before 1957, students participating in online or on-campus classes exclusively and students who attended a secondary school in the state of New Jersey are exempt from this regulation. Under certain circumstances, students may be exempt because of medical or religious reasons. Students seeking medical or religious exemptions must provide adequate documentation.

Students affected by these regulations will receive more detailed information and any required forms from the Executive Dean of Student Affairs/Title IX Coordinator. The College does not provide immunizations. Students should refer to their regular sources of medical care or such medical services as provided by public agencies for any necessary immunizations.

Selective Admissions and Capped Enrollment
Admission to the following specialized programs is subject to additional criteria, restrictions and deadline dates listed in the Programs of Study section the College Catalog:

GMA.AAS Automotive Technology: GM/ASEP
GMT.CA Automotive GM Technician Certificate
DAS.AAS Dental Assisting
DAS.CT Dental Assisting Certificate
DHY.AAS Dental Hygiene
HSC.AAS Health Science
CMA.AAS Health Science: Certified Medical Assistant Option
SRG.AAS Health Science: Surgical Technology Option
MAS.AAS Massage Therapy
MAS.CA Massage Therapy Certificate
NOL.AS Nursing: Our Lady of Lourdes School of Nursing
NUR.CT Practical Nursing Certificate
NUR.AS Nursing: LPN to RN
SRG.CA Surgical Technology Certificate
ASC.AAS Veterinary Technology
VOC.CPS Vocational Studies Certificate
These programs have limited enrollment, as well as specific requirements that must be satisfied before acceptance. General admission into the College does not guarantee acceptance into these restricted programs. Students interested in the dental hygiene program are urged to complete admission procedures during the fall preceding the September in which they anticipate entering Camden County College.

Students in the cooperative nursing program are admitted by a joint admissions committee; therefore, application must be made to both the College and the individual school of nursing.

**International Students**

International Student Services Office (ISSO) provides a variety of high quality and comprehensive program services and support to F-1 international students, English as a Second Language (ESL) Students, and DACA students including academic advising, course selections, registration, international student admissions, and degree completion process.

Camden County College is authorized by the Student and Exchange Visitor Program (SEVP), the U.S. Immigration and Customs Enforcement (ICE), the U.S. Department of Homeland Security (DHS) to issue the Form I-20, Certificate of Eligibility for Nonimmigrant Student Status to new F-1 international student applicants and current students in F-1 student visa status.

For new F-1 international students, the International Student Services office receives reviews, processes new applications, issues acceptance letters and I-20 documents, and conducts new student orientations to inform F-1 international students of college resources, policies, rules and regulations. ISSO is responsible to monitor, submit report and register F-1 international students to the Student and Exchange Visitor Program (SEVP), the U.S. Immigration and Customs Enforcement (ICE), the U.S. Department of Homeland Security (DHS) via Student and Exchange Visitor Information System (SEVIS).

The ISSO advocates, trains, supports, guides and assures that each F-1 international student adheres to all College policies as well as all federal rules and regulations which allows F-1 international students to remain in lawful F-1 student visa status in order to pursue their education successfully.

F-1 international student applicants are required to obtain the proper documents and submit all the required documents to the International Student Services Office before they can apply for the F-1 student visa and they begin their studies. All F-1 international students must comply with SEVP/DHS rules and regulations and College policies regarding full-time status and satisfactory academic progress.

All I-20/F-1 international student applicants must submit and comply with the required Camden County College Admissions Application and Camden County College International Student Application Packet which include all the required documents with instructions and procedures on how to complete the whole process of the international student application for admission.

All accepted students will be tested for English and mathematics proficiency. International students who wish to transfer credits earned in their home countries have the responsibility of having their transcripts evaluated by one of the National Association of Credential Evaluation Services (NACES) members, the recognized evaluator of foreign credentials and submit it to the Office of Admissions, Records & Registration Services.

Students who are not U.S. citizens or permanent residents will be charged the international tuition rate as approved by the College’s Board of Trustees. All accepted I-20/F-1 student applicants are required to deposit $3,500 with the College as one condition for being issued the Form I-20 and the official acceptance letter. The $3,500 tuition deposit will be used to offset the first semester’s College costs. The $3,500 tuition deposit will be refunded if an applicant is denied a student visa Since international students are neither U.S. citizens, nor eligible non-citizens, they are not eligible for financial aid. More information can be obtained by calling (856) 227-7200, ext. 4568 or visit the website: www.camdencc.edu/international-student-services.

**SPECIAL NOTE TO INTERNATIONAL STUDENTS**

Due to recent changes in immigration laws, all international students are now required to register for classes and make any course changes in person at the Office of ESL / International Student Services, located on the third floor of Taft Hall on the Blackwood Campus. It is strongly recommended that you make an appointment by calling (856) 227-7200, ext. 4543. Register early!

**College Placement Testing**

Most full-time and part-time students are required to take the ACCUPLACER® college placement test before enrolling in classes. The test is designed to measure skills in English and mathematics. The scores are used to determine the most appropriate placement for each student. Some students may place into college-level courses, and some students may need to enroll in Academic Skills classes. Information for students who may qualify for a test exemption is listed in the exemptions section.
ONLINE ADMISSIONS APPLICATION
Before taking the college placement test, students should complete and online admissions application by going to apply.camdencc.edu.

PURPOSE OF ACCUPLACER
The purpose of Accuplacer is to measure skills in reading, writing, and mathematics. The placement results will help each student determine which courses are most appropriate based on their current knowledge and skills. The test takes approximately two hours, but since most of the test is untimed, you are encouraged to work at a pace that you are comfortable with.

A current photo ID is required at the time of testing and will be checked both before and after testing.

PREPARING FOR THE TEST
Preparing for the placement tests is strongly recommended. By obtaining a better placement, you may be able to progress towards college level coursework much quicker to get a head start toward your academic goals. Get a good night’s sleep and have a light meal or snack before testing. Being tired or hungry can affect your performance on the test. There are morning, afternoon, evening and weekend hours for testing. Check the testing schedule and take the test when you are usually the most alert.

SAMPLE TESTS/DESCRIPTION OF THE TEST
Go www.camdencc.edu/testing and select the links for the test description and sample tests.

TEST SCHEDULE
Visit our website at www.camdencc.edu/testing.

TEST RESULTS
Students will receive an Individual Placement Report immediately after testing. Students may meet with an Academic Advisor during the Advisement Center walk-in hours to discuss the results. Because of the confidential nature of test scores, results cannot be given over the phone or by email.

TEST EXEMPTIONS
Only official documentation will be accepted. Exemptions from one or more sections of the College Placement Test may apply to:
• Students who have taken the Accuplacer or Compass test at another college within the last three years.
• Beginning March 2016, students who took “new” SAT beginning in March 2016 and scored 500 or higher on the SAT Mathematics and/or 450 or higher on the SAT Evidence Based Reading/Writing. SAT Scores are valid for three years. Effective February 2018, 22 or higher on the ACT Mathematics and/or 22 or higher in the ACT Reading AND a 18 or higher in the ACT English, ACT scores are valid for three years.
• Prior to February 2018, students who have scored 23 or higher on the ACT English AND Reading and/or 23 on the ACT Mathematics. ACT scores are valid for three years.
• Students who have scored a 4 or higher on the PARCC Algebra II will be exempt from the Math portion of Accuplacer, and a 4 or higher on the English Language Arts Grade 11 will be exempt from Reading and Writing portion of Accuplacer.
• Students who have met the Camden County College requirements for (AP) Advanced Placement or CLEP in English or mathematics.
• Students who have scored a 3 on the AP English Literature or AP English Language Test will be placed into ENG 101. Students who score a 4 or a 5 will be given credit for ENG 101.
• Students who have successfully completed, with a transferrable grade, a college-credit English Composition and/or mathematics course at a regionally accredited college.
• Students entering the English as a Second Language (ESL) program who have taken the ESL placement exam and the College Placement Test for mathematics.
• Students enrolled in some of the Certificate Programs may not have to take the placement test. Please contact the Program’s Coordinator to confirm whether or not the placement test is required.

*The College reserves the right to adjust future exemptions based on the recommendation of the New Jersey Council of Community Colleges

DESCRIPTION OF ACCUPLACER
ACCUPLACER is an internet based, computer adaptive test, and consists of a timed 60 minute essay and un-timed multiple choice sections: Next Gen Reading, Next Gen Quantitative Reasoning, Algebra and Statistics (QAS), and depending on QAS results either; Next Gen Arithmetic or Next Gen Advanced Algebra and Functions (AAF).

Only those students who receive a high score on the QAS section will be prompted to take the AAF section. The multiple choice tests are adaptive, which means that the computer automatically determines which questions are presented based on responses to prior questions. Because the test is set up this way, every question must be answered in order, and changes to answer must be done before moving to the next question. Questions cannot be left out or returned to later for the purposes of changing an answer. Since the multiple choice tests are un-timed, each question can be given as much thought as necessary before selecting an answer.

SPECIAL ARRANGEMENTS FOR STUDENTS WITH DISABILITIES
Anyone with a learning or physical disability that would prevent them from taking the test under standard
conditions may inquire about special accommodations by contacting the Disability Services Office at DisabilityServices@camdencc.edu or (856) 227-7200, ext. 4430 or the Program for Students who are Deaf or Hard of Hearing at DHHServices@camdencc.edu or (856) 227-7200, ext. 4506 (voice) to review test options.

ESL Accuplacer

ONLINE ADMISSIONS APPLICATION
Before taking the ESL Accuplacer, students should complete an online admissions application by going to apply.camdencc.edu.

PURPOSE OF THE TEST
The purpose of the test is to measure skills in reading, writing/grammar, and listening. The test might also contain mathematics. The placement results will help each student determine which courses are most appropriate based on their current knowledge and skills. The test takes approximately 2½ hours. A current photo ID is required at the time of testing.

PREPARING FOR THE TEST
Preparing for the ESL Accuplacer is strongly recommended. Please visit www.camdencc.edu/testing for links to sample materials. Get a good night’s sleep and have a light meal or snack before testing. Being tired or hungry can affect your performance on the test. There are morning, afternoon, evening and weekend hours for testing. Check the testing schedule and take the test when you are usually the most alert.

EDREADY MATH ASSESSMENT
Visit www.edready.org, click “Get Started” and follow directions for using EdReady to prepare for the Math portion of College Placement Test.

TEST RESULTS
Students will receive an Individual Placement Report immediately after testing. Students may meet with an Academic Advisor during the Advisement Center walk-in hours to discuss the results. Because of the confidential nature of test scores, results cannot be given over the phone or by email.

TEST SCHEDULE
Visit our website at www.camdencc.edu/testing.

TEST EXEMPTIONS
Only official documentation will be accepted. Please see the list of Test Exemptions on page 32, or visit www.camdencc.edu/testing for more details.

DESCRIPTION OF THE TEST
ESL ACCUPLACER is an internet based, computer adaptive test, and consists of a timed 60 minute essay and untimed multiple-choice sections of 20 questions for Reading and Listening. On the day that you take the ESL Accuplacer, you might also take the math portion of the test as well. There are two math tests, the first is Quantitative Reasoning, Algebra, and Statistics (QAS) the second will be based upon how you do on the QAS test, either Next Generation Arithmetic or Advanced Algebra Functions (AAF). These are also in multiple choice format.

The multiple choice tests are adaptive, which means that the computer automatically determines which questions are presented based on responses to prior questions. Because the test is set up this way, every question must be answered in order, and changes to an answer must be done before moving to the next question. Questions cannot be left out or returned to later for the purpose of changing an answer. Since the multiple choice tests are un-timed, each question can be given as much thought as necessary before selecting an answer.

TEST FORMAT
ACCUPLACER presents one question at a time. Each page presents the question and several possible answer choices. The page may include additional information that is needed to answer the questions, such as a reading passage, a picture or a table of information.

GUESSING
If the answer is not immediately apparent or unknown, try to eliminate one or more of the choices and answer what appears to be the best choice.

CALCULATORS AND DICTIONARIES
No personal or online dictionaries are permitted. When you do the math section, there is an internal pop-up calculator that can be used on some questions, but not all. No personal or other online calculators can be used.

ACCESSIBILITY WIZARD
This feature can be used to help students with visual disabilities by increasing the font, and changing the background and cursor color and line spacing. Students can use this by clicking on the icon at the bottom left-hand corner of the screen.

BEFORE THE TEST
In order to concentrate better, it’s a good idea to get plenty of rest and eat before taking the test. Take the sample test before testing, and please bring a current photo ID to the Testing Center.
ENROLLMENT SERVICES:
ADMISSIONS, RECORDS AND
REGISTRATION SERVICES

All activities concerning admission to the College, registration and student records are handled by the Office of Admissions, Records, and Registration Services located in Taft Hall where students will find the following:

- Admission Applications
- Audit Forms
- Change of Data Forms (Name, Address & SSN)
- Change of Curriculum Forms
- Chargeback Forms
- Course Schedule Changes
- Course Withdrawal Forms
- Enrollment Verifications* 
- Grade Reports
- Graduation Applications
- On-going Registration
- Academic Program Guides
- Re-admission Information
- Transcript Requests**

* Enrollment/degree verifications are processed electronically through the National Student Clearinghouse (703) 742-4200, fax (703) 742-4239, e-mail service@studentclearinghouse.org. There is no cost to students for this service. (Many forms are also available on the College website at www.camdencc.edu.)

** Transcript Requests are processed electronically through the National Student Clearinghouse (703) 742-4200, fax (703) 742-4239, e-mail service@studentclearinghouse.org. There is a $10 fee per transcript request cost to students for this service. (Many forms are also available on the College website at www.camdencc.edu.)

Note: It is the responsibility of the student to inform the College of changes in name, address, and curriculum once enrolled.

Registering for Classes

METHODS OF REGISTERING

Students may register for classes by Internet, mail, fax or in person. Online registration via MyCCC Portal Self Service is encouraged for efficiency and convenience. Students are assigned a user ID and password to access their student portal. More information is available on the College website at www.camdencc.edu.

Regardless of the method chosen, payment of tuition and fees is required at the time of registration (except during priority/early registration periods). The opportunity to mail or fax a registration usually ends before the beginning of the semester and before the deadline for other forms of registration. Registrations that are mailed or faxed are processed within three business days after they are received. (See the Payments section for information on installment plans.) Installment plans are not available for the summer semester. Exact registration dates and deadlines can be found on the College website. For further information, contact the Office of Admissions, Records & Registration Services at (856) 227-7200, ext. 4200 or by fax at (856) 374-4917.

Our student portal enables students to conduct College business from the convenience of their home or office, on any PC that has internet access. Most services can be accessed from the College’s home page at www.camdencc.edu and links to related sites:

- Applying for Admission
- Applying for Financial Aid
- Testing Center
- Forms (such as Transcript Request, Registration, Withdrawal, etc.)
- Publications (such as Catalog, Academic Program Guide, etc.)
- College Directory
- Registration Dates and Options

MYCCC PORTAL

MyCCC Portal can be accessed at my.camdencc.edu. Using an ID and a password, students can access their personal account. New students will be issued an account 48-72 hours after they have submitted an admissions application. Any portal page can be printed by using the print option. Students will receive an email from the Office of Information Technology with their MyCCC Portal and student email information.

- Register online
- Adjust your schedule (Dropping/Adding)
- View account balances
- View Financial Aid status
- Pay online
- View course offerings (Searching for classes)
- Obtain grades
- Obtain unofficial transcripts
- Obtain schedules
- Request an official transcript and check the status of transcript requests
- Search for classes
- Program evaluation reports (courses needed to complete curriculum requirements)
- Reset password

Red Card Policy

Red Cards are the forms used to grant authorization for a student to enter a class that he/she would otherwise not be permitted to register for.
1. **Closed class** – **Instructor** signs the red card. If the class is not assigned, or it is impossible to reach the instructor, the red card may be signed by the Dean and Chair/Coordinator/Director.

2. **Prerequisite Override** - **Chair/Program Coordinator/Director or Dean** signs red card.

   **Exception:** Algebraic Concepts (MTH-100).

   Any student who tests into College Level Writing, College Level Math, and **Reading III** may take Algebraic Concepts (MTH-100) with a co-requisite of Reading III, if necessary for their academic program. **Advisors may sign red cards.**

   **Exception:** Students who have no intention of matriculating may take up to 11 credits without taking the placement test. This student may enroll in any introductory course except in math, science or English. **Advisors may sign red cards.**

3. **Restricted Section** - **Chair/Program Coordinator/Director or Dean** signs red card (e.g. PACS, ESL, DHH, etc.)

4. **Overload** - **Dean** signs red card (more than 19 credits)

   **Exception:** If a student whose GPA is at least 2.5 wants to enroll for more than 19 credits (overload), advisors may evaluate previous academic performance and use their discretion to determine if an overload is in order. **Advisors may sign red cards.**

5. **Late registration** - **Instructor AND, the Dean or Chair/Program Coordinator/Director** sign red card. **Red card needed ONLY if class has met more than one time.**

   **Exception:** If after 10th day, then **Instructor's AND Chair/Program Coordinator/Director AND Dean's signatures** are required. Dean should provide rationale for decision for auditing purposes.

**Guiding Principles:**

1. Rationale for override must be indicated on the red card.
2. If an advisor or other College administrator gets authorization by telephone, he/she may also sign the red card and note “as per name of authorizing person”.
3. Electronic red cards (e-red cards) will be available on the S-drive in the Academic Policies folder or through Dean's office personnel. An electronic red card can be filled out and emailed to the registrar by using the red card drop box at: redcard@camdencc.edu
   
   An email must come from an authorized person as listed above. The e-copy of the red card must come from a Camden County College email address, and the approved red card must be copied to the student, chair/coordinate/director, and academic dean.

4. Any student who earns an “A” in Algebraic Concepts will be given an opportunity to retake the Advanced Math portion of Accuplacer to determine if they can go directly into Applied Calculus, negating the need for MTH-114 or MTH-123. The re-test score will be posted on Colleague. No red card will be needed.

5. Advisors should try to get the required approval by phone without the student's leaving the registration area and complete the red card with the proper notation. If this effort is not successful, then they should refer the student to the office of the academic dean for the division that governs the course.

6. The dean or his/her designee will confer with the student and complete a red card if the override is being authorized.

7. The student will bring the signed red card to course entry staff and the registration form will be processed by someone who has override access to RGN. (If a staff member in the dean's office has override access to RGN, he/she may process the registration at that location. This is the preferred procedure.)

8. Completed red cards are retained by the Office of Admissions, Records and Registration Services and are available upon request for one year.

9. If for some reason a red card is not available to an advisor, the override indicator must be written on the registration form.

10. No student should be given a blank red card at any time.

**Persons with a Supply of Red Cards:**

[Visit www.camdencc.edu/programs]
1. Academic Deans on the Blackwood Campus and the Dean's offices at the Camden and Rohrer campuses
2. Program Chairs/Coordinators/Directors
3. Admissions, Records & Registration Services administrators
4. Advisors

Auditing
Students may choose to audit a class. To audit a class is to register and pay for a class without having to take tests, quizzes or examinations. The student who audits a class should attend class regularly but receives no grade or credit. A student who receives financial aid or veteran's education benefits should be aware that financial aid or veteran's education benefits cover audited courses and the audited course does not count towards eligibility. Students must declare their intention to audit a class within the first three weeks of class. This may be done at the time of registration for the course, or by completing a Request to Audit form.

Cancellation of Course Section
The College reserves the right to cancel any course or course section where the enrollment does not warrant the carrying of that course.

Changes In Enrollment/Schedule
Students who wish to make changes in their class schedules (drop/add) should refer to the Credit Schedule of Classes or contact the Office of Admissions, Records and Registration Services at (856) 227-7200, ext. 4200 for information regarding times, dates and procedures including deadlines for each session. In all cases, students must use the online process, or complete a Credit Registration/Drop-Add Form. The Credit Registration/Drop-Add Form can be secured from the College’s website at www.camdencc.edu, from the Office of Admissions, Records & Registration Services in Taft Hall on the Blackwood Campus, from the administrative offices on the second floor of the Camden Technical Center or from the Information Desk at the William G. Rohrer Center in Cherry Hill.

If a course section is canceled (usually due to low enrollment), students may enroll in another section of the same course or another course or they may obtain a refund. Students may make schedule adjustments that involve dropping course sections up to the 10th day of class (for a 15-week session) or the 10th day equivalent (for other sessions). No grade will be issued for these dropped classes, and the transcript will bear no record of the classes dropped, provided students process the adjustments according to officially prescribed procedures. Students may usually add a class to their schedules if only one class meeting has been missed. After a class has met more than once, addition of a class may be denied, or may be allowed with the permission of the instructor or area dean. Under normal circumstances, no schedule adjustments will be permitted after the late registration deadline for the session in which the classes are scheduled. In the case of mitigating circumstances, approval from the appropriate academic dean is required for the changes to be processed. These special approved changes must be made in person using a Credit Registration/Drop-Add Form.

Once the session begins, a fee of $35 is assessed each time a student makes a schedule adjustment of adding a course. There will be no $35 processing fee for schedule adjustments made because of course sections canceled by the College. Students will be required to pay any additional tuition and fees for an added course. Tuition for dropped courses is subject to charges according to the College’s refund policy.

COURSE WITHDRAWAL PROCEDURE:
A student wishing to withdraw from a course between the third week and the end of the eighth week of the 15-week term, or its equivalent, has the right to do so. To withdraw, a student must fill out a Withdrawal form and submit it to the Office of Admissions, Records and Registration Services by the published withdrawal deadline. An instructor's signature is optional and is only needed to verify the last date of attendance, not to approve or deny the withdrawal. The student is responsible for obtaining the instructor's signature and returning the form to the Office of Admissions, Records & Registration Services. If the instructor's signature and/or the last day of attendance is not completed, the Office of Admissions, Records & Registration Services will enter the date the form is submitted. When the Withdrawal form is processed, a grade of W is assigned. This W will become the verified final grade. Students cannot use MyCCC Portal Self Service to withdraw from a course. Students are not permitted to withdraw from courses in which they receive an attendance grade of XA. After the end of the eighth week of classes, or the equivalent academic period for
shorter sessions, no grade of W will be given unless there is formal medical or emergency withdrawal from the College documented through the Associate Dean of Students. There is no refund of tuition and fees after the 10th day of the 15-week session, or the equivalent academic period for shorter sessions.

*Although a student is not required to obtain an instructor’s permission to withdraw, it is strongly recommended they consult their instructor about their progress and other possible options.

WITHDRAWAL FOR ACTIVE DUTY

In support of national security initiatives, Camden County College will provide students in the National Guard or the Reserves, who are required to report for active duty, the opportunity to complete their studies without penalty. To receive this special consideration, students will be required to provide documentation of their status and complete a Tuition Credit Appeal form. Each student request will be handled on a case-by-case basis in an effort to facilitate a solution that will be in the student’s best interest. Students who must withdraw in the early part of a semester will be granted tuition/fee credit on their account or a full refund of tuition. Students who withdraw in the latter part of a semester will be encouraged to take a grade of I and to complete course requirements according to arrangements with individual professors. The Office of Veteran Services will serve as the contact point for facilitating these withdrawals. The following outlines the necessary steps for the student to follow:

1. Complete a Withdrawal form and a Tuition Credit Appeal form. Attach documentation of summons to active duty and a written statement of the special consideration requested;
2. Submit forms to the Office of Veteran Services; and
3. Make sure that all financial aid paper work (if applicable) is submitted to the Office of Financial Aid prior to the last date of attendance. Students will receive a letter from the College advising them of the disposition of their withdrawal.

Waivers

WAIVER PROCESS

1. The waiver process is student initiated. Waiver forms are available online and in the Advisement Center. When students pick up a form, it will be logged in and given a tracking number by the Dean’s office.
2. The student will complete Step I of the form and provide including a justification for waiver. The student will also obtain and attach to the form a copy of his/her academic transcript and degree audit.
3. The first signature required will be that of the chairperson/program coordinator for the program of study in which the student is matriculated. (If the program does not have a chair/coordinator, then the Dean of that area will sign the form).
4. The second signature is the chairperson/coordinator of the area in which the course being waived resides.
5. The student will then bring the completed paperwork, with support documents, to the Dean of the area under which the student’s program falls.
6. The Dean’s office will keep the original copies of the forms and documentation and forward a copy of same to the Vice-Chair of the Faculty Assembly.
7. The Vice-Chair will publish these provisionally approved waivers in the Report on Academic Governance on the Friday prior to Department meetings. At this point, they will be found in a folder in the Report on Academic Governance that says “Provisionally Approved Waivers”.
8. On the Monday following the department meeting, the Vice-Chair will move provisionally approved waivers to a second folder under Report on Academic Governance labeled "Approved Waivers".
9. The Dean’s office will enter all approved waivers onto the Colleague system and send a letter to the student informing him/her that the waiver was approved.
10. If at any point in the process the waiver is denied, the form will be returned to the Dean’s office where it originated (as indicated by the tracking number) and the student will be sent a letter indicating that the waiver has been denied.
11. Challenges
   a. A waiver may be challenged by any member of the Assembly by contacting one of the three officers of the assembly.
# Request to Substitute (Waive) a Course

<table>
<thead>
<tr>
<th>Completed by Dean’s Office after signatures are obtained</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tracking Number:</td>
</tr>
</tbody>
</table>

## STEP 1: Completed by Student in consultation with the Chair/Coordinator/Director of the student’s academic major/program. ***Transcript and Degree Audit Must be Attached***

| Name: | |
| Student ID: | |
| Address: | |
| City: | State: | Zip: | |
| Academic Program: | Date of Graduation: |

*(A new waiver will be required if the student switches to a new academic program)*

<table>
<thead>
<tr>
<th>Course to be Waived</th>
<th>Course Code:</th>
<th>Course Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course to be used as a Replacement</td>
<td>Course Code:</td>
<td>Course Name:</td>
</tr>
</tbody>
</table>

Justification for the Waiver:

## STEP 2: Student Obtains Signatures and Justification from Chairperson/Coordinator/Director of the student’s academic program

Reason waiver was approved/disapproved:

<table>
<thead>
<tr>
<th>Print:</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

Chairperson/Coordinator of Academic Program of Students

## STEP 3: Student Obtains Signatures and Justification from Chairperson/Coordinator/Director of the area in which the course resides

Reason waiver was approved/disapproved:

<table>
<thead>
<tr>
<th>Print:</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

Chairperson/Coordinator for the waived course listed above

## STEP 4: Student delivers form and all documentation to the Dean’s Office. Dean’s Office signs the form, verifying all paperwork has been received.

Reason waiver was approved/disapproved:

<table>
<thead>
<tr>
<th>Print:</th>
<th>Signature:</th>
<th>Date</th>
</tr>
</thead>
</table>

***This form must be signed by the three people above in order to be provisionally approved***
**STEP 5:** The Deans’ office assigns a tracking number to the waiver. SEE BOX at TOP of FORM

Dean’s office forwards one copy of this completed form and documentation to the Faculty Assembly

Vice Chair

**Step 6 & 7:** The Vice-Chair publishes the provisionally approved waivers in the Report on Academic Governance on the Friday prior to department meetings. After the 10 day challenge period (on the Monday following the department meeting) the Vice-Chair will move the waivers to the “approved Waivers” file in the report for Academic Governance

**Step 8 –** The Dean’s office will enter all approved waivers onto the Colleague system and send a letter to the student informing him/her that the waiver was approved.

<table>
<thead>
<tr>
<th>This waiver was approved on</th>
<th>Date Approved:</th>
<th>Initials:</th>
</tr>
</thead>
<tbody>
<tr>
<td>This waiver was entered on Colleague</td>
<td>Date Approved:</td>
<td>Initials:</td>
</tr>
<tr>
<td>REQUEST WAIVER WAS DENIED</td>
<td>Date Denied:</td>
<td>Signature</td>
</tr>
</tbody>
</table>

**CURRENT COPY OF THE STUDENT’S ACADEMIC TRANSCRIPT AND DEGREE AUDIT MUST BE ATTACHED**

**Important Procedural Guidelines:**

1. Waivers are major/program specific. If the student changes major/program, the waiver is no longer valid.

2. Important dates:
   a. For Spring and Summer Graduation – the completed waiver form (with all required signatures) must be in the Academic Dean’s office by **April 15th**.
   b. For Winter Graduation – the completed waiver form (with all required signatures) must be in the Academic Dean’s office by **November 15th**.

3. Courses used as a replacement for waived courses must be on the student’s transcript as either: a successfully completed CCC course, a course officially transferred into CCC, or a course that is in progress at CCC. A course that is “in progress” must be successfully completed by the end of the current semester, or the waiver is invalid.

4. It is likely that the waiver will be denied if the student is trying to replace a general education course with a non-general education course

5. It is likely that the waiver will be denied if the student is trying to replace a 200 level course with a lower level course, or is trying to replace a 100 level course with a lower level course.
b. The student may also challenge a waiver denial by contacting their program coordinator/chair to initiate the process.

c. The Academic Policies Committee will hear arguments from the challenger and the student advocate (chair/coordinator of the student’s program area) and any others who wish to speak on the issue. The decision of the Academic Policies Committee is final.

DEVELOPMENTAL COURSES

English and math placement recommendations provided by the College to incoming students are the product of a thorough and reliable assessment of the students' English and math abilities, including the opportunity to reassess in accordance with current testing center policies. Accordingly, students must follow the English and math placement recommendations provided to them by the College. Students who choose not to enroll in the recommended English and math courses will not be permitted to register for any other course for which they have failed to meet the other course's prerequisite.

Disallowance of Registration with Prior Balance Policy

Final grades, transcripts (official and unofficial) and diplomas will not be issued to students who are indebted to the College, nor will these students be permitted to register for the following semester. No student is permitted to graduate before meeting all financial obligations to the College. The College reserves the right to pursue the collection of obligations through the employment of a professional collection agency.

Student Records

FERPA POLICY

See policy on page 7.

Transcript Requests

The fastest and easiest way to receive your official Camden County College transcript is to complete an online transcript request through the National Student Clearinghouse website. Visit: www.camdencc.edu/transcript-request/.

Delivery options available are
- Electronic
- Mail
- Hold in-person pick-up

There is a charge of $10 for each official transcript copy. Those with questions or a desire for more information should contact the Office of Admissions, Records & Registration Services at (856) 227-7200, ext. 4200.

Unofficial transcripts may be accessed online by students using a College-assigned USER ID and a student-chosen password or requested in person from the Office of Admissions, Records, and Registration Services. Acceptable identification is required. There is no charge for an unofficial transcript copy.

TUITION, FEES, PAYMENT/FINANCIAL AID

Tuition and fees are established by the Board of Trustees of the College. The Board of Trustees reserves the right to change tuition and fees at any time.

Tuition and Fees

TUITION PER CREDIT

In-county resident .................................................. $115
Out-of-county resident ........................................... $119
Foreign student ...................................................... $199

FEES

General Service fee (per credit) .................................. $30
Facility fee (per credit) ........................................... $7

Course fees vary depending on which course is taken.
Hourly Instruction fees vary depending on courses taken.

BOOKS

The cost of books and supplies is estimated to be $1,500 for one year for a full-time student. Actual costs depend on the specific courses chosen.

MISCELLANEOUS FEES

ID card replacement ................................................ $5
Late registration (after the start of classes) ............... $35
Schedule adjustment fee (drop/add) per adjustment ... $35
Transcript (per copy) ........................................... $10
Late payments ...................................................... $35
Returned check (NSF) fee ...................................... $35

Payments

PAYMENT OF TUITION AND FEES

Payment can be made online using a credit card, in person with cash, check, money order, or credit card; by mail with check, money order, or credit card information; or by faxing credit card information. Checks and money orders should be made payable to Camden County College.

The College accepts Visa®, MasterCard®, American Express® and Discover®. The College now offers an online payment system with new and flexible payment plans, the ability to schedule automatic payment, and allow authorized user payments on behalf of the student by
an approved third party. For real-time access to student accounts online, once logged into Self Service, the student should click on Payment Center, and will then be able to access their account and choose an appropriate payment option.

The installment payment option is not applicable to summer terms; all summer payments must be made at the time of registration. Students who rely upon financial aid or other third party payment arrangements must provide documentation of those funding sources at the time of registration. Students who register for a fall or spring semester during priority/early registration periods will be sent bills with payment due dates indicated. However, registration payment is expected to be made whether bills are received or not. Students are not considered officially registered until the College receives payment or authorization for payment. For additional information, call the Business Office (856) 227-7200, ext. 4312 on the Blackwood Campus.

CHARGEBACK FOR NEW JERSEY STUDENTS
New Jersey residents living outside of Camden County and attending Camden County College must obtain a certificate of eligibility for chargeback from the Admissions or Registrar’s Office of the students’ home county community college. Failure to apply for chargeback will result in additional charges to students. For further information regarding chargeback-eligible programs and requirements, please contact the Office of Admissions, Records & Registration Services at (856) 227-7200, ext. 4200.

EMPLOYER COVERAGE OF TUITION/FEES
Students who receive tuition and/or fees coverage from their place of employment must have a letter or voucher stating which charges their company will cover. Students should present this form at the time of registration. Students registering by mail or fax must include the company letter or voucher with their registration form.

SENIOR CITIZEN TUITION WAIVER PROGRAM
Persons who are 65 years of age or older will be permitted to enroll in designated credit courses, without payment of any tuition charges, provided that available classroom space permits and that tuition-paying students constitute the minimum number required for the course. Nursing cooperative courses, other cooperative courses, consortium agreement courses, self-enrichment courses and customized training courses are not eligible for a waiver. Senior citizens will be required to pay all general service fees, course fees, facility fees, hourly instruction fees, late fees, books and supplies costs, etc. Seniors who are eligible for and receive financial aid will not be eligible for a waiver of tuition for the same costs. To take advantage of the free tuition offer, seniors must register in-person on or after the 100% refund deadline for a session. These dates are published on the College website. Fees must be paid at the time of registration and cannot be billed or deferred. Seniors must complete a Camden County College Senior Citizen Tuition Waiver Application each semester (available in the Business Office), and submit proof of age to the Business Office, which authorizes the waiver. Regular tuition and fees will be charged when seniors register before the published, space-available dates. Senior tuition waivers will not be approved after the fact. Some courses are not eligible for the waiver. For more information, call or visit the Office of Admissions, Records & Registration Services in Taft Hall on the Blackwood Campus, (856) 277-7200, ext. 4200.

INDEBTEDNESS TO THE COLLEGE
Final grades, transcripts (official and unofficial) and diplomas will not be issued to students who are indebted to the College, or owe any outstanding balance, nor will these students be permitted to register for the following semester. No student is permitted to graduate before meeting all financial obligations to the College. The College reserves the right to pursue the collection of obligations through the employment of a professional collection agency.

TUITION REFUNDS
Students who register for courses at Camden County College are entering into a contract with the College to pay the cost of associated tuition and fees. Students may receive a 100% refund of tuition and fees paid after registration for courses at Camden County College if courses are officially dropped prior to the start date of the session in which the courses are scheduled. Students may receive a 50% refund of tuition and fees paid after registration if courses are officially dropped on or after the first day of the start date of the session in which the courses are scheduled AND by the end date of the schedule adjustment period for the session in which the courses are scheduled. These refund deadline dates are published in the Credit Schedule of Classes.
tabloid that is made available each semester. After these deadline dates, students are not entitled to a refund (even if they decide to not attend or withdraw from one or all classes). If students wish to appeal this policy due to mitigating circumstances, they may do so by following the appropriate tuition credit appeal procedures.

Course changes after the 50% refund deadlines for each semester are considered withdrawals. Withdrawals are not subject to a refund. Withdrawals cannot be processed online via Self Service but must be filed by completing and submitting an official Withdrawal Form.

Refund policy for students receiving financial aid is available on the College website. For information on the refund policy for financial aid recipients who withdraw (officially or unofficially) from the College visit www.camdencc.edu.

**Financial Aid**

Camden County College's Office of Financial Aid offers a variety of financial aid programs designed to assist students in making their educational expenses an attainable goal. The Office of Financial Aid provides assistance to students with the in application process and securing a financial aid package that are based on their individual need in the form of grants, loans, and work study.

The college requires all students interested in financial aid to complete the Free Application for Federal Student Aid (FAFSA); the application is used to determine students' eligibility. The FAFSA needs to be completed annually and should be done as soon as possible after October 1 of each year to ensure consideration for all types of funding. Some funds are limited and are offered on a first-come first-served basis and there are Federal and State deadlines that must be met. Additional information about the financial aid process is available on the College website.

**APPLYING FOR FINANCIAL AID**

To be considered for financial aid at Camden County College all students need to fill out the Free Application for Federal Student Aid (FAFSA) application. To complete the FAFSA go to www.studentaid.gov and choosing the applying for aid tab. Camden County College's federal school code number is 006865. The College's website at www.camdencc.edu/financialaid contains a wealth of information about financial aid, including downloadable forms and links to other relevant sites. Other questions concerning financial aid should be addressed to the Office of Financial Aid at (856) 374-4985.

**FINANCIAL AID GUIDELINES**

For a more comprehensive list please refer to the Financial Aid Office's web page at www.camdencc.edu/financialaid.

- Must be a U.S. citizen or national, U.S. permanent resident, citizen of certain Pacific Islands, or other eligible noncitizen.
- Must be formally admitted to the College and have a high school diploma or GED.
- Cannot be in default on a federally funded loan or owe a refund on a federal grant.

**FINANCIAL AID PROGRAMS**

**Federal Programs Available**
- Federal Pell (Pell)
- Federal Supplemental Educational Opportunity Grants (SEOG)
- Federal Work Study Program (FWS)
- William D. Ford Federal Direct Loan
- Federal Parent Loans for Undergraduate Students (PLUS)
- Iraq & Afghanistan Service Grant

**State Programs Available**
- Tuition Aid Grants (TAG)
- Part-time Tuition Aid Grants (TAGPT)
- NJ Student Tuition Assistance Reward Scholarship (NJSTARS)
- Governor's Urban Scholars Program (GSS-U)
- Educational Opportunity Fund Grants (EOF)
- Community College Opportunity Grant (CCOG)

**Institutional Programs**
- Unemployed Persons Tuition Waiver Program (NJ-DOL)
- National Guard Tuition Waiver Program (GUARD)
- Camden County College Foundation Scholarships

The above lists are not inclusive. For additional information please visit the College's website at www.camdencc.edu.
Financial Aid Office obtains weekly listings of students who have withdrawn and uses the withdrawal dates to calculate earned aid for each student.

Unofficial withdrawal occurs when a student does not complete and submit a course withdrawal form, but she/he simply stops attending all classes. A record of the course and a grade of ‘NA’ or ‘F’ will appear on the student’s transcript. Another case of unofficial withdrawal occurs when a student never attended class at all. This results in a grade of ‘XA’ or ‘F’ which will be recorded on the student’s transcript.

Grades of ‘NA’ and ‘XA’ indicate non-attendance. Grades of ‘F’ also may indicate non-attendance when occurring in combination with ‘XA’ or ‘NA’ grades. Courses for which students receive a grade of ‘XA’ are not eligible for the federal aid. Federal aid will be reduced whenever a grade of ‘XA’ results in a reduction of a student’s enrollment status. Students are also subject to loss of state aid (such as TAG* and STARS*) when they receive “XA” grades.

Veterans Administration (V.A.) Educational Benefits
Camden County College is approved by the New Jersey Department of Higher Education State Approving Agency under Title 38, U.S. Code, Section 1775 for Veterans’ training.

For more detailed information on VA Education Programs, visit the Veteran Services webpage at www.camdencc.edu/veteran-services/ or contact the Veteran Services Advisor, Zaida Nogue at (856) 374-4960 or va@camdencc.edu.

Scholarships
The Camden County College Foundation awards a number of scholarships for students pursuing various fields of study at the College. These scholarships are made possible through the generosity of private donors who believe in the mission of Camden County College and want to help students to reach their fullest potential. Scholarships are awarded in various amounts annually to enrolled students who are continuing, graduating, and/or transferring. In addition to College-sponsored scholarships, the Office of the Associate Dean of Students maintains information on scholarships provided by outside organizations. For further information regarding scholarships, visit the website at www.camdencc.edu/scholarships/ or contact Jacqueline Tenuto, Associate Dean of Students, at (856) 227-7200, ext. 5088, or the Office of Foundation and Alumni Relations at ext. 4946.

NJ Stars Program
The New Jersey Tuition Assistance Reward Scholarship (NJ STARS) is a program available to New Jersey residents who rank in the top 15 percent of their class at the end of either
junior or senior year of high school. It covers the amount of tuition between 12-18 college credits, less any federal and state grants, at the student’s home county college. NJ STARS recipients must be enrolled in an associate degree program, and must have a 3.0 GPA at the start of their sophomore year. NJ STARS covers up to five continuous semesters, excluding summer.

In order to be considered for NJ STARS at Camden County College, students must:

- Complete the Free Application for Federal Aid (FAFSA) by the published deadline on the New Jersey Higher Education Assistance Agency website.
- Ensure that Camden County College is listed as the first choice on the FAFSA and establish a NJ FAMS account to follow-up on required paperwork.
- Take all college level classes—developmental coursework not covered.
- Submit a sealed official high school transcript with the class rank & graduation status to the Office of Financial Aid.
- Complete the NJ STARS and Authorization & Certification forms which are located on the Camden County College Financial Aid in the forms section of College website.

NJ STARS recipients who earn an associate degree from a county college with a cumulative GPA of 3.25 or higher, have a family income (taxable and untaxed income) less than $250,000, and meet all other program eligibility requirements may be eligible to receive an NJ STARS II award. NJ STARS II may be transferred to a New Jersey four-year public college or university to earn a baccalaureate degree. For more information about this program, please contact the Financial Aid Office at the four-year school you plan to attend.

**ACADEMIC STANDARDS AND REGULATIONS / ACADEMIC POLICIES**

The following policies and procedures are intended to reaffirm traditional academic standards, safeguard the integrity of courses and programs and encourage in each student a careful, disciplined approach to college study.

**Academic Program Matriculation Policy**

In order to graduate from Camden County College, a student must matriculate: that is, be officially accepted into a degree or certificate program. The date of acceptance into a program determines the course requirements that a student must complete for that degree or certificate. Each year, the College Catalog lists courses and degree and certificate requirements that a student must complete. If program requirements change between a student’s matriculation date and graduation date, the student has the option of following either the original curriculum requirements as of the date of matriculation, or the ones in effect when the student applies for graduation. Students cannot select other curriculum requirements that may have been in effect between the time of their matriculation and graduation.

Any student who is not able to satisfy the curriculum requirements of the Catalog in effect at the time of matriculation or graduation, because of courses not being available, should request appropriate course substitutions or waivers from the academic dean.

**Addressing Academic Concerns & Appeals**

**GENERAL ACADEMIC CONCERNS**

Under due process entitlement, students may register their concerns regarding the academic experience through the academic appeals process. Students must always initiate an appeal with the instructor/faculty member. Students who initiate the appeal with someone other than the instructor/faculty member must be referred to the instructor/faculty member and begin at Step 1 in the process. Appeals should be initiated within ten business days of the occurrence of the occasion for the concern with the following procedure:

**STEP 1.** The student must make an appointment and meet with the instructor/faculty member involved in attempt to resolve the matter, bringing such relevant materials such as course outline, originals or copies of papers, lab reports, and examination grades.

**STEP 2.** If the matter is not resolved with the instructor/faculty member, the student should write a statement describing the exact nature of the appeal and submit it as directed by the instructor/faculty member to either the department chairperson/program coordinator or the academic dean. The department chairperson/program coordinator and/or the academic dean shall furnish the instructor/faculty member with a copy of any statements submitted by the student. All unresolved appeals to adjunct faculty must continue in accordance with Case 1 below. Appeals to full-time faculty may continue through one of the following cases.

**CASE I: Student is directed by the instructor/faculty member to the department chairperson/program coordinator.**

Upon submission of the written statement, the student shall make an appointment to meet with the chairperson/coordinator of the department/program in which the course is offered. The chairperson/coordinator of the department/program shall make every attempt to resolve the matter. Once the chairperson or coordinator has had...
an opportunity to research the matter, a decision will be made and the student will be informed of the findings. The research process may take up to 10 business days.

If the student does not agree with the findings, then he or she may request to meet with the academic dean of the division in which the course is offered, who shall conduct a review with the sole purpose of determining whether the student was provided an adequate opportunity to present his/her case to substantiate the appeal. The student must request an appointment with the academic dean within 10 business days of the receipt of the chairperson's or coordinator’s findings and submit his/her concern in writing to the dean prior to making the appointment. A decision will be rendered within 10 business days. The decision of the academic dean shall be final.

CASE II: Student is directed by the instructor/faculty member to the academic dean.
Upon submission of the written statement, the student shall make an appointment to meet with the academic dean of the division in which the course is offered. The academic dean shall hold the meeting within a reasonable time after he or she has received the request, and he or she shall notify the student of the date, time, and place. A decision will be rendered within 10 business days of the meeting. The decision of the academic dean shall be final.

FINAL GRADE APPEALS
Under due process entitlement, a student may appeal his/her final grade. Students must always initiate the appeal process with the instructor/faculty member. Students who initiate the final grade appeal with someone other than the instructor/faculty member must be referred to the instructor/faculty member and begin at Step 1 in the process. All appeals must be initiated within 180 days from the end of the semester/session in which the grade was issued and in accordance with the following procedure.

STEP 1. The student must make an appointment and meet with the instructor/faculty member involved to attempt to resolve the matter, bringing such relevant materials as course outline, originals or copies of papers, lab reports, and examinations. The instructor/faculty member will render a decision within ten business days following the meeting. In the event the instructor/faculty member is no longer available, the department chairperson or program coordinator will attempt to resolve the matter. If the instructor/faculty member decides to change the grade, the College will do so accordingly and inform the student of the change in writing. No final grade may be changed without the written consent of the instructor/faculty member who issued the grade.

STEP 2. If the matter is not resolved with the instructor/faculty member, the student must complete the Final Grade Appeal form and submit it as directed by the instructor/faculty member to either the department chairperson/program coordinator or the academic dean. The department chairperson/program coordinator or academic dean shall furnish the instructor/faculty member with a copy of the completed and signed Final Grade Appeal form. All unresolved grade appeals to adjunct faculty must continue in accordance with Case 1 below. Grade appeals to full-time faculty may continue through one of the following cases:

CASE I: Student is directed by the instructor/faculty member to the department chairperson/program coordinator.
Upon submission of the Final Grade Appeal form, the student shall make an appointment to meet with the chairperson/COORDINATOR of the department/program in which the course is offered. The chairperson/COORDINATOR of the department/program shall make every attempt to resolve the matter. After the chairperson or coordinator has heard the student's appeal, he or she will discuss the appeal with the instructor/faculty member, and inform the student of the instructor's/faculty member's decision. This research process may take up to ten business days.

If the student does not agree with the findings, then he or she may request to meet with the academic dean of the division in which the course is offered. The student must request an appointment with the academic dean within ten business days of receipt of the chairperson's/COORDINATOR's findings. The academic dean shall hold the meeting within a reasonable time after he or she has received the request, and he or she shall notify the student of the time, date and place. This meeting may also include the chairperson/COORDINATOR and/or the instructor/faculty member. The sole purpose of the academic dean's review is to determine whether the student was provided an adequate opportunity to present his/her case to substantiate the appeal. A decision as to whether or not the student was afforded due process will be rendered by the academic dean within ten business days of the meeting. The decision of the academic dean shall close the appeal to further action or discussion.

CASE II: Student is directed by the instructor/faculty member to the academic dean.
Upon submission of the Final Grade Appeal form, the student shall make an appointment to meet with the academic dean of the division in which the course is offered. The student must request an appointment with the academic dean within ten business days of the instructor's or faculty member's refusal to change the final grade. The academic dean shall hold the meeting within a reasonable time after he or she has received the request, and he or she shall notify the student of the time, date and place. This meeting may also include the chairperson/COORDINATOR and/or
the instructor/faculty member. After the academic dean has heard the student's appeal, he or she will discuss the appeal with the instructor/faculty member, and inform the student of the instructor's/faculty member's decision. This shall be final and shall close the appeal to further action or discussion. The research process may take up to ten business days.

**Academic Progress & Probation**

**POLICY REGARDING SATISFACTORY ACADEMIC STANDING**

A student at Camden County College is expected to maintain satisfactory progress toward completion of their program/degree requirements.

**DEFINITION OF SATISFACTORY ACADEMIC STANDING**

In order to maintain Satisfactory Academic Standing, students who have attempted 13-24 credits must have an alternate GPA of 1.75 or greater, and have a completion ratio that is 50% or higher.

In order to maintain Satisfactory Academic Standing, students who have attempted 25 or more credits must have an alternate GPA of 2.00 or greater, and have a completion ratio that is 67% or higher.

Note: A Completion Ratio is the ratio of Credits Completed versus Credits Attempted. Credits completed includes all courses for which the student has received a grade of A, B, C, D, or P. Credits attempted includes all courses that appear on the transcript, including those with grades of F, FA, W, NA, XA, MP and I.

**LEVEL 1: ACADEMIC ALERT (PRO1)**

- Students who have attempted **13-24 credits**, and have an alternate GPA below 1.75 and/or have a completion ratio that is less than 50%, will be placed on Academic Alert. All students who are Academic Alert will be re-evaluated after each succeeding semester.

- If a student who has attempted **13-24 credits** is on Academic Alert and his or her cumulative alternative GPA remains at/rises to 1.75 or higher, and his or her cumulative completion ratio remains at/rises to 67% or higher, the student is considered to be of Satisfactory Academic Standing and is no longer on Academic Alert.

- If the student who has attempted **13-24 credits** is on Academic Alert, and he or she earns an alternative semester GPA of 2.00 or higher and a semester completion ratio of 67% or higher, the student will remain on Academic Alert for the coming semester.

**Consequences of Academic Alert:**

Student will receive a letter from the College indicating that the student should meet with a College representative prior to choosing classes.

**LEVEL 2: ACADEMIC PROBATION (PRO)**

- If a student who has been placed on Academic Alert does not attain the semester alternate GPA and completion ratio required for his or her credit number (1.75 and 50% for a student who has 13 to 24 credits, or 2.00 and 67% for a student who has 25 or more credits), the student will be placed on Academic Probation. If in the semester after being placed on Academic Probation, as student attains the semester GPA and completion ratio required for his or her credit number (1.75 and 50% for a student who has 13 to 24 credits, or 2.00 and 67% for a student who has 25 or more credits), the student will be removed from Academic Probation and placed on Academic Alert.

- If in the semester after being placed on Academic Probation, a student attains the cumulative alternative GPA and completion ratio required for his or her credit number (1.75 and 50% for a student who has 13 to 24 credits, or 2.00 and 67% for a student who has 25 or more credits), the student is then considered to be of Satisfactory Academic Standing.

**Consequences of Academic Probation:**

Student will receive a letter from the College indicating that registration is restricted and requires the approval of a College representative. There are restrictions on online classes and accelerated courses and a limit of 13 credits per semester. Students are not permitted to register for online and/or hybrid courses.

**LEVEL 3: ACADEMIC SUSPENSION**

If a student who has been placed on Academic Probation
ADDRESSING ACADEMIC CONCERNS FORM AND PROCEDURE

Camden County College supports the premise that student concerns are best resolved by civil, productive, and open communication between student and instructor.

STEP 1 – If you have a concern regarding a course or an instructor, you MUST FIRST set up an appointment with the instructor and try to resolve the problem between the two of you.

STEP 2 – If the student is not satisfied with the results of this meeting, the Instructor will direct the student to the appropriate administrator: Chairperson/Coordinator OR Dean. The Instructor will complete parts A, B, and C of this form.

Instructor’s Step 2:
A. Record of the appointment between the student and the course instructor:

_______________________  ________________      _______________________________________
(month/day/year)               (time)    (place)

B. ___________________________________________________________________________________

The name and title of the person the student should see next: (Chairperson, Coordinator or Academic Dean)

C. Signature of Instructor (verifying that a meeting took place): _________________________________

Student’s Step 2: Proceed to appropriate administrator as directed by the Instructor. Please complete the following before your next meeting. Explain the problem (conflict, complaint, issue) on a separate piece of paper and attach it to this form. Be sure to explain the problem as clearly as you can. Write statements for which you have evidence. AVOID making slanderous or emotional statements which might reflect your opinion, but for which you have no proof.

Please PRINT:
Student name: ___________________________________________________
Address: _______________________________________________________
City, Zip: _______________________________________________________           
College ID #: _________________________
Student email address: ______________________@students.camdencc.edu (College’s preferred method of contact)
Contact Phone Number: ______________________
Title of Course in which you have a concern: _________________________
Semester (circle):  Fall   Spring   Summer  year ______________
Course type (circle):  Face-to-Face   Online   Hybrid
Course Number: _______ - _______ - _______ Class Meeting Times: _________________________

Please bring this form, and the attached summary. Also, bring a copy of the first day handout that you received from the instructor and any course material that may be relevant to your concern.

The Chairperson/Coordinator or the Academic Dean will share your written report with the instructor and request that he/she respond in writing. The Chairperson/Coordinator or the Academic Dean will serve as a channel of communication between the instructor and student in order to try to resolve the conflict.

STEP 3 – If the student met with a Chairperson or Coordinator, and is not satisfied with the results at the Chairperson/Coordinator level, then the student should proceed to the Academic Dean. The Academic Dean’s decision is final.

NOTE: According to policy, the administration at Camden County College cannot change a grade assigned by an instructor. A copy of this policy can be found in the student handbook.

Updated: 11/27/2018
does not attain the alternative semester GPA and completion ratio that is required for his or her number (1.75 and 50% for a student who has 13 to 24 credits or 2.00 and 67% for a student who has 25 or more credits), the student may be placed on Academic Suspension.

Consequences of Academic Suspension:
Student will receive a letter from the College indicating that the student must meet with an Academic Dean (or his or her designee) if the student is enrolled in a major or program, or the Executive Dean of Student Affairs/Title IX Coordinator (or his or her designee). The student may be asked to take a leave of absence of at least one semester (not including summer) in order to reassess his or her academic and career goals. In order to re-enroll, students must receive approval from an Academic Dean or the Executive Dean of Student Affairs/Title IX Coordinator.

Appeals: Academic Probation and Suspension
A student's status regarding his or her Academic Standing may not be appealed. However, the restrictions imposed on a student who is on probation or academic suspension may be appealed through the appropriate academic dean (or his or her designee), if the student is enrolled in a major or program or a dean in a student services (or his or her designee) if a student has not yet enrolled in a major or program. If a student is not satisfied with the decision of the dean, the student may opt to appeal to the Executive Vice President of Academic and Student Affairs, whose decision shall be final.

Academic Progress for Financial Aid
The Academic Progress Policy governing the receipt of financial aid from all sources is different than the College's general policy for academic progress, probation and suspension. The policy is regulated by federal and state funding agencies. Generally, students must have a cumulative 67% completion rate for all credits attempted, must maintain a certain GPA, and must complete their programs of study within a specified timeframe. The policy also limits the number of developmental credits that can be covered by financial aid and the number of times individual courses can be repeated. The full policy is available online at www.camdencc.edu/financialaid.

Academic Forgiveness Policy & Guidelines
Academic Forgiveness offers a fresh start to students who have been separated from the College for a period of at least five consecutive (5) years and who wish to re-enroll. Under this policy, the student's grade point average begins with the new matriculation date; however, the original academic record will remain on the transcript. A student who has completed a degree at Camden County College is not eligible for Academic Forgiveness. The student will retain the credits for any courses in which a grade of C or better was earned. A maximum of 30 credits earned prior to the Academic Forgiveness may be applied to the student's present degree program. Students granted Academic Forgiveness may achieve semester honors, but may not graduate with honors. This opportunity is offered only once during a student's career at Camden County College.

Academic Honors

PRESIDENT’S LIST AND DEAN’S LIST
A student with 12 or more college-level credits in any one reporting term (summer, fall, spring) will be evaluated for Academic Honors for that reporting term. A student with less than 12 college-level credits in all three reporting terms, but who has 12 or more credits over a one-year period (summer, fall, spring), will be evaluated for Academic Honors for that academic year. All students who earn semester grade point averages of 3.75 or higher have their names recognized on the President’s List. Those students whose grade point averages range from 3.25 to 3.74 are recognized on the Dean’s List.

This implementation of the Academic Honors Policy will be guided by the following:
- To be eligible, students must have no grades less than C, no grades of W, I, NA or XA, and no repeated courses during the evaluation period.
- Students may not receive honors as both full-time and part-time in the same academic year.
- Part-time honors for the academic year will be calculated after the spring semester of the year.
- The honors designation will be recorded on the student's transcript. Honors certificates are mailed three times a year.

PERMANENT PRESIDENT’S LIST AND PERMANENT DEAN’S LIST
The College also recognizes academic achievement upon graduation. All students with a cumulative grade point average of 3.75 or higher and a 67% course completion rate at graduation will be placed on the Permanent President’s List. Those students with a grade point average between 3.25 to 3.74 and a 67% course completion rate will be placed on the Permanent Dean’s List. Students granted Academic Forgiveness are not eligible for placement on either the Permanent President’s List or the Permanent Dean's List.

HONOR SOCIETIES
The College recognizes students who perform meritoriously according to national standards by providing the opportunity for membership in various honor societies.

Alpha Mu Gamma
Alpha Mu Gamma is the foreign language honor society. A candidate for full membership, applying through the Nu Theta chapter, must have completed at least two
college-level courses of the same foreign language with a final course grade of ‘A’ and must have earned a minimum 3.0 cumulative grade point average. Upon initiation, a member receives a parchment certificate of membership and may wear a scroll-shaped gold key and a gold cord at graduation.

Kappa Delta Pi
Kappa Delta Pi is an international honor society in education founded in 1911 at the University of Illinois. Organized to recognize excellence in education, Kappa Delta Pi elects to membership those who exhibit the ideals of scholarship, high personal standards and promise in the teaching profession. Attending chapter meetings, performing service projects and working with children are some of the required activities of the group. To qualify, students must have a CCC cumulative GPA of at least 3.0, must have completed at least 15 credits of course work, must possess leadership attributes, and must have an intent to continue in the field of education. A registration fee is required at the time of induction.

Mu Alpha Theta
Mu Alpha Theta is an honor society that promotes understanding and enjoyment of mathematics. The goals of Mu Alpha Theta are to provide students with a platform to enjoy mathematics beyond the classroom, to encourage students to become mathematicians majors and to pursue mathematical careers, to recognize and reward students for their outstanding achievements in mathematics and to encourage students to participate in the Student Math League competition sponsored by the American Mathematical Association of Two-Year Colleges. Qualifications for membership are a 3.5 cumulative grade point average in mathematics at the pre-calculus level or above and completion of 12 credits of college-level coursework.

New Jersey Collegiate Business Administration Association (NJCBAA)
The NJCBAA honor society is for students who are pursuing a bachelor’s degree or associate degree in business administration. In order to be considered for admission into the society, a student must have completed a minimum of 35% of their coursework at the degree-granting institution. All students who by their grade point average are in the top one (1) percent of the total population of business students at their institution and who have satisfactorily completed at least 70 percent of their degree requirements by January 1 of the induction year are invited to join.

Phi Theta Kappa
Phi Theta Kappa is an international honor society, which recognizes and encourages scholarships through activities that promote fellowship, leadership and service. Eligible students must be enrolled in an associate degree program, maintain a 3.5 grade point average, have earned at least 12 college credits and completed any required developmental classes and English Composition I. The College’s chapter, Dr. Charles Roy Alpha Nu Mu Chapter, was named for a former professor. A membership registration fee is required to participate.

Psi Beta
Psi Beta is a national psychology honor society for community and junior colleges. It was founded to stimulate, encourage and recognize student scholarship and interest in psychology and to nurture scholarship in all fields of study. New members are inducted into the honor society once each academic year, usually in the spring semester. A fee is required for membership. Inductees must have an overall grade average of ‘B’, at least a ‘B’ average in psychology and must have completed at least one semester of a psychology or psychology-based course.

Attendance
Camden County College expects students to attend regularly and promptly all classes and all conferences with professors. Each professor determines his or her policy for student absences from class. This written policy is to be distributed to students at the first class meeting. Should this procedure be overlooked or should a student be absent from the first class, it is the student’s responsibility to obtain the attendance policy of the professor by the end of the first week of class. Students who are absent from class for any reason are expected to make up the work missed. Excessive absences from class may lead to a grade of Not Attending/Stopped Attending (NA), or the lowering of a grade; however, in certain cases of illness or jury duty, students will be permitted to make up the work if it is academically possible.

Students who are eligible for financial aid, including grants, loans, tuition waivers and work-study, are required to remain enrolled in their classes in order to receive those funds. If the student never attends, ceases to attend, withdraws or receives F, FA, W, NA or XA, he or she will jeopardize his or her financial aid for both current and future semesters. If the financial aid student fails to remain enrolled in and attend at least one course until the end of the semester, the College is required to reduce or cancel the student’s financial aid and to retroactively remove it from his or her account. If the student’s financial aid is reduced or canceled, he or she will remain responsible to pay for all outstanding tuition, fees, book vouchers and stipend amounts. More information about how the student’s attendance impacts his or her financial aid eligibility may be found on the College’s website.

Students who are eligible for veteran’s education benefits, including GI Bill®, tuition waivers, tuition assistance and VA work-study, are required to remain enrolled in their
classes in order to receive those funds. If the student never attends, ceases to attend, withdraws or receives F, FA, W, NA or XA, they will jeopardize their VA Education Benefits for both current and future semesters. If the VA Education Benefit student fails to remain enrolled in and attend their courses until the end of the semester, the College is required to report the change to the VA. This may create a balance for the student at the VA and/or school. The student will remain responsible to pay for all outstanding tuition, fees, book vouchers and stipend amounts. If the student is receiving financial aid, they may owe financial aid funds, as well.

Absence Due to Religious Observance
The College is receptive to excusing without penalty those students who are absent from class because of religious observances and to allowing the make-up of work missed because of such absence. Examinations and required out-of-class activities are not normally scheduled on known religious holidays. Should an examination or out-of-class activity be scheduled on a day of religious observance, the student will be given the opportunity to make up that examination or activity without penalty. It is the student’s responsibility to make their instructors aware in advance of any restrictions in activities due to their religious beliefs, and to provide appropriate documentation as requested.

Cancellation of Classes (Single Meetings)
Announcements of class meeting cancellations will be posted prior to the starting time of the given class, but not later than 15 minutes after the starting time.

Course Evaluation & Testing
Exams, quizzes, papers, term papers, final examinations and the like are all part of a college education. They help students study and learn. They help teachers evaluate what is being taught and what is being learned. Tests are usually determined by the individual instructor, who determines what is to be tested or measured, how it is to be measured and how long students will have to complete that assignment. Sometimes faculty teaching the same course may agree upon and administer common exams: this is the case in all reading, writing and mathematics skills classes. Students with certain disabilities may request, through the Office of Disability Services, a letter that will let the faculty know that they are eligible to receive additional time for certain assignments.

Students who miss a quiz or exam may make up the missed exercise with the professor’s permission. If this test or exercise is to be proctored by the Testing Center, arrangements must be made with the Testing Center by the professor. The Testing Center has established a systematic procedure to administer make-up tests. Tests will be given under controlled conditions according to a published schedule available in the Testing Center. The schedule may be found on the Camden County College website, www.camdencc.edu. Students must bring their current student photo ID card to the testing session. No books, notes, calculators, dictionaries or other aids are permitted unless specifically indicated by the instructor.

Academic Honesty Guidelines
One of the missions of Camden County College is: "... preparing students to be continuous learners who succeed upon transfer, work effectively in the contemporary workplace and function as citizens and leaders in their community."

The goal of course assignments is to ensure that students master the course material. Dishonesty in fulfilling any assignment undermines the learning process and the integrity of the college degree.

All students are expected to do their own work. All forms of academic dishonesty are absolutely forbidden. Engaging in dishonest or unethical behavior may result in disciplinary action taken by the instructor, or other appropriate College official.

The following are examples, but not the full range of prohibited behavior in the classroom, studio, laboratory, library, testing center, computer center, internship placement, or any other college learning site.

VIOLATIONS OF ACADEMIC HONESTY:
1. Cheating: An act of deception by which a student misleadingly demonstrates that he/she has mastered information on an academic exercise.

Examples include but are not limited to:
A. Copying or allowing another to copy a test, examination, quiz, paper, project or performance.
B. Using or attempting to use unauthorized materials during a test, or out-of-class assignment, for example, notes, books, computer based media, formula lists or "cheat sheets", or using a com-
computer translator in a foreign language assignment.
C. Communicating during a test in any way with anyone other than the test administrator, via paper or electronic media, cell phones and text messaging.
D. Submitting a paper or project, or major portions of a paper or project that has been previously submitted in another class without the permission of the current instructor.
E. Turning in a written, oral or computer based assignment that is not his/her own (labs, art projects, homework, prewritten or work down-loaded from the internet.)
F. Stealing, buying or otherwise obtaining all or part of a test or other academic materials belonging to a faculty member.
G. Bribing any other person to obtain a test or any information about the test.
H. Changing, altering or being an accessory to the changing or altering of a grade in a grade book, on a test, or any official academic record of the college that relates to grades.
I. Forging or altering attendance records.
J. Intentionally impairing the performance of other students, for example by adulterating laboratory samples, or creating distraction to impair a performance.
K. Taking a test for someone else or permitting someone to take a test for you.

2. **Plagiarism:** the act of representing the work of another as one's own without giving credit.

Plagiarism includes but is not limited to:
A. Failing to give credit for ideas and material taken from others, either written, oral or computer based, using accepted academic methods.
B. Representing another's artistic or scholarly work as one's own.
C. Using another's analogy, algorithms, code or style to produce a computer program.
D. Using another person's data, solutions, computer account or calculations without the appropriate authorized permission.
E. Failing to give credit for ideas, wording or other material.

3. **Facilitating Academic Dishonesty:** knowingly or negligently allowing one's work to be used by another or otherwise aiding others in academic dishonesty. The student need not benefit either monetarily or academically to be guilty of this offense.

4. **Fabrication:** This is the intentional use of invented information or the falsification of research or other findings with the intent to deceive.

Examples:
A. Citation of information not taken from the source indicated.
B. Invented data or source information for research or other academic exercise.
C. Misrepresentation, falsifying, altering, or misstating the contents of documents or other materials related to academic matters, including schedules, prerequisites and transcripts.
D. Listing sources on a works cited page or in a reference list.

5. **Denying others access to information or material:** This is the act of deliberately preventing another from obtaining information in order to affect that person's academic progress.

A. Altering computer files belonging to another.
B. Destroying equipment, introducing a virus, disconnecting equipment or other network connections.
C. Preventing access to databases or computer files necessary for assignments.
D. Giving other students false or misleading information.
E. Deliberately misplacing, destroying, stealing or defacing library materials.

Students, College faculty and administrators aware of academic dishonesty are ethically bound to report such incidences.

**CONSEQUENCES OF VIOLATING THIS POLICY:**
Faculty members may impose penalties for academic dishonesty at their discretion.

A. Faculty members are strongly encouraged to have a written policy regarding Academic Honesty. This should outline the consequences for violating this policy. The policy should be included in the first day handout(s).
B. It is recommended that the faculty member notify the Associate Dean of Students of any action taken due to violation of the Academic Honesty policy.
C. A penalty that includes failing the course (or any more severe policy) must be reported to the Associate Dean.
of Student Affairs. [This will provide the college with documentation and will also ensure that Admissions, Records, and Registration Services know that the "F" is this particular situation MAY NOT be changed. (i.e. if the student tries to withdraw.)]

D. The faculty member may also refer the infraction to the Associate Dean of Students for disciplinary action.

E. The following are examples but not the full range of consequences for the violation of the above code:
   1. A verbal or written warning.
   2. Resubmitting the assignment with the offending portions revised.
   3. Make up assignment of a more difficult level than the original assignment.
   4. An additional research paper or test on a relevant topic.
   5. Lowering or failing grade on the assignment, exam or paper.
   6. Failing grade for the course. (An "F" due to a violation of the Academic Honesty Policy will override a student withdrawl from the course.)
   7. Expulsion.

Procedural Point: Portions of this policy/document are adapted from the academic honesty policies of the following institutions: Rutgers University, Rowan University, Coast Community College, Fresno City College, Gadsden State Community College, Glendale Community College, Kalamazoo Valley Community College, and Mohawk Valley Community College.

Grading Policy

GRADE POINT AVERAGE (GPA)

Two types of grade point averages are officially recorded for every student: a semester GPA and a cumulative GPA. A semester GPA is based upon college-level credits earned by a student during any given semester. A cumulative GPA is based upon all college-level credits earned by the student at Camden County College and is used to determine a student’s academic standing.

ALTERNATE GPA

To monitor academic progress, an alternate semester and cumulative GPA are calculated using grades from both college level and pre-college level courses. The alternate GPA is listed on the degree audit for advisement purposes but does not appear on the official transcript.

TO CALCULATE THE GPA:

List all relevant courses and grades received. (If a course is repeated, the highest grade is used. However, each grade will appear on the student’s transcript). Convert the letter grade to a grade point as explained below:

- Multiply the grade point(s) for each course by the number of credits given for the course to obtain the number of quality points.
- Total the number of credits for the courses listed.
- Total the number of quality points for the courses listed.
- Divide the total number of quality points by the total number of credits.

The result is the grade point average.

SAMPLE GPA CALCULATION

<table>
<thead>
<tr>
<th>Course</th>
<th>Final Grades</th>
<th>Grade Points</th>
<th>Credits</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>A</td>
<td>4 x</td>
<td>03</td>
<td>12</td>
</tr>
<tr>
<td>Mathematics</td>
<td>B</td>
<td>3 x</td>
<td>03</td>
<td>09</td>
</tr>
<tr>
<td>Biology</td>
<td>C</td>
<td>2 x</td>
<td>04</td>
<td>08</td>
</tr>
<tr>
<td>French</td>
<td>C</td>
<td>2 x</td>
<td>03</td>
<td>06</td>
</tr>
<tr>
<td>History</td>
<td>D</td>
<td>1 x</td>
<td>03</td>
<td>03</td>
</tr>
<tr>
<td>Health</td>
<td>F</td>
<td>0 x</td>
<td>01</td>
<td>0</td>
</tr>
<tr>
<td>Tennis</td>
<td>W</td>
<td>not computed</td>
<td>--</td>
<td>NA</td>
</tr>
</tbody>
</table>

TOTALS  17 credits = 38 Quality Points ÷ 17 credits = 2.23 GPA

GRADE REPORTS

Grades are made available to all students at the end of the semester. Students may view and print these grades online using the MyCCC Portal and also may view and print unofficial transcripts of grades. Official transcripts of grades may be obtained by completing an online request using the MyCCC Portal or by submitting a signed, written request to the Office of Admissions, Records and Registration Services. Transcript Request Forms are available in administrative offices or may be downloaded from the College’s website. Paper requests must include the name, address, ID number and signature of the student. Requests also must include the name and address of the place to which the transcript should be sent. All financial obligations to the College must be satisfied before an official or
unofficial transcript will be released. There is a charge of $10 for each copy of an official transcript. Those with questions or a desire for more information should contact the Office of Admissions, Records & Registration Services at (856) 227-7200, ext. 4200.

**LETTER GRADES**

The following identifies letter grades used by faculty and a brief explanation of the grades:

- **A** Superior indicates superior achievement; mastery of the subject.
- **B** Good indicates consistent achievement that demonstrates an understanding of the subject sufficient for continued study in the discipline.
- **C** Average indicates satisfactory achievement that demonstrates an understanding of the subject sufficient for continued study in the discipline.
- **D** Poor indicates performance suggesting little aptitude or application on the part of the student in that particular course. This grade will not transfer.
- **F** Failure indicates an insufficient understanding of the basic elements of the course. Last date of attendance is required when a grade of F is posted.

The following designations may also appear on the transcript:

- **FA** Failure Due to Absence
- **NA** Non-Attending – A professor may assign an NA grade if the student has stopped attending class, has exceeded the number of absences allowed in the written policy of an instructor or if there is insufficient evidence to calculate a grade.
- **W** Withdrawal see Course Withdrawal Procedures.
- **I** The grade of I can be assigned only if the student still has work to complete. The I grade requires an expire date. The I will automatically become an F after the expire date. It is assumed that the student who receives an I has satisfied the professor’s attendance requirements during the semester. The grade of I will have no effect on the student’s grade point average. To change the I to a letter grade, the student should complete the course requirement before the expire date. This grade may be changed only on the recommendation of the appropriate faculty member. If an “expire date” is not entered on Canvas, the grading roster will not be processed successfully and an error message will appear at the top of the page. College policy suggests that an incomplete should be completed by the end of the following semester (The summer term is not included when determining next term) or a faculty may specify a different expire date by entering that date in the expire field. Faculty should inform students of the specified expire date.
- **XA** Never Attended indicates that the student never attended class. The XA will be recorded on the student’s transcript, but it is not computed in the grade point average. The costs for courses in which students receive a grade of XA are not eligible to be covered by federal aid or Veterans Education Benefits. XA is not a valid final grade, unless it was reported earlier in the term as an attendance grade. Faculty will not be able to post an XA grade on the final roster. Only the Office of Admissions, Records and Registration Services has access to post a final grade of XA.
- **AU** Student is auditing the course. Students must declare this option by a specified deadline.
- **MP** Student is making progress in the course (this grade is used only for Academic Skills Reading, Writing, Academic Skills Express courses and ESL courses).
- **RV** Student is recommended for Academic Skills Express courses (this grade is used only for Academic Skills Math courses and Reading courses).
- **SA** Satisfactory Attendance may be used for all courses, but only as an attendance grade, not as a final grade. It indicates positive attendance at the point in time that attendance is reported, which is usually at about the 4th week or an equivalent period for non-standard sessions.

**REPEATING A COURSE**

Students wishing to increase their grade in a course may repeat the course. Although both the original grade and the repeat grade will appear on the transcript, only the higher grade will be averaged into the cumulative grade point average. All grades are considered in evaluating academic progress for financial aid and VA Education Benefits; and financial aid or Veterans Education Benefits may not cover courses that students have already received a passing grade in. Four-year colleges take into consideration the entire academic history, so doing everything one can to earn a good grade in the first attempt is always the best option.

**Commencement Ceremony/ Issuing of Degrees and Certificates**

Camden County College holds one commencement ceremony in May of each calendar year but issues degrees and certificates three times per year – December, May and August. Students who complete required coursework in a fall term and file their graduation application packets by the official last date of that fall term are considered December graduates. Students who complete required coursework in a spring term and file their graduation application packets by the official last date of that spring term are considered May graduates. Students who complete required coursework in a summer term and file their graduation application packets by the official last date of that summer term are considered August graduates.
All graduations conferred within the same calendar year and with completion dates in December, May and August may participate in the annual commencement ceremony held in May.

### Graduation Eligibility

**A.** The College is authorized to award degrees of associate in arts, associate in science, associate in fine arts, and associate in applied science, and to award certificates, certificates of achievement, and certificates of post-secondary studies to students who have successfully completed the curriculum requirements of approved programs as established by the Board of Trustees and set forth in the College Catalog. The curriculum requirements for awarding degrees and certificates shall conform to the standards established in this policy with recommendations from the faculty and in compliance with the guidelines set by the New Jersey Council of County Colleges (NJCCC), The State of New Jersey and the Middle States Commission on Higher Education.

1. **The associate in arts (A.A.) degree** is to be awarded to those who successfully complete programs in the liberal arts that include a core of general education courses covering communication, mathematics, science, technology, social science, humanities, history and diversity; and pre-baccalaureate work in a specific discipline. These programs are designed for students who intend to transfer to complete a baccalaureate degree.
2. **The associate in science (A.S.) degree** is to be awarded to those who successfully complete programs in the liberal arts that include a core of general education courses covering communication, mathematics, science, technology, social sciences, and the humanities; and pre-baccalaureate work in a specific discipline. These programs are designed for students who intend to transfer to complete a baccalaureate degree.
3. **The associate in applied science (A.A.S.) degree** is to be awarded to those who successfully complete programs which emphasize preparation in the applied arts and sciences for careers and includes a core of general education courses in communication, mathematics, science, technology, social sciences, and the humanities. These programs are career oriented and are designed to prepare students for job entry upon the completion of the two-year program. Students may transfer to complete a baccalaureate degree based on the individual degree requirements of the receiving institution.
4. **The associate in fine arts (A.F.A.) degree** is to be awarded to those who successfully complete programs which emphasize studio art and a core of general education courses in communication, mathematics, science, technology, social sciences, and the humanities. These programs nurture a sense of artistic freedom and creativity while developing a strong sense of artistic discipline. These programs are designed for students who intend to transfer to complete a baccalaureate degree.

**B.** The regular academic year shall fall within a ten-month period and shall include a minimum of 30 weeks or its equivalent in duration, of regularly scheduled student-faculty instructional activity, including final examination periods but excluding holidays and summer sessions.

**C.** An associate degree program shall be a course of study which requires not less than 60 or more than 64 semester hours, or the equivalent, except when required for licensure or accreditation by a recognized agency or when required for transfer at full junior status(one half of the required credits to complete a baccalaureate degree), where applicable.

**D.** To complete a degree or academic certificate, students shall be required to demonstrate the basic skills of reading, writing and mathematics. Basic skills courses shall not satisfy graduation requirements.

**E.** **GENERAL EDUCATION**

1. Camden County College is committed to promoting intellectual development, aesthetic appreciation and cultural awareness. To that end, degree programs include a general education component. This component, offering choices among a variety of courses, focuses on reading analytically, communicating ideas clearly and solving essential mathematical problems. It is designed to ensure that students develop a broad base of knowledge and become proficient in the application of skills. At Camden County College, students have the opportunity to develop analytical, creative and ethical thinking; scientific and quantitative reasoning; technological competencies; historical consciousness; cultural awareness and sensitivity to the world around them.

2. **General education for the associate degree** shall include the following:

(SEE PAGE 190 OF THE 2022/23 ACADEMIC PROGRAM GUIDE)

<table>
<thead>
<tr>
<th>Course Categories</th>
<th>Explanatory Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oral and Written Communication</td>
<td>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.</td>
</tr>
<tr>
<td>Quantitative Reasoning (Mathematics)</td>
<td>Any college level mathematics course including statistics, algebra, or calculus course(s). These courses should build upon a demonstrated proficiency in basic algebra.</td>
</tr>
</tbody>
</table>
3. The minimum general education requirements for each associate degree supported by the faculty and in agreement with the New Jersey Council of County Colleges (NJCCC) and the New Jersey Presidents’ Council (NJPC) are as follows:
   a. For the associate in arts (A.A.) degree programs, the general educational requirements shall total not less than 20 semester credit hours in an array of representative courses from the communications; social sciences or humanities; and mathematics/sciences/technology categories.
   b. For the associate in science (A.S.) degree programs, the general educational requirements shall total not less than 30 semester credit hours in an array of representative courses from each of the following categories: communications; mathematics/sciences/technology; social science; and humanities.
   c. For the associate in applied science (A.A.S.) degree programs, the general education requirements shall total not less than 20 semester credit hours in an array of representative courses from the communications; social sciences or humanities; and mathematics/sciences/technology categories.
   d. For the associate in fine arts (A.F.A.) degree program, the general educational requirements shall total not less than 20 semester credit hours in an array of representative courses from the communications; social sciences or humanities; and mathematics/sciences/technology categories.

F. The academic certificate (CT) program shall be a credit bearing course of study which, by virtue of educational content or duration, does not satisfy requirements for an associate degree program, but is specifically designed to offer content and skill acquisition and other experience appropriate to the objectives of such a program. These certificates (CT) shall consist of 30 to no more than 36 credits and shall include six general education credits, three of which must be a communication course and three of which must satisfy another general education category. In some special circumstances, the credits may be over the 36 credit limit if required by an accrediting agency.

G. The certificate of achievement (CA) shall be a credit bearing course of study which, by virtue of educational content and duration, does not satisfy the requirements for an academic certificate (CT) or an associate degree program.

1. The certificate of achievement (CA) is not required to include general education courses and may not include academic skills (000 level) coursework.
2. The certificate of post-secondary studies (CPS) shall be a credit bearing certificate of achievement (CA) that may include academic skills (000 level) coursework.

H. To be eligible for award of a degree, Certificate (CT), or Certificate of Achievement (CA) the students must satisfy the following requirements:

1. Students must earn a cumulative grade point average of 2.0 (C) or higher in courses taken at the College. To graduate with a Certificate of Postsecondary Study (CPS), the alternate GPA is used to determine graduation eligibility and students must earn an alternate GPA of 2.0 or higher. (Alternate GPA includes all courses including developmental courses.)
2. Degree seeking students must complete at least 30 credits at the College. Certificate (CT) students and Certificate of Achievement (CA) students must complete at least half the certificate credits at the College.
These standards are residency requirements.

3. Students must satisfactorily complete all courses in an approved curriculum. A waiver of a course in the curriculum may be granted upon the approval of the College.

I. The length of time that a course remains current and acceptable shall be indefinite unless otherwise identified in the admission requirements of a specialized program.

J. Students may not be matriculated in more than two programs simultaneously. General education courses are applicable to the general education requirement in both programs.

K. The following grading system shall be utilized:

**LETTER GRADES**

A: Superior- Superior achievement: mastery of the subject.

B: Good- Consistent achievement that demonstrates an understanding of the subject sufficient for continued study in the discipline.

C: Average- Satisfactory achievement that demonstrates an understanding of the subject sufficient for continued study in the discipline.

D: Poor- Performance suggesting little aptitude or application on the part of the student in that particular course. This grade may not transfer.

F: Failure- An insufficient understanding of the basic elements of the course.

The following designations may also appear on the student record, although are not computed in the grade point average:

W: Withdrawal- Indicates student has withdrawn from the course after the 10th day of classes through the 8th week (or the equivalent academic period) following the procedures required by the Office of Admissions, Records, and Registration Services.

I: Incomplete Work- The grade of “I” can be assigned only if the student still has work to complete. It is assumed that the student who receives an “I” has satisfied the instructor’s attendance requirements during the semester.

AU: Audit (no credit).

NA: Not Attending/Stopped Attending- May be used when a student attended at least one class and then stopped attending class; has exceeded the number of absences allowed in the written policy of an instructor; or if there is insufficient evidence to calculate a grade.

XA: Student never attended the class.

SA: Satisfactory Attendance. This grade is an attendance grade not a final grade. It indicates positive attendance at the point in time that attendance is reported.

MP: Student is making progress in the course. This grade is used for pre-college or developmental courses only.

RV: Student is recommended for an academic skills express course - Math or English.

P: Student has satisfied the requirements for an academic skills express course.

FA: Failure Due to Absence

L. When repeating a course, the original grade and all repeat grades will appear on the student’s transcript. However, the student’s cumulative average will be computed based upon the highest grade.

M. Recognition of transfer credits and the award of degree credits for non-traditional experience shall be governed by the following rules:

1. The College will transfer the credit (but not the grade) of courses taken at another regionally accredited institution of higher education provided a grade of C or better was obtained in that course.

2. The College accepts educational experiences approved by the American Council on Education, validated record of military training, satisfactory performance on exams developed by Camden County College faculty members, CLEP and DANTES test results and documented student portfolios. The following policy governs the granting of credit for experiences outside the classroom.

   a. Credit (not letter grade) granted for specific courses are listed on the official transcript.

   b. Credit can only be guaranteed as Camden County College credit.

   c. A limit of 30 credits may be awarded.

   d. Only matriculated students are eligible.

N. The curriculum requirements as set forth in the current College Catalog for the degree, certificate and certificate of achievement programs offered by the College are hereby adopted and continued. The College President is authorized to approve revisions to curriculum requirements when necessary based upon program changes, new courses added, courses discontinued, or to satisfy accreditation standards.

O. Each year, the College Catalog lists courses in degree, certificate and certificate of achievement requirements that a student must complete. If program requirements change between a student’s matriculation date and graduation date, the student has the option of following either the original curriculum requirements as of the date of matriculation, or the ones in effect when the student applies for graduation. Students cannot select other curriculum requirements that may have
been in effect between the time of their matriculation and graduation. Any student who is not able to satisfy the curriculum requirements of the Catalog in effect at the time of matriculation or graduation, because of courses not being available, should request appropriate course substitutions or waivers from the corresponding division dean.

**GRADUATION APPLICATION**
The graduation application must be submitted to the dean’s office by the official last day of the semester in which the student intends to graduate. Applications submitted after the official last date of a semester will be processed for the following semester, and the date of graduation on the transcript will be reflected accordingly.

**FILING FOR GRADUATION**
The graduation application may be obtained from the academic deans’ offices, the Office of Admissions, Records & Registration Services, the Advisement Center, the Camden City Campus 2nd floor, Camden Technology Center and the William G. Rohrer Center Information Desk. Students should schedule a meeting with their program coordinator or academic advisor to complete the application and review degree requirements. The advisor or program coordinator and the student must sign the Graduation form. In the semester they plan to graduate, students should hand-carry their completed graduation applications to the appropriate academic dean. In order for student names to be posted in the commencement program, must be submitted to academic deans’ office by March 15 for May graduation. All graduates wishing to participate in May commencement ceremonies must file by March 15. Evening, Camden City Campus, and William G. Rohrer Center students may have their advisors or program coordinators forward their graduation application to the appropriate academic deans. The appropriate academic dean will notify students that the waiver has been accepted or rejected. That decision will be final.

The academic deans will certify each of their graduates. Those students whose applications for graduation have been denied may appeal the decision through the office of the appropriate academic dean.

**WAIVING CURRICULUM REQUIREMENTS**
It is necessary to complete all courses in an approved curriculum in order to graduate. Students who feel there is justification for waiving/substituting any course in their curriculum must obtain official permission to do so by applying for a course waiver. The form for this procedure is available through the office of the dean of the academic division in which the student is enrolled, or through the main office at the Camden City Campus and the William G. Rohrer Center Information Desk. Course waiver requests must be filed in the dean’s office no later than February 15 for students expecting to graduate in May, and by September 15 for students expecting to graduate in December. The office of the appropriate dean will notify students that the waiver has been accepted or rejected. That decision will be final.

**Alumni Association**
With more than 40,000 graduates, the Camden County College Alumni Association provides alumni with the opportunity to stay connected to the College. Upon graduation, alumni are eligible to receive their official alumni ID card from the Office of Foundation and Alumni Relations. There is no cost to join and member benefits include access to the College’s Wellness Fitness Center, computer labs, library, optical clinic, discounts to local attractions and more. A variety of events are planned throughout the year. For additional information regarding alumni ID cards or associated benefits, contact the Office of Foundation and Alumni Relations at (856) 227-7200, ext. 4946 or alumni@camdencc.edu.

**STUDENT DEVELOPMENT AND SUPPORT: ACADEMIC AND STUDENT SERVICES**

**Student Communication**

**STUDENT EMAIL SYSTEM**
All students enrolled at Camden County College will be assigned a student email account. This email account is the College’s official means of communicating with students, so students are advised to check this mailbox regularly. For more information about the Camden County College student email account, go to www.camdencc.edu/email.
EMERGENCY NOTIFICATIONS - COUGAR CALL
“Cougar Call” is Camden County College’s emergency notification system providing phone and text messages in the event of an emergency and to broadcast important information including weather-related closings to the College community. Every student is automatically subscribed to “Cougar Call” when registering for classes. The student may opt out at any time. It is recommended that students check their wireless phone provider regarding costs for incoming text or phone messages. The College is not responsible for any extra costs incurred as a result of receiving notifications via phone, email or text. All information provided is completely confidential. For questions about the “Cougar Call” system, please call the Department of Public Safety at (856) 374-5089. If you are not receiving messages send an email to ksnyder@camdencc.edu.

Advisement Services
The Advisement Center provides academic and career counseling and assists students in developing an action plan to accomplish their academic and career goals. An important part of a college education is the individual student’s personal growth and development. In order to help students realize their full potential, the Advisement Center assists students in identifying and resolving academic, personal, and vocational problems. Students are encouraged to contact an academic advisor for help in selecting courses and discussing current and future goals. Advisors are also available to provide information regarding program requirements, academic policies, transfer, and career opportunities.

Full-time, first-time students are required to meet with an advisor before registering. Continuing students are encouraged to meet with an advisor. However, part-time continuing students and students who have earned 25 or more credits may self-advising. Students who self-advising are responsible for making sure all prerequisites are met and that courses selected satisfy program requirements.

To contact an advisor, call or visit the following:
- www.camdencc.edu/advisement/
or email at advising@camdencc.edu
- Blackwood Campus
  Taft Hall, (856) 227-7200, ext. 4454
- Camden City Campus
  Camden Technology Center, (856) 968-1325
- William G. Rohrer Center
  Information Desk, Lobby, (856) 874-6000

ACADEMIC SKILLS
For students whose basic skills need strengthening, the College offers a three-semester sequence of developmental courses in reading and writing, and a two-semester sequence in mathematics. Also available is a course in college success, which is designed to give students the skills necessary for success in academic courses and in college generally. For information about testing, assessment and/or placement, call (856) 227-7200, ext. 4416, or call the Camden City Campus at (856) 968-1304.

EDUCATIONAL OPPORTUNITY FUND (EOF) PROGRAM
Students who test into a developmental English and/or Math course, have a financial need, have been a New Jersey resident for 12 consecutive months, and are a full time student (12 credits) may be eligible to receive this state grant.

The following services are available for EOF students:
- Assigned advisors for ongoing personalized support from the first day until graduation.
- Financial assistance.
- Career Exploration.
- Educational and goal planning
- Summer college prep.
- Tutoring.
- EOF workshops on a range of subjects both cultural and academic.

To explore these opportunities, call the EOF office at (856) 968-1348 or go to www.camdencc.edu/eof

TRIO STUDENT SUPPORT SERVICES (SSS)
The TRIO Student Support Services (SSS) program provides support services to low-income students, first generation college students (student’s whose parents/legal guardians did not complete a 4-year degree), and students with a documented disability. Eligible students may receive (among other services) personal and academic career counseling, transfer guidance, instruction, mentoring, and tutoring. The goals of the program are to increase retention and graduation rates, enhance academic performance, empower students and provide them with the skills they need to succeed in life.
Free services provided includes:
- Financial aid application assistance
- Personal academic & career advisement
- Unlimited one-on-one tutoring
- Tours of four-year colleges & universities
- Transfer planning to four-year colleges & universities
- Cultural & social trips, events, and programs
- Financial literacy workshops
- Summer enrichment program

For more information contact us at: (856) 968-1335 or studentsupport@camdencc.edu
Blackwood Office – Taft 316
Camden City Office – CTC 209C
Website: www.camdencc.edu/trio-sss/

ENGLISH AS A SECOND LANGUAGE (ESL)
Camden County College offers a comprehensive program in English as a Second Language (ESL). The program serves students who want to prepare for study at an American university, who want to improve their general English skills, or who need to work in the United States. The full program is offered at both the Blackwood and Camden City Campuses; and there are some program courses offered at William G. Rohrer Center in Cherry Hill. Students are placed after testing. This three-level program serves more than 600 students each semester. The program includes classes in communication, grammar, reading and writing, and TOEFL preparation. In addition, the ESL program offers credit-bearing sections of Computer Literacy, World Civilization, English Composition I and English Composition II. For academic questions and information concerning testing, advisement, registration and financial aid, ESL students should contact the ESL advisor at the Blackwood Campus at (856) 227-7200, ext 4568.

DISABILITY SERVICES
Camden County College is committed to complying with the spirit and the letter of legislation, including the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973: Section 504, which provides that: “No otherwise qualified handicapped individual shall, solely by reason of...handicap, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. [An institution] shall make such modifications to its academic requirements as are necessary to ensure that such requirements do not discriminate or have the effect of discriminating, on the basis of handicap, against a qualified handicapped applicant or student...”

The Office of Disability Services provides academic support services for Camden County College students with physical, visual, psychiatric and learning disabilities.

Since 1988, the office has assisted thousands of students with academic advisement, career counseling, tutoring, readers, scribes, assistive technology and academic accommodations.

Students requesting assistance from the Office of Disability Services are required to self-identify and submit current and appropriate documentation validating their disability and need for accommodations. For an in-depth explanation of acceptable documentation, please visit the Office of Disability Services page on the College’s website.

For further information, contact the Office of Disability Services at (856) 227-7200, ext. 4430, or via email at disabilityservices@camdencc.edu. In addition, you may visit the Office of Disability Services in Taft Hall, room 311 or visit the website; www.camdencc.edu/disability-services

VETERANS ADMINISTRATION (V.A.) EDUCATIONAL BENEFITS
Camden County College is approved by the New Jersey Department of Higher Education State Approving Agency under Title 38, U.S. Code, Section 1775 for Veterans’ training.

Pursuing higher education is a major step in transitioning from military to civilian life. The staff of the Office of Veteran Services is here to help you with your VA Education benefits to achieve a successful future through a college education.

When you enroll at Camden County College, you’ll find a community of faculty and staff dedicated to helping veterans achieve their education and career goals. You can choose from a variety of academic programs that make achieving your educational and career goals convenient, including online programs of study, day, evenings and weekend schedules. Our degree and certificate programs can help you enter the job market or you can continue at a four-year institution through our transfer programs.

The staff of the Veteran Services Office at Camden County College welcomes and helps vets to achieve a college education;
- Educational benefit and GI Bill application and certification
- Access to advisement, tutoring, registration and business office services
- VA work-study information and opportunities
- Referrals to Camden County Department of Veterans Affairs and the Camden County College Mental Health Services
- Assistance in identifying federal, state, and county services
- Dedicated veteran spaces, Veteran Outpost Lounges
- In Community Center, Room 202A at the Blackwood campus

FOR MORE INFORMATION ON THESE PROGRAMS VISIT WWW.CAMDENCC.EDU/PROGRAMS
In College Hall, Room 208 at the Camden Campus
In Room 116 at the Rohrer Center

VA Education Benefits
- Post 9/11 GI Bill® (Chapter 33)
- Forever GI Bill®
- Montgomery GI Bill® (Chapter 30)
- Selected Reserves (Chapter 1606)
- Veteran Readiness & Employment (Chapter 31)
- Survivors and Dependents Educational Assistance (Chapter 35)
- The Marine Gunnery Sergeant John David Fry Scholarship (Fry Scholarship)
- Federal Tuition Assistance
- Scholarship for Military Spouses (MyCAA)
- National Guard Tuition Waiver Program

For more detailed information on VA Education Programs, visit the Veteran Services webpage at www.camdencc.edu/veteran-services/ or contact the Veteran Services Advisor, Zaida Nogué at 856.374.4960 or HYPERLINK "mailto:va@camdencc.edu" va@camdencc.edu.

VA Pending Payment Provision
In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any covered individual using U.S. Department of Veterans Affairs (VA) Post 9/11 GI Bill® (Ch. 33) or Veterans Readiness and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:
- Prevent the students enrollment
- Assess a late penalty fee to
- Require student secure alternative or additional funding
- Deny their access to any resources (access to classes, libraries or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:
- Provide Chapter 33 Certificate of Eligibility (or its equivalent) or for Chapter 31, VA VR&E’s contract with the school on VA Form 28-1905 by the first day of class.

Note: Chapter 33 students can use a Post 9/11* Statement of Benefits as the equivalent of a Chapter 33 Certificate of Eligibility. Chapter 31 student cannot get a completed VA Form 28-1905 (or any equivalent) before the VA VR&E case-manager issues it to the school.
- Provide written request to be certified via the Veteran’s Enrollment Certificate
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

Return of Unearned Federal Tuition Assistance (TA) Funds Policy
Students earn their federal tuition assistance based on the percentage of the term that they have completed. Students who wish to completely withdraw from their courses must officially withdraw at the Records and Registration Office. A student, who completely withdraws at or before 60% of the term, may have to return a portion of their unearned, federal tuition assistance. They may owe tuition, fees or a repayment of federal funds.

A Return of Federal Tuition Assistance Funds calculation determines the percentage of tuition assistance students have earned. This is based on the number of calendar days students attended, divided by the number of days in the enrollment period. For example, if a student completed 20% of the payment period, they earn 20% of the federal tuition assistance funds that they were originally scheduled to receive.

In order to determine the amount of the semester a student completed, the Return of Federal Tuition Assistance Funds calculation will use the student’s last date of attendance. For students who officially withdraw, the date of withdraw will be considered the student’s last date of attendance for calculation purposes.

PROGRAM FOR DEAF AND HARD OF HEARING STUDENTS
Established in 1988, the Program for Deaf and Hard of Hearing Students at Camden County College offers support services for students including academic advisement, interpreting, C-print captioning, note-taking. Please go to the DHH page on the College’s website at www.camdencc.edu/dhoh for more detailed information regarding the types of assistance available.

For students who are deaf or hard of hearing, interpreting, note-taking, C-print captioning, and other services can be arranged by calling (856) 227-7200, ext. 4430 (voice) or visit Taft Hall, room 311.
GARDEN STATE PATHWAYS
The Garden State Pathways (GSP) program is for students seeking to build and develop vocational goals and personal skills, while experiencing a college campus. Students seeking admission must meet certain criteria which include documentation of an intellectual or cognitive disability, a high school diploma or equivalent to a diploma and have received or been eligible for IDEA funding while in school. Interested students should have appropriate and recent documentation when applying. GSP students will gain valuable expertise in self-awareness, daily life/independent living skills, and career skills. At the same time students will enjoy the opportunity to socially engage in college life on a close to home, friendly college campus. Several support services are provided to insure student progress. These services include personalized advisement, mentors, tutors, job coaches, and more. GSP students attend the program five days a week for two years. After successful completion of all required courses and internships, the student receives a certificate of postsecondary studies. For further information regarding Garden State Pathways, call (856) 227-7200, ext. 4255 or visit Taft Hall, room 310 or visit the website; www.camdencc.edu/garden-state-pathways

COOPERATIVE EDUCATION (CO-OP)
Cooperative education is an educational program designed to award academic credit for work related to a student’s major. Combining classroom learning with supervised work experience fosters personal growth and professional development. Cooperative education students increase their marketability upon graduation and also begin a networking process through contact with other professionals. Co-op students gain practical work experience, earn credits towards graduation, allow for career exploration, and establish professional contacts. To be eligible, students must be matriculated in a degree program offering co-op as a credit option, have a minimum GPA of 2.5, have completed six (6) credits in the major in which they will do the co-op, and have a minimum of 20 credits completed either in transfer or at Camden County College. Students must complete a Cooperative Education Registration Form before registering and must have a job related to their major. Program coordinators must approve the job for which co-op credit is being sought. Students who do not already have a job may seek assistance in finding a position through the Office of Career Services. Placement cannot be guaranteed.

Co-op is an academic course and requires registration. The tuition is the same as that of any other three-credit course. Co-op registration will be accepted through the 10th day of each semester. After that deadline, students will be advised to register for the next semester. Most co-op work experiences are paid positions, but internships also may be eligible for credit. Students can earn three (3) college credits for 300 hours of paid work experience. Volunteer work or internship experience requires 120 hours to equal three (3) college credits.

To take advantage of co-op for credit, contact the office of the academic dean for the program you are pursuing.

TRANSFER SERVICES
Transfer Services offers a variety of services for students looking to transfer to a four year college or university to obtain a bachelor’s degree. Students are encouraged to start exploring and thinking about transfer colleges and universities as soon as they become a Camden County College student. This will ensure students are in the correct major and taking courses that satisfy degree requirements for both Camden County College and the four year college or university they plan to attend. For transfer assistance please contact Transfer Services at (856) 227-7200, ext. 4503, transferservices@camdencc.edu, or visit Taft Hall, room 318

NJ TRANSFER
NJ Transfer, the online state articulation system, is designed to facilitate the process of transferring courses from a community college to a four-year college or university in New Jersey. NJ Transfer provides students and advisors with the tools that will enable a seamless transfer from a community college to a four-year college or university. Its many features include information regarding course equivalencies, transcript evaluations and recommended transfer programs. Visit www.njtransfer.org for more information.
Bachelor’s Degree Completion Programs
Camden County College partners with Colleges and Universities to provide bachelor’s degree completion opportunities to Associate Degree graduates on the Camden County College campuses.

PREMIER PARTNERSHIP: RUTGERS UNIVERSITY CAMDEN
Students can become a Rutgers University Camden student from day one at Camden County College. Students who opt into this dual admissions program are able to enjoy various Rutgers University Camden amenities through this partnership, such as a Rutgers student ID, access to universities’ gym, and special events. Upon completion of the associate degree at Camden County College, students will be able to seamlessly transfer to Rutgers, meeting the necessary admissions’ requirements.

Students can also choose to earn their Bachelor’s degree with Rutgers University Camden at Blackwood. Students can choose to complete one of the following bachelor degree programs upon successful completion of the associate degree.

- Degrees available are:
  - Bachelor of Arts in Business Administration
  - Bachelor of Arts in Criminal Justice
  - Bachelor of Arts in Liberal Studies
  - Bachelor of Arts in Political Science
  - Bachelor of Arts in Psychology

In selecting one of the above bachelor degree programs, students will be eligible to participate in the new scholarship. Students will pay Camden County College tuition rates as a Rutgers’ student for the third year and then Rutgers tuition prices for the fourth year.

RUTGERS NEW BRUNSWICK / NEWARK SCHOOL OF NURSING AT BLACKWOOD
The Rutgers at Camden County – Blackwood BSN program is the same pre-licensure program that the Rutgers University College of Nursing, New Brunswick and Newark, offers in North Jersey. The BSN program offered on CCC’s Blackwood Campus is open to students who have earned an associate of science degree or an equivalent number of credits from CCC or another college or university. For more information on this program, visit the Rutgers College of Nursing website at nursing.rutgers.edu/blackwood/.

WILMINGTON UNIVERSITY AT CAMDEN COUNTY COLLEGE
Wilmington University (WilmU) and Camden County College (CCC) established a new partnership to provide seamless and connected degree programs for CCC graduates. The partnership streamlines the transfer process, maximizes success, and minimizes both the cost and time to graduation. With 150+ fully online degree and certificate programs to choose from, including 10 STEP Path™ bachelor’s degrees, students have a seamless path from associate to bachelor’s degree.

Wilmington University’s STEP Path™ is the Smart Transfer Enrollment Program to degree completion, no matter where you start. This direct, 100% online pathway and scholarship saves CCC students’ time and tuition dollars to complete a bachelor’s degree!

CCC students who choose STEP Path are considered dual-admitted into a select online WilmU bachelor’s degree program and are also eligible for the STEP Path Scholarship, which covers the remaining courses toward a WilmU bachelor’s degree, up to $5,850 total. Students can also transfer their entire associate’s degree (up to 90 academic credits).

STEP Path Degree programs include the following:
- B.S. in Behavioral Science
- B.S. in Business Analytics
- B.S. in Business Management
- B.S. in Cybersecurity
- B.S. in Computer Science
- B.S. in Finance
- B.S. in Human Resource Management
- B.S. in Information Systems Management
- B.S. in Marketing
- B.S. in Organizational Leadership

For more information visit: www.camdenc.edu/wilmu

Career Services
Career Services, located in Taft Hall on the Blackwood Campus, supports students during their entire academic journey at CCC. This includes undergraduate professional development, career pathway identification and academic mapping, assistance with opportunities for professional networking and experiential learning, change of major guidance and assistance with gathering career pathway data such as job descriptions, 10 year employment projections, salary information, and skills/qualifications/educational background needed for a successful career entry. Career Services also provides job search planning and assistance for currently enrolled students and alumni. Students actively seeking employment can inquire about full-time, part-time, temporary, or seasonal positions as well as volunteer and non-credit internship opportunities. Resume preparation, how to search websites specific to one’s program of study, interviewing techniques, and mock interviews are just some of the services provided at no charge to students.
Recruiters from various disciplines are invited on campus throughout the academic year and an annual job fair is held each spring to afford students the opportunity to seek employment, network, and gain resume feedback, while honing their interviewing skills. Students seeking additional information or wishing to schedule an appointment should contact Derena Shafer at (856) 227-7200, ext. 4854 or email careerservices@camdenc.cc. For additional information visit the website www.camdencc.edu/career-services.

**Mental Health Assistance**

**Mental Health Counseling Assistance**

Camden County College is concerned about every student’s well-being. If you believe you may need help in dealing with personal issues, substance abuse, feelings of depression or prolonged sadness or anger, we encourage you to speak to Heather Bense, DSW, LCSW, Mental Health Counselor, at hbense@camdencc.edu or (856) 277-7200, ext. 4680. Services are available virtually, and on the Blackwood and Camden campuses.

**Non-crisis situations:**

**Oaks Integrated Care**

Early Intervention Support Services
2051 Springdale Road, Cherry Hill, NJ 08003

9 a.m. - 8 p.m. Monday-Friday, Saturdays 9 a.m. - 5 p.m.
(856) 254-3800. Appointments are preferred but you may walk in for services. Services can include individual therapy, case management, psychiatric medications, peer support.

If you or someone you know is in a crisis situation and having thoughts of death, dying or suicide, contact the following resources:

**911**

Police and Emergency Medical Assistance

**NJ Hope Line**

24-7 peer support and suicide prevention line
(856) 654-6735

**Crisis Text Line**

Text Hello to 741-741.

**National Suicide Prevention Hotline**

(800) 273-8255

**Camden County College Office of Public Safety**

(856) 374-5089

**Crisis Screening Center for Camden County**

(856) 428-4357

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**Camden County College’s Food Pantry**

Hunger and food insecurity are realities everywhere – even on college campuses. This problem has prompted many campuses to establish food pantries to help students in need. Camden County College is happy to help our students in need. That is why we opened the Marketplace. The Marketplace is stocked by monetary and food donations from our College Community. If you are in need of food or assistance, contact Associate Dean of Students Jackie Tenuto at jtenuto@camdencc.edu or (856) 374-5088.

**Visit the Marketplace in Blackwood, Camden & Rohrer Center Locations**

**Blackwood Hours & Location**

Community Center, Room 200

**Camden City Hours & Location**

College Hall, Room 405b

**Rohrer Center Hours**

Front Desk

Please check the website for the most current and up-to-date times and locations; www.camdencc.edu/food-pantry.

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**Addressing Food Insecurity at Camden County College**

The United States Government Accountability Offices (GAO) recently conducted research and found that increasing evidence indicates that some college students are experiencing food insecurity, which could significantly affect their academic success in a negative way. Camden County College established food pantries at the Blackwood, Camden and Rohrer campuses to address hunger and food insecurity that may exist among the campus.
population. We welcome the opportunity to work with volunteers throughout the year. Volunteers will distribute donations, sort food items, check for expiration dates, discard expired items and keep the pantry area clean and organized.

**New Jersey Supplemental Nutritional Assistance Program (SNAP) Benefits For College Students**

**What is NJ SNAP?**

Sometimes people feel they should not need help putting food on the table, but sometimes making ends meet is a struggle. If you are not sure how or if you cannot pay for your next meal or next week’s groceries, NJ Snap may be able to help.

**Do I qualify for NJ Snap?**

Are you a college student, age 18 to 49 enrolled at least half-time in a college, university, community college or business, technical, trade or vocational school that requires a high school diploma?

If so, you may be eligible for food assistance through New Jersey’s Supplemental Nutrition Assistance Program (SNAP). SNAP is a federal program that can help individuals and families with low-incomes buy the groceries they need to eat healthy. Eligibility depends on several factors like income, household size, resources, etc.

In addition to income eligibility factors, students also must fit other requirements. For additional information on NJ SNAP and detailed requirements, please visit [www.NJHELPS.org](http://www.NJHELPS.org) or contact Jayne McGovern, Financial Aid Office, Taft Hall, (856) 227-7200, ext. 4345.

**Tutoring Services**

Tutoring services at Camden County College are available free of charge to all students enrolled at the College. The College provides in-person, virtual, and chat-based tutoring for most subjects offered. Small group tutoring, course review sessions and computer-aided auto tutorials also are available to meet the needs of students. For more information about tutoring services, students may contact the Tutoring Center at (856) 227-7200, ext. 4411 or email tutoringservices@camdenccl.edu Additional information can be found on the website at: [www.camdenccl.edu/tutoringschedule](http://www.camdenccl.edu/tutoringschedule)

**Blackwood Campus**

Tutoring Center, Taft Hall-Lower Level (856) 227-7200, ext. 4411.

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**Camden City Campus**

College Hall, Room 322 (856) 968-1359

English as a Second Language (ESL),
College Hall, Room 323

**William G. Rohrer Center**

Cherry Hill, (856) 227-7200, ext. 4411

Note: Check at front desk for exact location

**Academic Skills Math Lab**

The Math Lab supports students enrolled in Pre-Algebra or Elementary Algebra traditional courses, new students who are interested in improving their math skills for the Math Placement Test, and students who need review of basic math concepts. Our services include tutoring, test preparation, help with homework, Math Placement Prep, online course setup/advising, study groups, and workshops. Computers are also available for online math work. We are located in Taft Hall, room 103 on the Blackwood Campus, and College Hall, room 316 in Camden. For more information call (856) 227-7200, ext. 4272.

**Library Services**

**BLACKWOOD CAMPUS LIBRARY: (856) 227-7200, EXT. 4407**

Located in the Wolverton Center near the Kevin G. Halperrn Hall for Science and Health Education, the Blackwood Campus Library serves as the central Library location. It houses a collection of books and media. The library also provides access to a large collection of academic and popular e-resources through its website. Reference assistance is available in-person and virtually through chat, text and email during normal working hours. Check the library’s website for contact information and hours of operation. In addition to books and media, the library also loans out laptops, textbooks, and calculators for use in the library; study rooms are available on a first-come, first-served basis; and students have access to public computers. Printing is available.

**PAUL ROBESON LIBRARY, CAMDEN CAMPUS: (856) 225-2849**

An agreement between Camden County College and Rutgers University allows students and faculty affiliated with the Camden City Campus to receive library services and privileges at the Paul Robeson Library of Rutgers University at 300 North 4th Street in Camden. A librarian is available in the Robeson Library to assist Camden County College students with their assignments and questions.

**LIBRARY WEBSITE: LIBRARY.CAMDENCC.EDU**

The library website is your link to free resources for your classes including print and eBooks, full-text peer-reviewed journals, newspaper and magazine articles, assignment library guides and other eResources. Get information
about library hours, library cards, new print and eBooks and special events. Ask library-related questions via email, chat or text. The library website is always being updated to offer you access to the latest library resources and services.

**Bookstores**

Bookstore services are provided at all three college locations: in Blackwood on the 1st floor of the Otto R. Mauke Community Center, in Camden on the 1st floor of the Camden Technology Center, and in Cherry Hill on the 1st floor of the Rohrer building. Students will find new and used textbooks, supplemental reading materials, school and art supplies, College sportswear, gifts, cards, homework supplies and a variety of other materials. College bookstore hours are usually from 8:30 a.m. to 6:30 p.m. on Monday through Thursday and from 8:30 a.m. to 4 p.m. on Friday. Hours of operation are extended during registration and the beginning weeks of a semester.

**Childcare Services**

Childcare services are available at the Blackwood Campus. The Child Care Center provides developmentally appropriate programs for children ages 6 weeks to 6 years with a summer camp to age 12. Hours are 6:30 a.m. to 6 p.m. (Half-day schedules are also available.) For a fee schedule and further information, call (856) 227-7787.

**Dining Services**

**BLACKWOOD CAMPUS**

The **Cougar Café, located in the Otto R. Mauke Community Center**, is our main cafeteria that offers a variety of hot and cold foods for breakfast, lunch and dinner. Check the website for hours. Breakfast includes Wawa coffee, fresh baked bagels, muffins, danish and hot breakfast grilled items. Our lunch items include homemade pizza from our pizza oven, freshly made deli sandwiches, homemade burgers from the grill, salads, sushi made on site by Chef Trung, poke bowls, homemade hot soups and much more! Soft drinks, grab-and-go items and a convenient, clean dining area provide students with a central meeting place to relax before, between and after classes.

The facility also includes a **Cyber Café**. Students may check e-mail or access the Internet for other allowable purposes on a quick basis, while having coffee or snacks from the cafeteria.

For nutritional Information on our menu Items, please download our app, "Bite by Sodexo" and type in Camden County College.

Catering Services are also available. Please contact Frank Napoli, Dining Manager, for information on the campus catering menu and to place your order, (856) 374-4956.

Camden County College also has a conference center available for any conferencing needs. For conference rental Information, please contact Kay Byrd at (856) 374-4626.

If you have any questions, please feel free to contact Danielle Blanco, General Manager at (856) 374-4965.

**BLACKWOOD CAMPUS – COUGAR CASH**

The Cougar Cash is a declining balance card used for purchases at the Cougar Café or Lab Coat Café. Students can obtain the Cougar Cash from the Enrollment Services counter on the Blackwood Campus in Taft Hall. Credit can be added to the card from your student account, your financial aid, (after the 10th day of the term for spring and fall semesters only), or from payment made directly to the College. Once credit is applied to your card, the Cougar Café has card readers located at the cash registers that will decline the balance on the card by the amount of your purchase. Credit can be easily added to your card at the Enrollment Services counter. An Enrollment Services Associate or Business Office representative, (856) 227-7200, ext. 4312, are available to assist students with the Cougar Card application and use.

**CAMDEN CITY CAMPUS**

There are two food service areas on our Camden City Campus. One is located on the ground floor of College Hall near the courtyard. Vending machines offer hot and
cold food and drinks, and dining tables are provided in cafeteria style, providing a place for students to meet and relax before or after class. The University District Bookstore’s Starbucks Café, located in the Camden Technology Center, is another location where students can enjoy breakfast and lunch in a café setting as well as purchase other ‘grab and go’ convenience items.

WILLIAM G. ROHRER CENTER
Grab-and-go food and drink items are available at the vending machines located on the first floor.

Shuttle Bus Services
Camden County College offers a Student Shuttle Service for students with transportation needs between the Blackwood and Camden Campuses. This service is offered to all currently registered students at no cost. The Student Shuttle Service is handicap accessible and has a seating capacity to accommodate 30 riders. This service is available on a first come, first served basis.

Directions for utilizing the Student Shuttle Service:
• Must possess a current/updated student ID.
• Visit the Public Safety Office to sign in for their preferred departure time prior to boarding the shuttle.
• The Public Safety Office at the Blackwood campus is located in room 100 of the Otto Mauke Community Center.
• The Public Safety Office at the Camden Campus in room 116 of the College Hall Building.
• When students board the bus they will present their student ID cards to the bus driver.

For everyone’s safety, we encourage all students utilizing the shuttle service to wear a mask while riding on the shuttle regardless of vaccination status (nose and mouth fully covered).

Please be reminded that no children or pets are permitted on the shuttle.

PICK UP LOCATIONS
One shuttle bus will travel between the Blackwood and Camden Campuses. There is only one designated pick up/drop off location per campus.

Camden Campus Student Shuttle Service pick up & drop off Location
Pick up/drop off location is immediately outside the College Hall Building on North Broadway Street.

Blackwood Campus Student Shuttle Service pick up & drop off Location
Blackwood’s pick up/drop off location is on Presidential Drive near the Connector Building at the NJ Transit Bus Stop.

Visit the College website to view updated Shuttle Services schedule at www.camdencc.edu/student-shuttle-service/.

Discounted NJ Transit Pass for Full-Time Students
To sign up for the discounted pass, log on to your MyCCC Student Portal account and on the right side there is a link for NJ Transit. You must be a full-time student to be eligible to purchase discount passes.

TERMS OF USE
The student monthly pass is for personal use of the student who purchased it and is restricted for use traveling to/from stations indicated on the pass for the sole purpose of attending school. Student passes are not honored to or from any other rail station except those printed on the pass, but they may be used on certain buses and light rail vehicles as permitted under NJ TRANSIT cross-honoring policies. NJ TRANSIT reserves the right to review applications for student passes to ensure compliance with NJ TRANSIT policies. Students must present their student identification card upon request by train crew personnel or other NJ TRANSIT representatives.

PLAN YOUR TRIP
Planning your trip on NJ TRANSIT is easy. If you already know you will be traveling by train, bus, or light rail, you can use the NJ Transit station-to-station or point-to-point trip planners. If you are unsure, you can use NJ Transits Itinerary Planner for customized trip plan.

YOU NEED TO KNOW
Students must sign up by the 10th of the month to receive a pass for the following month. (For example, to receive a monthly pass for November, you must sign up by October 10th.) NJ Transit charges a non-refundable $3 processing fee that will be applied each month. The price shown while signing up for the NJ Transit Pass is the already discounted price. This information is provided by Third Party NJ Transit. If you experience issues call NJ Transit at 1-866-QUIKTIK (8:45 a.m. to 4:15 p.m. Mon-Fri).

Student Activities
Through participating in various programs, events or organizations, students will receive a well-rounded college experience, as well as a variety of opportunities to interact with other students and the college community. The Office of Student Life and Activities oversees cultural, educational, recreational and social events for all Camden County College students. The Office of Student Life and Activities is located in the Taft Hall, Room 302, (856) 227-7200, ext. 5088.
ATHLETIC ACTIVITIES, INTERCOLLEGIATE SPORTS AND INTRAMURALS

Camden County College recognizes the importance of the development of both the mind and the body and provides the opportunity for students to compete in intercollegiate athletics and intramurals. Various athletic activities are offered for the experienced competitor, as well as for the casual participant seeking self-directed physical activity. Varsity teams for both men and women compete against other two-year college teams in the Garden State Athletic Conference of New Jersey and Region XIX of the National Junior College Athletic Association. Men compete in cross-country, soccer, golf, basketball, baseball, wrestling and Outdoor Track and Field; women compete in cross-country, soccer, golf, basketball, softball, tennis and Outdoor Track and Field.

Intramurals offer students, faculty, and staff an opportunity to compete with fair play and good sportsmanship in order to provide all with a wholesome recreational experience. Intramural sports offered at CCC include a variety of options depending on participation. All events are co-ed. For more information, contact the Athletic Department for details at (856) 227-7200, extension 4287.

Students may take advantage of College athletic facilities with approval, including an athletic center with indoor basketball courts, Wellspring Fitness Center and various outdoor playing fields. Current valid I.D. cards are required to obtain equipment and use the facilities. Students are responsible for equipment issued to them. Lost items must be paid for at current replacement value. Students using the facilities must be dressed in appropriate gym attire with sneakers.

ATHLETIC/FITNESS LABS

The Wellspring Fitness Center provides a caring environment that helps and allows participants to bring about desired lifestyle changes that enhance their quality of life. The center consists of strength training and aerobic exercise equipment including treadmills and steps. The Wellspring staff is on hand to assist users in understanding and implementing exercise programs. The center offers fitness evaluations, individualized exercise prescription and free personal training. The hours of operation are posted on a semester basis. Certified supervision is provided during the hours of operation. Use of the facility is limited to posted hours only. For more information, call (856) 227-7200, ext. 4237. Appointments are offered on a weekly basis. Call (856) 227-7200, ext. 4262 for further information.

STUDENT APPEAL PROCESS OF HEARING BOARD DETERMINATION CLUBS AND ORGANIZATIONS

 Clubs, organizations and special interest groups are supported by the Camden County College student government association in an effort to provide students with activities outside the classroom to enhance their academic experience. Most clubs have a linkage to academic programs and provide fun activities and community service opportunities. Generally, clubs are reauthorized and funded each year if there are at least 15 students who express an interest in participating, and the clubs typically are focused on either the Blackwood or Camden City Campuses. October 1 and December 1 are the fall and spring activation deadlines, respectively. The College also sponsors honor societies, which recognize students who achieve academic excellence according to national organization standards. These extra-curricular activities and events are provided under the auspices of the Office of Student Life and Activities, and include a student newspaper, Campus Press, and the WDBK radio station. Some clubs meet exclusively at the Blackwood Campus and others exclusively at the Camden City Campus, but all activities may be joined by students enrolled in credit courses at any of the College’s locations. Because many CCC students work and/or are raising families, the Office of Student Life and Activities sponsors a variety of events and activities to appeal to a wide range of student interests, without respect to membership in a particular club, organization or honor society. For more information contact the Office of Student Life and Activities at (856) 227-7200, ext. 5088.

How to Join a Club

Club/organization membership is open to all students. Club/organization membership is open to all students enrolled in credit courses at any of the three College locations. Students desiring to join a club must complete and submit a Club Membership Form to the Office of Student Life and Activities by October 1 for the fall semester or by February 1 for the spring semester. In order for a club to be activated, at least 15 students must join and participate. Member lists will be authenticated by the Office of Student Life and Activities. Every club must submit a schedule of meeting dates, goals for the academic year and a summary of how they will use allocated funds related to the expressed goals. Spending will be authorized after review by
the associate dean of students. Honor society membership is selective, based on meeting certain GPA requirements, and requires payment of a membership fee. Interested students should contact the honor society advisor or the office of the related academic dean. Questions should be addressed to Jackie Tenuto, Associate Dean of Students. The Office of Student Life and Activities is located in the Taft Hall, Room 302, (856) 227-7200, ext. 5088.

**How to Request Formation of a New Club**
A student desiring to form a new student club must complete a New Club Request Form, which includes a statement of the purpose of the club and at least fifteen (15) Club Membership Interest Forms from properly enrolled students. Club/organization membership is open to all students enrolled in credit courses at any of the three College locations. Completed forms must be submitted to the Office of Student Life and Activities by October 1 for the fall semester or by February 1 for the spring semester. If the new club is recommended by Student Government Association (SGA) and approved by the associate dean of students, the club will be activated. The student who files the request form will be notified in writing of the disposition of the request. The newly activated club must submit a schedule of meeting dates, goals for the academic year and a summary of how they will use allocated funds related to the expressed goals. Spending will be authorized after review by the associate dean of students. Questions should be addressed to Jackie Tenuto, Associate Dean of Students. The Office of Student Life and Activities is located in the Taft Hall, Room 302, (856) 227-7200, ext. 5088.

**STUDENT GOVERNMENT ASSOCIATION**
The Student Government Association (SGA) is the component of student life that represents students in governance matters. All students enrolled in credit courses at Camden County College are eligible to participate in the association. The College allocates money from general service fees to fund the various student clubs, events and activities. It is the function of the SGA to make recommendations for (1) apportionment of funds among the various clubs, organizations and activities; (2) rules and regulations concerning the conduct of the student body; (3) policies affecting student life. Through SGA, students are able to express their concerns on matters directly related to them and the College, to generate school spirit and to encourage student participation in College life. The Student Government Association elected positions are: President; Vice President; Treasurer; Secretary, Camden Campus Secretary Camden Campus Executive Officer, and Rohrer Campus Executive Officer.

**EVENT ANNOUNCEMENTS – BULLETIN BOARDS/POSTERS/FLYERS**
Specific bulletin boards have been set aside for the purpose of advertising student activities and events. Student groups may advertise their meetings and special events on these bulletin boards. Posters and/or flyers announcing student-sponsored events must be approved by the associate dean of students. To obtain approval, students should follow these guidelines:
- poster size should not exceed 16” x 24”;
- wording must be directed toward the specific date and activity concerned;
- each poster must be neat and in good taste;
- the name of the sponsoring organization must be included, and the Camden County College logo also must appear on the flyer;
- each displayed poster/flyer must carry a stamp of approval by the associate dean of students;
- no notice or poster may be placed on walls, doors or windows of public areas;
- no notice or poster may be placed on cars;
- posters/flyers must be submitted to the Office of Student Life and Activities for approval at least 24 hours before the expected posting date, but they will be posted no more than two weeks in advance of the event itself;
- the sponsoring club or organization is responsible for placing posters in designated areas after they have been approved;
- the club or organization is also responsible for removing posters after the event or activity has concluded;
- for posters/flyers that advertise functions not directly related to Camden County College students, space will be granted on bulletin boards if there is no interference with the promotion of College-sponsored activities; and
- the Office of Student Life and Activities reserves the right to remove any poster that does not comply with these guidelines.
EVENT FUNDRAISING AND TICKET SELLING

A Fundraising Authorization Form must be submitted and approved by the associate dean of students before a club or student organization may engage in fundraising or ticket-selling activities, even if for charitable purposes. Forms are available in the Office of Student Life and Activities, Taft Hall, Room 302, (856) 227-7200, ext. 5088.

STUDENT DEVELOPMENT AND SUPPORT: STUDENT CODE OF CONDUCT, DISCIPLINARY HEARINGS & APPEALS

Code of Conduct

INTRODUCTION

All students enrolled at Camden County College acknowledge with their enrollment an obligation to abide by the College’s regulations and policies, as approved by the administration and Board of Trustees. Students are responsible for their own actions and are expected to maintain the highest standards of conduct at all times and in all places affiliated with the College. Each student must, of course, respect the rights and privileges of all other students, as well as College administrators, faculty and staff. The College reserves the right to dismiss from a course or from the College, or restrict from any other College activity or facility any student whose behavior is detrimental to the College or its students. (Academic policies and procedures shall govern dismissal or suspension for academic reasons.) Visitors to the College also are obliged to abide by the Student Code of Conduct and may be restricted from College activities or from one or all campuses as a result of code violations.

PURPOSE

The purpose of the Student Code of Conduct is to protect Camden County College, its academic and social community and its property from harm resulting from acts of its students or visitors that may cause injury or threat of injury. The Student Code of Conduct defines prohibited conduct as any behavior that violates College standards. The code gives students and visitors notice of the standards expected. The College will take appropriate disciplinary action against violators. In addition, violators also may be accountable to law enforcement authorities, as well as to the College, for acts that constitute violations of law as well as violations of this code. College disciplinary actions may proceed regardless of any pending criminal legal proceedings. The College recognizes that its inherent powers and responsibilities to protect the safety and well-being of the campus community are broad, as is the potential range of misconduct that could harm persons and property on campus. Accordingly, this code is to be interpreted broadly so as to ensure the protection of the Camden County College community.

MISCONDUCT DEFINITIONS

The following acts, when committed by students of or visitors to Camden County College, will be considered misconduct. Any person committing these or similar acts is subject to discipline under this Code. This Code applies to conduct engaged in/on the property of Camden County College while attending College functions, on-campus at any College location, or off-campus; functions of college-sponsored organizations, conducted on-campus at any College location; or off-campus; or any other college-sponsored events, on or off campus, or at clinical/agency sites affiliated with the College. These acts are not meant to define misconduct in exhaustive terms.

CODE OF CONDUCT VIOLATIONS:

- Engaging in disruptive behavior which threatens others or in any way interferes with the teaching and learning process.
- Engaging in hostile conduct or disorderly behavior that might incite immediate violence.
- Engaging in abusive or demeaning conduct (including the use of profanity), obscene gestures, sexual exploitation, or harassment, including cyber harassment, directed toward another individual or group of individuals which has the effect of creating a hostile environment and infringes upon the rights and privileges of other members of the College community.
- Intentionally or recklessly causing physical or psychological harm to any person, stalking, bullying or intentionally or recklessly causing reasonable apprehension of such harm.
- Committing any physical act of harassment, intimidation, or bullying (as that term is defined in NJSA 18A:37-14 and NJSA 18A:3B-68), or any such acts in the form of gestures, written, verbal or electronic communication, that may reasonably be perceived as being motivated either by any actual or perceived characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, when these acts substantially disrupt or interfere with the orderly operation of the College or the rights of other students or College employees.
- Committing any acts in any form that will have the effect of emotionally or physically harming a student or damaging the student’s property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property.
- Committing any acts that have the effect of insulting or demeaning any student or group of students or creates a hostile educational environment for the student by interfering with the student’s education or by severely or pervasively causing physical or emotional harm to the student.
- Using, possessing, brandishing or storing any weapon
or facsimile of a weapon without proper authorization.

- Using, possessing or being under the influence of alcoholic beverages and/or controlled substances.
- Using, possessing, manufacturing, distributing or selling a controlled substance in violation of Federal Law or the State of New Jersey.
- Misusing fire safety equipment or tampering with any electrical system, wiring, telephone service, fire safety equipment or security devices.
- Using and/or possessing fireworks, pyrotechnics, explosives or flammable liquids on College premises without proper authority.
- Gambling in violation of the laws of the State of New Jersey, or playing any games of chance (including all card games) or skill that, under the circumstances, provoke or may provoke disorderly behavior.
- Intentionally or recklessly disrupting College operations or College-sponsored activities.
- Intentionally or recklessly furnishing false information to the College, including forgery, alteration or misuse of College documents, records or identification.
- Accessing, modifying or transferring electronic data system software or computing facilities without authorization and other violations as outlined in the Student Responsibilities and Acceptable Use of Technologies Policy.
- Stealing or wrongful appropriation of property, belonging to the College or anyone else.
- Destroying, damaging or misusing property of the College or others on campus.
- Failing to comply with the directions of a College official, faculty member, public safety officer, or police officer acting in the performance of their duties; or failing to positively identify one’s self to a College official, faculty member, public safety officer, or police officer when requested to do so. The required form of identification shall be a current and validated College identification card, Social Security card, driver’s license, military ID card, photo ID, etc.
- Being present or using College premises, facilities or property without proper authority.
- Using or misusing the College’s name or logo for soliciting funds, sponsoring of activities or on printed matter without proper authority.
- Violating the terms of any disciplinary sanction imposed in accordance with this Code.
- Violating College regulations or policies, including campus motor vehicle regulations, Tobacco-Free Institution Policy, etc.; or federal, state or local laws.
- Violating local, state or federal law on College property or off campus when such violation adversely affects the College.

Administration of Code and Proceedings

This Student Code of Conduct shall be administered by the Associate Dean of Students or his/her designee. In the case of visitors, Public Safety personnel will handle sanctions as appropriate.

CLASSROOM MANAGEMENT

The primary responsibility for managing the classroom environment rests with faculty members who are authorized to remove students from class for behavior that threatens others or in any way impedes the teaching and learning process. If such a student refuses the faculty member’s request to leave, the faculty member may request the assistance of the Department of Public Safety to remove the student from class. When a faculty member has removed the student from class for disruptive behavior and deems it necessary to preclude the student from returning to this particular class, the faculty member should immediately file a misconduct complaint with the associate dean of students, students or those acting on his/her behalf, who will follow the procedures set forth herein to determine whether the student has violated this code and if so, whether to impose sanctions.

SANCTIONS

Acts of misconduct will be met with one or more of the following sanctions, all of which will be permanently recorded and kept on file in the office of the Associate Dean of Students.

1. Warning – verbal or written admonition against further violations, alerting student that continuation of misconduct may be cause for more severe disciplinary action.
2. Written Reprimand – written warning placed in student’s file alerting student that continuation of misconduct may be cause for more severe disciplinary action.
3. Restriction – from a College activity or facility for a specified period of time.
4. Referral – to a workshop or other intervention designed to mitigate the particular code violation.
5. Community Service – on-campus activity to improve campus life.
6. Fine – a monetary penalty to cover the costs of replacing physical property of the College or the property of others intentionally damaged or stolen by any student or damaged through the gross negligence of the student. The payment of any fine by a student shall in no way limit the right of the College to seek restitution through appropriate civil proceedings.
8. Suspension – temporary exclusion from all academic work or specified classes and/or other College-related activities for a specified period of time. *
9. Expulsion – permanent dismissal from classes and College activities. This action shall be permanently recorded on student’s transcript. *

*If suspension or expulsion is the resulting disciplinary action, the student is responsible for contacting his/her instructors to arrange make-up for missed course work, if applicable.

REPORTING MISCONDUCT
Allegations of student misconduct will be reported promptly to the Associate Dean of Students or those acting on his/her behalf. All reports will be addressed in a timely manner. When student misconduct occurs, any person observing it (including students, faculty, administrators, etc.) should immediately report the misconduct to the responsible College official. Any reports received by campus officials or public safety personnel will be routed to the Associate Dean of Students. A written report will be submitted as soon as possible after a verbal report is made, and will include, at a minimum, the following information:

1. name, department and position of the person making the report;
2. date(s), time(s) and place(s) of each alleged act of misconduct;
3. name(s) or other identifying information of the student(s) involved in the allegations;
4. a detailed description of each act of student misconduct including what was stated and done by the individuals involved;
5. the name(s) or other identifying information of other witnesses to the acts of student misconduct;
6. a brief indication as to which specific provisions of the Student Code of Conduct are alleged to have been violated; and
7. a statement by the person making the report whether he or she will be willing to participate if necessary as a witness in subsequent administrative proceedings.

The Associate Dean of Students or those acting on his/her behalf shall immediately notify the Department of Public Safety of the occurrence of any misconduct constituting a violation of law and of the suspension of any student for misconduct. A copy of the notice will also be sent to the appropriate academic deans.

Misconduct may also be reported directly to the Department of Public Safety. If the conduct is considered to be pervasive, continually disruptive to a class, or places others at risk, the Department of Public Safety will remove the student from class and the College campus until meeting with the Associate Dean of Students. In some cases, the student will be required to report to the Associate Dean of Students before being permitted to return to class.

DISCIPLINARY CONFERENCE
When misconduct is reported, the Associate Dean of Students, her designee, or the designated official at Camden City Campus or William G. Rohrer Center will as immediately as feasible speak to the alleged violator and to any persons harmed by the misconduct or witness to it. The Associate Dean of Students or those acting on her behalf will discuss the matter with the alleged violator apprising him/her of the accusation made and giving him/her an opportunity to explain his/her version of the facts. After conducting this discussion, the Associate Dean of Students or those acting on his/her behalf shall determine whether (1) to dismiss the matter, (2) to issue a warning, (3) to issue a written reprimand, (4) to restrict facility use or participation in activities, (5) to refer for an intervention strategy, (6) to assign community service, (7) impose an appropriate sanction him/herself or (8) to convene the Hearing Board.

REFERRAL TO HEARING BOARD
If the Associate Dean of Students determines that referral to the Hearing Board is in order, he/she will provide the student with written notice of the time and place of the disciplinary proceedings before the Hearing Board, and the nature of the complaint against the student. The student charged shall receive at least five (5) days advance written notice of the hearing. Disciplinary proceedings are closed. Attendance is limited to board members, the alleged violator, the violator’s representative, the complaining party and any witnesses. Proceedings before the Hearing Board are not intended to be a formal legal proceeding, but rather are administrative proceedings and are conducted informally; however, a student may obtain the advice of anyone who is reasonably available and willing to assist, including a College administrator or faculty member during the proceedings before the Hearing Board. If a student advises the Associate Dean of Students at least five (5) working days before the Hearing Board appearance of his/her inability to obtain such advice, the Associate Dean of Students may appoint a suitable individual to advise the
student. Where the Associate Dean of Students deems a witness to be at risk of harm, the anonymity of the witness shall be preserved by presenting a statement of the witness out of the presence of the accused student, provided that the substance of the witness’ statement is made known to the accused student. The student charged shall have the right to produce persons or materials to refute the charge and may personally testify and make a closing statement to the board prior to its deliberations. At the discretion of the Hearing Board chair, questions may be posed by the alleged violator indirectly through the Hearing Board chair but witnesses are not subject to direct cross examination. Disciplinary proceedings before the Hearing Board and action to the extent possible shall be implemented rapidly and with a sense of urgency. If written notice is served during the period June through August, proceedings will occur within one month of the first day of the fall semester.

For the safety of all of those who are present, handbags, backpacks, large packages, and laptop computer cases are not permitted in the Hearing room. Anyone insisting upon bringing in a handbag or package as described above understands and agrees that for the safety of everyone present it may be subject to search by a public safety officer.

Failure to Appear
Failure of the student charged to appear before the Hearing Board after proper notice will not normally be cause to postpone or cancel the proceeding, which may be conducted in the absence of the student charged. The Hearing Board shall make its findings and recommendations at the conclusion of the presentation of the matter. An adverse finding must be supported by a preponderance of the evidence presented to the board. Determinations of the Hearing Board shall not be made public unless required by law. The findings, recommendations and summarized record of proceedings on disciplinary cases shall be transmitted in writing to the Associate Dean of Students. If the Hearing Board finds no basis for imposing discipline, no further discipline shall be imposed for the same charge. If it is determined that discipline is warranted, the Hearing Board may recommend the appropriate sanction from the list above. The associate dean of students will consider the recommended sanction and make the determination of the appropriate sanction. The associate dean of students must notify the student within a reasonable period of time (no longer than 15 days) of the sanction to be imposed.

Hearing Board Waiver
Despite the referral of a matter to the Hearing Board by the Associate Dean of Students a student may file with the Executive Dean of Student Affairs a written waiver of the review of the Hearing Board. Upon filing such a waiver, the Executive Dean of Student Affairs will determine the disciplinary action warranted.

Complaint Withdrawal
The Associate Dean of Students reserves the right to withdraw a complaint for demonstrated cause prior to the Hearing Board review or rendering of a disciplinary action.

Notification of Hearing Board Determination
The student will be notified in writing of the findings and determination of the Hearing Board within a reasonable amount of time that allows full review and consideration of all case materials.

Student Appeal Process of Hearing Board Determination
Students may appeal the determination of discipline imposed by the Associate Dean of Students or the Hearing Board by submitting a written request to the Executive Dean of Student Affairs. The request must be submitted within five (5) days of receiving the notice of sanctions imposed.

Final Determination
Within ten (10) working days from receipt of a student's appeal to the Executive Dean of Student Affairs, the Executive Dean will notify the student in writing of his/her agreement or disagreement with the decision. The decision being appealed will not be implemented during the appeal process; however, a student suspended from campus and/or activities shall not be permitted to return unless circumstances no longer justify the suspension as determined.

The decision of the Executive Dean of Student Affairs is final.

Campus Safety and Security
Camden County College's security policies and procedures seek to provide for the safety and welfare of the College community. College community members can help maintain their own safety on campus by following all security procedures and by using common sense safety practices. These practices include walking in groups; reporting suspicious activities; and not leaving books, coats, or backpacks unattended. Remember: Security is everyone's responsibility!

The Public Safety Department is responsible for security at all locations and reports to the Executive Director of Financial Administrative Services. All officers complete 40
hours of security training, standard first aid Cardio Pulmonary Resuscitation (CPR) training and annual in-service training. Public Safety Officers are equipped with two-way radios so that they can communicate within the department. The department maintains an excellent rapport with state, county and local police agencies. It also files a statistical crime report as required by law. This report is available upon request from any public safety office. The Blackwood Campus Public Safety Department is located in the Otto R. Mauke Community Center; the Camden City Campus Public Safety Department is located at the Information Desk on the 1st floor of both campus buildings; and the William G. Rohrer Center Public Safety Office is located on the 1st floor. The information also is available on the College website as well.

The Public Safety Department provides the following services:
- responds to, and as appropriate, investigates any on-campus accident, disturbance or alleged criminal act;
- assists with vehicle problems such as jumpstarts and keys locked inside vehicles;
- escorts faculty and students to buildings and vehicles as required;
- maintains a lost and found property service;
- responds to medical emergencies and is the primary source of urgent medical care on campus;
- handles all other emergencies such as fires, criminal acts, power failures and student behavioral problems;
- enforces parking and traffic control on campus.

The Cameroon County College Public Safety Department does not have police authority. If a College student commits a minor offense involving College rules and regulations, the Public Safety Department refers the individual to the associate dean of students for disciplinary action. In the event of a crime, the Public Safety Department will immediately call the local police, who then conduct the investigation.

The Blackwood Campus Public Safety Department can be reached by dialing (856) 227-7200, ext. 4288;

The Camden City Campus Public Safety Department can be reached by dialing extension 1393;

The William G. Rohrer Center Public Safety Department can be reached by dialing 6057.

All campuses are equipped with emergency telephones connected directly to the Public Safety Offices. Each campus has direct phone numbers to place in your cell phone for speed dialing as well.

Blackwood Direct (856) 374-5089
Camden Direct (856) 968-1393
Rohrer Direct (856) 874-6000

Public Safety Escort Services
For your reassurance, our officers are available at any time to escort you to or from your classes or car. Do not hesitate to call for any reason.

Fire Alarms
All Camden County College buildings are equipped with fire alarms. In the event of a fire or smoke, the alarm will
sound. At the sound of the alarm, all students, employees and visitors are required to evacuate the building immediately. Students are encouraged to remain with their class to permit the professor to take attendance once outside the building. Public Safety Officers will respond to investigate. Please do not enter the building until it is announced by public safety that it is clear to return. Additionally, from time to time fire drills may be conducted that necessitates an evacuation of a building. As with any fire alarm, a safe and orderly evacuation is important. Also, please take a minute to review the poster labeled “EMERGENCY INFORMATION” that is posted in hallways and in each classroom. These posters provide critical information, as well as a telephone number in which to contact the Public Safety Department.

Parking Decals and Campus Traffic Regulations

The College provides parking decals and permits at no additional cost to students. There is no limit to the number of vehicles that can be registered by one person. The decals can be obtained at any public safety office. To obtain a student parking decal, a student must present the vehicle registration card and a valid Camden County College ID card (or other proof of current class registration) and fill out the appropriate form. Decals are color coded and expire annually.

While on any campus, students and visitors are expected to obey all posted speed limits and traffic regulations as established by the State of New Jersey.

Students and guests must park in white line spaces only.

Handicapped Accessible Parking

Ample handicapped spaces are available for any vehicle displaying proper tags or placards. Camden County College maintains the right to demand that anyone parking in a handicapped space present on request a valid state-issued handicapped registration card issued to the individual using the space at the time. Anyone parking in a handicapped space must abide by all applicable New Jersey Motor Vehicle regulations.

Reporting Suspicious or Criminal Activity on Campus

Suspicious or criminal activity or other emergencies can be reported to the Public Safety Department at these numbers:
Blackwood Campus .........................ext. 4288 or 7777
Direct .............................................(856) 374-5089

Camden City Campus .......................ext. 1393
Direct .............................................(856) 968-1393

William G. Rohrer Center ...............ext. 6057 or 6666
Direct .............................................(856) 874-6000

Regional Emergency Training Center ..................ext. 4882
Direct .............................................(856) 374-5089

In-person reports of incidents can be made at the following locations and times:
Blackwood Campus: Public Safety Office, Otto R. Mauke Community Center
Monday through Thursday .......... 7 a.m. – 9 p.m.
Friday ........................................... 7 a.m. – 5 p.m.

Camden City Campus: CTC Main Lobby
Monday through Thursday .......... 8 a.m. – 10:30 p.m.
Friday ........................................... 8 a.m. – 4:30 p.m.
Saturday ....................................... 9 a.m. – 3 p.m.

William G. Rohrer Center: 1st Floor
Monday through Friday ............... 8 a.m. – 10:30 p.m.
Saturday ....................................... 9 a.m. – 4 p.m.

Safety Tip: Put the Public Safety Department direct number for each campus you attend right into your cell phone. Better yet: put us on your speed dial. Call us for emergencies, anytime you have a problem, if you see something suspicious or if you just have a question.

The CCC Public Safety Department is staffed by well-trained, dedicated people who are able and willing to assist you. Please do not hesitate to report any activity or condition that appears suspicious. Help us to help you and your fellow students in keeping our community safe.

Safety Inspections

The College conducts regular inspections of the facilities and grounds to note and correct deficiencies which may exist. If you see a potential hazard on any campus, report it to Public Safety immediately.

Silent Witness Tip Line:
(856) 374-4907 (Voicemail checked daily)

Camden County College maintains a 24/7 tip-line. Anyone may leave a recorded message with information on anything happening on any campus concerning misconduct or safety concerns. Messages may be left anonymously.

This number accepts a recorded message and should never be used to report a crime or incident occurring at the time of the call. For all instances needing immediate attention call the direct public safety numbers.
### Tips for a Safe Campus
- For the protection of every member of the College community, students should follow the rules set forth in the Code of Conduct. Everyone on campus should take a common sense approach for their protection.
- Always close your windows and lock your vehicle.
- Store your valuables and textbooks in the trunk.
- Never leave your personal belongings unattended.
- Thieves target textbooks. Mark your textbooks so they are easily identified. Never leave books or bags unattended.
- Try to walk with a friend. There is safety in numbers.
- Don’t walk alone; instead, contact Public Safety for an escort.
- Always remain alert and be aware of your surroundings.
- Know where the emergency call boxes are located where you travel.
- Stay within sight of other people whenever possible.
- Have your keys in your hand as you approach your vehicle. Safety is everyone’s responsibility. Do your part: if you see suspicious activity, notify Public Safety immediately.

### Daily Crime Log
Public Safety maintains a Daily Crime Log at each campus. The purpose of the daily crime log is to record criminal incidents and alleged criminal incidents that are reported to the Department of Public Safety. This Daily Crime Log is available upon request.

### Campus Safety Alerts
To help prevent crimes or serious incidents, the Department of Public Safety issues Campus Safety Alerts in a timely manner to notify community members about crimes in and around our campuses. Members of the community who know about an incident should notify the Department of Public Safety so a Campus Safety Alert can be issued.

### Annual Security Report
Camden County College compiles statistics regarding various crimes and offenses that occur on campus, as well as offenses that occur within the boundaries of our campuses. These offenses are listed in a separate report for each campus and are referred to as an Annual Security Report. The Annual Security Report is available for review on the Camden County College website under the Public Safety tab, and posted outside of each Department of Public Safety office at each campus location.

### RESOURCES FOR OUR COMMUNITY

#### Workforce Training & Education

**THE CORPORATE TRAINING INSTITUTE**
Through comprehensive needs assessments, the business and industry training staff expertly matches training to the objectives of clients. The division’s success is based on the effectiveness of its programs, which is measured by the numerous clients who continue to return to the College to train their workers. Access to the nationally recognized faculty and resources of Camden County College, together with the business expertise of industry-based instructors, offer a unique approach to bringing new skills and enhanced productivity to the workplace. In addition to incumbent worker training, the division also partners with employers to implement customized training programs for dislocated workers to support hiring demands. For more information, call (856) 374-4955, or visit the continuing education section of the website at [www.camdencc.edu/ce](http://www.camdencc.edu/ce).

**JOB TRAINING PROGRAMS**
Workforce training is available in a number of fields, preparing today’s students for tomorrow’s jobs. Students may pursue IT careers such as Technology Support Specialist, Microsoft Certified Solutions Associate, Cisco Certified Network Associate, or one of many other certification titles taught by proven professionals. They may also train in allied health careers such as Patient Care Technician, or Certified Nursing Aide, all offered in accelerated formats. Careers in Welding and Automotive Technology are also available in similarly accelerated platforms. Please contact our office at (856) 874-6004 for information regarding unemployment grants available through Workforce Development or student loans.

**THE CAREER & TECHNICAL INSTITUTE OF CAMDEN COUNTY COLLEGE (CTI)**
The Career & Technical Institute of Camden County College (CTI), formerly Camden County Career Institute (CCCI) consisting of the adult division of Camden County Technical Schools (CCTS) combined with CCC’s depart-
ment of Occupational Skills, provides occupational and career education preparing today's students for tomorrow's jobs. CTI offers short-term professional training facilitated by industry experts, designed to properly position students to enter the workforce in an in-demand occupation upon completion. As an additional benefit, many of these courses may be applied toward a Camden County College associates and/or academic certificate making it easier and more affordable to earn a degree with Camden County College. Students may pursue career training in an array of occupations, including: Automotive Technology, Medical Assisting, Hemodialysis Technician, Patient Care Technician, Pharmacy Technician, Veterinary Exam Room Assistant, Cosmetology, Culinary Arts, Baking & Pastry, Real Estate, Heating, Ventilation & Air Conditioning, Hydro Technology, Manufacturing Technology, Welding Technology, Carpentry, Electrical Technology, and Computer Technology. CTI has a wide range of day and evening programs to choose from. Classes are held at the Camden County College campus locations in Blackwood, Camden and Cherry Hill as well as the Camden County Technical School locations in Pennsauken and Sicklerville.

In addition to career training programs, CTI offers apprenticeship training for individuals employed in the fields of Electrical, Plumbing and HVAC in compliance with US and NJ Departments of Labor. Completing an apprenticeship program is essential for obtaining industry licensure, and is especially significant for students with aspirations of becoming self-employed. CTI programs are recognized and approved by: American Medical Technologists, NJ State Board of Cosmetology and Hairstyling, Board of Nephrology Examiners Nursing Technology, National Institute for Automotive Service Excellence, the American Welding Society and The National Restaurant Association.

For more information, call (856) 374-4955 or email tradetraining@camdencc.edu or visit our website at www.camdencc.edu/ce.

REGIONAL EMERGENCY TRAINING CENTER (RETC)
The Regional Emergency Training Center is a state-of-the-art, environmentally safe training facility that offers a myriad of academic and practical training opportunities for all disciplines within the public safety community. The technologically-advanced facility is comprised of six classrooms, a computer lab, a large two-story indoor practical area, a 160 seat auditorium with remote learning capabilities, Wi-Fi access, and on-site catering. Additionally, the facility offers an on-site Burn Building, Smoke House, SCBA Training Maze, Confined Space Simulators, and various live training props. Future educational enhancement plans include a maritime firefighting simulator, a fire/chemical training laboratory, a NIMS/ICS tabletop training room, and an Emergency Vehicle Operator Course. For more information, call (856) 227-4986.

DENTAL HYGIENE CLINIC
The Dental Hygiene Clinic at Camden County College operates to provide educational experiences for our students in order to prepare them to become licensed registered dental hygienists. To that end, the clinic offers the preventive dental services of cleanings, x-rays, plaque control, fluoride treatments, sealants and nutritional counseling at a reasonable cost to all members of the community. The students are monitored in their clinical performance by licensed hygienists and are under the supervision of a licensed dentist. For more information, call (856) 374-4930. For hours visit www.camdencc.edu/dental-clinic/

OPTICAL CLINIC
The Ophthalmic Science Department operates an eyeglass clinic in the CIM Building, Room 119. Eyewear prescriptions can be filled with the latest style frames and lenses at lower than retail prices. This service is available to those that hold a current Camden County College ID. Additionally, spouses and dependents of all College employees are also eligible to receive discounted eyewear. The clinic operates during the fall and spring semesters. Call (856) 374-4977 for hours of operation and information.

Cultural and Community Programs
The College offers a variety of cultural activities for the student body and the community-at-large. Each year the College hosts free lecture series, theatre productions, art exhibits, and several in-residence musical groups, whose concerts are available free of charge or at a reduced price to students with IDs. The Office of Student Life and Activities sponsors yearly trips to New York City, the Smithsonian, the Baltimore Inner Harbor and a Reading, Pennsylvania shopping spree. Occasionally, tickets to cultural events in Philadelphia and New York are made available at reduced prices. To find out when these events will take place, visit the Office of Student Life and Activities located in Taft Hall, Room 302, (856) 227-7200, ext. 5088; the Camden Technology Center, room 211, (856) 338-1817, ext. 1304; or the Information Desk at the William G. Rohrer Center (856) 874-6000, ext. 5007.

For more information, call (856) 874-6000, ext. 6007 or 6008. Rohrer Center (856) 874-6000, ext. 1304; or the Information Desk at the William G. Rohrer Center (856) 874-6000, ext. 5007.

For additional information, call (856) 374-4977.
COMMUNITY ENRICHMENT
The Community Enrichment Center is dedicated to fulfilling the goals of the College’s mission statement by offering continuing education courses and programs which will provide cultural, social and recreational activities to the community. A selection of personal development courses in areas such as languages, arts and crafts, dancing, music and theater, health, sports and fitness, personal interest, teacher training, on-line training, senior programs and programs for children are offered each semester. For more information about the general interest program, call (856) 874-6004 or visit the website at www.camdencc.edu/ce.

CULTURAL AND HERITAGE COMMISSION
Camden County College provides a variety of cultural programs including public lectures, music and theatre productions and art exhibits. Provided to enhance the quality of life for all county residents, these programs are offered at a nominal cost or are free of charge. Each year, the College hosts music groups, poets and other artists-in-residence. Contact the Cultural and Heritage Commission (856) 227-7200, ext. 4273 for further information.

THE CENTER FOR CULTURAL ENGAGEMENT
The Center for Cultural Enrichment focuses on the needs and interests of diverse communities. Its goal is to create an informed citizenry with a heightened sense of civic responsibility through exploration of the humanities, social sciences, natural sciences and issues critical to a democratic society. The Center develops opportunities to meet scholars, scientists, government officials and business leaders to discuss societal problems and their solutions. These programs are offered free of charge or at a nominal cost. Contact the Center at (856) 227-7200, ext. 4333, or consult the CCLR’s website at www.camdencc.edu/center for this year’s program offerings.

Mini Courses Offered to Community Members and Teachers
The Center offers five-week mini courses on topics in the humanities, social sciences and natural sciences. Teachers may use these workshops to earn professional development hours to fulfill the requirement of the New Jersey Department of Education. The mini courses are offered three times a year at the College’s Blackwood Campus, the William G. Rohrer Center in Cherry Hill and the Camden City Campus. For more information, contact the Center for Civic Leadership and Responsibility at (856) 227-7200, ext. 4333 or consult the Center’s website at www.camdencc.edu/center.

Lecture Series
The Center offers free lecture series on a variety of academic topics. These series are presented in cooperation with Center partners consisting of area universities and cultural institutions.

Academic Programs for Public and Private Schools
The programs include academic simulations, model UN exercises, museum visits to schools and other activities. Professional development workshops related to these activities as available to teachers.

TUITION–FREE CLASSES FOR SENIORS
Camden County senior citizens who are 65 or older are eligible, on a space-available basis, for tuition-free credit classes at Camden County College. For more information, see the Senior Citizen Tuition Waivers section.
**BLACKWOOD CAMPUS **(856) 227-7200

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## WHERE TO GO...WHO TO SEE

### CAMDEN CITY CAMUS (856) 338-1817

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GLOSSARY OF ACADEMIC TERMS

**Academic Forgiveness**
Offers a fresh start to students returning to the College after an absence of at least five years and wishing to re-enroll.

**Academic Honors**
Recognition given to students who have demonstrated superior academic achievement. Academic honors are noted on student transcripts as Deans’ or President’s List.

**Academic Progress (Financial Aid)**
Must complete a minimum of 67% of all attempted credits and must meet a GPA scale based on the total number of credits.

**Add/Drop**
A system used to change a student’s schedule after registration has been formally completed (also called Schedule Adjustment).

**Advisor**
Faculty member or staff person who provides students with information concerning courses, programs of study and other aspects of academic life.

**Associate Degree**
The degree awarded by community colleges for the completion of a program of study: Associate of Science (A.S.), Associate of Art (A.A.), Associate in Applied Science (A.A.S), and Associate in Fine Arts (A.F.A.)

**Audit**
Enrollment in a class for which no grade or credit will be received.

**“Closed” Course**
Course that has been eliminated from the course offerings for a particular session.

**Career Program**
Programs of study intended to lead to employment upon completion (A.A.S. degree).

**Certificate Program**
Course of study designed to meet a specific need and has been designated as a Certificate program, usually 15-36 credits.

**Chargeback**
Pertains to out-of-county students enrolled in either a course or program not offered at their county’s college. Out-of-county students can have their county’s college pay funds to Camden County College for their attendance.

**“Closed” Course**
Term used during the registration process to indicate that a course has reached its maximum enrollment and is therefore closed to further registration.

**College Level Examination Program (CLEP)**
A standardized examination in college-level subject matter.

**Commencement**
An academic ceremony at which degrees are conferred (graduation).

**Conflict**
This occurs when the student attempts to register for two courses that are offered at the same time or which overlap.

**Continuing Education Course**
Course or activity carrying no academic credit (non-credit course).

**Continuing Student**
Student who is considered eligible for registration the next semester because they were enrolled the previous semester.

**Co-Requisite**
A requirement that may be met either before registration for a particular course or program or at the same time as that course or program.

**Course Drop**
Process of removing a course from a student schedule. This can be done prior to the start of classes for the session enrolled or during the ADD/DROP (schedule adjustment) period.

**Credit by Assessment**
Procedure that allows matriculated students to earn credit for prior learning, either by taking an exam or by developing a student portfolio.

**Credit Hour**
Unit of measure that indicates the number of classroom hours per week that the class is held.

**Cumulative Quality Point Average**
The total of the student’s grade points for all semesters divided by the total number of credit hours completed for all semester.

**Curriculum**
An organized course of study approved by the Department...
of Education that results in a degree. Example: Business; Nursing, etc.

**Degree Audit**
A personalized computer analysis of a student's progress towards degree completion in a particular program of study. The degree audit is program and catalog year specific, and shows how courses already completed at CCC, courses transferred in, and courses in progress apply to the chosen degree/certificate requirements. It also shows what courses still need to be completed to graduate with that degree or certificate.

**Developmental Courses**
Courses which prepare the student to complete the courses necessary for their degree. These classes do not count toward a degree.

**Dismissal**
Notification that a student can no longer attend the institution. Dismissal can be the result of poor grades resulting in academic dismissal or removal from the campus for behavior that violates the Student Code of Conduct.

**Full-Time Student**
Generally granted for a semester registration of 12 or more credits.

**Grade Point**
The value of a letter grade. A=4, B=3, C=2, D=1, F=0

**Grade Point Average (GPA)**
The total of the student’s grade points in a semester divided by the number of credit hours completed for that semester.

**Incomplete Grade**
Grade assigned by instructor to allow student to finish course requirements after course ends.

**Major**
Academic major to which a student has applied and been accepted by the specific department.

**Master Course Schedule**
Booklet containing the courses that will be offered in a given semester. This booklet is different each semester.

**Matriculate**
The process of applying and being accepted into a degree program at the College. Being matriculated is important for academic advisement and financial aid purposes.

**Matriculated Student**
A student who enrolls or registers in a college and is working toward a degree.

**MyCCC Portal**
The MyCCC Portal is a mandatory online gateway, where you will access essential information and academic resources.

**Non-Matriculated Student**
An individual who may be enrolled in courses at the college but is not working toward a degree.

**Part-Time Students**
Students who register for fewer than 12 semester credit hours.

**Placement Test**
Test designed to measure the student's ability in English and/or mathematics and then to prescribe what English and/or mathematics courses the student will begin with.

**Pre-Requisite**
A basic course that the student is required to take before registering for an advanced course.

**Priority Registration**
Permission given to students to register early.

**Probation**
Status of a student who may face dismissal if the grades or actions that prompted the probation is not improved within a designated period of time.

**Program Change**
The process a student must use to change from one major course of study to another.

**Program Requirements**
Courses that form the basis for an academic major and are essential to completing that program or meeting license or certification requirements.

**Quality Point Average (Grade Point Average)**
See Grade Point Average.

**Readmission**
Pertains to students who have not attended the College for a period of five years, or who have graduated from Camden County College.
Registration
The process of selecting the courses and sections of each student's class schedule for a specific semester.

Schedule Adjustment
Changing courses or sections on student's approved semester course schedule.

Sections
Various classes of the same course in the same semester. They may have different days, times, instructors and/or rooms, but course content will be the same.

Student Code of Conduct
Rules of behavior established by the College describing unsatisfactory behavior by a student. Includes rules such as those that govern use of alcohol or drugs on campus or at campus events. Violation of these published rules can result in probation or dismissal.

Syllabus
An outline for an academic course that includes course assignments, exam dates and grading practices.

Transfer Credit
Credit granted toward a degree and/or certificate for academic work completed at another recognized institution. Transfer credit is not used in the calculation of Grade Point Average.

Transfer Program
Curriculum that is designed to be applied toward bachelor's degree programs at four-year colleges and universities (A.A., A.S. degrees).

Transcript
The student's educational record. Official transcripts are sent from institution to institution or to potential employers at the student's request and bear the seal of the College.

Withdrawal from Course
When a student cannot continue in a course for some reason, he or she must formally withdraw from that course. The withdrawal is not finalized until the Office of Admissions, Records and Registration Services receives all the necessary paperwork.

 Withdrawal from College
Formal process utilized to change the status of an active student to one who is inactive.
Academic Program Guide 2022-2023

Mission:
Camden County College is a learning community committed to the success of our diverse student population in achieving their full academic, career, and personal potential while delivering a high-quality, inclusive, affordable, and accessible education.

Vision:
Camden County College will be the regional leader in the provision of innovative academic and workforce training pathways to best serve our community.

Goals:
To accomplish its mission, Camden County College will continually assess institutional improvement through the evaluation of the following goals:
1. Provide accessible and affordable educational opportunities.
2. Foster student success through high-quality learning experiences and support services.
3. Respond to the needs of the regional labor force, collaborative partners and community members.
4. Develop and manage institutional resources focused on supporting student success and organizational effectiveness.

Values:
• Academic excellence
• Accountability
• Goal attainment
• Integrity
• Respect for individuals
• Student-centered (focused) decision making
• Student learning
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Accreditations

Camden County College is accredited by:
The Middle States Commission on Higher Education
3624 Market Street
Philadelphia, PA 19104
(267) 284-5000.

The New Jersey Commission on Higher Education
20 West State Street, CN 542, Trenton NJ 08625-0542
Phone: (609) 984-5890

The College is approved for veterans training by:
The State Approving Agency of the New Jersey Department of Military and Veteran’s Affairs
Expert Crossing Road, CN 340, Trenton, NJ 08625-0340
Phone: (856) 530-6863 | Fax: (856) 530-6970

It is a member of the American Association of Community and Junior Colleges and the New Jersey Council of County Colleges.

In addition to institutional accreditation, the following programs are accredited by their respective bodies:

The Addictions Counseling Program is accredited by:
The Addictions Professional Certification Board of New Jersey, Inc.
4 Cornwall Drive, Suite 103
East Brunswick, New Jersey 08816
Phone: (732) 390-5900

The Dental Assisting and Dental Hygiene programs are accredited by:
The Commission on Dental Accreditation of the American Dental Association
211 E. Chicago Avenue, Chicago IL 60611-2678
Phone: (312) 440-2719

The Radiology Course in the Dental Assisting Program is accredited by:
The New Jersey Department of Environmental Protection
Bureau of Radiological Health
PO Box 415, Trenton, New Jersey 08625-0415
Phone: (609) 984-5890
www.state.nj.us/dep/rpp/index.htm

The Dietetic Technology Program is accredited by:
The Commission on Accreditation of Dietetic Education
120 South Riverside Plaza, Suite 200
Chicago, Illinois 60606-6995
Phone: (800) 877-1600

The Health Information Technology program is accredited by:
The Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)
in cooperation with the American Health Information Management Association (AHIMA)
235 S. Michigan Avenue, Suite 2550
Chicago, Illinois 60601-5800
Phone: (312) 233-1100 | www.ahima.org

The Medical Coding Certificate Program is accredited by:
The Approval Committee for Certificate Programs (ACCP)
a joint committee established by AHIMA and AHDI to approve Coding Certificate Programs
235 N. Michigan Avenue, 21st floor
Chicago, Illinois 60601-5800
Phone: (312) 233-1100 | www.ahima.org

The Massage Therapy Program is accredited by:
The Massage, Bodywork and Somatic Therapy Examining Committee under the authority of the New Jersey Board of Nursing
New Jersey Board of Nursing
PO Box 45100, Newark, NJ 07101
Phone: (973) 504-6430

AMTA
American Massage Therapy Association
500 Davis Street, Suite 900, Evanston, IL 60201-4695

AHHA
American Holistic Health Association
PO Box 174089, Anaheim, CA 92817

VA
Yoga Alliance
1701 Clarendon Boulevard, Suite 110, Arlington, VA 22209

The General Motors Automotive Service Educational Program (GM-ASEP), the Apprentice Program and the Toyota T-TEN Programs are all certified by the ASE Education Foundation
101 Blue Seal Drive, Suite 101, Leesburg, Virginia 20175
Phone: (703) 669-6650

The Ophthalmic Medical Technician Program is accredited by:
The American Association of Optometry (COA)
PO Box 592, Canton, NY 13617
Phone: (703) 669-6650

The Ophthalmic Medical Technician Program is accredited by the International Council of Accreditation for Allied Ophthalmic Education Programs (ICA)
2025 Woodlawn Drive, St. Paul, MN 55125
Phone: (651) 731-7277
CoA-OMP@jcahpo.org
Academic Program

Camden County College’s academic program includes Associate degree programs that are designed to prepare for transfer for a Bachelor’s degree, or provide the necessary skills to enter the workforce with a specialized set of skills. The College also offers a variety of vocational skill based programs, including academic certificates, certificates of achievement, as well as specialized short term specialized programs.

Transfer programs (AA, AS, AFA Degrees) are designed to provide students with the foundation general education courses as well as specific academic program courses required to complete baccalaureate programs of study upon transfer to colleges and universities. Career programs (AAS Degrees) provide educational experiences in the applied arts and sciences and are designed to prepare career-oriented students for job entry at the completion of the program.

Camden County College offers a number of certificate programs that fall within two categories: Academic Certificates (CT) and Certificates of Achievement (CA, CPS). Certificate programs provide training for specialized occupations. The certificate programs are discipline-intensive and most certificate courses can be applied to a corresponding associate degree program.

The Camden County Career Institute (CCCI) offers short-term training provided by industry experts. These programs are designed to prepare students to enter the workforce in an in-demand occupation. Many of these courses can be applied to a Camden County College associate degree and/or certificate program.

General Education

Camden County College is committed to promoting intellectual development, aesthetic appreciation and cultural awareness. To that end, degree programs include a general education component. This component, offering choices among a variety of courses, focuses on reading analytically, communicating ideas clearly and solving essential mathematical problems. It is designed to ensure that students develop a broad base of knowledge and become proficient in the application of skills. At Camden County College, students have the opportunity to develop analytical, creative and ethical thinking; scientific and quantitative reasoning; technological competencies; historical consciousness; cultural awareness, and sensitivity to the world around them.

Graduation Requirements

To graduate from Camden County College with an Associate Degree, Certificate (CT), or Certificate of Achievement (CA) the following requirements must be satisfied.

1. Students must satisfactorily complete all courses and credits in an approved curriculum. Credit requirements vary by program. Developmental/ESL courses do not count toward graduation requirements.
2. Earn a cumulative grade point average of 2.0 or higher in courses taken at Camden County College.
3. Degree seeking (AA, AS, AAS, AFA) students must complete a minimum of 30 of the required credits at Camden County College. Certificate (CT) students and Certificate of Achievement (CA) must complete at least half the required credits at the College.

Getting Started

• Apply for Admission
   apply.camdencc.edu. Select “Create Your Account” and then “Apply to Camden County College.”

• Placement Test and Exemptions
   Placement testing schedules, sample tests, preparation materials and exemptions are provided on the Testing Center website www.camdencc.edu/testing.

• Academic Advising
   Academic Advisors are available to help you determine your academic and career goals. Advisors will discuss your placement results, review requirements for specific academic programs, and help you create an academic plan. Visit www.camdencc.edu/advisement for additional information.

• Additional Information
   Visit www.camdencc.edu/registration/sixsteps for additional information regarding Financial Aid, Registration, and Payment.

Policy on Non-Discrimination in Educational Programs

Camden County College complies with Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967 and New Jersey’s Law Against Discrimination. These laws prohibit discrimination on the basis of race, creed, color, national origin, nationality, ancestry, age, marital status, affectional or sexual orientation, sex, familial status, domestic partnership status, disability and handicap. Decisions on admission, recruitment, financial aid programs, access to course offerings, or other aspects of its educational programs or activities, including vocational programs and vocational opportunities, are not made on the basis of any of these factors. Inquiries regarding these laws may be directed to the Dean of Students Office, Taft 236, Camden County College, PO Box 200, Blackwood, NJ 08012, (856) 227-7200, extension 4221; itenuto@camdencc.edu or to the Executive Director of Human Resources, Camden County College, PO Box 200, Blackwood, NJ 08012, (856) 227-7200, ext 4221.
## Understanding Placement

### Academic Skills English Courses and Placement Flowchart

<table>
<thead>
<tr>
<th>Workforce Track</th>
<th>Academic Track</th>
<th>Accelerated Track</th>
<th>College Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG-005</td>
<td>ENG-002</td>
<td>ENG-003</td>
<td>ENG-101</td>
</tr>
<tr>
<td>Pathways to</td>
<td>Reading Skills II</td>
<td>Reading Skills III</td>
<td>English Comp I</td>
</tr>
<tr>
<td>Reading &amp; Writing</td>
<td>PLA.ENG-R2</td>
<td>PLA.ENG-RS2A</td>
<td>PLA.ENG-CLE</td>
</tr>
<tr>
<td>PLAS.ENG-PRW</td>
<td>ENG-002</td>
<td>ENG-003</td>
<td>or</td>
</tr>
<tr>
<td></td>
<td>Reading Skills II</td>
<td>Reading Skills III</td>
<td>450 or higher</td>
</tr>
<tr>
<td></td>
<td>PLA.ENG-R2</td>
<td>PLA.ENG-RS2A</td>
<td>on the</td>
</tr>
<tr>
<td></td>
<td>Writing Skills II</td>
<td>Writing Skills III</td>
<td>SAT Evidence</td>
</tr>
<tr>
<td></td>
<td>PLA.ENG-WS2</td>
<td>PLA.ENG-WS3</td>
<td>Based</td>
</tr>
<tr>
<td></td>
<td>ENG-022</td>
<td>ENG-023</td>
<td>Reading/Writing</td>
</tr>
<tr>
<td>Writing Courses</td>
<td>Writing Skills II</td>
<td>Writing Skills III</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PLA.ENG-WS2</td>
<td>PLA.ENG-WS3</td>
<td></td>
</tr>
</tbody>
</table>

The Academic Skills English Department offers developmental courses designed to help students prepare for reading and writing in college-level courses. Placement into the various levels is determined by scores on the Accuplacer placement test. Students who test into any of the developmental levels must successfully complete the Level III courses to be eligible to register for English Composition, except in the case of ALP placement.

### Department Contacts Academic Skills English:
René Pollard, (856) 227-7200, ext. 4442, rpollard@camdencc.edu
Lesley Fredericks, Coordinator, lfredericks@camdencc.edu

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### Academic Skills Math

The Academic Skills Math Department offers developmental math courses designed to help students prepare for college-level math, science and business courses. Placement into the various levels is determined by scores on the Accuplacer placement test. Students who test into any of the developmental levels must successfully complete Elementary Algebra or Elementary Algebra Express to be eligible to register for any college-level math course.

Note: Basic computation is a fundamental objective of these courses. Therefore, the use of calculators is prohibited in all Academic Skills Math courses.

### Department Contacts Academic Skills Math:
Sherri Bonafiglia, Administrative Assistant, (856) 227-7200, ext. 4468
Sandi Tannen, Department Chair, stannen@camdencc.edu
English as a Second Language (ESL) Course Sequence & ESL Accuplacer Placement Flowchart

The ESL Department at Camden County College provides English language training to both United States residents who are non-native speakers of English and students from all over the world. The ESL Department provides non-native speakers of English with the linguistic and cultural skills necessary for academic achievement, integration into American society, and success in the workplace.

The curriculum of the ESL Department focuses on three major linguistic areas:

- **Academic**: Assist students who are preparing for college study in the U.S.
- **Functional**: Provide career skills for individuals in the work force
- **Cultural**: Provide English skills for those who need to adapt to the American society

**Department Contacts:**

Kim Reitano, Secretary, (856) 227-7200, ext. 4382
Martine Howard, Department Chair, Languages and Communications, mhoward@camdencc.edu
Programs

Associate in Art (AA)
Associate in Science (AS)
Associate in Fine Art (AFA)
Associate in Applied Science (AAS)
Certificates (CA, CT, CPS)
Career & Technical Institute (CTI)
### VISUAL, PERFORMING AND MEDIA ARTS

**Associate in Arts**

**Liberal Arts and Science:**
**Applied & Fine Arts Option**

**APA.AA**

#### FIRST YEAR/FIRST SEMESTER

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG-101</td>
<td>English Composition I</td>
<td>3</td>
<td>Must test into ENG-101 or complete all appropriate prerequisites</td>
</tr>
<tr>
<td>ART-123</td>
<td>Basic Drawing I – AFA</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ART-166</td>
<td>Two Dimensional Design – AFA</td>
<td>3</td>
<td></td>
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<tr>
<td>HIS-101</td>
<td>World Civilization I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MTH-107</td>
<td>Mathematics for Liberal Arts</td>
<td>3</td>
<td>Must test into College Level Math or complete all appropriate prerequisites</td>
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</table>

#### FIRST YEAR/SECOND SEMESTER

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG-102</td>
<td>English Composition II</td>
<td>3</td>
<td>Prerequisite: ENG 101</td>
</tr>
<tr>
<td>ART-124</td>
<td>Basic Drawing II-AFA</td>
<td>3</td>
<td>Prerequisite: ART 123</td>
</tr>
<tr>
<td>or ART-134</td>
<td>Life Drawing I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIS-102</td>
<td>World Civilization II</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SOC-101</td>
<td>Introduction to Sociology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MTH-101</td>
<td>Concepts of Mathematics</td>
<td>3</td>
<td>Prerequisite MTH 101: Must test into College Level Math or complete all appropriate prerequisites</td>
</tr>
<tr>
<td>or COM-105</td>
<td>Media Literacy</td>
<td></td>
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#### SECOND YEAR/FIRST SEMESTER

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART-111</td>
<td>Art History I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ART-167</td>
<td>Three Dimensional Design-AFA</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PSY-101</td>
<td>Basic Psychology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ELECTIVE</td>
<td>Laboratory Science General Education Elective</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>ELECTIVE</td>
<td>Language Elective</td>
<td>3</td>
<td>Must take 6 credits in one language</td>
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#### SECOND YEAR/SECOND SEMESTER

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<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART-112</td>
<td>Art History II</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ART-166</td>
<td>Color: Theory and Practice</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SPE-102</td>
<td>Public Speaking</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ELECTIVE</td>
<td>Language Elective</td>
<td>3</td>
<td>Must take 6 credits in one language</td>
</tr>
<tr>
<td>CIS-106</td>
<td>Introductory Computing using Google Apps</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL CREDITS 60**

#### PROGRAM DESCRIPTION

This program is designed to provide students with the standard core foundations classes in the visual arts while also enabling them to complete many of the required general education courses they would need in working towards completing a Bachelor of Arts (BA) degree. This program is designed for transfer. Upon completion of the program, students are expected to have developed a strong portfolio of original work.

This program is best suited for students interested in pursuing careers in Art History, Art Therapy, Architecture, Interior Design, or transferring to Rutgers University, Camden in the visual arts.

#### PROGRAM STUDENT LEARNING OUTCOMES

At the end of the program, the graduate will be able to:
1. Draw from life (observational drawing).
2. Design projects in both two and three dimensions.
3. Apply the fundamentals of design to the problem solving and crafting aspects of their visual arts pursuits.
4. Make, comprehend and evaluate works of visual fine art and design.

#### CONTACT PERSON

Professor Gregory Brelochs, Coordinator  
(856) 227-7200 ext. 4251  
Email: gbrellochs@camdencc.edu
## VISUAL, PERFORMING AND MEDIA ARTS

### Associate in Arts

#### Liberal Arts and Science:

**Music Option**

**MUS.AA**

### Program Description

The Camden County College music program delivers a curriculum of written, aural and piano theory designed to help each student develop mature skills in analysis, composition and ear training.

In addition, after three semesters of ensemble performance and private lessons, each student participates in the development and implementation of a music recital.

### Program Student Learning Outcomes

At the end of the program, the graduate will be able to:

1. Perform, analyze, dictate and discuss an advanced repertoire of music.
2. Perform in piano, choir and ensemble.
3. Present a collegiate recital showcasing a variety of music and techniques.
4. Explain and apply music theory.

### Contact Person

Professor Mike Billingsley, Coordinator  
(856) 227-7200 ext. 4563  
Email: mbillingsley@camdencc.edu

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### First Year/First Semester

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>ENG-101</td>
<td>English Composition I</td>
<td>3</td>
<td>Must test into ENG-101 or complete all appropriate prerequisites</td>
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<tr>
<td>HIS-101</td>
<td>World Civilization I</td>
<td>3</td>
<td></td>
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<tr>
<td>MUS-123</td>
<td>Music Theory I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MdS.....</td>
<td>Ensemble Elective</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>MTH-107</td>
<td>Mathematics for Liberal Arts</td>
<td>3</td>
<td>Must test into College level Math or complete all appropriate prerequisites</td>
</tr>
<tr>
<td>CIS-106</td>
<td>Introductory Computing Using Google Apps (G Suite)</td>
<td>2</td>
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### First Year/Second Semester

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<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG-102</td>
<td>English Composition II</td>
<td>3</td>
<td>Prerequisite: ENG-101</td>
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<tr>
<td>HIS-102</td>
<td>World Civilization II</td>
<td>3</td>
<td></td>
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<tr>
<td>MUS-124</td>
<td>Music Theory II</td>
<td>3</td>
<td>Prerequisite: MUS-123</td>
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<tr>
<td>MUS-103</td>
<td>Intermediate Music Lessons</td>
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<tr>
<td>MdS.....</td>
<td>Ensemble Elective</td>
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<tr>
<td>MTH-111</td>
<td>Introduction to Statistics</td>
<td>3</td>
<td>Must test into College Level Math or complete all appropriate prerequisites</td>
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### Second Year/First Semester

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<th>Credits</th>
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<tbody>
<tr>
<td>MUS-225</td>
<td>Music Theory III</td>
<td>3</td>
<td>Prerequisite: MUS-124</td>
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<tr>
<td>MUS-105</td>
<td>Advanced Music Lessons I</td>
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<td>Prerequisite: MUS-103</td>
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<tr>
<td>MdS.....</td>
<td>Ensemble Elective</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>BIO-106</td>
<td>Living in the Environment</td>
<td>3</td>
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</tr>
<tr>
<td>or CHM-140</td>
<td>Chemistry &amp; Society</td>
<td>4</td>
<td>CHM-140 Prerequisite: ENG-101</td>
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<tr>
<td>SPE-102</td>
<td>Public Speaking</td>
<td>3</td>
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</tr>
<tr>
<td>ELECTIVE</td>
<td>Language General Education Elective</td>
<td>3</td>
<td>Must take 6 credits in one language</td>
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### Second Year/Second Semester

<table>
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<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
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<tr>
<td>MUS-115</td>
<td>Jazz History</td>
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<td>World Music Cultures</td>
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<tr>
<td>MUS-202</td>
<td>Advanced Music Lessons II</td>
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<td>Prerequisite: MUS-105</td>
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<tr>
<td>PSY-101</td>
<td>Basic Psychology</td>
<td>3</td>
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<tr>
<td>SOC-101</td>
<td>Introduction to Sociology</td>
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<td>Humanities Arts General Education Elective</td>
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<td>Must take 6 credits in one language</td>
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</table>

### Total Credits

60
# VISUAL, PERFORMING AND MEDIA ARTS

## Associate in Applied Science

### Audio Production

**MUS.AAS**

<table>
<thead>
<tr>
<th>FIRST YEAR/FIRST SEMESTER</th>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG-101</td>
<td>English Composition I</td>
<td>3</td>
<td>Must test into ENG-101 or complete all appropriate prerequisites</td>
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<td>MTH-100</td>
<td>Algebraic Concepts</td>
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<td>Must test into College level Math or complete all appropriate prerequisites</td>
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<td>Introduction to Audio Recording</td>
<td>3</td>
<td>Co-requisite: MUS-129 and MUS-133</td>
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<tr>
<td>MUS-133</td>
<td>Audio Recording Techniques I</td>
<td>3</td>
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<td>MUS-135</td>
<td>MUS/DAW I</td>
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<td>English Composition II</td>
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<td>Prequisite: ENG-101</td>
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<td>MUS 107</td>
<td>Digital Music Composition</td>
<td>1</td>
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<td>MUS-154</td>
<td>Audio Recording Techniques II</td>
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<td>Live Sound Reinforcement</td>
<td>3</td>
<td>Prequisite: MUS-129</td>
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<td>MUS-228</td>
<td>Business of Music</td>
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<th>Credits</th>
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<td>Living in the Environment</td>
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<td>CHM-140 Prerequisite: ENG-101</td>
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<td>or CHM-140</td>
<td>Chemistry &amp; Society</td>
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<td>MUS-227</td>
<td>Basic Studio Maintenance</td>
<td>3</td>
<td>Prequisite: MUS-229 Prerequisite: MUS-129</td>
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<td>or ELM-110</td>
<td>Filmmaking I</td>
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<td>MUS-230</td>
<td>Audio Production</td>
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<tr>
<td>MUS-231</td>
<td>Mixing Audio</td>
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<td>Jazz History</td>
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<tr>
<td>or MUS-106</td>
<td>World Music Cultures</td>
<td>3</td>
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<tr>
<td>MUS-232</td>
<td>Sound Design</td>
<td>3</td>
<td>Prequisite: MUS-230 and MUS-231</td>
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<tr>
<td>MUS-233</td>
<td>Advanced Audio Production and Mixing</td>
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<td>MUS-275</td>
<td>Audio Internship</td>
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**TOTAL CREDITS** 60

### PROGRAM DESCRIPTION

The Audio Production degree begins with the development of the fundamental skills needed in the field of audio production, music recording and sound engineering and gradually advances towards the procurement of an audio-based portfolio and capstone internship. Aimed at individuals interested in securing work primarily as sound engineers in a variety of media-related fields, this two-year program covers audio recording, mixing, live sound and audio-visual sound design. Also, students will learn the nuts and bolts of studio maintenance and repair, fundamentals of music theory for more effective communication with recording artists and the essentials of the music business as needed for managing a career in the field of audio production, music recording and sound engineering.

### PROGRAM STUDENT LEARNING OUTCOMES

At the end of the program, the graduate will be able to:
1. Manage, engineer and mix a full recording session.
2. Communicate effectively with clients to achieve their technical and aesthetic audio demands.
3. Critically analyze and provide constructive criticism to improve musician and ensemble performance.

### CONTACT PERSON

Professor Michael Billingsley, Coordinator  
(856) 227-7200 ext. 4563  
Email: mbillingsley@camdencc.edu
**VISUAL, PERFORMING AND MEDIA ARTS**

**Certificate of Achievement**

**Music Recording**

**MUS.CA**

**FIRST YEAR/FIRST SEMESTER**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MUS-107</td>
<td>Digital Music Composition</td>
<td>1</td>
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<tr>
<td>MUS-129</td>
<td>Introduction to Audio Recording</td>
<td>3</td>
<td>Co-Requisite: MUS-133 and MUS-135</td>
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<tr>
<td>MUS-133</td>
<td>Audio Recording Techniques I</td>
<td>3</td>
<td>Co-Requisite: MTH-129 and MTH135</td>
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<tr>
<td>MUS-135</td>
<td>MIDI/DAW I (Digital Audio Workstation)</td>
<td>3</td>
<td>Co-requisite: MUS-129 and MUS-133</td>
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**FIRST YEAR/SECOND SEMESTER**

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<th>Course #</th>
<th>Course Name</th>
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<tr>
<td>MUS-134</td>
<td>Audio Recording Techniques II</td>
<td>3</td>
<td>Prerequisite: MUS-133; Co-Requisite: MUS-136</td>
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<tr>
<td>MUS-136</td>
<td>MIDI/DAW II (Digital Audio Workstation)</td>
<td>3</td>
<td>Prerequisite: MUS-135; Co-requisite: MUS-134</td>
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<tr>
<td>MUS-227</td>
<td>Live Sound Reinforcement</td>
<td>3</td>
<td>Prerequisite: MUS-129</td>
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<tr>
<td>MUS-228</td>
<td>Business of Music</td>
<td>3</td>
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</table>

**TOTAL CREDITS** 22

**PROGRAM DESCRIPTION**

The Music Recording certificate is designed to provide students with an opportunity to learn the skills involved with recording and editing music. Aimed at individuals interested in building their own home studios or seeking the skills required of entry-level interns in the field of music engineering, this two-semester program covers the nuts and bolts of multi-track recording, digital audio workstations and an overview of live sound. In addition, students learn basic piano skills for MIDI input/editing, fundamentals of music theory for more effective communication with recording artists and the essentials of the music business as needed for managing a career in the field of music engineering and/or performance.

**PROGRAM STUDENT LEARNING OUTCOMES**

At the end of the program, the graduate will be able to:

1. Organize, manage, engineer and edit a recording session.
2. Discuss a wide variety of equipment, hardware and software related to the recording and editing of audio files.
3. Provide sound reinforcement in a live-concert setting.
4. Describe critical issues related to the music recording profession.

**CONTACT PERSON**

Professor Michael Billingsley, Coordinator
(856) 227-7200 ext. 4563
Email: mbillingsley@camdencc.edu

**THIS PROGRAM IS NOT APPROVED FOR FINANCIAL AID**
# Visual, Performing and Media Arts

## Associate in Arts

### Liberal Arts and Science:

#### Theatre Option

**SPT.AA**

## First Year/First Semester

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
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<td>ENG-101</td>
<td>English Composition I</td>
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<td>HIS-101</td>
<td>World Civilization I</td>
<td>3</td>
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<tr>
<td>THE-131</td>
<td>Voice and Diction</td>
<td>3</td>
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<tr>
<td>THE-253</td>
<td>Stagecraft I</td>
<td>3</td>
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<tr>
<td>MTH-107</td>
<td>Mathematics for Liberal Arts</td>
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**First Year/Second Semester**

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<th>Course Name</th>
<th>Credits</th>
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<td>HIS-102</td>
<td>World Civilization II</td>
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<tr>
<td>THE-141</td>
<td>Acting I</td>
<td>3</td>
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<td>THE-121</td>
<td>Theatre Appreciation</td>
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**Second Year/First Semester**

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<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
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<tr>
<td>SPE-102</td>
<td>Public Speaking</td>
<td>3</td>
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<td>THE-233</td>
<td>Playwriting</td>
<td>3</td>
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<td>BIO-106</td>
<td>Living in the Environment</td>
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<td>Prerequisite: ENG-101</td>
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<tr>
<td>or CHM-140</td>
<td>Chemistry &amp; Society</td>
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<td>ELECTIVE</td>
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<td>ELECTIVE</td>
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**Second Year/Second Semester**

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<th>Course #</th>
<th>Course Name</th>
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<tr>
<td>THE-252</td>
<td>Children's Theatre</td>
<td>3</td>
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<td>CIS-106</td>
<td>Introductory Computing Using Google Apps (G Suite)</td>
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<td>ELECTIVE</td>
<td>Language General Education</td>
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<td>Must take 6 credits in one language</td>
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</table>

**Total Credits**: 60

## Program Description

The program is designed to help students demonstrate beginning competencies in speech and theatre. The program focuses on the performance aspects of theatre and on the technical aspects of set and scenery design, construction, stage management, and directing.

## Program Student Learning Outcomes

At the end of the program, the graduate will be able to:

1. Discuss the culture of theatre including the ethics, financial implications and necessary commitment.
2. Identify strengths and weaknesses of their voice, bodies and creative imaginations.
3. Produce a play.
4. Define and apply the vocabulary of theatre genres.

## Contact Persons

- **Professor Michael Billingsley**, Coordinator  
  (856) 227-7200 ext. 4563  
  Email: mbillingsley@camdencc.edu

- **Professor Marjorie Sokoloff**  
  (856) 227-7200, ext. 4737  
  Email: msokoloff@camdencc.edu
# Visual, Performing and Media Arts

## Associate of Fine Arts in Studio Art

**STA.AFA**

### First Year/First Semester

<table>
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<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
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<tr>
<td>ENG-101</td>
<td>English Composition I</td>
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<td>Must test into ENG-101 or complete all appropriate prerequisites</td>
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<tr>
<td>ART-123</td>
<td>Basic Drawing Design - AFA</td>
<td>3</td>
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<tr>
<td>ART-166</td>
<td>Two Dimensional Design</td>
<td>3</td>
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<tr>
<td>MTH-101</td>
<td>Concepts of Mathematics</td>
<td>3</td>
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<td>Mathematics for Liberal Arts</td>
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<td>Must test into College level Math or complete all appropriate prerequisites</td>
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<tr>
<td>PSY-101</td>
<td>Basic Psychology</td>
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<tr>
<td>or SOC-101</td>
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### First Year/Second Semester

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<td>ENG-102</td>
<td>English Composition II</td>
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<td>Prerequisite: ENG-101</td>
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<td>ART-124</td>
<td>Basic Drawing II - AFA</td>
<td>3</td>
<td>Prerequisite: ART-123</td>
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<tr>
<td>ART-167</td>
<td>Three Dimensional Design - AFA</td>
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<tr>
<td>ART-165</td>
<td>Color: Theory and Practice</td>
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<tr>
<td>ART-103</td>
<td>Visual Culture</td>
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### Second Year/First Semester

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<td>ART-111</td>
<td>Art History I</td>
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<td>Prerequisite: ENG-101</td>
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<td>CGR-126</td>
<td>Illustration I</td>
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### Second Year/Second Semester

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<th>Credits</th>
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<td>ART-112</td>
<td>Art History II</td>
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<td>ART-201</td>
<td>Visual Arts Seminar</td>
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<td>CGR-239</td>
<td>Animation I</td>
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<td>ELECTIVE</td>
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**Total Credits:** 60

### Program Description

This degree program provides students with an art intensive course of study. This program is designed to give students a broad base of studio art and design experience, with an emphasis on both the core foundations classes and more advanced studio art classes. This program is designed for transfer into a Bachelor of Fine Arts (BFA) program. Upon completion of the program, students are expected to have developed a strong portfolio of original work.

### Program Student Learning Outcomes

At the end of the program, the graduate will be able to:
1. Discuss the history of western art.
2. Design projects in both two and three dimensions.
3. Apply the fundamentals of design to the problem solving and crafting aspects of their visual arts pursuits.
4. Make, comprehend, and evaluate works of visual fine art and design.
5. Draw from life (observational drawing).

### Contact Person

Professor Gregory Brellochs, Coordinator  
(856) 227-7200 ext. 4251  
Email: gbrellochs@camdencc.edu
# VISUAL, PERFORMING AND MEDIA ARTS

**Associate in Applied Science**

**VISUAL, PERFORMING AND MEDIA ARTS**

**Film and Television Production**

**FLM.AAS**

## FIRST YEAR/FIRST SEMESTER

<table>
<thead>
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<th>Course #</th>
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<td>Must test into ENG-101 or complete all appropriate prerequisites</td>
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<td>FLM-201</td>
<td>Film Appreciation</td>
<td>3</td>
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<tr>
<td>PHO-106</td>
<td>Beginning Digital Photography</td>
<td>3</td>
<td></td>
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<tr>
<td>ART-166</td>
<td>Two Dimensional Design – AFA Majors</td>
<td>3</td>
<td></td>
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<tr>
<td>MTH-101</td>
<td>Concepts of Mathematics</td>
<td>3</td>
<td></td>
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## FIRST YEAR/SECOND SEMESTER

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<td>FLM-110</td>
<td>Filmmaking I</td>
<td>3</td>
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</tr>
<tr>
<td>ART-123</td>
<td>Basic Drawing I – AFA Majors</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ART-167</td>
<td>Three Dimensional Design – AFA Majors</td>
<td>3</td>
<td></td>
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<tr>
<td>PSY-101</td>
<td>Basic Psychology</td>
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## SECOND YEAR/FIRST SEMESTER

<table>
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<th>Course Name</th>
<th>Credits</th>
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<td>FLM-210</td>
<td>Filmmaking II</td>
<td>3</td>
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<tr>
<td>FLM-101</td>
<td>Television Appreciation</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CGR-126</td>
<td>Illustration I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>or MUS-133</td>
<td>Audio Recording Techniques I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>THE-253</td>
<td>Stagecraft</td>
<td>3</td>
<td></td>
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<tr>
<td>or ART-143</td>
<td>Sculpture I</td>
<td>3</td>
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<tr>
<td>ART-111</td>
<td>Art History</td>
<td>3</td>
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<tr>
<td>or ART-112</td>
<td>Art History II</td>
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<tr>
<td>or PHO-111</td>
<td>History of Photography</td>
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## SECOND YEAR/SECOND SEMESTER

<table>
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<td>CGR-239</td>
<td>Animation I</td>
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<td>ART-201</td>
<td>Visual Arts Seminar</td>
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<td>ART-103</td>
<td>Visual Culture</td>
<td>3</td>
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<td>ART-111</td>
<td>Art History</td>
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<td>or ART-112</td>
<td>Art History II</td>
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<tr>
<td>or PHO-111</td>
<td>History of Photography</td>
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**TOTAL CREDITS** 60

## PROGRAM DESCRIPTION

An understanding of the role of film and television is intrinsic to an understanding of popular culture. Film and television production changes with advances in technology. This program balances introducing students to the historic/social impact of film and television with the practical hands-on application of film and television production in the 21st century.

## PROGRAM STUDENT LEARNING OUTCOMES

At the end of the program, the graduate will be able to:
1. Identify all areas of responsibility in film and television production.
2. Demonstrate an ability to participate in all areas of film and television production.
3. Demonstrate an understanding of the history and evolution of film and television production.
4. Demonstrate an understanding of film and television in popular culture.

## CONTACT PERSON

Professor Gregory Brellochs, Coordinator  
(856) 227-7200 ext. 4251  
Email: gbrellochs@camdencc.edu  
Professor Tom Murray  
(856) 227-7200 ext. 5008  
Email: tmurray@camdencc.edu
VISUAL, PERFORMING AND MEDIA ARTS

Associate in Arts

Liberal Arts and Science:
Computer Graphics Option

CGR.AA

FIRST YEAR-FIRST SEMESTER

<table>
<thead>
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<tr>
<td>ART-123</td>
<td>Basic Drawing I – AFA</td>
<td>3</td>
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<tr>
<td>ART-166</td>
<td>Two Dimensional Design – AFA</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HIS-101</td>
<td>World Civilization I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MTH-107</td>
<td>Mathematics for Liberal Arts</td>
<td>3</td>
<td>Must place into College Level MTH or complete all appropriate prerequisites</td>
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FIRST YEAR/SECOND SEMESTER

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<td>HIS-102</td>
<td>World Civilization II</td>
<td>3</td>
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<tr>
<td>SOC-101</td>
<td>Introduction to Sociology</td>
<td>3</td>
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<tr>
<td>CGR-111</td>
<td>Computer Graphic Design I</td>
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SECOND YEAR-FIRST SEMESTER

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<td>Computer Graphic Design II</td>
<td>3</td>
<td>Prerequisite: CGR-111</td>
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<td>PSY-101</td>
<td>Basic Psychology</td>
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<td>ELECTIVE</td>
<td>Laboratory Science General Education Elective</td>
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<td>ELECTIVE</td>
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SECOND YEAR/SECOND SEMESTER

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<td>CGR-114</td>
<td>Typography</td>
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<td>SPE-102</td>
<td>Public Speaking</td>
<td>3</td>
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<tr>
<td>ELECTIVE</td>
<td>Language Elective</td>
<td>3</td>
<td>Must take 6 credits in one language</td>
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<tr>
<td>CIS-106</td>
<td>Introductory Computing using Google Apps</td>
<td>2</td>
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</table>

TOTAL CREDITS 60

PROGRAM DESCRIPTION

This program is designed to provide students with the standard core foundations classes in the visual arts while also enabling them to complete many of the required general education courses they would need in working towards completing a Bachelor of Arts (BA) degree. This program is designed for transfer. Upon completion of the program, students are expected to have developed a strong portfolio of original work. This program is best suited for students interested in transferring to Rutgers University, Camden and majoring in Graphic Design.

PROGRAM STUDENT LEARNING OUTCOMES

At the end of the program, the graduate will be able to:
1. Apply the fundamentals of graphic design to the problem solving and crafting aspects of their visual arts pursuits.
2. Analyze client needs and create effective design solutions.
3. Utilize fundamental principles and practices required by computer graphic professionals.
4. Use a variety of specialized computer graphic software, hardware and peripherals.

CONTACT PERSONS

Professor Gregory Brellochs, Coordinator
(856) 227-7200 ext. 4251
Email: gbrellochs@camdencc.edu

FOR MORE INFORMATION ON THESE PROGRAMS VISIT WWW.CAMDENCC.EDU/PROGRAMS
Associate in Applied Science
Computer Graphics

CIP Code 10.0303

VISUAL, PERFORMING AND MEDIA ARTS

CGR.AAS

FIRST YEAR/FIRST SEMESTER

<table>
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<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
<th>Notes</th>
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<tbody>
<tr>
<td>ENG-101</td>
<td>English Composition I</td>
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<td>Must place into ENG-101 or complete all appropriate prerequisites</td>
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<tr>
<td>ART-123</td>
<td>Basic Drawing I – AFA</td>
<td>3</td>
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<tr>
<td>ART-165</td>
<td>Color: Theory and Practice</td>
<td>3</td>
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<tr>
<td>ART-166</td>
<td>Two Dimensional Design – AFA</td>
<td>3</td>
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<tr>
<td>MTH-101</td>
<td>Concepts of Mathematics</td>
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<td>Must place into College Level MTH or complete all appropriate prerequisites</td>
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<td>or MTH-107</td>
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FIRST YEAR/SECOND SEMESTER

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<td>ART-167</td>
<td>Three Dimensional Design – AFA Majors</td>
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<td>ART-124</td>
<td>Basic Drawing II – AFA Majors</td>
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<td>Prerequisite: ART-123</td>
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<td>CGR-111</td>
<td>Computer Graphic Design I</td>
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<tr>
<td>SOC-101</td>
<td>Introduction to Sociology</td>
<td>3</td>
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<tr>
<td>or PSY-101</td>
<td>Basic Psychology</td>
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SECOND YEAR/FIRST SEMESTER

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<th>Course #</th>
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<td>ART-111</td>
<td>Art History I</td>
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<td>CGR-112</td>
<td>Computer Graphic Design II</td>
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<td>Prerequisite: CGR-111</td>
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<td>CGR-114</td>
<td>Typography</td>
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<td>Prerequisite: CGR-114</td>
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<tr>
<td>CGR-126</td>
<td>Illustration I</td>
<td>3</td>
<td>Prerequisites: ART-125 and ART-166</td>
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<td>CGR-239</td>
<td>Animation I</td>
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<td>Prerequisite: ART-125 and ART-166</td>
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SECOND YEAR/SECOND SEMESTER

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<th>Course #</th>
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<td>ART-112</td>
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<td>Visual Culture</td>
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<td>ART-201</td>
<td>Visual Art Seminar</td>
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<td>Prerequisite: ENG-102</td>
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<td>CGR-127</td>
<td>Illustration II</td>
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<td>CGR-245</td>
<td>Animation II</td>
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<td>Prerequisite: CGR-239</td>
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</table>

TOTAL CREDITS 60

PROGRAM DESCRIPTION
This program is designed to provide students with the standard core foundations classes in the visual arts while also enabling them to complete many of the required general education courses they would need in working towards completing a Bachelor of Fine Arts (BFA) degree. This program is designed for transfer. Upon completion of the program, students are expected to have developed a strong portfolio of original work. This program is best suited for students interested in pursuing careers in Animation, Graphic Design, and Illustration.

PROGRAM STUDENT LEARNING OUTCOMES
At the end of the program, the graduate will be able to:
1. Apply the fundamentals of graphic design, illustration, and animation to the problem solving and crafting aspects of their visual arts pursuits, as assessed by in-class, homework, and project assignments.
2. Analyze client needs and create effective design solutions, as assessed by in-class, homework, and project assignments.
3. Utilize fundamental principles and practices required by computer graphic professionals, as assessed by in-class, homework, and project assignments.
4. Use a variety of specialized computer graphic software, hardware and peripherals, as assessed by in-class, homework, and project assignments.

CONTACT PERSONS
Professor Gregory Brelochs, Coordinator
(856) 227-7200 ext. 4251
Email: gbrellochs@camdencc.edu
BUSINESS AND PUBLIC SERVICE

Associate in Science
Business Administration

ABA.AS

FIRST YEAR/FIRST SEMESTER

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<td>CIS-105</td>
<td>Computer Literacy</td>
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<td>Technology General Education Elective</td>
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<td>MGT-101</td>
<td>Introduction to Business</td>
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FIRST YEAR/SECOND SEMESTER

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SECOND YEAR/FIRST SEMESTER

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<td>MGT-102</td>
<td>Introduction to Management</td>
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<td>MTH-111</td>
<td>Introduction to Statistics</td>
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<td>CIS-106</td>
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SECOND YEAR/SECOND SEMESTER

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<td>LAW-101</td>
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<td>MTH-122</td>
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TOTAL CREDITS 60

PROGRAM DESCRIPTION

The curriculum leads to the bachelor's degree in business administration. Specialized fields in upper division studies include accounting, business administration, economics, finance, human resource management, marketing, computer studies, and other business-related professions.

PROGRAM STUDENT LEARNING OUTCOMES

At the end of the program, the graduate will be able to:

1. Apply and explain the fundamentals of financial reporting and analysis.
2. Apply financial data to making business decisions.
3. Research and communicate business information using information technology.
4. Describe the legal implications of business descriptions.

CONTACT PERSON

Professor Richard Sarkisian, Coordinator
(856) 227-7200 ext. 4492
Email: rsarkisian@camdenccc.edu

FOR MORE INFORMATION ON THESE PROGRAMS VISIT WWW.CAMDENCC.EDU/PROGRAMS
# BUSINESS AND PUBLIC SERVICE

## Associate in Science

### Sport Management

<table>
<thead>
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<th>Course Name</th>
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<td>ENG-101</td>
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<td>HPE-130</td>
<td>Consumer Health Decisions</td>
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<td>or HPE-102</td>
<td>Health and Wellness</td>
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<td>ACC-104</td>
<td>Financial Accounting I</td>
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<td>Microeconomics</td>
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<td>HPE-106</td>
<td>Stress Management</td>
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<td>MGT-102</td>
<td>Intro to Management</td>
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<td>MTH-111</td>
<td>Introduction to Statistics</td>
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<td>Must test into College level Math or complete all appropriate prerequisites</td>
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<td>Basic Psychology</td>
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</tr>
<tr>
<td>HIS-101</td>
<td>World Civilization I</td>
<td>3</td>
<td></td>
</tr>
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<td>HPE-201</td>
<td>Intro to Sport Management</td>
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<td><strong>SECOND YEAR/SECOND SEMESTER</strong></td>
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<td>HPE-170</td>
<td>First Aid, Safety &amp; Prevention of Injuries</td>
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<td>Intro to Sociology</td>
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<td>Technology General Education Elective</td>
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<td>HPE-209</td>
<td>Internship: Sport Management</td>
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<td><strong>TOTAL CREDITS</strong></td>
<td></td>
<td><strong>60</strong></td>
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### PROGRAM DESCRIPTION

The Sport Management program prepares students to receive an Associate in Science degree and transfer to a four-year school to major in sport management. Sport management is an all-encompassing term associated with the management of sport, fitness/wellness, and leisure recreation programs. An increased growth in competitive athletics, sport participation by all segments of society, and sport-related businesses has created a need for individuals trained in sport management.

Note: Farleigh Dickinson University offers seamless completion of a bachelor's degree in Sport Management on the Camden County College Blackwood Campus.

### PROGRAM STUDENT LEARNING OUTCOMES

At the end of the program, the graduate will be able to:
1. Explain the various careers in sport management.
2. Use critical analysis in solving problems and analyzing information as it relates to sport management.
3. Work effectively in a professional sport business environment.
4. Explain the key factors that led to sport evolving into business.

### CONTACT PERSON

Dr. Nicholas DiCicco, Chair  
(856) 227-7201, ext. 4264  
email: ndicicco@camdencc.edu
## BUSINESS AND PUBLIC SERVICE

### Associate in Applied Science

#### Accounting

**CIP Code 52.0302**

<table>
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<th>Course Name</th>
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<td>ACC-104</td>
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<tr>
<td>ENG-101</td>
<td>English Composition I</td>
<td>3</td>
<td>Must test into ENG-101 or complete all appropriate prerequisites</td>
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<tr>
<td>LAW-101</td>
<td>Legal Environment/Business Law</td>
<td>3</td>
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<tr>
<td>or LAW-102</td>
<td>Business Law II</td>
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<tr>
<td>MGT-101</td>
<td>Introduction to Business</td>
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<tr>
<td>CIS-101</td>
<td>Personal Computer Applications</td>
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<td>or CIS-105</td>
<td>Computer Literacy</td>
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<tr>
<td>ACC-105</td>
<td>Managerial Accounting</td>
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<td>ACC-213</td>
<td>Computerized Accounting</td>
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<td>Prerequisite: ACC-104</td>
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<tr>
<td>ENG-102</td>
<td>English Composition II</td>
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<td>Prerequisite: ENG-101</td>
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<td>Principles of Finance</td>
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<td>MTH—</td>
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<td>Must test into College-level Math or complete all appropriate prerequisites</td>
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<tr>
<td>ACC-214</td>
<td>Intermediate Accounting I</td>
<td>3</td>
<td>Fall Only Prerequisite: ACC-105</td>
</tr>
<tr>
<td>ACC-223</td>
<td>Income Tax Accounting I</td>
<td>3</td>
<td>Fall Only Prerequisite: ACC-104 Fall Only</td>
</tr>
<tr>
<td>CIS-102</td>
<td>Spreadsheets</td>
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<tr>
<td>ECO-101</td>
<td>Macroeconomics</td>
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<tr>
<td>MTH—</td>
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<td>ACC-216</td>
<td>Intermediate Accounting II</td>
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<td>Spring Only Prerequisite: ACC-214</td>
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<tr>
<td>ACC-224</td>
<td>Income Tax Accounting II</td>
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<td>Spring Only Prerequisite: ACC-223</td>
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<td>ECO-102</td>
<td>Microeconomics</td>
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<td>MGT-102</td>
<td>Introduction to Management</td>
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<td>ELECTIVE</td>
<td>Diversity – Humanities General Education Elective</td>
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</table>

**TOTAL CREDITS** 60

### PROGRAM DESCRIPTION

Accounting clerks maintain systematic and up-to-date records of accounts and business transactions. They also prepare periodic financial statements.

### PROGRAM STUDENT LEARNING OUTCOMES

At the end of the program, the graduate will be able to:
1. Maintain systematic and up-to-date records of business transactions.
2. Prepare financial statements, including income statements, statements of owner’s equity, balance sheets and statement of cash flow.
3. Use computer software to design and maintain bookkeeping and accounting systems.

### CONTACT PERSON

Professor Richard Sarkisian, Coordinator
(856) 227-7201 ext. 4492
Email: rsarkisian@camdencc.edu
### BUSINESS & PROFESSIONAL STUDIES

### BUSINESS AND PUBLIC SERVICE

#### Management

**MGT.AAS**

**CIP Code 52.0201**

#### FIRST YEAR/FIRST SEMESTER

<table>
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<tbody>
<tr>
<td>ENG-101</td>
<td>English Composition I</td>
<td>3</td>
<td>Must test into ENG-101 or complete all appropriate prerequisites</td>
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<td>ACC-104</td>
<td>Financial Accounting</td>
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<tr>
<td>BMF-101</td>
<td>Business Mathematics I</td>
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<td>CIS-105</td>
<td>Computer Literacy</td>
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<td>MGT-101</td>
<td>Introduction to Business</td>
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#### FIRST YEAR/SECOND SEMESTER

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<td>ENG-102</td>
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<td>Prerequisite: ENG-101</td>
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<td>ACC-105</td>
<td>Managerial Accounting</td>
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<td>Prerequisite: ACC-104</td>
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<tr>
<td>BMF-102</td>
<td>Business Mathematics II</td>
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<td>Prerequisite: BMF-101</td>
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<tr>
<td>LAW-101</td>
<td>Legal Environment/Business Law I</td>
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<tr>
<td>MGT-102</td>
<td>Introduction to Management</td>
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#### SECOND YEAR/FIRST SEMESTER

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<tbody>
<tr>
<td>ECO-101</td>
<td>Macroeconomics</td>
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<tr>
<td>LAW-102</td>
<td>Business Law II</td>
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<td>MGT-212</td>
<td>Human Resource Management</td>
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<td>Prerequisite: MGT-102</td>
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<td>MKT-101</td>
<td>Principles of Marketing</td>
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<td>MTH-111</td>
<td>Introduction to Statistics</td>
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<td>Must test into College level Math or complete all appropriate prerequisites</td>
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<tbody>
<tr>
<td>ECO-102</td>
<td>Microeconomics</td>
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<tr>
<td>FIN-212</td>
<td>Principles of Finance</td>
<td>3</td>
<td>FIN-212 Prerequisite: ACC-104</td>
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<tr>
<td>or BUS-201</td>
<td>Co-op I: Business</td>
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<tr>
<td>MGT-213</td>
<td>Operations Management</td>
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<td>Prerequisite: MGT-102 and MTH-111 Spring Only</td>
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<td>MGT-216</td>
<td>Human Relations in Business &amp; Industry</td>
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**TOTAL CREDITS**

60

**PROGRAM DESCRIPTION**

Managers direct the activities of their individual departments within the framework of the overall plans of the organizations.

**PROGRAM STUDENT LEARNING OUTCOMES**

At the end of the program, the graduate will be able to:

1. Discuss, explain and describe the general business environment.
2. Manage, communicate with and direct a diverse workforce.
3. Describe the legal implications of management decisions.

**CONTACT PERSON**

Professor Richard Sarkisian, Coordinator  
(856) 227-7200 ext. 4492  
Email: rsarkisian@camdencc.edu
### BUSINESS AND PUBLIC SERVICE

**Associate in Applied Science**  
**Marketing**

**MKT.AAS**

### PROGRAM DESCRIPTION

The marketing program is designed to provide students with the practical knowledge and skills necessary to plan, manage and monitor trends which indicate the need for new products and services offered by an organization. Required courses emphasize the development of marketable skills essential to career success, including sales techniques, market research, promotional strategies, and applied management practices. Students will cultivate an understanding of consumer purchasing behavior concepts which will advance the students' managerial abilities for problem solving, communication, leadership, and teamwork.

### PROGRAM STUDENT LEARNING OUTCOMES

At the end of the program, the graduate will be able to:

1. Apply knowledge of fundamental marketing planning and its concepts and theories.
2. Compare and contrast purchasing behaviors.
3. Plan, prioritize and manage marketing research projects.
4. Identify professional values and exhibit professional behaviors in the work environment.

### CONTACT PERSON

Professor Richard Sarkisian, Coordinator  
(856) 227-7200 ext. 4492  
Email: rsarkisian@camdencc.edu

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### FIRST YEAR/FIRST SEMESTER

<table>
<thead>
<tr>
<th>Course #</th>
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<td>Financial Accounting</td>
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<td>MGT-101</td>
<td>Introduction to Business</td>
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<td>CSC-105</td>
<td>Computer Literacy</td>
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<td>Introduction to Statistics</td>
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### FIRST YEAR/SECOND SEMESTER

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<tr>
<td>ENG-102</td>
<td>English Composition II</td>
<td>3</td>
<td>Prerequisite: ENG-101</td>
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<td>ACC-105</td>
<td>Managerial Accounting</td>
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<td>Prerequisite: ACC-104</td>
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<tr>
<td>MGT-102</td>
<td>Introduction to Management</td>
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<td>MKT-101</td>
<td>Principles of Marketing</td>
<td>3</td>
<td></td>
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<tr>
<td>LAW-101</td>
<td>Legal Environment/Business Law I</td>
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<td>MKT-102</td>
<td>Retail Management</td>
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<td>Macroeconomics</td>
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<td>SOC-205</td>
<td>Social Diversity</td>
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<td>LAW-102</td>
<td>Business Law II</td>
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<td>Co-op I Business</td>
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<td>ECO-102</td>
<td>Microeconomics</td>
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<td>MKT-124</td>
<td>Fundamentals of Selling</td>
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<tr>
<td>or MKT-123</td>
<td>Introduction to Promotion</td>
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<td>MKT-212</td>
<td>Strategies in Marketing</td>
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<td>Prerequisite: MKT-101</td>
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<td>or MKT-125</td>
<td>Principles of E-Commerce</td>
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<td>Prerequisite: MKT-101, and CIS-105</td>
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**TOTAL CREDITS** 60
ASSOCIATE IN APPLIED SCIENCE
Paralegal Studies

BUSINESS AND PUBLIC SERVICE

CIP Code 22.0302

PAR.AAS

FIRST YEAR/FIRST SEMESTER

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<td>PAR-101</td>
<td>Introduction to Paralegal Studies</td>
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<td>PAR-201</td>
<td>Legal Research &amp; Writing I</td>
<td>3</td>
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<tr>
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<td>CST-123</td>
<td>Introduction to Microsoft</td>
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<tr>
<td>PAR-102</td>
<td>Litigation and Civil Procedure</td>
<td>3</td>
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<tr>
<td>PAR-202</td>
<td>Legal Research &amp; Writing II</td>
<td>3</td>
<td>Prerequisite: PAR-201</td>
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<tr>
<td>POL-101</td>
<td>Introduction to Political Science</td>
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SECOND YEAR/FIRST SEMESTER

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<tr>
<td>PAR-210</td>
<td>Law Office Management</td>
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<td>Prerequisite: PAR-101 and ENG-101</td>
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<td>CRJ-105</td>
<td>Criminal Law</td>
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<td>LAW-101</td>
<td>Legal Environment/Business Law</td>
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<td>SPE-102</td>
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<td>SOC-205</td>
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<tr>
<td>PAR-203</td>
<td>Family Law</td>
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<td>PAR-204</td>
<td>Real Estate Law</td>
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<td>PAR-205</td>
<td>Estate and Probate</td>
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<td>PAR-206</td>
<td>Paralegal Internship</td>
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TOTAL CREDITS: 60

PROGRAM DESCRIPTION

This program is designed to prepare students for entry-level paraprofessional positions in the legal field. A paralegal is a person qualified by education, training, or work experience; who is employed or retained by a lawyer, law office, corporation, governmental agency, or other entity, and who performs specifically delegated substantive legal work for which a lawyer is responsible. Paralegals may not give legal advice or otherwise engage in the unauthorized practice of law. Paralegal work includes developing and modifying procedures used in the legal field, preparing routine legal documents, assisting in the preparation of cases for trial, investigating facts, researching, selecting, assessing, compiling, and using information from the law library and other references, and analyzing and handling procedural problems.

PROGRAM STUDENT LEARNING OUTCOMES

At the end of the program, the graduate will be able to:
1. Discuss fundamental legal concepts and principles to think critically about law and social issues.
2. Evaluate the court system in both civil and criminal proceedings.
3. Conduct legal research using both primary and secondary sources in either printed or electronic versions.
4. Interact with clients of various cultures and backgrounds.

CONTACT PERSON

Professor Sonni Lee, Coordinator
(856) 227-7200, ext. 4558
email: stlee@camdencc.edu
Business

Starting your own business
Small growing businesses need help, especially practical advice and ideas that work. These workshops are designed to give you the business management skills necessary to succeed in today's competitive market.

INTRODUCTION TO SMALL BUSINESS OWNERSHIP (1)
Participants will be introduced to what it takes to start or purchase a small business. Economic climate and other factors of business ownership are discussed with an emphasis on a positive approach to this series of seminars.

THE BUSINESS PLAN PART I: PLANNING PROCESS (2)
This seminar concentrates on the organization and elements of a basic business plan. Learn the uses of a business plan and when and why it is necessary – a must for people starting their own business or business owners seeking financing.

THE BUSINESS PLAN PART II: MARKETING & PROMOTION (3)
This seminar continues from Part I, the Planning Process, by focusing on the business plan and its effect on marketing and promotion for the business owner.

Creating a Budget for your Small Business (4)
Learn to plan and forecast your cash needs in order to start, operate, or purchase a business. This step-by-step seminar concentrates on the basics of cash flow planning. Learn to plan your own cash flow from actual case studies. This seminar teaches you the proper format and purpose of this vital part of operating a small business.

Financing a Small Business (5)
Learn where and how to borrow money, the do's and don'ts of borrowing, and the different sources of money available to you. Learn how to build the proper banking relationship and what is needed to secure that business loan.

Taxes and Record Keeping (6)
Learn what type of business entity is right for you. Learn what legal and tax benefits are available to you in starting or owning your own business. This seminar concentrates on various legal forms of business, their costs, tax reporting, and benefits to the small business owner.

Investment Institute

In these unpredictable and often turbulent times that we now face, it is more important than ever to increase your personal knowledge of investing for you and your family. In this seminar, you will learn the essentials of investing by exploring the various options and techniques commonly utilized by today's financial consultants. These courses are instructed by a highly experienced financial executive, who will guide you through the investment spectrum.

THE STOCK MARKET
This course will offer incite as to how the market operates. It will include a discussion on how to research and purchase stock, understanding dividends, PE ratios and IPOs. A review of fundamental vs. technical analysis will be included. Handouts will provide current data used to make stock selections.

RETIREMENT PLANNING AND FUNDING
This course will explore strategies for those planning for retirement by focusing on rollovers, social security, and estate planning. A review of how to fund retirement will include a discussion on retirement accounts including IRAs, Roth IRA and 401K's. Although you may take these individually, for the best experience, please plan to attend all four as they are separate but related topics.

Various workshops are also available for non-profit management. Camden County College's workshop series on nonprofit management has been created for leadership track NPO managers and others wishing to broaden their skills and knowledge. Program participants learn to identify, understand, and apply a broad spectrum of management skills and practices in critical areas of NOP program management. The curriculum has been curated by the Board of the Nonprofit Development Center of Southern New Jersey. Class offerings fluctuate so please visit www.camdencc.edu/ce for the most recent course catalog with full details.
Cosmetology

**COSMETOLOGY / HAIR STYLIST**

In just 10 months students are prepared to pass the NJ State Board of Cosmetology licensure exam. Camden County College Cosmetology students have achieved an extremely high pass rate as a result of the training they receive from our industry experts.

The 1,071-hour program consists of classroom and hands-on training, performing basic designs on mannequins and patrons in a clinical salon setting, which is open to the public. Units of instruction include state laws, shop management, scalp conditioning, shampooing, hair styling and cutting, permanent waving, thermal waving, hair shaping, tinting, coloring, shaving, make-up application, facials, and chemistry. In addition, students are offered instruction in the styling and fitting of wigs and hairpieces. Camden County College is now offering a rolling admission schedule with multiple start dates to choose from. Students will complete their training 10 months after their respective start date.

Location: Camden County Technical School, Sicklerville Campus

**CE.TRD-040**

**Hours:** 1,071

**CEUs:** 107.1

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Real Estate

**REAL ESTATE LICENSING**

Real Estate Sales: This is a basic five-credit course in the principles of real estate and includes the study of property interests, contracts, financing, titles, deeds, closings, appraising leases, Federal laws, NJ statutes, and NJ Real Estate Commission rules and regulations. This course is designed to prepare students to sit for the NJ Real Estate Salesperson Exam.

Because this is a cooperative course, policies and procedures may vary from the College’s standard policies governing credit classes.

**FIN-215**

**Hours:** 75

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CAREER & TECHNICAL INSTITUTE OF CAMDEN COUNTY COLLEGE
856-374-4955
tradetraining@camdencc.edu
www.camdencc.edu/ce
## Automotive Technology (Apprentice)  
**AUT.AAS**

### First Year/First Semester
<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
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<tr>
<td>AUT-101</td>
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<tr>
<td>AUT-111</td>
<td>Automotive Brake Systems</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>AUT-121</td>
<td>Steering &amp; Suspension Systems</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>CIS-105</td>
<td>Computer Literacy</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ELECTIVE</td>
<td>Diversity; Humanities Education Elective</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

### First Year/Second Semester
<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG-101</td>
<td>English Composition I</td>
<td>3</td>
<td>Must test into ENG-101 or complete all appropriate prerequisites</td>
</tr>
<tr>
<td>AUT-131</td>
<td>Automotive Heating and Air Conditioning</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>AUT-141</td>
<td>Automotive Electrical/Electronic Principles</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>MTH....</td>
<td>Mathematics General Education Elective</td>
<td>3 or 4</td>
<td>Must test into College level Math or complete all appropriate prerequisites</td>
</tr>
<tr>
<td>ELECTIVE</td>
<td>Social Science General Education Elective</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

### Second Year/First Semester
<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
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</tr>
</thead>
<tbody>
<tr>
<td>ENG-102</td>
<td>English Composition II</td>
<td>3</td>
<td>Prerequisite: ENG-101</td>
</tr>
<tr>
<td>AUT-242</td>
<td>Automotive Electrical/Electronic Systems</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>AUT-253</td>
<td>Automotive Engines</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>AUT-261</td>
<td>Manual Drive Trains and Axles</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>PHY-103</td>
<td>Physics I (for the Non-Science major)</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

### Second Year/Second Semester
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<th>Course #</th>
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</tr>
</thead>
<tbody>
<tr>
<td>AUT-262</td>
<td>Automatic Transmissions &amp; Transaxles</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>AUT-271</td>
<td>Advanced Automotive Systems I</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>AUT-272</td>
<td>Advanced Automotive Systems II</td>
<td>4</td>
<td>Corequisite: AUT-271</td>
</tr>
<tr>
<td>AUT-286</td>
<td>Automotive Capstone Practicum (360 hours)</td>
<td>3</td>
<td>Corequisite: AUT-272</td>
</tr>
</tbody>
</table>

### Total Credits 66/67

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### Program Description
This open enrollment curriculum is designed to prepare students for careers as service technicians in the automotive industry.

### Program Student Learning Outcomes
At the end of the program, the graduate will be able to:
1. Work safely in an automobile repair facility.
2. Perform basic techniques involved in diagnosis and repair of automobiles.
3. Explain basic principles of automotive technology.

### Program Requirements
Applicants must complete the required application form, submit official high school records and college transcripts and arrange to take the College Placement Test. Students should have good mechanical skills. Toward the end of the program, a 360-hour practicum is required.

### Certification
The Automotive Technology program at CCC is fully certified as a master training program by the ASE Education Foundation.

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### Contact Person
Christopher Gallo, Director  
(856) 227-7200 ext. 4544  
Email: cgallo@camdencc.edu
BUSINESS AND PUBLIC SERVICE

Associate in Applied Science
Automotive Technology: General Motors / ASEP Option
GMA.AAS

FIRST SEMESTER (FALL) 15 WEEKS
Course # Course Name Credits Notes
AUT-101 Automotive Fundamentals 3
AUT-111 Automotive Brake Systems 3
AUT-141 Automotive Electrical/Electronic Principles 4
ELECTIVE Diversity-Humanities General Education Elective 3

SECOND SEMESTER (SPRING) DEALERSHIP EXPERIENCE 1ST 9 WEEKS
AUT-181 Automotive Practicum 3

SECOND SEMESTER 2ND 9 WEEKS
AUT-121 Automotive Steering & Suspension Systems 4
AUT-131 Automotive Heating & Air Conditioning 3
CIS-105 Computer Literacy 3
ELECTIVE Social Science General Education Elective 3

DEALERSHIP EXPERIENCE (SUMMER) 9 WEEKS
AUT-182 Automotive Practicum II 3

THIRD SEMESTER (FALL) 9 WEEKS
ENG-101 English Composition I 3 Must test into ENG-101 or complete all appropriate prerequisites
AUT-242 Automotive Electrical/Electronic Systems 4
AUT-253 Automotive Engines 4

DEALERSHIP EXPERIENCE 9 WEEKS
AUT-283 Automotive Practicum III 3

FOURTH SEMESTER (SPRING) 9 WEEKS
ENG-102 English Composition II 3 Prerequisite: ENG-101
AUT-271 Advanced automotive Systems I 4
AUT-272 Advanced automotive Systems II 4 Corequisite: AUT-271
MTH.... Mathematics General Education Elective 3 Must test into College level Math or complete all appropriate prerequisites

DEALERSHIP EXPERIENCE 9 WEEKS
AUT-284 Automotive Practicum IV 3

FIFTH SEMESTER (SUMMER) 9 WEEKS
AUT-261 Manual Drive Trains & Axles 4
AUT-262 Automatic Transmissions & Transaxles 4
PHY-103 Physics I (for the Non-Science major) 4

TOTAL CREDITS 75

PROGRAM DESCRIPTION
Camden County College, General Motors Corporation and General Motors dealerships jointly sponsor this selective admission program. It is designed specifically for automotive technicians mutually selected for the program by Camden County College and area General Motors dealerships.

PROGRAM STUDENT LEARNING OUTCOMES
At the end of the program, the graduate will be able to:
1. Work safely in a GM repair facility.
2. Integrate social and decision-making skills with standard professional work habits.
3. Explain basic principles of automotive technology as it applies to General Motors manufactured automobiles.
4. Diagnose and repair General Motors automobiles.

CERTIFICATION
The Automotive Technology program at CCC is fully certified as a master training program by the ASE Education Foundation.

SPECIAL ADMISSION REQUIREMENTS
• Applicants must complete the required application form, submit official high school records and college transcripts and, if applicable, arrange to take the College Placement Test.
• Applicants must bring an abstract of their driving record from the NJDMV.
• After being accepted by the College, students must be sponsored by a General Motors dealer before beginning the program.
• Students must purchase or possess a basic tool set before beginning their first college practicum at the sponsoring dealerships. (The College provides a list of the required tools.)
• Students must have clean driving record, and be able to pass drug and background checks.

CONTACT PERSON
Christopher Gallo, Director
(856) 227-7200 ext. 4544
Email: cgallo@camdencc.edu
# Automotive General Technician

**Certificate of Achievement**

**GAT.CA**

## Program Description
This open enrollment program is designed to prepare students for careers in the automotive industry as general automotive service technicians.

## Special Program Requirements
The basic skills placement test must be taken for admittance. It is highly recommended that any basic skills classes be completed by graduation.

## Contact Person
Christopher Gallo, Director  
(856) 227-7200 ext. 4544  
Email: cgallo@camdencc.edu

### First Year/First Semester
<table>
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<td>Automotive Brake Systems</td>
<td>3</td>
<td></td>
</tr>
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<td>AUT-121</td>
<td>Automotive Steering and Suspension Systems</td>
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### First Year/Second Semester
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<td>Automotive Electrical/Electronic Systems</td>
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<td>Automotive Engines</td>
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<td></td>
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</tr>
<tr>
<td>AUT-272</td>
<td>Advanced Automotive Systems II</td>
<td>4</td>
<td>Corequisite: AUT 272</td>
</tr>
<tr>
<td>AUT-286</td>
<td>Automotive Capstone Practicum (360 hours)</td>
<td>3</td>
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</tr>
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</table>

**Total Credits: 44**
## Business and Public Service

### Certificate of Achievement

**Automotive General Motors Technician**

**GMT.CA**

### Program Description
This program will prepare students to perform maintenance and minor repairs on GM vehicles. Students may also move from this program into the GM/ASEP degree program.

### Employment Opportunities
The students must complete at least one 9-week practicum at a GM dealership to meet graduation requirements. This practicum usually leads to full-time employment. The dealers have requested GM to develop this type of program.

### Special Admissions Requirements
- Applicants must complete the required application form, submit official high school records and college transcripts and, if applicable, arrange to take the College Placement Test.
- Applicants must bring an abstract of their driving record from the NJDMV.
- After being accepted by the College, students must be sponsored by a General Motors dealer before beginning the program.
- Students must purchase or possess a basic tool set before beginning their first college practicum at the sponsoring dealerships. (The College provides a list of the required tools.)
- Students must have clean driving record, and be able to pass drug and background checks.

### Contact Person
Christopher Gallo, Director
(856) 227-7200 ext. 4544
Email: cgallo@camdencc.edu

**This program is not approved for financial aid**

### Course Descriptions

#### First Year/First Semester

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<tr>
<td>AUT-101</td>
<td>Automotive Fundamentals</td>
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<td>AUT-111</td>
<td>Automotive Brake Systems</td>
<td>3</td>
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<td>AUT-141</td>
<td>Automotive Electrical/Electronic Principles</td>
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<tr>
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<td>Automotive Heating and Air Conditioning</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>AUT-121</td>
<td>Steering &amp; Suspension Systems</td>
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#### Dealership Experience (Summer)

<table>
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<tr>
<th>Course #</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>AUT-181</td>
<td>Automotive Practicum I</td>
<td>3</td>
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</table>

**Total Credits:** 20

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**CIP Code:** 47.0604
AUTOMOTIVE TECHNOLOGY

This program addresses the fundamental working principles of the modern automobile. This program is designed for those who intend to make the Automotive Trades their career. Instruction is provided in an ASE (Automotive Service Excellence) certified shop with ASE certified instructors. Skills and theories in the program follow proficiencies outlined through the NATEF (National Automotive Technical Education Foundation).

Included in this program are topics in vehicle construction and design as they apply to mechanical, hydraulic, and electrical system service. These sections include: engine design and operation, brake system operation and service, steering system service, suspension systems and alignment, engine control systems, electrical and electronic systems, tires and wheels. Also covered is an introduction to hand and power tools, shop equipment, hand held test equipment, and shop safety practices. Additional instruction is provided in fasteners, gaskets, seals and sealants used in the automotive trade, measuring instruments, service manuals, sources of electronic service information and technical certification requirements.

Students will take nationally recognized competency exams in Braking System Operation and Service, Electrical System Operation and Service, Engine Performance and Steering/Suspension/Wheel Alignment systems. These exams are supported by ASE but are NOT the voluntary ASE Technician Certification Exams taken by technicians already employed in the automotive service industry.

Includes OSHA10 certification.

Admission Requirements: There are no special requirements for admission to this program. However, a basic comprehension of reading and math is expected.

Location: Camden County Technical School, Sicklerville or Pennsauken Campus

CE.TRD-011 Hours: 382 CEUs: 38.2
BUSINESS AND PUBLIC SERVICE

Associate in Science
Fire Science Administration  
FRA.AS

FIRST YEAR/FIRST SEMESTER

<table>
<thead>
<tr>
<th>Course #</th>
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</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
<td>Must test into ENG-101 or complete all appropriate prerequisites.</td>
</tr>
<tr>
<td>FIR-101</td>
<td>Fundamentals of Fire Behavior/Protection</td>
<td>3</td>
<td>Certification as a Firefighter I by NJ Div. of Fire Safety is accepted as an equivalent. National Board on Fire Service Professional Qualifications Firefighter I certification may be accepted as equivalent based upon an evaluation of course hours.</td>
</tr>
<tr>
<td>FIR-102</td>
<td>Fundamentals of Fire Prevention/Fire Inspection I</td>
<td>3</td>
<td>Certification as a Fire Inspector by the New Jersey Div. of Fire Safety is accepted as an equivalent. National Board on Fire Service Professional Qualifications Fire Inspector I certification may be accepted as equivalent based upon an evaluation of hours.</td>
</tr>
<tr>
<td>ELECTIVE</td>
<td>Technology General Education Elective</td>
<td>2</td>
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<tr>
<td>CMH-120</td>
<td>Chemistry for Fire Protection</td>
<td>4</td>
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FIRST YEAR/SECOND SEMESTER

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<tr>
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<tbody>
<tr>
<td>FIR-102</td>
<td>English Composition II</td>
<td>3</td>
<td>Prerequisite: ENG 101</td>
</tr>
<tr>
<td>MTH-...</td>
<td>Mathematics General Education Elective</td>
<td>3</td>
<td>Must test into College Level Math or take all appropriate prerequisites</td>
</tr>
<tr>
<td>FIR-125</td>
<td>Firefighter Safety and Survival</td>
<td>3</td>
<td>Prerequisite: FIR-102; The National Fire Academy (NFA), New Jersey Division of Criminal Justice (NJDCJ), or International Association of Arson Investigators (IAAI) Fire Investigation classes may be accepted based upon evaluation of hours.</td>
</tr>
<tr>
<td>FIR-202</td>
<td>Fire Investigation</td>
<td>3</td>
<td>Prerequisite: FIR-102; Certification as a Fire Inspector by the NJ Div. of Fire Safety is accepted as an equivalent. National Board on Fire Service Professional Qualifications Fire Inspector II Certification may be accepted as equivalent based upon and evaluation of hours.</td>
</tr>
<tr>
<td>FIR-222</td>
<td>Fire Inspector II</td>
<td>3</td>
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</thead>
<tbody>
<tr>
<td>FIR-201</td>
<td>Fire Protection Systems</td>
<td>3</td>
<td>Prerequisite: FIR-101</td>
</tr>
<tr>
<td>FIR-211</td>
<td>Building Construction for Fire Service</td>
<td>3</td>
<td>Prerequisite: FIR-101</td>
</tr>
<tr>
<td>FIR-225</td>
<td>Hydraulics</td>
<td>3</td>
<td>Prerequisite: FIR-101</td>
</tr>
<tr>
<td>SOC-101</td>
<td>Introduction to Sociology</td>
<td>3</td>
<td>Must test into College Level Math or complete all appropriate prerequisites</td>
</tr>
<tr>
<td>MTH-111</td>
<td>Introduction to Statistics</td>
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<tbody>
<tr>
<td>FIR-252</td>
<td>Arson Law and Court Procedures</td>
<td>3</td>
<td>FIR-252 Prerequisite: FIR-202</td>
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<tr>
<td>or FIR-212</td>
<td>Fire Official</td>
<td>3</td>
<td>FIR-212 Prerequisite: FIR-222; Certification as a Fire Official by NJ Div. of Fire Safety is accepted as an equivalent.</td>
</tr>
<tr>
<td>FIR-231</td>
<td>Organization and Management of Fire Depts.</td>
<td>3</td>
<td>FIR-231 Prerequisite: FIR-101 or FIR-202</td>
</tr>
<tr>
<td>or FIR-255</td>
<td>New Jersey Fire Officer I</td>
<td>3</td>
<td>FIR-255 Prerequisite: FIR-101 or FIR-202</td>
</tr>
<tr>
<td>POL-103</td>
<td>American Federal Government</td>
<td>3</td>
<td></td>
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<tr>
<td>PHL-131</td>
<td>Introduction to Ethics</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ELECTIVE</td>
<td>Humanities General Education Elective</td>
<td></td>
<td></td>
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<tr>
<td>or ELECTIVE</td>
<td>Social Science General Education Elective</td>
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</tbody>
</table>

PROGRAM DESCRIPTION
The Fire Science Administration option is intended for those who seek to transfer to a four year institution for the purpose of earning a Bachelor of Science in Fire Science. The program adheres to the core requirements of the Dept. of Homeland Security guidelines for fire science in the Fire and Emergency Service Higher Education (FESHE) model curriculum. Students completing this program may also earn certifications in Fire Code Enforcement. Students transferring to a four year school offering a bachelor of Fire Science will be entering the third year program and will have the ability to complete the degree on a four year plan.

PROGRAM STUDENT LEARNING OUTCOMES
At the end of the program, the graduate will be able to:
1. Explain the method by which fire and building codes enhance fire prevention and overall safety to building occupants.
2. Discuss how organization structure in a fire department is used to deliver effective services for prevention, suppression and emergency operations.
3. Understand the key benefits for investigating fire losses and how that applies to legal requirements under state law.
4. Demonstrate knowledge of hazard and risk exposure caused by fire and the methods used by management for effectively controlling this exposure to avoid or minimize unnecessary safety and health risks.

CONTACT PERSON
Chief Peter J. Finley, Jr. (Ret.), Coordinator  
(856) 227-7200 ext. 4024  
Email: pfinley@camdencc.edu
BUSINESS AND PUBLIC SERVICE

Associate in Applied Science

Fire Science Technology

FIR.AAS

| CIP Code 43.0201 |

FIRST YEAR/FIRST SEMESTER

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<td>Fundamentals of Fire Behavior/Protection</td>
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<tr>
<td>CHM-120</td>
<td>Chemistry for Fire Protection</td>
<td>4</td>
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</tr>
<tr>
<td>PSY-101</td>
<td>Basic Psychology or SOC-101</td>
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FIRST YEAR/SECOND SEMESTER

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<td>English Composition II</td>
<td>3</td>
<td>Prerequisite: ENG-101</td>
</tr>
<tr>
<td>EMT-101</td>
<td>Emergency Medical Technician</td>
<td>6</td>
<td>Certification as a Nationally Registered Emergency Medical Technician may be accepted as equivalent based upon course content and hours.</td>
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<tr>
<td>FIR-102</td>
<td>Fire Inspector II</td>
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<td>Prerequisite: FIR-102</td>
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<tr>
<td>FIR-125</td>
<td>Firefighter Safety and Survival</td>
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<td>Fire Protections Systems</td>
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<td>Building Construction for Fire Service</td>
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<tr>
<td>FIR-225</td>
<td>Hydraulics</td>
<td>3</td>
<td>Prerequisite: FIR-101</td>
</tr>
<tr>
<td>FIR-251</td>
<td>Fire Service Instructional Techniques &amp; Methods</td>
<td>3</td>
<td>Certification as a Fire Instructor Level I by the NJ Div. of Fire Safety is accepted as an equivalent. National Board on Fire Service Professional Qualifications Fire Instructor I certification may be accepted as equivalent based upon evaluation of hours.</td>
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<tr>
<td>FIR-121</td>
<td>Firefighting Tactics and Strategy</td>
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<td>Prerequisite: FIR-101</td>
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<tr>
<td>FIR-231</td>
<td>Organization and Management of Fire Departments or Fir-235 New Jersey Fire Officer I</td>
<td>3</td>
<td>FIR 231 Prerequisite: FIR 101 or FIR-102 FIR-235 Prerequisite: FIR-101 National Board on Fire Service Professional Qualifications Fire Officer I certification may be accepted as equivalent based upon an evaluation of course hours.</td>
</tr>
<tr>
<td>ELECTIVE</td>
<td>Diversity General Education Elective</td>
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<tr>
<td>ELECTIVE</td>
<td>Technology General Education Elective</td>
<td>2</td>
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</tbody>
</table>

TOTAL CREDITS 60

PROGRAM DESCRIPTION

The Fire Science Technology program follows the (FEMA) national curriculum based on the National Fire Academy FESHE (Fire and Emergency Services Higher Education) model for professional training and education in fire science. This program provides advanced education for people seeking careers in the fire service and related fields. Students who are matriculated in this program may receive up to 27 credits for prior learning documented by New Jersey state certifications in prevention, suppression and Emergency Medical Services (EMS) programs.

PROGRAM STUDENT LEARNING OUTCOMES

At the end of the program, the graduate will be able to:
1. Explain the organization and function of a fire department with emphasis on staffing and other critical resources to efficiently deliver services.
2. Articulate how the basic principles of chemistry and hazardous materials determine acceptable and effective strategy and tactics for suppressing fires.
3. Analyze the impact that construction and building codes have in determining acceptable strategies and tactics for suppressing fires.
4. Describe how effective fire investigation leads to origin and cause determination and the role of the firefighter in the process.

CONTACT PERSON

Chief Peter J. Finley, Jr. (Ret.), Coordinator
(856) 227-7200 ext. 4024
email: pfinley@camdencc.edu

FOR MORE INFORMATION ON THESE PROGRAMS VISIT WWW.CAMDENCC.EDU/PROGRAMS
BUSINESS AND PUBLIC SERVICE

Certificate of Achievement
Corrections

FIRST YEAR/FIRST SEMESTER

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ-101</td>
<td>Administration of Justice</td>
<td>3</td>
<td></td>
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<tr>
<td>CRJ-106</td>
<td>Contemporary Corrections</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HPE-109</td>
<td>Physical Conditioning/Police Recruits</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HPE-170</td>
<td>First Aid, Safety, and Prevention of Injury</td>
<td>3</td>
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<td><strong>TOTAL CREDITS</strong></td>
<td></td>
<td><strong>12</strong></td>
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</table>

PROGRAM DESCRIPTION
The Camden County Correctional Academy program prepares recruits for entry-level positions as a county correctional officer and juvenile correctional officer. Correctional Officers Recruit Training Program purpose also is to prepare recruits to develop skills and knowledge of the fundamentals of dealing with inmates within penal institutions.

PROGRAM STUDENT LEARNING OUTCOMES
At the end of the program, the graduate will be able to:
1. Discuss concepts of the Constitution of the United States.
2. Compare and contrast the components of the criminal justice system and various agencies involved in the administration of justice.
3. Extrapolate local criminal justice issues to global justice and security issues.
4. Analyze criminal justice practitioner problems with the public.

ADMISSION REQUIREMENTS
Recruits who enter the Camden County Correctional Academy as a correctional officer must be sponsored by county enforcement agency, which have been selected as a recruit by their standards or procedures and have assumed all costs of training, uniforms, salary, etc.

CONTACT PERSON
Orlando Cuevas
(856) 227-7200 ext. 4874
Email: ocuevas@camdencc.edu
Police Academy
(856) 374-4950

THIS PROGRAM IS NOT APPROVED FOR FINANCIAL AID
Public Safety Education and Training
CIP Code 43.0107

**Certificate of Achievement**

**Fundamentals of Policing**

**FIRST YEAR/FIRST SEMESTER**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ-101</td>
<td>Administration of Justice</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CRJ-105</td>
<td>Criminal Law</td>
<td>3</td>
<td></td>
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<tr>
<td>HPE-109</td>
<td>Physical Conditioning/Police Recruits</td>
<td>3</td>
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<tr>
<td>HPE-171</td>
<td>Emergency Response</td>
<td>6</td>
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<td><strong>TOTAL CREDITS</strong></td>
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<td><strong>15</strong></td>
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</table>

**PROGRAM DESCRIPTION**

The Camden County Correctional Academy program prepares recruits for entry-level positions as a certified police officer or Special Law Enforcement Officer II (SLEO II). Recruits will develop skills and knowledge of the New Jersey criminal penal code and traffic enforcement statutes, Constitutional Amendments dealing with individual and civil rights, contemporary issues in policing, rules of evidence and criminal procedural investigation as well as other facets of law enforcement.

**PROGRAM STUDENT LEARNING OUTCOMES**

At the end of the program, the graduate will be able to:

1. Discuss concepts of the Constitution of the United States.
2. Compare and contrast the components of the criminal justice system and various agencies involved in the administration of justice.
3. Extrapolate local criminal justice issues to global justice and security issues.
4. Analyze criminal justice practitioner problems with the public.

**SPECIAL ADMISSION REQUIREMENTS**

Recruits who enter the Camden County Police Academy as a certified police officer or SLEO II must be sponsored by county or municipal law enforcement agency, which have been selected as a recruit by their standards or procedures and have assumed all costs of training, uniforms, salary, etc. Those individuals who have not been sponsored by a county or municipal law enforcement agency may apply for the Camden County College Police Academy Alternate Route program. Requirements are the following: must be 18 years of age but not over 35 at the completion of the program; must have completed 60 college credits or 2 years of active military service, or 1 year of active military service and 30 college credits; must be a citizen of the United States and resident of the state of New Jersey; must be of good moral character and not convicted of any criminal offense; must be able to read, write and speak the English language; and must have medical insurance. All cost is the responsibility of the candidate.

**CONTACT PERSON**

Orlando Cuevas  
(856) 227-7200 ext. 4874  
Email: ocuevas@camdencc.edu  
Police Academy  
(856) 374-4950

THIS PROGRAM IS NOT APPROVED FOR FINANCIAL AID
# SOCIAL AND BEHAVIORAL SCIENCE

**Associate in Science**

**Criminal Justice**

CRJ.AS

## FIRST YEAR/FIRST SEMESTER

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
<th>Notes</th>
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<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
<td>Must place into ENG-101 or complete all appropriate prerequisites</td>
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<tr>
<td>PSY-101</td>
<td>Introduction to Psychology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CIS-106</td>
<td>Introductory Computing Using Google Apps (G Suite)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>CRJ-101</td>
<td>Administration of Justice</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CRJ-105</td>
<td>Criminal Law</td>
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## FIRST YEAR/SECOND SEMESTER

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<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 102</td>
<td>English Composition II</td>
<td>3</td>
<td>Prerequisite: ENG-101</td>
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<tr>
<td>MTH-107</td>
<td>Mathematics for Liberal Arts</td>
<td>3</td>
<td></td>
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<tr>
<td>MTH-111</td>
<td>Introduction to Statistics</td>
<td>3</td>
<td>Must place into College Level Math or complete all appropriate prerequisites</td>
</tr>
<tr>
<td>SOC-101</td>
<td>Introduction to Sociology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CRJ-103</td>
<td>Legal Systems</td>
<td>3</td>
<td></td>
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<tr>
<td>CRJ-106</td>
<td>Contemporary Corrections</td>
<td>3</td>
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## SECOND YEAR/FIRST SEMESTER

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>SOC-205</td>
<td>Social Diversity</td>
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<tr>
<td>SPE-102</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>PHL-131</td>
<td>Introduction to Ethics</td>
<td>3</td>
</tr>
<tr>
<td>CRJ-104</td>
<td>Juvenile Delinquency</td>
<td>3</td>
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<tr>
<td>CRJ-203</td>
<td>Principles of Investigation</td>
<td>3</td>
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## SECOND YEAR/SECOND SEMESTER

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<th>Course #</th>
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<tr>
<td>POE-103</td>
<td>American Federal Government</td>
<td>3</td>
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<tr>
<td>BIO-106</td>
<td>Living in the Environment</td>
<td>3</td>
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<tr>
<td>CHM-140</td>
<td>Chemistry and Society</td>
<td>4</td>
<td>Prerequisite CHM-140: ENG-101</td>
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<tr>
<td>CHM-145</td>
<td>Introduction to Forensic Science</td>
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<td>PHY-103</td>
<td>Physics I (For Non-Science Majors)</td>
<td>4</td>
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<tr>
<td>CRJ-108</td>
<td>Community Policing</td>
<td>3</td>
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<tr>
<td>CRJ-204</td>
<td>Multicultural Law Enforcement</td>
<td>3</td>
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<tr>
<td>CRJ-107</td>
<td>Introduction to Probation and Parole</td>
<td></td>
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</tr>
<tr>
<td>CRJ-120</td>
<td>Introduction Homeland Security</td>
<td></td>
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</tr>
<tr>
<td>CRJ-230</td>
<td>Victimization</td>
<td></td>
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<tr>
<td>CRJ-207</td>
<td>Terrorism</td>
<td>3</td>
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## TOTAL CREDITS

**60**

## PROGRAM DESCRIPTION

The criminal justice program prepares students for employment with municipal, county, state and federal law enforcement agencies. This program has both a career and a transfer component.

## PROGRAM STUDENT LEARNING OUTCOMES

At the end of the program, the graduate will be able to:

1. Discuss the concepts involving the Bill of Rights of the United States, as measured by student performance on test questions.
2. Compare and contrast the components of the criminal justice system and the various types of agencies involved in the administration of justice, as measured by student performance on test questions.
3. Explain local criminal justice issues to global justice and security issues in regards to narcotic and human trafficking, as measured by student performance on test questions.
4. Analyze specific criminal justice practitioner problems with current events such as profiling, use of force and Civil rights, as measured by student performance on test questions.

## CONTACT PERSON

Professor Amy Pisano, Coordinator  
(856) 227-7200 Ext. 4779  
Email: apisano@camdencc.edu
# SOCIAL AND BEHAVIORAL SCIENCE
## Associate in Science

### Human Services: Development Disabilities Option

#### DEV.AS

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG-101</td>
<td>English Composition I</td>
<td>3</td>
<td>Must test into ENG-101 or complete all appropriate prerequisites</td>
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<tr>
<td>HSR-101</td>
<td>Introduction to Human Services</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PSY-101</td>
<td>Basic Psychology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SOC-101</td>
<td>Introduction to Sociology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MTH-107</td>
<td>Math for Liberal Arts</td>
<td>3</td>
<td>Must test into College Level Math or complete all appropriate prerequisites</td>
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#### FIRST YEAR/SECOND SEMESTER

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
<th>Notes</th>
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<tbody>
<tr>
<td>ENG-102</td>
<td>English Composition II</td>
<td>3</td>
<td>Prerequisite: ENG-101</td>
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<tr>
<td>HSR-151</td>
<td>Survey in Developmental Disability</td>
<td>3</td>
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<tr>
<td>MTH-111</td>
<td>Intro to Statistics</td>
<td>3</td>
<td>Must test into College Level Math or take all appropriate prerequisites</td>
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<tr>
<td>HIS-101</td>
<td>World Civilization I</td>
<td>3</td>
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<tr>
<td>or HIS-102</td>
<td>World Civilization II</td>
<td>3</td>
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<tr>
<td>or ART-101</td>
<td>Art Appreciation</td>
<td>3</td>
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<tr>
<td>or MUS-101</td>
<td>Music Appreciation</td>
<td>3</td>
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<tr>
<td>CHM-140</td>
<td>Chemistry &amp; Society</td>
<td>3</td>
<td>CHM-140 Prerequisite: ENG-101</td>
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<tr>
<td>or BIO-106</td>
<td>Living in the Environment</td>
<td>4</td>
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<tr>
<td>or BIO-140</td>
<td>The Microbial World</td>
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#### SECOND YEAR/FIRST SEMESTER

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<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
<th>Notes</th>
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<tbody>
<tr>
<td>HSR-102</td>
<td>Social Work Processes</td>
<td>3</td>
<td>Prerequisite: HSR-101</td>
</tr>
<tr>
<td>HSR-103</td>
<td>Introduction to Counseling</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CIS-106</td>
<td>Intro Computing Google Apps (G Suite)</td>
<td>2</td>
<td></td>
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<tr>
<td>HIS-102</td>
<td>Health Issues Across The Life Span</td>
<td>3</td>
<td>Prerequisite: HSR-151</td>
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<tr>
<td>SOC-205</td>
<td>Social Diversity</td>
<td>3</td>
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<tr>
<td>or SOC-201</td>
<td>Sociology of the Family</td>
<td>3</td>
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<tr>
<td>or ENG-271</td>
<td>World Literature I</td>
<td>3</td>
<td>ENG-271 Prerequisite: ENG-101</td>
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#### SECOND YEAR/SECOND SEMESTER

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<tr>
<td>HSR-105</td>
<td>Group Dynamics</td>
<td>3</td>
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<tr>
<td>HSR-107</td>
<td>Field Work</td>
<td>3</td>
<td>Prerequisite: HSR-101 and HSR-103 or ADD-101</td>
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<tr>
<td>PHL-151</td>
<td>Introduction to Ethics</td>
<td>3</td>
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<tr>
<td>or PHL-232</td>
<td>Biomedical Ethics</td>
<td>3</td>
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<tr>
<td>HSR-153</td>
<td>Developmental Disabilities Program Planning</td>
<td>3</td>
<td>Prerequisite: HSR-151</td>
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<tr>
<td>HSR-154</td>
<td>Critical Issues in Developmental Disabilities</td>
<td>3</td>
<td>Prerequisite: HSR-151</td>
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### TOTAL CREDITS: 60

#### PROGRAM DESCRIPTION

The Option program in Developmental Disabilities (DEV.AS) is designed for students who are presently working for agencies who provide services to the developmentally disabled, such as Bancroft Neuro-Health facilities, or for the student who has a desire to pursue a career working with this population. This curriculum provides and prepares students with clinical and educational skills to be able to work directly with children and adults who suffer from physical and mental disabilities, such as Autism Spectrum Disorder, Attention-Deficit/Hyperactivity Disorder, and Disruptive Behavior Disorders. Students who graduate with this associate degree may have opportunities to work in public and private schools or rehabilitation therapy centers.

#### PROGRAM STUDENT LEARNING OUTCOMES

At the end of the program, the graduate will be able to:
1. Demonstrate knowledge of the federal disability laws pertaining to persons with developmental disabilities.
2. Identify age appropriate behavior including social, educational and occupational skills, pertaining to physical and mental disabilities.
3. Apply treatment and rehabilitation effort for individual clients based on their personal histories, developmental factors, and current medical-psychiatric condition.
4. Demonstrate the ability to behave in professional and ethical manner.

#### NOTICE

Clinical placements are a required part of the curriculum and a requirement for graduation. Clinical placements may require a criminal background check, health clearance and/or drug testing before participation is allowed. Clinical sites may deny a student’s participation in the event of a positive finding. Individuals who have been convicted of a felony or misdemeanor may be denied certification or licensure as a health professional. Information regarding eligibility may be obtained from the appropriate credentialing body.

#### CONTACT PERSON

Professor Fatemah Sedighi, Coordinator  
(856) 227-7200, ext. 4535  
email: fsedighi@camdencc.edu

FOR MORE INFORMATION ON THESE PROGRAMS VISIT [WWW.CAMDENCC.EDU/PROGRAMS](http://WWW.CAMDENCC.EDU/PROGRAMS)
SOCIAL AND BEHAVIORAL SCIENCE
Associate in Science
Human Services
HSR.AS

FIRST YEAR/FIRST SEMESTER
Course # Course Name Credits Notes
ENG-101 English Composition I 3 Must test into ENG-101 or complete all appropriate prerequisites
HSR-101 Introduction to Human Services 3
PSY-101 Basic Psychology 3
SOC-101 Introduction to Sociology 3
MTH-107 Math for Liberal Arts 3 Must test into College level Math or take all appropriate prerequisites

FIRST YEAR/SECOND SEMESTER
ENG-102 English Composition II 3 Prerequisite: ENG-101
HSR-104 Contemporary Issues in Social Welfare 3 Prerequisite: HSR-101
MTH-111 Intro to Statistics 3 Must test into College level Math or take all appropriate prerequisites
ELECTIVE Language General Education Elective 3 Must take six credits in one language
CHM-140 Chemistry & Society 4
or BIO-106 Living in the Environment
or BIO-140 The Microbial World

SECOND YEAR/FIRST SEMESTER
HSR-102 Social Work Processes 3 Prerequisite: HSR-101
HSR-103 Introduction to Counseling 3
CIS-106 Intro Computing Google Apps (G Suite) 2
ELECTIVE Second Language General Education Elective 3 Must take six credits in one language
SOC-205 Social Diversity
or SOC-201 Sociology of the Family
or ENG-271 World Literature I 3 ENG-271 Prerequisite: ENG-101

SECOND YEAR/SECOND SEMESTER
HSR-105 Group Dynamics 3
HSR-107 Field Work 3 Prerequisite: HSR-101 and HSR-103 or ADD-101.
PHL-131 Intro to Ethics
or PHL-232 Biomedical Ethics 3
HS-101 World Civilization I
or HIS-102 World Civilization II 3
BIO-103 Human Biology 3

TOTAL CREDITS 60

PROGRAM DESCRIPTION
Human services encompass a wide spectrum of community work designed to help people. Human services professionals work in mental health organizations, developmental disability services, substance abuse programs and multi-service centers.

PROGRAM STUDENT LEARNING OUTCOMES
At the end of the program, the graduate will be able to:
1. Analyze contemporary social welfare issues affecting American society.
2. Behave in a professional and ethical manner.
3. Explain and use elements of effective working relationships encompassing the ideals of empathy, positive communication, and active listening.
4. Differentiate between various types of services within the social welfare system.

NOTICE: Clinical placements are a required part of the curriculum and a requirement for graduation. Clinical placements may require a criminal background check, health clearance and/or drug testing before participation is allowed. Clinical sites may deny a student’s participation in the event of a positive finding. Individuals who have been convicted of a felony or misdemeanor may be denied certification or licensure as a health professional. Information regarding eligibility may be obtained from the appropriate credentialing body.

CONTACT PERSON
Professor Fatemah Sedighi, Coordinator
(856) 227-7200 ext. 4535
Email: fsedighi@camdencc.edu
## PROGRAM DESCRIPTION
This program provides students with a concentration of course work in the science of psychology appropriate for a psychology major in addition to a foundation in general education.

## PROGRAM STUDENT LEARNING OUTCOMES
At the end of the program, the graduate will be able to:
1. Describe major historical contributors to the discipline of psychology.
2. Compare and contrast different schools of psychology.
3. Apply elements of non-verbal communication
4. Describe the methods of research used in psychology.

## CONTACT PERSONS
- **Dr. Michael Colbert**, Chair
  (856) 227-7200, ext. 4307
  email: moclibert@camdencc.edu
- **Dr. Marie English**
  (856) 227-7200, ext. 4607
  email: menglish@camdencc.edu
- **Dr. Allyson Meloni**
  (856) 227-7200, ext. 4331
  email: ameloni1@camdencc.edu

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### SOCIAL AND BEHAVIORAL SCIENCE

#### Associate in Arts

### Liberal Arts and Science: Psychology Option

#### PSY.AA

### FIRST YEAR/FIRST SEMESTER

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
<th>Notes</th>
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<tr>
<td>ENG-101</td>
<td>English Composition I</td>
<td>3</td>
<td>Must test into ENG-101 or complete all appropriate prerequisites</td>
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<tr>
<td>HIS-101</td>
<td>World Civilization I</td>
<td>3</td>
<td></td>
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<tr>
<td>MTH-107</td>
<td>Mathematics for Liberal Arts</td>
<td>3</td>
<td>Must test into College Level Math or complete all appropriate prerequisites</td>
</tr>
<tr>
<td>or MTH-114</td>
<td>College Algebra for Business &amp; Social Science</td>
<td>3</td>
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<tr>
<td>PSY-101</td>
<td>Basic Psychology</td>
<td>3</td>
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<tr>
<td>ELECTIVE</td>
<td>Language General Education Elective</td>
<td>3</td>
<td>Students must take six credits of one language.</td>
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### FIRST YEAR/SECOND SEMESTER

<table>
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<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
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<tr>
<td>ENG-102</td>
<td>English Composition II</td>
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<td>Prerequisite: ENG-101</td>
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<td>HIS-102</td>
<td>World Civilization II</td>
<td>3</td>
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<tr>
<td>PSY-109</td>
<td>Developmental Psychology</td>
<td>3</td>
<td>Prerequisite: PSY-101</td>
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<td>ELECTIVE</td>
<td>Language General Education Elective</td>
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<td>Students must take six credits of one language.</td>
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<td>SOC-101</td>
<td>Introduction to Political Sociology</td>
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<tr>
<td>or POL-101</td>
<td>Introduction to Political Science</td>
<td>3</td>
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<tr>
<td>or POL-103</td>
<td>American Federal Government</td>
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### SECOND YEAR/FIRST SEMESTER

<table>
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<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PSY-102</td>
<td>Psychology of Personality and Adjustment</td>
<td>3</td>
<td>PSY-102 and PSY 108 Prerequisite: PSY-101</td>
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<tr>
<td>or PSY-108</td>
<td>Psychology of Dying and Death</td>
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<tr>
<td>ART-101</td>
<td>Art Appreciation</td>
<td>3</td>
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<tr>
<td>or MUS-101</td>
<td>Music Appreciation</td>
<td>3</td>
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<tr>
<td>or PHL-101</td>
<td>Introduction to Philosophy</td>
<td>3</td>
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<tr>
<td>or PHL-151</td>
<td>Introduction to Ethics</td>
<td>3</td>
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<tr>
<td>BIO-106</td>
<td>Living in the Environment</td>
<td>3</td>
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<tr>
<td>or BIO-111</td>
<td>Biology I – Science</td>
<td>3</td>
<td></td>
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<tr>
<td>or BIO-117</td>
<td>Basic Anatomy and Physiology I</td>
<td>3</td>
<td></td>
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<tr>
<td>or CHM-140</td>
<td>Chemistry in Society</td>
<td>4</td>
<td>CHM-140 Prerequisite: ENG-101</td>
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<tr>
<td>PSY-105</td>
<td>Child Psychology</td>
<td>3</td>
<td>PSY-105 and PSY 106 Prerequisite: PSY-101</td>
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<td>or PSY-106</td>
<td>Psychology of Adolescents</td>
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<tr>
<td>PSY-112</td>
<td>Psychology of Women</td>
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<td>PSY-112 Prerequisite: PSY 101</td>
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<tr>
<td>or ENG-271</td>
<td>World Literature</td>
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<td>ENG-271 Prerequisite ENG-101</td>
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<td>or SOC-201</td>
<td>Sociology of the Family</td>
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<td>or SOC-205</td>
<td>Social Diversity</td>
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<tr>
<td>or HIS-101</td>
<td>African American History I</td>
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### SECOND YEAR/SECOND SEMESTER

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<tbody>
<tr>
<td>SPE-102</td>
<td>Public Speaking</td>
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<tr>
<td>MTH-111</td>
<td>Introduction to Statistics</td>
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<tr>
<td>or MTH-117</td>
<td>Statistics I</td>
<td>3</td>
<td>MTH-117 Prerequisite: MTH-114 or MTH-123 or MTH-125</td>
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<td>PSY-103</td>
<td>Educational Psychology</td>
<td>3</td>
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<td>or PSY-110</td>
<td>Social Psychology</td>
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<td>PSY-104</td>
<td>Abnormal Psychology</td>
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<tr>
<td>CIS-106</td>
<td>Introductory Computing using Google Apps</td>
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### TOTAL CREDITS
60

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FOR MORE INFORMATION ON THESE PROGRAMS VISIT [WWW.CAMDENCC.EDU/PROGRAMS](http://WWW.CAMDENCC.EDU/PROGRAMS)
### SOCIAL AND BEHAVIORAL SCIENCE

**Associate in Applied Science**

**Addictions Counseling**

#### ADD.AAS

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<td>ADD-101</td>
<td>Introduction to Addictions</td>
<td>3</td>
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<td>HSR-101</td>
<td>Introduction to Human Services</td>
<td>3</td>
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<td>PSY-101</td>
<td>Basic Psychology</td>
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<tr>
<td>SOC-101</td>
<td>Introduction to Sociology</td>
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<tr>
<td>ENG-102</td>
<td>English Composition II</td>
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<td>ADD-102</td>
<td>Professional Development in Addictions Counseling</td>
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<tr>
<td>HSR-103</td>
<td>Introduction to Counseling</td>
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<td></td>
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<td>CHM-140</td>
<td>Chemistry &amp; Society</td>
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<td>Prerequisite: ENG-101</td>
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<td>SPE-102</td>
<td>Public Speaking</td>
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<td>ADD-111</td>
<td>Psycho-Social Aspects of Alcoholism &amp; Drug Addiction</td>
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<td>HSR-102</td>
<td>Social Work Processes</td>
<td>3</td>
<td>Prerequisite: HSR-101</td>
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<td>HSR-105</td>
<td>Group Dynamics</td>
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<td>PSY-104</td>
<td>Abnormal Psychology</td>
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<td>Prerequisite: PSY-101</td>
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<tr>
<td>CIS-106</td>
<td>Intro Computing Google Apps (G Suite)</td>
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<th>Credits</th>
<th>Notes</th>
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<tbody>
<tr>
<td>ADD-112</td>
<td>Assessment &amp; Treatment of Alcoholism &amp; Drug Addiction</td>
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<td>HSR-107</td>
<td>Field Work</td>
<td>3</td>
<td>Prerequisite: HSR-101 and HSR-103 or ADD-101</td>
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<td>SOC-205</td>
<td>Social Diversity</td>
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</tr>
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<td>HSR-104</td>
<td>Contemporary Issues</td>
<td>3</td>
<td>Prerequisite: HSR-101</td>
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<tr>
<td>ADD-103 or ADD-104</td>
<td>Certified Peer Recovery Specialist (CARES)</td>
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</table>

**TOTAL CREDITS**: 60

### PROGRAM DESCRIPTION

Additions counselors help individuals and families to deal with alcohol and drug treatment issues through services such as case management, assessment, prevention education, crisis intervention, community resource referrals, individual and group counseling, stress management and relapse prevention.

### PROGRAM STUDENT LEARNING OUTCOMES

At the end of the program, the graduate will be able to:

1. Analyze contemporary preventative assessment and treatment strategies for licit and illicit substance use.
2. Imitate evidence of professional and ethical behavior in the field of addictions counseling.
3. Explain and use elements of effective working relationships encompassing the ideals of empathy, positive communication and active listening.

### ACCREDITATION

The Addictions Professional Certification Board of NJ, INC.

### SPECIAL PROGRAM INFORMATION

- Additional clinical hours required for certification.

### CONTACT PERSON

Professor LeRoy Stanford, Coordinator  
(856) 227-7200 ext. 4546  
Email: lstanford@camdencc.edu
# Social and Behavioral Science

## Certificate of Achievement

### Addictions Counseling

**ADD.CA**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Course #</td>
<td>Course Name</td>
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<tr>
<td>ADD-101</td>
<td>Introduction to Addictions</td>
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<tr>
<td>HSR-101</td>
<td>Introduction to Human Services</td>
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<tr>
<td>HSR-103</td>
<td>Introduction to Counseling</td>
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<tr>
<td>HSR-105</td>
<td>Group Dynamics</td>
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<tbody>
<tr>
<td>ADD-102</td>
<td>Professional Development in Addictions Counseling</td>
</tr>
<tr>
<td>ADD-111</td>
<td>Psycho-Social Aspects of Alcoholism &amp; Drug Addiction</td>
</tr>
<tr>
<td>ADD-112</td>
<td>Assessment &amp; Treatment of Alcoholism &amp; Drug Addiction</td>
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<tr>
<td>HSR-102</td>
<td>Social Work Processes</td>
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**TOTAL CREDITS 24**

### Program Description

Addiction counselors help individuals and families to deal with alcohol and drug treatment through services such as management, assessment, prevention, education, crisis intervention, community resource referrals, individual/group counseling, stress management and relapse prevention.

### Accreditation

The addictions counseling program is an approved educational provider through:

The Addiction Professional Certification Board of New Jersey, Inc.

4 Cornwall Drive

Suite 103

East Brunswick, NJ 08816

Phone: (732) 390-5900

Email: info@certbd.com

### Special Program Information

- Additional clinical hours required for certification.

### Contact Person

Professor LeRoy Stanford, Coordinator

(856) 227-7200, ext. 4546

Email: lstanford@camdencc.edu

---

For more information on these programs visit [www.camdencc.edu/programs](http://www.camdencc.edu/programs)
### SOCIAL AND BEHAVIORAL SCIENCE

#### Academic Certificate

**Social Services**

**SSR.CT**

##### CIP Code 44.0701

### FIRST YEAR/FIRST SEMESTER

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<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
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<tr>
<td>ENG-101</td>
<td>English Composition I</td>
<td>3</td>
<td>Must test into ENG-101 or complete all appropriate prerequisites</td>
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<tr>
<td>HSR-101</td>
<td>Introduction to Human Resources</td>
<td>3</td>
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<td>PSY-101</td>
<td>Basic Psychology</td>
<td>3</td>
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<tr>
<td>BHC-101</td>
<td>Brain Function, Injuries, and Treatment</td>
<td>3</td>
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<tr>
<td>or HSR-151</td>
<td>Survey in Developmental Disability</td>
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##### FIRST YEAR/SECOND SEMESTER

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<th>Course #</th>
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<tr>
<td>HSR-105</td>
<td>Group Dynamics</td>
<td>3</td>
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<tr>
<td>HSR-103</td>
<td>Introduction to Counseling</td>
<td>3</td>
<td></td>
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<tr>
<td>BHC-103</td>
<td>Applied Behavioral Analysis</td>
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<td>HSR-102</td>
<td>Social Work Processes</td>
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<td>HSR-102 Prerequisite: HSR-101</td>
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<tr>
<td>or BHC-102</td>
<td>Emotional and Behavioral Disorders</td>
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<tr>
<td>or HSR-152</td>
<td>Health Issues Across the Life Span</td>
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<td>SOC-101</td>
<td>Introduction to Sociology</td>
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<tr>
<td>or BHC-103</td>
<td>Applied Behavioral Analysis</td>
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<tr>
<td>or HSR-153</td>
<td>Developmental Disabilities Program Planning</td>
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<td>HSR-153 Prerequisite: HSR-151</td>
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##### SECOND YEAR/FIRST SEMESTER

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<tr>
<td>HSR-104</td>
<td>Contemporary Issues</td>
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<td>or BHC-104</td>
<td>Family, Community &amp; the Law</td>
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<td>HSR-104 Prerequisite: HSR-101</td>
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<td>or HSR-154</td>
<td>Critical Issues in Developmental Disabilities</td>
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<td>HSR-154 Prerequisite: HSR-151</td>
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<tr>
<td>HSR-107</td>
<td>Field Work</td>
<td>3</td>
<td>HSR-107 Prerequisite: HSR-101</td>
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</table>

**TOTAL CREDITS 31/33**

### PROGRAM DESCRIPTION

The certificate program is designed for students who are seeking careers in the social services field including developmental disabilities and Behavioral Health care.

### PROGRAM STUDENT LEARNING OUTCOMES

At the end of the program, the graduate will be able to:

1. Adapt individualized care plans based on the clients’ emotional and physical needs.
2. Demonstrate understanding of the professional Code of Ethics in the role of a Human Services worker.
3. Demonstrate knowledge of governmental laws and policies pertaining to social services field.

### SPECIAL PROGRAM RECOMMENDATION

- Students who are focused on Behavioral Health Care will be required to take BHC-101, BHC-102, BHC-103 and BHC-104.
- Students who are focused on Developmental Disabilities are required to take HSR-151, HSR-152, HSR-153, and HSR-154.

### NOTE:

This Certificate Program is open to all applicants. Courses from this program may be used toward the completion of the following degrees: HSR.AS, DEV.AS and ADD.AAS.

Candidates who have a DHS Certificate of Competency in Child Protective Services should contact the coordinator of this program.

Clinical placements are a required part of the curriculum and a requirement for graduation. Clinical placements may require a criminal background check, health clearance and/or drug testing before participation is allowed. Clinical sites may deny a student’s participation in the event of a positive finding. Individuals who have been convicted of a felony or misdemeanor may be denied certification or licensure as a health professional. Information regarding eligibility may be obtained from the appropriate credentialing body.

### CONTACT PERSON

Professor Fatemah Sedighi, Coordinator  
(856) 227-7200 ext. 4535  
Email: fsedighi@camdencc.edu
## PROGRAM DESCRIPTION
The purpose of the curriculum is to provide students with the educational and clinical skills necessary to assist caregivers in recognizing and understanding the symptoms/treatment/guidance of Alzheimer's disease (AD) and related dementias (RDs). The program will build a student's communication skills with respect to cultural sensitivity and person-centered plans. The program will provide skills to help differentiate between the multiple system and strategies to effectively navigate through various institutions including federal (to include the VA), state, county, and local health and social agencies. This certificate curriculum will also assist students who are presently working for agencies that provide services to individuals with Alzheimer's disease and related dementias.

## PROGRAM STUDENT LEARNING OUTCOMES
At the end of the program, the graduate will be able to:

1. Compare and contrast Alzheimer's Diseases and related dementias as a public health crisis and the current barriers to care.
2. Demonstrate effective communication and relationship building skills that traverse dynamic networks of professionals, families, caregivers, and the person experiencing Alzheimer's disease and other related dementia.
3. Integrate information on the symptoms, treatment, and guidance of Alzheimer's disease and related dementias.

## CONTACT PERSON
Professor Fatemah Sedighi, Coordinator
(856) 227-7200 ext. 4535
Email: fsedighi@camdencc.edu

THIS PROGRAM IS NOT APPROVED FOR FINANCIAL AID

## SOCIAL AND BEHAVIORAL SCIENCE Certificate of Achievement
Alzheimer’s Journey Coordinator

### FIRST YEAR/FIRST SEMESTER

<table>
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<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ALZ-101</td>
<td>Overview of Mild Cognitive Impairment (MCI), Alzheimer’s Disease (AD), &amp; Related Dementias (RD’s)</td>
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<tr>
<td>ALZ-102</td>
<td>Journey Coordinator: Purpose &amp; Professionalism</td>
<td>2</td>
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### FIRST YEAR/SECOND SEMESTER

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<tbody>
<tr>
<td>ALZ-103</td>
<td>Individualized Approaches to Engage, Care, and Support for Persons Living with AD/RD and Care Partners</td>
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<td>Prerequisite: ALZ-102</td>
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<tr>
<td>ALZ-104</td>
<td>Principles of System Navigation</td>
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<td>Prerequisite: ALZ-103</td>
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### FIRST YEAR/SUMMER SEMESTER

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<tr>
<td>ALZ-105</td>
<td>Alzheimer’s Journey Coordinator Field Work</td>
<td>3</td>
<td>Prerequisite: ALZ-101, ALZ-102, ALZ-103, ALZ-104</td>
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**TOTAL CREDITS 13**
# SOCIAL AND BEHAVIORAL SCIENCE

## Associate in Science

### Elementary/Secondary Education

**EDU.AS**

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<td>HIS-101 or HIS-102</td>
<td>World Civilization I II</td>
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<td>PSY-101</td>
<td>Basic Psychology</td>
<td>3</td>
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<tr>
<td>SPE-102</td>
<td>Public Speaking</td>
<td>3</td>
<td></td>
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<tr>
<td>MTH...</td>
<td>Mathematics General Education Elective</td>
<td>3</td>
<td>Must test into College level Math or complete all appropriate prerequisites</td>
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<th>Course Name</th>
<th>Credits</th>
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<td>ENG-102 or EDU-100</td>
<td>English Composition II Teaching: Introduction to the Profession</td>
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<td>HIS-121 or HIS-122</td>
<td>United States History I II</td>
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<td>PSY-105 or PSY-106</td>
<td>Child Psychology or Psychology of Adolescence</td>
<td>3</td>
<td>PSY-105 and PSY-106 Prerequisite: PSY-101</td>
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<tr>
<td>MTH...</td>
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<td>Must test into College level Math or complete all appropriate prerequisites</td>
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<td>Historical Trends in American Education</td>
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<td>HPE-102</td>
<td>Health &amp; Wellness</td>
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<th>Course Name</th>
<th>Credits</th>
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<tr>
<td>SOC-101 or GEO-101</td>
<td>Introduction to Sociology or Cultural Geography</td>
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<td>ENG-121 or ENG-281</td>
<td>Introduction to Literature or American Literature or</td>
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<td>American Literature II II or World Literature I II or World Literature II</td>
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<td>Art Appreciation or Art History I or</td>
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<td>or MUS-101 or THE-121</td>
<td>Music Appreciation I or Theatre Appreciation</td>
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<td>EDU-105</td>
<td>Educational Technology</td>
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**TOTAL CREDITS 60**

**PROGRAM DESCRIPTION**

This program is essentially the first two years of a baccalaureate degree in elementary and secondary education. The curriculum is specific in order to facilitate transfer of Camden County College credits. The curriculum is based on New Jersey state teacher certification requirements and teacher transferability to education programs in the region.

**SPECIAL COURSE SELECTION INSTRUCTIONS**

- **Elementary Education Majors Select:** HIS-102, MTH-105, MTH-205, PSY-105, EDU-106
- **Secondary Education Majors Select:** PSY-106, MTH-205, EDU 104

**PROGRAM STUDENT LEARNING OUTCOMES**

At the end of the program, the graduate will be able to:
1. Articulate an understanding of today's students in a diverse society and the societal influence on education.
2. Explain the characteristics of the teaching profession including the processes of teaching and learning.
3. Discuss the historical development of current educational issues.
4. Articulate the components of their personal philosophy of education.

**CONTACT PERSON**

Dr. Jane Weber, Coordinator
(856) 227-7200 ext. 4766
Email: jweber@camdencc.edu
## SOCIAL AND BEHAVIORAL SCIENCE
### Associate in Arts

#### Early Childhood Education

**EED.AA**

### Program Description

The Early Childhood Education, Associate in Arts degree is designed to prepare students for transfer to a four-year college to achieve a baccalaureate degree and certification in early childhood education. This program will provide the philosophical and historical foundation of early childhood education while introducing students to curriculum planning within the confines of New Jersey State Standards. The developmental focus of this program enables the student to understand the specific learning needs of children ages birth through eight years old.

### Program Student Learning Outcomes

At the end of the program, the graduate will be able to:
1. Outline the stages of child development within the learning process and discuss the role of prominent early childhood development theorists within the process.
2. Discuss current and historical trends in early childhood education.
4. Design developmentally appropriate early childhood curriculum lesson plans.

### CONTACT PERSON

Dr. Lisa Zappetti, Coordinator  
(856) 227-7200 ext. 4280  
Email: lzappetti@camdencc.edu

### FIRST YEAR/FIRST SEMESTER

<table>
<thead>
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<td>EED-112</td>
<td>Inclusive Class: Pedagogy &amp; ECE Seminar</td>
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<td>SOC-101</td>
<td>Introduction to Sociology</td>
<td>3</td>
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<tr>
<td>MTH-105</td>
<td>Mathematical Systems I: Structures</td>
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### FIRST YEAR/SECOND SEMESTER

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<td>World Civilization II</td>
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<td>EED-115</td>
<td>Child Development &amp; Learning</td>
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<td>or HIS-122</td>
<td>United States History II</td>
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<td>GEO-101</td>
<td>Cultural Geography</td>
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<td>EDU-102</td>
<td>Human Exceptionality</td>
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<td>EED-205</td>
<td>Creative Arts in Early Childhood</td>
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<td>ELECTIVE</td>
<td>Language General Education Elective</td>
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### SECOND YEAR/SECOND SEMESTER

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<td>EDU-101</td>
<td>Historical Trends in American Education</td>
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<td>ENG-271</td>
<td>World Literature I</td>
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<td>Language General Education Elective</td>
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<td>Must take six credits in one language.</td>
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<td>CIS-106</td>
<td>Introductory Computing Using Google Apps (G Suite)</td>
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<td>SPE-102</td>
<td>Public Speaking</td>
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**TOTAL CREDITS 60**
### PROGRAM DESCRIPTION
The Preschool Teacher Education Applied Associate of Science Degree (PTE.AAS) prepares students to work with young children in a variety of settings including home day care, childcare settings, Head Start programs and private preschools. This program emphasizes the developmental needs of young children from birth to the eighth year of life. Students will learn how to design and apply developmentally appropriate activities for children ages birth to eight years through fundamental course work along with an internship in an early childhood setting.

### PROGRAM STUDENT LEARNING OUTCOMES
At the end of the program, the graduate will be able to:
1. Design developmentally appropriate early childhood curriculum and plans in five subject areas.
2. Compare and contrast early childhood development theorists such as Piaget, Vygotsky, Gardner and Erikson.
3. Identify the essentials necessary to promote a safe and healthy environment for children.
4. Apply course work to an early childhood field experience.

### CONTACT PERSON
Professor Lisa Zappetti, Coordinator  
(856) 227-7200, ext. 4280  
email: lzappetti@camdencc.edu

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### FIRST YEAR/FIRST SEMESTER

<table>
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<td>Children's Health, Nutrition and Safety</td>
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<td>EED-112</td>
<td>Inclusive Class: Pedagogy and ECE Seminar</td>
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<td>PSY-101</td>
<td>Basic Psychology</td>
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### FIRST YEAR/SECOND SEMESTER

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<td>ENG-102</td>
<td>English Composition II</td>
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<td>Prerequisite: ENG-101</td>
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<td>EED-115</td>
<td>Child Development and Learning</td>
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<td>EED-120</td>
<td>Language Arts for the Preschool Child</td>
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<td>Introduction to Sociology</td>
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<td>SPE-102</td>
<td>Public Speaking</td>
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### SECOND YEAR/FIRST SEMESTER

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<td>Human Exceptionality</td>
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<td>EED-205</td>
<td>Creative Arts: Early Childhood Learner</td>
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<td>EED-210</td>
<td>Math/Science Concepts for the Preschool Child</td>
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### SECOND YEAR/SECOND SEMESTER

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<td>EED-230</td>
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<td>EED-240</td>
<td>Infant/Toddler Social-Emotional Development</td>
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<td>EDU-101</td>
<td>Historical Trends in American Education</td>
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<tr>
<td>BIO-103</td>
<td>Human Biology</td>
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### TOTAL CREDITS

60
# SOCIAL AND BEHAVIORAL SCIENCE

## Associate in Arts

### Diversity and Social Justice

**DSJ.AA**

### Program Description

The Diversity and Social Justice program enables students to specialize in the study of marginalized groups and social justice. Diversity is studied not as an end in itself, but in pursuit of fundamental human rights and equity. The DSJ.AA degree will prepare students for transfer to a four-year institution in the areas of diversity, equity and inclusion industry and related fields.

### Program Student Learning Outcomes

At the end of the program, the graduate will be able to:
1. Discuss the histories and cultures of marginalized groups in the United States.
2. Identify intersecting systems of power, and their connections to privilege and oppression in everyday life.
3. Evaluate efforts to advance social justice.
4. Apply program concepts to local community service.

### Contact Person

Dr. Renee Samara  
(856) 227-7200 ext. 4557  
Email: rsamara@camdencc.edu

Dr. Nicole Jacoberger  
(856) 227-7200 ext. 4066  
Email: njacoberger@camdencc.edu

### First Year/First Semester

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<td>HIS-101</td>
<td>World Civilization I</td>
<td>3</td>
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<tr>
<td>or HIS-121</td>
<td>United States History I</td>
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<tr>
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<td>Introductory Computing Using Google Apps (G Suite)</td>
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<td>MTH-107</td>
<td>Mathematics for Liberal Arts</td>
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<td>DSJ-101</td>
<td>Gateway to Social Justice Studies</td>
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### First Year/Second Semester

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<td>United States History II</td>
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<td>SOC-101</td>
<td>Introduction to Sociology</td>
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<td>MTH-111</td>
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<td>Living in the Environment</td>
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<td>or BIO-130</td>
<td>Plants &amp; Society</td>
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<td>or CHM-140</td>
<td>Chemistry &amp; Society</td>
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### Second Year/First Semester

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<td>African American History II</td>
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### Second Year/Second Semester

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<td>Intercultural Communication</td>
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<td>Multicultural Law Enforcement</td>
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<td>Service and Research for Social Justice</td>
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### Total Credits

**60**
SOCIAL AND BEHAVIORAL SCIENCE
Certificate of Vocational Studies
VOC.CPS

**FIRST YEAR/FIRST SEMESTER**

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<td>or ENG-022</td>
<td>Writing Skills</td>
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<td>Introduction to Careers</td>
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<td>Employment Basics I</td>
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<td>Introduction to Social Interaction</td>
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**SECOND YEAR/FIRST SEMESTER**

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<td>or ENG-013</td>
<td>Reading III</td>
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<td>Hatha Yoga</td>
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<tr>
<td>or HPE-161</td>
<td>Weight Training</td>
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<tr>
<td>or HPE-113</td>
<td>Volleyball</td>
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<tr>
<td>HSR-052</td>
<td>Vocational Practicum I</td>
<td>1</td>
<td>Prerequisite: HSR-051</td>
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</table>

**SECOND YEAR/SECOND SEMESTER**

<table>
<thead>
<tr>
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<th>Notes</th>
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<tr>
<td>HSR-025</td>
<td>Employment Development</td>
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<td>Prerequisite: HSR-030</td>
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<tr>
<td>HSR-001</td>
<td>Self-Advocacy</td>
<td>3</td>
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<tr>
<td>ENG-012</td>
<td>Reading II</td>
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<tr>
<td>or ENG-013</td>
<td>Reading III</td>
<td>3</td>
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<tr>
<td>or ENG-022</td>
<td>Writing II</td>
<td></td>
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<tr>
<td>or ENG-023</td>
<td>Writing III</td>
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<tr>
<td>or MTH-011</td>
<td>Pre-Algebra Traditional</td>
<td>3</td>
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<tr>
<td>or ART-104</td>
<td>Introduction to Visual Arts</td>
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</tr>
<tr>
<td>or ASL-101</td>
<td>American Sign Language I</td>
<td></td>
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</tr>
<tr>
<td>or MUS-101</td>
<td>Music Appreciation</td>
<td>3</td>
<td></td>
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<tr>
<td>HSR-053</td>
<td>Vocational Practicum III</td>
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</tbody>
</table>

**TOTAL CREDITS**

| Credits | 46 |

**PROGRAM DESCRIPTION**

The purpose of this certificate is to provide students with intellectual and/or cognitive disabilities an experience of college life while engaging in the opportunity to participate in a career training program at the College. Students will work on increasing their self-resilience, self-advocacy and learning to reach their potentials regarding career, social and life choices. The purpose of the program is to assist the individual student in becoming gainfully employed while increasing his/her independence in life skills necessary to be a contributing member of society.

The program includes classes that focus on literacy, numeracy, time management, life skills, and self-advocacy as well as career classes. Students will be required to complete all aspects of the program in order to receive the certificate of post secondary studies.

**SPECIAL PROGRAM REQUIREMENTS**

All students are required to complete 240 hours of vocational/technical work and/or internship hours over the course of the years.

**PROGRAM STUDENT LEARNING OUTCOMES**

At the end of the program, the graduate will be able to:
1. Manage daily activities through the application of life skills.
2. Self-determination both personal and career goals.
3. Navigate services and supports available in their communities.
4. Perform employable skills.
5. Self-advocate.

**CONTACT PERSON**

Professor Fatemah Sedighi, Coordinator
(856) 227-7200, ext. 4535
Email: fsedighi@camdencc.edu

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CAMDEN COUNTY COLLEGE ■ 2022-2023 a43
Teacher Education

CERTIFIED SUBSTITUTE TEACHER

Camden County College’s Faculty Development Institute, in cooperation with the school districts in Camden County, offers a comprehensive training seminar to prepare individuals who seek to become substitute teachers. The Certified Substitute Teacher seminar also reinforces effective strategies for substitutes currently employed by local school districts. Topics of the seminar include: successful classroom management techniques, cultivating positive first impressions, developing rapport with students and colleagues, articulating clear lesson goals, making efficient use of instructional time and professionalism in a school setting, etc. Instructors will assist participants with the state application process, including the completion of related paperwork, and offer tips on resume development. Participants must have completed a minimum of 60 college credits and successfully undergo a criminal background check to qualify as a substitute teacher. A certificate of completion will be awarded at the end of the seminar.

CE.SUB 001
# HUMANITIES

**Associate in Arts**

**Liberal Arts and Science**

**LAS.AA**

## FIRST YEAR/FIRST SEMESTER

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
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<tbody>
<tr>
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<td>Must test into ENG-101 or complete all appropriate prerequisites</td>
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<tr>
<td>HIS-101</td>
<td>World Civilization I</td>
<td>3</td>
<td></td>
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<tr>
<td>MTH....</td>
<td>Mathematics General Education Elective</td>
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<td>Must test into College level Math or take all appropriate prerequisites</td>
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<tr>
<td>ELECTIVE</td>
<td>Language General Education Elective</td>
<td>3</td>
<td>Must take six credits in one language</td>
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<tr>
<td>ELECTIVE</td>
<td>Social Science General Education Elective</td>
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## FIRST YEAR/SECOND SEMESTER

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<td>ENG-102</td>
<td>English Composition II</td>
<td>3</td>
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<td>HIS-102</td>
<td>World Civilization II</td>
<td>3</td>
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<tr>
<td>ELECTIVE</td>
<td>Technology General Education Elective</td>
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<tr>
<td>ELECTIVE</td>
<td>Language General Education Elective</td>
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<td>Must take six credits in one language</td>
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## SECOND YEAR/FIRST SEMESTER

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<th>Course Name</th>
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<td>Public Speaking</td>
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<tr>
<td>ELECTIVE</td>
<td>Laboratory Science General Education Elective</td>
<td>4</td>
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<tr>
<td>ELECTIVE</td>
<td>Social Science General Education Elective</td>
<td>3</td>
<td></td>
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<tr>
<td>ELECTIVE</td>
<td>Diversity General Education Elective</td>
<td>3</td>
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<tr>
<td>ELECTIVE</td>
<td>Liberal Arts Elective</td>
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## SECOND YEAR/SECOND SEMESTER

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<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
<th>Notes</th>
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<tbody>
<tr>
<td>MTH....</td>
<td>Mathematics General Education Elective</td>
<td>3</td>
<td>Must test into College level Math or take all appropriate prerequisites</td>
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<tr>
<td>ELECTIVE</td>
<td>Science General Education Elective</td>
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<tr>
<td>ELECTIVE</td>
<td>Liberal Arts Elective</td>
<td>3</td>
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<td>Liberal Arts Elective</td>
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<tr>
<td>ELECTIVE</td>
<td>Free Elective</td>
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<td>Free Elective</td>
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## TOTAL CREDITS 60

### PROGRAM DESCRIPTION

The program prepares students for transfer into four-year colleges or universities, primarily for majors in the arts, humanities or social sciences.

### PROGRAM STUDENT LEARNING OUTCOMES

At the end of the program, the graduate will be able to:

1. Utilize tools of written and oral expression.
2. Analyze the historical process and the interaction of political, social and economic institutions that affect change in world civilization through time.
3. Speak, write, read and comprehend a foreign language and describe the cultural context for that language.
4. Utilize the vocabulary and tools for inquiry in introductory courses in a variety of academic areas, including math, science and technology.

### CONTACT PERSON

Dr. Patrick Hughes  
(856) 227-7200 ext. 4319  
Email: phughes@camdencc.edu
## Liberal Arts and Science: English Option

**ENG.AA**

### First Year/First Semester

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG-101</td>
<td>English Composition I</td>
<td>3</td>
<td>Must test into ENG-101 or complete all appropriate prerequisites</td>
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<tr>
<td>HIS-101</td>
<td>World Civilization I</td>
<td>3</td>
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<tr>
<td>MTH-105</td>
<td>Mathematical Systems I: Structures</td>
<td>3</td>
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<tr>
<td>or MTH-107</td>
<td>Mathematics for Liberal Arts</td>
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<tr>
<td>ELECTIVE</td>
<td>Language General Education Elective</td>
<td>3</td>
<td>Must take six credits of one language.</td>
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<tr>
<td>PSY-101</td>
<td>Basic Psychology</td>
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### First Year/Second Semester

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<tr>
<td>ENG-102</td>
<td>English Composition II</td>
<td>3</td>
<td>Prerequisite: ENG-101</td>
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<tr>
<td>ENG-121</td>
<td>Introduction to Literature</td>
<td>3</td>
<td>Prerequisite: ENG-101</td>
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<tr>
<td>HIS-102</td>
<td>World Civilization II</td>
<td>3</td>
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<tr>
<td>MTH-111</td>
<td>Technology General Education Elective</td>
<td>3</td>
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<tr>
<td>or MTH-205</td>
<td>Math Syst. II: Structures II</td>
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<td>Must place into College Level Math or complete all appropriate prerequisites</td>
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<tr>
<td>or BIO-103</td>
<td>Human Biology</td>
<td>3</td>
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<td>ELECTIVE</td>
<td>Language General Education Elective</td>
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### Second Year/First Semester

<table>
<thead>
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<th>Course Name</th>
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<tbody>
<tr>
<td>ENG-271</td>
<td>World Literature I</td>
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<td>Prerequisite: ENG-101</td>
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<td>or ENG-272</td>
<td>World Literature II</td>
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<tr>
<td>ENG-281</td>
<td>American Literature I</td>
<td>3</td>
<td>Prerequisite: ENG-101</td>
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<td>or ENG-282</td>
<td>American Literature II</td>
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<tr>
<td>CIS-106</td>
<td>Computing Google Apps (G Suite)</td>
<td>2</td>
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<tr>
<td>BIO-106</td>
<td>Living in the Environment</td>
<td>3</td>
<td></td>
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<tr>
<td>or BIO-150</td>
<td>Plants &amp; Society</td>
<td></td>
<td></td>
</tr>
<tr>
<td>or BIO-140</td>
<td>The Microbial World</td>
<td></td>
<td></td>
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<tr>
<td>or CHM-140</td>
<td>Chemistry in Society</td>
<td></td>
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<tr>
<td>or PHY-103</td>
<td>Physics I</td>
<td>4</td>
<td>CHM-140 Prerequisite: ENG-101</td>
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<td>GEO-101</td>
<td>Cultural Geography</td>
<td>3</td>
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<tr>
<td>or SOC-101</td>
<td>Introduction to Sociology</td>
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### Second Year/Second Semester

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<tr>
<td>ENG-131</td>
<td>Shakespeare</td>
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<td>Prerequisite: ENG-101</td>
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<tr>
<td>ENG-261</td>
<td>English Literature I</td>
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<td>or ENG-262</td>
<td>English Literature II</td>
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<tr>
<td>SPE-102</td>
<td>Public Speaking</td>
<td>3</td>
<td></td>
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<td>ART-111</td>
<td>Art History I</td>
<td>3</td>
<td></td>
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<tr>
<td>or ART-112</td>
<td>Art History II</td>
<td></td>
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<tr>
<td>or MUS-106</td>
<td>World Music Cultures</td>
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<tr>
<td>or ENG-191</td>
<td>Myths of the World</td>
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<td>ENG-191 Prerequisite: ENG-101</td>
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<td>or MUS-101</td>
<td>Music Appreciation</td>
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</tr>
<tr>
<td>or PHL-101</td>
<td>Introduction to Philosophy</td>
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</tbody>
</table>

### Program Description

The program is designed to constitute the first two years of a baccalaureate degree in English. It prepares a student for transfer to the junior year at a four-year college or university.

### Program Student Learning Outcomes

At the end of the program, the graduate will be able to:
1. Discuss and write about literature.
2. Use the nomenclature of literary study to analyze literature.
3. Research and address literary topics.
4. Analyze the grammar of the sentence (beyond that required in composition courses).

### Contact Persons

- **Dr. Anthony Spatola**, Coordinator
  - (856) 227-2000 ext. 4373
  - Email: aspatola@camdencc.edu
- **Professor Jacqueline Beamen**, Chair
  - (856) 227-2000 ext. 4370
  - Email: jbeamen@camdencc.edu

---

For more information on these programs visit [www.camdencc.edu/programs](http://www.camdencc.edu/programs)
## Humanities

**Associate in Arts**

**Liberal Arts and Science: History Option**

**HST.AA**

### Program Description

This program is designed for those students who wish to transfer to a four-year school where they will major in history.

### Program Student Learning Outcomes

At the end of the program, the graduate will be able to:

1. Identify and describe the major figures, ideas and events in Western/World/American Civilizations.
2. Analyze major movements, trends and developments in Western/World/American Civilizations.
3. Construct a historical essay that presents a clear argument and uses detailed historical evidence.

### Contact Person

Dr. Patrick Hughes  
(856) 227-7200 ext. 4319  
Email: phughes@camdencc.edu

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### First Year/Fist Semester

<table>
<thead>
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<th>Course #</th>
<th>Course Name</th>
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<td>English Composition I</td>
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<td>Must test into ENG-101 or complete all appropriate prerequisites</td>
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<td>HIS-101</td>
<td>World Civilization I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MTH-107</td>
<td>Mathematics for Liberal Arts</td>
<td>3</td>
<td>Must test into College Level Math or complete all appropriate prerequisites</td>
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<tr>
<td>ELECTIVE</td>
<td>Language General Education Elective</td>
<td>3</td>
<td>Must take six credits of one language</td>
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<tr>
<td>CIS-106</td>
<td>Intro to Computing Using Google Apps (G Suite)</td>
<td>2</td>
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### First Year/Second Semester

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<th>Course Name</th>
<th>Credits</th>
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<td>ENG-102</td>
<td>English Composition II</td>
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<td>Prerequisite: ENG-101</td>
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<tr>
<td>HIS-102</td>
<td>World Civilization II</td>
<td>3</td>
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<tr>
<td>MTH-111</td>
<td>Introduction to Statistics</td>
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<td>Must test into College Level Math or complete all appropriate prerequisites</td>
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<td>or</td>
<td>BIO-103</td>
<td>Human Biology</td>
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<td>ELECTIVE</td>
<td>Language General Education Elective</td>
<td>3</td>
<td>Must take six credits of one language</td>
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<td>POL-108</td>
<td>Introduction to International Relations</td>
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### Second Year/First Semester

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<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
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<td>HIS-121</td>
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<td>PHL-131</td>
<td>Introduction to Ethics</td>
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<td>PHL-232</td>
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<td>or</td>
<td>PSY-101</td>
<td>Basic Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SPE-102</td>
<td>Public Speaking</td>
<td>3</td>
<td></td>
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<tr>
<td>BIO-106</td>
<td>Living in the Environment</td>
<td>3</td>
<td></td>
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<td>or</td>
<td>BIO-130</td>
<td>Plants &amp; Society</td>
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<tr>
<td>or</td>
<td>BIO-140</td>
<td>The Microbial World</td>
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<td>or</td>
<td>CHM-140</td>
<td>Chemistry &amp; Society</td>
<td>3</td>
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<td>or</td>
<td>PHY-103</td>
<td>Physics (for the Non-Science Major)</td>
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<tr>
<td>GEO-101</td>
<td>Cultural Geography</td>
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### Second Year/Second Semester

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<th>Course Name</th>
<th>Credits</th>
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<td>Art History I</td>
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<td>Music Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>ENG-271</td>
<td>World Literature I</td>
<td>3</td>
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<td>SOC-205</td>
<td>Social Diversity</td>
<td>3</td>
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<td>or</td>
<td>SOC-201</td>
<td>Sociology of the Family</td>
<td>3</td>
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<td>ENG-282</td>
<td>American Literature II</td>
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<td>or</td>
<td>ENG-281</td>
<td>American Literature I</td>
<td>3</td>
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<tr>
<td>or</td>
<td>SOC-101</td>
<td>Introduction to Sociology</td>
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### Total Credits

60

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**CIP Code 24.0101**
HUMANITIES
Associate in Arts

Liberal Arts and Science:
Law, Government & Politics Option

GOV.AA

CIP Code 24.0101

FIRST YEAR/FIRST SEMESTER

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<th>Course Name</th>
<th>Credits</th>
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<td>3</td>
<td>Must test into ENG-101 or complete all appropriate prerequisites</td>
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<tr>
<td>HIS-101</td>
<td>World Civilization I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>POL-101</td>
<td>Introduction to Political Science</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MTH...</td>
<td>Mathematics General Education Elective</td>
<td>3</td>
<td>Must test into College Level Math or take all appropriate prerequisites</td>
</tr>
<tr>
<td>ELECTIVE</td>
<td>Language General Education Elective</td>
<td>3</td>
<td>Must take six credits in one language.</td>
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</table>

SECOND YEAR/SECOND SEMESTER

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG-102</td>
<td>English Composition II</td>
<td>3</td>
<td>Prerequisite: ENG-101</td>
</tr>
<tr>
<td>HIS-102</td>
<td>World Civilization II</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>POL-103</td>
<td>American Federal Government</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ELECTIVE</td>
<td>Language General Education Elective</td>
<td>3</td>
<td>Must take six credits in one language.</td>
</tr>
<tr>
<td>ELECTIVE</td>
<td>Humanities General Education Elective</td>
<td>3</td>
<td>Not a History or Language Course</td>
</tr>
</tbody>
</table>

PROGRAM DESCRIPTION

The program is designed especially for those students who wish to pursue a career in the law, politics, or public service. As part of the program, internships are available to provide on-site training and experience in local government offices. As a transfer curriculum, this option provides the first two years of a traditional four-year baccalaureate program.

PROGRAM STUDENT LEARNING OUTCOMES

At the end of the program, the graduate will be able to:
1. The successful graduate will be able to display an understanding of the structure, function, history and operations of government institutions at the international, national, state and local levels.
2. The successful graduate will be able to compare and contrast the different motivations and constraints underlying political behavior.
3. The successful graduate will be able to explain the differences between developed and developing countries, compare and contrast the various challenges they face.

CONTACT PERSON

Dr. Patrick Hughes
(856) 227-7200 ext. 4319
Email: phughes@camdencc.edu

TOTAL CREDITS 60

FOR MORE INFORMATION ON THESE PROGRAMS VISIT WWW.CAMDENCC.EDU/PROGRAMS
# HUMANITIES

## Associate in Arts

### Liberal Arts and Science: Communications Option

**COM.AA**

<table>
<thead>
<tr>
<th>FIRST YEAR/FIRST SEMESTER</th>
<th>Credits</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>ENG-101 English Composition I</td>
<td>3</td>
<td>Must test into ENG-101 or complete all appropriate prerequisites</td>
</tr>
<tr>
<td>COM-101 Influence of Mass Media</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HIS-101 World Civilization I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ELECTIVE Language General Education Elective</td>
<td>3</td>
<td>Must take six credits of one language.</td>
</tr>
<tr>
<td>MTH-107 Mathematics for Liberal Arts</td>
<td>3</td>
<td>Must test into College Level Math or complete all appropriate prerequisites</td>
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<tr>
<th>FIRST YEAR/SECOND SEMESTER</th>
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<tbody>
<tr>
<td>ENG-102 English Composition II</td>
<td>3</td>
<td>Prerequisite: ENG-101</td>
</tr>
<tr>
<td>COM-106 Living in a Networked World</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HIS-102 World Civilization II</td>
<td>3</td>
<td></td>
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<tr>
<td>ELECTIVE Language General Education Elective</td>
<td>3</td>
<td>Students must take six credits of one language.</td>
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<tr>
<td>MTH-111 Introduction to Statistics</td>
<td>3</td>
<td>Must place into College Level MTH or complete all appropriate prerequisites</td>
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<tr>
<th>SECOND YEAR/FIRST SEMESTER</th>
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<tr>
<td>COM-103 News Writing &amp; Reporting</td>
<td>3</td>
<td>Prerequisite: ENG-101</td>
</tr>
<tr>
<td>CIS-106 Intro to Computing Google Apps (G Suite)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>GEO-101 Cultural Geography</td>
<td></td>
<td>(Pol-101 Introduction to Political Science)</td>
</tr>
<tr>
<td>or POL-103 American Federal Government</td>
<td></td>
<td></td>
</tr>
<tr>
<td>or SOC-101 Introduction to Sociology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ART-101 Art Appreciation</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>or FLM-101 Film Appreciation</td>
<td></td>
<td></td>
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<tr>
<td>or FLM-101 Television Appreciation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>or PHO-101 History of Photography</td>
<td>3</td>
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<tr>
<td>CHEM-140 Chemistry and Society</td>
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<td>Prerequisite CHEM-140: ENG-101</td>
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<tr>
<td>or BIO-106 Living in the Environment</td>
<td></td>
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</tr>
<tr>
<td>or BIO-110 Plants &amp; Society</td>
<td>4</td>
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<thead>
<tr>
<th>SECOND YEAR/SECOND SEMESTER</th>
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<th></th>
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<tbody>
<tr>
<td>COM-143 Introduction to Electronic Media</td>
<td>3</td>
<td></td>
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<tr>
<td>COM-145 Intercultural Communications (Diversity Gen Ed)</td>
<td>3</td>
<td></td>
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<tr>
<td>SPE-102 Public Speaking</td>
<td>3</td>
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<tr>
<td>COM-104 Introduction to Public Relations</td>
<td></td>
<td>(COM-105 Media Literacy)</td>
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<tr>
<td>or COM-141 Introduction to Broadcasting I</td>
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<td></td>
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<tr>
<td>ECO-101 Macroeconomics</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>or POL-108 Introduction to International Relations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>or PSY-101 Basic Psychology</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

| TOTAL CREDITS                                                 |         | 60                                                                  |

## PROGRAM DESCRIPTION

This program is designed to teach the technology, theory, and process of communication. Preparation is focused on helping students become a media worker that is a critical thinker and a well-informed media consumer.

## PROGRAM STUDENT LEARNING OUTCOMES

At the end of the program, the graduate will be able to:
1. Discuss the history and evolution of American mass media.
2. Analyze media products.
3. Explain the effects of media upon the individual, the society and culture.
4. Define communication terminology and apply it to the communication process.

## CONTACT PERSON

Professor Drew Jacobs, Coordinator  
(856) 227-7200 ext. 4207  
Email: djacobs@camdencc.edu  
Professorjacobs.weebly.com
**HUMANITIES**

**Associate in Arts**

**Liberal Arts and Science:**

Languages and International Studies Option  INT.AA

### FIRST YEAR/FIRST SEMESTER

<table>
<thead>
<tr>
<th>Course #</th>
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<tbody>
<tr>
<td>ENG-101</td>
<td>English Composition I</td>
<td>3</td>
<td>Must test into ENG-101 or complete all appropriate prerequisites</td>
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<td>World Civilization I</td>
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<td></td>
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<tr>
<td>MTH-107</td>
<td>Mathematics for Liberal Arts</td>
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<td>Must test into College level Math or take all appropriate prerequisites</td>
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<tr>
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<td>Must take six credits of one language.</td>
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<tr>
<td>SOC-101</td>
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<tr>
<td>ENG-102</td>
<td>English Composition II</td>
<td>3</td>
<td>Prerequisite: ENG-101</td>
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<tr>
<td>HIS-102</td>
<td>World Civilization II</td>
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<tr>
<td>MTH-111</td>
<td>Introduction to Statistics</td>
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<td>Must test into College level Math or take all appropriate prerequisites</td>
</tr>
<tr>
<td>or BIO-103</td>
<td>Human Biology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ELECTIVE</td>
<td>Language General Education Elective</td>
<td>3</td>
<td>Must take six credits of one language.</td>
</tr>
<tr>
<td>ART-101</td>
<td>Art History I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>or ART-112</td>
<td>Art History II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>or MUS-101</td>
<td>Music Appreciation</td>
<td>3</td>
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<tr>
<td>BIO-106</td>
<td>Living in the Environment</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>or BIO-130</td>
<td>Plants &amp; Society</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>or BIO-140</td>
<td>The Microbial World</td>
<td></td>
<td></td>
</tr>
<tr>
<td>or CHM-140</td>
<td>Chemistry in Society</td>
<td></td>
<td>CHM-140 Prerequisite: ENG-101</td>
</tr>
<tr>
<td>or PHY-103</td>
<td>Physics I (for the Non-Science Major)</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>GEO-101</td>
<td>Cultural Geography</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SPE-102</td>
<td>Public Speaking</td>
<td>3</td>
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<td>Language General Education Elective</td>
<td>3</td>
<td>Intermediate Level I</td>
</tr>
<tr>
<td>CIS-106</td>
<td>Introductory Computing using Google Apps</td>
<td>2</td>
<td></td>
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</table>

### SECOND YEAR/SECOND SEMESTER

<table>
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<tr>
<th>Course #</th>
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<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>COM-145</td>
<td>Intercultural Communications</td>
<td>3</td>
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<tr>
<td>ELECTIVE</td>
<td>Language General Education Elective</td>
<td>3</td>
<td>Intermediate Level II</td>
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<td>ELECTIVE</td>
<td>Language General Education Elective</td>
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<tr>
<td>ENG-271</td>
<td>World Literature I</td>
<td>3</td>
<td>Prerequisite: ENG-101</td>
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<tr>
<td>or ENG-272</td>
<td>World Literature II</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>POL-108</td>
<td>Introduction to International Relations</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL CREDITS 60**

### PROGRAM DESCRIPTION

This program is designed for people who desire an international perspective and have an interest in foreign languages. Employment opportunities for such people are rising steadily. Degrees in this program may lead to careers in international and cross-cultural settings, language translating, communications, and teaching.

### STUDENT LEARNING OUTCOMES

At the end of the program, the graduate will be able to:
1. Speak and write a language other than English.
2. Interpret written and orally presented information in a language other than English.
3. Identify and/or demonstrate an understanding of the importance of a global perspective and culturally diverse people.

### CONTACT PERSON

Professor Martine Howard, Chair
(856) 227-7200 ext. 4744
Email: mhoward@camdencc.edu

---

FOR MORE INFORMATION ON THESE PROGRAMS VISIT WWW.CAMDENC.CEDU/PROGRAMS
**HUMANITIES**

**Associate in Arts**

**Liberal Arts and Science:**

**Deaf Studies / Pre-Interpreting Option**

**SLS.AA**

### FIRST YEAR/FIRST SEMESTER

<table>
<thead>
<tr>
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<th>Credits</th>
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</tr>
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<tbody>
<tr>
<td>ENG-101</td>
<td>English Composition I</td>
<td>3</td>
<td>Must test into ENG-101 or complete all appropriate prerequisite</td>
</tr>
<tr>
<td>HIS-101</td>
<td>World Civilization I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MTH-107</td>
<td>Mathematics for Liberal Arts</td>
<td>3</td>
<td>Must test into College level Math or take all appropriate prerequisites</td>
</tr>
<tr>
<td>ASL-101</td>
<td>American Sign Language I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SLS-202</td>
<td>American Deaf Culture</td>
<td>3</td>
<td>Co-requisite: ASL-101</td>
</tr>
</tbody>
</table>

### FIRST YEAR/SECOND SEMESTER

<table>
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<tr>
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<tbody>
<tr>
<td>ENG-102</td>
<td>English Composition II</td>
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<td>Prerequisite: ENG-101</td>
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<tr>
<td>HIS-102</td>
<td>World Civilization II</td>
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<tr>
<td>MTH-111</td>
<td>Introduction to Statistics</td>
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<td>Must test into College level Math or take all appropriate prerequisites</td>
</tr>
<tr>
<td>or BIO-103</td>
<td>Human Biology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ASL-102</td>
<td>American Sign Language II</td>
<td>3</td>
<td>Prerequisite: ASL-101</td>
</tr>
<tr>
<td>ASL-103</td>
<td>Fingerspelling</td>
<td>3</td>
<td>Prerequisite: ASL-101; Corequisite: ASL-102</td>
</tr>
</tbody>
</table>

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<td>Living in the Environment</td>
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<tr>
<td>SOC-101</td>
<td>Introduction to Sociology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ASL-201</td>
<td>American Sign Language III</td>
<td>3</td>
<td>Prerequisite: ASL-102</td>
</tr>
<tr>
<td>ASL-200</td>
<td>ASL Essentials</td>
<td>3</td>
<td>Prerequisite: ASL-102; Corequisite: ASL-201</td>
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</tbody>
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### SECOND YEAR/SECOND SEMESTER

<table>
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<tbody>
<tr>
<td>SPE-102</td>
<td>Public Speaking</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PHE-101</td>
<td>Introduction to Ethics</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>or THE-121</td>
<td>Theatre Appreciation</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PSY-101</td>
<td>Basic Psychology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ASL-202</td>
<td>American Sign Language IV</td>
<td>3</td>
<td>Prerequisite: ASL-201</td>
</tr>
<tr>
<td>SLS-201</td>
<td>ASL Linguistics</td>
<td>3</td>
<td>Prerequisite: ASL-102</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS 60**

### PROGRAM DESCRIPTION

This option is designed to meet the needs of students who wish to learn about Deafness and American Sign Language and want to pursue a career working directly with deaf and hard of hearing individuals. Although the Deaf Studies Option is similar to the ASL and English Interpreting degree, it does not require that students take courses specifically designed to enhance or teach interpreting skills. Instead, the Deaf Studies Option offers a more general education in liberal arts.

### PROGRAM STUDENT LEARNING OUTCOMES

At the end of the program, the graduate will be able to:

1. Use American Sign Language fluently and express knowledge of ASL Linguistics.
2. Describe the common practices, perspectives and behavior patterns of deaf people and member of the deaf community in the deaf culture.
3. Participate in deaf-related events and activities and with members of the deaf community.

### CONTACT PERSONS

Professor Sally Ann H. Emilius  
Email: semilius@camdencc.edu  
ASL classes & ASL assessment

Professor Martine Howard, Chair  
(856) 227-7200 ext. 4744  
Email: mhoward@camdencc.edu  
Registration & Advisement  
(856) 227-7200 ext. 4506
## HUMANITIES

### Certificate of Achievement

### American Sign Language

#### SLS.CA

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
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</tr>
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<tbody>
<tr>
<td>ASL-101</td>
<td>American Sign Language I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SLS-202</td>
<td>American Deaf Culture</td>
<td>3</td>
<td>Corequisite: ASL-101</td>
</tr>
</tbody>
</table>

#### First Year/Second Semester

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASL-102</td>
<td>American Sign Language II</td>
<td>3</td>
<td>Prerequisite: ASL-101</td>
</tr>
<tr>
<td>ASL-103</td>
<td>Fingerspelling</td>
<td>3</td>
<td>Prerequisite: ASL-101; Corequisite: ASL-102</td>
</tr>
</tbody>
</table>

#### Second Year/First Semester

<table>
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<td>ASL-201</td>
<td>American Sign Language III</td>
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<td>ASL Essentials</td>
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#### Second Year/Second Semester

<table>
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<tr>
<td>SLS-201</td>
<td>ASL Linguistics</td>
<td>3</td>
<td>Prerequisite: ASL-102; Corequisite: ASL-102</td>
</tr>
</tbody>
</table>

#### Total Credits

24

### Program Description

This option is designed to meet the needs of students who wish to learn about deafness and sign language in-depth but may or may not wish to become professional interpreters. This option prepares students to communicate directly with deaf and hard of hearing individuals.

### Special Program Requirement

Student must obtain proof of an AA/AS degree, BA/BS degree or higher.

### Program Student Learning Outcomes

At the end of the program, the graduate will be able to:

1. Use American Sign Language fluently and express knowledge of ASL Linguistics.
2. Describe the common practices, perspectives, and behavior patterns of Deaf people and members of the Deaf Community in the Deaf Culture.
3. Generalize on the ongoing need to participate in deaf-related events and activities and with members of the Deaf Community.

### Contact Persons

- **Professor Sally Ann Emilius**
  - Email: semilius@camdencc.edu
  - ASL classes & ASL assessment

- **Professor Martine Howard, Chair**
  - (856) 227-7200 ext. 4744
  - Email: mhoward@camdencc.edu
  - Registration and Advisement

This Program is not approved for Financial Aid

---

For more information on these programs visit [www.camdencc.edu/programs](http://www.camdencc.edu/programs)
Associate in Science, Diploma in Nursing
Nursing: Our Lady of Lourdes
Cooperative Nursing Program

NOL.AS

**FIRST YEAR/FIRST SEMESTER**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG-101</td>
<td>English Composition I</td>
<td>3</td>
<td>Must place into College Level ENG or complete all appropriate prerequisites.</td>
</tr>
<tr>
<td>BIO-117</td>
<td>Basic Anatomy &amp; Physiology I</td>
<td>4</td>
<td></td>
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<tr>
<td>CHM-101</td>
<td>General, Organic &amp; Biological Chemistry I</td>
<td>4</td>
<td></td>
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<tr>
<td>PSY-101</td>
<td>Basic Psychology</td>
<td>3</td>
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**FIRST YEAR/SECOND SEMESTER**

<table>
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<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG-102</td>
<td>English Composition II</td>
<td>3</td>
<td>Prerequisite: ENG-101</td>
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<tr>
<td>BIO-118</td>
<td>Basic Anatomy &amp; Physiology II</td>
<td>4</td>
<td>Prerequisite: BIO-117</td>
</tr>
<tr>
<td>BIO-121</td>
<td>Basic Microbiology</td>
<td>4</td>
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<tr>
<td>HIS-101</td>
<td>World Civilization I</td>
<td>3</td>
<td></td>
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<tr>
<td>MTH-111</td>
<td>Introduction to Statistics</td>
<td>3</td>
<td>Must place into College Level MTH or complete all appropriate prerequisites</td>
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**THIRD SEMESTER**

<table>
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<tr>
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<tbody>
<tr>
<td>NOL-110</td>
<td>Health Assessment</td>
<td>2</td>
<td>Prerequisite: BIO-118, BIO-121, CHM-101, ENG-102, HIS-101, MTH-111, PSY-101 Co-requisites: NOL-102</td>
</tr>
<tr>
<td>PSY-109</td>
<td>Developmental Psychology</td>
<td>3</td>
<td>Prerequisite: PSY 101</td>
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**FOURTH**

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<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>SOC-101</td>
<td>Introduction to Sociology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>NOL-111</td>
<td>Nursing 2: Health Promotion and Illness Management of the Child-bearing Family and Adult with Chronic Illness</td>
<td>8</td>
<td>Prerequisite: NOL-110, NOL-102 and PSY-109</td>
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**FIFTH SEMESTER**

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<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>NOL-202</td>
<td>Nursing 3: Management of Acute and Chronic Health Issues Across the Lifespan</td>
<td>8</td>
<td>Prerequisite: NOL-111, SOC-101</td>
</tr>
<tr>
<td>PHL-232</td>
<td>Biomedical Ethics</td>
<td>3</td>
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**SIXTH SEMESTER**

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<tbody>
<tr>
<td>NOL-211</td>
<td>Nursing 4: Management of Individuals and Groups with Complex Health Issues</td>
<td>8</td>
<td>Prerequisite: NOL-202, PHL-232 Co-requisite: NOL-235</td>
</tr>
<tr>
<td>NOL-235</td>
<td>Transition to Practice</td>
<td>3</td>
<td>Prerequisite: NOL-202, PHL-232 Co-requisite: NOL 211</td>
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**TOTAL CREDITS 77**

**PROGRAM DESCRIPTION**

The registered nurse (RN) is a health care professional academically and clinically prepared to care for patients in a variety of health care settings. Nurses help people to reach their full potential for optimal health maintenance and wellness throughout the life span.

**ACCREDITATION**

Our Lady of Lourdes School of Nursing is accredited by the New Jersey Board of Nursing (NJBON) and the Accreditation Commission for Education in Nursing (ACEN).

**PROGRAM STUDENT LEARNING OUTCOMES**

At the end of the program, the graduate will be able to:

1. Evaluate the effectiveness of clinical decision making by comparing observed outcomes against expected outcomes and modify solutions as needed.
2. Evaluate the effectiveness of a patient-centered plan of care, and modify as needed, for patients across the lifespan.
3. Collaborate with members of the interprofessional health care team when caring for patients across the lifespan.
4. Integrate evidence-based practice when managing care for patients across the lifespan.
5. Demonstrate effective use of risk reduction and quality improvement strategies to optimize patient outcomes.
6. Utilize electronic resources and technology to communicate relevant patient information, mitigate errors, and support decision making for diverse groups of patients across the lifespan.
7. Assimilate integrity and accountability into nursing practice that upholds established regulatory, legal, and ethical principles.
8. Integrate leadership and management skills when organizing care for individuals and groups with complex needs across the lifespan.

**SPECIAL PROGRAM REQUIREMENTS**

- Prerequisite courses must be completed PRIOR to the start of semester.
- Co-requisite courses must be completed BEFORE or WITH the assigned semester.
- Visit www.lourdesnursingschool.org
- A criminal background check, drug screen and health clearance are required of all students before entering Caring for Patients across the Lifespan I. Clinical affiliates may deny a student’s access to their facility in the event significant findings are discovered on the Criminal Background Check.
- A minimum GPA of 2.5 is required

**CONTACT PERSONS**

Sherri Bonafiglia
Nursing Program Coordinator
(856) 227-7200 ext. 4573
nursing@camdencc.edu

Dr. Fathia Richardson
Director of Nursing
(856) 227-7200 ext. 4804

Nursing School Contact
Susan Bowers
Coordinator of Enrollment Services
Our Lady of Lourdes School of Nursing
1600 Haddon Ave., 5th floor Pavilion
Camden, NJ 08103
Phone: (856) 886-5583
Email: sbowers@virtua.org
**NURSING & ALLIED HEALTH**

**Associate in Science**

**Liberal Arts and Sciences:**

**Nursing: Pre-Nursing Option**

PRN.AS

### FIRST YEAR/FIRST SEMESTER

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>ENG-101</td>
<td>English Composition I</td>
<td>3</td>
<td>Must test into ENG-101 or complete all appropriate prerequisites</td>
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<tr>
<td>BIO-111</td>
<td>Biology I Science</td>
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<td>CHM-101</td>
<td>General, Organic &amp; Biological Chemistry I</td>
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<tr>
<td>CIS-105</td>
<td>Computer Literacy</td>
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### FIRST YEAR/SECOND SEMESTER

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<tr>
<td>ENG-102</td>
<td>English Composition II</td>
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<td>Prerequisite: ENG-101</td>
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<td>CHM-102</td>
<td>General, Organic &amp; Biological Chemistry II</td>
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<td>Prerequisites: CHM-101 or CHM-111</td>
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<td>MTH-111</td>
<td>Elements of Statistics</td>
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<td>HIS-101</td>
<td>World Civilization I or ENG-271 World Literature I</td>
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<td>Prerequisite: ENG-101</td>
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<tr>
<td>BIO-211</td>
<td>Anatomy &amp; Physiology I</td>
<td>4</td>
<td>Prerequisite: BIO-111</td>
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<tr>
<td>or BIO-117</td>
<td>Basic Anatomy &amp; Physiology</td>
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### SECOND YEAR/FIRST SEMESTER

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<tbody>
<tr>
<td>BIO-212</td>
<td>Anatomy &amp; Physiology II</td>
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<td>Prerequisite: BIO-211</td>
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<tr>
<td>or BIO-118</td>
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<td>PSY-101</td>
<td>Basic Psychology</td>
<td>3</td>
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<td>PHL-232</td>
<td>Biomedical Ethics</td>
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<tr>
<td>ELECTIVE</td>
<td>Free Elective</td>
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### SECOND YEAR/SECOND SEMESTER

<table>
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<th>Course #</th>
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<th>Credits</th>
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<tbody>
<tr>
<td>BIO-221</td>
<td>Microbiology I</td>
<td>4</td>
<td>Prerequisite: BIO-111</td>
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<tr>
<td>or BIO-121</td>
<td>Basic Microbiology</td>
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<tr>
<td>FNS-105</td>
<td>Introduction to Nutrition</td>
<td>3</td>
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<tr>
<td>or FNS-107</td>
<td>Nutrition for Health Care Professionals</td>
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<tr>
<td>PSY-109</td>
<td>Developmental Psychology</td>
<td>3</td>
<td>Prerequisite: PSY-101</td>
</tr>
<tr>
<td>SOC-101</td>
<td>Introduction to Sociology</td>
<td>3</td>
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<tr>
<td>ELECTIVE</td>
<td>Free Elective</td>
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</table>

**TOTAL CREDITS** 60

### PROGRAM DESCRIPTION

This program is designed for students who are seeking to transfer to a nursing or health science-related baccalaureate program. The successful student is academically prepared for transfer into the of a four-year college or university.

### PROGRAM STUDENT LEARNING OUTCOMES

At the end of the program, the graduate will be able to:

1. Communicate in both written and oral formats.
2. Apply the scientific method of inquiry to analyze problems and draw conclusions from evidence and data.
3. Identify resources, obtain and critically evaluate information.
4. Model ethical professional behaviors in the role of a health care professional.

### SPECIAL PROGRAM REQUIREMENTS

- Graduation from an approved secondary school or a GED is required.
- Nursing majors must attend a Nursing information session. The schedule of dates/times/locations can be found on the College webpage.

### CONTACT PERSON

Sherri Bonafiglia  
Nursing Program Coordinator  
(856) 227-7200 ext. 4573  
nursing@camdencc.edu

Dr. Fathia Richardson  
Director of Nursing  
(856) 227-7200 ext. 4804
NURSING & ALLIED HEALTH

Nursing: LPN to RN Program

SUMMER

<table>
<thead>
<tr>
<th>Course #</th>
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<th>Credits</th>
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</tr>
</thead>
<tbody>
<tr>
<td>ENG-101</td>
<td>English Composition I</td>
<td>3</td>
<td>Must place into College Level ENG or complete all appropriate prerequisites.</td>
</tr>
<tr>
<td>BIO-111</td>
<td>Biology I - Science</td>
<td>4</td>
<td></td>
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<tr>
<td>or CHM-101</td>
<td>General Organic and Biological Chemistry I</td>
<td>4</td>
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<tr>
<td>NUR-219</td>
<td>Transition to Professional Nursing</td>
<td>2</td>
<td>Acceptance into Program</td>
</tr>
<tr>
<td>PSI-101</td>
<td>Basic Psychology</td>
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FALL SEMESTER

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<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG-102</td>
<td>English Composition II</td>
<td>3</td>
<td>Prerequisite: ENG-101</td>
</tr>
<tr>
<td>BIO-211</td>
<td>Anatomy &amp; Physiology I</td>
<td>4</td>
<td>Prerequisite: CHM-101</td>
</tr>
<tr>
<td>or BIO-117</td>
<td>Basic Anatomy &amp; Physiology I</td>
<td>4</td>
<td>Prerequisite: CHM-101</td>
</tr>
<tr>
<td>BIO-221</td>
<td>Microbiology I</td>
<td>4</td>
<td></td>
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<tr>
<td>or BIO-121</td>
<td>Basic Microbiology I</td>
<td>4</td>
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<tr>
<td>NUR-220</td>
<td>Nursing I</td>
<td>6</td>
<td>Prerequisite: NUR-219 or PSI-101, PSI-101, ENG-101</td>
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WINTER INTERSESSION

<table>
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<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
<th>Notes</th>
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<tbody>
<tr>
<td>NUR-221</td>
<td>Nursing II</td>
<td>7</td>
<td>Prerequisite: BIO-211 or BIO-117, BIO-221, ENG-101, ENG-102, PSI-101, NUR-219, NUR-220</td>
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<tr>
<td>NUR-222</td>
<td>Global Health and Diversity in Nursing</td>
<td>2</td>
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<tr>
<td>PSI-109</td>
<td>Developmental Psychology</td>
<td>3</td>
<td>Prerequisite: PSI-101</td>
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<tr>
<td>BIO-222</td>
<td>Anatomy &amp; Physiology II</td>
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<td>Prerequisite: BIO-211</td>
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<tr>
<td>or BIO-118</td>
<td>Basic Anatomy &amp; Physiology II</td>
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SPRING SEMESTER

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<tr>
<td>NUR-223</td>
<td>Nursing III</td>
<td>7</td>
<td>Prerequisite: BIO-111, BIO-211 or BIO-117, BIO-221, ENG-101, ENG-102, PSI-101, PSI-109, NUR-219, NUR-220</td>
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<tr>
<td>NUR-224</td>
<td>Leadership and Role Transition</td>
<td>2</td>
<td>Prerequisite: BIO-211, BIO-221, ENG-101, ENG-102, PSI-101, PSI-109, NUR-219, NUR-220</td>
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SUMMER SEMESTER

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<th>Credits</th>
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<tbody>
<tr>
<td>SOC-101</td>
<td>Introduction to Sociology</td>
<td>3</td>
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TOTAL CREDITS: 60

PROGRAM DESCRIPTION

The Nursing program at Camden County College is approved by the New Jersey Board of Nursing.

This program provides the education that leads to an associate degree in nursing and eligibility to sit for the National Council Licensure Examination for Registered Nursing (NCLEX-RN). The curriculum provides students with the knowledge, technical skills, interpersonal skills and values that qualify graduates for a career in professional nursing. Content includes courses in science, social science, humanities, nursing theory, lab skills training, and clinical experiences in a variety of healthcare settings. General education credits earned in this program will transfer as per existing intercollegiate agreements.

The Camden County College LPN to RN Program is approved by:

THE NJ BOARD OF NURSING (NBON)
PO BOX 4010
NEWARK, NJ 07101
PHONE: (973) 504-6430

PROGRAM STUDENT LEARNING OUTCOMES

At the end of the program, the graduate will be able to:

1. Apply Maslow’s Basic Hierarchy of Needs, Orem’s Universal Self-Care Requires Theory, and the Knowledge Skills and Attitudes of QSEN as a framework for their contribution to patient-centered nursing care as assessed by skills demonstrations clinical and laboratory evaluation tools, course content examinations, and ATI proctored standardized content examinations.

2. Demonstrate and integrate critical thinking and clinical judgment skills to the implementation of client/patient teaching and contribute to the development of multidisciplinary care plans across the life span as assessed by clinical eval tool and ATI standardized content exams, course content exams and simulation activities.

3. Collaborate effectively within the healthcare team to support the provision of safe, competent, evidence-based practice as assessed by clinical eval tool clinical assignments, course exams and ATI standardized content exams.

4. Communicate effectively and therapeutically with clients/patients, families, peers and other members of the health care team through verbal and written means as assessed by clinical evaluation tool and assignments and simulation activities.

5. Direct and coordinate nursing care and evaluate the efficacy based on established outcome criteria as assessed by clinical evaluation tool and assignments, ATI content exam items, and course exams.

SPECIAL PROGRAM REQUIREMENTS

- Be at least 18 years of age.
- Provide proof of high school graduation or GED.
- Provide official college transcripts from all colleges attended (if any).
- Provide proof of LPN license.
- Maintain a grade of C or better in all non-nursing courses in the nursing curriculum.
- Complete a physical exam, proof of required immunizations or titers that show immunity, proof of COVID vaccine and a booster, proof of liability insurance, and health insurance.
- Provide proof of CPR certification - American Heart Association Basic Life Support (with AED) for Health Care Professionals.
- The LPN to RN nursing courses require significant clinical practice hours in health care facilities that could be up to 50 miles away.
- The above requirements are minimum and do not guarantee acceptance into the nursing program. Applicants must meet the nursing department’s criteria to receive provisional acceptance.

CONTACT PERSON

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Nursing Program Coordinator
(856) 227-7200 ext. 4573
nursing@camdencc.edu

Dr. Fathia Richardson
Director of Nursing
(856) 227-7200 ext. 4804
Academic Certificate

Practical Nursing

**FIRST YEAR/FIRST SEMESTER**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BIO-111</td>
<td>Biology I - Science</td>
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<td>Prerequisite: MTH-029 and ENG-107 or ENG-025 or ENG 046</td>
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<tr>
<td>or CHM-101</td>
<td>General, Organic &amp; Biological Chemistry I</td>
<td>4</td>
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<tr>
<td>NUR-108</td>
<td>Foundations of Practical Nursing</td>
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**FIRST YEAR/SECOND SEMESTER**

<table>
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<td>Anatomy and Physiology I</td>
<td>4</td>
<td>Prerequisite: BIO-111</td>
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<tr>
<td>or BIO-117</td>
<td>Basic Anatomy &amp; Physiology I</td>
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<tr>
<td>NUR-109</td>
<td>Practical Nursing I</td>
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<td>Prerequisites: BIO-111 or CHM-101 and NUR-108</td>
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**FIRST YEAR/WINTER INTERSESSION**

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<tr>
<td>PSY-101</td>
<td>Basic Psychology</td>
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**SECOND YEAR/FIRST SEMESTER**

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<td>BIO-212</td>
<td>Anatomy and Physiology II</td>
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<td>Prerequisite: BIO-211</td>
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<tr>
<td>or BIO-118</td>
<td>Basic Anatomy &amp; Physiology II</td>
<td>4</td>
<td>Prerequisite: BIO-117</td>
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<tr>
<td>NUR-111</td>
<td>Practical Nursing II</td>
<td>8</td>
<td>Prerequisites: BIO-211 or BIO-117, ENG-101, PSY-101, NUR-108, NUR-109</td>
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**TOTAL CREDITS** 42

**PROGRAM DESCRIPTION**

This program provides the education that leads to a certificate in practical nursing and eligibility to sit for the National Council Licensure Examination for Practical Nursing. The curriculum provides students with the knowledge, technical skills, interpersonal skills and values that qualify graduates for a career in practical nursing. Content includes courses in science, social science, humanities, nursing theory, lab skills training and clinical experiences in a variety of healthcare settings. General education credits earned in this program will transfer as per existing intercollegiate agreements.

The Practical Nursing program can be completed within 4 semesters.

The New Jersey Board of Nursing defines a license practical nurse (LPN) as one who performs tasks and responsibilities within the framework of case finding; reinforcing the patient and family teaching program through health teaching, health counseling and provisions of supportive and restorative care, under the direction of a registered nurse or licensed or otherwise legally authorized physician or dentist.

The Camden County College Practical Nursing Certificate Program is approved by:

The New Jersey Board of Nursing
PO Box 45010 Newark, NJ 07101

**PROGRAM STUDENT LEARNING OUTCOMES**

At the end of the program, the graduate will be able to:

1. Apply Maslow's basic Hierarchy of Needs, Orem’S Universal Self-Care Requires Theory, and the knowledge, skills and attitudes of QSEN as a framework for their contribution to patient-centered nursing care as assessed by skills demonstrations clinical and laboratory evaluation tools, course content examinations, and ATI proctored standardized content examinations.
2. Apply critical thinking and clinical judgment skills to the implementation of client/patient teaching and contribute to the development of multidisciplinary care plans across the life span as assessed by clinical eval tool and ATI standardized content exams, course content exams and simulation activities.
3. Demonstrate Teamwork and collaboration within the healthcare team to support the provision of safe, competent, evidence-based practice as assessed by clinical eval tool and ATI standardized content exams.
4. Apply therapeutic communication techniques to facilitate effective communication with clients/patients, families, peers and other members of the healthcare team through verbal and written means as assessed by Clinical Evaluation tool and assignments and simulation activities.
5. Assist in the collection of data for the evaluation of the efficacy of nursing care based on established outcome criteria as assessed by clinical evaluation tool and assignments, ATI content exam items, and course exams.

**SPECIAL PROGRAM REQUIREMENTS**

- Be at least 18 years of age.
- Provide proof of high school graduation or GED.
- Provide official college transcripts from all colleges attended (if any).
- Follow the placement requirements of the Testing Center on www.camdencc.edu/testing.
- A minimum overall TEAS score of 55% with a minimum score of 50% in both Reading and Math is required. Results must be less than 2 years old with at least 30 days between attempts and maximum of 4 attempts in one calendar year.
- Maintain a grade of 75% or better in all nursing courses.
- Maintain a grade of C or better in all non-nursing courses in the nursing curriculum.
- Complete a physical exam, proof of required immunizations or titers that show immunity, proof of covid vaccine and a booster, proof of liability insurance, and health insurance. Applicants must provide a clear urine drug screen and criminal background, within two week of program acceptance.
- Proof of CPR certification - American Heart Association Basic Life Support (with AED) for Health Care Professionals.
- The LPN to RN nursing courses require significant clinical practice hours in health care facilities that could be up to 50 miles away.
- The above requirements are minimum and do not guarantee acceptance into the nursing program. Applicants must meet the nursing department’s criteria to receive provisional acceptance.

**CONTACT PERSON**

Seren Bonafidia
Nursing Program Coordinator
(856) 227-7200 ext. 4573
nursing@camdencc.edu

Dr. Fathia Richardson
Director of Nursing
(856) 227-7200 ext. 4804
**NURSING & ALLIED HEALTH**

**Associate in Applied Science**

**Veterinary Nursing**

**ASC.AAS**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>ENG-101</td>
<td>English Composition I</td>
<td>3</td>
<td>Must test into ENG-101 or complete all appropriate prerequisites</td>
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<tr>
<td>BIO-111</td>
<td>Biology I - Science</td>
<td>4</td>
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<tr>
<td>MTH-100</td>
<td>Algebraic Concepts</td>
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<td>Must test into College level Math or take all appropriate prerequisites</td>
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<td>ENG-102</td>
<td>English Composition II</td>
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<td>Prerequisite: ENG-101</td>
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<tr>
<td>ELECTIVE</td>
<td>Diversity: Humanities General Education Elective or ELECTIVE</td>
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<tr>
<td>ASC-106</td>
<td>Veterinary Office Practices</td>
<td>2</td>
<td>Prerequisite: ENG-101, BIO-111, MTH-100; Corequisite: ENG-102</td>
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<tr>
<td>ASC-107</td>
<td>Calculations for Veterinary Technicians</td>
<td>2</td>
<td>Prerequisite: ENG-102, BIO-111, MTH-100; Corequisite: ENG-102, ASC-106</td>
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<tr>
<td>ASC-108</td>
<td>Animal Anatomy and Physiology I</td>
<td>3</td>
<td>Prerequisite: ENG-101, BIO-111, MTH-100; Corequisite: ENG-102, ASC-106, ASC-107</td>
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<tr>
<td>ASC-109</td>
<td>Fundamentals of Small Animal Nursing</td>
<td>2</td>
<td>Prerequisite: ENG-101, BIO-111, MTH-100; Corequisite: ENG-102, ASC-106, ASC-107, ASC-108</td>
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<tbody>
<tr>
<td>ASC-110</td>
<td>Veterinary Clinical Rotation I</td>
<td>2</td>
<td>Prerequisite: ENG-102, ASC-106, ASC-107, ASC-108 and ASC-109</td>
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<tr>
<td>BIO-221</td>
<td>Microbiology I</td>
<td>4</td>
<td>Prerequisite: BIO-111</td>
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<tr>
<td>ASC-200</td>
<td>Veterinary Dental Techniques I</td>
<td>2</td>
<td>Prerequisite: ASC-110 and BIO-221; Corequisite: ASC-201</td>
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<tr>
<td>ASC-201</td>
<td>Animal Anatomy and Physiology II</td>
<td>3</td>
<td>Prerequisite: ASC-110; Corequisite: ASC-202</td>
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<tr>
<td>ASC-202</td>
<td>Advanced Small Animal Nursing Techniques</td>
<td>3</td>
<td>Prerequisite: ASC-110; Corequisite: ASC-201</td>
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<tr>
<td>ASC-236</td>
<td>Radiology for Veterinary Technicians</td>
<td>2</td>
<td>Prerequisite: ASC-110 and BIO-221; Corequisite: ASC-201 and ASC-202</td>
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<tr>
<td>ASC-240</td>
<td>Parasitology</td>
<td>3</td>
<td>Prerequisite: ASC-110 and BIO-221; Corequisite: ASC-201</td>
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<tr>
<td>ASC-261</td>
<td>Pathology for Veterinary Technicians</td>
<td>2</td>
<td>Prerequisite: ASC-110, ASC-201 and ASC-202</td>
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<tr>
<td>ASC-270</td>
<td>Veterinary Pharmacology</td>
<td>2</td>
<td>Prerequisite: ASC-110 and BIO-221; Corequisite: ASC-201 and ASC-202</td>
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<tr>
<td>ASC-213</td>
<td>Laboratory Animal Science</td>
<td>3</td>
<td>Prerequisite: ASC-110, BIO-221, ASC-201 and ASC-202</td>
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<tr>
<td>ASC-220</td>
<td>Hematology for Veterinary Technicians</td>
<td>3</td>
<td>Prerequisite: ASC-110, BIO-221, ASC-201 and ASC-202</td>
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<tr>
<td>ASC-225</td>
<td>Clinical Laboratory for Veterinary Techs</td>
<td>2</td>
<td>Prerequisite: ASC-110; Corequisite: ASC-201, ASC-202, ASC-235, and MTH-100</td>
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</tr>
<tr>
<td>ASC-241</td>
<td>Veterinary Surgical Nursing</td>
<td>3</td>
<td>Prerequisite: ASC-110, BIO-221, ASC-201, ASC-202, ASC-261, and ASC-270</td>
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<tr>
<td>ASC-244</td>
<td>Veterinary Dental Techniques II</td>
<td>2</td>
<td>Prerequisite: ASC-200, ASC-236</td>
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<tbody>
<tr>
<td>ASC-266</td>
<td>Veterinary Clinical Rotation II</td>
<td>4</td>
<td>Prerequisite: ASC-213, ASC-214, ASC-215, ASC-220, ASC-225, ASC-235, ASC-240, ASC-244, ASC-261, ASC-270, ASC-271; Corequisite: ASC-267</td>
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</tbody>
</table>

**TOTAL CREDITS 69**

**PROGRAM DESCRIPTION**

Veterinary technicians work under the supervision of a veterinarian, performing clinical laboratory, diagnostic, and nursing procedures for animals.

**PROGRAM STUDENT LEARNING OUTCOMES**

At the end of the program, the graduate will be able to:

1. Integrate and apply science and veterinary science knowledge.
2. Practice basic veterinary nursing and non-invasive medical procedures.
3. Provide humane and compassionate care to patient.
4. Present patient information in both written and oral formats.

**SPECIAL ADMISSION REQUIREMENTS**

After completion of the 3 prerequisite courses with a “C” or higher, applicants must submit an online application and select Veterinary Technology as the program of choice; then a separate program application will be sent from the Vet Tech department with vaccine and document requirements. All official transcripts must be submitted to the office of Records and Registration. Applications are accepted between September 1 and March 1 to be considered for fall acceptance. Students submitting applications between March 2 and August 31 will be considered for the following spring semester, unless seats become available. Applications not approved for fall are encouraged to re-apply after September 1; one class will be accepted per semester. All prerequisite courses and all documentation, including placement test scores and/or college transcripts must be completed prior to the deadline. After applying the following will then occur:

1. Review of applications by the Veterinary Technology Program Director in March and September.
2. Candidates will receive written notification of the selection decision.
3. Accepted applicants are required to attend a program orientation session to review program requirements.

Admission to the program is on a competitive basis and the completion of prerequisites and core curriculum courses does not guarantee admission to the program. Since there are more applicants than there are positions, admission points will be assigned according to the applicants documented record. Criteria for selection are based on past performance and grades on core curriculum requirements. Heavy emphasis will be placed on math and science courses where applicable. Science courses that were completed five or more years prior to enrollment in the vet tech program will not be accepted for credit. Students previously accepted into the program and have not enrolled in vet tech (ASC) courses since May 2019, will be required to re-apply for the program through the application process and be placed into the new curriculum. Vet tech courses from colleges other than CCC will not be accepted.

**NOTICE:** Clinical placements are a required part of the curriculum and a requirement for graduation. Clinical placements may require a criminal background check, health clearance and/or drug testing before participation is allowed. Clinical sites may deny a student’s participation in the event of a positive finding.

**ACCREDITATION**

The Veterinary Technology program is accredited by:

- The Committee on Veterinary Technician Education and Activities of the American Veterinary Medical Association

**CONTACT PERSON**

Joan Ulrich
Director
(856) 227-7210, ext. 4328.
juulrich@camdencc.edu

CAMDEN COUNTY COLLEGE  ■  2022-2023  a57
NURSING & ALLIED HEALTH

Associate in Applied Science
Dental Assisting
DAS.AAS

FIRST YEAR/SUMMER SEMESTER

<table>
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<tr>
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<tbody>
<tr>
<td>ENG-101</td>
<td>English Composition I</td>
<td>3</td>
<td>Must test into ENG-101 or complete all appropriate prerequisites</td>
</tr>
<tr>
<td>DAS-141</td>
<td>Biological Science for the Dental Assistant</td>
<td>1</td>
<td>Prerequisite: DAS-141 and DAS-143</td>
</tr>
<tr>
<td>DAS-143</td>
<td>Infection Control for the Dental Assistant</td>
<td>2</td>
<td>Co-requisite: DAS-143</td>
</tr>
<tr>
<td>HPE-181</td>
<td>Basic Life Support “C” AHA</td>
<td>1</td>
<td>Formal Acceptance into the Dental Assisting Program</td>
</tr>
<tr>
<td>PSY-101</td>
<td>Basic Psychology</td>
<td>3</td>
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FIRST YEAR/FALL SEMESTER

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<tr>
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<tbody>
<tr>
<td>DAS-111</td>
<td>Fundamentals of Chairside Assisting</td>
<td>7</td>
<td>Prerequisites: DAS-141 and DAS-143</td>
</tr>
<tr>
<td>DAS-120</td>
<td>Dental Radiology</td>
<td>4</td>
<td>Prerequisites: DAS-141 and DAS-143</td>
</tr>
<tr>
<td>DAS-150</td>
<td>Dental Anatomy for Dental Assisting</td>
<td>2</td>
<td>Prerequisites: DAS-141 and DAS-143</td>
</tr>
<tr>
<td>DAS-151</td>
<td>Dental Laboratory Procedures I</td>
<td>2</td>
<td>Prerequisites: DAS-141 and DAS-143</td>
</tr>
<tr>
<td>DAS-170</td>
<td>Medical Emergencies in the Dental Office</td>
<td>1</td>
<td>Prerequisites: DAS-141 and DAS-143</td>
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FIRST YEAR/SPRING SEMESTER

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<tr>
<td>DAS-115</td>
<td>Pharmacology</td>
<td>1</td>
<td>Prerequisites: DAS-141 and DAS-170</td>
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<tr>
<td>DAS-125</td>
<td>Preventive Dentistry</td>
<td>3</td>
<td>Prerequisites: DAS-141, DAS-143, DAS-150, DAS-151, AND DAS-170</td>
</tr>
<tr>
<td>DAS-152</td>
<td>Dental Laboratory Procedures II</td>
<td>2</td>
<td>Prerequisites: DAS-151, AND DAS-170</td>
</tr>
<tr>
<td>DAS-160</td>
<td>Supervised Clinical Experience</td>
<td>6</td>
<td>Prerequisites: DAS-111, DAS-120, DAS-150, DAS-151, AND DAS-170</td>
</tr>
<tr>
<td>DAS-180</td>
<td>Office Administration</td>
<td>2</td>
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</tr>
<tr>
<td>DAS-190</td>
<td>Oral Pathology</td>
<td>1</td>
<td>Prerequisites: DAS-141 and DAS-170</td>
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SECOND YEAR/FIRST SEMESTER

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<td>ENG-102</td>
<td>English Composition II</td>
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<td>Prerequisite: ENG-101</td>
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<td>ELECTIVE</td>
<td>Humanities General Education Elective</td>
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<td>MTH.......</td>
<td>Mathematics General Education Elective</td>
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<td>Must test into College-level Math or take all appropriate prerequisites</td>
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<tr>
<td>ELECTIVE</td>
<td>Laboratory Science General Education Elective</td>
<td>4</td>
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TOTAL CREDITS 60

PROGRAM DESCRIPTION
A dental assistant works at chairside while the dentist examines and treats patients. The dental assistant makes the patient comfortable in the chair, prepares the patient for treatment, obtains dental records, prepares impression and restorative materials, exposes and processes dental radiographs, and hands the dentist the proper instruments and materials. The assistant also sterilizes and disinfects instruments, prepares dental tray setups, and instructs the patient in preoperative and general oral health.

PROGRAM STUDENT LEARNING OUTCOMES
At the end of the program, the graduate will be able to:
1. Perform the clinical tasks and responsibilities of a registered dental assistant under direct supervision of a dentist.
2. Provide patient education.
3. Apply technology in order to find information, take intraoral photographs, take digital radiographs and manage patient and business records.
4. Integrate and apply basic science, dental science and dental assisting knowledge and skills.
5. Explain and apply basic concepts of dental ethics and jurisprudence.

SPECIAL PROGRAM REQUIREMENTS
- Completion of the Dental Assisting Certificate program at Camden County College or graduation from a recognized accredited dental assisting (CODA) career program.
- Physical exam, various immunizations, drug screening verification must be current and will be required prior to beginning of class.
- Interview and assessment of credentials with the program coordinator.
- Placement into college-level English and mathematics courses based on the results of the College Placement Test or other approved test.
- Proof of high school diploma.
- Application to the Dental Assisting program.
- Minimum of 2.5 GPA.
- Completion of high school biology or chemistry lab course with a “C” or better (equivalent courses may be taken at CCC).
- Must maintain a grade “C” or better in all dental assisting coursework.
- All credit assessments will be conducted by transcripts.
- Students will perform two full-mouth series on patients to pre-clinical proficiency. Although some patients may be provided by the College, the student may need, identify and schedule patients who have a clinical need for dental radiographic imaging.

NOTICE
Part-time evening alternative ALL courses will be held Monday-Thursday 5:30-8:30pm

Clinical placements are a required part of the curriculum and a requirement for graduation. Clinical placements may require a criminal background check, health clearance and/or drug testing before participation is allowed. Clinical sites may deny a student's participation in the event of a positive finding. Individuals who have been convicted of a felony or misdemeanor may be denied certification or licensure as a health professional. Information regarding eligibility may be obtained from the appropriate credentialing body.

Student must have adequate transportation for the clinical placement requirement.

ACCREDITATION
- The Dental Assisting Program is accredited by the Commission on Dental Accreditation.
- The Dental Assisting radiology course is accredited by the New Jersey Radiologic Technology Board of Examiners.

CONTACT PERSON
Professor Roxane Terranova, Coordinator
(856) 227-7200, ext. 447
email: rterranova@camdencc.edu

FOR MORE INFORMATION ON THESE PROGRAMS VISIT WWW.CAMDENCC.EDU/PROGRAMS
NURSING & ALLIED HEALTH

Academic Certificate
Dental Assisting

FIRST YEAR/SUMMER SEMESTER

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TOTAL CREDITS 41

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NOTICE

Part-time evening alternative ALL courses will be held Monday-Thursday 5:30-8:30pm

Clinical placements are a required part of the curriculum and a requirement for graduation. Clinical placements may require a criminal background check, health clearance and/or drug testing before participation is allowed. Clinical sites may deny a student's participation in the event of a positive finding. Individuals who have been convicted of a felony or misdemeanor may be denied certification or licensure as a health professional. Information regarding eligibility may be obtained from the appropriate credentialing body.

Student must have adequate transportation for the clinical placement requirement.

ACCREDITATION

- The Dental Assisting Program is accredited by the Commission on Dental Accreditation.
- The Dental Assisting radiology course is accredited by the New Jersey Radiologic Technology Board of Examiners.

CONTACT PERSON

Professor Roxane Terranova, Coordinator
(856) 227-7200 ext. 4471
Email: rterranova@camdencc.edu
# Associate in Applied Science
## Dental Hygiene

**Course #** | **Course Name** | **Credits** | **Notes** | **Prerequisites**
---|---|---|---|---
ENG-101 | English Composition I | 3 | Must test into ENG-101 or complete all appropriate prerequisites | 
BIO-117 | Basic Anatomy and Physiology | 4 | | 
HEP-181 | Basic Life Support “C” AHA | 1 | 

## First Year/Fall Semester

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
<th>Notes</th>
<th>Prerequisites</th>
</tr>
</thead>
</table>
BIO-118 | Basic Anatomy and Physiology | 4 | | 
DHY-111 | Dental Hygiene I Seminar | 2 | | 
DHY-120 | Dental Radiology | 4 | | 
DHY-130 | Dental Anatomy | 2 | | 
DHY-151 | Dental Hygiene I Pre-Clinic | 2 | | 
DHY-170 | Medical Emergencies in the Dental Office | 1 | | 
CMM-130 | General/Organic/Biochemistry for Dental Hygiene | 4 | | 

## First Year/Spring Semester

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
<th>Notes</th>
<th>Prerequisites</th>
</tr>
</thead>
</table>
BIO-121 | Basic Microbiology | 4 | | 
DHY-122 | Dental Hygiene II Seminar | 2 | | 
DHY-142 | Periodontics I | 2 | | 
DHY-152 | Dental Hygiene II Clinic | 3 | | 
DHY-162 | Dental Lab Procedures | 2 | | 
DHY-172 | Head and Neck Anatomy | 2 | | 
FNS-106 | Foundations of Nutritional Science | 3 | | 

## Second Year/Summer Semester

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
<th>Notes</th>
<th>Prerequisites</th>
</tr>
</thead>
</table>
ENG-102 | English Composition II | 3 | | 
SOC-101 | Introduction to Sociology | 3 | | 

## Second Year/Fall Semester

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
<th>Notes</th>
<th>Prerequisites</th>
</tr>
</thead>
</table>
DHY-233 | Dental Hygiene III Seminar | 2 | | 
DHY-235 | Advanced Techniques in Periodontics | 1 | | 
DHY-253 | Dental Hygiene III Clinic | 6 | | 
DHY-261 | Pathology | 2 | | 
DHY-271 | Pharmacology and Anesthesiology | 2 | | 

## Second Year/Spring Semester

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
<th>Notes</th>
<th>Prerequisites</th>
</tr>
</thead>
</table>
DHY-212 | Community Dentistry | 2 | | 
DHY-224 | Dental Hygiene IV Seminar | 2 | | 
DHY-252 | Local Dental Anesthesiology | 2 | | 
DHY-254 | Dental Hygiene IV Clinic | 4 | | 
DHY-262 | Ethics, Jurisprudence and Practice Management | 1 | | 
PSY-101 | Basic Psychology | 3 | | 

**TOTAL CREDITS 78**

## Program Description
A licensed dental hygienist is a health care professional, oral health educator and clinician who utilizes scientific knowledge and methods to provide preventative, educational and therapeutic services to support the control of oral diseases and the promotion of oral health. Under the supervision of a dentist, the hygienist records the patient’s dental history, charts the mouth for evaluation and diagnosis by the dentist, scales and polishes teeth, and functions as a dental health educator. The Dental Hygiene program is a two-year, full-time, daytime program that prepares students to take national, regional and state licensure exams in dental hygiene.

## Program Student Learning Outcomes
At the end of the program, the graduate will be able to:
1. Integrate and apply basic science, dental science and dental hygiene knowledge and skills.
2. Recognize sources of information and information gathering techniques that enable them to seek and obtain information when needed.
3. Apply computer skills in order to find information, take intraoral photographs, take digital radiographs, obtain periodontal charting information, and manage patient records.
4. Provide humane and compassionate care to all patients without discrimination as outlined in the Patient’s Bill of Rights.
5. Provide dental hygiene care utilizing the dental hygiene process of assessment, dental hygiene diagnosis, treatment planning, implementation and evaluation.
6. Present preventative educational programs in various settings.

## Accreditation
The program in Dental Hygiene is accredited by the Commission on Dental Accreditation, and recognized by the Commission on Recognition of Post-Secondary Accreditation and by the United States Department of Education. The Dental Accreditation can be contacted at 800-232-6108 or at 211 East Chicago Avenue, Chicago, IL 60611.

## Special Program Requirements
The Office of Records and Registration will accept applications for the Dental Hygiene Program ONLY between Sept 1 and Feb 1. All prerequisite courses and documentation must be completed by Feb 1. A class is accepted once a year in the fall semester. For more information on the special requirements of this program, visit the CCC Web page under Programs of Study-Health and Wellness- Dental Hygiene.

## Contact Person
Dawn Conley, RDH, M.Ed, Director of Dental Programs
Email: dconley@camdencc.edu

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**For more information on these programs visit** [www.camdencc.edu/programs](http://www.camdencc.edu/programs)
NURSING & ALLIED HEALTH

Associate in Science

Liberal Arts and Science:
Health and Exercise Science Option

HPE.AS

FIRST YEAR/FIRST SEMESTER

<table>
<thead>
<tr>
<th>Course #</th>
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</tr>
</thead>
<tbody>
<tr>
<td>ENG-101</td>
<td>English Composition I</td>
<td>3</td>
<td>Must test into ENG-101 or complete all appropriate prerequisites</td>
</tr>
<tr>
<td>BIO-111</td>
<td>Biology I: Science</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>HPE-130</td>
<td>Consumer Health Decisions</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PSY-101</td>
<td>Basic Psychology or SOC-101</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Introduction to Sociology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HPE-175</td>
<td>Foundations of Fitness</td>
<td>3</td>
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FIRST YEAR/SECOND SEMESTER

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<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG-102</td>
<td>English Composition II</td>
<td>3</td>
<td>Prerequisite: ENG-101</td>
</tr>
<tr>
<td>BIO-211</td>
<td>Anatomy &amp; Physiology I</td>
<td>4</td>
<td>Prerequisite: BIO-111</td>
</tr>
<tr>
<td>HPE-211</td>
<td>Theory/Application Physical Training I</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>HPE-195</td>
<td>Concepts of Individual and Dual Sports</td>
<td>3</td>
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SECOND YEAR/FIRST SEMESTER

<table>
<thead>
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<th>Course #</th>
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<tbody>
<tr>
<td>BIO-212</td>
<td>Anatomy &amp; Physiology II</td>
<td>4</td>
<td>Prerequisite: BIO-211</td>
</tr>
<tr>
<td>HIS-101</td>
<td>World Civilization I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MTH-111</td>
<td>Introduction to Statistics</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>FNS-105</td>
<td>Introduction to Nutrition</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HPE-170</td>
<td>First Aid Safety &amp; Prevention of Injury</td>
<td>3</td>
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</table>

SECOND YEAR/SECOND SEMESTER

<table>
<thead>
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<th>Course #</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>HPE-178</td>
<td>Motor Development and Motor Learning</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SPE-102</td>
<td>Public Speaking</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HPE-106</td>
<td>Stress Management</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HPE-127</td>
<td>Exercise Techniques &amp; Prescription</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>ELECTIVE</td>
<td>Humanities Elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HPE-161</td>
<td>Weight Training</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL CREDITS 60

PROGRAM DESCRIPTION

The Health and Exercise Science Option prepares a student to receive an Associate in Science degree and transfer to a four-year college to major in a variety of related fields in health, fitness, physical education, pre-physical or occupational therapy, and exercise science.

PROGRAM STUDENT LEARNING OUTCOMES

At the end of the program, the graduate will be able to:
1. Perform critical analysis in solving problems and analyzing information as it relates to health and exercise science.
2. Explain and apply basic CPR and first aid techniques.
3. Identify and discuss current health issues in the United States.
4. Identify and explain basic components of physical fitness.

CERTIFICATION

Camden County College and the Health and Exercise Science Department are recognized as Educational Partners with the American Council on Exercise (A.C.E.) www.acefitness.org
1. HPE 211 course prepares students to pass the A.C.E. National Certification exam in personal training.
2. A degree PLUS a personal training certification are now the standard for employment in the fitness industry.

CONTACT PERSON

Dr. Nicholas DiCicco, Chair
(856) 227-7200 ext. 4264
Email: ndicicco@camdencc.edu
NURSING & ALLIED HEALTH

Certificate of Achievement
Personal Trainer

FIRST YEAR/ FIRST SEMESTER

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HPE...</td>
<td>HPE Elective</td>
<td>3</td>
</tr>
<tr>
<td>FNS-105</td>
<td>Introduction to Nutrition</td>
<td>3 or 2</td>
</tr>
<tr>
<td>or HPE-129</td>
<td>Sports Nutrition</td>
<td></td>
</tr>
<tr>
<td>HPE-100</td>
<td>Personal Fitness</td>
<td>1</td>
</tr>
<tr>
<td>HPE-161</td>
<td>Weight Training</td>
<td>1</td>
</tr>
<tr>
<td>HPE-127</td>
<td>Exercise Techniques and Prescription</td>
<td>1</td>
</tr>
<tr>
<td>HPE-201</td>
<td>Theories &amp; Applications of Physical Training I</td>
<td>4</td>
</tr>
<tr>
<td>HPE-170</td>
<td>First Aid, Safety, and Prevention of Injuries</td>
<td>3</td>
</tr>
</tbody>
</table>

FIRST YEAR/ SECOND SEMESTER

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>HPE-210</td>
<td>Internship: Personal Trainer Certificate</td>
<td>3</td>
<td>Prerequisite: FNS-105 or HPE-129 and HPE-100, HPE-127, HPE-161, HPE-170 and HPE-201</td>
</tr>
</tbody>
</table>

TOTAL CREDITS 19 OR 18

PROGRAM DESCRIPTION
Personal fitness trainers help clients to assess their level of physical fitness and help them to set and reach fitness goals. They demonstrate various exercises and help clients to improve their exercise techniques. They may keep records of their clients’ exercise sessions in order to assess their progress towards physical fitness. Personal trainers work with clients on a one-on-one basis. 15 credits transfer from this program into the Health and Exercise Science degree (HPE.AS)

CERTIFICATION
Camden County College and the Health and Exercise Science Department are recognized as Educational Partners with the American Council on Exercise (A.C.E.) www.acefitness.org

- HPE 211 course prepares students to pass the A.C.E. National Certification exam in personal training.
- A degree PLUS a personal training certification are now the standard for employment in the fitness industry.

Students can earn this certification while obtaining an A.S. in Health and Exercise Science. All of the certification courses are part of the HPE.AS degree.

SPECIAL PROGRAM REQUIREMENTS
- Completion of an internship at a local fitness center or the College’s Wellspring Fitness Center for 10-15 hours per week.
- Students entering college for the first time must take the College Placement Test before entering the program.

NOTICE
Clinical placement may be a required part of the curriculum and a requirement for graduation. Clinical placements may require a criminal background check, health clearance and/or drug testing before participation is allowed. Clinical sites may deny a student’s participation in the event of a positive finding. Individuals who have been convicted of a felony or misdemeanor may be denied certification or licensure as a health professional. Information regarding eligibility may be obtained from the appropriate credentialing body.

CONTACT PERSON
Dr. Nicholas DiCicco, Chair
(856) 227-7200 ext. 4264
Email: ndicicco@camdencc.edu

FOR MORE INFORMATION ON THESE PROGRAMS VISIT WWW.CAMDENCC.EDU/PROGRAMS
# Associate in Applied Science
## Health Science: Certified Medical Assistant Option

### CMA.AAS

<table>
<thead>
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</tr>
</thead>
<tbody>
<tr>
<td>ENG-101</td>
<td>English Composition I</td>
<td>3</td>
<td>Must test into ENG-101 or complete all appropriate prerequisites</td>
</tr>
<tr>
<td>HIT-120</td>
<td>Medical Terminology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PSY-101</td>
<td>Basic Psychology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ELECTIVE</td>
<td>Laboratory Science General Education Elective</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>ELECTIVE</td>
<td>Computer Information Systems Elective</td>
<td>3</td>
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</tbody>
</table>

### FIRST YEAR/SECOND SEMESTER

<table>
<thead>
<tr>
<th>Course #</th>
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<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG-102</td>
<td>English Composition II</td>
<td>3</td>
<td>Prerequisite: ENG-101</td>
</tr>
<tr>
<td>SOC-101</td>
<td>Introductory to Sociology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ELECTIVE</td>
<td>Laboratory Science General Education Elective</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>MTH.....</td>
<td>Mathematics General Education Elective</td>
<td>3</td>
<td></td>
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</tbody>
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### SECOND YEAR/FIRST SEMESTER

<table>
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<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHL-232</td>
<td>Biomedical Ethics</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HPE-102</td>
<td>Health &amp; Wellness</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ELECTIVE</td>
<td>Diversity-Humanities General Education Elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ELECTIVE</td>
<td>Post-Secondary Work</td>
<td>22</td>
<td>Students will receive 22 credits for their post-secondary work after completing the 38 credits at Camden County College</td>
</tr>
</tbody>
</table>

### TOTAL CREDITS

60

### PROGRAM DESCRIPTION

Medical assistants who hold a Certified Medical Assistant (CMA) certification are eligible to receive college credit for their post-secondary education. All applicants to this program must take a required core of courses consisting of a minimum of 38 college credits. Medical assistants are eligible to apply for a maximum of 22 additional college credits toward an associate in health science degree: Certified Medical Assistant Option, through portfolio assessment.

### PROGRAM STUDENT LEARNING OUTCOMES

At the end of the program, the graduate will be able to:
1. Communicate in both written and oral formats.
2. Apply the scientific method of inquiry to analyze problems and draw conclusions from evidence and data.
3. Identify resources, obtain and critically evaluate information.
4. Model ethical professional behaviors in the role of a healthcare professional.

### CONTACT PERSON

Professor Marsha Patrick, MS, RD, FAND, Coordinator  
(856) 227-7200, ext. 4665  
Email: mpatrick@camdencc.edu
NURSING & ALLIED HEALTH

Associate in Applied Science
Health Science

HSC.AAS

CIP Code 51.0000

FIRST YEAR/FIRST SEMESTER

<table>
<thead>
<tr>
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<tr>
<td>BIO-117</td>
<td>Basic Anatomy &amp; Physiology I</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>HIT-120</td>
<td>Medical Terminology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PSY-101</td>
<td>Basic Psychology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ELECTIVE</td>
<td>Diversity: Humanities Education Elective</td>
<td>3</td>
<td></td>
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FIRST YEAR/SECOND SEMESTER

<table>
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<td>BIO-118</td>
<td>Basic Anatomy &amp; Physiology II</td>
<td>4</td>
<td>Prerequisite: BIO-117</td>
</tr>
<tr>
<td>PHL-232</td>
<td>Biomedical Ethics</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SOC-101</td>
<td>Introduction to Sociology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MTH 101</td>
<td>Mathematics General Education</td>
<td>3</td>
<td>Must test into College-level Math or take all appropriate prerequisites</td>
</tr>
<tr>
<td>or MTH 111</td>
<td>Mathematics General Education Elective</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

SEMEISTER

| ELECTIVE | Portfolio Assessment | 28 | Students receiving less than 28 college credits for their post-secondary work should select additional courses from the following list to graduate with a minimum of 60 credits: Laboratory Science General Education Elective, Statistics Social Science General Education Elective, Humanities General Education Elective. |

TOTAL CREDITS 60

PROGRAM DESCRIPTION
- Allied health paraprofessionals who have earned a certificate or license may be eligible to receive college credits for their accredited, post-secondary education. Students may transfer college credit to four-year institutions or use the degree for career advancement.
- Students may earn a minimum of 22 to a maximum of 28 credits for completing a post-secondary, accredited allied health program.
- The credits awarded are based on the number of hours spent in training at an accredited allied health program recognized by Camden County College.
- To earn the Associate in Applied Science degree, students must complete the courses listed in the Health Science program curriculum at Camden County College.
- Students must review their portfolio assessment with the coordinator to be eligible to be a health science major.

PROGRAM STUDENT LEARNING OUTCOMES
At the end of the program, the graduate will be able to:
1. Communicate in both written and oral formats.
2. Apply the scientific method of inquiry to analyze problems and draw conclusions from evidence and data.
3. Identify resources, obtain and critically evaluate information.

SPECIAL ADMISSION REQUIREMENTS
- Submission of diploma or certificate from an accredited allied health program to the allied health coordinator for evaluation.
- Graduates of an approved Camden County College non-credit program may be eligible to earn college credits for their previous experience.
- Conference with the allied health coordinator.
- Must complete all basic skills requirements prior to beginning the program.

CONTACT PERSON
Professor Marsha Patrick, MS, RD, FAND, Coordinator
(856) 227-7200, ext. 4665
Email: mpatrick@camdencc.edu
NURSING & ALLIED HEALTH

AssOCIATE IN APPLIED SCIENCE

Health Information Technology

HIT.AAS

CIP Code 51.0706

PROGRAM DESCRIPTION

The Health Information Technology (HIT) program is designed to prepare graduates for employment in the field of health information management technology. Entry-level Health Information Technicians may be employed in a variety of health care settings. These include hospitals, physician’s offices, long-term care facilities, ambulatory surgical centers, home health agencies, public health departments, insurance companies and software vendors.

PROGRAM STUDENT LEARNING OUTCOMES

At the end of the program, the graduate will be able to:
1. Compute, interpret and analyze healthcare statistics.
2. Gather, interpret, analyze and monitor data used for quality management and performance improvement programs that relate to Health Information Technology and Health Information Management.
3. Analyze and validate coding and coding data for accuracy and compliance with federal and coding guidelines.

ACCREDITATION

The Health Information Technology program at Camden County College is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) in cooperation with the American Health Information Management Association (AHIMA).

NATIONAL CERTIFICATION

Students who have graduated from this accredited program are eligible and encouraged to take the Registered Health Information Technician (RHIT) certification exam. Students can receive further information on this exam and its requirements from the director or at the national organizational website (www.ahima.org).

NOTE

Clinical placements are a required part of the curriculum and a requirement for graduation. Clinical placements may require a criminal background check, health clearance and/or drug testing before participation is allowed. Clinical sites may deny a student’s participation in the event of a positive finding. Individuals who have been convicted of a felony or misdemeanor may be denied certification or licensure as a health professional. Information regarding eligibility may be obtained from the appropriate credentialing body.

TOTAL CREDITS

67

CONTACT PERSON

Linda Mesko, MS, RHIA, Director
(856) 968-1331
e-mail: lmesko@camdencc.edu

This program can be completed online.

PROGRAM INFORMATION
NURSING & ALLIED HEALTH

Academic Certificate
Medical Coding

**MDC.CT**

**CIP Code** 51.0707

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### FIRST SEMESTER

<table>
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<td>English Composition I</td>
<td>3</td>
<td>Must test into ENG-101 or complete all appropriate prerequisites</td>
</tr>
<tr>
<td>BIO-103</td>
<td>Human Biology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CIS-105</td>
<td>Computer Literacy</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HIT-101</td>
<td>Introduction to Health Information</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HIT-120</td>
<td>Medical Terminology</td>
<td>3</td>
<td></td>
</tr>
</tbody>
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### SECOND SEMESTER

<table>
<thead>
<tr>
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<th>Course Name</th>
<th>Credits</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIT-115</td>
<td>Healthcare Reimbursement</td>
<td>3</td>
<td>HIT-101, HIT-120, BIO-103 or BIO-117 or BIO-211</td>
</tr>
<tr>
<td>HIT-130</td>
<td>Introduction to Ambulatory Coding</td>
<td>3</td>
<td>HIT-101, HIT-120, and BIO-103 or BIO-117 and BIO-118 or BIO-211 and BIO-212</td>
</tr>
<tr>
<td>HIT-134</td>
<td>Basic Pathophysiology</td>
<td>3</td>
<td>HIT-120, BIO-103 or BIO-117 or BIO-211</td>
</tr>
<tr>
<td>HIT-140</td>
<td>Diagnostic and Procedural Coding I</td>
<td>3</td>
<td>HIT-101, HIT-120, and BIO-103 or BIO-117 and BIO-118 or BIO-211 and BIO-212</td>
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### THIRD SEMESTER

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIT-132</td>
<td>Basic Pharmacology</td>
<td>3</td>
<td>HIT-120 and BIO-103 or BIO-117 or BIO-211</td>
</tr>
<tr>
<td>HIT-135</td>
<td>Medical Coding Internship</td>
<td>2</td>
<td>HIT-115, HIT-130, HIT-134 and HIT-140</td>
</tr>
<tr>
<td>HIT-215</td>
<td>Advanced Ambulatory Coding</td>
<td>3</td>
<td>HIT-130, HIT-132 and HIT-154</td>
</tr>
<tr>
<td>HIT-240</td>
<td>Diagnostic and Procedural Coding II</td>
<td>4</td>
<td>HIT-132, HIT-154, and HIT-140</td>
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</table>

**TOTAL CREDITS** 39

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**PROGRAM DESCRIPTION**

This certificate prepares students for employment in a variety of areas that require coding expertise. This program is approved by the American Health Information Management Association (AHIMA).

**PROGRAM STUDENT LEARNING OUTCOMES**

At the end of the program, the graduate will be able to:

1. Assign, analyze and validate coding and coding data for accuracy and compliance with federal coding guidelines.

**NOTICE**

Clinical placements are a required part of the curriculum and a requirement for graduation. Clinical placements may require a criminal background check, health clearance and/or drug testing before participation is allowed. Clinical sites may deny a student's participation in the event of a positive finding. Individuals who have been convicted of a felony or misdemeanor may be denied certification or licensure as a health professional. Information regarding eligibility may be obtained from the appropriate credentialing body.

**PROGRAM INFORMATION**

The Medical Coding certificate program can be completed online.

**CONTACT PERSON**

Linda Mesko, MS, RHIA, Director
(856) 968-1331
email: lmesko@camdencc.edu

---

FOR MORE INFORMATION ON THESE PROGRAMS VISIT [WWW.CAMDENCC.EDU/PROGRAMS](http://WWW.CAMDENCC.EDU/PROGRAMS)
NURSING & ALLIED HEALTH

Allied Health

CIP Code 51.3501

Massage Therapy

MAS.AAS

**FIRST SEMESTER**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG-101</td>
<td>English Composition I</td>
<td>3</td>
<td>Must test into ENG-101 or complete all appropriate prerequisites</td>
</tr>
<tr>
<td>MAS-200</td>
<td>Therapeutic Massage</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>MAS-205</td>
<td>Environmental Management</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>BIO-117</td>
<td>Basic Anatomy &amp; Physiology I</td>
<td>4</td>
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</tr>
<tr>
<td>MTH….</td>
<td>Mathematics General Education Elective</td>
<td>3</td>
<td>Must test into College level Math or take all appropriate prerequisites</td>
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**FIRST YEAR/SECOND SEMESTER**

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<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG-102</td>
<td>English Composition II</td>
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<td>Prerequisite: ENG-101</td>
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<tr>
<td>FNS-105</td>
<td>Introduction to Nutrition</td>
<td>3</td>
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<tr>
<td>MAS-209</td>
<td>Structures &amp; Functions for the Bodyworker I</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>MAS-211</td>
<td>Structures &amp; Functions for the Bodyworker II</td>
<td>2</td>
<td>Prerequisite: MAS-209</td>
</tr>
<tr>
<td>MAS-240</td>
<td>Specialized Massage Techniques</td>
<td>3</td>
<td>Prerequisite: MAS-200, Co-requisite: MAS-209 and MAS-260</td>
</tr>
<tr>
<td>MAS-260</td>
<td>Palpation and Kinesiology for Massage Therapy</td>
<td>3</td>
<td>Prerequisite: MAS-200</td>
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**SUMMER SEMESTER**

<table>
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<tbody>
<tr>
<td>MAS-201</td>
<td>Student Massage Clinic</td>
<td>1</td>
<td>Prerequisite: MAS-200</td>
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**SECOND YEAR/FIRST SEMESTER**

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<th>Course Name</th>
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<tbody>
<tr>
<td>PSY-101</td>
<td>Basic Psychology</td>
<td>3</td>
<td></td>
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<tr>
<td>MAS-261</td>
<td>Pathology for Massage Therapy</td>
<td>4</td>
<td>Prerequisite: MAS-200 and MAS-209</td>
</tr>
<tr>
<td>HPE-106</td>
<td>Stress Management</td>
<td>3</td>
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<tr>
<td>HPE-170</td>
<td>First Aid, Safety &amp; Prevention of Injuries</td>
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<td>HPE….</td>
<td>Health and Exercise Science Elective</td>
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**SECOND YEAR/SECOND SEMESTER**

<table>
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<th>Course Name</th>
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<tbody>
<tr>
<td>MAS-241</td>
<td>Business Management for Massage Professionals</td>
<td>2</td>
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<tr>
<td>MAS-243</td>
<td>Integrated Myofascial Structural Techniques</td>
<td>2</td>
<td>Prerequisite: MAS-209 and MAS-240</td>
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<tr>
<td>MAS-255</td>
<td>Massage Therapy Integration/Application</td>
<td>3</td>
<td>Prerequisite: MAS-211, MAS-260, MAS-261 Co-requisite: MAS-243</td>
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<td>SPE-102</td>
<td>Public Speaking</td>
<td>3</td>
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<tr>
<td>HPE-145</td>
<td>Wellspring Fitness Lab I</td>
<td>1</td>
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<tr>
<td>ELECTIVE</td>
<td>Diversity – Humanities General Education Elective</td>
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**CHOICE OF COURSES TO EQUAL 2 CREDIT HOURS FROM BELOW**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MAS-215</td>
<td>Therapeutic Sensory Applications I</td>
<td>1</td>
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<tr>
<td>MAS-220</td>
<td>Eastern Therapeutic Concepts</td>
<td>1</td>
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<tr>
<td>MAS-225</td>
<td>Therapeutic Sensory Applications II</td>
<td>2</td>
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<tr>
<td>MAS-230</td>
<td>Therapeutic Herbal Applications</td>
<td>2</td>
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</table>

**TOTAL CREDITS** 66

PROGRAM DESCRIPTION

Massage therapy is a profession in which the practitioner applies manual techniques with the intention of positively affecting the health and well-being of the client. An increasing body of research shows massage therapy reduces heart rate and can help lower blood pressure. The most common types of massage are Swedish massage, deep-tissue massage, Shiatsu-acupressure, neuromuscular, trigger point and sports massage.

PROGRAM STUDENT LEARNING OUTCOMES

At the end of the program, the graduate will be able to:
1. Create a safe massage environment.
2. Explain and apply knowledge of basic human anatomy as it relates to massage therapy.
3. Integrate various massage skills to provide effective massage therapy techniques in a clinical setting.
4. Obtain information from online and written sources.

SPECIAL ADMISSION REQUIREMENT

An interview with the director is required. Please call the Lourdes Institute of Wholistic Studies, (856) 869-3134 to schedule an appointment.

SPECIAL PROGRAM REQUIREMENTS

- Special lab fees for all Massage Therapy (MAS) program courses.
- Special equipment and materials for all MAS courses.

ACCREDITATION

This program meets all standards and requirements of the 504 minimum hours of massage education which will allow the student to become certified and/or licensed by the state of New Jersey, as described by the New Jersey Board of Massage and Somatic Therapies.

NOTICE:
Clinical placements are a required part of the curriculum and a requirement for graduation. Clinical placements may require a criminal background check, health clearance and/or drug testing before participation is allowed. Clinical sites may deny a student’s participation in the event of a positive finding. Individuals who have been convicted of a felony or misdemeanor may be denied certification or licensure as a health professional. Information regarding eligibility may be obtained from the appropriate credentialing body.

CONTACT PERSONS

Lourdes Institute of Wholistic Studies
Dr. Frank Pileggi, Dean
1600 Haddon Avenue
Camden, NJ 08103
(856) 580-6444
fpileggi@virtua.org

Prof. Marsha Patrick, MS, RD, FAND, Coordinator
(856) 227-7200, ext. 4665
Email: mpatrick@camdencc.edu
# Massage Therapy Certificate of Achievement

## Program Description

Massage therapy is a profession in which the practitioner applies manual techniques with the intention of positively affecting the health and well-being of the client. An increasing body of research shows massage therapy reduces heart rate and can help lower blood pressure. The most common type of massage are Swedish massage, deep-tissue massage, Shiatsu-acupressure, neuromuscular, trigger point and sports massage. This program meets the state of New Jersey requirements for licensure as a massage therapist.

## Special Program Requirements

- Special lab fees for all MAS courses.
- Special equipment and materials for some MAS courses.

## Special Admission Requirement

Students must be interviewed by the director of Lourdes Institute for Wholistic Studies, for entry into the program (856) 869-3134.

## Accreditation

This program meets all the standards and requirements of the 504 minimum hours of massage education which will allow the student to become certified and/or licensed by the state of New Jersey, as described by the New Jersey Board of Massage and Somatic Therapies.

## Notice

Clinical placements are a required part of the curriculum and a requirement for graduation. Clinical placements may require a criminal background check, health clearance and/or drug testing before participation is allowed. Clinical sites may deny a student’s participation in the event of a positive finding. Individuals who have been convicted of a felony or misdemeanor may be denied certification or licensure as a health professional. Information regarding eligibility may be obtained from the appropriate credentialing body.

MAS courses are restricted to students formally admitted into the Massage Therapy Program.

## Contact Persons

Lourdes Institute of Wholistic Studies
Dr. Frank Pileggi, Dean
1600 Haddon Avenue
Camden, NJ 08103
856-580-6444
Pileggi@virtua.org

Prof. Marsha Patrick, MS, RD, FAND, Coordinator
(856) 227-7200, ext. 4665
Email: mpatrick@camdencc.edu

This program is not approved for financial aid.

---

### First Semester

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAS-200</td>
<td>Therapeutic Massage</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>MAS-205</td>
<td>Environmental Management</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>MAS-209</td>
<td>Structures &amp; Functions I</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>MAS-211</td>
<td>Structures &amp; Functions II</td>
<td>2</td>
<td>Co-requisite: MAS-209</td>
</tr>
<tr>
<td>HPE-170</td>
<td>First Aid, Safety, Prevention of Injuries</td>
<td>3</td>
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#### Summer Session

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAS-201</td>
<td>Student Massage Clinic</td>
<td>1</td>
<td>Prerequisite: MAS-200</td>
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### Second Semester

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
<th>Notes</th>
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<tbody>
<tr>
<td>MAS-240</td>
<td>Specialized Massage Techniques</td>
<td>3</td>
<td>Prerequisite: MAS-200; Co-requisite: MAS-209 and MAS-260</td>
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<tr>
<td>MAS-241</td>
<td>Business Management for the Message Professional</td>
<td>2</td>
<td>Prerequisite: MAS-200; Co-requisite: MAS-209 and MAS-260</td>
</tr>
<tr>
<td>MAS-255</td>
<td>Massage Therapy Integration &amp; Application</td>
<td>3</td>
<td>Prerequisite: MAS-200; Co-requisite: MAS-209 and MAS-260</td>
</tr>
<tr>
<td>MAS-260</td>
<td>Palpation and Kinesiology for Massage Therapy</td>
<td>3</td>
<td>Prerequisite: MAS-200; Co-requisite: MAS-209 and MAS-260</td>
</tr>
<tr>
<td>MAS-261</td>
<td>Pathology for Massage Therapy</td>
<td>4</td>
<td>Prerequisite: MAS-200; Co-requisite: MAS-209 and MAS-260</td>
</tr>
<tr>
<td>HPE-106</td>
<td>Stress Management</td>
<td>3</td>
<td>Prerequisite: MAS-200; Co-requisite: MAS-209 and MAS-260</td>
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</table>

**TOTAL CREDITS** 35
# Occupational Therapy Assistant

## Occupational Therapy Assistant (OTA) Program

### FIRST YEAR/FIRST SEMESTER

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG-101</td>
<td>English Composition I</td>
<td>3</td>
<td>Must test into ENG-101 or complete all appropriate prerequisites</td>
</tr>
<tr>
<td>BIO-117</td>
<td>Basic Anatomy &amp; Physiology I</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>PSY-101</td>
<td>Basic Psychology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SOC-101</td>
<td>Introduction to Sociology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ELECTIVE</td>
<td>Diversity Humanities General Education Elective</td>
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### FIRST YEAR/SECOND SEMESTER

<table>
<thead>
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<th>Course Name</th>
<th>Credits</th>
<th>Notes</th>
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<tr>
<td>ENG-110Z</td>
<td>English Composition II</td>
<td>3</td>
<td>Prerequisite: ENG-101</td>
</tr>
<tr>
<td>BIO-118</td>
<td>Basic Anatomy &amp; Physiology II</td>
<td>4</td>
<td>Must test into College level Math or take all appropriate prerequisites</td>
</tr>
<tr>
<td>MTH-111</td>
<td>Introduction to Statistics</td>
<td>3</td>
<td>Prerequisite: PSY-101</td>
</tr>
<tr>
<td>PHL-232</td>
<td>Biomedical Ethics</td>
<td>3</td>
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<tr>
<td>PSY-109</td>
<td>Developmental Psychology</td>
<td>3</td>
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</tbody>
</table>

**TOTAL CCC CREDITS**: 32

**TOTAL CREDITS**: 74

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**Program Description**

Occupational Therapy Assistants (OTAs) work to provide services to persons of all ages who are challenged by disability, trauma, and/or the aging process, helping them to participate in occupations that are necessary and meaningful, and to improve their quality of life. OTAs work under the supervision of occupational therapists in all practice settings. The OTA program, offered by Camden County College in partnership with Rutgers – SHP, is committed to preparing Occupational Therapy Assistants as professionals who will contribute to the health and well-being of individuals, groups, and populations in New Jersey and beyond.

**Program Student Learning Outcomes:**

At the end of the program, the graduate will be able to:

1. Communicate in both written and oral formats.
2. Apply the scientific method of inquiry to analyze problems and draw conclusions from evidence data.
3. Identify resources, obtain and critically evaluate information.
4. Model ethical professional behaviors of a healthcare professional.

**Special Program Requirements**

- CCC applicants must complete all basic skills requirements.
- Contact SHP for complete admission requirements to the professional OTA program.
- Completion of prerequisite courses does not guarantee admission to the SHP-OTA professional program.
- Complete at least 16 of the specified pre-requisite credits before applying to SHP for the professional curriculum. All remaining credits must be complete for full acceptance.
- Must have a “C” or better in each pre-professional class at Camden and overall GPA of 2.5 or better.
- At Rutgers once enrolled, must maintain 2.3 GPA.
- Applications are due November 1 for part-time studies, and June 1 for full-time studies. Full-time and part-time studies are available on the Piscataway Campus.

**Notice:**

Clinical placements are a required part of the curriculum and a requirement for graduation. Clinical placements may require a criminal background check, health clearance and/or drug testing before participation is allowed. Clinical sites may deny a student’s participation in the event of a positive finding. Individuals who have been convicted of a felony or misdemeanor may be denied certification or licensure as a health professional. Information regarding eligibility may be obtained from the appropriate

**Accreditation**

The Occupational Therapy Assistant (OTA) Program at Rutgers, The State University of New Jersey is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE’s telephone number c/o AOTA is (301) 652-22---AOTA. www.acoteonline.org

**Contact Persons**

**College Contact:**

Professor Marsha Patrick, MS, RD, FAND, Coordinator  
(856) 227-7200, ext. 4665  
Email: mpatrick@camdencc.edu

**Rutgers Contact:**

Deb McKernan-Ace, Program Director  
Rutgers School of Health Professions  
email: dam440@shp.rutgers.edu  
908-889-2474  
shp.rutgers.edu/psychiatric-rehabilitation/occupational-therapy-assistant-associate-in-science-degree/

**This Program is Not Approved for Financial Aid**
NURSING & ALLIED HEALTH

Associate in Applied Science

Health Science

Surgical Technology Option

SRG.AAS

FIRST YEAR/FIRST SEMESTER

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>ENG-101</td>
<td>English Composition I</td>
<td>3</td>
<td>Must test into ENG-101 or complete all appropriate prerequisites</td>
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<tr>
<td>BIO-117</td>
<td>Basic Anatomy &amp; Physiology I</td>
<td>4</td>
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<td>HIT-120</td>
<td>Medical Terminology</td>
<td>3</td>
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<tr>
<td>HPE-181</td>
<td>Basic Life Support C-AHA</td>
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<td>SPE-102</td>
<td>Public Speaking</td>
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<tr>
<td>MTH…</td>
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FIRST YEAR/SECOND SEMESTER

<table>
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<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
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<tr>
<td>BIO-118</td>
<td>Basic Anatomy and Physiology II</td>
<td>4</td>
<td>Prerequisite: HIT-117</td>
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<tr>
<td>BIO-121</td>
<td>Basic Microbiology</td>
<td>4</td>
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<tr>
<td>HIT-152</td>
<td>Basic Pharmacology</td>
<td>3</td>
<td>Prerequisite: HIT-120, and BIO-103, BIO-117 or BIO-211</td>
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<tr>
<td>SRG-102</td>
<td>Fundamentals of Surgical Technology</td>
<td>5</td>
<td>Prerequisites: ENG-101, HIT-120, BIO-117</td>
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SECOND YEAR/FIRST SEMESTER

<table>
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<th>Course #</th>
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<th>Credits</th>
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<tr>
<td>HIT-154</td>
<td>Basic Pathophysiology</td>
<td>3</td>
<td>Prerequisites: HIT-120</td>
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<tr>
<td>SRG-112</td>
<td>Surgical Procedures I</td>
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<td>Prerequisites: SRG-102 Co-requisite: HIT-117 and BIO-103 or BIO-117 or BIO-211</td>
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<tr>
<td>SRG-118</td>
<td>Clinical Rotation I</td>
<td>6</td>
<td>Prerequisites: BIO-117, BIO-118, BIO-121, HIT-120, HIT-152, SRG-102 Co-requisite: HIT-154 and SRG-112</td>
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SECOND YEAR/SECOND SEMESTER

<table>
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<tbody>
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<td>SRG-212</td>
<td>Surgical Procedures II</td>
<td>3</td>
<td>Prerequisite: SRG-112, Co-requisite: SRG-218</td>
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<td>SRG-218</td>
<td>Clinical Rotation II</td>
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<td>Prerequisite: SRG-118</td>
</tr>
<tr>
<td>SRG-220</td>
<td>Surgical Technology Capstone</td>
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<td>Prerequisite: SRG-112, SRG-118, Co-requisites: SRG-212, SRG-218</td>
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</tbody>
</table>

TOTAL CREDITS 60

PROGRAM DESCRIPTION

This selective associate degree program will prepare students for a career in Surgical Technology. Surgical Technologists are an integral part of the operating room team. They prepare sterile instruments and supplies needed for procedures. The Surgical Technologist remains throughout the surgery passing the necessary items needed.

PROGRAM STUDENT LEARNING OUTCOMES

At the end of the program, the graduate will be able to:
1. Demonstrate expertise in the theory and application of sterile and aseptic technique.
2. Integrate knowledge of human anatomy, pharmacology, microbiology, surgical procedures and implementation tools and technologies to facilitate successful performance of invasive and diagnostic procedures.
3. Effectively participate in various surgical procedures through suitable selection of instrumentation and supplies promoting effective patient care.
4. Successfully prepare for the certification examination and employment in the surgical technology field.

SPECIAL ADMISSION REQUIREMENTS

1. Apply to Camden County College.
2. Apply to the Surgical Technology Program.
3. Attend at least one (1) information session. Dates will be available from program representative and on the website.
4. Must have a cumulative GPA of 2.5.
5. Applicants that meet all requirements and follow directions of the process completely will have an interview.

PROGRAM INFORMATION

1. Students must achieve a grade of “C” or better in all required courses and maintain an overall minimum GPA of 2.5.
2. Clinical rotations are conducted during the daytime. The Director assigns students to specific locations. Students must obtain a minimum of 600 hours and a specific number of surgical procedures to satisfy program completion and eligibility for the national certification examination.

CONTACT PERSONS

April Anderson, Director
(856) 227-7200 ext. 4638
Email: aanderson@camdencc.edu

Latasha Dyer, Secretary
(856) 227-7200 ext. 4247
Email: Ldyer@camdencc.edu
PROGRAM DESCRIPTION
Opticians dispense corrective lenses to aid patients in their visual needs. This is accomplished by using scientific and clinical procedures and applying learned skills needed to successfully produce and fit top quality eyewear.

PROGRAM GOALS
• To provide students with the skills and knowledge needed to successfully complete the New Jersey State Ophthalmic Dispensing Examination, the American Board of Opticianry Examination, and the National Contact Lens Examination.
• To prepare students for employment opportunities within the optical profession.
• To provide students with a General Education foundation.

PROGRAM STUDENT LEARNING OUTCOMES
At the end of the program, the graduate will be able to:
1. Fabricate a complete pair of eyeglasses conforming to state and ANSI standards.
2. Interpret a doctor’s prescription.
3. To dispense a complete pair of eyeglasses and contact lenses from a doctor’s prescription.
4. Demonstrate knowledge of spectacle lens and contact lens design through mathematical calculations.

SPECIAL PROGRAM REQUIREMENTS
• All candidates must take the College Placement Test and complete the required courses prior to beginning course work.
• The program has an open enrollment policy; however, any applicant who does not have college-level mathematics or English must achieve satisfactory scores on the College Placement Test.
• All perspective students must schedule an interview with the ophthalmic science program director.
• Clinical placements are a required part of the curriculum and a requirement for graduation. Clinical placements may require a criminal background check, health clearance and/or drug testing before participation is allowed. Clinical sites may deny a student’s participation in the event of a positive finding. Individuals who have been convicted of a felony or misdemeanor may be denied certification or licensure as a health professional. Information regarding eligibility may be obtained from the appropriate credentialing body.

ACCREDITATION
The Ophthalmic Science program is accredited by the Commission on Opticianry Accreditation.

CONTACT PERSON
Daniel G. Banks, Coordinator
(856) 227-7200, ext. 5102
Email: dbanks@camdencc.edu
Certificate of Achievement  
Ophthalmic Science Apprentice

**FIRST YEAR-FIRST SEMESTER**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPH-104</td>
<td>Ophthalmic Lab I</td>
<td>3</td>
<td>Co-requisite: OPH-111; Must be taken within the first 12 months of apprenticeship.</td>
</tr>
<tr>
<td>OPH-111</td>
<td>Ophthalmic Materials Lecture I</td>
<td>3</td>
<td>Co-requisite: OPH-104; Must be taken within the first 12 months of apprenticeship.</td>
</tr>
</tbody>
</table>

**FIRST YEAR/SECOND SEMESTER**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPH-105</td>
<td>Ophthalmic Lab II</td>
<td>3</td>
<td>Prerequisite: OPH-104; Co-requisite: OPH-112; Must be taken within the first 12 months of apprenticeship.</td>
</tr>
<tr>
<td>OPH-112</td>
<td>Ophthalmic Materials Lecture II</td>
<td>3</td>
<td>Prerequisite: OPH-111; Co-requisite: OPH-105; Must be taken within the first 12 months of apprenticeship.</td>
</tr>
</tbody>
</table>

**SECOND YEAR/FIRST SEMESTER**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPH-130</td>
<td>Anatomy of the Eye</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>OPH-220</td>
<td>Optic Principles</td>
<td>3</td>
<td>Prerequisite: OPH-105 and OPH-112</td>
</tr>
</tbody>
</table>

**SECOND YEAR/SECOND SEMESTER**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPH-131</td>
<td>Introduction to Contact Lenses</td>
<td>3</td>
<td>Prerequisite: OPH-130</td>
</tr>
<tr>
<td>OPH-203</td>
<td>Ophthalmic Materials Laboratory III</td>
<td>2</td>
<td>Prerequisite: OPH-105</td>
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**THIRD YEAR/FIRST SEMESTER**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPH-240</td>
<td>Ophthalmic Dispensing I</td>
<td>4</td>
<td>Prerequisite: OPH-105 and OPH-112</td>
</tr>
</tbody>
</table>

**THIRD YEAR/SECOND SEMESTER**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>OPH-241</td>
<td>Ophthalmic Dispensing II</td>
<td>4</td>
<td>Prerequisite: OPH-240</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS 31**

**PROGRAM DESCRIPTION**

Opticians dispense corrective lenses to aid patients in their visual needs. This is accomplished by using scientific and clinical procedures and applying learned skills needed to produce and fit top quality eyewear successfully.

**PROGRAM GOALS**

- To provide students with the skills and knowledge needed to successfully complete the New Jersey State Ophthalmic Dispensing Examination, the American Board of Opticianry Examination, and the National Contact Lens Examination.
- To prepare students for employment opportunities within the optical profession.

**PROGRAM STUDENT LEARNING OUTCOMES**

At the end of the program, the graduate will be able to:
1. Fabricate a complete pair of eyeglasses conforming to state and ANSI standards.
2. Interpret a doctor's prescription.
3. Dispense a complete pair of eyeglasses and contact lenses from a doctor's prescription.
4. Demonstrate knowledge of spectacle lens and contact lens design through mathematical calculations.

**SPECIAL PROGRAM REQUIREMENTS**

- All candidates must take the College Placement Test and complete the required courses prior to beginning course work.
- The program has an open enrollment policy; however, any applicant who does not have college-level mathematics or English must achieve satisfactory scores on the College Placement Test.
- All perspective students must schedule an interview with the ophthalmic science program director.
- Due to the sequential nature of the optical courses, admission is usually limited to the fall semester. General Education courses can be taken all year.
- Students must earn a grade of “C” or better in all ophthalmic courses in order to be eligible for the New Jersey Ophthalmic Dispensers Exam.
- Students must have an approved apprenticeship for 36 months prior to program completion to be eligible for the New Jersey Ophthalmic Dispensers Exam.

**NOTICE:** Clinical placements are a required part of the curriculum and a requirement for graduation. Clinical placements may require a criminal background check, health clearance and/or drug testing before participation is allowed. Clinical sites may deny a student’s participation in the event of a positive finding. Individuals who have been convicted of a felony or misdemeanor may be denied certification or licensure as a health professional. Information regarding eligibility may be obtained from the appropriate credentialing body.

**ACCREDITATION**

The Ophthalmic Science program is accredited by the Commission on Opticianry Accreditation

**EMPLOYMENT OPPORTUNITIES**

- Ophthalmology offices
- Eye clinics
- Hospital ophthalmic clinics/offices
- Universities
- Contact lens practices

**CONTACT PERSON**

Daniel G. Banks, Coordinator, Ophthalmic Science  
Email: dbanks@camdencc.edu  
(856) 227-7200, ext. 5102
NURSING & ALLIED HEALTH

Associate in Applied Science

Dietetic Technology

DTT.AAS

FIRST YEAR/FIRST SEMESTER

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG-101</td>
<td>English Composition I</td>
<td>3</td>
<td>(Must test into ENG-101 or complete all appropriate prerequisites)</td>
</tr>
<tr>
<td>FNS-100</td>
<td>Dietetic Foundations</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>FNS-106</td>
<td>Foundations of Nutritional Science</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>FNS-110</td>
<td>Food Service Management</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MTH....</td>
<td>Mathematics General Education Elective</td>
<td>3</td>
<td>(Must test into College level Math or take all appropriate prerequisites)</td>
</tr>
</tbody>
</table>

FIRST YEAR/SECOND SEMESTER

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG-102</td>
<td>English Composition II</td>
<td>3</td>
<td>(Prerequisite: ENG-101)</td>
</tr>
<tr>
<td>CHM-101</td>
<td>General, organic &amp; Biological Chemistry I</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>FNS-150</td>
<td>Life Cycle Nutrition</td>
<td>3</td>
<td>(Prerequisite: FNS-100 and FNS-106)</td>
</tr>
<tr>
<td>HPE-102</td>
<td>Health and Wellness</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PSY-101</td>
<td>Basic Psychology</td>
<td>3</td>
<td></td>
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SECOND YEAR/FIRST SEMESTER

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHM-160</td>
<td>Fundamentals of Food Science</td>
<td>4</td>
<td>(Prerequisite: FNS-130 and CHM-101 OR FNS-106 and CHM-111)</td>
</tr>
<tr>
<td>FNS-200</td>
<td>Community Nutrition Rotation</td>
<td>3</td>
<td>(Prerequisite: FNS-150)</td>
</tr>
<tr>
<td>FNS-210</td>
<td>Food Service Operations</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>FNS-211</td>
<td>Therapeutic Nutrition I</td>
<td>3</td>
<td>(Prerequisite: FNS-150)</td>
</tr>
<tr>
<td>ELECTIVE</td>
<td>Diversity: Humanities General Education Elective</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

SECOND YEAR/SECOND SEMESTER

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>FNS-212</td>
<td>Therapeutic Nutrition II</td>
<td>3</td>
<td>(Prerequisites: FNS-211 and one 4 credit Lab Science)</td>
</tr>
<tr>
<td>FNS-221</td>
<td>Quantity Food Production</td>
<td>4</td>
<td>(Prerequisites: FNS-210 or HTS-115)</td>
</tr>
<tr>
<td>FNS-240</td>
<td>Food Service Rotation</td>
<td>3</td>
<td>(Prerequisites: FNS-210)</td>
</tr>
<tr>
<td>ELECTIVE</td>
<td>Laboratory Science General Education Elective</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

SUMMER SEMESTER

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>FNS-250</td>
<td>Clinical Nutrition Rotation</td>
<td>3</td>
<td>(Prerequisites: FNS-200, FNS-212 and FNS-240)</td>
</tr>
</tbody>
</table>

TOTAL CREDITS: 64

PROGRAM DESCRIPTION

Dietetic technicians work in many interesting places, such as hospitals, long-term care/assisted living facilities, health clubs, community programs, food companies, research labs, and restaurants. They assist dietitians/nutritionists and other health professionals in a variety of ways, such as teaching and counseling people about proper nutrition, planning menus, preparing budgets, purchasing foods and supplies, and maintaining food safety and sanitation.

SPECIAL PROGRAM REQUIREMENTS

- High School Preparatory Diploma or equivalent.
- Placement into college level English and math.
- An interview with the Program Director is required.
- 450 hours of supervised field experience is required prior to graduation.
- The education program meets the Accreditation Council for Education in Nutrition and Dietetics (ACEND)-accredited and supervised practice sites meet ACEND’S requirements.
- Students are required to purchase lab-coats, aprons, and scrubs for field experiences, maintain student health insurance and provide reliable transportation to field sites.
- Field sites require a criminal background check.
- All program major courses have a no “D” grade policy.
- Academy of Nutrition and Dietetic Association student membership.
- Minimum cumulative grade point average of 3.0 for application to the Commission on Dietetic Registration (CDR) Exam
- The exam requirements are set by CDR.
- The program outcomes data are available on request.

PROGRAM STUDENT LEARNING OUTCOMES

At the end of the program, the graduate will be able to:

1. Demonstrate scientific and evidence base of practice with a general understanding of scientific information and research related to the dietetic technician level of practice.
2. Implement professional practice expectations: beliefs, values, attitudes and behaviors for the dietetic technician level of practice.
3. Perform clinical and customer services: development and delivery of information, products and services to individuals, groups and populations at the dietetic technician level of practice.
4. Practice management and use of resources defined as application of principles of management and systems in the provision of clinical and customer services to individuals and organizations at the dietetic technician level of practice.
5. Apply concepts of chemistry, physiology, microbiology related and food safety, mathematics, fundamentals of nutrition and nutrition across the life span at the dietetic technician level of practice.

ACCREDITATION

The Dietetic Technology program is accredited by:

The Accreditation Council for Education in Nutrition and Dietetics (ACEND), formerly known as the Commission on Accreditation for Dietetics Education (CADE)

120 South Riverside Plaza Suite 200
Chicago, IL 60606-6995
Phone: 1-800-877-1600

CONTACT PERSON

Professor Marsha Patrick MS, RD, FAND, Coordinator
(856) 227-7200 ext. 4665
Email: mpatrick@camdencc.edu
Returning Healthcare Professionals

HEALTH SCIENCE

Allied health paraprofessionals who have earned a certificate or license may be eligible to receive college credit for their accredited, post secondary education. Students may transfer college credit to four- year institutions or use the degree for career advancement.

- Students may earn a minimum of 22 to a maximum of 28 credits for completing a post secondary, accredited allied health program.
- The credits awarded are based on the number of hours spent in training at an accredited allied health program recognized by Camden County College.

- To earn the Associate in Applied Science degree, students must complete the courses listed in the Health Science program curriculum at Camden County College.
- Students must review their portfolio assessment with the coordinator to be eligible to be a health science major.

Contact: Professor Betty Joynes, Allied Health Coordinator
(856) 227-7200 ext. 4324
Email: bjoynes@camdencc.edu

Animal Care

VETERINARY EXAM ROOM ASSISTANT

This program is intended for anyone interested in the welfare of animals as well as those who wish to pursue exam room assisting as a career. Course content includes ethics, front desk operations, communication and client relations, medications and pharmacy protocol, exam room procedures, prep room protocols, small animal nursing, introduction to laboratory procedures and radiology.

- The credits awarded are based on the number of hours spent in training at an accredited allied health program.
- Students may earn a minimum of 22 to a maximum of 28 credits for completing a post secondary, accredited allied health program.
- The credits awarded are based on the number of hours spent in training at an accredited allied health program recognized by Camden County College.

- Students must review their portfolio assessment with the coordinator to be eligible to be a health science major.

Healthcare

CERTIFIED/REGISTERED MEDICAL ASSISTANT

According to U.S. Bureau of Labor Statistics, employment of medical assistants is projected to grow 18 percent by 2030, much faster than the average for all occupations. This Certified/Registered Medical Assistant program offers an accelerated curriculum to provide all the competencies necessary to pass the RMA exam and begin a new career in the thriving healthcare field. This program is designed to train students as multi-skilled professionals who will assist the physician in patient care, management, and education. This course includes classroom and the benefit of lab instruction, as well as the real-life experience of externship in a medical office. Students will learn to perform a variety of clinical and administrative duties including: Venipuncture, vital signs, urinalysis procedures, EKG, infection control techniques, sterilization techniques, hematology, tray setups, and patient preparation. Students will also learn administrative duties such as billing, coding, medical record-keeping, diagnostic procedures, medical terminology, and anatomy and physiology. The graduates of the Medical Assistant Program at the Career & Technical Institute of Camden County College are eligible to take the RMA certification examination and upon certification will have an opportunity to receive up to 22 credits towards an Associate's degree. The RMA (Registered Medical Assistant) exam is administered by American Medical Technologists (AMT). Although some credentials use “certified” and some use “registered,” all AMT members are considered “certified.” “Externship days and times may vary and may not follow the class schedule. Students must request a registration packet and provide all required medical documentation prior to registration. Students may be required to pass a background check and/or drug test before being admitted to externship.

Location: Camden County College, Camden Campus
CE.TRD-030  Hours: 720  CEUs: 72.0

CERTIFIED HEMODIALYSIS TECHNICIAN

Are you looking for a great entry-level opportunity to enter the Healthcare field with little to no experience? Most Dialysis Technician programs are designed for individuals working within the healthcare field, this program is designed to bring you from no knowledge or experience to employable within 5 months! This program offers a five-month curriculum designed to prepare the student for an entry-level position as a Hemodialysis Technician. The program will allow the student to progress through a standard dialysis facility orientation program at an accelerated rate by providing an extensive theoretical knowledge base and clinical practice in a laboratory setting. Dialysis clinic visitations will be scheduled for the purpose of observation and clinical conference. Courses to provide basic knowledge related to Nursing Principles and Practice, Anatomy and Physiology, and Medical Terminology. The Hemodialysis Technician is an important member of the Renal Care Team. Responsibilities include performance of routine dialysis procedures and patient care under the direction of a Nephrologist and supervision of an RN. Students who complete the Dialysis Technician program at the Career & Technical Institute of Camden County College are eligible to take the internationally recognized CHT (Certified Hemodialysis Technician) exam, through Bonent. No externship or work experience is required for this certification for CCC’s Dialysis graduates. In addition, students are eligible to take the CCHT (Certified Clinical Hemodialysis Technician) exam, through the Nephrology Nursing Certification Commission (NNCC) upon completion of an externship or six months of work experience.

This program is articulated with Camden County College’s Associates in Applied Science- Health Science Option (HSC.AAS). Students, who successfully complete this program, are eligible to apply for up to 28 credits, via portfolio assessment, toward the CCC associates in science degree.

FOR MORE INFORMATION ON THESE PROGRAMS VISIT WWW.CAMDENCC.EDU/PROGRAMS
CERTIFIED NURSING AIDE (CNA)

The New Jersey Department of Health and Senior Services regulates this professional certification program, which is designed to instruct students in the fundamentals of nursing care and philosophy. The program follows a series of modules designed to build skill competency and theory within the nurse aide student. Certified Nurse Aides (CNAs) may practice in long-term care facilities, rehabilitation centers, and sub-acute facilities. Both the classroom theory and practicum components incorporate such topics as health and disease processes, therapeutic and technical procedures, vital signs, hygiene and grooming care, nutrition and hydration, infection control, restorative care, observation and reporting, psychosocial care skills, caring for residents with Alzheimer's Disease and ethical behavior.

Admission requirements (to be completed prior to registration):
- Students must be high school graduates or possess a GED
- Students must be 18 years of age
- Students must maintain their own health insurance.

FORMS FOR PHYSICAL/IMMUNITIES/BACKGROUND CHECK/LIABILITY WILL BE PROVIDED AT THE SCHEDULED INFORMATION SESSION
- Students will maintain their own liability insurance.
- Student physical must be completed by doctor or nurse practitioner indicating they are in good health and meet the requirements for the course. We cannot accept physicals that were completed over six months ago.
- Students are expected to have several immunizations or be immune prior to registration. This can be done at your doctor's office.
- Students must have a 7 panel drug test.
- Students must have a 2-step PPD. The PPD must consist of the following: students must go to the doctor to receive the first injection and then return within 48-72 hours to have it read by their practitioner. The second PPD must be completed within 7-21 days after the first and read within 48-72 hours. There must be proof from your doctor's office of completion of both. PPD's are good for one year.
- Students must pass criminal background checks.
- Students are required to attend every class, lab and every clinical. Exceptions cannot be made nor are refunds given to those who violate this requirement.
- Students must complete each module in order to progress to the next module.
- In addition to class time, clinical pre-scheduled and must be completed. Clinical schedule will be announced at the start of class.
- Students are expected to be professional while attending class, lab and clinical setting. Inappropriate behavior will not be tolerated and will result in the student being removed from the class, lab and clinical site and the program without refund.
- Students are also expected to purchase the required textbook and uniform. Details will be given on these requirements at the time of registration.

Students can pick up a packet from Camden College Hall Suite 228. Information sessions are held through the semester. At these sessions the students get valuable information on the program as well as a packet with guidance. It is highly recommended that a student attend one of these sessions. Students are expected to be professional in class, lab and clinical setting. Inappropriate behavior will not be tolerated and will result in the student being removed from the program without refund. After successful completion of the program, students are eligible to take the skills and written test for state certification. The certification fee is separate from program's tuition.

The CNA registration packet is available at the Information Session. Completed packets should be returned to: College Hall if taking the course in Camden or Kevin G. Halpern Hall for Science & Health Education, Room 329 if taking the course in Blackwood.

4 college credits apply.

ALH 122 Hours: 90 CEUs: 9.0

PHARMACY TECHNICIAN

Upon completion of this course, students will be prepared to sit for the Pharmacy Technician Certification Board exam as well as be in a competitive position to seek employment in the field. Course content will include pharmacy law, interpreting prescriptions and computer entry, defining drugs by brand and generic names, ethics, inventory control, routes of administration, and side effects of medications. This course will also focus on mathematical calculations as they relate to dosage conversations and calculations and IV flow rates. It is suggested that individuals have a high school diploma or GED to enter the program due to the reading and math requirements of the course. Students are asked to bring a calculator to class.

CE.ALH 009 Hours: 144 CEUs: 14.4

CAREER & TECHNICAL INSTITUTE OF CAMDEN COUNTY COLLEGE

856-374-4955 tradetraining@camdencc.edu www.camdencc.edu/ce
Admission Requirements

- Students must come into Camden County College's office of Workforce Training & Continuing Education to pick up a registration packet. Online registration will not be accepted for this program.
- Students must be high school graduates or possess a GED to enroll in the program. Prior to enrollment, students must provide proof of one of the following: High School diploma, GED, High School transcript with graduation date noted, or college transcript.
- Students must have a 2-step PPD and a note from their doctor indicating they are in good health. The College cannot accept testing that was completed over six months ago.
- Students must have a Titers Test for Hepatitis B and Hepatitis C.
- CPR Certification is mandatory and is included as part of the program.
- Students must be able to pass a Criminal background check prior to externship, if selected.
- No information session is required for admission to this program.
- Additional requirements may apply. Contact the Office of Continuing Education at 856-374-4955 to request the full registration packet.

PATIENT CARE TECHNICIAN (FORMERLY MST)

The Patient Care Technician Program is designed to prepare students to train for one of the fastest growing professions in the health care industry today. The program focuses on building a complete and solid foundation for students in both classroom theory and hands-on clinical components. Students will build skills in basic and complex key concepts of anatomy and physiology; cardiac function; performing EKG; growth and development; phlebotomy; nursing care; nutrition; therapeutic communication; psychology; and critical thinking. Individuals prepared through the Patient Care Technician program may seek employment in acute care hospitals, sub-acute care facilities, outpatient laboratories, cardiac rehabilitation centers, and various other healthcare providers.

Please note: students wishing to participate in a clinical experience must secure a clinical facility. Clinical experience is not a requirement for program completion. Includes NHA CPCT/A exam voucher and CPR training

Admission requirements (complete prior to registration):

- Students must be high school graduate or possess a GED
- Students must be 18 years of age
- Special program admission requirements. This information is provided in the registration packet

CE.TRD-070  Hours: 600  CEUs: 60.0

CE.ALH 056  Hours: 187  CEUs: 18.7

Please note: Students wishing to participate in a clinical experience must secure a clinical facility. Clinical experience is not a requirement for program completion.
Culinary Arts/Restaurant Operations

CULINARY ARTS / BAKING & PASTRY
The Culinary portion of this program is designed to cover the basics of the culinary industry for employment or continuing education. Includes the following areas of study – knife skills, kitchen safety & organization, soups, sauces, cooking methods, international cuisine, food cost, menu design, catering, and recipe conversions. The Baking portion of this program is designed to cover the basic skills for baking industry employment or continuing education. Includes the following areas of study – kitchen safety, equipment usage, ingredients basics, baking mixing methods, production of cookies, pies, decorated cakes, basic bread doughs, Artisan breads, upscale specialty desserts, frozen desserts, laminated doughs & breakfast pastries, bakers’ math, food cost, menu planning, sanitation & more.

CE.TRD-050 Hours: 544 CEUs:54.4
# Science, Technology, Engineering & Math

## Associate in Science

### Liberal Arts and Science

### Science

### CIP Code 24.0101

### LAS.AS

## First Year/First Semester

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>ENG-101</td>
<td>English Composition I</td>
<td>3</td>
<td>Must test into ENG-101 or complete all appropriate prerequisites</td>
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</tbody>
</table>

### Choose two of the following Laboratory Sciences:

- **BIO-111** Biology I – Science
- **CHM-111** Chemistry I – Science
- **PHY-101** Physics I
- **PHY-201** Physics III

### MTH-125 Accelerated Precalculus
- **MTH-140** Calculus I
  - 4 Must test into MTH-140 or take all appropriate prerequisites

## First Year/Second Semester

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG-102</td>
<td>English Composition II</td>
<td>3</td>
<td>Prerequisite: ENG-101</td>
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</table>

### Choose two of the following Laboratory Sciences:

- **BIO-112** Biology II – Science
- **CHM-112** Chemistry II – Science
- **PHY-102** Physics II
- **PHY-202** Physics IV

### MTH-140 Calculus I
- **MTH-150** Calculus II
  - 4 Must test into MTH-140 or take all appropriate prerequisites

## Second Year/First Semester

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
<th>Notes</th>
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<tbody>
<tr>
<td>ELECTIVE</td>
<td>Mathematics General Education Elective</td>
<td>4</td>
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<tr>
<td>ELECTIVE</td>
<td>Lab Science General Education Elective</td>
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<td>ELECTIVE</td>
<td>Diversity-Humanities General Education Elective</td>
<td>3</td>
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<tr>
<td>HIS….</td>
<td>History General Education Elective</td>
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<tr>
<td>HPE….</td>
<td>Health and Exercise Science Elective</td>
<td>1</td>
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## Second Year/Second Semester

<table>
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<th>Notes</th>
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<tr>
<td>ELECTIVE</td>
<td>Lab Science General Education Elective</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>ELECTIVE</td>
<td>Social Science General Education Elective</td>
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<tr>
<td>ELECTIVE</td>
<td>Free Elective</td>
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<td>HPE….</td>
<td>Health and Exercise Science Elective</td>
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## Program Description

This transfer program is for students with a high interest in an aptitude for science and mathematics. The program prepares students for transfer into four-year colleges or universities primarily as preparation for a pre-professional course of study in such areas as medicine, dentistry, veterinary medicine and physical therapy.

## Program Student Learning Outcomes

At the end of the program, the graduate will be able to:
1. Utilize tools of written and oral expression.
2. Execute basic laboratory techniques.
3. Apply mathematical skills to data interpretation and problem solving.
4. Explain scientific principles and apply scientific reasoning.

## Contact Person

Professor Joseph Diacono  
(856) 227-7200, ext. 4207  
email: jdiaco@camdencc.edu
# SCIENCE, TECHNOLOGY, ENGINEERING & MATH

## Science

### Associate in Science

### Liberal Arts and Science: Biology Option

**BIO.AS**

**SCIENCE, TECHNOLOGY, ENGINEERING & MATH**

**Associate in Science**

**Liberal Arts and Science: Biology Option**

**BIO.AS**

### FIRST YEAR-FIRST SEMESTER

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<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>ENG-101</td>
<td>English Composition I</td>
<td>3</td>
<td>Must test into ENG-101 or complete all appropriate prerequisites</td>
</tr>
<tr>
<td>BIO-111</td>
<td>Biology I – Science</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>CHM-111</td>
<td>Chemistry I – Science</td>
<td>4</td>
<td>Prerequisite: CHM-010 and MTH-124 or MTH-125</td>
</tr>
<tr>
<td>MTH-140</td>
<td>Calculus I</td>
<td>4</td>
<td>Must test into MTH-140 or take all appropriate prerequisites</td>
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### FIRST YEAR/SECOND SEMESTER

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<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
<th>Notes</th>
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<tbody>
<tr>
<td>BIO-112</td>
<td>Biology II – Science</td>
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<td>Prerequisite: ENG-101</td>
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<tr>
<td>CHM-112</td>
<td>Chemistry II – Science</td>
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<td>Prerequisite: CHM-111</td>
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<tr>
<td>MTH-150</td>
<td>Calculus II</td>
<td>4</td>
<td>Prerequisites MTH-150: MTH-140;</td>
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<tr>
<td>or MTH-154</td>
<td>Biostatistics</td>
<td></td>
<td>Prerequisites MTH-150: MTH-140, BIO-111 and ENG-101</td>
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### SECOND YEAR/ FIRST SEMESTER

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<th>Credits</th>
<th>Notes</th>
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<tbody>
<tr>
<td>PHY-101</td>
<td>Physics I</td>
<td>4</td>
<td>Prerequisites PHY-101: MTH-100, Co-requisites PHY-101: MTH-124 or MTH-125;</td>
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<tr>
<td>or PHY-201</td>
<td>Physics III</td>
<td></td>
<td>Prerequisites for PHY-201: MTH-140</td>
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<tr>
<td>BIO-2....</td>
<td>200 Level Biology Laboratory Science Course</td>
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<td>Students who have taken PHY-101 or PHY-102 cannot use PHY-201 or PHY-202 to fulfill the 200 level laboratory Science General Education Electives.</td>
</tr>
<tr>
<td>or ELECTIVE</td>
<td>Humanities General Education Elective</td>
<td>3</td>
<td>Students should choose electives based on requirements of the transfer institution.</td>
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### SECOND YEAR/SECOND SEMESTER

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<th>Course #</th>
<th>Course Name</th>
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<tr>
<td>PHY-102</td>
<td>Physics II</td>
<td>4</td>
<td>Students who have taken PHY-101 or PHY-102 cannot use PHY-201 or PHY-202 to fulfill the 200 level laboratory Science General Education Electives.</td>
</tr>
<tr>
<td>or PHY-202</td>
<td>Physics IV</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO-255</td>
<td>Research Experience in Biology</td>
<td>4</td>
<td>Prerequisite: Minimum of 30 completed credits; 12 credits in BIO, 8 credits in MTH or SCI and a minimum GPA of 2.5</td>
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<tr>
<td>HIS-101</td>
<td>World Civilization I</td>
<td>3</td>
<td></td>
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<tr>
<td>ELECTIVE</td>
<td>Social Science General Education Elective</td>
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<td></td>
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<tr>
<td>HPE....</td>
<td>Health &amp; Exercise Science Elective</td>
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</table>

**TOTAL CREDITS 60**

### PROGRAM DESCRIPTION

This transfer program is designed for students who have a strong interest in biology and who plan to major in biology at a four-year college or university.

### PROGRAM STUDENT LEARNING OUTCOMES

At the end of the program, the graduate will be able to:
1. Explain the Principle of Evolution as the major unifying theme of Biology.
2. Explain cellular structure and physiology.
3. Explain the basic principles of Molecular Biology and Genetics.
4. Apply the scientific method to conduct experiments and analyze data.
5. Identify and differentiate cells and tissues using a microscope.
6. Utilize primary and secondary sources in the scientific literature to obtain biological information.

### CONTACT PERSON

Professor Rita Connolly, Chair
(856) 227-7200, ext. 4462, or 4467
email: rconnolly@camdencc.edu
SCIENCE, TECHNOLOGY, ENGINEERING & MATH

Associate in Science
Liberal Arts and Science: Chemistry Option CHM.AS

FIRST YEAR/FIRST SEMESTER

<table>
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<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
<th>Notes</th>
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<tr>
<td>ENG-101</td>
<td>English Composition I</td>
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<td>Must test into ENG-101 or take all appropriate prerequisites</td>
</tr>
<tr>
<td>CHM-111</td>
<td>Chemistry I Science</td>
<td>4</td>
<td>Prerequisite: CHM-010, and MTH-124 or MTH-125</td>
</tr>
<tr>
<td>MTH-140</td>
<td>Calculus I</td>
<td>4</td>
<td>Must test into MTH-140 or take all appropriate prerequisites</td>
</tr>
<tr>
<td>ELECTIVE</td>
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FIRST YEAR/SECOND SEMESTER

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<th>Course Name</th>
<th>Credits</th>
<th>Notes</th>
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<tr>
<td>ENG-102</td>
<td>English Composition II</td>
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<td>Prerequisite: ENG-101</td>
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<td>CHM-112</td>
<td>Chemistry II Science</td>
<td>4</td>
<td>Prerequisite: CHM-111</td>
</tr>
<tr>
<td>MTH-150</td>
<td>Calculus II</td>
<td>4</td>
<td>Prerequisites: MTH-140</td>
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<tr>
<td>ELECTIVE</td>
<td>Mathematics General Education Elective</td>
<td>3</td>
<td>Must test into College Level Math or take all appropriate prerequisites</td>
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SECOND YEAR/FIRST SEMESTER

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<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
<th>Notes</th>
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<tbody>
<tr>
<td>CHM-221</td>
<td>Organic Chemistry I</td>
<td>4</td>
<td>Prerequisite: CHM-112</td>
</tr>
<tr>
<td>PHY-201</td>
<td>Physics III</td>
<td>4</td>
<td>Prerequisites: MTH-140</td>
</tr>
<tr>
<td>MTH-210</td>
<td>Calculus III</td>
<td>4</td>
<td>Prerequisite: MTH-150</td>
</tr>
<tr>
<td>ELECTIVE</td>
<td>Humanities General Education Elective</td>
<td>3</td>
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</tr>
<tr>
<td>HPE...</td>
<td>Health &amp; Exercise Science</td>
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SECOND YEAR/SECOND SEMESTER

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<th>Course Name</th>
<th>Credits</th>
<th>Notes</th>
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<tbody>
<tr>
<td>CHM-222</td>
<td>Organic Chemistry II</td>
<td>4</td>
<td>Prerequisite: CHM-221</td>
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<tr>
<td>PHY-202</td>
<td>Physics IV</td>
<td>4</td>
<td>Prerequisite: PHY-201</td>
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<tr>
<td>ELECTIVE</td>
<td>Mathematics General Education Elective</td>
<td>3</td>
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<tr>
<td>or ELECTIVE</td>
<td>Laboratory Science General Education Elective</td>
<td>3</td>
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<tr>
<td>ELECTIVE</td>
<td>Diversity Social Science General Education Elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>or ELECTIVE</td>
<td>Diversity Humanities General Education Elective</td>
<td>3</td>
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</tr>
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</table>

TOTAL CREDITS 60

PROGRAM DESCRIPTION
This course of study is designed for students who have a strong interest in chemistry and who plan to work toward a major in chemistry or a related field.

PROGRAM STUDENT LEARNING OUTCOMES
At the end of the program, the graduate will be able to:
1. Use the scientific method to design and perform experiments in the chemistry laboratory.
2. Explain the fundamental concepts of chemistry.
3. Analyze data using mathematical and chemical principles and present in multiple formats.

CONTACT PERSON
William T. Lavell
(856) 227-7200, ext. 4478
email: wlavell@camdencc.edu
## Program Description
This transfer program is designed for students who have a strong interest in environmental science and plan to major in environmental science, ecology or biology at a four-year college or university.

## Program Student Learning Outcomes
At the end of the program, the graduate will be able to:
1. Utilize primary and secondary sources in the scientific literature to obtain information pertaining to environmental science.
2. Apply the scientific method to conduct experiments and analyze data.
3. Describe the important chemical and physical factors that have major effects on ecosystems.
4. Discuss the scientific principles of sustainability.
5. Summarize the root causes of major environmental problems.
6. Describe the major components of biodiversity and the importance of maintaining biodiversity.

## Contact Person
Professor Rita Connolly, Chair  
(856) 227-7200 ext. 4462 or 4467  
Email: rconnolly@camdencc.edu

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<table>
<thead>
<tr>
<th>Course #</th>
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<tr>
<td>ENG-101</td>
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<td>3</td>
<td>Must test into ENG-101 or complete all appropriate prerequisites</td>
</tr>
<tr>
<td>BIO-111</td>
<td>Biology II - Science</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>CHM-111</td>
<td>Chemistry I - Science</td>
<td>4</td>
<td>Prerequisite: CHM-110 and MTH-124 or MTH-125</td>
</tr>
<tr>
<td>MTH-140</td>
<td>Calculus I</td>
<td>4</td>
<td>Must test into MTH-140 or take all appropriate prerequisites</td>
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<td>Prerequisite: ENG-101</td>
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<td>BIO-112</td>
<td>Biology II - Science</td>
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<td>CHM-112</td>
<td>Chemistry II - Science</td>
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<td>Prerequisite: CHM-110</td>
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<td>Calculus II or Biostatistics</td>
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<td>or MTH-154</td>
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<td>General Anthropology</td>
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<td>BIO-206</td>
<td>Environmental Science: Theory &amp; Applications</td>
<td>4</td>
<td>Prerequisite: BIO-111</td>
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<td>BIO-225</td>
<td>Introduction to Plant Biology</td>
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<td>Prerequisite: BIO-111</td>
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<td>PHY-101</td>
<td>Physics I</td>
<td>4</td>
<td>PHY 101 Prerequisites: MTH-100; PHY 101 Co-requisites: MTH-124 or MTH-125;</td>
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<tr>
<td>or PHY-201</td>
<td>plx</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO-221</td>
<td>Microbiology I</td>
<td>4</td>
<td>Prerequisite: BIO-111</td>
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<tr>
<td>BIO-255</td>
<td>Research Experience in Biology</td>
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<td>Prerequisite: Minimum of 30 completed credits; 12 credits in BIO, 8 credits in MTH or SCI and a minimum GPA of 2.5</td>
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<td>GEO-101</td>
<td>Cultural Geography</td>
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<tr>
<td>HPE....</td>
<td>Health and Exercise Science Elective</td>
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**TOTAL CREDITS** 60
## SCIENCE, TECHNOLOGY, ENGINEERING & MATH

### Science

**Associate in Science**

**Liberal Arts and Science: Physics Option**

**PHY.AS**

### FIRST YEAR/FIRST SEMESTER

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<td>Must test into ENG-101 or take all appropriate prerequisites</td>
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<tr>
<td>HIS-101</td>
<td>World Civilization I</td>
<td>3</td>
<td></td>
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<tr>
<td>CIS-105</td>
<td>Computer Literacy</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MTH-140</td>
<td>Calculus I</td>
<td>4</td>
<td>Must test into MTH-140 or take all appropriate prerequisites</td>
</tr>
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### FIRST YEAR/SECOND SEMESTER

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<td>ENG-112</td>
<td>English Composition II</td>
<td>3</td>
<td>Prerequisite: ENG-101</td>
</tr>
<tr>
<td>CIS-206</td>
<td>Advanced Computer Concepts/Applications</td>
<td>3</td>
<td>Prerequisite: CIS-101 OR CIS-105</td>
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<tr>
<td>MTH-150</td>
<td>Calculus II</td>
<td>4</td>
<td>Prerequisite: MTH-140</td>
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<tr>
<td>CHM-111</td>
<td>Chemistry I – Science</td>
<td>4</td>
<td>CHM-111 Prerequisite: CHM-010 and MTH-124 or MTH-125</td>
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<td>or BIO-111</td>
<td>Biology I – Science</td>
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### SECOND YEAR/FIRST SEMESTER

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<th>Course Name</th>
<th>Credits</th>
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<tr>
<td>PHY-201</td>
<td>Physics III</td>
<td>4</td>
<td>Prerequisites: MTH-140</td>
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<td>MTH-210</td>
<td>Calculus III</td>
<td>4</td>
<td>Prerequisites: MTH-150</td>
</tr>
<tr>
<td>LFO-101</td>
<td>Introduction to Photonics &amp; Photonics Safety</td>
<td>4</td>
<td>LFO-101 Co-requisite: MTH-125;</td>
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<tr>
<td>or EET-101</td>
<td>Electrical &amp; Electronic Principles</td>
<td>4</td>
<td>EET-101 Prerequisite: MTH-123 OR MTH-125</td>
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<tr>
<td>ELECTIVE</td>
<td>Social Science General Education Elective</td>
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<th>Course #</th>
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<td>PHY-202</td>
<td>Physics IV</td>
<td>4</td>
<td>Prerequisite: PHY-201</td>
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<tr>
<td>MTH-220</td>
<td>Differential Equations</td>
<td>4</td>
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<td>Chemistry II – Science or</td>
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<td>CHM-112 Prerequisite: CHM-111</td>
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<td>or BIO-112</td>
<td>Biology II – Science</td>
<td>4</td>
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<td>ELECTIVE</td>
<td>Humanities General Education Elective</td>
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</table>

### TOTAL CREDITS 60

#### PROGRAM DESCRIPTION

This program is designed for students with interest in engineering, physics, or photonics. The credits in this program are transferable to four-year colleges for majors in engineering, physics, and any other specialty where university physics is required.

#### PROGRAM STUDENT LEARNING OUTCOMES

At the end of the program, the graduate will be able to:
1. Explain the fundamental concepts and applications of physics.
2. Design and conduct experiments demonstrating physics principles.
3. Apply mathematics to solve physics application problems.

#### CONTACT PERSON

William T. Lavell  
(856) 227-7200, ext. 4428  
Email: wlavell@camdencc.edu

For more information on these programs visit [WWW.CAMDENCC.EDU/PROGRAMS](http://WWW.CAMDENCC.EDU/PROGRAMS)
## SCIENCE, TECHNOLOGY, ENGINEERING & MATH

### Science

#### Associate in Applied Science

**Biotechnology**

**BIT.AAS**

**CIP Code 41.0101**

### Program Description

The Biotechnology program will prepare students for entry-level positions in industries involving the field of biotechnology. These industries include pharmaceuticals, university and private research laboratories, medical technology and biotechnology companies.

### Program Goals

- To prepare students for entry-level employment in a biotechnology area.
- To provide students with a General Education foundation.

### Program Student Learning Outcomes

At the end of the program, the graduate will be able to:

1. Work safely in a laboratory.
2. Analyze samples using modern computer interfaced instrumentation.
3. Analyze and present data in multiple formats (graphic, oral and written).
4. Explain the fundamental concepts of biology and chemistry.

### CONTACT PERSON

William T. Lavell
(856) 227-7200 ext. 4478
Email: wlavell@camdencc.edu

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### FIRST YEAR/FIRST SEMESTER

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
<th>Notes</th>
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<tr>
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<td>3</td>
<td>Must test into ENG-101 or take all appropriate prerequisites</td>
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<tr>
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<td>Biology I Science</td>
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<tr>
<td>BIT-102</td>
<td>Introduction to Biotechnology</td>
<td>1</td>
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<tr>
<td>MTH-125</td>
<td>Accelerated Pre-calculus</td>
<td>4</td>
<td>Must test into MTH-125 or complete all prerequisites</td>
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### FIRST YEAR/SECOND SEMESTER

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<th>Notes</th>
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<tbody>
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<td>ENG-102</td>
<td>English Composition II</td>
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<td>Prerequisite: ENG-101</td>
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<tr>
<td>BIO-221</td>
<td>Microbiology</td>
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<td>Prerequisite: BIO-111</td>
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<tr>
<td>CHM-111</td>
<td>Chemistry I – Science</td>
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<tr>
<td>MTH-171</td>
<td>Statistics I</td>
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<td>Prerequisites: MTH-174 or MTH-125, or MTH-135 or MTH-120</td>
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### SUMMER SEMESTER

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<td>CHM-112</td>
<td>Chemistry II – Science</td>
<td>4</td>
<td>Prerequisites: CHM-111</td>
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### SECOND YEAR/FIRST SEMESTER

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<td>Genetics</td>
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<td>BIT-201</td>
<td>Applications in Biotechnology</td>
<td>4</td>
<td>Prerequisites: BIO-221, BIT-102 and CHM-112; Co-requisites: BIO-240</td>
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<tr>
<td>CHM-221</td>
<td>Organic Chemistry I</td>
<td>4</td>
<td>Prerequisite: CHM-112</td>
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<td>HIS-101</td>
<td>World Civilization I</td>
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<tr>
<td>or ENG-271</td>
<td>World Literature I</td>
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### SECOND YEAR/SECOND SEMESTER

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<tr>
<td>BIT-202</td>
<td>Instrumental Analysis</td>
<td>4</td>
<td>Prerequisites: BIT-102, CHM-112 and CHM-221</td>
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<td>BIT-200</td>
<td>Fundamentals of Biochemistry</td>
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<td>Prerequisites: BIO-111 and CHM-221; Co-requisite BIO-240</td>
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<tr>
<td>PHL-232</td>
<td>Biomedical Ethics</td>
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<td>Health and Exercise Science Elective</td>
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### SUMMER SEMESTER

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<tr>
<td>BIT-205</td>
<td>Biotechnology Internship</td>
<td>3</td>
<td>Prerequisites: BIT-102, BIT-201 and BIT-202</td>
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### TOTAL CREDITS 60

---
## Associate in Applied Science

### Biotechnology: Forensic Science Option  
**FSC.AAS**

### Program Description

The forensic science option of the biotechnology program will prepare students for entry-level positions in forensics such as crime scene technician.

### Program Student Learning Outcomes

At the end of the program, the graduate will be able to:

1. Analyze data using mathematical and fundamental forensic science principles.
2. Explain the principles of forensic science in both written and oral formats.
3. Use computer integrated instrumentation to analyze forensic evidence.

### CONTACT PERSON

William T. Lavell  
(856) 227-7200 ext. 4478  
Email: wlavell@camdencc.edu

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### Courses

#### FIRST YEAR/FIRST SEMESTER

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<td>Must test into ENG 101 or complete all appropriate prerequisites</td>
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<td>BIO-111</td>
<td>Biology I Science</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>BIT-102</td>
<td>Introduction to Biotechnology</td>
<td>1</td>
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<tr>
<td>CHM-145</td>
<td>Introduction to Forensic Science</td>
<td>4</td>
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<tr>
<td>MTH-125</td>
<td>Accelerated Pre-calculus</td>
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<td>Must test into MTH-125 or take all appropriate prerequisites</td>
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#### FIRST YEAR/SECOND SEMESTER

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<td>ENG-102</td>
<td>English Composition II</td>
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<td>Prerequisite: ENG-101</td>
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<tr>
<td>CHM-111</td>
<td>Chemistry I – Science</td>
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<td>Prerequisite: CHM-010 and MTH-124 or MTH-125</td>
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<td>FSC-110</td>
<td>Introduction to Forensic Osteology</td>
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#### SUMMER SEMESTER

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<td>CHM-112</td>
<td>Chemistry II – Science</td>
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#### SECOND YEAR/FIRST SEMESTER

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<td>BIO-240</td>
<td>Genetics</td>
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<td>Prerequisites: BIO-111 and CHM-111</td>
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<tr>
<td>BIT-201</td>
<td>Applications in Biotechnology</td>
<td>4</td>
<td>Prerequisites: BIO-221, BIT-102 and CHM-112; Co-requisites: BIO-240</td>
</tr>
<tr>
<td>CHM-221</td>
<td>Organic Chemistry I</td>
<td>4</td>
<td>Prerequisite: CHM-112</td>
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<tbody>
<tr>
<td>BIT-202</td>
<td>Instrumental Analysis</td>
<td>4</td>
<td>Prerequisites: BIT-102, CHM-112 and CHM-221</td>
</tr>
<tr>
<td>BIT-200</td>
<td>Fundamentals of Biochemistry</td>
<td>4</td>
<td>Prerequisites: BIO-111 and CHM-221; Co-requisite: BIO-240</td>
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<tr>
<td>FSC-120</td>
<td>Introduction to Forensic Toxicology</td>
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<td>Prerequisite: CHM-145 and one 4 credit CHM course</td>
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**TOTAL CREDITS**: 60
## SCIENCE, TECHNOLOGY, ENGINEERING & MATH

### Associate in Arts

#### Computer Science

**CSC.AA**

**FIRST YEAR/FIRST SEMESTER**

<table>
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<th>Course #</th>
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<td>Must test into ENG-101 or complete all appropriate prerequisites</td>
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<tr>
<td>CSC-121</td>
<td>Structured Programming (C++)</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>HIS-101</td>
<td>World Civilization I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MTH-140</td>
<td>Calculus I</td>
<td>4</td>
<td>Must test into MTH-140 or complete all appropriate prerequisites</td>
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<td>ELECTIVE</td>
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<td>ENG-102</td>
<td>English Composition II</td>
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<td>Prerequisite: ENG-101</td>
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<tr>
<td>CSC-122</td>
<td>Computer Science I</td>
<td>4</td>
<td>Prerequisites: CSC-121 and MTH-100</td>
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<tr>
<td>HIS-102</td>
<td>World Civilization II</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MTH-129</td>
<td>Discrete Mathematics</td>
<td>4</td>
<td>Prerequisite: MTH-140</td>
</tr>
<tr>
<td>ELECTIVE</td>
<td>Social Science General Education Elective</td>
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**SECOND YEAR/FIRST SEMESTER**

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<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CSC-223</td>
<td>Computer Science II</td>
<td>4</td>
<td>Prerequisite: CSC-122, Co-requisite: MTH-129</td>
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<td>Diversity General Education Elective</td>
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<tr>
<td>ELECTIVE</td>
<td>Laboratory Science General Education Elective</td>
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<tr>
<td>ELECTIVE</td>
<td>Language General Education Elective</td>
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<td>Must take six credits in one language.</td>
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**SECOND YEAR/SECOND SEMESTER**

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<tr>
<td>CSC-226</td>
<td>Programming Languages</td>
<td>3</td>
<td>CSC-226 Prerequisite: CSC-223</td>
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<td>or CSC-240</td>
<td>Computer Organization</td>
<td>3</td>
<td>CSC-240 Prerequisite: CSC-121</td>
</tr>
<tr>
<td>SPE-102</td>
<td>Public Speaking</td>
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<tr>
<td>ELECTIVE</td>
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<td>Must take six credits in one language.</td>
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<tr>
<td>ELECTIVE</td>
<td>Humanities General Education Elective</td>
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**TOTAL CREDITS**

60

### PROGRAM DESCRIPTION

The program is designed to match the first two years of a Bachelor of Art (B.A.) in computer science degree at a baccalaureate institution by providing a seamless transition to upper-division computer science coursework. The curriculum emphasizes the theoretical foundations of computing, data structures and algorithms, object-oriented software design and programming, computer architecture and the study of high-level language paradigms. Students practice analysis, design implementation, and testing of software solutions. Students graduating from the program will be awarded an associate in arts degree.

### PROGRAM STUDENT LEARNING OUTCOMES

At the end of the program, the graduate will be able to:

1. Analyze, design, develop and test computer-based applications using problem solving and analytical skills developed throughout the program.
2. As part of a team, develop software applications that meet program requirements including the production of design and formal test plan documentation.
3. Demonstrate social awareness and analyze the global impact of computing on individuals, organizations and society.

### CONTACT PERSONS

- Dr. William Mink, Chair  
  (856) 227-7200 ext. 4769  
  Email: wmink@camdencc.edu
- Professor William Taylor  
  (856) 227-7200, ext. 4425  
  Email: wtaylor@camdencc.edu
### Science, Technology, Engineering & Math

#### Associate in Science

**Computer Science**

**CSC.AS**

**Program Description**

The program is designed to match the first two years of a Bachelor in Science (B.S.) in computer science degree at a baccalaureate institution by providing a seamless transition to upper-division computer science coursework. The curriculum emphasizes the theoretical foundations of mathematics, computing, data structures and algorithms, object-oriented software design and programming, as well as computer architecture and the study of high-level language paradigms. Students practice analysis, design, implementation, and testing of software solutions. Students graduating from the program will be awarded an associate in science degree.

**Program Student Learning Outcomes**

- At the end of the program, the graduate will be able to:
  1. Analyze, design, develop and test computer-based applications using problem solving and analytical skills developed throughout the program.
  2. As part of a team, develop software applications that meet program requirements including the production of design and formal test plan documentation.
  3. Apply scientific and mathematical principles to study computer science.

**Contact Persons**

- Dr. William Mink, Chair
  - (856) 227-7200 ext. 4769
  - Email: wmink@camdencc.edu
- Professor William Taylor
  - (856) 227-7200 ext. 4425
  - Email: wtaylor@camdencc.edu

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### First Year/First Semester

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<td>CSC-121</td>
<td>Structured Programming (C++)</td>
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<tr>
<td>HIS-101</td>
<td>World Civilization I</td>
<td>3</td>
<td>Prerequisites: (ENG-013 and ENG-023) or ENG-046</td>
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<td>MTH-140</td>
<td>Calculus I</td>
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### First Year/Second Semester

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<td>Computer Science I</td>
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<td>Prerequisites: CSC-121 and MTH-100</td>
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<td>HIS-102</td>
<td>World Civilization II</td>
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### Second Year/First Semester

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<td>CSC-223</td>
<td>Computer Science II</td>
<td>4</td>
<td>Prerequisites: CSC-122 Co-requisites: MTH-129</td>
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<td>MTH-129</td>
<td>Discrete Mathematics</td>
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<td>PHY-201</td>
<td>Physics III</td>
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<td>Prerequisites: MTH-140</td>
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<td>CSC-240</td>
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<td>Prerequisites: CSC-121</td>
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### Second Year/Second Semester

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<td>Linear Algebra</td>
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<td>Prerequisite: PHY-201</td>
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**Total Credits** 60
**SCIENCE, TECHNOLOGY, ENGINEERING & MATH**

**Technology**

**CIP Code 10.0303**

### Game Design and Development GDD.AAS

#### FIRST YEAR/FIRST SEMESTER

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<td>Must test into ENG-101 or complete all appropriate prerequisites</td>
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<tr>
<td>CID-123</td>
<td>Interactive Interface Design</td>
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<td>CID-115</td>
<td>Digital Storytelling</td>
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<td>CID-125</td>
<td>Game Design &amp; Development I</td>
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<td>Prerequisite: CGR-111</td>
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<td>ELECTIVE</td>
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<td>Prerequisite: ENG-101</td>
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<td>CSC-111</td>
<td>Web Page Design I</td>
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<td>CID-105</td>
<td>Podcasting</td>
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<td>CID-200</td>
<td>Game Design &amp; Development II</td>
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#### SECOND YEAR/FIRST SEMESTER

<table>
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<th>Course Name</th>
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<td>ENG-221</td>
<td>Creative Writing</td>
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<td>CID-204</td>
<td>Web and Digital Publications</td>
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<td>CID-255</td>
<td>Game Design &amp; Development III</td>
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<td>Prerequisite: CID-200</td>
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<tr>
<td>CID-239</td>
<td>2D Interactive Animation</td>
<td>3</td>
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<td>or CID-241</td>
<td>Computer Animation I</td>
<td>3</td>
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</tr>
<tr>
<td>MTH-111</td>
<td>Introduction to Statistics</td>
<td>3</td>
<td>Must test into College level Math or complete all appropriate prerequisites</td>
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#### SECOND YEAR/SECOND SEMESTER

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<th>Course Name</th>
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<tbody>
<tr>
<td>CID-242</td>
<td>Computer Animation II</td>
<td>3</td>
<td>Prerequisite CGR-242; CGR-241</td>
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<tr>
<td>or CID-260</td>
<td>Comic Book Design</td>
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<tr>
<td>CID-244</td>
<td>Special Effects</td>
<td>3</td>
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<tr>
<td>CID-256</td>
<td>Game Design &amp; Development Final Project</td>
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<td>Prerequisites: CID - 255</td>
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<td>ELECTIVE</td>
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</table>

**TOTAL CREDITS** 60

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**PROGRAM DESCRIPTION**

This program is designed for students interested in creating anything game related; 3D objects, to environments, to entire games themselves. Students will use a variety of design software and learn specific programming techniques involved in creating interactive games.

**PROGRAM STUDENT LEARNING OUTCOMES**

At the end of the program, the graduate will be able to:
1. Create interactive 2D and 3D computer and video games individually and in a group.
2. Analyze design software, programming languages, modeling and animation skills, level design and game engines used to design and develop video and interactive games.
3. Analyze and apply market research and business concepts related to video game production and distribution processes.
4. Synthesize and explain the economic, social and cultural implications of interactive media.

**CONTACT PERSONS**

Richard Dolan, Director  
(856) 227-7200, ext. 4518  
email: rdolan@camdencc.edu

Professor Phyllis Owens  
(856) 227-7200, ext. 4682  
email: powens@camdencc.edu
# Science, Technology, Engineering & Math

## Technology

### Associate in Applied Science

### Web Design and Development

**WEB.AAS**

**CIP Code 11.0801**

### FIRST YEAR/FIRST SEMESTER

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<th>Course Name</th>
<th>Credits</th>
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<td>ENG-101</td>
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<td>Must test into ENG-101 or complete all appropriate prerequisites</td>
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<td>CID-123</td>
<td>Interactive Interface Design</td>
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<td>CID-113</td>
<td>Web Page Design I</td>
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<tr>
<td>CIS-191</td>
<td>Internet Tools and Techniques</td>
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### FIRST YEAR/SECOND SEMESTER

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<td>Prerequisite: ENG-101</td>
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<tr>
<td>CID-105</td>
<td>Podcasting</td>
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<td>CID-203</td>
<td>UI &amp; UX Design</td>
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<td>CID-214</td>
<td>Web Page Design II</td>
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### SECOND YEAR/FIRST SEMESTER

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<td>CID-205</td>
<td>Graphics for Web</td>
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<td>CID-239</td>
<td>3D Interactive Animation</td>
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<td>ELECTIVE</td>
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### SECOND YEAR/SECOND SEMESTER

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<th>Course #</th>
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<tr>
<td>CID-215</td>
<td>Web Multimedia</td>
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<td>CID-220</td>
<td>Web Development</td>
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<td>CID-244</td>
<td>Special Effects</td>
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<td>CID-241</td>
<td>Computer Animation I</td>
<td>3</td>
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<td>CIS-192</td>
<td>Practical Applications of Website Management</td>
<td>3</td>
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<tr>
<td>or CSC-171</td>
<td>Introductory Programming with Python</td>
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**TOTAL CREDITS** 60

### PROGRAM DESCRIPTION

The growth of the Internet has increased demand for graphic designers with web capabilities. This degree will train students to have a competitive edge in this market. It will prepare students for jobs in web and interactive media design. It focuses on the design aspects of creating interactive web pages and on the artistic development of effective websites.

### PROGRAM STUDENT LEARNING OUTCOMES

At the end of the program, the graduate will be able to:

1. Produce high-quality, web enabled graphics.
2. Develop all types of graphic media including; web pages, internet marketing material, advertising and instructional material.
3. Plan, design, implement, test and maintain effective interactive sites and animations.
4. Use industry-standard tools and languages for website and interactive media creation.
5. Create a professional portfolio of interactive and web design samples.

### CONTACT PERSONS

- **Richard Dolan, Director**  
  (856) 227-7200, ext. 4518  
  email: rdolan@camdencc.edu

- **Professor Phyllis Owens**  
  (856) 227-7200, ext. 4682  
  email: powens@camdencc.edu
# Management of Information Systems

## FIRST YEAR/FIRST SEMESTER

<table>
<thead>
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<th>Credits</th>
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<tbody>
<tr>
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<td>English Composition I</td>
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<td>Must test into ENG-101 of complete all appropriate prerequisites</td>
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<td>ACC-104</td>
<td>Financial Accounting</td>
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<tr>
<td>CIS-105</td>
<td>Computer Literacy</td>
<td>3</td>
<td></td>
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<tr>
<td>or CIS-101</td>
<td>Personal Computer Applications</td>
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<td>MGT-101</td>
<td>Introduction to Business</td>
<td>3</td>
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<tr>
<td>MTH-111</td>
<td>Introduction to Statistics</td>
<td>3</td>
<td>Must test into College level Math or complete all appropriate prerequisites</td>
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## FIRST YEAR/SECOND SEMESTER

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<tr>
<td>ENG-102</td>
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<td>Prerequisite: ENG-101</td>
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<tr>
<td>ACC-105</td>
<td>Managerial Accounting</td>
<td>3</td>
<td>Prerequisite: ACC-104</td>
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<td>CSC-171</td>
<td>Introductory Python Programming</td>
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<tr>
<td>CIS-206</td>
<td>Advanced Computer Concepts and Apps</td>
<td>3</td>
<td>CIS-206 Prerequisite: CIS-101 or CIS-105</td>
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<tr>
<td>or CIS-237</td>
<td>Relational Database Concepts</td>
<td></td>
<td>CIS-237 - Offered Spring Semester Only</td>
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<td>General Education Elective</td>
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## SECOND YEAR/FIRST SEMESTER

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<tr>
<td>ECO-101</td>
<td>Macroeconomics</td>
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<tr>
<td>CIS-210</td>
<td>Management of Information Systems</td>
<td>3</td>
<td>Prerequisite: ENG-101, MTH-111, and CIS-101 or CIS-105 or CIS-206</td>
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<tr>
<td>LAW-101</td>
<td>Legal Environment/Business Law I</td>
<td>3</td>
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<td>HIS-101</td>
<td>World Civilization I</td>
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<td>or HIS-102</td>
<td>World Civilization II</td>
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<td>MTH-112</td>
<td>Elements of Statistics II</td>
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<tr>
<td>or MTH-114</td>
<td>College Algebra–Business &amp; Social Science</td>
<td>3</td>
<td>Must test into MTH-114 or complete prerequisite MTH-100</td>
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## SECOND YEAR/SECOND SEMESTER

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<tr>
<td>ECO-102</td>
<td>Microeconomics</td>
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<td>CIS-112</td>
<td>The Technology of Smartphones</td>
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<td>CIS-231</td>
<td>System Analysis and Design</td>
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<td>Prerequisite: CSC-111 or CSC-171 Spring Semester Only</td>
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<td>CHM-140</td>
<td>Chemistry &amp; Society</td>
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<td>or BIO-106</td>
<td>Living in the Environment</td>
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<td>MTH-122</td>
<td>Applied Calculus</td>
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## PROGRAM DESCRIPTION

The Associate in Science transfer program is designed to provide the first two years of a Bachelor of Science degree in Information Systems. This forward-thinking program offers a solid background in liberal arts and sciences as well as the skills and knowledge needed to design, create, manage, and effectively use modern information systems. The information systems curriculum has no single application focus. It is directed to the art and science of managing information in all application environments. Students learn how to determine information needs, design appropriate information systems, manage those systems, and measure the systems’ performance. The emphasis is on the users of computers, and on building professional-level information systems skills.

## PROGRAM STUDENT LEARNING OUTCOMES

At the end of the program, the graduate will be able to:
1. Execute the fundamental skills of business, programming, system software, and application software in a business computing environment.
2. Apply analysis and design to implement system change in a business environment.
3. Communicate effectively within an organization information systems solution using both verbal and written communication.
4. Work productively as a team member as well as independently.
5. Demonstrate professionalism and ethical behavior.
6. Adapt to emerging technologies and new environments.

## CONTACT PERSON

Professor Bernadette Carlin, Coordinator
(856) 227-7200, ext. 4423
email: bcarlin@camdencc.edu
SCIENCE, TECHNOLOGY, ENGINEERING & MATH

Associate in Applied Science

Computer Information Systems

CIS.AAS

FIRST YEAR/FIRST SEMESTER

<table>
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<td>ENG-101</td>
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<td>CIS-105</td>
<td>Computer Literacy</td>
<td>3</td>
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<tr>
<td>CSC-171</td>
<td>Introductory Python Programming</td>
<td>3</td>
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<td>MGT-101</td>
<td>Introduction to Business</td>
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<td>Must test into College level Math or complete all appropriate prerequisites</td>
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FIRST YEAR/SECOND SEMESTER

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<tr>
<td>ENG-102</td>
<td>English Composition II</td>
<td>3</td>
<td>Prerequisite: ENG-101</td>
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<tr>
<td>ACC-104</td>
<td>Financial Accounting</td>
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<tr>
<td>CIS-206</td>
<td>Advanced Computer Concepts &amp; Applications</td>
<td>3</td>
<td>Prerequisite: CIS-101 or CIS-105</td>
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<tr>
<td>CIS-181</td>
<td>Linux/UNIX Essentials</td>
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<td>MTH....</td>
<td>Mathematics General Education Elective</td>
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<td>Must test into College level Math or complete all appropriate prerequisites</td>
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SECOND YEAR/FIRST SEMESTER

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<td>ACC-105</td>
<td>Managerial Accounting</td>
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<td>Prerequisite: ACC-104</td>
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<td>CIS-257</td>
<td>Relational Database Concepts</td>
<td>3</td>
<td>Fall Semester Only</td>
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<td>CST-103</td>
<td>Microcomputer Operating System I: Workstations</td>
<td>3</td>
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<td>ECO-101</td>
<td>Macroeconomics</td>
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<td>CIS-210</td>
<td>Management of Information Systems</td>
<td>3</td>
<td>Prerequisite: ENG-101, MTH-111 and CIS-101 or CIS-105 or CIS-206 Fall Semester Only</td>
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SECOND YEAR/SECOND SEMESTER

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<td>System Analysis and Design</td>
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<td>ECO-102</td>
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<td>PMG-102</td>
<td>Introduction to Management</td>
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<td>or FIN-212</td>
<td>Principles of Finance</td>
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<td>FIN-212 Prerequisite: ACC-101 or ACC-104</td>
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<td>CIS-102</td>
<td>Spreadsheets</td>
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<tr>
<td>ELECTIVE</td>
<td>Diversity Humanities General Education Elective</td>
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</table>

TOTAL CREDITS 60

PROGRAM DESCRIPTION

The career degree is designed to prepare students to find employment using current computer applications in a business or organizational computing environment. Students will obtain an understanding of programming, operating systems and databases as well as basic knowledge of business fundamentals such as accounting, marketing, economics and management. This degree is designed to provide a solid foundation in the fundamental skills that are generally required to analyze organizational processes and design computer information system solutions, or to support and manage information systems. Courses within this program provide students with a solid base in problem solving skills.

PROGRAM STUDENT LEARNING OUTCOMES

At the end of the program, the graduate will be able to:

1. Perform fundamental skills of business, programming, and application software in a business/organizational computing environment.
2. Analyze and design information systems and database solutions to achieve business/organizational goals.
3. Implement a designed solution to solve business/organization information systems problems using state of the art programming techniques and applications software.

CONTACT PERSON

Professor Bernadette Carlin, Coordinator
(856) 227-7200, ext. 4423
email: bcarlin@camdencc.edu

FOR MORE INFORMATION ON THESE PROGRAMS VISIT WWW.CAMDENCC.EDU/PROGRAMS
### SCIENCE, TECHNOLOGY, ENGINEERING & MATH

**Technology**

**CAMDEN COUNTY COLLEGE**

**2022-2023**

---

**Academic Certificate**

**Computer Information Systems**

**CPG.CT**

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**First Year/First Semester**

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<th>Course Name</th>
<th>Credits</th>
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<td>English Composition I</td>
<td>3</td>
<td>Must test into ENG-101 or complete all appropriate prerequisites</td>
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<tr>
<td>ACC-104</td>
<td>Financial Accounting</td>
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<tr>
<td>CIS 105</td>
<td>Computer Literacy</td>
<td>3</td>
<td>CIS-206 Prerequisite: CIS-101 or CIS-105</td>
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<tr>
<td>or CIS 206</td>
<td>Advanced Computer Concepts and Applications</td>
<td>3</td>
<td></td>
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<tr>
<td>CSC-171</td>
<td>Introductory Python Programming</td>
<td>3</td>
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<tr>
<td>MGT-101</td>
<td>Introduction to Business</td>
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**First Year/Second Semester**

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<td>ACC-105</td>
<td>Managerial Accounting</td>
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<td>Prerequisite: ACC-104</td>
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<td>CIS-102</td>
<td>Spreadsheets</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CIS-181</td>
<td>Linux/UNIX Essentials</td>
<td>3</td>
<td></td>
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<td>CST-102</td>
<td>Introduction to Networking</td>
<td>3</td>
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<td>MTH_</td>
<td>Mathematics General Education Elective</td>
<td>3 or 4</td>
<td>Must test into College level Math or complete all appropriate prerequisites</td>
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**Total Credits**: 30/31

---

**Program Description**

This certificate program develops software solutions to meet the growing demand for individuals skilled in the development and management of information systems. Students learn how to determine information needs, design appropriate information systems, manage those systems, and measure the systems’ performance. It prepares students for careers in a rapidly changing technological world by training them to analyze business and organizational problems, challenges, and opportunities and to subsequently design, develop, implement and maintain computing solutions through the use of information and information technology.

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**Program Student Learning Outcomes**

At the end of the program, the graduate will be able to:

1. Perform fundamental skills of business, programming, and application software in a business/organizational computer environment.
2. Analyze, design, and implement an information systems approach to a business/organizational environment.
3. Demonstrate an understanding of relational database principles.

---

**Contact Person**

Professor Bernadette Carlin, Coordinator
(856) 227-7200 ext. 4423
Email: bcarlin@camdencc.edu

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**CAMDEN COUNTY COLLEGE 2022-2023**

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*a91*
Science, Technology, Engineering & Math

Certificate of Achievement
Database Administration Certificate

Program Description
The Database Administrator Certificate develops you to work with businesses or clients to determine their information storage needs, and then utilize database software to develop a strategy most suited to those needs. Throughout the program you'll be exposed to the latest trends and industry standards. Using Microsoft SQL Server in Windows and in Linux, you will learn troubleshooting, repairing databases, testing performance, security, and permissions. While immersed in the course work, you'll also be preparing for an industry certification within Microsoft that opens doors to employment and lifelong opportunities.

Program Student Learning Outcomes
At the end of the program, the graduate will be able to:
1. Design and develop SQL for handling tasks such as extracting information, trends, insights and metrics from data stored in the database.
2. Design, develop, create and run the queries and reports needed by end users or management teams.
3. Monitor, investigate, correct, and prevent data quality problems.
4. Create and manage a project using project management tools.
5. Write applications using Python.

Contact Person
Professor Bernadette Carlin, Coordinator
(856) 227-7200, ext. 4423
Email: bcarlin@camdencc.edu

This Program is Not Approved for Financial Aid
Certificate of Achievement
Linux/UNIX Administration

UNX.CA

FIRST YEAR/FIRST SEMESTER
<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS-181</td>
<td>Linux/UNIX Essentials</td>
<td>3</td>
<td></td>
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<tr>
<td>CST-102</td>
<td>Introduction to Networking</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CSC-171</td>
<td>Introduction to Python</td>
<td>3</td>
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FIRST YEAR/SECOND SEMESTER
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<th>Course #</th>
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<tr>
<td>CIS-285</td>
<td>Linux Networking and Security</td>
<td>3</td>
<td>Prerequisite: CIS-181, CST-102 and CSC-171</td>
</tr>
<tr>
<td>CIS-288</td>
<td>Linux Administration</td>
<td>3</td>
<td>Prerequisite: CIS-181, CST-102 and CSC-171</td>
</tr>
<tr>
<td>CIS-289</td>
<td>Linux System and Services</td>
<td>3</td>
<td>Prerequisite: CIS-181, CST-102 and CSC-171</td>
</tr>
</tbody>
</table>

TOTAL CREDITS 18

PROGRAM DESCRIPTION
The two-semester certificate program is career-oriented and consists of six core courses using RedHat Linux that will provide the student with a general working knowledge of the Linux/UNIX Operating System and the skill to handle the software used by the system. The goal of this certificate program is to enhance the student's computer skills with a general, practical background in Linux/UNIX to become a Linux/UNIX Administrator.

PROGRAM STUDENT LEARNING OUTCOMES
At the end of the program, the graduate will be able to:
1. Demonstrate a comprehensive knowledge of popular versions of Linux and UNIX operating systems, commands, vi editor, processes, kernel structures and tables, and associated shells.
2. Use Python to write scripts to perform tasks.
3. Install, configure, and manage a Linux server and relevant services and applications.
4. Perform duties as a junior Linux System Administrator in managing users and groups, monitoring processes and permissions, performing backup and recovery, and evaluating basic security concepts.
5. Demonstrate a strong understanding of Linux system administration by passing a CompTIA Linux+ Certification test which is a recognized credential for IT professionals.

CONTACT PERSON
Professor Bernadette Carlin, Coordinator
(856) 227-7200, ext. 4423
email: bcarlin@camdencc.edu

THIS PROGRAM IS NOT APPROVED FOR FINANCIAL AID
Associate in Applied Science

Computer Systems Technology

CST.AAS

**Program Description**

The CST associate degree program combines training in the design, implementation, and maintenance of microcomputer hardware with operating systems and network systems management and administration. This career-oriented degree also offers basic electrical engineering technology courses along with a diverse elective bank of computer studies and Internet courses. Included is a basic general education core and a cooperative education option.

**Program Student Learning Outcomes**

At the end of the program, the graduate will be able to:

1. Apply the principles of modern microcomputer operating systems, network architecture, hardware architecture, and subsystems to network, repair and manage operating systems.
2. Solve basic network design and application problems using knowledge of common network architectures and network software.
3. Utilize electronic principles and digital electronics necessary to diagnose, troubleshoot, and repair computer and network hardware problems.

**Contact Person**

Richard Dolan, Director

(856) 227-7200, ext. 4518

email: rdolan@camdencc.edu

---

**First Year/First Semester**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
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</tr>
</thead>
<tbody>
<tr>
<td>ENG-101</td>
<td>English Composition I</td>
<td>3</td>
<td>Must test into ENG-101 or complete all appropriate prerequisites</td>
</tr>
<tr>
<td>CHM-140</td>
<td>Chemistry &amp; Society</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>or BIO-106</td>
<td>Living in the Environment</td>
<td></td>
<td></td>
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<tr>
<td>or PHY-103</td>
<td>Physics for Non-Science Majors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CST-102</td>
<td>Introduction to Networking</td>
<td>3</td>
<td>Prerequisite: CST-103</td>
</tr>
<tr>
<td>MTH-100</td>
<td>Algebraic Concepts</td>
<td>4</td>
<td>Must test into College level Math or complete all appropriate prerequisites</td>
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<tr>
<td>HPE….</td>
<td>Health and Exercise Science Elective</td>
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**First Year/Second Semester**

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<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG-102</td>
<td>English Composition II</td>
<td>3</td>
<td>Prerequisite: ENG-101</td>
</tr>
<tr>
<td>CIM-115</td>
<td>Microcontroller Applications</td>
<td>3</td>
<td></td>
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<tr>
<td>CST-103</td>
<td>Microcomputer Operating Systems I: Workstations</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CSE-171</td>
<td>Introductory Python Programming</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MTH-111</td>
<td>Introduction to Statistics</td>
<td>3</td>
<td>Must test into College level Math or complete all appropriate prerequisites</td>
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**Second Year/First Semester**

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</tr>
</thead>
<tbody>
<tr>
<td>CST-201</td>
<td>Advanced Networking</td>
<td>3</td>
<td>Prerequisite: CST-102</td>
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<tr>
<td>ENG-191</td>
<td>The Myths of the World</td>
<td>3</td>
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<tr>
<td>or ENG-271</td>
<td>World Literature I</td>
<td></td>
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<tr>
<td>CIS-181</td>
<td>Linux/UNIX Essentials</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CST-109</td>
<td>Building, Upgrading, and Repairing Personal Computers</td>
<td>3</td>
<td>Prerequisite: CST-102; Co-requisite: CST-109</td>
</tr>
<tr>
<td>CST-204</td>
<td>Computer and Network Security</td>
<td>3</td>
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**Second Year/Second Semester**

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<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
<th>Notes</th>
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<tbody>
<tr>
<td>CIS-195</td>
<td>Linux/UNIX Networking and Security</td>
<td>3</td>
<td>Prerequisites: CIS-181, CST-102 and CSE-171</td>
</tr>
<tr>
<td>CIS-288</td>
<td>Linux System Administration</td>
<td>3</td>
<td>Prerequisites: CIS-181, CST-102 and CSE-171</td>
</tr>
<tr>
<td>CST-106</td>
<td>Microcomputer Operating Systems II: Server Systems</td>
<td>3</td>
<td>Prerequisite: CST-103</td>
</tr>
<tr>
<td>CST-212</td>
<td>Advanced Routing and Switching</td>
<td>3</td>
<td>Prerequisite: CST-201</td>
</tr>
<tr>
<td>EET-105</td>
<td>Introduction to Electricity &amp; Electronics</td>
<td>3</td>
<td>Prerequisite: MTH-100</td>
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</table>

**Total Credits**

60
Program Description
The Computer System Technology (CST) certificate combines training in the design, implementation and maintenance of microcomputer hardware with operating systems and network systems management and administration.

Program Student Learning Outcomes
At the end of the program, the graduate will be able to:
1. Apply the principles of modern microcomputer operating systems, network architecture, hardware architecture, and subsystems to network, repair and manage operating systems.
2. Solve basic network design and application problems using knowledge of common network architectures and network software.
3. Utilize electronic principles and digital electronics necessary to diagnose, troubleshoot, and repair computer and network hardware problems.

Contact Person
Richard Dolan, Director
(856) 227-7200, ext. 4518
e-mail: rdolan@camdencollege.edu

This Program is Not Approved for Financial Aid
SCIENCE, TECHNOLOGY, ENGINEERING & MATH

Associate in Applied Science

Cybersecurity

CYB.AAS

FIRST YEAR/FIRST SEMESTER

<table>
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</tr>
<tr>
<td>CIS-181</td>
<td>Linux/Unix Essentials</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CST-102</td>
<td>Introduction to Networking</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ELECTIVE</td>
<td>Laboratory Science General Education Elective</td>
<td>4</td>
<td>Must test into College level Math or complete all appropriate prerequisites</td>
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<tr>
<td>MTH-100</td>
<td>Algebraic Concepts</td>
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FIRST YEAR/SECOND SEMESTER

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<tr>
<td>ENG-102</td>
<td>English Composition II</td>
<td>3</td>
<td>Prerequisite: MTH-140</td>
</tr>
<tr>
<td>CIS-238</td>
<td>Database Security and Protection</td>
<td>3</td>
<td>Prerequisites: CIS-105, CIS-101, CIS-103, CIS-181 OR CIS-206</td>
</tr>
<tr>
<td>CST-103</td>
<td>Microcomputer Operating Systems I: Workstations</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MTH-111</td>
<td>Introduction to Statistics</td>
<td>3</td>
<td>Must test into College level Math or complete all appropriate prerequisites</td>
</tr>
<tr>
<td>ELECTIVE</td>
<td>Diversity Humanities General Education Elective</td>
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<th>Course #</th>
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<tbody>
<tr>
<td>CRJ-101</td>
<td>Administration of Justice</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CSC-171</td>
<td>Introductory Python Programming</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CST-109</td>
<td>Building, Upgrading, and Repairing PCs</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CST-201</td>
<td>Advanced Networking</td>
<td>3</td>
<td>Prerequisite: CST-102</td>
</tr>
<tr>
<td>CST-204</td>
<td>Computer and Network Security</td>
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<td>Prerequisite: CST-102, Co-requisite: CST-109</td>
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<tbody>
<tr>
<td>CST-210</td>
<td>Digital Forensics and Investigations</td>
<td>3</td>
<td>Prerequisite: CST-102</td>
</tr>
<tr>
<td>CST-220</td>
<td>Ethical Hacking and Penetration Testing</td>
<td>4</td>
<td>Prerequisite: CST-210</td>
</tr>
<tr>
<td>CRJ-120</td>
<td>Introduction to Homeland Security</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CIS-285</td>
<td>Linux Networking and Security</td>
<td>3</td>
<td>Prerequisites: CIS-181, CST-102, and CSC-171</td>
</tr>
</tbody>
</table>

TOTAL CREDITS 60

PROGRAM DESCRIPTION

The Cybersecurity program is designed to provide an affordable path toward a career in the fast-growing cybersecurity field, which includes: Network Forensics, Cyber Defense, Network Systems Administration or Systems Security Administration. The degree program utilizes hardware and software systems that align with those currently used in the commercial market. The CYB.AAS program is intended for students who want to enter a career directly after graduating. The curriculum is closely aligned to that of the National Science Foundation’s CyberWatch degrees providing a clear path for graduates to transfer to such a program in a four year institution.

PROGRAM STUDENT LEARNING OUTCOMES

At the end of the program, the graduate will be able to:
1. Conduct digital forensics investigations and to investigate potential security breaches of computer data.
2. Examine professional and ethical codes of conduct with respect to cyber forensics.
3. Identify security risks and summarize possible remedies.

CONTACT PERSON

Richard Dolan, Director
(856) 227-7200, ext. 4518
email: rdolan@camdencc.edu

FOR MORE INFORMATION ON THESE PROGRAMS VISIT WWW.CAMDENCC.EDU/PROGRAMS
Microsoft Office

MICROSOFT OFFICE SPECIALIST

Within this program students will become proficient in Microsoft Office products including Word, PowerPoint, Excel, Access and Outlook. The level of expertise will afford students the opportunity to become a certified Microsoft Office Specialist (MOS).

CE.CST-034 Hours: 56 CEUs: 5.6

Information Technology

COMPUTER TECHNICIAN SUPPORT SPECIALIST

The CTSS Technology Career Track is designed to give someone with little or no computer experience entry level training. The skills learned in this track will provide students the ability to "get their foot in the door." Proficiencies gained will be used in any hands-on technology specialty. This Career Track is great for those students who enjoy hands-on activities.

Courses included: CompTIA A+, Net+, and Security+ Certifications: A+, Network+, and Security+

Prerequisite: None, but preferred would be basic computer navigation and comprehension of basic terms.

CE.BUN 002 Hours: 360 CEUs: 36

A+ CERTIFICATION BY COMPTIA

This CompTIA A+ Program prepares you for certification by providing instruction on system configuration, installation, upgrades, diagnosis, repair, preventive maintenance, and safety of vendor neutral PC Hardware.

• CompTIA A+ Operating Systems Certification
• CompTIA A+ Hardware Certification

CE.CST 012 Hours: 140 CEUs: 14.0

NETWORK+ CERTIFICATION BY COMPTIA

Network technicians need to be certified in order to advance in the industry. The marketplace is so starved for qualified personnel; a well-trained certified technician can easily find work in the industry. Whether you’re looking to upgrade your skills, advance your career, or start a career in networking then the Network+ certification course is for you.

• CompTIA NETWORK+ Certification

CE.CST 008 Hours: 100 CEUs: 10

SECURITY+

Security+ covers the most important foundational principles for securing a network and managing risk. Access control, identity management and cryptography are important topics as well as selection of appropriate mitigation and deterrent techniques to address network attacks and vulnerabilities. Security concerns associated with cloud computing, BYOD and SCADA are addressed.

CE.CST-033 Hours: 120 CEUs: 12

WEB DESIGN & DEVELOPMENT PROJECT STUDY

The 60-hour curriculum packs an array of marketable skills in Web Design & Development. Students will gain expertise in coding skills using HTML, CSS, JavaScript and content optimization skills for websites. Courses explore software including Dreamweaver, Illustrator, Photoshop. Throughout the program, students develop advanced Internet research techniques and development of website development & design.

CE.PRO 138 Hours: 60 CEUs: 6.0
Engineering
Associate in Science
Engineering Science
EGR.AS

FIRST YEAR/FIRST SEMESTER

<table>
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<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
<td>Must test into ENG-101 or compete all appropriate prerequisites</td>
</tr>
<tr>
<td>CAD-101</td>
<td>Computer aided Engineering Graphics</td>
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<tr>
<td>CHM 111</td>
<td>Chemistry I - Science</td>
<td>4</td>
<td>Prerequisite: MTH-124 or MTH-125</td>
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<td>MTH-140</td>
<td>Calculus I</td>
<td>4</td>
<td>Must test into MTH-140 or take all prerequisites</td>
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<tr>
<td>PHY-201</td>
<td>Physics III</td>
<td>4</td>
<td>Prerequisite: MTH-140</td>
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FIRST YEAR/SECOND SEMESTER

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<th>Course #</th>
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<tr>
<td>ENG 102</td>
<td>English Composition II</td>
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<td>Prerequisite: ENG-101</td>
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<tr>
<td>CHM 112</td>
<td>Chemistry II Science</td>
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<td>Prerequisite: CHM-111</td>
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<td>MTH-150</td>
<td>Calculus II</td>
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<td>Prerequisite: MTH-150</td>
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<tr>
<td>PHY-202</td>
<td>Physics IV</td>
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<td>Prerequisite: PHY-201</td>
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<td>EGR-101</td>
<td>Introduction to Engineering</td>
<td>2</td>
<td>Prerequisite: MTH-124 or MTH-125; Co-requisite: ENG-101</td>
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SECOND YEAR/FIRST SEMESTER

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<tr>
<td>MTH-145</td>
<td>Linear Algebra</td>
<td>4</td>
<td>Prerequisite: MTH-140</td>
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<tr>
<td>MTH-210</td>
<td>Calculus III</td>
<td>4</td>
<td>Prerequisite: MTH-150</td>
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<tr>
<td>CSC-121</td>
<td>Structured Programming (C++)</td>
<td>4</td>
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<tr>
<td>EGR-201</td>
<td>Statics</td>
<td>3</td>
<td>Prerequisite: MTH-150</td>
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<td>ELECTIVE</td>
<td>Social Science General Education Elective</td>
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<tbody>
<tr>
<td>MTH-220</td>
<td>Differential Equations</td>
<td>4</td>
<td>Prerequisite: MTH-150; Co-requisite: MTH-210</td>
</tr>
<tr>
<td>EGR-211</td>
<td>Engineering Circuit Analysis</td>
<td>3</td>
<td>Prerequisite: MTH-150 and PHY-201</td>
</tr>
<tr>
<td>EGR-202</td>
<td>Dynamics</td>
<td>3</td>
<td>Prerequisite: EGR-201</td>
</tr>
<tr>
<td>ELECTIVE</td>
<td>Humanities General Education Elective</td>
<td>3</td>
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<tr>
<td>ELECTIVE</td>
<td>Diversity – Humanities General Education Elective</td>
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TOTAL CREDITS: 70

PROGRAM DESCRIPTION
Engineering uses the physical sciences and mathematics to design and develop products and systems. It uses advanced techniques to find solutions to technical problems and other complex issues facing society. This program represents the first two years of a baccalaureate engineering program. Students must transfer to a college of engineering, specialized in a specific discipline.

PROGRAM STUDENT LEARNING OUTCOMES
At the end of the program, the graduate will be able to:
1. Utilize advanced mathematics, including Calculus, to solve problems in physical and applied sciences related to engineering.
2. Work in teams to successfully analyze and propose alternate strategies to solve problems in systems, processes or products.
3. Utilize specialized computer programs to improve productivity in different engineering disciplines.
4. Compare and contrast different engineering disciplines.
5. Apply the scientific method of inquiry to analyze problems and draw conclusions from data.

SPECIAL ADMISSION REQUIREMENTS
Students entering this program should have had above-average achievement in high school science and mathematics and should have taken one year of high school physics, chemistry, pre-calculus and English.

To begin this program, students must have had three years of academic mathematics, including pre-calculus.

CONTACT PERSONS
Dr. Lawrence M. Chatman, Coordinator
(856) 227-7200 ext. 4523
Email: lchatman@camdencc.edu

Dr. Melvin L. Roberts
(856) 227-7200 ext. 4942
Email: mroberts@camdencc.edu

FOR MORE INFORMATION ON THESE PROGRAMS VISIT WWW.CAMDENCC.EDU/PROGRAMS
Associate in Applied Science

Engineering Technology: Electrical-Electronic Engineering

**SCIENCE, TECHNOLOGY, ENGINEERING & MATH**

**Engineering**

**CIP Code 15.0303**

**FIRST YEAR/FIRST SEMESTER**

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<td>English Composition I</td>
<td>3</td>
<td>Must test into ENG-101 or complete all appropriate prerequisites</td>
</tr>
<tr>
<td>EET-101</td>
<td>Electrical/Electronic Principles</td>
<td>4</td>
<td>Prerequisite: MTH-125 or MTH-125</td>
</tr>
<tr>
<td>CM-101</td>
<td>Machine Shop Practices</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MTH-125</td>
<td>Accelerated Pre-calculus</td>
<td>4</td>
<td>Must test into Pre-Calculus or take all prerequisites (MTH-100)</td>
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<tr>
<td>ECO-101</td>
<td>Microeconomics</td>
<td>3</td>
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<td>ENG-102</td>
<td>English Composition II</td>
<td>3</td>
<td>Prerequisite: ENG-101</td>
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<td>CAD-101</td>
<td>Computer Aided Engineering Graphics</td>
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<td>EET-211</td>
<td>Electronics I</td>
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<td>Prerequisite: EET-101</td>
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<tr>
<td>PHY-101</td>
<td>Physics I</td>
<td>4</td>
<td>Prerequisite: MTH-100; Co-requisites: MTH-124 or MTH-125</td>
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<tr>
<td>HIS-101</td>
<td>World Civilization I</td>
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<td>or HIS-102</td>
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**SECOND YEAR/FIRST SEMESTER**

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<tr>
<td>EET-201</td>
<td>Electrical Circuits</td>
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<td>Prerequisite: EET-101</td>
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<td>EET-212</td>
<td>Electronics II</td>
<td>3</td>
<td>Prerequisite: EET-211</td>
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<tr>
<td>CM-115</td>
<td>Microcontroller</td>
<td>3</td>
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<tr>
<td>PHY-102</td>
<td>Physics II</td>
<td>4</td>
<td>Prerequisite: PHY-101</td>
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**SECOND YEAR/SECOND SEMESTER**

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<tr>
<td>EET-221</td>
<td>Digital Circuits</td>
<td>3</td>
<td>Prerequisite: EET-101</td>
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<tr>
<td>EET-213</td>
<td>Electronic Communication</td>
<td>3</td>
<td>Prerequisite: EET-201 AND EET-211; Co-requisite: EET-212</td>
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<tr>
<td>EET-251</td>
<td>Electronic Project</td>
<td>3</td>
<td>Prerequisite: EET-201 AND EET-211; Co-requisite: EET-212</td>
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<tr>
<td>or EGR-208</td>
<td>Co-op: Engineering</td>
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<tr>
<td>MTH-152</td>
<td>Statistics for Technology</td>
<td>4</td>
<td>Prerequisite: MTH-100</td>
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</table>

**TOTAL CREDITS**

60

**PROGRAM DESCRIPTION**

The program is designed to prepare students to work in engineering environments to construct, test, and maintain electronic devices and systems. The program uses current state-of-the-art electronic industrial test equipment and procedures.

**PROGRAM STUDENT LEARNING OUTCOMES**

At the end of the program, the graduate will be able to:

1. Integrate, test and analyze analog and digital components and circuits in an electronic product, system or process.
3. Use productivity and computerized circuit simulation software to analyze experimental data from analog and digital circuits.
4. Write and orally present theory, concept or analysis of an electronic-related problem or electronic project.

**SPECIAL PROGRAM REQUIREMENTS**

Students should have an adequate background in algebra and trigonometry.

**CONTACT PERSONS**

Dr. Melvin L. Roberts
(856) 227-7200 ext. 4942
Email: mroberts@camdencc.edu
**SCIENCE, TECHNOLOGY, ENGINEERING & MATH**

**Associate in Applied Science**

**Engineering Technology:**

**Electromechanical Engineering**

**EME.AAS**

### FIRST YEAR/FIRST SEMESTER

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<th>Course #</th>
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<td>English Composition I</td>
<td>3</td>
<td>Must test into ENG-101 or complete all appropriate prerequisites</td>
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<tr>
<td>CIM-101</td>
<td>Machine Shop Practices</td>
<td>3</td>
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<tr>
<td>EET-101</td>
<td>Electrical/Electronic Principles</td>
<td>4</td>
<td>Prerequisite: MTH-123, or MTH-125</td>
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<td>MTH-125</td>
<td>Accelerated Pre-calculus</td>
<td>4</td>
<td>Must test into MTH-125 or take all Prerequisites</td>
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<td>ELECTIVE</td>
<td>Social Science General Education Elective</td>
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### FIRST YEAR/SECOND SEMESTER

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<td>Computer Aided Engineering Graphics</td>
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<tr>
<td>EET-211</td>
<td>Electronics I</td>
<td>3</td>
<td>Prerequisite: EET-101</td>
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<tr>
<td>PHY-101</td>
<td>Physics I</td>
<td>4</td>
<td>Prerequisite: MTH-100, Co-requisite: MTH-124 or MTH-125</td>
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<td>EET-221</td>
<td>Digital Circuits</td>
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<td>Prerequisite: EET-101</td>
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<td>EET-241</td>
<td>Robotics</td>
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<td>Prerequisite: EET-101</td>
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<td>CIM-211</td>
<td>PLC Programming</td>
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<tr>
<td>PHY-102</td>
<td>Physics II</td>
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<td>Prerequisite: PHY-101</td>
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<tr>
<td>CIM-115</td>
<td>Microcontroller Applications</td>
<td>3</td>
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<tr>
<td>CIM-231</td>
<td>Motors, Controllers and Sensors</td>
<td>3</td>
<td>Prerequisite: CIM-211</td>
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<td>CIM-251</td>
<td>CIM Integration Project</td>
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<td>MTH-132</td>
<td>Statistics for Technology</td>
<td>4</td>
<td>Prerequisite: MTH-100</td>
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**TOTAL CREDITS**

60

**PROGRAM DESCRIPTION**

The program prepares graduates to work in an engineering environment and to assist with the design, development, testing, programming, installation, and maintenance of electro-mechanical systems.

**PROGRAM STUDENT LEARNING OUTCOMES**

At the end of the program, the graduate will be able to:

1. Integrate electronic control of a mechanical system or process.
2. Analyze and solve electro-mechanical system problems.
3. Use productivity and computerized circuit simulation software to analyze experimental data from electro-mechanical systems.
4. Write and orally present theory, concept or analysis of a complex electromechanical system problem or electronic project.

**SPECIAL PROGRAM REQUIREMENT**

Students should have an adequate background in algebra and trigonometry.

**CONTACT PERSONS**

Dr. Melvin L. Roberts  
(856) 227-7200 ext. 4942  
Email: mroberts@camdencc.edu
SCIENCE, TECHNOLOGY, ENGINEERING & MATH

Associate in Applied Science

Engineering Technology: Mechanical Engineering

MET.AAS

FIRST YEAR/FIRST SEMESTER

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<td>CAD-101</td>
<td>Computer Aided Engineering Graphics</td>
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<td>CM-101</td>
<td>Machine Shop Practices</td>
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<tr>
<td>MTH-125</td>
<td>Accelerated Pre-calculus</td>
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<td>PHY-101</td>
<td>Physics I</td>
<td>4</td>
<td>Prerequisite: MTH-100; Co-requisites: MTH-124 or MTH-125</td>
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FIRST YEAR/SECOND SEMESTER

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<td>English Composition II</td>
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<td>Prerequisite: ENG-101</td>
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<td>EET-101</td>
<td>Electrical/Electronic Principles</td>
<td>4</td>
<td>Prerequisite: MTH-123 or MTH-125</td>
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<tr>
<td>MET-228</td>
<td>Statics for Technologists</td>
<td>3</td>
<td>Prerequisite: CIM-101, PHY-101 or PHY-201, and MTH-124 or MTH-125</td>
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<tr>
<td>PHY-102</td>
<td>Physics II</td>
<td>4</td>
<td>Prerequisite: PHY-101</td>
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SECOND YEAR/FIRST SEMESTER

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<tr>
<td>CIM-115</td>
<td>Microcontroller Applications</td>
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<tr>
<td>MET-221</td>
<td>Quality Control</td>
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<td>Prerequisite: MTH-125</td>
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<td>MET-236</td>
<td>Mechanics of Materials</td>
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<td>Prerequisite: MET-228</td>
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<td>CIM-211</td>
<td>PLC Programming</td>
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SECOND YEAR/SECOND SEMESTER

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<tr>
<td>MTH-132</td>
<td>Statistics for Technology</td>
<td>4</td>
<td>Prerequisite: MTH-100</td>
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<tr>
<td>MET-233</td>
<td>Project Design</td>
<td>4</td>
<td>MET-233 Prerequisite: MTH-132, PHY-102 and CIM-101</td>
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<td>or EGR-208</td>
<td>Co-op I: Engineering I</td>
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<td>MET-242</td>
<td>Design of Machine Elements</td>
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TOTAL CREDITS 60

PROGRAM DESCRIPTION
The program produces students capable of design analysis and testing of mechanical systems. It uses prevailing industrial procedures to test current mechanical equipment used in industry.

PROGRAM STUDENT LEARNING OUTCOMES
At the end of the program, the graduate will be able to:
1. Analyze, compare and contrast the physical and chemical properties of different materials with particular emphasis on conditions for appropriate usage in machines and structures.
2. Analyze the effectiveness of a quality control process with emphasis on continuous quality improvement.
3. Propose strategies to solve mechanical process or systems problems.
4. Write and orally present theory, concept or analysis of a complex mechanical project.

CONTACT PERSONS
Dr. Melvin L. Roberts
(856) 227-7200 ext. 4942
Email: mroberts@camdencc.edu
### Associate in Applied Science
### CADD: Computer Aided Drafting & Design
### CAD.AAS

<table>
<thead>
<tr>
<th>FIRST YEAR/FIRST SEMESTER</th>
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<td>CAD-101</td>
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<td>CIM-101</td>
<td>Machine Shop Practices</td>
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<td>CST-103</td>
<td>Microcomputer Operating Systems I: Workstations</td>
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<td>EGR-101</td>
<td>Technical Drawing</td>
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<tr>
<td>ENG-102</td>
<td>English Composition II</td>
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<td>CAD-102</td>
<td>Advanced Computer Aided Engineering Graphics</td>
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<tr>
<td>CAD-107</td>
<td>Parametric Design: Autodesk Inventor</td>
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<tr>
<td>CAD-208</td>
<td>AutoCAD Civil 3D Level I</td>
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<td>Prerequisite: CAD-101</td>
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<tr>
<td>CAD-201</td>
<td>CADD Applications: MicroStation</td>
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<td>MTH-125</td>
<td>Accelerated Precalculus</td>
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<td>Must test into MTH-125 or take all prerequisites</td>
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<tr>
<td>PHYS-103 or PHYS-101</td>
<td>Physics I for Non-Science Majors or Physics I</td>
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<td>PHYS-101 Prerequisite: MTH-100, PHYS-101 Co-requisites: MTH-124 or MTH-125</td>
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<tr>
<td>CAD-202 or EGR-208</td>
<td>Advanced CADD Project or Co-op I Engineering</td>
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<td>CAD-205</td>
<td>Architectural CADD Using Revit</td>
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<td>Prerequisite: CAD-101</td>
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<td>CAD-206</td>
<td>Solids Modeling: Solid Works</td>
<td>3</td>
<td>Prerequisite: CIM-101</td>
<td></td>
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<tr>
<td>MTH-132</td>
<td>Statistics for Technology</td>
<td>4</td>
<td>Prerequisite: MTH-100</td>
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<tr>
<td>ELECTIVE</td>
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</table>

**TOTAL CREDITS** 60

**PROGRAM DESCRIPTION**
The Computer Aided Drafting and Design (CADD) associate degree program is a lab-intensive, hands-on approach to training in the field of engineering graphics and computer based drafting and design. This career-oriented major includes instruction on the use of a number of the most applications. The program has a basic general education core along with introductory manufacturing and computer courses. A cooperative education option is also available.

**PROGRAM STUDENT LEARNING OUTCOMES**
At the end of the program, the graduate will be able to:
1. Solve basic and complex drafting and design application problems using industry standard 2-dimensional and 3-dimensional software and feature-based parametric design software.
2. Apply the fundamentals of computer aided drafting and design disciplines such as architectural, mechanical and electrical engineering.
3. Utilize industry standard microcomputer (CADD) software and the hardware, operating systems and peripherals used to facilitate them.
4. Create free-hand sketches, engineering notes and scaled drawings using American National Standards (ANSI), American Society for Mechanical Engineers (ASME), and/or International Standards Organizational (ISO) specifications.

**CONTACT PERSON**
Dr. Melvin L. Roberts, Coordinator
(856) 227-7200 ext. 4942
Email: mroberts@camdencc.edu

---

FOR MORE INFORMATION ON THESE PROGRAMS VISIT WWW.CAMDENCC.EDU/PROGRAMS
Certificate of Achievement  
Computer Aided Architectural Drafting and Design  
CAR.CA

**FIRST YEAR/FIRST SEMESTER**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CAD-101</td>
<td>Computer Aided Engineering Graphics</td>
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<td>EGR-103</td>
<td>Technical Drawing</td>
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<tbody>
<tr>
<td>CAD-208</td>
<td>AutoCAD Civil 3D Level I</td>
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<td>Prerequisite: CAD-101</td>
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<td>CAD-205</td>
<td>Architectural CADD Using Revit</td>
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</table>

**TOTAL CREDITS 13**

**PROGRAM DESCRIPTION**

Computer Aided Architectural Drafting and Design involves the 2D and 3D drafting and modeling of architectural and building structures and systems in accordance with national and international drafting standards. Both computer-assisted and manual drafting techniques will be explored. Students will explore building/zoning codes, graphical information systems (GIS), and Building Information Modeling (BIM). The student will learn to create computerized architectural models. This program is particularly well suited to those students who wish to work with the construction professionals who design and build residential and commercial architectural structures. Program completers can work on civil engineering projects including roads, parks, dams, bridges, waste water treatment facilities, etc. Software packages include Autodesk’s AutoCAD, Autodesk Civil 3D, and Revit. Additionally, the CAR.CA certificate is a career ladder program and all program credits can be applied toward completion of the CAD.AAS degree.

**PROGRAM STUDENT LEARNING OUTCOMES**

At the end of the program, the graduate will be able to:
1. Utilize fundamental and advanced two-dimensional and three-dimensional CAD to produce architectural drawings and renderings.
2. Generate a personal portfolio of industry standard documents utilizing a variety of computer drafting applications.
4. Develop complete plans to meet the needs of the (AEC) Architecture, Engineering and Construction industries and explain mechanical, electrical and plumbing building systems.
5. Create 3D parametric building models and related content using BIM software and use it to extract embedded information to analyze and document building characteristics.
6. Develop plans with accurate and correct interpretation of survey data utilizing survey instruments.
7. Collect, manage and process field data in support of geospatial mapping activities.
8. Apply quantity takeoffs and calculate earthwork in civil engineering and architectural projects.

**CONTACT PERSON**

Dr. Melvin L. Roberts, Coordinator  
(856) 227-7200, ext. 4942  
email: mroberts@camdencc.edu

THIS PROGRAM IS NOT APPROVED FOR FINANCIAL AID
### Certificate of Achievement

**Computer Aided Mechanical Drafting and Design**

**CME.CA**

#### FIRST YEAR/FIRST SEMESTER

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<td>Machine Shop Practices</td>
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<td>Advanced Computer Aided Engineering Graphics</td>
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<tr>
<td>CAD-107</td>
<td>Parametric Design: AutoDesk Inventor</td>
<td>3</td>
<td>Prerequisite: CIM-101</td>
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<tr>
<td>CAD-206</td>
<td>Solids Modeling: Solid Works</td>
<td>3</td>
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</table>

**TOTAL CREDITS** 19

### PROGRAM DESCRIPTION

Computer Aided Mechanical Drafting and Design involves the 2D and 3D drafting and modeling of mechanical systems and components in accordance with national and international drafting standards. Students will explore 3D solid modeling, mechanism animation, and the creation of 2D and 3D schematics of machinery, equipment, and industrial systems. Software packages include Autodesk’s AutoCAD, SolidWorks, and Autodesk Inventor. Students could also gain experience with our 3D printers and our CNC machines. Additionally, the CME.CA certificate is a career ladder program and all the program credits can be applied toward completion of the CAD.AAS degree.

### PROGRAM STUDENT LEARNING OUTCOMES

At the end of the program, the graduate will be able to:

1. The graduate will be able to utilize fundamental and advanced two-dimensional and three-dimensional CAD to produce mechanical drawings and renderings.
2. The graduate will have generated a personal portfolio of industry standard documents utilizing a variety of computer drafting applications.
3. The graduate will also be proficient in manual, hand drafting practices and techniques.
4. The graduate will be skilled to create parametrically driven 3D computer models of mechanical components and assemblies using a solid modeling program.
5. The graduate will be able to explain additive and subtractive manufacturing processes.
6. The graduate will be equipped to develop mechanical detail and assembly drawings per ANSI and ASME standards that satisfy the requirements of various manufacturing industries.
7. The graduate will become skilled in blueprint reading, problem-solving and drafting effort reduction techniques, and methods for customizing drafting.

### CONTACT PERSON

Dr. Melvin L. Roberts, Coordinator  
(856) 227-7200 ext. 4942  
Email: mroberts@camdencc.edu

**THIS PROGRAM IS NOT APPROVED FOR FINANCIAL AID**
## SCIENCE, TECHNOLOGY, ENGINEERING & MATH

### Engineering

**Associate in Applied Science**

#### Technical Studies

**TES.AAS**

<table>
<thead>
<tr>
<th>FIRST YEAR/FIRST SEMESTER</th>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG-101</td>
<td>English Composition I</td>
<td>3</td>
<td>Must test into ENG-101 or complete all appropriate prerequisites</td>
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<td>CIS-105</td>
<td>Computer Literacy</td>
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<td>MTH-100</td>
<td>Algebraic Concepts</td>
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<tbody>
<tr>
<td>ENG-102</td>
<td>English Composition II</td>
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<tr>
<td>PHY-103</td>
<td>Physics for Non-Science Majors</td>
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<tr>
<td>SPE-102</td>
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<td>or HSR-105</td>
<td>Group Dynamics</td>
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<td>ECO-102</td>
<td>Microeconomics</td>
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<td>ELECTIVE</td>
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<td>EGR-208</td>
<td>Co-op: Engineering</td>
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<td>or ELECTIVE</td>
<td>Apprentice Co-op</td>
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<td>HIS-101</td>
<td>World Civilization</td>
<td>3</td>
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</table>

**TOTAL CREDITS**  60

**PROGRAM DESCRIPTION**

The Technical Studies degree program recognizes that learning can occur in a variety of forums and that this learning may be equivalent to college-level instruction. After assessment of the certified union apprenticeship, corporate, industrial or military training program, the faculty assessor will determine the number of technical credits to be awarded. The remaining program includes the College’s general education requirements, advanced technical credits and career related electives (technical concentration).

**PROGRAM STUDENT LEARNING OUTCOMES**

At the end of the program, the graduate will be able to:
1. Effectively communicate technical concepts in both written and oral formats.
2. Identify resources, obtain and critically evaluate information.
3. Model ethical professional behaviors.
4. Develop an oral presentation or a theory, concept or analysis of a complex system process or product project. Students in apprenticeship programs shall focus on their individual disciplines.

**SPECIAL PROGRAM INFORMATION**

1. Technical Studies Credit granted upon completion of union apprenticeship program.
2. Concentrations selected with the approval of the Program Coordinator.

**CONTACT PERSON**

Dr. Melvin L. Roberts  
(856) 227-7200 ext. 4942  
email: mroberts@camdencc.edu
Certificate of Achievement

Computer Aided Manufacturing Technician

CAM.CA

FIRST YEAR/FIRST SEMESTER

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
<th>Notes</th>
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<tbody>
<tr>
<td>CIM-101</td>
<td>Machine Shop Practices</td>
<td>3</td>
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<tr>
<td>or ELECTIVE</td>
<td>Technical Studies Credit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIM-221</td>
<td>CNC Programming and CAM</td>
<td>4</td>
<td></td>
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<tr>
<td>CIM-222</td>
<td>Advanced CNC Programming and CAM</td>
<td>3</td>
<td>Prerequisite: CIM-221</td>
</tr>
<tr>
<td>CAD-206</td>
<td>Solid Modeling: SolidWorks</td>
<td>3</td>
<td>Prerequisite: CIM-101</td>
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<tr>
<td>TOTAL CREDITS</td>
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<td>13</td>
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</table>

PROGRAM DESCRIPTION

The Computer Aided Manufacturing (CAM) Certificate of Achievement consists of technical courses geared toward the rapid completion of a core set of Computer Numerical Control (CNC) and CAM skills. The student will acquire the CNC set-up and programming competencies that are required to support the advanced metalworking industry. The student will complete several hands-on, machining programming exercises using our authentic, industrial-sized CNC mills and lathes. Current laboratory equipment includes Bridgeport VMCs and HAAS slant bed lathes in addition to our new HAAS office lathe and mill small capacity CNC machines. The current programming environment includes the latest versions of MasterCAM and SolidWorks applications.

PROGRAM STUDENT LEARNING OUTCOMES

At the end of the program, the graduate will be able to:
1. Operate various machine tools both manually and computer controlled.
2. Create computer aided graphics files that represent the part being manufactured.
3. Set up the CNC machines for automatic operation.
4. Manually program machine tool path without the help of a CAM system.

CONTACT PERSONS

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Email: kschmidt@camdencc.edu

Dr. Melvin L. Roberts, Coordinator
(856) 227-7200 ext. 4942
Email: mroberts@camdencc.edu

THIS PROGRAM IS NOT APPROVED FOR FINANCIAL AID
SCIENCE, TECHNOLOGY, ENGINEERING & MATH

Associate in Applied Science
Computer Integrated Manufacturing Engineering Technology
CIM.AAS

FIRST YEAR/FIRST SEMESTER

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<tr>
<td>CAD-101</td>
<td>Computer Aided Engineering Graphics</td>
<td>4</td>
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<tr>
<td>CIM-101</td>
<td>Machine Shop Practices</td>
<td>3</td>
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<tr>
<td>MTH-125</td>
<td>Accelerated Precalculus</td>
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<td>Must test into MTH-125 or complete all appropriate prerequisites</td>
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FIRST YEAR/SECOND SEMESTER

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<tr>
<td>ENG-102</td>
<td>English Composition II</td>
<td>3</td>
<td>Prerequisite: ENG-101</td>
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<tr>
<td>EET-101</td>
<td>Electrical/Electronic Principles</td>
<td>4</td>
<td>Prerequisite: MTH-123 or MTH-125</td>
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<tr>
<td>MTH-152</td>
<td>Calculus II</td>
<td>4</td>
<td>MTH-152 Prerequisite: MTH-100; MTH-150 Prerequisite: MTH-140</td>
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<td>PHY-101</td>
<td>Physics I</td>
<td>4</td>
<td>Prerequisite: MTH-100; Co-requisites: MTH-124 or MTH-125</td>
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SECOND YEAR/FIRST SEMESTER

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<th>Course #</th>
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<tbody>
<tr>
<td>CIM-211</td>
<td>PLC Programming</td>
<td>4</td>
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<tr>
<td>CIM-221</td>
<td>CNC Programming &amp; CAM</td>
<td>4</td>
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<tr>
<td>EET-241</td>
<td>Robotics</td>
<td>3</td>
<td>Prerequisite: EET-101</td>
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<td>MET-221</td>
<td>Quality Control</td>
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<td>Prerequisite: MTH-125</td>
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<tr>
<td>PHY-102</td>
<td>Physics II</td>
<td>4</td>
<td>Prerequisite: PHY-101</td>
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SECOND YEAR/SECOND SEMESTER

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<tbody>
<tr>
<td>CIM-231</td>
<td>Motors, Controllers, and Sensors</td>
<td>3</td>
<td>Prerequisite: CIM-211</td>
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<tr>
<td>CIM-251</td>
<td>CIM Integration Project</td>
<td>2</td>
<td>Prerequisite: CIM-301, CIM-211 and CIM-221; Co-requisite: CIM-231</td>
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<tr>
<td>CIM-212</td>
<td>Advanced PLC Programming</td>
<td>3</td>
<td>Prerequisite: CIM-212</td>
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<tr>
<td>CIM-222</td>
<td>Advanced CNC &amp; CAM</td>
<td>3</td>
<td>CIM-212 Prerequisite: CIM-211; CIM-222 Prerequisite: CIM-221</td>
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<td>CIM-115</td>
<td>Microcontroller Applications</td>
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<td>Diversity: Social Science General Education Elective</td>
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</table>

TOTAL CREDITS 60

PROGRAM DESCRIPTION

Computer Integrated Manufacturing Engineering Technology (CIMET) technicians control, design, maintain, upgrade and operate modern, computer-controlled production equipment and facilities used to manufacture many of the world’s goods. The CIMET program equips its graduates with an in-depth multi-disciplinary education in mathematics, physics, engineering technology, both manual and Computer Numerical Controller (CNC) machining, manufacturing processes and methods, industrial electronics, Programmable Logic Controller (PLC) programming and factory automation, as well as a broad education in computer studies, business and liberal arts.

Our skilled graduates go on to provide hands-on engineering and managerial service in state-of-the-art high volume and/or high-precision manufacturing enterprises located in southern New Jersey, the Delaware Valley and beyond. Our graduates are currently employed in diverse industries including pharmaceutical and chemical, automotive, packaging, metalworking, aluminum extrusion, mechanical aerospace componentry, bottling and even private consulting companies. Our graduates specialize in either PLC or CNC programming.

PROGRAM STUDENT LEARNING OUTCOMES

At the end of the program, the graduate will be able to:
1. Author and troubleshoot Computer Numerically Control (CNC) and Programmable Logic Controller (PLC), and microcontroller programs.
2. Specify and install those sensors, detectors and electromechanical drive elements that are commonly found in industrial automation settings.
3. Use manual machine shop tooling including manual lathes, mills and drill presses to fabricate and inspect mechanical parts and assemblies to a tolerance of +/- .003 inches.
4. Read and explain basic electrical, pneumatic, and hydraulic symbols and schematics.
5. Analyze, synthesize, modify and troubleshoot manufacturing processes in the field.
6. Apply mathematical Statistical Process Control techniques to measure and analyze variations in manufacturing processes.

CONTACT PERSONS

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Kevin Schmidt
(856) 227-7200 ext. 4517
Email: kschmidt@camdencc.edu
### Engineering

**Associate in Applied Science**

**Computer Integrated Manufacturing Engineering Technology: Precision Machining Option**

**PMT.AAS**

<table>
<thead>
<tr>
<th>FIRST YEAR/FIRST SEMESTER</th>
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<td>Must test into ENG-101 or complete all appropriate prerequisites</td>
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<td></td>
<td>CAD-101</td>
<td>Computer Aided Engineering Graphics</td>
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<td></td>
<td>CIM-101</td>
<td>Machine Shop Practices</td>
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<td>CIS-105</td>
<td>Computer Literacy</td>
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<td>MTH-100</td>
<td>Algebraic Concepts</td>
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<tbody>
<tr>
<td></td>
<td>ENG-102</td>
<td>English Composition II</td>
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<td>Prerequisite: ENG-101</td>
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<td>CIM-202</td>
<td>Conventional Machinist</td>
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<td>Prerequisite: CIM-101</td>
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<td>CIM-221</td>
<td>CNC Programming &amp; CAM</td>
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<td>MTH-125</td>
<td>Pre-Calculus Mathematics I</td>
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<td>HPE.....</td>
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<tr>
<td></td>
<td>CIM-219</td>
<td>CNC Machinist</td>
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<td>Prerequisites: CIM-101, CIM-221</td>
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<td>CST-103</td>
<td>Microcomputer Operating Systems I: Workstation</td>
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<td>MET-221</td>
<td>Quality Control</td>
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<td>MTH-124</td>
<td>Pre-calculus Mathematics II</td>
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<td>CAD-206</td>
<td>Solid Modeling: Solid Works</td>
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<td>Prerequisite: CIM-101</td>
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<td>CIM-222</td>
<td>Advanced CNC &amp; CAM</td>
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<td>Prerequisite: CIM-221</td>
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<td>CIM-255</td>
<td>Precision Machining Project</td>
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<td>Diversity – Humanities General Education Elective</td>
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<td>PHYS-101</td>
<td>Physics I</td>
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<td>Prerequisite: MTH-100; Co-requisites: MTH-124 or MTH-125</td>
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</table>

**TOTAL CREDITS**

60

**PROGRAM DESCRIPTION**

The Precision Machining Option of the Computer Integrated Manufacturing Engineering Technology Program (PMT) trains individuals to become machinists. The program is an engineering technology program that concentrates on the skills and concepts needed by today’s machine shops. Successful graduates should be ready to take on careers which include titles such as machinist (conventional and computer numerically controlled), tool and die maker, and mold maker. The curriculum includes computer aided design and computer aided manufacturing software packages that support the industry. The program follows the NIMS Level One Machinist skills and students should be able to take and pass the NIMS requirements to become a NIMS Level one machinist by graduation.

**PROGRAM STUDENT LEARNING OUTCOMES**

At the end of the program, the graduate will be able to:

1. Operate conventional machine shop equipment including mills, lathes, drill presses, grinding equipment, and various other supporting tools.
2. Create size specific mechanical parts in specified tolerances.
3. Understand how to "read" part prints, which is the schematic of the mechanical world.
4. Be proficient in the utilization of Computer Numerical Controlled equipment. This includes the operation of and the setup of Computer Numerical Controlled mills and lathes.
5. Author and troubleshoot Computer Numerical Control programs.
6. Create and manipulate Computer Aided Drafting generated print files and solid models.

**CONTACT PERSONS**

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Email: kschmidt@camdencc.edu

Dr. Melvin L. Roberts, Coordinator  
(856) 227-7200 ext. 4942  
Email: mroberts@camdencc.edu
Certificate of Achievement
Precision Machining Technology

**SCIENCE, TECHNOLOGY, ENGINEERING & MATH**

**Engineering**
CIP Code 15.0699

**PMT.CA**

### FIRST YEAR/FIRST SEMESTER

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<tr>
<td>CIM-101</td>
<td>Machine Shop Practices</td>
<td>3</td>
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<td>CIM-221</td>
<td>CNC Programming and CAM</td>
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<td>Conventional Machinist</td>
<td>3</td>
<td>Prerequisites: CIM-101 and CIM-221</td>
</tr>
<tr>
<td>CIM-219</td>
<td>CNC Machinist</td>
<td>3</td>
<td>Prerequisites: CIM-101 and CIM-221</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS** 13

### PROGRAM DESCRIPTION
The Precision Machining Technology Certificate is a series of courses with a concentration in the skill sets required to be a machinist. The four course series is designed to follow the National Institute for Metalworking Skills Machinist Level I credential. Conventional and CNC mill and lathe concepts are covered. Students who successfully complete this certificate program should be successful in a manufacturing environment.

### PROGRAM STUDENT LEARNING OUTCOMES
At the end of the program, the graduate will be able to:
1. Demonstrate the ability to run conventional machine shop equipment.
2. Demonstrate the ability to measure with precision.
3. Understand the dangers involved with working around industrial equipment and be able to do it safely.
4. Demonstrate proficiency in reading and interpreting part prints.
5. Demonstrate the ability to read and interpret basic G01 Y14.5 symbols.

### CONTACT PERSONS
Dr. Melvin L. Roberts, Coordinator  
(856) 227-7200 ext. 4942  
Email: mroberts@camdencc.edu

Kevin Schmidt  
(856) 227-7200 ext. 4517  
Email: kschmidt@camdencc.edu

**THIS PROGRAM IS NOT APPROVED FOR FINANCIAL AID**
Certificate of Achievement
Industrial Controls:
Programmable Logic Controller

Program Description
The Industrial Controls: Programmable Logic Controller (PLC) Certificate of Achievement is a course of study designed to quickly train new learners and/or incumbent electrical mechanics in the skills necessary to troubleshoot and program the PLCs used in batch and/or discrete automation. A PLC is a real-time industrially-hardened computer running a specialized Operating System which is typically programmed via the Relay Ladder Logic (RLL) programming language. PLCs are used to control high-speed factory automation equipment and manufacturing processes used in packaging, sorting, chemical processing, amusement parks, textiles, animatronics, conveyor belts, mining, petrochemical, and other manufacturing enterprises to name a few.

The PLC certificate includes courses that will investigate both discrete and analog sensors, pneumatic directional control valves, AC and DC motors, and single-phase and three-phase power. The PLC used will be the Allen Bradley SLC 500 and the CompactLogix 5000-scale processor running RSLogix software. No special skills are required, however prior industrial electrical experience will prove beneficial to the student.

Program Student Learning Outcomes
At the end of the program, the graduate will be able to:
1. Specify, populate, and install a Programmable Logic Controller and its input and output modules.
2. Develop and troubleshoot RLL program code for Allen-Bradley 500 and 5000 processors.
3. Identify, work with, and explain the operating principles of those inductive elements found in typical industrial settings including AC, DC, stepping, and universal motors; electromechanical and solid state relays; solenoids; and transformers.
4. Read and interpret single phase and three phase motor name plates and wiring diagrams and ISO 1219 pneumatic symbols.
5. Describe and discuss the differences and similarities between capacitive, inductive, and photoelectric proximity detectors.

Contact Persons
Dr. Melvin L. Roberts, Coordinator
(856) 227-7200, ext. 4942
e-mail: mroberts@camdencc.edu

Kevin Schmidt
(856) 227-7200, ext. 4517
e-mail: kschmidt@camdencc.edu

This Program is not approved for financial aid.
Certificate of Achievement
Industrial Maintenance Technology

FIRST YEAR/FIRST SEMESTER

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
<th>Notes</th>
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<tbody>
<tr>
<td>CIM-120</td>
<td>Electricity and Control Systems Apprenticeship</td>
<td>4</td>
<td>Students must be part of the N.J. Apprentice Program</td>
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<tr>
<td>CIM-125</td>
<td>Hydraulics and Pneumatics Apprenticeship</td>
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<td>CIM-130</td>
<td>Mechanical Systems Maintenance and Operation Apprenticeship</td>
<td>4</td>
<td>Students must be part of the N.J. Apprentice Program</td>
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<tr>
<td>CIM-135</td>
<td>Welding and Soldering Theory Apprenticeship</td>
<td>3</td>
<td>Students must be part of the N.J. Apprentice Program</td>
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<tr>
<td>CIM-140</td>
<td>Workplace Essentials Apprenticeship</td>
<td>3</td>
<td>Students must be part of the N.J. Apprentice Program</td>
</tr>
</tbody>
</table>

TOTAL CREDITS 18

PROGRAM DESCRIPTION
This one-year (30 week) Certificate provides students with specialized technical knowledge in industrial maintenance. This program is designed as a pathway to obtain an Apprentice status when sponsored by a New Jersey based company. This program is credit generating; therefore, Associates degrees of programs related to the discipline may be inclined to consider completion of these courses for transfer. Upon completion, students can continue to pursue a degree in CIM.AAS or TES.AAS.

This program prepares individuals to apply technical knowledge and skills to repair and maintain industrial machinery and equipment such as cranes, pumps, engines and motors, pneumatic tools, conveyor systems, and production machinery as a maintenance technician.

PROGRAM STUDENT LEARNING OUTCOMES
At the end of the program, the graduate will be able to:
1. Apply industry-recognized best practices to everyday workplace situations.
2. Recall how to maintain Hydraulic and Pneumatic system components and be able to take the appropriate steps to return a malfunctioning system to a functioning state.
3. Identify a malfunctioning power transmission component and take the appropriate steps to return machine to a functioning state.
4. Explain electricity in all of its forms and how it is used to run motors and control systems of Mechatronic devices.
5. Determine and incorporate proper welding and cutting techniques to create and maintain industrial and commercial mechatronic equipment.

CONTACT PERSONS
Kevin Schmidt
(856) 227-7200, ext. 4517
e-mail: kschmidt@camdencc.edu

THIS PROGRAM IS NOT APPROVED FOR FINANCIAL AID
CARPENTRY TECHNOLOGY—Construction

This program offers both a hands-on and textbook instruction, which requires problem solving and logical thinking skills. All phases of residential carpentry are addressed. Units included are print drawing/reading, estimation time/material, frame construction, roofing/siding, drywall and finish carpentry. Graduates are limited only by their own inventiveness. Any one or part of one unit covered during this program could be expanded into a career. Planning, estimation, drafting, framing, siding/roofing, drywall installation, trim/cabinet installation, painting, surveying, building supply or hardware store person are but a few possibilities.

Includes OSHA 10 training.

Admission Requirements: There are no special requirements for admission to this program. However, a basic comprehension of reading and math is expected.

Location: Camden County Technical School, Sicklerville or Pennsauken Campus

CE.TRD-020 Hours: 382 CEUs: 38.2

WELDING TECHNOLOGY

This program offers students the most up-to-date instruction in SMAW (Shielded Metal Arc Welding) and OxyFuel Cutting, as well as Academic instruction which includes math, blueprint reading, drawing interpretation, welding inspection, shop maintenance and most importantly, general hot work safety. Students may also have the opportunity to try GTA (Gas Tungsten Arc Welding) with Aluminum and Stainless Steel, GMAW (GasMetal Arc Welding). Shop time focuses heavily on SMAW fundamentals with Mild Steel, although, as students progress through the program they may begin working with other processes and materials, when and if available. Students will proceed through each project at their own pace and receive individualized instruction regarding safety, quality and general welding techniques. Upon successful completion of this program, it will be possible for students to graduate with American Welding Society's welding code, D1.1 "Structural Steel" Certifications.

Upon completion of this program, students may find employment in all areas of the welding industry. In addition, they will be prepared to sit for various welding related certifications as required by their individual employers.

Includes OSHA 10 training.

Admission Requirements: There are no special requirements for admission to this program. However a basic comprehension of reading and math is expected.

Location: Camden County Technical School, Sicklerville Campus or Pennsauken Campus

CE.TRD-130 Hours: 564 CEUs: 56.4
HEATING, VENTILATION, AIR-CONDITIONING

Students will prepare for the EPA approved section 608 certification exams. Section 608 Technician Certification is required by the EPA in order to purchase CFC or HCFC containing refrigerants. Students will thoroughly study required material related to the theory of operations; including: safety, leak detection, heating systems (gas, oil, electric), combustion testing, heat pumps, refrigerant recovery and disposal, the national fuel code, oil heat servicing, hot water heat servicing, and heat pump servicing. Hands on-training will reinforce material covered in theory classes. Computer based training is also provided for self-paced study opportunities.

Additionally, students will take industry competency exams (I.C.E.) supported by NATE (North American Technician Excellence). These exams measure industry-approved standards of basic competency for entry-level technicians. Upon completion of the course, and with passing certification exam scores, students will be certified and prepared to enter the trade with confidence in their understanding of HVAC concepts. Students who successfully complete this program may be credited hours towards the affiliated apprenticeship program.

Includes OSHA 10 training.

CE.TRD-090  Hours: 572  CEUs: 57.2

ELECTRICAL RESIDENTIAL

Students in this program will be taught extensive electrical theory. The core unit will be a hands-on approach emphasizing house wiring, branch circuits, wire sizing, cable layout, three and four-way switches and circuit interruption. Additional units include service entrance equipment and calculations which are coordinated with basic electrical theory.

The student will apply electrical subject units, such as: commercial-residential electrical and architectural drawings; branch circuits and feeders; appliance circuits; lamps and lighting; and panel-board selection. Students will learn math as it applies to the electrical trade, which will include: addition, subtraction, multiplication, basic algebra and some trigonometry. Students who successfully complete this program may be credited hours towards the affiliated apprenticeship program.

Includes OSHA 10 training.

Admission Requirements: A high school diploma or GED is not required for admission to this program however, it is required to be eligible for a NJ Electrical Contractors license. In addition, a basic comprehension of reading and intermediate math skills are recommended.

CE.TRD-080  Hours: 382  CEUs: 38.2

HYDRO TECHNOLOGY (PLUMBING)

This program introduces students to all facets of the plumbing trade and will provide the basic skills needed for entry-level employment. Students will learn methods of installation, repair and plumbing maintenance. Theory-based instruction includes: basic trade competencies, trade mathematics, blueprint reading and drawing, as well as the National Standard Plumbing Code. Hands-on instruction will be given with the students participating in the actual layout, installation, and repair of plumbing systems, fixtures, and appliances. The tools, materials, and supervised projects assigned in class simulate actual conditions in the domestic and commercial plumbing industries. Students who successfully complete this program may be credited hours towards the affiliated apprenticeship program. Now includes OSHA 10 Training.

CE.TRD-120  Hours: 382  CEUs: 38.2

UNIFORM CONSTRUCTION CODE PROGRAM

Regulations of the New Jersey Uniform Construction Code require that candidates for licensure complete specified educational courses. The Division of Continuing Education at Camden County College has been approved by the New Jersey Department of Community Affairs (DCA) to offer these courses, which are conducted in accordance with N.J.A.C. 5:23-5.20. These courses are open to anyone with an interest in construction and mandatory for those desiring licensure. Courses must be taken in their proper sequence (RCS-ICS-HHS). Individuals who are not yet licensed at the RCS level will not be licensed at the ICS or HHS levels until the lower license requirements are fulfilled. The New Jersey State Dept. of Community Affairs offers a 75% tuition reimbursement for qualified applicants. Licensing questions and licensing application packet requests should be directed to the Licensing Unit at (609) 984-7834 or you may e-mail at codeslicensing@dca.state.nj.us. It is recommended that you review this packet before you undertake the course. Carefully review all state requirements for licensing and prior required job experience before registering for any course. Refunds on courses cannot be issued for failure to review the necessary requirements for course completion and licensing. You must pass the national exam in order to obtain the license with the DCA.

Students are required to purchase all required textbooks including the Uniform Construction Code Act and Regulations (blue book). Books can be ordered from the Department of Community Affairs at 609-984-0040. In addition, students may be eligible to apply for the tuition remission program; see your instructor for details and necessary paperwork.

BUILDING INSPECTOR RCS

This course is designed to provide students with fundamental knowledge and educational experience required by the State of New Jersey for licensure under the title. This course covers all of the code requirements, with the exception of plumbing and electrical, for one and two family homes and small commercial structures. Topics covered include structural design and analysis techniques, wood framing construction and foundations, material standard, field identification of requirements, inspection techniques, tools and methods, etc.

CE.PRO 027-51  Hours: 90  CEUs: 9.0

BUILDING INSPECTOR ICS

Prerequisite: Successful completion of the Building Inspector RCS course This course is designed to provide students with knowledge on building code requirements for medium sized industrial and commercial structures. Topics covered will include building construction, foundation design, wood and steel frame construction, fire resistance rating, requirements for building subcode, testing materials, and uniform construction code.

CE.PRO 031-51  Hours: 75  CEUs: 7.5

BUILDING INSPECTOR HHS

Prerequisite: Successful completion of the Building Inspector RCS and ICS courses This course is designed to provide students with knowledge on advanced structural systems, advanced fire protection systems, and advanced mechanical systems. This course is part of the requirement for individuals to be certified in high hazard structures.

CE.PRO 039-51  Hours: 60  CEUs: 6.0
**SUBCODE OFFICIAL**

This course is designed to prepare inspectors to become subcode officials. The class will cover subcode administration, legal aspects of code enforcement, and related legislation. Specific topics will include procedures and forms for permit application, stop orders, emergency situations, condemnations, case records, warrants relocation, housing maintenance, and legal rights of landlords and tenants.

CE.PRO 042-01  Hours: 48  CEUs: 4.8

**ELECTRICAL INSPECTOR ICS**

This course is designed to provide students with knowledge of electrical systems and system design along with specific plan review and field inspection aspects pertaining to Class II and Class III structures.

CE.PRO 040-51  Hours: 60  CEUs: 6.0

**ELECTRICAL INSPECTOR HHS**

Prerequisite: Electrical Inspector ICS

This course is designed to provide students with knowledge of advanced electrical systems design. Students must complete the ICS course before undertaking this course.

Blackwood Location

CE.PRO 046-51  Hours: 45  CEUs: 4.5

**ELEVATOR INSPECTOR HHS**

This course is designed to assist individuals in meeting the requirement needed to become certified elevator inspectors or as an aide to elevator safety mechanics. Topics include inspection, testing, rules and regulations for elevators, escalators, lifts, and other lifting and elevator equipment. In addition, the course will focus on planning and review of inspection techniques.

CE.PRO 041  Hours: 90  CEUs: 9.0

**CONSTRUCTION OFFICIAL**

This course introduces inspectors and subcode officials to the role of the construction official. Topics will include office organization, purpose and fundamentals of code enforcement, procedures for processing cases, administrative hearings, records maintenance, and housing maintenance.

CE.PRO 048-51  Hours: 45  CEUs: 4.5

**FIRE INSPECTOR ICS**

This 120-hour program will give students a better understanding of the International Construction Codes as they are adopted by the New Jersey Uniform Construction Code. Student will review construction classification, building types and finishes, as well as means of egress and fire protection systems. Successful completion of this program along with a passing grade on the required test will meet the requirement for the first level of Fire Protection certification.

CE.PRO 002  Hours: 120  CEUs: 12.0

**FIRE INSPECTOR HHS**

Upon completion of this course the students will have a better understanding of the International Construction Codes and referenced standards as outlined in the NJ Uniform Construction Code. The students will also develop a better understanding of how to complete plan reviews and the entire review process. Upon the completion of this course the students will have met the hourly training requirement set by the UCC to be able to obtain a Fire, HHS certification. 6.0 CEU

CE.PRO 128-51  Hours: 60  CEUs: 6.0

**PLUMBING INSPECTOR ICS**

This course is designed to satisfy the educational requirements for licensure as a Plumbing Inspector I.C.S.; to provide instruction in technical and administrative areas as they apply to the plan review of class II and class III structures and the inspection of all structures as established at N.J.A.C. 5:23-3.

CE.PRO 104  Hours: 120  CEUs: 12.0

**CONSTRUCTION PROJECT MANAGEMENT CERTIFICATE**

The certificate program is designed for contractors, sub-contractors, construction workers; building and facilities managers, owners and design professionals, and others in the field of construction who would like to improve their understanding of the construction management process and develop their abilities and skills for effective management of construction projects.

The Construction Project Management Certificate program provides a descriptive breakdown of the management processes utilizing industry standard methods including the following:

- Introduction to the fundamentals of construction project management.
- Overview of the construction industry, basic understanding of a various disciplines and functions of a construction manager.
- Understanding the use and development of the construction documentation, building drawings, and specifications.
- Scheduling design and construction activity.
- Management of Design and Construction administration services.
- Construction administration services and standard practices.
- Construction Project Control Methods and Information Management; including tracking, record keeping, shop drawing and submittal review, approvals, Quality Control, Cost and Productivity analysis.

CE.PRO 044-51  Hours: 49  CEUs: 4.9

**TECHNICAL ASSISTANT**

This course is designed to provide students with an overview of a wide variety of matters related to the creation and maintenance of New Jersey's infrastructure with respect to issues such as the building of safe structures, maintenance and improvement of structures through the issuance of permits, Certificates of Occupancy, violation notices, and stop-work orders. Specific subject areas will include: computers, construction blue print reading, UCC law and administration, construction fundamentals and code requirements, and technical problem solving.

CE.PRO 043  Hours: 45  CEUs: 4.5

**PLUMBING INSPECTOR HHS**

This course will provide the knowledge of the plumbing code needed to carry out plumbing inspections. This student will gain familiarity with plumbing and mechanical systems. The student will also learn to perform plan review of commercial buildings and residential dwellings (Class I, II and III structures).

CE.PRO 104  Hours: 60  CEUs: 6.0

For more information on these programs visit www.camdencc.edu/programs
Technology—Manufacturing

CNC OPERATIONS
This course is the entry level offering that trains students how to operate a CNC machine. Students will have the opportunity to physically setup both lathe and mill style machines. Machines utilized in the class are industry standard.

CE.MFG 003-51 Hours: 20 CEUs: 2.0

CNC PROGRAMMING
This course is the second level offering that trains students how to manually program a CNC machine. Students will have the opportunity to manually write a CNC program and physically cut it on the machine. There will be mill program and one lathe programming example.

CE.MFG 004-51 Hours: 20 CEUs: 2.0

MASTERCAM MILL LEVEL I
This course is the first level Computer Aided Manufacturing (CAM) offering that trains students how to graphically program a CNC machine utilizing Mastercam software. Students will have the opportunity to operate a CAM software platform to create a CNC program and physically cut it on the machine. CNC mill examples will be used.

CE.MFG 005-51 Hours: 20 CEUs: 2.0

MASTERCAM MILL LEVEL II
This course is the second level Computer Aided Manufacturing (CAM) offering that trains students how to graphically program a CNC machine utilizing Mastercam software. Students will have the opportunity to operate a CAM software platform to create a CNC program and physically cut it on the machine. CNC mill examples will be used.

CE.MFG 006-51 Hours: 20 CEUs: 2.0

CNC/CAM PROGRAMMING PROJECT STUDY
This specialized 60 hour course will focus on instruction in CNC machine setup and CNC manual programming for both mills and lathes. CAM programming concepts will be introduced using MasterCAM software. In addition, full 3D wire frames will be constructed and surfaced with all current surfacing technology.

CE.MFG 008-51 Hours: 60 CEUs: 6.0
# SCIENCE, TECHNOLOGY, ENGINEERING & MATH

## Associate in Science

### Liberal Arts and Science: Mathematics Option

### MTH.AS

### Program Description

This program constitutes the first two years of a traditional four-year curriculum. It is designed for students with a strong interest in mathematics and its applications, who plan to transfer to a four-year college or university as a mathematics major or a related field. Students gain experience in the use of graphing calculators and computer software. Graduates are highly competitive as mathematics majors at four-year institutions.

### Program Student Learning Outcomes

At the end of the program, the graduate will be able to:

1. Utilize computational and analytical skills in conjunction with mathematical concepts to solve abstract mathematics problems and applied problems in the fields of science, business, engineering, and technology.
2. Use technological tools, such as graphing calculators or computers, to analyze and solve mathematical and applied problems.
3. Follow a logical, symbolic argument and apply the concept of proof, as it relates to mathematical results.

### Contact Person

Professor Joseph Diaco, Chair  
(856) 227-7200 ext. 4207  
Email: jdiaco@camdencc.edu

### First Year/First Semester

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
<th>Notes</th>
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<tr>
<td>ENG-101</td>
<td>English Composition I</td>
<td>3</td>
<td>Must test into ENG-101 or complete all appropriate prerequisites</td>
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<tr>
<td>BIO-111</td>
<td>Biology I: Science</td>
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<td>CHM-111 Prerequisite: CHM-010, MTH-124 or MTH-125</td>
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<tr>
<td>HIS-101</td>
<td>World Civilization I</td>
<td>3</td>
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<tr>
<td>MTH-140</td>
<td>Calculus I</td>
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<td>Must test into MTH-140 or complete all appropriate prerequisites</td>
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<td>HPE</td>
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### First Year/Second Semester

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<td>English Composition II</td>
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<td>Prerequisite: ENG-101</td>
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<tr>
<td>BIO-112</td>
<td>Biology II: Science</td>
<td>4</td>
<td>CHM-112 Prerequisite: CHM-111</td>
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<tr>
<td>MTH-129</td>
<td>Discrete Mathematics</td>
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<td>Prerequisite: MTH-140</td>
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<tr>
<td>MTH-150</td>
<td>Calculus II</td>
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<td>Prerequisite: MTH-140</td>
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<tr>
<td>MTH-145</td>
<td>Linear Algebra</td>
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<tr>
<td>MTH-210</td>
<td>Calculus III</td>
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<td>Prerequisite: MTH-150</td>
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<tr>
<td>PHY-201</td>
<td>Physics III</td>
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<td>ELECTIVE</td>
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<tr>
<td>CSC-121</td>
<td>Structured Programming (C++)</td>
<td>4</td>
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<tr>
<td>MTH-220</td>
<td>Differential Equations</td>
<td>4</td>
<td>Prerequisite: MTH-150 Corequisite: MTH-210</td>
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<tr>
<td>PHY-202</td>
<td>Physics IV</td>
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<td>Prerequisite: PHY 201</td>
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<tr>
<td>ELECTIVE</td>
<td>Humanities General Education Elective</td>
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### Total Credits

**60**
SCIENCE, TECHNOLOGY, ENGINEERING & MATH

Mathematics

Associate in Arts
Data Science

DSC.AAS

CIP Code 30.7001

FIRST YEAR/FIRST SEMESTER

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<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
<td>Must test into ENG-101 or take all appropriate prerequisites</td>
</tr>
<tr>
<td>DSC-101</td>
<td>Data Science I</td>
<td>3</td>
<td>Prerequisite: ENG-015 AND/or ENG-023 OR ENG-046 AND/or MTH-124 OR MTH-12</td>
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<tr>
<td>CSC-106</td>
<td>Data Security, Privacy and Ethics</td>
<td>3</td>
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<tr>
<td>MTH-171</td>
<td>Statistics</td>
<td>3</td>
<td>Prerequisite: MTH-114 OR MTH-123 OR MTH-125 AND/or ENG-101</td>
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<tr>
<td>MTH-140</td>
<td>Calculus I</td>
<td>4</td>
<td>Prerequisite: MTH-124 or MTH-125</td>
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FIRST YEAR/SECOND SEMESTER

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<td>ENG 102</td>
<td>English Composition II</td>
<td>3</td>
<td>Prerequisite: ENG-101</td>
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<tr>
<td>CSC-171</td>
<td>Introductory Python Programming</td>
<td>3</td>
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<tr>
<td>DSC-102</td>
<td>Data Science II</td>
<td>3</td>
<td>Prerequisite: DSC-101, CSC-106; Co-requisite: CSC-171</td>
</tr>
<tr>
<td>MTH-150</td>
<td>Calculus II</td>
<td>4</td>
<td>Prerequisite: MTH-140</td>
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<tr>
<td>MTH-172</td>
<td>Statistics II</td>
<td>3</td>
<td>Prerequisite: MTH-171</td>
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SECOND YEAR/FIRST SEMESTER

<table>
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<tbody>
<tr>
<td>MTH-261</td>
<td>Introduction to Mathematical Modeling</td>
<td>3</td>
<td>Prerequisite: MTH-150</td>
</tr>
<tr>
<td>CSC-272</td>
<td>Data Science Programming Applications</td>
<td>3</td>
<td>Prerequisite: CSC-171 OR CSC-121</td>
</tr>
<tr>
<td>ECO-101</td>
<td>Macroeconomics</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>DSC-202</td>
<td>Data Science III</td>
<td>3</td>
<td>Prerequisite: DSC-102, MTH-172</td>
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<tr>
<td>ELECTIVE</td>
<td>Diversity-Humanities General Education Elective</td>
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SECOND YEAR/SECOND SEMESTER

<table>
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<tr>
<th>Course #</th>
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<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>DSC-230</td>
<td>Statistical and Machine Learning</td>
<td>3</td>
<td>Prerequisite: CSC-272, DSC-203</td>
</tr>
<tr>
<td>DSC-250</td>
<td>Data Visualization and Presentation</td>
<td>3</td>
<td>Prerequisite: DSC-203</td>
</tr>
<tr>
<td>DSC-280</td>
<td>Data in Context-A Capstone Experience</td>
<td>3</td>
<td>Prerequisite: DSC-203, Co-requisites: DSC-230, DSC-250</td>
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<tr>
<td>MTH-262</td>
<td>Probabilistic Models</td>
<td>4</td>
<td>Prerequisite: MTH-261</td>
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</table>

TOTAL CREDITS 60

PROGRAM DESCRIPTION

This program prepares students for a career in Data Science or Data Analytics. Activities/topics studied include data acquisition in both structured and unstructured formats; cleaning, modeling, visualization, and analysis of data; ethical responsibility; data security; and effective communication of informed tactical and strategic objectives. Students learn to identify patterns and relationships in large data sets and to resolve questions/problems via data driven decisions.

PROGRAM STUDENT LEARNING OUTCOMES

At the end of the program, the graduate will be able to:
1. Exhibit professionalism and adopt ethical decision-making principles for the analysis, management and presentation of data with an understanding of one’s responsibilities within a professional setting.
2. Develop solid analytical reasoning, critical thinking and technical skills in order to extract, wrangle, analyze and present data for multiple disciplines to broad audiences that follow professional standards to enhance understanding and decision-making.
3. Demonstrate the ability to work independently and as a member of a team with modern technical tools to accomplish data life cycle project goals and meet deadlines.
4. Communicate technical knowledge effectively for a broad range of persons that include customers, managers, and peers.

CONTACT PERSONS

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(856) 227-7200 ext. 4760  
Email: awright@camdencc.edu
# Course Descriptions

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### ACCOUNTING

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<td>ACC-223</td>
<td>Income Tax Accounting I</td>
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<td>ACC-224</td>
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<tr>
<td>ACC-225</td>
<td>Auditing</td>
<td>3.00 cr.</td>
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**ACC-213 Computerized Accounting**

This course introduces the student to the basic concepts and principles of the components of a computerized accounting system which utilizes the general ledger, accounts receivable and accounts payable as applied to a sole proprietorship form of business enterprise (both a service and a merchandise firm). The student will be exposed to a basic computerized payroll system, various depreciation schedules and a system of financial analysis. The course is also intended to reinforce and/or enhance present knowledge of accounting concepts and principles through a final practice set.

**Prerequisites:** ACC-101 or ACC-104

**ACC-214 Intermediate Accounting I**

This course continues the study of accounting, including financial statements, analysis of working assets, fixed assets, investments, liabilities, reserves, net income determination, application of funds, and cash-flow reporting.

**Prerequisites:** ACC-102 or ACC-105

**ACC-223 Income Tax Accounting I**

This course presents the study of the Internal Revenue Code and its rules and regulations as they apply to individuals, partnerships, and corporations. Accounting problems arising from the laws are emphasized and illustrated through the preparation of income tax returns and tax research. Also included is an analysis of returns and tax research. An analysis of income tax returns, corporate distributions, liquidations, reorganizations, unreasonable accumulation of earnings, and other corporate, estate and gift tax problems are studied.

**Prerequisites:** ACC-101 or ACC-104

**ACC-224 Income Tax Accounting II**

This course continues Income Tax Accounting I with emphasis on researching sophisticated tax problems.

**Prerequisites:** ACC-223

**ACC-225 Auditing**

This course presents a study in the examination and evaluation of financial records to determine if these records present information fairly and uniformly with generally accepted accounting principles.

**Prerequisites:** ACC-214

### ADDICTIONS

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<td>ADD-111</td>
<td>Psych-Soc Asp/Alcohol &amp; Drug Addictions</td>
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<td>ALH-105</td>
<td>Electrocardiography</td>
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**ADD-111 Psych-Soc Asp/Alcohol & Drug Addictions**

This course studies the interaction among family psychodynamics, gender, race, class issues, and the dynamics of addictive behavior. Techniques from several distinct schools of family therapy are described as appropriate for the treatment of addicted families. Alcohol and other drug addictions among various special populations will also be discussed.

**Prerequisites:** ADD-101

**ADD-112 Assess/Treatment Alcoh & Drug Addictions**

This course provides an overview of basic issues in the bio-psychosocial treatment and counseling of the alcohol/drug addict. Topics covered include ethical issues in counseling, information concerning the theory and practice of individual, group, family therapy with addicts, treatment planning and case management, as well as the role of resistance and denial in recovery.

**Prerequisites:** ADD-101

**ALH-105 Electrocardiography**

This course will provide the skills and knowledge for course participants to perform basic EKG testing. It will include content specific medical terminology, human structure and function, placement of leads, and equipment use and supplies. Classroom lab experience will expose students to skills necessary to perform as EKG technicians. This course is restricted to those students in the Multi-Skilled Technician (MST.CA) certificate program.

**Laboratory (30.00)**

### ALLIED HEALTH

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</table>
ALH-115 Basic Phlebotomy Techniques  (1.00 cr.)
This course is designed to educate the student in theoretical and technical aspects of the art and science of phlebotomy. A combination of lectures, demonstrations, and a student laboratory application, includes the focus of study on blood specimen collection, adult and pediatric venipuncture, and capillary collection. The student will have the knowledge to apply to a clinical experience not included in this course. This course does not result in phlebotomy certification. It is intended for Health Care students who will have venipuncture as a part of their profession. Examples of such persons are, but not limited to: nurses, medical laboratory technologists and radiologic technologists.

Laboratory (30.00)

ALH-116 Phlebotomy Clinical Practicum  (2.00 cr.)
This is a selective course based on the student's academic performance and a recommendation by the instructor in the pre-requisite course, ALH-115. Non-native, English-speaking applicants must have completed an approved ESL program and received an iBT TOEFL score of no less than 20 in each section of the examination. This course will include 15 hours of didactic material and the passing of a comprehensive examination. It will be followed by a 3 week, Monday through Friday daytime clinical rotation at an assigned affiliated institution. This rotation is required for the student of phlebotomy to successfully complete a 120-hour clinical assignment with a described number of successful phlebotomies; where the student will establish competency in accordance with the National Accrediting Agency of Clinical Laboratory Science's program approval committee for Camden County College's phlebotomy program. An 80% passing grade of a comprehensive academic examination is required prior to clinical practicum placement.

Lecture (15.00)
Clinical (120.00)
Prerequisites: ALH-115 and ESL-027

ALH-121 Basic Skills/Allied Health Professionals  (3.00 cr.)
This introductory course presents the many facets of allied health and the diverse roles of the allied health professional and responsibilities of care within the healthcare delivery systems. The fundamental elements of the allied health professional will be covered, including: effective communication and education, professional conduct and presentation, and the skills required to perform effectively in multiple health settings. Some of the basic skills include: patient vital signs, blood pressure, temperature, respirations, pulse, and pain management. This course is restricted to those students in the Multi-Skilled Technician (MST.CA) certificate program.

Lecture (30.00)
Laboratory (30.00)

ALH-122 Certified Nurse Aide  (4.00 cr.)
This course uses the mandated New Jersey curriculum for nurse aide personnel in long-term care facilities, designed and regulated by the New Jersey Department of Health. The 90-hour course consists of lecture, simulated laboratory and clinical exposure. This course exposes the student to long-term care settings that will enable them to assist residents under the direct supervision of a registered nurse.

Lecture (30.00)
Laboratory (30.00)
Clinical (45.00)

ALH-135 Homemaker Home Health Aide  (1.00 cr.)
This lecture only course is designed to expand the knowledge base of our Certified Nurse Aides (CNAs) to include the duties of the Homemaker Home Health Aide. It will include, but is not limited to, providing personal care and homemaking services essential to the patient; health care and comfort at home, including shopping, errands, laundry, meal planning and preparation, activities of daily living (ADLs). The successful completion of this course will allow the student to seek certification through the NJ Board of Nursing (BON) as a Certified Homemaker Home Health Aide. The Board Of Nursing requires applicants to show proof of offer of employment with the application for certification - CHHHA.

Lecture (15.00)
Prerequisites: ALH-122 and HPE-181

ALH-171 Health & Safety: Part I  (4.00 cr.)
The primary focus of Health and Safety Part I is to provide basic emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care. The healthcare provider functions as part of a comprehensive EMS response, under medical oversight. Healthcare providers perform interventions with the basic equipment typically found on a fire engine or first responder apparatus. The healthcare provider is a link from the scene to the emergency health care system. This course is required in the Fire Science Technology program to satisfy the health and safety goals of the Federal Emergency Management Agency (FEMA) Fire and Emergency Services Higher Education (FESHE) model.

Lecture (45.00)
Laboratory (45.00)
Prerequisites: HPE-181

ALH-172 Health & Safety: Part II  (5.00 cr.)
The primary focus of Health and Safety Part II is to provide basic emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care. The healthcare provider functions as part of a comprehensive EMS response, under medical oversight. Healthcare providers perform interventions with the basic equipment typically found on a fire engine or first responder apparatus. The healthcare provider is a link from the scene to the emergency health care system. This course represents the second part of a two-course series to complete Health & Safety training. At the end of this course the student will be eligible to take the NJ State Department of Health and Senior Services certification exam for Emergency Medical Technician.

Lecture (45.00)
Laboratory (45.00)
Clinical (50.00)
Prerequisites: ALH-171

ALZHEIMER'S

ALZ-101 Overview of MCI AD & RDS  (2.00 cr.)
This course provides students with an overview of the basic concepts of brain structure and function, introduction to cognitive health, Alzheimer's disease and related dementias which arise from neurocognitive disorders. This course enables students to recognize symptoms of Alzheimer's disease/dementia and understand the statistics and resources available for Alzheimer's disease/dementia, including those for diagnosis, care planning, treatment (medical/alternative), and other environmental/home/personal safety concerns in caring for these patients/families.

Lecture (30.00)
Prerequisites: (ENG-013 and ENG-023) or ENG-046

ALZ-102 Journey Coord: Purpose & Professionalism  (2.00 cr.)
This course provides students with an overview of the roles and responsibilities of the Alzheimer's Journey Coordinator. Students will learn about ethical standards and professionalism including HIPPA (Health Insurance Portability and Accountability Act) regarding patients' rights in different treatment settings. This course will teach students how to help clients with strategies and resources to support comfort and safety. Students will learn to navigate support systems for patients with Alzheimer's disease and their care givers to prevent further emotional and mental health difficulties.

Lecture (30.00)
Prerequisites: ALZ-101

ALZ-103 Indiv Approach to Engage Care & Support  (3.00 cr.)
This course will provide students with more in-depth understanding of some of the neurocognitive disorders in the Diagnostic and Statistical Manual of Mental Health Disorders, Fifth Edition (DSM-5th). Students will learn to understand and recognize the symptoms of mild, moderate, and severe levels of Alzheimer’s disease and related neurocognitive disorders. Students will develop skills and learn to access resources necessary to provide care at the various stages of Alzheimer’s disease and related dementias.

Lecture (45.00)
Prerequisites: ALZ-102

ALZ-104 Indiv Approach to Engage Care & Support  (3.00 cr.)
This course is designed to educate the student in theoretical and technical aspects of the art and science of phlebotomy. A combination of lectures, demonstrations, and a student laboratory application, includes the focus of study on blood specimen collection, adult and pediatric venipuncture, and capillary collection. The student will have the knowledge to apply to a clinical experience not included in this course. This course does not result in phlebotomy certification. It is intended for Health Care students who will have venipuncture as a part of their profession. Examples of such persons are, but not limited to: nurses, medical laboratory technologists and radiologic technologists.

Laboratory (30.00)
This course provides a guide to navigating the local, state, national, Medicaid/Medicare networks, and VA healthcare system. This includes an overview of care settings and transitions to care for clients with Alzheimer’s disease and related dementia. Students will learn effective strategies for the provision and coordination of care with Primary Care Physician (PCP), and client care within the individual family system. This course will provide students a knowledge of disabilities resulting from Alzheimer’s disease and related dementia. Students will have an understanding of how to identify and manage clients living expenses, the role of the Living Will, and quality of existing living situations.

**Lecture (45.00)**
**Prerequisites: ALZ-103**

**ALZ-105 Alzheimer’s Journey Coord Field Work** (3.00 cr.)
Field Work experience is traditional in educational programs for Behavioral Health Care and Neurocognitive Disorders. It is the ‘learning by doing’ under educational guidance. It usually involves giving direct service. This field work course offers the student the opportunity to observe and work directly with staff, clients with Alzheimer’s Disease, and their families. Lecture time will reinforce the practicum experience. Background checks will be required for fieldwork in health care treatment facilities. A total of 90 hours fieldwork is required during the semester.

**Lecture (15.00)**
**Field Work (90.00)**
**Prerequisites: ALZ-101, ALZ-102, ALZ-103 and ALZ-104**

**ANTHROPOLOGY**

**ANT-101 General Anthropology** (3.00 cr.)
This course is an introduction to the four subdivisions of anthropology, which are physical anthropology, archeology, linguistics, and ethnology. This course will study the evolution of humankind, its achievements, the capacity for, and use of, language, and the nature of culture and its variations.

**Lecture (45.00)**
**Prerequisites: (ENG-013 and ENG-023) or ENG-046**

**ANT-101H Honors General Anthropology** (3.00 cr.)
This course is an introduction to the four subdivisions of anthropology, which are physical anthropology, archeology, linguistics, and ethnology. This course will study the evolution of humankind, its achievements, the capacity for, and use of, language, and the nature of culture and its variations. ONLY STUDENTS WHO ARE ACCEPTED INTO THE HONORS PROGRAM ARE ELIGIBLE TO TAKE HONORS COURSES.

**Lecture (45.00)**
**Prerequisites: (ENG-013 and ENG-023) or ENG-046**

**ART**

**ART-101 Art Appreciation** (3.00 cr.)
The aim of this course is to provide students with the critical abilities to appreciate art, its production, function/purpose, and aesthetic value. Students will develop an understanding of the visual language artists employ and the variety of mediums they use. During the course students will learn how to write descriptive analysis of works of art that includes both its form (visual elements and design principles) and content (iconography, themes and purposes). At the completion of the course students will be able to enter any artistic environment (gallery or museum, etc.) and apply the classroom methodologies.

**Lecture (45.00)**

**ART-103 Visual Culture** (3.00 cr.)
This course will focus on aspects of culture that rely on visual images: the fine arts, photography, advertising, comic books, film, television and the Internet. The proliferation of visual media and the blurring of boundaries between high and low art demand active rather passive participants. The course is organized thematically and designed to encourage students to engage with a number of questions and issues that are critical to living in today’s increasingly visual age. For instance do all cultures rely upon the same battery of concepts to define the aesthetic? How are perceptions of visual culture and of art shaped not only by culture but also by history? In addition students will explore connections between visual media and imagery as it relates to cultural, social, religious, political and aesthetic change.

**Lecture (45.00)**
**Prerequisites: ENG-101**

**ART-103H Honors Visual Culture** (3.00 cr.)
This course will focus on aspects of culture that rely on visual images: the fine arts, photography, advertising, comic books, film, television and the Internet. The proliferation of visual media and the blurring of boundaries between high and low art demand active rather passive participants. The course is organized thematically and designed to encourage students to engage with a number of questions and issues that are critical to living in today's increasingly visual age. For instance do all cultures rely upon the same battery of concepts to define the aesthetic? How are perceptions of visual culture and of art shaped not only by culture but also by history? In addition students will explore connections between visual media and imagery as it relates to cultural, social, religious, political and aesthetic change. ONLY STUDENTS WHO ARE ACCEPTED INTO THE HONORS PROGRAM ARE ELIGIBLE TO TAKE HONORS COURSES.

**Lecture (45.00)**
**Prerequisites: ENG-101**

**ART-104 Introduction to Visual Arts** (3.00 cr.)
This course is an introduction to the visual arts for the non-art major and is broad-based in nature. Students will learn how cultures from ancient to modern times have expressed themselves in the visual arts: painting, drawing, sculpture, installation, craft and graphic design. Concepts, materials and processes will be explored through lecture, individual and collaborative projects with a hands-on component to reinforce and expand learning.

**Lecture (45.00)**

**ART-111 Art History I** (3.00 cr.)
This course will begin with the prehistoric age and end with Gothic art. Each time frame will be discussed from a visual art point of view relating art to its political, social, economic, philosophic and aesthetic foundation taking a global position.

**Lecture (45.00)**
**Prerequisites: (ENG-013 and ENG-023) or ENG-046**

**ART-112 Art History II** (3.00 cr.)
This course will cover different time periods commencing with the Romantic, Neo-classic, Naturalistic movements of the 18th Century. The student will be required to write two thematic research papers, visit 3 museums and answer an examination final which will emphasize art’s relationship to the time frame of its creation. Each time frame will be discussed from the visual arts point of view relating art to its political, social, philosophical, economical and aesthetic foundation. The final, thematic papers, museum visits will aid the student in developing a definition of art for his/her personal use.

**Lecture (45.00)**
**Prerequisites: (ENG-013 and ENG-023) or ENG-046**

**ART-123 Basic Drawing I - AFA** (3.00 cr.)
This course is intended primarily for students pursuing the Associate in Fine Art (AFA) degree in studio art. One additional hour of instruction per week is required so that students may be exposed to a more intense studio experience. This is an introductory course that is part of any foundation for studying art. It focuses on the mastery of fundamental drawing skills through various studio experiences. It encompasses perceptual and some conceptual drawing problems, concentrating on still life subject matter. Areas of concentration include composition and the use of charcoal media.

**Lecture (30.00)**
**Laboratory (30.00)**

**ART-124 Basic Drawing II - AFA** (3.00 cr.)
This course builds on the skills developed in Basic Drawing I and is intended primarily for students pursuing a degree in the visual arts and related fields. Students will continue to investigate the use of various drawing media and focus on skill development. Greater depth of ideas and more sophisticated technical execution
ART-153 Ceramics & Pottery I - AFA (3.00 cr.)
This course is a broad based introductory class in ceramics designed to introduce students to both the elements of art and the principles of design while also exploring historical contexts and the work of professional ceramicists. Time will be spent working on hand-building projects as well as working with the potter's wheel. Projects and techniques that will be covered in this course include, but are not limited to: pinch pots, coil building, slab building, extruding, glazing, firing, wheel throwing, and functional vs. sculptural approaches to clay. Students will be given at appropriate intervals. Emphasis will be placed on student portfolio development as well as the development of a personal style. Student individuality will be emphasized.
Lecture (30.00)
Laboratory (30.00)
Prerequisites: ART-145

ART-154 Ceramics & Pottery II - AFA (3.00 cr.)
This course is intended primarily for students pursuing the Associate in Fine Art (AFA) degree in studio art. One additional hour of instruction per week is required so that students may be exposed to a more intense studio experience. This course will teach the student the use of painting materials and methods using oil or acrylic paint. They will work from the still life to aid them in perfecting their methodology.
Lecture (30.00)
Laboratory (30.00)
Prerequisites: ART-145

ART-165 Color: Theory and Practice (3.00 cr.)
This course will expand the student’s understanding of color through a thorough exploration of Johannes Itten's fundamental color theory principles. Through lecture, demonstration, studio projects, reading assignments and analysis of work by some of the great masters of Western painting, the student will learn about the color circle and the seven color contrasts. Subjective feeling and objective color principles will also be addressed.
Lecture (30.00)
Laboratory (30.00)
Prerequisites: ART-153 or ART-151

ART-166 Two Dimensional Design - AFA Majors (3.00 cr.)
This course focuses on the development of a fundamental visual art vocabulary based on design elements such as the use of line, shape, value, form, and color. An emphasis is placed on projects designed to demonstrate design principles, expose students to a variety of media, and to challenge one's conceptual and creative problem solving abilities. Accompanying the practical application of design principles to specific design problems, reading assignments, group and individual critiques and additional lecture material will combine to further develop each student's ability to plan, execute, discuss and analyze three dimensional art.
Lecture (30.00)
Laboratory (30.00)

ART-201 Visual Arts Seminar (3.00 cr.)
This course is designed to serve as a capstone for all visual arts majors. Students will learn about professional standards for presenting and promoting one's work. This will include portfolio development, documenting work in various formats, guidelines for presenting one's work through artist websites and social media, and standards for supporting documents such as an artist statement, CV/resume, artist biography, and application cover letter.
Lecture (45.00)
Prerequisites: ENG-102

VETERINARY SCIENCE

ASC-106 Veterinary Office Practices (2.00 cr.)
This course is an introductory level course that will guide the students to communicate effectively with the veterinary client, to obtain pertinent information concerning the patient in order to facilitate the veterinarian-client/patient relationship, safety, facility operations, and to ensure optimal patient care and according to the AVMA CVTEA accreditation guidelines.
Lecture (30.00)
Prerequisites: BIO-111, ENG-101 and MTH-100
Corequisites: ENG-102

FOR MORE INFORMATION ON THESE PROGRAMS VISIT WWW.CAMDENCC.EDU/PROGRAMS
ASC-107 Calculations for Veterinary Technicians (2.00 cr.)
This course will provide the experience in algebraic skills, dosage calculations, concentrations, fluid therapy, flow rates, measurements, solutions, rate infusions, dilutions and parental medications according to the AVMA CVTEA accreditation guidelines.
Lecture (30.00)
Prerequisites: BIO-111, ENG-101 and MTH-100
Corequisites: ENG-102 and ASC-106

ASC-108 Animal Anatomy and Physiology I (3.00 cr.)
This course is designed to familiarize the student with the basics of anatomy and physiology of animals. Various species differences are covered in this course according to the AVMA CVTEA accreditation guidelines. Selected laboratory skills illustrate the necessary principles and develop familiarity with laboratory techniques.
Lecture (30.00)
Laboratory (30.00)
Prerequisites: ENG-101, BIO-111 and MTH-100
Corequisites: ASC-106, ASC-107 and ENG-102

ASC-109 Fundamentals of Small Animal Nursing (2.00 cr.)
Introductory small animal and exotics nursing course will provide the students with a foundation of basic veterinary care and prepare them for general entry into the field of veterinary medicine. The laboratory sessions will provide students with hands-on experience according to the requirements of the AVMA CVTEA accreditation guidelines. Selected laboratory skills illustrate the necessary principles and develop familiarity with laboratory techniques.
Lecture (15.00)
Laboratory (30.00)
Prerequisites: ENG-101, BIO-111 and MTH-100
Corequisites: ASC-106, ASC-107, ASC-108 and ENG-102

ASC-110 Veterinary Clinical Rotation I (2.00 cr.)
This course is the first supervised cooperative clinical course. The course awards academic credit for work-related learning experience at local shelters and animal hospitals. Tasks are validated by a program staff member as a requirement of the AVMA CVTEA accreditation. Selected laboratory skills illustrate the necessary principles and develop familiarity with laboratory techniques.
Clinical (90.00)
Prerequisites: ASC-106, ASC-107, ASC-108, ASC-109 and ENG-102
Corequisites: ASC-201

ASC-111 Animal Biology (4.00 cr.)
This laboratory based course is designed to familiarize the veterinary technician student with the basics of anatomy and physiology of animals. Various species differences are covered in this course according to the AVMA CVTEA guidelines. Selected laboratory skills illustrate the necessary principles and develop familiarity with laboratory techniques.
Lecture (30.00)
Laboratory (60.00)
Prerequisites: BIO-111, CHM-101, ENG-101 and MTH-100

ASC-112 Principles of Animal Husbandry (2.00 cr.)
Principles of animal care and management for domestic and farm animals encountered in veterinary practice are covered in this course, including: recognition of the functions performed by the breeds and types of domestic animals; principles of nutrition with emphasis on practical aspects of feeding; principles of breeding and reproductive cycles, including care of pregnant females, care of the sire, preparations for birth of the young, postnatal care, management practices during lactation, and weaning procedures.
Lecture (30.00)
Prerequisites: ASC-106, ASC-107, ASC-111, ASC-115 and ENG-102

ASC-115 Small Animal Nursing I for Vet Techs (3.00 cr.)
This is an introductory, technician-level course that will prepare students for the summer externship. Lectures will cover general and emergency small animal medical nursing. Laboratory sessions will provide hands-on, clinical experience in basic medical procedures and surgical nursing care.
Lecture (30.00)
Laboratory (30.00)
Prerequisites: BIO-111, CHM-101, ENG-101 and MTH-100
Corequisites: ASC-106, ASC-107 and ENG-102

ASC-200 Veterinary Dental Techniques I (2.00 cr.)
This course is an introductory level course that will focus on clinical instrumentation for the canine and feline dental prophylaxis. Students will effectively demonstrate dental techniques according to the AVMA CVTEA accreditation guidelines. Selected laboratory skills illustrate the necessary principles and develop familiarity with laboratory techniques.
Lecture (15.00)
Laboratory (30.00)
Prerequisites: ASC-110 and BIO-221
Corequisites: ASC-201

ASC-201 Animal Anatomy and Physiology II (3.00 cr.)
This laboratory based course is designed to familiarize the veterinary technician student with advanced and specific information concerning the anatomy and physiology of animals. This class contains an added emphasis on physiology and function of anatomical structures. Various species differences are covered in this course according to the AVMA CVTEA accreditation guidelines. Information on the implications these differences pose to the practice of veterinary technology is presented to the class. Selected laboratory skills illustrate the necessary principles and develop familiarity with advanced laboratory techniques.
Lecture (30.00)
Laboratory (30.00)
Prerequisites: ASC-110
Corequisites: ASC-202

ASC-202 Advanced Small Animal Nursing Techniques (3.00 cr.)
Advanced level animal nursing course will prepare students for future clinical courses and real-world proficiency. The laboratory sessions will offer students the opportunity to experience hands-on nursing encounters according to the requirements of the AVMA CVTEA accreditation guidelines. Selected laboratory skills illustrate the necessary principles and develop familiarity with laboratory techniques.
Lecture (30.00)
Laboratory (30.00)
Prerequisites: ASC-110 and BIO-221
Corequisites: ASC-201

ASC-213 Laboratory Animal Science (3.00 cr.)
This course is an introduction to the husbandry, restraint, and medical care of common laboratory animals. Course work is based upon the laws that regulate the use of animals in research to ensure they are treated humanely according to the Federal Animal Welfare Act of the USDA protocols as referenced by the AVMA CVTEA accreditation guidelines. Selected laboratory skills illustrate the necessary principles and develop familiarity with laboratory techniques.
Lecture (30.00)
Laboratory (30.00)
Prerequisites: ASC-110 and BIO-221
Corequisites: ASC-201

ASC-214 Veterinary Surgical Nursing (3.00 cr.)
This course is an intermediate level course that will prepare students for the administration of anesthesia and assisting with surgery under the direct supervision of a licensed veterinarian and will provide students with the opportunity to induce anesthesia and assist with surgery according to the AVMA CVTEA accreditation guidelines. Selected laboratory skills illustrate the necessary principles and develop familiarity with laboratory techniques.
Lecture (15.00)
Laboratory (60.00)
Prerequisites: ASC-110, BIO-221, ASC-201, ASC-202, ASC-261 and ASC-270
ASC-215 Farm Animal Nursing (2.00 cr.)
This course is designed to provide students with hands-on experience and lecture on farm animals and will include visits to off-campus farms according to the AVMA CVTEA accreditation guidelines. Selected laboratory skills illustrate the necessary principles and develop familiarity with laboratory techniques.
Lecture (15.00)
Laboratory (30.00)
Prerequisites: ASC-110, ASC-201, ASC-202 and ASC-236

ASC-220 Hematology for Veterinary Technicians (3.00 cr.)
This course provides basic principles and procedures necessary for hematological analysis. Topics will include the complete blood count, coagulation, anticoagulants, and morphology of normal and abnormal blood cells according to the AVMA CVTEA accreditation guidelines. Selected laboratory skills illustrate the necessary principles and develop familiarity with laboratory techniques.
Lecture (15.00)
Laboratory (60.00)
Prerequisites: ASC-110, ASC-201, ASC-202, BIO-221 and MTH-100

ASC-235 Clinical Lab for Veterinary Technicians (2.00 cr.)
This course provides the principles and procedures for laboratory techniques involved in the analysis of urine and blood components. Emphasis is placed on techniques, manual skill development, instrumentation, and quality control as required by the AVMA CVTEA accreditation guidelines. Selected laboratory skills illustrate the necessary principles and develop familiarity with laboratory techniques.
Lecture (15.00)
Laboratory (30.00)
Prerequisites: ASC-110, ASC-201, ASC-202, BIO-221 and MTH-100

ASC-236 Radiology for Veterinary Technicians (2.00 cr.)
This course will prepare students for an understanding of radiology producing radiographic images of the veterinary patient, safety, critiquing, and development as required by the AVMA CVTEA accreditation guidelines. Selected laboratory skills illustrate the necessary principles and develop familiarity with laboratory techniques.
Lecture (15.00)
Laboratory (30.00)
Prerequisites: ASC-110, ASC-201, ASC-202, BIO-221 and MTH-100

ASC-240 Parasitology (3.00 cr.)
This course is designed to prepare the veterinary technician to perform basic parasitological laboratory techniques and identify common parasites of domestic animals in this geographical area. The student will study life cycles with emphasis on control and prevention of infestations of parasites in common domestic and laboratory animals. The course will teach basic treatments for parasite infestations and public health concerns according to the AVMA CVTEA accreditation guidelines. Selected laboratory skills illustrate the necessary principles and develop familiarity with laboratory techniques.
Lecture (15.00)
Laboratory (30.00)
Prerequisites: ASC-110 and BIO-221
Corequisites: ASC-201 and ASC-202

ASC-244 Veterinary Dental Techniques II (2.00 cr.)
This advanced level course will focus on clinical application of canine and feline dental prophylaxis. Students will effectively demonstrate dental techniques according to the AVMA CVTEA accreditation guidelines. Selected laboratory skills illustrate the necessary principles and develop familiarity with laboratory techniques.
Laboratory (60.00)
Prerequisites: ASC-200 and ASC-236

ASC-261 Pathology for Veterinary Technicians (2.00 cr.)
This lecture course describes basic pathological concepts and ends with specific diseases of organs and systems of domestic animals as required by the AVMA CVTEA accreditation requirements.
Lecture (30.00)
Prerequisites: ASC-110 and BIO-221
Corequisites: ASC-201 and ASC-202

ASC-266 Veterinary Clinical Rotation II (4.00 cr.)
This course is the accumulation of all courses in the program. The clinical rotation awards academic credit for off-campus work-related learning experience in a full-service veterinary clinic validated by the course instructor and the veterinary site supervisor as required by the AVMA CVTEA accreditation guidelines. Selected laboratory skills illustrate the necessary principles and develop familiarity with laboratory techniques.
Clinical (180.00)
Prerequisites: ASC-213, ASC-214, ASC-215, ASC-220, ASC-235, ASC-236, ASC-240, ASC-244, ASC-261 and ASC-270
Corequisites: ASC-267

ASC-267 Veterinary Professional Seminar (1.00 cr.)
This capstone course utilizes all the information students learned throughout the program. Students will synthesize their knowledge of office practices, animal science, and veterinary technology to address issues relative to veterinary practice. The course includes specific didactic tasks in the lab to show mastery of the subject matter. Students will be focusing on outcomes required by the AVMA CVTEA accreditation standards.
Laboratory (30.00)
Prerequisites: ASC-213, ASC-214, ASC-215, ASC-220, ASC-235, ASC-236, ASC-240, ASC-244, ASC-261 and ASC-270
Corequisites: ASC-266

ASC-270 Veterinary Pharmacology (2.00 cr.)
This course introduces the student to frequently prescribed medications, their uses, actions and common side effects. The students will become familiar with veterinary pharmacology and pharmacy practices according to the AVMA CVTEA accreditation requirements.
Lecture (30.00)
Prerequisites: ASC-110 and BIO-221
Corequisites: ASC-201 and ASC-202

ASC-292 Small Animal Co-op (3.00 cr.)
ASC-292 is a cooperative clinical course. This course awards academic credit for work related learning experience validated by a co-op advisor and veterinary site supervisor. There is no designated class attendance required. As a requirement of the AVMA, a minimum of 300 hours work experience is needed to earn 3 credits.
Co-Op (300.00)
Prerequisites: ASC-106, ASC-107, ASC-111, ASC-115 and ENG-102

AMERICAN SIGN LANGUAGE

ASL-101 American Sign Language I (3.00 cr.)
This is an introduction to American Sign Language (ASL) as used in the deaf community. There will be a general discussion of ASL structure and an introduction to a variety of manual communication systems and philosophies. Information about the history of sign language and its existence in society today is also included. Skill focus will be on building a basic vocabulary of approximately 300 signs, both receptively and expressively, and the manual alphabet. This course requires 10 contact hours with people who are deaf.
Lecture (45.00)

ASL-102 American Sign Language II (3.00 cr.)
This class is a continuation of the basic course; expanding sign skills and exploring ASL idioms. Emphasis will be on increasing speed and fluency. This course requires 10 contact hours with people who are deaf.
Lecture (45.00)
Prerequisites: ASL-101

ASL-103 Fingerspelling (3.00 cr.)
This course is designed to enhance students’ understanding and use of fingerspelling with American Sign Language. Both expressive and receptive skills will be emphasized. This course will be taught in American Sign Language and has the secondary objective of enhancing general signing skills.
Lecture (45.00)
Prerequisites: ASL-101
Corequisites: ASL-102

FOR MORE INFORMATION ON THESE PROGRAMS VISIT WWW.CAMDENCC.EDU/PROGRAMS
AUT-200 ASL Essentials (3.00 cr.)  
The course is an intensive overview of American Sign Language through the use of conversations. The student will focus vocabulary, classifiers, role shifting, spatial relationships, indicating verbs, the formation of signs, non-manual signals and sentence structure.  
Lecture (45.00)  
Prerequisites: ASL-102  
Corequisites: ASL-201

AUT-201 American Sign Language III (3.00 cr.)  
This course is designed to increase receptive and expressive skills in dialogue communications. Further study of the complexities within the language will be pursued. This course requires 10 contact hours with people who are deaf.  
Lecture (45.00)  
Prerequisites: ASL-102

AUT-202 American Sign Language IV (3.00 cr.)  
This course is a course designed to enhance students’ communicative skills in American Sign Language in preparation for the Sign Language Studies Program. Students will be given opportunities to expand their vocabulary related to common experiences (both informal and formal settings with Deaf people). The student will utilize what they learned about ASL in class activities, video segments, dialogues, short stories, general conversations and class discussions. Particular attention will be placed on overall communicative ability, signing speed, accuracy, and vocabulary building.  
Lecture (45.00)  
Prerequisites: ASL-201

AUTOMOTIVE

AUT-101 Automotive Fundamentals (3.00 cr.)  
This course is designed to provide students with a foundation in the field of automotive technology. General service and maintenance procedures are stressed in this course.  
Lecture (30.00)  
Laboratory (30.00)

AUT-111 Automotive Brake Systems (3.00 cr.)  
This course is designed to provide the student with the theory, design construction, inspection, diagnosis and repair of automotive brake systems. Hands-on laboratory procedures are stressed throughout the course.  
Lecture (30.00)  
Laboratory (30.00)

AUT-121 Automotive Steering & Suspension Systems (4.00 cr.)  
This course is designed to provide the student with the theory, design, construction, inspection, repair and testing of automotive steering and suspension systems. Practical application in the laboratory of the theoretical material covered in class is stressed throughout the course.  
Lecture (30.00)  
Laboratory (60.00)

AUT-131 Automotive Heating and Air Conditioning (3.00 cr.)  
This course is designed to provide the student with the operation, design, diagnosis, repair and service procedures of automotive heating and air conditioning systems. Practical application in the laboratory of the theoretical material covered in class is stressed throughout the course. Recommend that AUT-141 be taken prior to or concurrently with this course.  
Lecture (30.00)  
Laboratory (30.00)

AUT-141 Automotive Electrical & Electronic Principles (4.00 cr.)  
This course is designed to provide the student with the basic principles of electrical/electronic laws, devices, instruments, and testing equipment. Practical application in the laboratory of the theoretical material covered in class is stressed throughout the course.  
Lecture (30.00)  
Laboratory (60.00)

AUT-142 Automotive Electrical/Electronic Systems (4.00 cr.)  
The course is designed to provide the student with the theory, design and service of automotive engine and body electrical/electronics systems. Application of theoretical material covered in class is stressed throughout the course. It is recommended that AUT 141 be taken prior to or concurrently with this course.  
Lecture (30.00)  
Laboratory (60.00)

AUT-242 Automotive Electrical/Electronic Systems (4.00 cr.)  
The course is designed to provide the student with the theory, design and service of automotive engine and body electrical/electronics systems. Application of theoretical material covered in class is stressed throughout the course. Recommend that AUT 141 be taken prior to or concurrently with this course.  
Lecture (30.00)  
Laboratory (60.00)

AUT-253 Automotive Engines (4.00 cr.)  
The course is designed to provide the student with theory, design, construction, inspection and service of automotive engines. This course will also provide the student with diagnosis, repair and testing procedures of automotive engines.  
Lecture (30.00)  
Laboratory (60.00)

AUT-261 Manual Drive Trains and Axles (4.00 cr.)  
The course is designed to provide the student with theory, design, construction, inspection, repair and diagnostic testing of manual drive trains and axles. Hands-on laboratory procedures are stressed throughout the course.  
Lecture (30.00)  
Laboratory (60.00)

AUT-262 Automatic Transmissions and Transaxles (4.00 cr.)  
The course is designed to provide the student with the theory, design, construction, inspection, repair, and diagnostic testing of automatic transmissions and transaxles. Hands-on laboratory procedures are stressed throughout the course.  
Lecture (30.00)  
Laboratory (60.00)

AUT-271 Advanced Automotive Systems I (4.00 cr.)  
The course is designed to explore the theory, design, service and diagnosis of advanced automotive systems. Computer controlled systems such as computer command controlled carburetors, electronic fuel injection and port fuel injection are explored in depth. It is recommended that the following courses be taken prior or concurrently to this course: AUT-242 Automotive Electrical/Electronic Systems and AUT-253 Automotive Engines.  
Lecture (30.00)  
Laboratory (60.00)

AUT-272 Advanced Automotive Systems II (4.00 cr.)  
The course is designed to provide students with the diagnosis, repair, service and testing procedures of advanced automotive systems and driveability problems. It is recommended that the following courses be taken prior or concurrently to this course: AUT-242 Automotive Electrical/Electronic Systems and AUT-253 Automotive Engines.  
Lecture (30.00)  
Laboratory (60.00)  
Corequisites: AUT-271
BHC-101 Brain Function Injuries & Treatment (3.00 cr.)
This course provides students with an overview of the basic concepts of brain structure and function, disabilities which arise from brain injuries, diseases and malfunction, and how people can learn to compensate and adjust to these problems. This will include the neuron, the brain stem, the limbic system, the cerebellum and the cerebral cortex, including hemispheres of the brain. This course will also review the incidence and prevalence of brain injury.
Lecture (45.00)
Prerequisites: ENG-012 and ENG-022

BHC-102 Emotional & Behavioral Disorders (3.00 cr.)
This course introduces students to the basic concepts of physical, cognitive, and emotional development across the life span. The student will learn the characteristics of disorders such as autism spectrum, as well as selective mutism, ADHD, depression, and psychotic disorders. Medical conditions such as generalized seizures, partial seizures and other complications which may be associated with neurological impairment will also be covered in this course. Students will become familiar with treatments and medications including their benefits and possible side effects.
Lecture (45.00)
Prerequisites: ENG-012 and ENG-022

BHC-103 Applied Behavioral Analysis (3.00 cr.)
This course will cover the basic principles of Applied Behavior Analysis. The lab portion of this course provides hands-on learning with feedback. Students will learn to apply behavioral change techniques derived from Operant and Classical Conditioning, including positive and negative reinforcement, in order to shape desired behavior in client populations. This course will expand the students' knowledge and skills for managing client outbursts according to the guidelines for the use of seclusion and restraints.
Lecture (30.00)
Laboratory (30.00)
Prerequisites: ENG-012 and ENG-022

BHC-104 Family Community & the Law (1.00 cr.)
This course will introduce students to issues arising in families of neurologically impaired clients. Student will learn effective strategies for the provision of client care within the individual family. This course will increase the awareness of community agencies supporting families of clients with neurological challenges.

BIO-010 Preparation for Biology (3.00 cr.)
This course is designed primarily for those students who have the desire but lack the proper background to enter science oriented programs. The course introduces basic concepts of natural science, scientific language, methods of fundamental scientific study, and basic laboratory procedures. (Credits do not apply toward graduation requirements).
Lecture (30.00)
Laboratory (30.00)

BIO-103 Human Biology (3.00 cr.)
This non-laboratory course is designed as an overview of the human organism. Cells, tissues and specifically, organ systems will be discussed. Emphasis will be placed on anatomical structures and important physiological phenomena. Some aspects of genetics and human disease may be introduced. This course does not satisfy a laboratory science elective.
Lecture (45.00)
Prerequisites: (ENG-013 and ENG-023) or ENG-046

BIO-104 Principles of Environmental Science (3.00 cr.)
This course is designed as a study of humans and their relationship with the environment. It considers basic concepts of ecology and how humans have altered and modified the environment through pollution and other changes imposed by technological advances. This course does not satisfy a laboratory science elective.
Lecture (45.00)
Prerequisites: (ENG-013 and ENG-023) or ENG-046

BIO-106 Living in the Environment (4.00 cr.)
The course is a study of the relationships between living organisms and their environment. It includes the examination of basic biological concepts including the scientific method, cell structure and function, metabolism, genetics and evolution. Laboratory exercises include computer modeling, field investigations and laboratory experiments. This course is designed to fulfill a laboratory science general education elective for non-science majors.
Lecture (30.00)
Laboratory (60.00)
Prerequisites: MTH-029 and (ENG-013 and ENG-023) or ENG-046

BIO-111 Biology I-Science (4.00 cr.)
This introduction to biology covers in detail the basic biological concepts of scientific method, cell structure and function, metabolism, evolution, genetics, and ecology, accompanied by appropriate illustrations. The principles are then discussed in relation to viruses, bacteria, protozoa and plants. Laboratory exercises are chosen to complement the material presented during lecture hours.
Lecture (30.00)
Laboratory (60.00)
Prerequisites: (ENG-013 and ENG-023) or ENG-046

BIO-112 Biology II-Science (4.00 cr.)
This second semester continuation of the basic principles explored in Biology I examines members of the animal kingdom with particular emphasis on mammalian anatomy and physiology. Laboratory work complements the lecture material.
Lecture (30.00)
Laboratory (60.00)
Prerequisites: MTH-029 and (ENG-013 and ENG-023) or ENG-046

BIO-117 Basic Anatomy & Physiology I (4.00 cr.)
This course is designed to introduce the basic principles of anatomy and physiology to nursing and allied health students. Following an introduction to the organization of the human body, basic chemistry, and basic cell biology, Basic Anatomy and Physiology (BIO 117) examines the histology, gross anatomy and functions of organs of the integumentary, skeletal, muscular, and nervous systems. Laboratories are designed to supplement the lecture material and include...
BIO-118 Basic Anatomy & Physiology II (4.00 cr.)
This course is designed to introduce the basic principles of anatomy and physiology to nursing and allied health students. Following an introduction to the organization of the human body in Basic Anatomy and Physiology I (BIO-117), this continuation course examines the histology, gross anatomy, and functions of organs of the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems. Laboratories are designed to supplement the lecture material and include the use of the following materials: histology slides, models, preserved specimens and computer simulated physiology exercises.
Lecture (30.00)
Laboratory (60.00)
Prerequisites: MTH-029 and (ENG-013 and ENG-023) or ENG-046

BIO-121 Basic Microbiology (4.00 cr.)
This course is designed to introduce the basic principles of microbiology to nursing and allied health students. Topics include biological concepts of cell structure, growth, reproduction, genetics, classification, beneficial microbe/human interactions, infections and host defenses. Laboratory exercises are designed to teach microscopy, staining, cultivation and identification of bacteria, control of microbial growth, aseptic technique and proper disposal of contaminated items. Lecture and Laboratory activities will emphasize analytical thinking and problem-solving ability.
Lecture (45.00)
Laboratory (45.00)
Prerequisites: MTH-029 and (ENG-013 and ENG-023) or ENG-046

BIO-130 Plants & Society (4.00 cr.)
This laboratory based course will introduce non-science majors to scientific principles by using plants and examining how they affect society. Topics will include the scientific method, basic plant structure and the basic concepts of plant physiology. The course will explore the interdependence of plants and people. This course is designed to fulfill a laboratory science general education elective for non-science majors.
Lecture (30.00)
Laboratory (60.00)
Prerequisites: BIO-117

BIO-135 Introduction to Viticulture (4.00 cr.)
Students will be introduced to current practices for establishing a commercial vineyard and maintaining its health and productivity once established. Topics covered include varietal selection, site preparation, equipment, site selection, first season establishment, vine growth development and training, trellis systems, vine propagation, weed control and vine disease control. During labs students will explore the practical applications of the above topics.
Lecture (45.00)
Laboratory (45.00)
Prerequisites: MTH-011 and (ENG-013 and ENG-023) or ENG-046

BIO-140 The Microbial World (4.00 cr.)
This laboratory-based course is designed to introduce non-science majors to scientific principles by using the microbial world as an investigative model. Topics will include the scientific method, the cellular basis of life, and the basic concepts of microbiology. The course will illustrate the interdependence of humans and microbes, explore the role of microorganisms in establishing and maintaining the environment and examine the establishment, spread and impact of infectious diseases. Contemporary issues in microbiology such as the development of antibiotic resistance, and the use of microorganisms in genetic engineering and biological warfare will also be explored. This course is designed to fulfill the general education goals of the college, with an emphasis on improving critical thinking and scientific literacy. This course will fulfill the laboratory science requirement for non-science majors.
Lecture (30.00)
Laboratory (60.00)
Prerequisites: MTH-011 and (ENG-013 and ENG-023) or ENG-046

BIO-140H Honors - The Microbial World (4.00 cr.)
This laboratory-based course is designed to introduce non-science majors to scientific principles by using the microbial world as an investigative model. The course will introduce the student to the scientific method, the cellular basis of life, and the basic concepts of microbiology. The course will illustrate the interdependence of humans and microbes, explore the role of microorganisms in establishing and maintaining the environment and examine the establishment, spread and impact of infectious diseases. Contemporary issues in microbiology such as the development of antibiotic resistance, and the use of microorganisms in genetic engineering and biological warfare will also be explored. This course is designed to fulfill the general education goals of the college, with an emphasis on improving critical thinking and scientific literacy. This course will fulfill the natural science requirement for non-science majors. ONLY STUDENTS WHO ARE ACCEPTED INTO THE HONORS PROGRAM ARE ELIGIBLE TO TAKE HONORS COURSES.
Lecture (30.00)
Laboratory (60.00)
Prerequisites: MTH-011 and (ENG-013 and ENG-023) or ENG-046

BIO-206 Environmental Sci: Theory & Applications (4.00 cr.)
The course is a study of the relationships between living organisms and their environment. It includes an in-depth examination of ecosystems, terrestrial and aquatic biodiversity, renewable and nonrenewable resources, climate change, and waste management. Laboratory exercises include computer modeling, field investigations and laboratory experiments.
Lecture (30.00)
Laboratory (60.00)
Prerequisites: BIO-111 and (ENG-013 and ENG-023) or ENG-046

BIO-210 Human Anatomy & Physiology (4.00 cr.)
This course discusses human anatomy and physiology and their inter-relationships. Lectures and laboratory exercises cover the salient features of mammalian morphology and physiology with special reference to humans. This course is designed primarily for specific programs at CCC and may not be transferable as an Anatomy & Physiology course.
Lecture (30.00)
Laboratory (60.00)
Prerequisites: BIO-111

BIO-211 Anatomy & Physiology I (4.00 cr.)
Anatomy and Physiology I will introduce the student to the organization of the human body and histology. The course will also examine the histology, gross anatomy, and functions of the integumentary, skeletal, muscular, nervous, and endocrine systems. Laboratories are designed to supplement lecture material, and include the use of a variety of materials: histology slides, models, and preserved specimens.
Lecture (30.00)
Laboratory (60.00)
Prerequisites: BIO-111

BIO-212 Anatomy & Physiology II (4.00 cr.)
Anatomy & Physiology II is a continuation of Anatomy & Physiology I (BIO-211). The course examines the histology, gross anatomy, and function of organs of the cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. Laboratories are designed to supplement lecture material and include the use of a variety of materials: histology slides, models, and preserved specimens.
Lecture (30.00)
Laboratory (60.00)
Prerequisites: BIO-211

BIO-221 Microbiology I (4.00 cr.)
Microbiology I is a comprehensive course covering the study of bacteria, fungi, and viruses. Laboratory exercises emphasize standard techniques used for the food, health, pharmaceutical, and other industries.
Lecture (45.00)
Laboratory (45.00)
Prerequisites: BIO-111
BIO-225 Introduction to Plant Biology (4.00 cr.)
This course is an introduction to the study of Botany, and includes a survey of the plant kingdom, emphasizing reproductive, vegetative, physiological, and evolutionary processes. Particular attention is given to Angiosperm structure and function. Laboratory exercises include microscopic observation, demonstrations of physiological processes, and local plant identification. This course is designed as a general education laboratory science elective for science majors.
Lecture (30.00)
Laboratory (60.00)
Prerequisites: BIO-111, MTH-029 and (ENG-013 and ENG-023) or ENG-046

BIO-240 Genetics (4.00 cr.)
This course is designed to give students a solid foundation in the three major areas of genetics: classical, molecular, and population. The lab component will engage the students with experiments in Drosophila heredity, DNA purification, restriction enzyme digests and interactive computer exercises in population biology. The course will also enhance students' abilities in information processing, critical thinking, writing, and examining complex ethical issues.
Lecture (30.00)
Laboratory (60.00)
Prerequisites: BIO-111 and CHM-111

BIO-250 Co-op I: Science (3.00 cr.)
Cooperative Education is a program designed to award academic credit for work related to a student’s major. The learning experience is defined as a combination of professional work experience, the development of measurable learning objectives based on the job description and the completion of individually tailored co-op assignments. A Co-op advisor is assigned to each student to establish the academic validity of the cooperation education credits. The key role of the advisor is to meet with the student’s employer and monitor the learning experience so that it reflects the student’s academic major and/or career interests. The advisor awards a letter grade at the end of the 15-week work experience. A minimum of 135 hours of work experience is required to gain 3 academic credits.
Co-Op (135.00)

BIO-255 Research Experience in Biology (4.00 cr.)
This course is a capstone course in which the students will review and expand their knowledge of basic biological principles, research methodology and professional practice in biological science. The student teams will design and complete a laboratory-based research project which demonstrates knowledge and skills gained in previous science and mathematics courses. The research project does not have to be publishable or primary research. The students will work with a faculty advisor to guide the project.
Lecture (30.00)
Laboratory (60.00)
Prerequisites: Matriculated into a degree program offering BIO-255 as a credit option; minimum GPA of 2.5; completed 12 credits in Biology and an additional 8 credits in Mathematics or Science; Minimum of 30 credits completed at Camden County College or in transfer; Permission of Instructor.

BIOTECHNOLOGY

BIT-102 Introduction to Biotechnology (1.00 cr.)
This is a survey course for students interested in pursuing a career in biotechnology. Lecture topics are designed to introduce the scope, current advances, and societal implications of biotechnology. Students will be exposed to the diversity of career opportunities and the regional biosciences job market. Guest speakers from industry, academia, and research facilities will enable students to connect with organizations where employment opportunities may exist.
Lecture (15.00)
Prerequisites: MTH-029 and (ENG-013 and ENG-023) or ENG-046

BIT-200 Introduction to Biochemistry (4.00 cr.)
Introduction to Biochemistry will give the student a strong foundation in the basic topics and techniques used in biochemistry: proteins, carbohydrates, lipids and nucleic acids. Laboratory exercises will prepare the student to perform current techniques critical to biochemical research. These include: separation chemistry, enzyme analysis, molecule isolation and identification techniques. Data recording and analysis will be stressed.
Lecture (45.00)
Laboratory (45.00)
Prerequisites: BIO-111 and CHM-221
Corequisites: BIO-240

BIT-201 Applications in Biotechnology (4.00 cr.)
The Applications in this Biotechnology course will detail concepts and principles of recombinant DNA techniques. Students will be exposed to the biotechnology research tools and protocols used for DNA isolation, gene mapping, DNA fingerprinting, cloning, gene expression and regulation, the production of gene libraries, and gene sequencing.
Lecture (30.00)
Laboratory (60.00)
Prerequisites: BIO-221, BIT-102 and CHM-112
Corequisites: BIO-240

BIT-202 Instrumental Analysis (4.00 cr.)
Instrumental analysis will emphasize the theory and application of modern analytic instrumentation as applied to the field of biotechnology, including techniques in spectrophotometry, chromatography, nuclear magnetic resonance, mass spectrometry and fluorescence.
Lecture (30.00)
Laboratory (60.00)
Prerequisites: BIT-102, CHM-112 and CHM-221

BIT-205 Biotechnology Internship (3.00 cr.)
The student will integrate their academic studies and apply these principles to the internship in the professional, biotechnology industry experience they will receive during their internship assignment. The students will be placed in affiliated programs in institutions and laboratories where they will be exposed to biotechnological skills necessary for industry standards (e.g. genetics, animal handling, instrumentation).
Clinical (135.00)
Prerequisites: BIT-102, BIT-201 and BIT-202

BUSINESS MATHEMATICS

BMT-101 Business Mathematics I (3.00 cr.)
Business Mathematics I is the study of mathematics using linear equations as a basis for solving business problems in retail management, finance and accounting. This course may not be accepted for transfer purposes at four-year institutions.
Lecture (45.00)

BMT-102 Business Mathematics II (3.00 cr.)
A continuation of Business Mathematics I, this course uses linear equations on a basis for solving more difficult mathematical problems in retail management, finance, and accounting. This course may not be accepted for transfer purposes at four-year institutions.
Lecture (45.00)

BUSINESS

BUS-201 Co-op I: Business (3.00 cr.)
Cooperative Education is a program designed to award academic credit for work related to a student’s major. The learning experience is defined as a combination of professional work experience, the development of measurable learning objectives based on the job description, and the completion of individually tailored Co-op assignments. A Co-op advisor is assigned to each student to establish the academic validity of the cooperative education credits.
Co-Op (135.00)

FOR MORE INFORMATION ON THESE PROGRAMS VISIT WWW.CAMDENCC.EDU/PROGRAMS
COMPUTER AIDED DRAFTING & DESIGN

CAD-101 Computer Aided Engineering Graphics (4.00 cr.)
Computer Aided Engineering Graphics is a course in graphical communications for engineering or high technology students. It is an introductory course in engineering graphics that emphasizes the use of the computer as a tool in the effective application of basic drafting principles, standards, and techniques. This course introduces the student to drafting and drafting standards by stressing the competent use of microcomputers, plotters, input devices, software, and other related materials.
Lecture (45.00)
Laboratory (45.00)

CAD-102 Advanced Computer Aided Eng Graphics (3.00 cr.)
This course is a continuation of Computer Aided Engineering Graphics stressing the advanced capabilities for design and drafting made possible by the use of the microcomputer. Topics covered include creating and viewing three-dimensional geometry, construction of complex drawings, block manipulation, using and editing intelligent entities (polylines), script files, attribute extraction, bill of materials generation, and the creation of custom shapes, linetypes, letter fonts, hatch patterns and menu systems. Database integration with CADD is also discussed.
Lecture (30.00)
Laboratory (30.00)
Prerequisites: CAD-101

CAD-107 Parametric Design: AutoDesk Inventor (3.00 cr.)
This course introduces the beginning and intermediate CADD student to the use of parametrically driven graphics software applications such as AutoDesk Inventor to implement advanced part and assembly modeling techniques. Students will study creation and development of complex 3-dimensional mechanical design assembly drawings from simple sketches and the use of property and parameter manipulation and modification. The course will also introduce the student to sheet metal and flat pattern drawings and design.
Lecture (30.00)
Laboratory (30.00)
Prerequisites: CAD-101

CAD-201 CADD Applications: MicroStation (3.00 cr.)
This course gives the introduction to intermediate Computer Aided Drafting and Design students the skills and knowledge necessary to use the MicroStation graphics software as a tool in the effective application of drafting principles and techniques. This course consists of training in all of the two-dimensional and three-dimensional drafting and design features of MicroStation, including rendering, fly through animation, and advanced concepts for a productive design environment.
Lecture (30.00)
Laboratory (30.00)

CAD-202 Advanced CADD Project (3.00 cr.)
The Advanced CADD Project course serves as a capstone learning experience for students in the Computer Aided Drafting and Design program. The course provides students with a vehicle to showcase acquired drafting and design skills in any of a number of engineering areas including (but not limited to) the architectural, mechanical, civil, and electrical disciplines. The purpose of the course is to expose final semester students to a real-world project development experience by guiding them through all of the stages of a professional level engineering project from conception to final, formal presentation.
Lecture (15.00)
Laboratory (60.00)

CAD-205 Architectural CADD Using Revit (3.00 cr.)
This course is an introduction to Architectural drafting and design using the AutoDesk Revit software application on the latest Windows platform. Revit Architecture is the industry standard for building information modeling (BIM) and was designed specifically for architects and designers. This is a core curriculum course for the CADD major but it can be utilized by anyone with at least one year of drafting experience using AutoCAD.
Lecture (30.00)
Laboratory (30.00)
Prerequisites: CAD-101

CAD-206 Solids Modeling: SolidsWorks (3.00 cr.)
This course introduces students from the CADD and CIM programs to the use of SolidWorks as a tool in the design and manufacturing stages of the product development lifecycle. Students will be prepared to take the CSWA certification exam.
Lecture (30.00)
Laboratory (30.00)
Prerequisites: CIM-101

CAD-208 AutoCad Civil 3D Level I (3.00 cr.)
This is an introductory Civil 3D course for students, draftspersons, designers, architects, engineers, contractors and others seeking professional advancement and job transition through acquiring AutoCad Civil 3D skills. Students become familiar with the basic AutoCad Civil 3D environment, commands and menu systems beginning with topographical survey information and culminating with design profiles and alignments. Students will explore how to organize project data, work with points, create and analyze surfaces, and generate properly formatted output. This course is intended for students who have completed CAD-101 or for those industry professionals who can demonstrate prior equivalent on-the-job experience with AutoCAD.
Lecture (30.00)
Laboratory (30.00)
Prerequisites: CAD-101

COMPUTER GRAPHICS

CGR-102 Electronic Publishing & Prepress (3.00 cr.)
This course develops the student’s basic computerized layout and design skills with particular emphasis on the fundamentals of prepress. Topics covered will include color control, color separations, special effects for type, automatic tracing of scanned images, scaling and cropping photographs and graphics, instant metamorphosis of one image into another, postscript output, and prepress process. This course includes in-class lab time.
Lecture (30.00)
Laboratory (30.00)

CGR-104 Elements & Principles of Graphic Design (3.00 cr.)
This course introduces students to the fundamentals and practical applications of layout and design for a variety of media. Course content will include principles of conventional and modern layout, tools, typography and effective use of color depending on the final output. Students will gain experience in executing variations of rough layouts for different purposes, selecting and positioning correct illustrative material, interpreting target audiences, creative concept formulation, working with art, as well as production methodology. The vocabulary advertising language associated with graphic design/advertising and production processes will be covered. This course is focused on the techniques of design, a computer is not required.
Lecture (45.00)
Prerequisites: ENG-012 and ENG-022

CGR-106 Print Publishing (3.00 cr.)
This course will examine theories, concepts, processes, terminology, systems and technologies relevant to the printing process, production and the digital industry. The course will explore and examine the printing industry and the preparation of publications. This course is not intended to provide students with hands-on operations of a printing press or a specific software package, but rather the understanding of the principles and practices of the printing production industry. Students will learn about the printing process through reading, writing, and discussion.
Lecture (45.00)

CGR-111 Computer Graphic Design I (3.00 cr.)
This course will provide studio experience in computer graphics art and design. This combined studio/lecture course is an introduction to the creative possibilities of graphics computing and to the historical, conceptual, technical, and contemporary background of computers and computer graphics. Emphasis is placed on the visual problem solving process through the use of applications and equipment. Students will be able to utilize a variety of software and hardware which includes
bit-mapped raster and object-oriented vectoring software programs. This course includes in-class lab time.

CGR-112 Computer Graphic Design II (3.00 cr.)
This course builds on the foundation in Computer Graphic Design I. It further develops the student’s basic computer graphic design and skills with particular emphasis on computer imagery created by various photo imaging programs. Students will study advanced manipulation tools which allow the artist to create electronic images directly on the computer screen by controlling the color and intensities of each pixel. Creative and conceptual development are emphasized throughout the course. This course includes in-class lab time.

CGR-114 Typography I (3.00 cr.)
This course serves as an introduction to typography and the use of text in various design contexts. Students will explore the history and evolution of type, noted typographers, the function of various letterforms, letters, words and sentences as an essential element of communication and graphic design problem solving. Students will focus on the creation of original artwork through traditional and digital media, while challenging their creative imagination and expanding their technical skills in discovering solutions to specific visual problems. This course has a lab component in which concepts covered in class will be applied in the studio environment.

CGR-126 Illustration I (3.00 cr.)
This course introduces students to the field of illustration. Students will develop an understanding of the field and develop skills in a range of media and techniques relevant to the industry. Emphasis will be placed on technical skill development using contemporary technologies. Assignments will focus on visual problem solving, research and concept development, the exploration of form and composition, and techniques related to the delivery of artwork to a client. The development of a personal style, unique concepts, and solutions specific to the advertising, editorial, publishing and/or entertainment industries will be emphasized through a variety of assignments. This course has a lab component in which concepts covered in class will be applied in the studio environment.

CGR-127 Illustration II (3.00 cr.)
This course builds on a student’s knowledge of the professional field of illustration. Having completed Illustration I, students will continue to develop competency in the field through a range of media and techniques. Emphasis will be placed on developing one’s skill set and using contemporary technologies relevant to the industry. Assignments will emphasize advanced visual problem solving, research and concept development, and the further development of a personal style, unique concepts, and project solutions specific to the advertising, editorial, publishing and/or entertainment industries. This course has a lab component in which concepts covered in class will be applied in the studio environment.

CGR-213 Computer Graphic Design III (3.00 cr.)
An in-depth study of digital computerized imagery will be explored in detail. This advanced course will explore both a fine art and commercial art approach to digital imagery and will allow students to apply their knowledge to the realizations of visual images. All Computer Graphic classes now include in-class lab time.

CGR-239 Animation I (3.00 cr.)
This course introduces students to the basics of 2D animation. Concepts and skills related to timing, rhythm, and motion will be introduced through projects designed to develop technical proficiency while challenging students in the development of a personal aesthetic. Emphasis will be placed on narrative and/or conceptual content and proper execution. Topics in animation history will be explored through relevant screenings of complete shorts and/or excerpts from feature-length commercial and independent animated productions, which will be evaluated and discussed. This course has a lab component in which concepts covered in class will be applied in a computer lab environment.

CGR-245 Animation II (3.00 cr.)
This course is a continuation in drawn and digitally produced animation introduced in CGR-239. Concepts and skills related to timing, rhythm and motion are further developed through projects designed to develop technical proficiency while challenging students’ in the development of a personal aesthetic. Emphasis will be placed on narrative and/or conceptual content and solid craftmanship in execution. Topics in animation history will be explored through relevant screenings of complete shorts and/or excerpts from feature-length commercial and independent animation, presented for evaluation and discussion. This course has a lab component in which concepts covered in class will be applied in the studio environment.

CGR-252 Portfolio Design (3.00 cr.)
This course will aid in the process of building and developing a professional portfolio of computer graphics. Students will be required to go on at least one job interview or talk with a professional art director about their portfolios and job opportunities in the field of computer graphics. Creative and conceptual development is emphasized throughout the course.

CGR-253 Digital Illustration (3.00 cr.)
This course will explore the applications of digital illustration as a means of effective visual communication. Emphasis is placed on the development of the creative visual concept and its relationship to style, media, technique, and method of reproduction. A variety of traditional and computer-generated illustration techniques are explored. Specific problems are given in technical illustration, medical illustration, children’s illustration, type design and other advertising areas. All Computer Graphic classes now include in-class lab time.

CGR-270 Computer Graphics Internship/Co-Op (3.00 cr.)
This course is a supervised work and learning experience in a professional environment under the direction of a Computer Graphics faculty member and an employee of a participating firm. Enrollment is contingent upon the availability of internships. Students are selected on the basis of personal qualifications, including GPA, courses taken, recommendations, and an interview. Co-Op (135.00)

CHINESE

CHI-101 Elementary Chinese I (3.00 cr.)
The course is designed to students with no prior knowledge of Chinese. It aims at developing students’ elementary skills in listening, speaking, reading and writing of Putonghua (Mandarin), as well as cultural understanding. The student will be able to produce Chinese sounds through learning Pinyin, write about 100 characters (simplified version), read and write simple texts/sentences. The course will also promote students’ appreciation for a different culture and language. This course is not intended for native speakers.

FOR MORE INFORMATION ON THESE PROGRAMS VISIT WWW.CAMDENCC.EDU/PROGRAMS
CHEMISTRY

CHM-010 Preparation for Chemistry (4.00 cr.)
This preparatory course provides the students with mathematical skills needed for basic computations and their applications in the physical sciences and introduces them to the elementary concepts of energy and matter. Also included are the basic laboratory procedures of chemistry. This course is designed to prepare students with little or no background in chemistry for college chemistry. [Credits do not apply toward graduation requirements].
Lecture (45.00)
Laboratory (45.00)
Prerequisites: ENG-012, ENG-022 and CHI-101 or two years of high school Chinese

CHM-011 Chemistry I - Science (4.00 cr.)
This course is appropriate for students majoring in a science such as chemistry, biology, physics or engineering. It also is the appropriate general chemistry course for pre-medical, pre-pharmacy, pre-dental and pre-veterinary students. This course is a continuation of Chemistry I Science (CHM-111). Topics include crystal structures, phase diagrams, solutions and properties, kinetics, thermodynamics, chemical equilibrium, acids and bases, electrochemistry and nuclear chemistry. Laboratory experiments illustrate chemical principles and develop laboratory skills.
Lecture (45.00)
Laboratory (45.00)
Prerequisites: CHM-111

CHM-112H Honors Chemistry II - Science (4.00 cr.)
This course is a continuation of Honors Chemistry I Science (CHM-111H). Topics include crystal structures, phase diagrams, solutions and properties, kinetics, thermodynamics, chemical equilibrium, acids and bases, electrochemistry and nuclear chemistry. Laboratory experiments illustrate chemical principles and develop laboratory skills.
Lecture (45.00)
Laboratory (45.00)
Prerequisites: CHM-111H or CHM-111 with a grade of A or B and Acceptance into the Honors Program

CHM-113 General Organic & Biological Chem I (4.00 cr.)
This course is designed for allied health students such as nurses. This course is not equivalent to CHM-111 and is NOT appropriate for pre-medical or pre-pharmacy students or for those majoring in chemistry, biology, physics or engineering. This course is an introduction to fundamental principles and concepts of general chemistry including the topics of measurements, atomic structure, the periodic table, chemical bonds, stoichiometry, oxidation-reduction, gases, solids, liquids, solutions, colloids, rates of chemical reaction, equilibrium, acids and bases, and nuclear chemistry. Laboratory experiments illustrate the listed chemical principles and develop familiarity with laboratory techniques.
Lecture (45.00)
Laboratory (45.00)
Prerequisites: CHM-101 or CHM-111

CHM-114 General Organic & Biological Chem II (4.00 cr.)
This course is a continuation of General Chemistry I. The course is an introduction to organic and biological chemistry including hydrocarbons, alcohols, derivatives of carboxylic acids, and amines, as well as carbohydrates, amino acids, proteins, enzymes, lipids, and metabolism. Selected laboratory experiments illustrate the reactions and properties of the listed compounds. Also included is an introduction to qualitative and quantitative laboratory techniques. This course is designed for Allied Health students.
Lecture (45.00)
Laboratory (45.00)
Prerequisites: CHM-101 or MTH-029

CHM-120 Chemistry for Fire Protection (4.00 cr.)
A study of the fundamentals of chemistry directed specifically to the area of fire protection is presented. It includes measurements, matter, atomic theory, chemical reactions, solids, liquids, gases, combustion, heat of reactions, and methods of extinguishment. The laboratory experiments are selected to reinforce the lecture subject matter. Fire Science students only.
Lecture (45.00)
Laboratory (45.00)
Prerequisites: MTH-029

CHM-130 General/organic/Biochemistry Dental Hyg (4.00 cr.)
A survey of inorganic chemistry, organic chemistry, and biochemistry with emphasis on the practical aspects is presented. The laboratory experiments are designed to reinforce the lecture subject matter. Need a grade of “C” or better in either high school chemistry or the Preparation for Chemistry course, and a grade of “C” or better in high school biology. This course is designed specifically for those applying to or enrolled in the Dental Hygiene Program and may not transfer as a Chemistry course.
Lecture (45.00)
Laboratory (45.00)
Prerequisites: MTH-029

CHM-140 Chemistry & Society (4.00 cr.)
This course is designed for non-science majors. The course will present some of the fundamental concepts of chemistry and introduce students to laboratory experimentation. Interesting chemistry topics will be considered with regard to their social, environmental, and economic issues. Discussion topics may include: air pollution; the ozone layer and the impact of technology on global warming; alternative energy sources, such as solar, nuclear and biomass processes; water pollution; nutrition; the mechanism of action of various drugs, and other topics based on student interest and instructor expertise. Fundamental chemistry topics to be discussed include: experimental measurements; atomic structure; atom properties and the periodic table; bonding, structure and reactivity; the solid, liquid and gaseous states; stoichiometry of chemical reactions; properties of solutions; rates of chemical reaction and catalysis; oxidation-reduction and acid-base reactions; pH; synthetic and natural polymers, including biopolymers such as proteins, carbohydrates and nucleic acids; and electrochemistry.
Lecture (45.00)
Laboratory (45.00)
Prerequisites: ENG-101 and MTH-029
CHM-140H Honors Chemistry & Society (4.00 cr.)
This course is designed for non-science majors. The course will present some of the fundamental concepts of chemistry and introduce students to laboratory experimentation. Interesting chemistry topics will be considered with regard to their social, environmental and economic issues. Discussion topics may include: air pollution, the ozone layer and the impact of technology on global warming; alternative energy sources, such as solar, nuclear and biomass processes; water pollution; nutrition; the mechanism of action of various drugs, and other topics based on student interest and instructor expertise. Fundamental chemistry topics to be discussed include: experimental measurements; atomic structure, atom properties and the periodic table; bonding, structure and reactivity; the solid, liquid and gaseous states; stoichiometry of chemical reactions; properties of solutions; rates of chemical reaction and catalysis; oxidation-reduction and acid-base reactions; pH; synthetic and natural polymers, including biopolymers such as proteins, carbohydrates and nucleic acids; and electrochemistry. ONLY STUDENTS WHO ARE ACCEPTED INTO THE HONORS PROGRAM ARE ELIGIBLE TO TAKE HONORS COURSES.
Lecture (45.00)
Laboratory (45.00)
Prerequisites: ENG-101 and MTH-029

CHM-145 Introduction to Forensic Science (4.00 cr.)
This is an introductory course in forensic science intended for criminal justice students and others interested in a laboratory science. Basic material in chemistry, biochemistry, mathematics and physics will be presented so that students have the requisite background to understand and appreciate the role of the crime laboratory in modern forensics. Laboratory experiments demonstrate modern forensic techniques and integrate the fundamental of science.
Lecture (45.00)
Laboratory (45.00)
Prerequisites: MTH-029 and (ENG-013 and ENG-023) or ENG-046

CHM-160 Fundamentals of Food Science (4.00 cr.)
This course introduces students to the science and technology related to foods. Topics include the structure, function and metabolism of the three primary biomacromolecules (proteins, carbohydrates and lipids) as well as the effects of enzymes, vitamins and hormones on food metabolism. The course will also include the effects of temperature on food (storage and cooking) and the laboratory techniques used in the food science industry.
Lecture (45.00)
Laboratory (45.00)
Prerequisites: FNS-130 and CHM-101, or FNS-106 and CHM-111

CHM-221 Organic Chemistry I (4.00 cr.)
This course is an introduction to organic chemistry with an emphasis on compound structure, functional group transformations, and reaction mechanisms. Topics covered include: acid-base chemistry, alkanes, cycloalkanes, alkyl halides, alkenes, alkynes, radical reactions, conformational analysis, stereochemistry and the application of reactions in organic synthesis. Laboratory experiments focus on fundamental techniques (recrystallization, distillation, extraction, thin-layer chromatography) and representative reactions (nucleophilic substitution, alcohol oxidation, alkene addition reactions).
Lecture (45.00)
Laboratory (45.00)
Prerequisites: CHM-112

CHM-222 Organic Chemistry II (4.00 cr.)
This course is a continuation of Organic Chemistry I. A detailed study of the synthesis, reaction mechanisms, and spectroscopy of aromatic compounds, aldehydes, ketones, carboxylic acids, auto-oxidation, carboxylic acid derivatives, amines, phenols, macromolecules, fats, carbohydrates, proteins, and nucleic acids is included. Laboratory experiments are used to develop student techniques and illustrate the principles involved.
Lecture (45.00)
Laboratory (45.00)
Prerequisites: CHM-221

For more information on these programs visit www.camdencc.edu/programs
CID-200 Game Design & Development II (3.00 cr.)
This course will focus on the production, design and technical skills of game design. Students will learn the many aspects of a game development team and learn how each of these roles contributes to a game’s overall design. The labs in this hands-on course will focus on techniques in design, and technical skills required to develop and design a computer generated interactive video game. Laboratory activities will consist of demonstrations, exercises, faculty supervision of student work period and discussion. The course is divided between lecture and lab to help students make more direct links between what they learn during a lecture setting and what they learn during a hands-on activity.
Lecture (30.00)
Laboratory (30.00)
Prerequisites: CID-125

CID-203 UI & UX Design (3.00 cr.)
The hands-on course will focus on web mock-up development and interactive design for user interfaces related to the web and mobile applications. In the lab students learn the process of planning and developing a user interface design (UI) that optimizes the user experience (UX). Laboratory activities will consist of demonstrations, exercises, faculty supervision of student work period and discussion. The course is divided between lecture and lab to help students make more direct links between what they learn during a lecture setting and what they learn during a hands-on activity.
Lecture (30.00)
Laboratory (30.00)

CID-204 Web & Digital Publications (3.00 cr.)
The course will explore the creative planning and technical execution of viewable information for a targeted audience. The digital publications (layouts, interactive and on-line) are intended to convey information and advertisements. Laboratory activities will consist of demonstrations, exercises, faculty supervision of student work period and discussion related to the creation of advertisements, promotion, branding, banner designs, logo creation, and interactive multimedia publications as it relates to web and digital publications. The course is divided between lecture and lab to help students make more direct links between what they learn during a lecture setting and what they learn during a hands-on activity.
Lecture (30.00)
Laboratory (30.00)

CID-205 Graphics for the Web (3.00 cr.)
An image can communicate powerful ideas and emotions; graphics can enhance a site’s experience, support its content, and create a visual hierarchy. This course focuses on creating Web graphics including technical fundamentals and techniques for the wide range of graphics encountered in a typical Web design project. Laboratory activities will consist of demonstrations, exercises, faculty supervision of student work and discussion related to the fundamentals and techniques necessary to create web graphics. The course is divided between lecture and lab to help students make more direct links between what they learn during a lecture setting and what they learn during a hands-on activity.
Lecture (30.00)
Laboratory (30.00)

CID-214 Web Page Design II (3.00 cr.)
This course is a continuation of Web Page Design I. It includes advanced features of web design including HTML, CSS, JavaScript and Bootstrap as well as system administration for setting up and managing a website. Students will explore front-end and back-end technologies for making interactive websites. Laboratory activities will consist of demonstrations, exercises, faculty supervision of student work period and discussion. Laboratory sessions will focus on the utilization of the above progress in the creation of a website. The course is divided between lecture and lab to help students make more direct links between what they learn during a lecture setting and what they learn during a hands-on activity.
Lecture (30.00)
Laboratory (30.00)
Prerequisites: CID-113

CID-215 Web Multimedia (3.00 cr.)
This hands-on course focuses on creating multimedia Web sites. The emphasis is on using cross-platform tools to create high quality, low bandwidth media that downloads fast and works with most browsers. Laboratory activities will consist of demonstrations, exercises, faculty supervision of student work period and discussion to reinforce the use of cross platform tools in multimedia websites. The course is divided between lecture and lab to help students make more direct links between what they learn during a lecture setting and what they learn during a hands-on activity.
Lecture (30.00)
Laboratory (30.00)

CID-220 Web Development (3.00 cr.)
Course Description: This course studies strategies for making effective use of Web architecture and programs. It emphasizes site maintenance and focuses on the technical aspects of Web development from a designer’s standpoint. In lecture and labs students will learn the fundamentals of JavaScript as a method to create interactivity with text, animation, sound and graphics. Laboratory activities will consist of demonstrations, exercises, faculty supervision of student work period and discussion. The course is divided between lecture and lab to help students make more direct links between what they learn during a lecture setting and what they learn during a hands-on activity.
Lecture (30.00)
Laboratory (30.00)

CID-239 2D Interactive Animation (3.00 cr.)
The course will explore the creative and technical aspects of designing 2D interactive animation. Student projects are directed toward the design of interactive environments for the web and applications. Laboratory activities will instruct the student in the design of 2D interactive environments for the web and their applications. The course is divided between lecture and lab to help students make more direct links between what they learn during a lecture setting and what they learn during a hands-on activity.
Lecture (30.00)
Laboratory (30.00)

CID-241 3D Computer Animation I (3.00 cr.)
This course introduces the fundamental 3D principles of modeling and animation. Topics include: perspective and the anatomy of a figure. The student will learn the basic concepts of shape and object manipulation. Lectures include demonstration of industry leading modeling and rendering software used in assignments and class discussions designed to reinforce the fundamental 3D principles of modeling and animation. Laboratory activities will consist of demonstrations, exercises, faculty supervision of student work period and discussion. The course is divided between lecture and lab to help students make more direct links between what they learn during a lecture setting and what they learn during a hands-on activity.
Lecture (30.00)
Laboratory (30.00)

CID-242 3D Computer Animation II (3.00 cr.)
This course builds on the foundation in 3D Computer Animation I. It further develops the student’s basic animation skills with particular emphasis on lighting, motion and rendering. Students will study advanced computerized animation techniques, working in the three dimensional environment. Emphasis is on creative content experimentation and critical thinking. Creative and conceptual developments are emphasized throughout the course. Laboratory activities will consist of demonstrations, exercises, faculty supervision of student work period and discussion to reinforce the animation skills listed above. The course is divided between lecture and lab to help students make more direct links between what they learn during a lecture setting and what they learn during a hands-on activity.
Lecture (30.00)
Laboratory (30.00)

CID-243 Computer Animation III (3.00 cr.)
This capstone course explores advanced concepts in 3-D designing and producing computer-generated animation. Students begin production of animation samples that demonstrate creativity and knowledge of sophisticated animation techniques. Students will utilize lab time to complete a number of 3D projects and assignments, research animation career opportunities and develop a video portfolio of their own work. Laboratory activities will consist of demonstrations, exercises, faculty supervision of student work period and discussion. The course is divided between lecture and lab to help students make more direct links between what they learn during a lecture setting and what they learn during a hands-on activity.
Lecture (30.00)
Laboratory (30.00)
Prerequisites: CID-241

CID-240 Computer Animation IV (3.00 cr.)
This course will focus on advanced techniques in 3D computer animation. Students will work on projects that demonstrate creativity and knowledge of sophisticated animation techniques. They will also be introduced to the tools and techniques used in the animation industry. Laboratory activities will consist of demonstrations, exercises, faculty supervision of student work period and discussion. The course is divided between lecture and lab to help students make more direct links between what they learn during a lecture setting and what they learn during a hands-on activity.
Lecture (30.00)
Laboratory (30.00)
Prerequisites: CID-243
between lecture and lab to help students make more direct links between what they learn during a lecture setting and what they learn during a hands-on activity.  

CID-244 Special Effects (3.00 cr.) 
This course explores various aspects of special effects in game design, web sites, interactive multimedia and film/video. Developers must be familiar with the basics of applying sound and visual effects in a computer generated interactive environment. Students will learn how to compose special effects by combining the elements of graphics, animation, video, and audio using leading industry software. Students will learn some of the mysteries behind the production of special effects by reviewing case studies. In the lab students will complete various assignments and create projects that demonstrate their understanding of special effects. Laboratory activities will consist of demonstrations, exercises, faculty supervision of student work period and discussion. The course is divided between lecture and lab to help students make more direct links between what they learn during a lecture setting and what they learn during a hands-on activity.

CID-255 Game Design & Development III (3.00 cr.) 
This course uses lecture and lab to explore advanced production in game design and development skills. Students will produce advanced interactive video games with special effects, animation and sound effects. Students will complete a number of video game projects and assignments, research game design career opportunities and develop a video game portfolio of their own work. Laboratory activities will consist of demonstrations, exercises, faculty supervision of student work period and discussion. The course is divided between lecture and lab to help students make more direct links between what they learn during a lecture setting and what they learn during a hands-on activity.

CID-256 Game Design & Development Final Project (3.00 cr.) 
This capstone course explores advanced production in game design and development. It will expand on the higher-level techniques introduced in Game Design III including: interactivity, programming, special effects, animation and sound effects. Students will complete the working game that they started in Game Design III and they will develop the sales, testing and marketing materials to promote this game. These tools are needed for the student’s video game portfolio. Laboratory activities will consist of demonstrations, exercises, faculty supervision of student work period and discussion focused on the tools and skills necessary to create a functional game. The course is divided between lecture and lab to help students make more direct links between what they learn during a lecture setting and what they learn during a hands-on activity.

CID-260 Comic Book Design (3.00 cr.) 
This course will provide an introduction to current techniques for comic book design. The course involves basic instruction on storytelling by means of pictures. It deals with design, page layout, and character development. Topics will include how to create the story, characters and text balloons, to page layout/design, adding special effects and 2D and 3D design. This course combines traditional and computerized techniques. Laboratory activities will consist of demonstrations, exercises, faculty supervision of student work period and discussion to reinforce the lecture topics presented above. The course is divided between lecture and lab to help students make more direct links between what they learn during a lecture setting and what they learn during a hands-on activity.

CID-242 Special Effects 
This course explores various aspects of special effects in game design, web sites, interactive multimedia and film/video. Developers must be familiar with the basics of applying sound and visual effects in a computer generated interactive environment. Students will learn how to compose special effects by combining the elements of graphics, animation, video, and audio using leading industry software. Students will learn some of the mysteries behind the production of special effects by reviewing case studies. In the lab students will complete various assignments and create projects that demonstrate their understanding of special effects. Laboratory activities will consist of demonstrations, exercises, faculty supervision of student work period and discussion. The course is divided between lecture and lab to help students make more direct links between what they learn during a lecture setting and what they learn during a hands-on activity.

CID-255 Game Design & Development III 
This course uses lecture and lab to explore advanced production in game design and development skills. Students will produce advanced interactive video games with special effects, animation and sound effects. Students will complete a number of video game projects and assignments, research game design career opportunities and develop a video game portfolio of their own work. Laboratory activities will consist of demonstrations, exercises, faculty supervision of student work period and discussion. The course is divided between lecture and lab to help students make more direct links between what they learn during a lecture setting and what they learn during a hands-on activity.

CID-256 Game Design & Development Final Project 
This capstone course explores advanced production in game design and development. It will expand on the higher-level techniques introduced in Game Design III including: interactivity, programming, special effects, animation and sound effects. Students will complete the working game that they started in Game Design III and they will develop the sales, testing and marketing materials to promote this game. These tools are needed for the student’s video game portfolio. Laboratory activities will consist of demonstrations, exercises, faculty supervision of student work period and discussion focused on the tools and skills necessary to create a functional game. The course is divided between lecture and lab to help students make more direct links between what they learn during a lecture setting and what they learn during a hands-on activity.

CID-260 Comic Book Design 
This course will provide an introduction to current techniques for comic book design. The course involves basic instruction on storytelling by means of pictures. It deals with design, page layout, and character development. Topics will include how to create the story, characters and text balloons, to page layout/design, adding special effects and 2D and 3D design. This course combines traditional and computerized techniques. Laboratory activities will consist of demonstrations, exercises, faculty supervision of student work period and discussion to reinforce the lecture topics presented above. The course is divided between lecture and lab to help students make more direct links between what they learn during a lecture setting and what they learn during a hands-on activity.
CIM-202 Conventional Machinist  (3.00 cr.)
This course is intended to give students the necessary machine time to complete the competencies set forth by the National Institute of Metalworking skills machinist Level I credential. Students will be shown how to use the NIMS website to register and receive their custom training guide to practice the competencies required by the Machinist Level I certification. The Machinist Level I certification has 11 competency standards that must be passed in order to receive the certification. The cost of tuition does not cover the cost of these exams. A student can still attend this class to learn the material and pass the class without registering with NIMS. The material will cover the skills required to become a conventional machinist. This course is part I of a two-part series of courses. The first 7 competencies of Machinist Level I will be addressed.

Lecture (30.00)
Laboratory (30.00)
Prerequisites: CIM-101

CIM-211 PLC Programming  (4.00 cr.)
No investigation of the modern industrial or controls environment would be complete without the study of the Programmable Logic Controller (PLC) and its attendant programming language: Relay Ladder Logic (RLL). This course is designed to achieve these ends. This introductory course will explore the history, theory, programming, and operation of the PLC. It will include wiring the PLC to real-world devices. It will cover those features common to all PLCs and briefly discuss those features offered on high-end machines. Both the capabilities and the limitations of the PLC will be discussed. Particular emphasis will be placed upon digital control with analog control applications being reserved for Advanced PLC Programming: CIM-212. The PLC used will be the Allen-Bradley SLC-5/02 and 5/04 processors. The A-B MicroLogix 1200 controller is also available for exploration. The programming environment will be Windows using the RSLogix 500 programming application and RSLink communication software. Although the course will include a basic review of electrical principles, prior electrical/electronic and/or computer programming experience will enhance success and student persistence in this course.

Lecture (45.00)
Laboratory (45.00)

CIM-212 Advanced PLC Programming  (3.00 cr.)
This course, formerly entitled Industrial Controls Systems, is a continuation of CIM-211, PLC Programming. Students will use the RS Logix-500 software package, running under the Windows operating system to investigate the advanced functions of the Allen-Bradley SLC-5/02 Programmable Logic Controller (PLC). This is chiefly a lab-oriented course. Preparatory lectures will accompany each lab assignment. Topics covered will include transitional bits, bit forcing, PLC networking and telephony, bit and data manipulation, shift registers, and analog I/O. Program control using master and zone control relays, sequencers, and subroutines will be investigated.

Lecture (30.00)
Laboratory (30.00)
Prerequisites: CIM-211

CIM-213 Tag-Based Pro Logic Controller Program  (2.00 cr.)
This course investigates IEC-61131-3 PLC programming using Relay Ladder Logic (RLL). The course intended for students who have completed both CIM-211 (PLC Programming) and CIM-212 (Advanced PLC Programming). Students who possess equivalent qualifying industrial experience with Rockwell Software’s RSLogix 500 PLC programming software may petition the instructor to waive the prerequisite course. This course will utilize Rockwell’s RSLogix5000 and or Rockwell’s Studio5000 programming package to create, modify, upload, and download tag-based RLL PLC programs to Allen-Bradley’s (AB) 5000-class of PLC’s. Specifically, the course explores specialty I/O modules, sensor interfacing, advanced mathematics and scaling techniques, and advanced trouble-shooting procedures utilizing Rockwell Software’s 5000-class Software and CompactLogix Hardware. The programming platform will be Windows 7; therefore, familiarity and hands-on experience with this Windows operating system is required.

Lecture (15.00)
Laboratory (30.00)
Prerequisites: CIM-212

CIM-219 CNC Machinist  (3.00 cr.)
This course is a continuation course intended to give students the necessary machine time to complete the competencies set forth by the National Institute of Metalworking skills Machinist Level I credential. Students will be shown how to use the NIMS website to register and receive their custom training guide to practice the competencies required by the Machinist Level I certification. The Machinist Level I certification has 11 competency standards that must be passed in order to receive the certification. A student can still attend this class to learn the material and pass the class without registering with NIMS. The material covered will be the skills required to become a CNC machinist. This class is part two of a two-part series of classes designed to parallel the competencies set forth by NIMS. The last 4 competencies of Machinist Level I will be addressed. These are the CNC machinist portions of the certification.

Lecture (30.00)
Laboratory (30.00)
Prerequisites: CIM-101 and CIM-221

CIM-221 CNC Programming & CAM  (4.00 cr.)
This is an intensive, two-part course designed for CIM students. Part one of this course concentrates on Computer Numerical Control (CNC) Programming for milling and turning centers using EIA standard RS274D programming format. Some of the major topics covered in this first portion of the course are basic CNC Operations, Cartesian Coordinates, Preparatory Functions, Miscellaneous Functions, Canned Cycles, RS232, DNC, MS-DOS, and Off-line programming. Part two of this course is devoted to Computer Aided Manufacturing (CAM). Students will generate CNC programs for milling and turning centers using a PC-based CAM system.

Lecture (45.00)
Laboratory (45.00)

CIM-222 Advanced CNC & CAM  (3.00 cr.)
This is an intensive course designed for CIM students preparing for employment as CNC Programmers. This course concentrates on three-dimensional Computer Numerical Control (CNC) Programming for machining centers using a personal computer based Computer Aided Manufacturing (CAM) software. Some of the major topics covered in this course are standard 3D surface types and definitions, Post Processor theory, planar roughing of 3D surfaces, complex surfaces, and multiple surface machining.

Lecture (45.00)
Laboratory (45.00)
Prerequisites: CIM-221

CIM-223 Motors Controllers and Sensors  (3.00 cr.)
This course is designed for CIM and Manufacturing Engineering students. It combines hands-on experiments with lecture topics. Covered topics will include AC and DC power, AC and DC motors, open and closed loop control, and stepper motors. Induction and commutation will be covered. Photoelectric, capacitive, and inductive sensors will be discussed and used. Optoelectronics, pneumatics and solenoid valves, transformers, and motor name plate reading will be covered. Parady’s Laws will be investigated. SCR, Triac, Relay, and Pulse Width Modulated (PWM) speed control techniques are discussed. NPN and PNP transistors, current-limiting resistors, exercises are performed. Laboratory exercises will include computer control of stepper motors, PLC control of a DC motor, motor dismantling, sensor applications and identification, design and building of a photoelectric switch and lead screw pitch determination. Both mechanical and solid state relay labs will be conducted. Qualified industrial experience will fulfill the prerequisite requirement.

Lecture (30.00)
Laboratory (30.00)
Prerequisites: CIM-223

CIM-231 Motors Controllers and Sensors  (3.00 cr.)
This course is a continuation course intended to give students the necessary machine time to complete the competencies set forth by the National Institute of Metalworking skills Machinist Level I credential. Students will be shown how to use the NIMS website to register and receive their custom training guide to practice the competencies required by the Machinist Level I certification. The Machinist Level I certification has 11 competency standards that must be passed in order to receive the certification. A student can still attend this class to learn the material and pass the class without registering with NIMS. The material covered will be the skills required to become a CNC machinist. This class is part two of a two-part series of classes designed to parallel the competencies set forth by NIMS. The last 4 competencies of Machinist Level I will be addressed. These are the CNC machinist portions of the certification.

Lecture (30.00)
Laboratory (30.00)
Prerequisites: CIM-211

CIM-231 Motors Controllers and Sensors  (3.00 cr.)
This course is a continuation course intended to give students the necessary machine time to complete the competencies set forth by the National Institute of Metalworking skills Machinist Level I credential. Students will be shown how to use the NIMS website to register and receive their custom training guide to practice the competencies required by the Machinist Level I certification. The Machinist Level I certification has 11 competency standards that must be passed in order to receive the certification. A student can still attend this class to learn the material and pass the class without registering with NIMS. The material covered will be the skills required to become a CNC machinist. This class is part two of a two-part series of classes designed to parallel the competencies set forth by NIMS. The last 4 competencies of Machinist Level I will be addressed. These are the CNC machinist portions of the certification.

CIM-251 CIM Integration/Project  (2.00 cr.)
This capstone course for the CIM.AAS degree is the culmination of the CIM curriculum. It serves as a pseudo ‘final exam’ on the curriculum because it requires the student to integrate the knowledge gained in the preceding courses in manufacturing, electronics, robotics, computers, CADD and quality control. Students are divided into small work groups. Each group is assigned the task of manufacturing a part or a series of parts. The group designs, builds, programs, and operates a
CIS-255 Precision Machining Project (2.00 cr.)
This is a capstone (project) class that draws upon the skills learned in the prerequisite classes of the Precision Machinist Technology curriculum. The student will be able to hone their skills while preparing a portfolio of physical objects to enhance their resume. Students will use the conventional and computerized machinery to make real parts. Students will also have the option to continue their quest for more National Institute for Metalworking Skills (NIMS) credentials if so desired.
Laboratory (60.00)
Prerequisites: CIM-101, CIM-211, and CIM-221
Corequisites: CIM-231

CIS-102 Spreadsheets (3.00 cr.)
This course is designed to assist students to find accurate information for a specific need using computer-based technologies. The Camden County College Library uses the Information Search Process (ISP) Model (http://wp.comminfo.rutgers.edu/kuhlt/lau/informat ion-search-process/) to teach information literacy to the students. This model incorporates the Information Literacy Competency Standards for Higher Education as well as the defining aspects of information literacy into an easy to use process for students. According to the American Library Association’s Information Literacy Competency Standards, information literacy is “a set of abilities requiring individuals to recognize when information is needed and have the ability to locate, evaluate and use effectively the needed information.” The Standards also state “information literacy is also increasingly important in the contemporary environment of rapid technological change and proliferating information resources.” The ISP Model is a six step guide used to teach students how to best approach a research assignment for any class using databases, browsers, search engines, and other electronic or online resources (documents and spreadsheets) available through the Camden County College Library. Information literacy forms the basis for lifelong learning and is common to all disciplines, all learning environments and all levels of education.
Lecture (45.00)

CIS-105 Computer Literacy (3.00 cr.)
This course is designed to provide the student with the knowledge and skill to use computers efficiently. Students will gain "hands-on" experience on a Windows based PC in word processing, spreadsheets, database management, a web browser, a student information system, and an operating system. Students will also learn the many facets of information technology, the way in which the world is being changed by it, and the associated risks and potential implications of technology in society. Topics will include an introduction to programming, an introduction to the hardware and software components of a computer system, the Internet, computer systems found in business, computer ethics, computer security, and the application of information technology to research information. Topics flow from the concrete to the abstract, from the present to the future. Knowledge of the keyboard is recommended for success in this course.
Lecture (45.00)

CIS-106 Intro Computing Google Apps (G Suite) (2.00 cr.)
This course provides the student with the ability to responsibly, appropriately and effectively use technology tools to access, manage, integrate, evaluate, create and communicate information independently or with others. In this course, students will learn the essential fundamentals of how to navigate the interfaces of Google Apps (G Suite), a Web-based collaborative Software as a Service (SaaS) solution that provides an integrated suite of secure, cloud-native collaboration and productivity applications. Students will use the G Suite tools of the Google Drive (cloud storage), Gmail, Calendar, Docs (Word Processor), Sheets (Spreadsheet), and Slides (Presentation Software) to store and display information. Knowledge of the keyboard is recommended for success in this course. This course is taught in a room with computers. Students benefit by interacting with the lecture material. However, there are no graded or mandatory student computer exercises required during the class lecture. All hands-on assignments are completed outside of class.
Lecture (30.00)

CIS-111 Research Process Using Computer Resource (1.00 cr.)
This course is designed to assist students to find accurate information for a specific need using computer-based technologies. The Camden County College Library uses the Information Search Process (ISP) Model (http://wp.comminfo.rutgers.edu/kuhlt/lau/informat ion-search-process/) to teach information literacy to the students. This model incorporates the Information Literacy Competency Standards for Higher Education as well as the defining aspects of information literacy into an easy to use process for students. According to the American Library Association’s Information Literacy Competency Standards, information literacy is “a set of abilities requiring individuals to recognize when information is needed and have the ability to locate, evaluate and use effectively the needed information.” The Standards also state “information literacy is also increasingly important in the contemporary environment of rapid technological change and proliferating information resources.” The ISP Model is a six step guide used to teach students how to best approach a research assignment for any class using databases, browsers, search engines, and other electronic or online resources (documents and spreadsheets) available through the Camden County College Library. Information literacy forms the basis for lifelong learning and is common to all disciplines, all learning environments and all levels of education.
Lecture (15.00)

CIS-112 The Technology of the Smartphone (1.00 cr.)
Smartphones have become an integral part of life. This course will provide the students with an appreciation of the complexity of smartphone, the history, and the technology. It will build the student’s knowledge of the smartphone to enhance the use of it and bring them to an awareness of the great impact smartphones make to business and ecommerce.
Lecture (15.00)
CIS-115 Cyberspace Ethics and Security (2.00 cr.)
This two-credit course provides an up-to-date investigation of the internet’s influence on our society and our lives. As the internet use expands and new information technologies are developed worldwide, unprecedented social and moral issues continue to emerge. Students will address problems of censorship, intellectual property, information privacy, and cybersecurity, and discuss potential resolutions that may be reached through technology, law, or a combination of the two. Case studies addressing major corporate data breaches, fair use and the Crypto Wars, and the political impact of regulation and “fake news,” among other recent controversies, establishes the global context. As recommended by the Association of Computing Machinery (ACM), this course serves to guide computing professionals’ ethical conduct and includes anyone using computing technology “in an impactful way”.
Lecture (30.00)

CIS-181 Linux/UNIX Essentials (3.00 cr.)
This course is designed to give the student a working knowledge of the Linux/UNIX operating system. It does not assume any prior knowledge of Linux and is geared toward those interested in systems administration as well as those who will use or develop programs for Linux systems. The course provides comprehensive coverage of topics related to Linux certification, including Linux distributions, installation, administration, X-Windows, networking, and security. The student will learn a variety of standard Linux/UNIX basic commands, how to work with files and directories, standard input/output and I/O redirection, standard error, pipes, basic protection/permission features for files, and use both full and relative path names in a file system. The features of the major shells will be described. The vi editor will be explored. This course is taught in a room with computers for the explicit teaching of a computer skill set using lecture. Computers are used as a lecture tool to provide demonstrations and illustrations of the technical concepts taught. Access to computers provides the students with the opportunity of interacting with the concepts presented. No graded assignments or mandatory exercises are completed during the lecture.
Hands-on assignments are completed outside of class.
Lecture (45.00)

CIS-191 Internet: Tools and Techniques (3.00 cr.)
This is a theory course that provides a broad knowledge of the Internet and its capabilities. The benefit of this course, to even the most novice Internet user, is that many topics are explored and discussed. Topics include the history of the Internet, devices and basic operations of the Internet, security issues, searching and browsing, tools used for blogging, creating web pages and social networking.
If the course is taught in a room with computers, the students benefit by being able to interact with the material; however, there are no graded or mandatory student computer exercises required during the lecture or lesson; therefore, there would be nothing for a student to do during any designated lab time. This course does not involve “how-to” elements that would need practice during a lab time.
Lecture (45.00)

CIS-192 Practical Applications of Website Mgt (3.00 cr.)
This course is designed for the student seeking knowledge of the business elements of the Internet. Today’s business marketing efforts require an Internet presence; this course will introduce the importance of an email marketing list, search engine and social media strategies. Businesses, large and small, exist for a single reason: to make a profit. Every expense must be held accountable toward enhancing or detracting from that profit. The cost of creating and maintaining an Internet presence; this course will introduce the importance of an email marketing list, search engine and social media strategies. Businesses, large and small, exist for a single reason: to make a profit. Every expense must be held accountable toward enhancing or detracting from that profit. The course will guide the student to setting up and implementing a SQL Server solution on the open source Linux platform. Students will start by understanding how SQL Server can be installed on supported and unsupported Linux distributions. Then they will brush up their SQL Server skills by creating and querying database objects and implementing basic administration tasks to support business continuity, including security and performance optimization. By the end of this course, the student will be able to recognize and utilize the full potential of setting up an efficient SQL Server database solution in their Linux environment.
Lecture (45.00)
Prerequisites: CSC-111 or CSC-171

CIS-234 SQL Server on Linux (3.00 cr.)
Relational databases often drive company-critical and web-enabled applications; therefore, database manipulation captures important data vital for a business ROI success. This course is hands-on data acquisitions working with relational forms, Pivot Tables and Pivot Chart reports, mailing labels, digital photography, various Internet resources and commercial services. The theory content consists of articles that raise questions about how computers affect society to assist the students to clarify issues, widen perspectives, arouse curiosity and conduct educated discussions about the responsible use of emerging technologies of the computer age. This course is taught in a room with computers for the explicit teaching of a computer skill set using lecture. Computers are used as a lecture tool to provide demonstrations and illustrations of the technical concepts taught. Access to computers provides the students with the advantage of interacting with the concepts presented. No graded assignments or mandatory exercises are completed during the lecture.
Hands-on assignments are completed outside of class.
Lecture (45.00)
Prerequisites: CIS-101 or CIS-105

CIS-210 Management of Information Systems (3.00 cr.)
Today, information systems are an integral part of all business activities and careers. This course introduces the students to contemporary information systems and demonstrates how these systems are used throughout organizations. The focus will be on the key components of information systems - people, software, hardware, data, and telecommunications, and how these components can be integrated and managed to create competitive advantage. Ethics and security protection relating to the use of information technology will be explained. In addition to surveying the exciting topic of information systems, students will gain hands-on experience with business software tools commonly applied to business data analysis and database management as well as business process execution. As a result, students will obtain valuable information technology knowledge and skills for being successful in all areas of business.
Lecture (45.00)
Prerequisites: ENG-101, MTH-111; and CIS-101, CIS-105 or CIS-206

CIS-225 Project Management Essentials (3.00 cr.)
This course provides students with the knowledge and skills to plan and manage projects using Microsoft Project. MS Project is a powerful tool for project design and development. It documents the projects from start to completion using tools to track the project schedules, costs and risks. The goal is for the student to learn and apply the basic usages of these tools preparing the way for more advance topics, such as Project Management.
Lecture (45.00)

CIS-231 System Analysis & Design (3.00 cr.)
This course will provide students with the conceptual, technical and managerial foundations needed for effective systems analysis, design and implementation. Students will learn both traditional (structured) and object oriented approaches to analysis and design, including data modeling techniques such as data flow, entity relationship, use case, class, sequence, activity and state diagrams using tools such as Microsoft Visio. Students will also learn basic project management skills as it relates to adaptive and predictive projects typical in systems development. This course is taught in a room with computers. Students benefit by interacting with the material. However, there are no graded or mandatory student computer exercises required during the class lecture. All hands-on assignments are completed outside of class.
Lecture (45.00)
Prerequisites: CIS-101, CIS-105 or CIS-206

CIS-206 Advanced Computer Concepts/Applications (3.60 cr.)
This course is a continuation of Computer Literacy in which the student will learn the advanced features of Word, Excel, Access, PowerPoint, and Publisher to use in the business environment. The students will learn and use several browsers and become knowledgeable in various operating systems. Emphasis will be placed on the following topics: user tools, user programming, presentation graphics, desktop publishing, use of scanners, workbook templates and data tables, macros, onscreen
databases, enabling the student to effectively analyze the business data. Popular databases use the Structure Query Language (SQL) to write and analyze queries and stored procedures. In this course, the student will learn to apply the basic SQL tools of the MS Sequel Server which will prepare the way for more advanced topics, such as SQL Server Reporting Services (SSRS), Crystal Reports and other business intelligence tools.

**CIS-236 Advanced SQL (3.00 cr.)**

This course is a continuation of the first course CIS-234 SQL Server on Linux and is intended to provide the student with the detailed study of SQL data manipulation. It presents an in-depth, hands-on study of the Structured Query Language (SQL) with some integration into Visual Basic. The main emphasis will be data management using Transaction SQL, stored procedures, triggers, and scripting using MS Sequel Server Tools. This course is taught in a room with computers running MS Sequel Server System.

**Lecture (45.00)**
**Prerequisites: CIS-101, CIS-105 or CIS-206**

**CIS-237 Relational Database Concepts (3.00 cr.)**

In this course, the student will study the theory of Structured Query Language (SQL) and the Relational Database architecture and technologies. This model and design tools will be exemplified by the use of the MS Sequel Server System and its developer's tools. This course is taught in a room with computers to allow the students to benefit by being able to interact with the material. However, there are no graded or mandatory student computer exercises required during the session.

**Lecture (45.00)**
**Prerequisites: CIS-234**

**CIS-238 Database Security and Protection (3.00 cr.)**

In the database environment, there are two realms of protection concerns (1) database (storage unit) and (2) the server (where the storage unit sits). This course emphasis is that students have an effective understanding to the importance of the business investments to protect its data. The course will cover hardware, software and human innovations to protect database environments. This course is taught in a room with computers to allow the students benefit by being able to interact with the material, however, there are no graded or mandatory student computer exercises required during the lecture.

**Lecture (45.00)**
**Prerequisites: CIS-237**

**CIS-239 Database Administration Principles (3.00 cr.)**

This course is designed to prepare the student for the Microsoft Technology Associate Exam 98-364 Database Administration Fundamentals. This model and design tools will be exemplified by the use of the MS SQL Server and its developer's tools. This course is taught in a room with computers to allow the students benefit by being able to interact with the material, however, there are no graded or mandatory student computer exercises required during the lecture.

**Lecture (45.00)**
**Prerequisites: CIS-237**

**CIS-285 Linux/Unix Networking and Security (3.00 cr.)**

This course is designed to give the student a working knowledge of Administration of the Linux/UNIX operating system in a security context. This includes the TCP/IP protocol, configurations and use of network access and data and system protection in the Linux and UNIX system. The student will learn to create Ethernet configurations in Linux and UNIX systems from a data security perspective and to configure network start ups, and services such as Telnet, FTP, and NFS as well as to use access control to develop effective firewalls and deny malicious agents in a host and to develop a mostly closed policy. Domain Name Server services will be learned as well as zoning, and secondary DNS. This course is taught in a room with computers for the explicit teaching of a computer skill set using lecture. Computers are used as a lecture tool to provide demonstrations and illustrations of the technical concepts taught. Access to computers provides the students with the advantage of interacting with the concepts presented. No graded assignments or mandatory exercises are completed during the lecture. Hands-on assignments are completed outside of class.

**Lecture (45.00)**
**Prerequisites: CIS-181, CST-102 and CSC-171**

**CIS-288 Linux System Administration (3.00 cr.)**

Common Linux administration topics will be covered in this course. Students will become familiar with administration tasks, and the tools used to accomplish those tasks. In addition, students will learn the various industry standards and established best practices for the efficient operation of Linux infrastructure. Students will be expected to have familiarity with the Linux command line (shell) and the VI text editor, which will be used throughout this course. This course is taught in a room with computers for the explicit teaching of a computer skill set using lecture. Computers are used as a lecture tool to provide demonstrations and illustrations of the technical concepts taught. Access to computers provides the students with the opportunity of interacting with the concepts presented. No graded assignments or mandatory exercises are completed during the lecture. Hands-on assignments are completed outside of class.

**Lecture (45.00)**
**Prerequisites: CIS-181, CST-102 and CSC-171**

**CIS-289 Linux System and Services (3.00 cr.)**

In this course, students who have learned basic Linux administration and networking will learn how to install, configure and manage Linux services. Students will use a virtual lab to learn how Linux can support a network with services such as the dynamic host configuration protocol, domain name system, lightweight directory access protocol (user authentication), and network time services. In addition, students will learn the LAMP stack (Linux, Apache, MySQL, PHP/Perl/Python) which is a common use of Linux servers. Students will learn how to install, configure, test and manage these services, and will learn basic syntax in protocols supported by these services (such as the hypertext markup language, structured query language, and Python). This course is the final in a series of courses that will be preparing the student for success when taking the CompTIA Linux+/LPIC-1 Exam, an industry recognized certification which demonstrates strong competence in Linux system administration. This course is taught in a room with computers for the explicit teaching of a computer skill set using lecture. Computers are used as a lecture tool to provide demonstrations and illustrations of the technical concepts taught. Access to computers provides the students with the advantage of interacting with the concepts presented. No graded assignments or mandatory exercises are completed during the lecture. Hands-on assignments are completed outside of class.

**Lecture (45.00)**
**Prerequisites: CIS-181, CST-102 and CSC-171**

**COLLEGE SUCCESS**

**COL-010 The College Experience (3.00 cr.)**

This course is designed for students who are either taking remedial courses and are transitioning into college level courses or, returning adult students looking to familiarize themselves with strategies needed to be effective at the college level. Students will be oriented to four areas of college readiness: Individual as Self; Individual as Student; Individual as Worker; Individual as Community Member / Citizen. In addition, they will be introduced to the appropriate College resources to assist them in each area.

**Lecture (45.00)**

**COL-011 College Success (2.00 cr.)**

This course focuses on self-assessment, setting short-term and long-term goals, using college resources, and developing techniques for surviving in college. Students also participate in individualized academic and career planning and workshops on resume writing, job search, and interview techniques.

**Lecture (30.00)**

**COMMUNICATIONS**

**COM-101 Influence of Mass Media (3.00 cr.)**

This course will enable the student to become familiar with the history and evolution of American mass media. The student shall recognize how and why the media operate as they do and what results they produce. The student shall develop analytical and critical skills enabling enlightened evaluation of media products and shall demonstrate an understanding of the obvious and the subtle effects of media upon the individual, the society, and the culture.

**Lecture (45.00)**
**Prerequisites: (ENG-013 and ENG-023) or ENG-046**
COM-102 Theory of Communications (3.00 cr.)
Theory of Communications is an introductory course in communications theory, principles, and applications. The student will analyze the principles and theories of communication and will apply these principles and theories to different communication situations.
Lecture (45.00)
Prerequisites: (ENG-013 and ENG-023) or ENG-046

COM-103 News Writing & Reporting (3.00 cr.)
This is a course in basic journalistic theory and practice for students interested in a career in the news media. The purpose of the course is to provide the student with newswriting skills, reporting abilities, and an understanding of the legal and professional responsibilities of journalists.
Lecture (45.00)
Prerequisites: ENG-101

COM-104 Introduction to Public Relations (3.00 cr.)
Public relations is the values-driven management of relationships with groups of people that can influence an organization’s success. The course examines how organizations can ethically and systematically build productive, mutually beneficial relationships with such groups.
Lecture (45.00)
Prerequisites: (ENG-013 and ENG-023) or ENG-046

COM-105 Media Literacy (3.00 cr.)
Media messages are not always what they seem. This course offers students an opportunity to develop skills necessary to be in control of their media habits and to be media literate. Course goals are to assist students in the effort to understand why media messages are constructed, how to think critically about media messages, the effects of media messages, and how to best manage their media habits by using technology to locate, evaluate and use information. Students will use technology to present information.
Lecture (45.00)
Prerequisites: (ENG-013 and ENG-023) or ENG-046

COM-106 Living in a Networked World (3.00 cr.)
Developing a sense of self in an effort to fit into the broader world is critical. People are using the networked world (social media) for various reasons, including: “to gain a sense of freedom, to magnify their voice, to gather audiences, and to connect with others on a broader scale”. This course will prepare students to present and navigate everyday communication activities with the appropriate use of technology. The course is an opportunity for students to understand themselves in both the physical and virtual worlds. Guidance will be given to locate, evaluate and use information as part of a networked world in which we live.
Lecture (45.00)
Prerequisites: (ENG-013 and ENG-023), or ENG-055

COM-141 Introduction to Broadcasting I (3.00 cr.)
This course will give an overview of the broadcast industry, including some history and law (FCC), along with present day make-up and problems. It will also discuss the future of broadcasting and employment opportunities in an exploding information age. Students will learn about the operation of the studios at WDBK-FM and work in the station (lab) to complete assignments.
Lecture (45.00)
Prerequisites: (ENG-013 and ENG-023) or ENG-046

COM-143 Introduction to Electronic Media (3.00 cr.)
This course gives an overview of the electronic media industry including broadcast radio and TV, cable, electronic publishing, Internet, corporate and industrial telecommunications and related systems. Course goals are to provide students with an understanding of the different aspects of the electronic media industry and how they function together. The goals include discussion of historical and future concepts of the electronic media industry and career trends in the field.
Lecture (45.00)
Prerequisites: (ENG-013 and ENG-023) or ENG-046

COM-145 Intercultural Communication (3.00 cr.)
This course will provide the student with practical information regarding the problems present in communicating with people of other cultures. It also explores cross-cultural differences in the communication process in order to learn how to communicate effectively with one another across cultural boundaries.
Lecture (45.00)

COM-196 Photojournalism Internship (3.00 cr.)
This is an applied course in Photojournalism. Emphasis will be on learning the proper methods of being a photographer and photojournalist for a newspaper, magazine or online media. The designation of a proper media outlet will be made final by the Communication program. One of the media outlets to be considered for the internship program is The Campus Press newspaper at Camden County College. The student is obligated to volunteer a minimum of 135 hours to complete the co-op.
Co-Op (135.00)
Prerequisites: ENG-101 and PHO-101

COM-198 Co-op I: Communications (3.00 cr.)
Cooperative Education is a program designed to award academic credit for work related to a student’s major. The learning experience is defined as a combination of professional work experience, the development of measurable learning objectives based on the job description, and the completion of each individually tailored Co-op assignment. A Co-op advisor is assigned to each student to establish the academic validity of the cooperative education credits.
Co-Op (45.00)

COM-208 Public Relations: Digital Marketing (3.00 cr.)
This course gives an overview of the strategies and tools available to public relations professionals through the development of digital communications technology. This course will also provide a foundation of understanding the role of convergence and hypermedia (integrated multimedia incorporating digital audio, visual, and text information). Another goal of this course is to include discussion of historical and future concepts of public relations in the digital age.
Lecture (45.00)
Prerequisites: (ENG-013 and ENG-023) or ENG-046

CRIMINAL JUSTICE

CRJ-101 Administration of Justice (3.00 cr.)
This course introduces the student to the American system of criminal justice. Its growth and development will be examined with emphasis placed on the various sub-systems of the criminal justice system and contemporary issues, which challenge its functional efficiency and effectiveness.
Lecture (45.00)

CRJ-103 Legal Systems (3.00 cr.)
This course examines the judicial process with emphasis on New Jersey and federal jurisdictions. The course provides an introduction to legal research and methodology, court administration, and judicial discretion. In addition, the course will examine the contributions of other legal systems to the American judicial process.
Lecture (45.00)

CRJ-104 Juvenile Delinquency (3.00 cr.)
This course provides an analysis of current sociological and psychological factors contributing to delinquent behavior that occurs during the period between childhood and adulthood and includes causation, control, and the attitudes of society toward this phenomenon.
Lecture (45.00)

CRJ-105 Criminal Law (3.00 cr.)
This course traces the historical development of criminal law from ancient times to the present. The impact of the Constitution and current judicial decisions, as well as the development of the modern penal code, will be discussed.
Lecture (45.00)

CRJ-106 Contemporary Corrections (3.00 cr.)
This is an introductory course in the study on penology, examining the development of correctional theory and practice from the custodial treatment and administrative viewpoints.
Lecture (45.00)
CRJ-107 Introduction to Probation and Parole (3.00 cr.)
This course is an examination of supervision of offenders outside a penal institution. Emphasis is placed on the utilization of community resources in the treatment process, probation and parole.
Lecture (45.00)

CRJ-108 Community Policing (3.00 cr.)
This course provides an overview of the concepts of Community Policing, which focuses on problem solving, community partnerships and organizational transformation. Emphasis is placed on students taking a systematic approach to community policing as a philosophy in the changing role of police in the community. Their combined efforts help to bridge the gap between the police and the community.
Lecture (45.00)

CRJ-120 Introduction to Homeland Security (3.00 cr.)
This course considers some of the challenges of maintaining the safety and security of citizens, key assets and critical infrastructure in a democratic society. Analyses of past and present efforts to strike a balance between individual rights and the prevention and control of subversive acts and terrorism shall be undertaken.
Lecture (45.00)

CRJ-203 Principles of Investigation (3.00 cr.)
This course provides a practical approach to the fundamental concepts and techniques of criminal investigation for the law enforcement officer and the pre-service student. The course addresses itself to such basic issues, i.e. personal conduct at the crime scene, evidence, criminal procedure, conduct of interviews and investigations, and communication of information by note taking and report writing. Finally, an examination of investigative techniques during the conduct of specific criminal offenses of a felonious nature will be presented for discussion.
Lecture (45.00)

CRJ-204 Multicultural Law Enforcement (3.00 cr.)
Multiculturalism is the understanding that there are diverse cultures that co-exist within society and that these groups have different customary behaviors, cultural assumptions and values, patterns of thinking, and communicative styles that impact the criminal justice system. This course will explore the diversity of gender, racial and ethnic groups, and vulnerable populations, how such diversity of these groups can impact the criminal justice system, and ways the criminal justice system can improve interactions with multicultural and vulnerable populations.
Lecture (45.00)

CRJ-207 Terrorism (3.00 cr.)
This is a survey course in domestic and international terrorism. It addresses these subjects in both modern and historical contexts. Areas of emphasis include defining terrorism, categories of terrorism, typologies, motivations of members, role of ideology, organizational models, networking, costs of terror, threats to democratic processes, hard line and conciliatory governmental responses and legal limitations in counter-terrorism.
Lecture (45.00)

CRJ-230 Victimization (3.00 cr.)
Victimization allows students to examine the insight of the overlooked individuals in the criminal justice system, the victim. This course of study comprises of victims rights when interacting with law enforcement officers, judicial officials and the processes in place to achieve justice for victims. In addition, students will be able to comprehend and understand the following concepts: offender accountability; social and economic impact on victims; and programs available to crime victims.
Lecture (45.00)

COMPUTER SCIENCE

CSC-105 Fundamentals of Programming (4.00 cr.)
This is an introductory Computer Science course in which students will learn the fundamentals of object-oriented programming in a 3-dimensional, interactive, animation environment. Students will create animation projects using a special software package for creating animation in small virtual worlds using 3-dimen-
CSC-223 Computer Science II (4.00 cr.)

This course is a continuation of CSC-122 Computer Science I in C++. This course will present the fundamentals of data structures from an object-oriented perspective. The focus will be on the use of classes for design and implementation of Abstract Data Types. Lists, stacks, queues, trees, sets, and graphs will be studied as well as searching, sorting and recursive algorithms. The use of dynamic data structures will also be examined. Students will apply these concepts through programming assignments in a commercially viable object-oriented language. Software engineering principles will be stressed.

Lecture (45.00)
Laboratory (45.00)
Prerequisites: CSC-122
Corequisites: MTH-129

CSC-225 Computer Laboratory Techniques (3.00 cr.)

This course includes an applied introduction to the most popular hardware, software and networks used by in the computer science industry. Students will be introduced to writing and using software tools in the Unix and GNU/Linux programming environments. The course teaches students how to write C programs and Unix shell scripts. Topics include text processing, memory management, files and pipes, and processes and protocols. Students write programs to analyze data and generate reports, use shell scripts to combine tools into applications.

Lecture (30.00)
Laboratory (30.00)
Prerequisites: CST-121 and CST-122

CSC-226 Programming Languages (3.00 cr.)

Programming Languages is designed for students intending to major in a Computer Science. The course will look at the history of programming languages and explore the fundamental, underlying concepts of high-level programming languages, including: syntax and semantics, structuring concepts for control, programs, and data. Different language paradigms will be studied and compared including object-oriented, functional, and logic and rule-based programming.

Lecture (45.00)
Prerequisites: CSC-223

CSC-240 Computer Organization (3.00 cr.)

This course is designed to provide students majoring in Computer Science with an unified view of the interrelated components of a computer system in terms of its structure and functions. This course covers the fundamental structures of logic gates, CPU, control unit, micro architecture, instruction set, I/O, and memory. Advanced topics such as RISC computers, parallel processing, and superscalar processors will also be introduced.

Lecture (45.00)
Prerequisites: CSC-223

CSC-272 Data Science Applications Programming (3.00 cr.)

This intermediate-level programming course assumes the student has a foundation in statistical methods and has successfully completed a college-level procedural programming course as prerequisite. This course is presented using the Python 3 language with a focus on developing foundational object-oriented programming skills and event-driven applications development for computing and data science majors. Topics include, secure coding techniques, testing and debugging code that uses dictionaries, tuples, strings, lists and files and performing natural language processing (NLP) tasks. Applications in big data, data mining, will be examined and practiced. Machine learning and deep learning will be explored as time permits. Students will practice the skills and concepts covered in lecture during structured, supervised laboratory time.

Lecture (30.00)
Laboratory (30.00)
Prerequisites: CSC-171 or CSC-121 and MTH-111

**COMPUTER SYSTEMS TECHNOLOGY**

CST-102 Introduction to Networking (3.00 cr.)

This course will provide the student with a basic understanding of microcomputer networks and their related equipment. Students will survey the basic concepts and components of personal computer networking, such as network topologies, access methods, network protocol layers, data transmission media, network hardware, software and peripherals. Basic network management techniques will also be discussed. Lab hours will be provided to reinforce the content presented.

Lecture (30.00)
Laboratory (30.00)

CST-103 Microcomputer Oper Systems I/Workstation (3.00 cr.)

This course gives the computer technology student a comprehensive understanding of modern graphical user interface operating systems and workgroup networks through the use of the latest Microsoft Windows Workstation operating system. Topics discussed include installation and customization of the operating system, system and network security, file systems, setting up and managing local and network printing, creating and administering user and group accounts, editing and customizing the Registry, and system and network troubleshooting. Also included are peer to peer network relationships, remote services, disk drive management, sharing and managing network resources, data archiving, and network protocols.

Lecture (30.00)
Laboratory (30.00)

CST-106 Microcomputer Oper Systems II/Serv Sys (3.00 cr.)

This course will provide the student with a comprehensive understanding of the latest version of Microsoft Windows Server operating system. It introduces the student to Active Directory Services and prepares them to plan, configure, and administer a complex, Windows based client/server network environment. Students will learn how to centrally manage user, groups, and network resources, and to administer the user environment and software applications with group policies. Installation and configuration of Dynamic Host Control Protocol services (DHCP) to automatically assign IP addresses will be studied. Configuration of Domain Name System (DNS) to manage name resolution, schema, and replication will also be covered, along with using Remote Installation Services (RIS) to deploy Windows Server.

Lecture (30.00)
Laboratory (30.00)
Prerequisites: CST-103

CST-109 Building Upgrading Repairing PCs (3.00 cr.)

This course gives the student a comprehensive understanding of the architecture and hardware subsystems of a modern microcomputer. Microcomputer assembly, repair and troubleshooting techniques will be studied along with software maintenance and installation procedures. System building and upgrading will also be studied and performed.

Lecture (30.00)
Laboratory (30.00)
Prerequisites: CST-103

CST-201 Advanced Networking (3.00 cr.)

This course will provide the student with an advanced understanding of microcomputer networks and their related equipment. The concept of interoperation through the use of networking protocols will be discussed and demonstrated along with advanced network management and environment customization techniques. Remote access and wide area network applications will be covered. Install, configure, implement, and manage client/server based workstation and server environments as assessed by laboratory assignments.

Lecture (30.00)
Laboratory (30.00)
Prerequisites: CST-102

CST-204 Computer and Network Security (3.00 cr.)

This course introduces the core concepts of Computer Security, the main threats, attacks and mechanisms, applied computer operations and security protocols, main data transmission and storage protection methods via cryptography, ways of identifying, understanding and recovery from attacks against computer systems, various methods of security breach prevention, network systems availability, applications security, recovery and business continuation procedures and counter systems penetrations techniques.

Lecture (30.00)
Laboratory (30.00)
Prerequisites: CST-102
Corequisites: CST-109
This course provides students with an understanding of cybersecurity, professional intrusion, detection methods, information security tools, and preventative measures to information security risks. Students will learn how to respond to cyber breaches, which include recovery, preservation, analysis of digital crime scene evidence, and proper incident response to cybercriminals using relevant federal statutes.  
Lecture (30.00)  
Laboratory (30.00)  
Prerequisites: CST-102

CST-212 Advanced Routing and Switching  
(3.00 cr.)  
The Advanced Routing and Switching course will provide the student with the knowledge and skills needed to install, configure, operate, and troubleshoot a small enterprise network. It will cover the following skills: Quality of Service (QoS) elements and understanding their applicability, how virtualized and cloud services interact and impact enterprise networks and, an overview of network programmability and the related controller types and tools that are available to support software defined network architectures. This course includes a laboratory component to further increase the students’ skill and understanding. This course covers the 2nd portion of the Cisco CCNA certification.  
Lecture (30.00)  
Laboratory (30.00)  
Prerequisites: CST-201

CST-220 Ethical Hacking & Penetration Testing  
(4.00 cr.)  
This course is an introduction to the world of computer hacking. The primary goal is to give students an understanding of how vulnerable systems can be and how they might be better defended. The class takes a systems engineering view of the hacking and emphasizes practical exposure via hands-on assignments.  
Lecture (45.00)  
Laboratory (30.00)  
Prerequisites: CST-102

DAS-111 Fundamentals of Chair-Side Assisting  
(7.00 cr.)  
The course consists of lectures and preclinical dental assisting procedures that are evaluated on an individual basis. Students will perform those Expanded Functions delegated by the New Jersey State Board of Dentistry to registered dental assistant in the state of New Jersey.  
Lecture (45.00)  
Laboratory (135.00)  
Prerequisites: DAS-141 and DAS-143

DAS-115 Pharmacology  
(1.00 cr.)  
The student will be introduced to basic pharmacological concepts as well as many of the most common drugs used by man to diagnose, prevent and treat disease. The student will study mechanisms of action, drug interactions and drug classifications as well as relating these to the course in pathology. Emphasis will be placed on the drugs used most commonly in the dental office.  
Lecture (15.00)  
Prerequisites: DAS-170 and DAS-141

DAS-120 Dental Radiology  
(4.00 cr.)  
This Dental Radiology course is designed to provide the dental assisting student with the opportunity to gain knowledge of the origin, production and utilization of radiation and digital radiography. Emphasis is placed on concepts of radiation safety and patient management. Through lecture and laboratory sessions, students will achieve practical experience in exposing dental radiographs on manikins, processing, mounting, and evaluating dental radiographs of diagnostic quality. Students will attain understanding of the extra-oral panoramic survey and intraoral surveys utilizing the paralleling and bisecting techniques with image receptors, including film and digital sensors. Students will perform two full-mouth series on patients to clinical proficiency after passing both lecture and laboratory portions. Although some patients may be provided by the College, the student may need, identify and schedule patients who have a clinical need for dental radiographic imaging. Following successful completion of this course, the student will continue into the Supervised Clinical Experience Course, DAS-160, where they will complete the necessary requirements set by the New Jersey Department of Environmental Protection (DEP). Once both courses are successfully completed and the Radiology Health and Safety (RHS) exam passed, the student will be able to finalize the steps necessary to apply to the DEP for a New Jersey Limited - Dental Radiographer License. Completion of this course does not provide the student the authority to take radiographs in a dental setting/office of any kind. This course is accredited by the New Jersey Radiographic Technology Board of Examiners.  
Lecture (30.00)  
Laboratory (90.00)  
Prerequisites: DAS-141 and DAS-143

DAS-125 Preventive Dentistry  
(3.00 cr.)  
The dental assisting student will demonstrate the ability to apply preventive education methods for the control of dental disease, utilizing communication skills to design an individualized plaque control program. Within this program the student will demonstrate the ability to obtain, analyze and evaluate a patient’s diet, making sound recommendations based on nutritional education, risk assessment tools and institutional and motivational skills taught within the course. Dental assisting students will be familiarized with the organization, principles and issues of the public health system in the United States, and the role of dentistry within these systems. Students will be exposed to basic concepts of epidemiology, statistical and survey methodology, and program planning, implementation and evaluation. Future roles for dental auxiliaries in a changing health care system will be investigated. Smoking cessation programs and oral cancer screening techniques will be discussed.  
Lecture (45.00)  
Prerequisites: DAS-141, DAS-143, DAS-150, DAS-151 and DAS-170

DAS-141 Biological Science for the Dental Asst  
(1.00 cr.)  
This online course provides a study of the fundamental anatomical and physiological interrelationships of the various organ systems of the human body. Major emphasis is placed on the structures of the head and neck.  
Lecture (15.00)  
Corequisites: DAS-143

DAS-143 Infection Control for Dental Assistant  
(2.00 cr.)  
This course is a fundamental study of sterilization and infection control protocol dealing with the transmission of infectious diseases, immunizations and applications of standard (universal) precautions in the dental office/clinic setting. Major emphasis is placed on basic microbiology and modes of precautions. This course will focus on the dental office procedures for surface asepsis techniques, instrument sterilization with steam and dry sterilizers, methods of spore monitoring, and appropriate personal protective equipment and workplace controls. FORMAL ACCEPTANCE INTO THE DENTAL ASSISTING PROGRAM REQUIRED.  
Lecture (30.00)  
Prerequisites: DAS-141 and DAS-143

DAS-150 Dental Anatomy for Dental Assisting  
(2.00 cr.)  
Dental Anatomy is a first semester course for the dental assisting student. Tooth anatomy, embryology, and histology are discussed in depth, providing an understanding of the development, form and function of the structures of the oral cavity. FORMAL ACCEPTANCE INTO THE DENTAL ASSISTING PROGRAM REQUIRED.  
Lecture (30.00)  
Prerequisites: DAS-141 and DAS-143

DAS-151 Dental Laboratory Procedures I  
(2.00 cr.)  
This course involves the study of the chemical and physical properties of materials used in dentistry; measurements, classifications and the application of these materials, using lecture, audiovisual presentations, demonstrations and active student participation in laboratory exercises.  
Lecture (15.00)  
Laboratory (30.00)  
Prerequisites: DAS-141 and DAS-143

DAS-152 Dental Laboratory Procedures II  
(2.00 cr.)  
This course involves the study of the chemical and physical properties of materials used in dentistry; measurements, classifications and the application of these materials, using lecture, audiovisual presentations, demonstrations and active student participation in laboratory exercises.  
Lecture (15.00)  
Laboratory (30.00)  
Prerequisites: DAS-141 and DAS-143

FOR MORE INFORMATION ON THESE PROGRAMS VISIT WWW.CAMDENCC.EDU/PROGRAMS
Dental Hygiene I Seminar (2.00 cr.)
This course is a lecture/discussion period designed to impart further knowledge and understanding of the clinical practice of the dental hygienist throughout the assessment, planning, implementation, and evaluation phases of treatment. The student will acquire theoretical and clinical information in the following areas: principles of instrumentation utilizing curets and scalers, treatment planning/ documentation, plaque control, tooth stains/polishing agents and techniques, topical fluoride application, instrument sharpening, evaluation and recall procedures, intraoral photography, care of prosthetic appliances, patient management, motivation and behavior modification, and nutritional counseling. SUCCESSFUL COMPLETION OF ALL FIRST SEMESTER COURSES IS REQUIRED.

Lecture (30.00)
Prerequisites: DHY-111, DHY-120, DHY-130, DHY-151 and DHY-170

Dental Hygiene II Seminar (2.00 cr.)
Dental Anatomy is a first semester course for the dental hygiene/assisting student. The course is designed to provide the student with knowledge and understanding of:
1. The nomenclature used in dentistry 2. The relationship of the supporting tissues of the teeth 3. The anatomy and physiology of the primary and permanent dentition 4. The relationship of the teeth within each arch 5. The occlusion of the maxillary and mandibular teeth 6. The relationship of anatomical structures to instrumentation.

Lecture (15.00)
Laboratory (30.00)

Periodontics I (2.00 cr.)
In this course, the student will study the biologic structures and functions of the normal periodontium and be able to recognize and identify the clinical characteristics of the normal periodontium on patients. The student will then utilize this information in the study of periodontal disease. The student is taught to recognize periodontal pathology, including the various types of periodontal conditions. The student will also study the roles of plaque, calculus, and restorative dentistry in the etiology of periodontal disease. SUCCESSFUL COMPLETION OF ALL FIRST SEMESTER COURSES IS REQUIRED.

Lecture (30.00)
Prerequisites: DHY-111, DHY-120, DHY-130, DHY-151 and DHY-170

Dental Hygiene I Pre-Clinic (2.00 cr.)
Dental Hygiene I Pre-Clinic provides the student the opportunity to put into clinical practice the information and skills obtained during Dental Hygiene I Seminar and co-requisite courses. Under the supervision of instructors, students will perform basic dental hygiene services in a clinic setting in order to develop the educative, preventive and therapeutic skills necessary for the clinical practice of dental hygiene. FORMAL ACCEPTANCE INTO THE DENTAL HYGIENE PROGRAM IS REQUIRED.

Laboratory (90.00)

Dental Hygiene II Clinic (3.00 cr.)
Dental Hygiene II Clinic provides the student the opportunity to put into clinical practice the information and skills obtained during current and previous dental hygiene seminars. Under the supervision of instructors, students will perform basic dental hygiene services in a clinical setting in order to develop the educative, preventive and therapeutic skills necessary to practice dental hygiene through the standard of care model. SUCCESSFUL COMPLETION OF FIRST SEMESTER COURSES IS REQUIRED.

Clinical (155.00)
Prerequisites: DHY-111, DHY-120, DHY-130, DHY-151 and DHY-170

Dental Lab Procedures (2.00 cr.)
This course involves the study of the chemicals and physical properties of materials used in dentistry; their measurements and classifications and the application of these materials. Demonstrations and active student participation in laboratory exercises provides practical application of the information received in the lecture portions of class. SUCCESSFUL COMPLETION OF ALL FIRST SEMESTER COURSES IS REQUIRED.

Lecture (15.00)
Laboratory (30.00)
Prerequisites: DHY-111, DHY-120, DHY-130, DHY-151 and DHY-170

Laboratory (30.00)
Lecture (15.00)

Periodontics I (2.00 cr.)

Clinical (155.00)
Prerequisites: DHY-111, DHY-120, DHY-130, DHY-151 and DHY-170

Dental Lab Procedures (2.00 cr.)

Laboratory (30.00)
Prerequisites: DHY-111, DHY-120, DHY-130, DHY-151 and DHY-170

Laboratory (30.00)
DHY-170 Medical Emergencies in the Dental Office  
This course prepares the student to recognize, manage, and make the modifications necessary to prevent a medical emergency that may develop during dental therapy. FORMAL ACCEPTANCE INTO THE DENTAL HYGIENE PROGRAM IS REQUIRED.  
Lecture (15.00)

DHY-172 Head & Neck Anatomy  
This course includes the study of the anatomy, histology, and embryology of the head, neck and oral cavity. Introductory information regarding cellular biology and general histology is presented. Other sciences are mentioned in reference to the musculature, blood and nerve supplies, bones, landmarks, sinuses and foramina of the respective areas. The significance of the various structures in dentistry is discussed.  
Lecture (30.00)  
Prerequisites: DHY-111, DHY-120, DHY-130, DHY-151, and DHY-170

DHY-212 Community Dentistry  
This course provides an introduction to current principles and issues in public health and their relationship to delivery of dental care to the public. Dental hygiene students are familiarized with the organization of the United States and other health care systems and the role of dentistry within these systems. Students will be exposed to basic concepts of epidemiology, statistical and survey methodology, and program planning, implementation, and evaluation. Future roles for dental auxiliaries in a changing health care system are investigated. SUCCESSFUL COMPLETION OF ALL FIRST YEAR COURSES IS REQUIRED.  
Lecture (30.00)  
Prerequisites: DHY-111, DHY-120, DHY-122, DHY-130, DHY-142, DHY-151, DHY-152, DHY-162, DHY-170 and DHY-172

DHY-223 Dental Hygiene III Seminar  
Dental Hygiene III Seminar is a lecture discussion period designed to expand the student’s knowledge and understanding of the clinical practice of the dental hygienist. Through the utilization of guest lecturers, slide presentation and class group activities, the student will acquire information relating to dental hygiene clinical practice. As needed, at the end of each class there will be group discussion directly related to problems and progress in clinic.  
Lecture (30.00)  
Prerequisites: DHY-122 and DHY-152

DHY-224 Dental Hygiene IV Seminar  
Dental Hygiene IV Seminar is a lecture/discussion period designed to expand the student’s knowledge and understanding in providing dental hygiene services to the “special needs” patient. Various dental and dental hygiene specialties and practice options will be introduced to expose the student to opportunities available within the field of dental hygiene. The student will acquire theoretical and clinical information in the following areas: plaque control; nutritional counseling; physically disabled patients; mentally disabled patients, gerodontic patients; nursing home patients; special needs patients: puberty, adolescence, menopause, pregnancy; bleaching techniques, career alternatives and the Internet in Dentistry. As needed, at the end of each class, there will be group discussion directly related to problems and progress in clinic.  
Lecture (30.00)  
Prerequisites: DHY-223

DHY-233 Advanced Techniques in Periodontics  
The treatment of inflammatory periodontal disease is taught during this course. Various aspects of conservative as well as surgical treatment are discussed. The student will become familiar with periodontal charting (including PSR), advanced instrumentation, chemotherapeutics, and recall as well as the various types of periodontal surgical procedures. The student is taught to recognize the limits of dental hygiene therapy in advanced periodontal cases, and to be aware of the types of more complex treatment.  
Lecture (15.00)  
Prerequisites: DHY-122, DHY-142 and DHY-152

DHY-252 Local Dental Anesthesiology  
This course will prepare the student to safely and effectively administer local dental anesthesia as current New Jersey legislation allows. The course will include the neurophysiology and psychology of pain, pharmacology of anesthetic agents, a review of anatomy and physiology as they relate to the administration of local dental anesthesia, and management of emergencies and complications. This course will include classroom and clinical components.  
Lecture (30.00)  
Clinical (12.00)  
Prerequisites: DHY-271, DHY-172 and HPE-181  
Corequisites: DHY-224

DHY-253 Dental Hygiene III Clinic  
Dental Hygiene III provides the student the opportunity to reinforce and refine clinical techniques developed in the previous semester. Greater emphasis will be placed on the student’s progression in assessment, dental hygiene diagnosis, treatment planning, implementation and evaluation of more periodontally involved patients. Additional adjunctive requirements will be assigned to allow students to develop in all areas of the dental hygiene care process.  
Clinical (270.00)  
Prerequisites: DHY-122, DHY-142 and DHY-152

DHY-254 Dental Hygiene IV Clinic  
Dental Hygiene IV provides the student the opportunity to reinforce and refine clinical techniques developed in the previous semester. Greater emphasis will be placed on the student’s progression in assessment, dental hygiene diagnosis, and treatment planning of more periodontally involved patients. Additional adjunctive requirements will be assigned to allow students to develop in all areas of the dental hygiene care process.  
Clinical (180.00)  
Prerequisites: DHY-253

DHY-261 Pathology  
The student will learn the causes and treatment of many common human diseases with particular emphasis on the oral, head, and neck regions. Attention will be given to the recognition of disease processes in the oral cavity and how they relate to the patient’s overall treatment. There will be many slides to show examples of the various diseases. The students are encouraged to relate what is learned in this course with their treatment of clinic patients.  
Lecture (30.00)  
Prerequisites: DHY-122, DHY-152 and DHY-172

DHY-262 Ethics Jurisprudence & Practice Mgmt  
The intent of this course is to familiarize the student with the ethics, jurisprudence & practice management in the field of dentistry. Ethical and legal issues that influence the profession will be discussed. The student will learn the necessary skills valuable to the dental office team. This course is web enhanced and all outlines are to be completed prior to the class session.  
Lecture (15.00)  
Prerequisites: DHY-111, DHY-120, DHY-130, DHY-151 and DHY-170

DHY-271 Pharmacology & Anesthesiology  
The student will be introduced to basic pharmacologic concepts as well as many of the most common drugs used by man to diagnose, prevent and treat disease. The student will study mechanisms of action, indications for use, dosage, drug interactions and drug classifications. Emphasis will be placed on the drugs used most commonly in the dental office. In addition precautions that need to be taken with patients that are taking medications will be discussed. The students will also learn about local anesthetics and their administration in dentistry.  
Lecture (30.00)  
Prerequisites: DHY-122 and DHY-152

DATA SCIENCE

DSC-101 Data Science I  
This introductory course will provide an overview of the practices and terminology of data science as a unified discipline encompassing mathematics, statistics, and computer science. The course will cover the spectrum of the data science workflow from initial investigation and data acquisition to the communication of results. Students will examine and collect a variety of media that include images, sound, video, numeric and text data and their storage formats such as csv, spreadsheets, JSON, xml databases, and NoSQL. Through individual and team assigned case studies and projects the students will practice problem formulation, data
DIVERSE AND SOCIAL JUSTICE

DSJ-101 Gateway to Social Justice Studies (3.00 cr.)
This gateway course in the Diversity and Social Justice Program provides a foundation in social justice education. Students will examine the social construction of identity, power, privilege, and structural inequalities, along with their consequences. Attention will also be given to past and present efforts to resist injustice and invoke social change.
Lecture (45.00)
Prerequisites: ENG-012 and ENG-022

DSJ-280 Service and Research for Social Justice (3.00 cr.)
This course will permit majors to integrate theory, knowledge, and practical experience gained in the Diversity and Social Justice program. Students will select and work with a community organization in the diversity, equity, and inclusion industry or a related field. Lecture will reinforce the service learning experience. A total of 45 hours of service learning is required.
Lecture (30.00)
Internship (45.00)
Prerequisites: DSJ-101

ECONOMICS

ECO-101 Macroeconomics (3.00 cr.)
This study of macroeconomics provides knowledge and understanding of the American economy as a whole. Topics include economic resources, the economy as a system, macroeconomic policy, aggregate demand and supply, the business cycle, and national income accounting.
Lecture (45.00)
Prerequisites: MTH-029 and (ENG-013 and ENG-023) or ENG-046

ECO-102 Microeconomics (3.00 cr.)
This study of microeconomics is a continuation of Economics I with emphasis on the individual firm and the individual household. The course discusses the most profitable output for the firm. Topics include labor, agriculture, competition, economic growth and poverty.
Lecture (45.00)
Prerequisites: MTH-029 and (ENG-013 and ENG-023) or ENG-046

EDU-100 Teaching: Introduction to the Profession (3.00 cr.)
This course is designed for students considering a career in teaching. It guides students through the profession, its foundations, realities, challenges and rewards. Students will evaluate classroom practices using case studies and video methodology. They will participate in a fifteen-hour field experience observation in a local school.
Lecture (45.00)
Field Work (15.00)

EDU-101 Historical Trends in American Education (3.00 cr.)
This course will provide an in-depth study of the prominent trends running throughout American education from 1600 to the present covering pre-school through post-secondary education. The focus will include social forces, sources of conflict, major educational figures, and patterns of schooling during each period.
Lecture (45.00)
Prerequisites: ENG-012 and ENG-022

EDU-102 Human Exceptionality (3.00 cr.)
The study of human exceptionality is important for undergraduate students to understand our pluralistic society, accept differences and develop the sensitivity and awareness that would allow them to work effectively in a diverse society. In the United States, people with disabilities are the largest growing minority group. Currently, there are over 54 million individuals with disabilities and the numbers continue to increase. Therefore, it is reasonable to conclude that our students will encounter exceptional individuals in their classes, in their community, and in their workplace. It is imperative that our students have the opportunity to learn about the nature and courses of exceptionality as well as the history of litigation that has led to increased civil rights for people with disabilities.
Lecture (45.00)
EDU-104 Learning Communities I (3.00 cr.)
This course introduces Elementary and Subject-matter candidates to the elements of successful, caring learning communities and builds a foundation for the course, Teaching in Learning Communities II and further educational work. Candidates study, observe, and participate in various elementary school learning communities and collaborative teaching-learning environments as they examine the interplay between planning, instruction, assessment, culture, diversity, and management within a learning community environment. A 20 hour field experience component is required. (This course only transfers to Rowan University).
Lecture (45.00)
Field Work (20.00)
Prerequisites: EDU-100

EDU-105 Educational Technology (2.00 cr.)
This education course focuses on the use of educational technology in support of student learning, and integration of technology into the P-12 curriculum in a computer lab setting. This course is designed to develop students’ awareness and understanding of the many sources and uses of educational technology available to educators. Strategies to incorporate technology and the World Wide Web into the school’s curriculum will be explored. Each student will participate actively in this course, practicing skills and working with others. The students will discuss and explore digital responsibility and digital citizenship.

EDU-106 Inclusive Class: Pedagogy/Elem. Seminar (3.00 cr.)
This course introduces educational principles and pedagogies that promote the use of positive universal classroom management techniques supportive of all learners in an inclusive setting. Students will be empowered to: articulate common academic language as it relates to the cycle of teaching and learning; create connections between educational philosophies, beliefs and dispositions; and embrace universal, proactive supports and strategies for creating effective learning communities to promote a positive school climate. The field experience seminar serves as the vehicle for domain-specific application of the principles and pedagogies that promote collaboration with partners in the field to support learning and the mental and physical health of diverse learners in all settings. The seminar will integrate teaching, research and service to advance knowledge in the field to prepare and support professionals through the development of knowledge, skills and dispositions with the ultimate goal of ensuring equitable educational opportunities for all learners. Students will participate in a 40-hour field experience observation in a local school.
Lecture (45.00)
Laboratory (30.00)
Prerequisites: EDU-100

EDU-107 Applied Preschool Experience (3.00 cr.)
This course introduces early childhood education candidates to the elements of successful, caring learning communities and builds a foundation for the course, Teaching in Learning Communities II and further educational work. Candidates study, observe, and participate in various early childhood learning communities and collaborative teaching-learning and adaptive environments as they examine the interplay between planning, instruction, assessment, culture, diversity, and management within a learning community environment. A 20 hour field experience component is required. (This course only transfers to Rowan University).
Lecture (45.00)
Field Work (20.00)
Prerequisites: EDU-100

EED-105 Child Development & Learning (3.00 cr.)
This course explores the sum of the total physical, intellectual, social, emotional and behavioral changes that occur in children from the moment of conception through the adolescent years. The course explores the physical, cognitive, social and emotional development of the child from birth through the preschool years. Major theories of development are also presented.
Lecture (45.00)

EED-120 Language Arts for the Preschool Child (3.00 cr.)
This course is an introduction to language development in the child and those language experiences which will be most beneficial. The student will be given the opportunity to explore all aspects of pre-reading skills that are essential in early childhood programs.
Lecture (45.00)

EED-205 Creative Arts: Early Childhood Learners (3.00 cr.)
This course is an introduction to creative development and to its application in the Early Childhood Curriculum. The following areas of study will be included: Creative development as it relates to the total development of the young child; theories related to creativity and aesthetics; appropriate creative experiences in art, music, movement, language and sensorial activities; selection and use of appropriate materials. The importance of teacher self-concept and individuality as it relates to nurturing the creative process in young children. The course allows students to examine progressive art forms that are applied in an early childhood education setting.
Lecture (45.00)

EED-210 Math/Science for the Preschool Child (3.00 cr.)
This course offers the student an opportunity to explore principles, methods and materials for teaching young children math and science concepts through discovery and experimentation. Emphasis is on the planning, implementation, and evaluation of developmentally-appropriate activities utilizing a variety of methods and materials.
Lecture (45.00)

ED-220 Behavior Management (3.00 cr.)
The student will develop an understanding of the discipline issues that children face from birth to early elementary school years. Emphasis will be placed on the acquisition of skills with importance on the child's developmental level. Special consideration will be taken with different theoretical approaches to understanding behavior.
Lecture (45.00)

EED-230 Applied Preschool Experience (3.00 cr.)
Field experience is traditional in higher education early childhood education programs. It is the “learning by doing” under educational guidance. Field work offers the student the opportunity to work directly with children, teachers, and administrative staff in early childhood education settings such as daycares and private and public preschools. This experience allows the student to apply his/her knowledge of the field in a practical setting. Students will use lecture time to reinforce their field work experience. Students are encouraged to find field work internships prior to registration. Background checks may be required at some schools. Field work is required for a total of 100 hours during the semester.
Lecture (15.00)
Field Work (100.00)

EED-240 Social & Emotional Dev: Infant/Toddler (3.00 cr.)
This course will introduce infant/toddler mental health and the interaction process essential to promote quality infant/toddler programs in center and family based settings. The course will cover topics such as attachment, separation and loss, and separation and individual construct. The student will understand ethical and boundary issues within the infant/toddler mental health field, use self-reflection and dialogue with peers to understand one’s role as an infant/toddler caregiver or related service specialist as they interact with infants, toddlers and families in a professional capacity. Students will present, document, and analyze field observations to further understanding of typical development and its variations in infants, toddlers, and families.
Lecture (45.00)
**ELECTRICAL ELECTRONIC ENGINEERING**

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EET-101</td>
<td>Electrical &amp; Electronic Principles</td>
<td>4.00 cr.</td>
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<tr>
<td>EET-105</td>
<td>Intro to Electricity and Electronics</td>
<td>3.00 cr.</td>
</tr>
<tr>
<td>EET-201</td>
<td>Electrical Circuits</td>
<td>3.00 cr.</td>
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<tr>
<td>EET-211</td>
<td>Electronics I</td>
<td>3.00 cr.</td>
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<tr>
<td>EET-212</td>
<td>Electronics II</td>
<td>3.00 cr.</td>
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<tr>
<td>EET-213</td>
<td>Electronic Communications</td>
<td>3.00 cr.</td>
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<tr>
<td>EET-221</td>
<td>Digital Circuits</td>
<td>3.00 cr.</td>
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This course covers the fundamental concepts that are the foundation for succeeding in electrical and electronics courses. Emphasis is on the analytical understanding of basic DC and AC circuits in mathematical terms and in laboratory situations. Laboratory test equipment is utilized to substantiate the mathematical analysis of experimental circuits.

**EET-101 Electrical & Electronic Principles (4.00 cr.)**
This course covers the fundamental concepts of electricity and electronics with particular focus on Computer Systems. Emphasis is on understanding basic DC and AC circuits and their importance in the operation of electronic circuits. Semiconductors and their importance in digital circuits will be examined. Fundamental principles of the National Electric Code will be reviewed, with a particular emphasis on safety principles. Laboratory test equipment will be utilized to introduce students to industrial testing and measuring equipment and to verify the results of academic concepts. The course consists of two (2) lecture hours and two (2) laboratory hours.

**EET-105 Intro to Electricity and Electronics (3.00 cr.)**
This course covers the fundamental concepts of electricity and electronics with an interest in any field of engineering. Topics covered include 2-dimensional sketching; projection; sectional and auxiliary views; drawing principles and standards of an engineer.

**EET-201 Electrical Circuits (3.00 cr.)**
This course covers the application of DC and AC electrical principles to electrical circuit networks. Basic network theorems and methods of analysis are combined with complementary laboratory exercises to provide a solid working foundation in electrical fundamentals.

**EET-211 Electronics I (3.00 cr.)**
This course introduces the student to electronic semiconductor devices and describes the methods, basic circuits, and hardware needed to enable the devices to operate within predictable limits. The theoretical topics presented in the lectures will be supplemented with practical applications of them in laboratory exercises and experiments using current-technology industrial test equipment and test procedures.

**EET-212 Electronics II (3.00 cr.)**
This course is a continuation of Electronics I. Complex circuits with discrete components (FET, OP-Amps and filters), and with linear ICs will be described and analyzed. Laboratory experiments using current technology test equipment and test procedures will be used to verify results of theoretical analysis.

**EET-213 Electronic Communications (3.00 cr.)**
This course analyzes electronic circuits that perform modulation and detection of AM, FM, MN signals and pulsed waveforms. All methods of wireless communications including digital, data, and high frequency communication techniques are investigated. The theories presented in the lectures will be demonstrated with practical applications in laboratory experiments.

**EET-221 Digital Circuits (3.00 cr.)**
This course covers binary number systems: Boolean algebra, digital logic functions, implementation of simple logical operations, and utilization of the Karnaugh map for simplification of logical equations. In this course applications include multi-vibrations and switching and counting circuits, using both integrated circuits and discrete components.

**EET-241 Robotics (3.00 cr.)**
This course offers students the opportunity to work with various industrial robots in programming for movements and functions. In this course the fundamental principles of operation will be covered. Topics include AC and Fluidic power, DC power and positioning, data acquisition, data handling and conversion, voice synthesis and interfacing.

**EET-251 Electronic Projects (3.00 cr.)**
This is a capstone course designed to introduce the student to principles of comprehensive design of an electrical/electronic project. The student may work within a small engineering team to design and develop a project, or the student may work alone on a project, depending on class size. Students are expected to develop a complete plan from feasibility study, cost analysis and electrical design and documentation through the building of a prototype. Interaction between electrical and mechanical students will be encouraged. All students must make a formal written and verbal presentation at the completion of the course.

**ENGINEERING SCIENCE**

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>EGR-101</td>
<td>Introduction to Engineering</td>
<td>2.00 cr.</td>
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<tr>
<td>EGR-103</td>
<td>Technical Drawing</td>
<td>3.00 cr.</td>
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<tr>
<td>EGR-201</td>
<td>Statics</td>
<td>3.00 cr.</td>
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<tr>
<td>EGR-202</td>
<td>Dynamics</td>
<td>3.00 cr.</td>
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</table>

**EGR-101 Introduction to Engineering (2.00 cr.)**
This course is an introduction to the Engineering Curriculum and Profession. The emphasis is on providing the student with the tools necessary to succeed in the Engineering Curriculum and to introduce topics that graduate engineers will encounter in the workforce. Students will be presented with problem solving techniques, analytical tools, design processes, and ethical concepts and responsibilities of an engineer.

**EGR-103 Technical Drawing (3.00 cr.)**
This course is an introduction to the theories, principles, and techniques of graphical communication for the Engineering disciplines. It is a course designed for the Computer Aided Drafting and Design student but can be utilized by anyone with an interest in any field of engineering. Topics covered include 2-dimensional and isometric drafting techniques; lettering, technical sketching, dimensioning, geometric dimensioning and tolerancing, orthographic, axonometric and oblique projection; sectional and auxiliary views; drawing principles and standards for threads, fasteners, springs, gears, and cams. A survey of electric diagrams, structural, landform, and piping drawings, and welding representations are also included.

**EGR-201 Statics (3.00 cr.)**
This is the first course in a two-course series introducing the subject of mechanics of rigid bodies. Statics teaches the student the effects of forces acting upon stationary (or at least non-accelerating) rigid bodies.

**EGR-202 Dynamics (3.00 cr.)**
This is the second course (after Statics) in a two-course series introducing the subject of mechanics of rigid bodies. Dynamics deals with the analysis of bodies in motion and effects of forces upon such bodies.
EMERGENCY MEDICAL TECHNICIAN

EMT-101 Emergency Medical Technician (6.00 cr.)
The Emergency Medical Technician (EMT) course is intended to prepare the student for an entry-level career in emergency medical services at the basic provider level. The program is an intensive four-month course that addresses a variety of topics through lectures, skill labs, and evaluation sessions provided by certified EMT instructors, paramedics, nurses, and physicians. Upon successful completion of the course, the student is eligible to take the New Jersey Department of Health examination for EMT-B certification.
Lecture (90.00)
Laboratory (90.00)
Clinical (60.00)

ACADEMIC SKILLS – ENGLISH

ENG-002 Reading II Express (1.00 cr.)
This course is designed for students who require only brief instruction in the reading required prior to the Reading III level. Preparing students for Reading Skills III in a rapid format, this course quickly covers the concepts of topic, stated main idea and implied main idea, supporting details, and general comprehension of paragraphs and essays. A segment of the curriculum is also dedicated to the identification of authorial bias and to the interpretation of charts and graphs.
Lecture (15.00)
Prerequisites: Accuplacer Placement or Teacher Recommendation

ENG-003 Writing Skills II Express (1.00 cr.)
This accelerated course is intended for students to improve their essay writing skills sufficiently for placement in ENG-023 (Writing Skills III). Students will compose multi-paragraph essays on general topics and in response to timed essay prompts. They will also review and practice formal English grammar and usage.
Lecture (15.00)
Prerequisites: Teacher recommendation

ENG-005 Pathways to Reading & Writing (3.00 cr.)
This course integrates reading and writing skills related to job-seeking and career goals. Instruction provides strategies for thinking about relevant readings and decoding meaning in them as well as expressing ideas in writing. Course instruction will be flexible, responsive, interactive, and multi-sensory across a broad spectrum of basic reading and writing exercises. Students should expect to work in a collaborative learning environment to develop reading, writing, and communication skills.
Lecture (45.00)
Prerequisites: Placed into Pathways to Reading & Writing

ENG-012 Reading Skills II (3.00 cr.)
In this course, the student will learn to do the following for multi-paragraph essays: write stated or implied main ideas; identify supporting details and describe their relationships to main ideas; answer questions requiring literal and inferential comprehension; utilize rhetorical strategies to aid comprehension; write accurate summaries; interpret charts and graphs that serve as support; demonstrate competence in ancillary readings deemed appropriate by instructors; and acquire information that will expand their general background knowledge.
Lecture (45.00)
Prerequisites: Placed into Reading Skills II

ENG-013 Reading Skills III (3.00 cr.)
This course seeks to improve the students reading comprehension skills. Instruction reviews strategies for understanding multi-paragraph non-fiction pieces by identifying topics, main ideas, and supporting details, and drawing inferences and conclusions. The course focuses on the identification and understanding of each reading's standard rhetorical strategy, target audience, and purpose. It concludes with syntheses among texts that take different approaches to similar subject matter.
Lecture (45.00)
Prerequisites: ENG-012 or ENG-002

ENG-022 Writing Skills II (3.00 cr.)
This course seeks to improve the students essay writing skills. Students will compose multi-paragraph essays on general topics. They will also compose timed essays in response to prompts. Additional emphasis is on review and practice of formal English grammar and usage. The course focuses on statement and support of a central controlling idea, using standard rhetorical strategies for logical organization of clear, correct sentences.
Lecture (45.00)
Prerequisites: ENG-021 or Placed into Writing II and Placed into Reading II or higher

ENG-023 Writing Skills III (3.00 cr.)
This course seeks to improve the student's essay writing skills in preparation for English Composition I. Students will compose multi-paragraph essays that summarize and respond to readings and accurately incorporate source material. They will also compose timed essays on impromptu topics. Time is allotted for review and practice of formal English grammar and usage. The course focuses on critical thinking about audience and purpose as well as language and style, using standard rhetorical strategies.
Lecture (45.00)
Prerequisites: ENG-022 or Placed into Writing III and Placed into Reading II or higher

ENG-046 Reading & Writing III Accelerated (4.00 cr.)
This course integrates reading and writing skills. By the end of the semester, students will demonstrate their comprehension of college-level readings by summarizing them, writing essays in response to them, and answering relevant exam questions on their content. During this process, students will annotate readings and compose clear, well-developed papers. Upon completion of the course, they will read and write at the levels required of students placing directly into English Composition I.
Lecture (60.00)
Prerequisites: Placement Reading Score of 79-82 & Essay Score of 5

ENG-055 ALP English (3.00 cr.)
This course provides extended instruction to students enrolled in a designated ENG-101, English Composition I course. Students will be critically reading works and writing essays in a program that has been carefully synchronized with their ENG-101 class. This course is structured to enhance the corresponding ENG-101 instruction with the goal of improving college-level reading and writing skills. Analysis of information and research may be integrated into the course via computer lab assignments. In addition, non-cognitive factors will be emphasized - post secondary strategies, skills, attitudes and motivation - that are crucial to the students' academic persistence and performance in college-level academic work. This accelerated learning environment will enable students to simultaneously complete ENG-101, enroll in college-level courses during the semester, and subsequently register as returning students.
Lecture (45.00)
Prerequisites: Placement Reading Score of 77-82 & Essay Score of 5
Corequisites: ENG-101 Specialized ALP section.

FOR MORE INFORMATION ON THESE PROGRAMS VISIT WWW.CAMDENCC.EDU/PROGRAMS
ENGLISH

ENG-101 English Composition I (3.00 cr.)
This course acquaints the student with the conventions of expository writing. It offers training in clear, logical communication and encourages the student to read, analyze, discuss, and write. The "substance" of English Composition I is the essay: students study both the content and the rhetoric of selected essays and write essays which thoughtfully develop their own ideas in good rhetorical form.
Lecture (45.00)
Prerequisites: ENG-013 and ENG-023 or ENG-046

ENG-101H Honors English Composition I (3.00 cr.)
This honors course acquaints the student with the conventions of expository writing. It offers training in clear, logical communication and encourages the student to read, analyze, discuss, and write. The "substance" of English Composition I is the essay: students study both the content and the rhetoric of selected essays and write essays which thoughtfully develop their own ideas in good rhetorical form. ONLY STUDENTS WHO ARE ACCEPTED INTO THE HONORS PROGRAM ARE ELIGIBLE TO TAKE HONORS COURSES.
Lecture (45.00)
Prerequisites: ENG-013 and ENG-023 or ENG-046

ENG-102 English Composition II (3.00 cr.)
English Composition II is the second semester of a two-semester course. Its purpose is to develop more fully the reading, writing, and speaking ability of the composition student to build on the basis of English Composition I. English Composition II will especially stress argumentative writing and will provide the student with a strong basis in the rhetoric of argumentation. In addition, the development of the student's research skills and ability to handle source material are important aspects of this course.
Lecture (45.00)
Prerequisites: ENG-101

ENG-102H Honors English Composition II (3.00 cr.)
Honors English Composition II is the second semester of a two-semester course. Its purpose is to develop more fully the reading, writing, and speaking ability of the composition student to build on the basis of English Composition I. English Composition II will especially stress argumentative writing and will provide the student with a strong basis in the rhetoric of argumentation. In addition, the development of the student’s research skills and ability to handle source material are important aspects of this course. ONLY STUDENTS WHO ARE ACCEPTED INTO THE HONORS PROGRAM ARE ELIGIBLE TO TAKE HONORS COURSES.
Lecture (45.00)
Prerequisites: ENG-101

ENG-121 Introduction to Literature (3.00 cr.)
Introduction to Literature is a study of poetry, fiction, and drama. This course provides the student with the terminology and background necessary for the profitable study of literature; it also guides students in the application of the principles of literary criticism.
Lecture (45.00)
Prerequisites: ENG-101

ENG-131 Shakespeare (3.00 cr.)
This course is a survey of Shakespeare's art from his earliest to his last writings through the reading and discussion of his major plays.
Lecture (45.00)
Prerequisites: ENG-101

ENG-191 The Myths of the World (3.00 cr.)
Myths are among the oldest, most powerful, and most entertaining forms of literature. Participants in this course study a wide range of myths within and beyond the western tradition. The subject matter includes both the Greek and Roman myths that form a necessary background to much western literature and art and variations of those stories told in cultures uninfluenced by western civilization. Comparisons of myths from around the world demonstrate that very different but equally valid patterns of thought have been applied to answering similar ques-

ENG-201 English Grammar (3.00 cr.)
This course is intended to provide the student an understanding of English grammar from both a synchronic and a diachronic perspective. Topics covered will include, but are not limited to; the nature and importance of grammar and the study of grammar, the history of the English language, resources for studying English grammar, the sentence, the parts of speech, phrases and clauses, sentence patterns, nouns, articles, pronouns, verbs, verbal, adjectives, adverbs, conjunctions, prepositions, sentence diagramming, changing perspectives on grammar, and traditional and non-traditional approaches to grammar, including the advent of computer technology.
Lecture (45.00)
Prerequisites: ENG-101

ENG-210 English Literature I (3.00 cr.)
This course is a study of selected masterpieces in English Literature from the Anglo-Saxon period through the Age of Reason. Authors, such as Chaucer, Shakespeare, Donne, Milton, Pope, Swift, and Defoe, are studied with an emphasis on their contributions to the development of the western language. The development of western society and its religious, political, and cultural influences are important aspects of this course.
Lecture (45.00)
Prerequisites: ENG-101

ENG-211H Honors English Literature I (3.00 cr.)
Masterpieces of literature representative of various epochs, nationalities, and literary genres from ancient times to the sixteenth century form the core of this course. World Literature I explores the relationship of humanity to the world and deities in such works as the Bible, the Upanishads, Homer's epics, ancient Greek drama, Virgil's Aeneid, the poetry of Li Po and Tu Fu, and Dante's Inferno.
Lecture (45.00)
Prerequisites: ENG-101

ENG-221 Creative Writing (3.00 cr.)
This course examines the process of writing imaginative literature; it combines lectures, discussions, and workshops. After lectures on selected topics, students read and discuss models of professional writing as well as their own works. Class time is occasionally used for performing writing assignments.
Lecture (45.00)
Prerequisites: ENG-101

ENG-222 Children's Literature (3.00 cr.)
Children's Literature studies the major genres in the field: folklore; picture storybooks; fantasy; minority literature; historical fiction; and realistic fiction. A critical study of the texts will emphasize literary and cultural interpretations. English and American works will dominate but will be supplemented by some European texts, particularly folklore.
Lecture (45.00)
Prerequisites: ENG-101

ENG-225 English Grammar (3.00 cr.)
The study of grammar, the history of the English language, resources for studying English grammar, the sentence, the parts of speech, phrases and clauses, sentence patterns, nouns, articles, pronouns, verbs, verbal, adjectives, adverbs, conjunctions, prepositions, sentence diagramming, changing perspectives on grammar, and traditional and non-traditional approaches to grammar, including the advent of computer technology.
Lecture (45.00)
Prerequisites: ENG-101

ENG-251 English Literature II (3.00 cr.)
This course is a study of selected masterpieces in English Literature from the Age of Reason through the present day. Authors such as Shakespeare, Donne, Milton, Pope, Swift, and Defoe, are studied with an emphasis on their contributions to the development of the western language. The development of western society and its religious, political, and cultural influences are important aspects of this course.
Lecture (45.00)
Prerequisites: ENG-101

ENG-261 World Literature I (3.00 cr.)
World Literature I explores the relationship of humanity to the world and deities in such works as the Bible, the Upanishads, Homer’s epics, ancient Greek drama, Virgil’s Aeneid, the poetry of Li Po and Tu Fu, and Dante’s Inferno.
Lecture (45.00)
Prerequisites: ENG-101

ENG-271 World Literature II (3.00 cr.)
World Literature II is a continuation of World Literature I. Masterpieces of literature from the sixteenth century to the present are studied with the emphasis on humanity's changing views as the modern world develops. These views are stud-
ENG-272H Honors World Literature II (3.00 cr.)
Honors World Literature II is a continuation of Honors World Literature I. Masterpieces of literature from the sixteenth century to the present are studied with the emphasis on humanity’s changing views as the modern world develops. These views are studied through the works of such writers as Moliere, Voltaire, Flaubert, Dostoevski, Lu Hsun, and Achebe. 
Lecture (45.00)
Prerequisites: ENG-101

ESL-063 ESL Writing & Grammar 3 (4.00 cr.)
This course focuses on the development of advanced writing and grammar skills for non-native speakers of English. Students will learn how to write a multi-paragraph essay that is sound in form and content. Grammatical structures relevant to this course will be addressed. (Credits do not apply toward graduation requirements.)
Lecture (60.00)
Prerequisites: ESL-061

ENG-281H Honors American Literature I (3.00 cr.)
American Literature I is a study of masterpieces in American literature from its beginning to 1860. The course analyzes the major social, ideological, and literary trends that contributed to the formation of the American way of life. Authors such as Irving, Poe, Emerson, Thoreau, Hawthorne, and Melville are read.
Lecture (45.00)
Prerequisites: ENG-101

ESL-071 ESL Reading & Vocabulary 1 (4.00 cr.)
This course focuses on the development of basic reading and vocabulary skills for non-native speakers of English. Students will read a variety of reading selections in order to develop both reading and vocabulary building skills on a basic level. (Credits do not apply toward graduation requirements.)
Lecture (60.00)

ENG-282H Honors American Literature II (3.00 cr.)
American Literature II is a study of masterpieces in American literature from 1860 to the present. The course analyzes the major social, ideological, and literary trends that contributed to present day American life. Students will read authors such as Dickinson, Twain, James, Eliot, Hemingway, and Faulkner. ONLY STUDENTS WHO ARE ACCEPTED INTO THE HONORS PROGRAM ARE ELIGIBLE TO TAKE HONORS COURSES.
Lecture (45.00)
Prerequisites: ENG-101

ESL-072 ESL Reading & Vocabulary 2 (4.00 cr.)
This course focuses on the development of intermediate reading and vocabulary skills for non-native speakers of English. Students will read a variety of reading selections in order to develop both reading and vocabulary building skills on an intermediate level. (Credits do not apply toward graduation requirements.)
Lecture (60.00)
Prerequisites: ESL-071

ENG-281 American Literature I (3.00 cr.)
American Literature I is a study of masterpieces in American literature from its beginning to 1860. The course analyzes the major social, ideological, and literary trends that contributed to the formation of the American way of life. Authors such as Irving, Poe, Emerson, Thoreau, Hawthorne, and Melville are read. (Credits do not apply toward graduation requirements.)
Lecture (45.00)
Prerequisites: ENG-101

ESL-073 ESL Reading & Vocabulary 3 (4.00 cr.)
This course focuses on the development of advanced reading and vocabulary skills for non-native speakers of English. Students will read a variety of reading selections in order to develop both reading and vocabulary building skills on an advanced level. (Credits do not apply toward graduation requirements.)
Lecture (60.00)
Prerequisites: ESL-072

ESL-060 Introduction to ESL Writing and Grammar (4.00 cr.)
This course focuses on the ability of non-native English speakers to express themselves in a written format in English. It is designed for students whose placement scores indicate limited or no ability to write in English. Students review the English alphabet and then write simple sentences about their own lives and experience. As they study vocabulary and the organization of writing in English, they move to writing longer simple sentences using the structures and concepts they have studied. Basic grammatical structures are introduced and practiced in class through writing.
Lecture (60.00)
Prerequisites: Placed into Intro to ESL Writing/Grammar

ESL-062 ESL Writing & Grammar 2 (4.00 cr.)
This course focuses on the development of intermediate writing and grammar skills for non-native speakers of English. Students will learn how to write an academic paragraph that is sound in form and content. Grammatical structures relevant to this course will be addressed. (Credits do not apply toward graduation requirements.)
Lecture (60.00)
Prerequisites: ESL-081

ESL-061 ESL Writing & Grammar 1 (4.00 cr.)
This course focuses on the development of basic writing and grammar skills for non-native speakers of English. Students will learn how to write grammatically correct sentences. Students will also be introduced to the paragraph structure. Grammatical structures relevant to this course will be addressed. (Credits do not apply toward graduation requirements.)
Lecture (60.00)
Prerequisites: Placed into Intro to ESL Writing/Grammar

ESL-080 Intro to ESL Listening & Speaking (4.00 cr.)
This course focuses on developing and improving the ability of non-native English speakers to express themselves orally in English. It is designed for non-native English speaking students whose placement scores indicate limited or no ability to comprehend or produce spoken English. Listening and speaking skills are taught and practiced in class through listening, and speaking activities.
Lecture (60.00)
Prerequisites: Placed into Intro to ESL Listening & Speaking

ESL-081 ESL Listening & Speaking 1 (4.00 cr.)
This course focuses on the development of basic listening and speaking skills for non-native speakers of English. Students will develop communication, presentation, and pronunciation skills on a basic level. (Credits do not apply toward graduation requirements.)
Lecture (60.00)
Prerequisites: ESL-081

ESL-082 ESL Listening & Speaking 2 (4.00 cr.)
This course focuses on the development of intermediate listening and speaking skills for non-native speakers of English. Students will develop communication, presentation, and pronunciation skills on an intermediate level. (Credits do not apply toward graduation requirements.)
Lecture (60.00)
Prerequisites: ESL-081

ENGLISH AS A SECOND LANGUAGE

ESL-062 ESL Writing & Grammar 2 (4.00 cr.)
This course focuses on the development of intermediate writing and grammar skills for non-native speakers of English. Students will learn how to write an academic paragraph that is sound in form and content. Grammatical structures relevant to this course will be addressed. (Credits do not apply toward graduation requirements.)
Lecture (60.00)
Prerequisites: ESL-061

ESL-080 Intro to ESL Listening & Speaking (4.00 cr.)
This course focuses on developing and improving the ability of non-native English speakers to express themselves orally in English. It is designed for non-native English speaking students whose placement scores indicate limited or no ability to comprehend or produce spoken English. Listening and speaking skills are taught and practiced in class through listening, and speaking activities.
Lecture (60.00)
Prerequisites: Placed into Intro to ESL Listening & Speaking

ESL-081 ESL Listening & Speaking 1 (4.00 cr.)
This course focuses on the development of basic listening and speaking skills for non-native speakers of English. Students will develop communication, presentation, and pronunciation skills on a basic level. (Credits do not apply toward graduation requirements.)
Lecture (60.00)
Prerequisites: ESL-081

ESL-082 ESL Listening & Speaking 2 (4.00 cr.)
This course focuses on the development of intermediate listening and speaking skills for non-native speakers of English. Students will develop communication, presentation, and pronunciation skills on an intermediate level. (Credits do not apply toward graduation requirements.)
Lecture (60.00)
Prerequisites: ESL-081

FOR MORE INFORMATION ON THESE PROGRAMS VISIT WWW.CAMDENCC.EDU/PROGRAMS
ESL-083 ESL Listening & Speaking 3  (4.00 cr.)
This course focuses on the development of advanced academic listening and speaking skills for non-native speakers of English. Students will develop communication, presentation, and pronunciation skills on an advanced level required for success in academic classes. (Credits do not apply toward graduation requirements.)
Lecture (60.00)
Prerequisites: ESL-082

ESL-094 English for Academic Purposes  (4.00 cr.)
This is an integrated reading and writing course that will develop a students ability to read academic texts, extract information from them, and respond critically in writing. This course will focus on students acquiring advanced sentence level structures necessary to be successful in College-level courses. This course will also focus on students reading a variety of reading selections in order to develop both reading and vocabulary building skills for success in College-level courses. (Credits do not apply toward graduation requirements.)
Lecture (60.00)
Prerequisites: ESL-063 and ESL-073

ESPORTS

ESP-101 Introduction to Esports  (3.00 cr.)
The global community of video gaming and esports is a multimillion-dollar industry. With so many opportunities in this field, this course is geared as an overview of what makes the esports and gaming industry so unique. This course will cover topics such as defining the difference between esports and gaming, reviewing the current esports market and industry, and exploring the various job opportunities in esports.
Lecture (45.00)
Prerequisites: (ENG-023 and ENG-013) or ENG-055

ESP-102 History of Esports and Gaming  (3.00 cr.)
How did we get from Bertie the Brain to The Overwatch League? Video gaming, esports and the global communities they created have an interesting history. This course will explore the origins of competitive gaming and esports with stories about the inventions, notable creators and players, companies, places and events that evolved a fun activity into a multimillion-dollar business.
Lecture (45.00)
Prerequisites: (ENG-023 and ENG-013) or ENG-055

FINANCE

FIN-201 Investment Principles  (3.00 cr.)
This course introduces students to the basics of investment. It covers the mechanics of investing, investment media, the securities markets and their regulation, and an analysis of the major areas of investment, policy and practices.
Lecture (45.00)

FIN-212 Principles of Finance  (3.00 cr.)
This course introduces students to the basics of financial management and finance. Emphasis is given to techniques and methods used to manage the money supply used by a business organization. Included in the subjects covered are financial analysis, planning and control, budgeting and forecasting, current asset management, sources of short-term financing, decision models used in making capital investment decisions, and failure, reorganization and liquidation.
Lecture (45.00)
Prerequisites: ACC-101 or ACC-104

FIN-215 Real Estate Sales  (5.00 cr.)
This course is a basic course in the principles of real estate and includes the study of property interests, contracts, financing, titles, deeds and closing, appraising, leases, federal laws, NJ statutes and NJ Real Estate Commission rules and regulations. Students successfully completing the course with a grade of C or better will also be certified to sit for the NJ Real Estate Salesperson Examination.
Lecture (75.00)

FIRE SCIENCE

FIR-101 Fundamentals of Fire Behavior/Protection  (3.00 cr.)
This course introduces fire behavior, fire protection engineering, fire prevention control, and fire extinguishment. Students will learn the principles relevant to hazard control, structural design, limitation of loss, detection, and extinguishment. The course will create awareness of fire protection systems, the processes to control and extinguish fires and provide the basis for a career in fire service.
Lecture (45.00)

FIR-102 Fund of Fire Prevention/Fire Inspector I  (3.00 cr.)
This course provides fundamental information regarding the basic principles of fire prevention and inspection. It provides basic knowledge and understanding of building construction principles with emphasis on life safety devices, code requirements and inspection and enforcement techniques. This course has been approved to meet the Fire Inspector Certification standards as established in the Uniform Fire Code N.J.A.C. 5:71-4.4. The course prepares the student to take the ICC Certification test for Fire Inspector.
Lecture (45.00)

FIR-106 NJ Firefighter II  (3.00 cr.)
This is a State of New Jersey certification course that requires a minimum of 86 hours of hands-on practical labs. Students will apply theoretical classroom learning from FIR-101 in a controlled environment through a series of scenarios and simulations developed to mirror real world incidents. FIR-101 or the NJ State Firefighter I Certification is required for success in this course.
Laboratory (90.00)
Prerequisites: FIR-101

FIR-121 Fire Fighting Tactics and Strategy  (3.00 cr.)
This course covers efficient and effective utilization of manpower, equipment, and apparatus. Emphasis is on preplanning, fire-ground organization problem solving related to fire-ground decision making in fires, and attack tactics and strategy.
Lecture (45.00)
Prerequisites: FIR-101

FIR-125 Fire Fighter Safety & Survival  (3.00 cr.)
This course introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change throughout the emergency services. The course is a required element of the national model Associates curriculum as developed by FEMA under the Fire and Emergency Services higher Education (FESHE) program.
Lecture (45.00)

FIR-201 Fire Protection Systems  (3.00 cr.)
This course is an introduction to fire alarm and detection systems, the various extinguishing agents, protection systems for special hazards, sprinkler systems and water supplies. The student will become aware of the importance of fire protection systems and their use and design to protect life and property. The course will describe primary objectives in the different types of systems. It will cover basic design, operation, and maintenance of these systems for a lay person but does not intend to be a course for the fire protection engineers or installer of systems.
Lecture (45.00)
Prerequisites: FIR-101

FIR-202 Fire Investigation  (3.00 cr.)
This course will introduce arson and incendiarism, arson laws and types of incendiary fires. Students will learn methods of determining fire causes, recognizing and preserving evidence, interviewing and detaining witnesses, procedures in handling juveniles, court procedure and court testimony.
Lecture (45.00)
Prerequisites: FIR-102

FIR-211 Building Construction for Fire Service  (3.00 cr.)
This course is a systematic study of the evolutionary development of building construction and design with emphasis on fire protection concerns. Attention is directed to inherent fire hazards in different types of structures and the recommended degree of fire protection control.
Lecture (45.00)
Prerequisites: FIR-101
This course is designed to ensure competence in the administration of the New Jersey Uniform Fire Code. This course will familiarize the student with various legal requirements and responsibilities established by the Uniform Fire Safety Act. This course will acquaint the student with administrative requirements associated with managing a Local Enforcing Agency, Legal rights of owners and tenants, Municipal ordinances, and Administrative Codes. It will include the use of Permit, Registration Fees penalties, and responsibilities of the Fire Official.

**Lecture (45.00)**
**Prerequisites:** FIR-222

**FIR-222 Fire Inspector II** (3.00 cr.)
This course builds upon course basic elements from FIR-102 and is the completion of the required training as established in the Uniform Fire Code N.J.A.C. 5:71-4.4. This course provides instruction in all specialized operations regulated as part of the New Jersey Uniform Fire Code. After completion of FIR-102 and FIR-222, the student is eligible to sit for the certification exam.

**Lecture (45.00)**
**Prerequisites:** FIR-101

**FIR-225 Hydraulics** (3.00 cr.)
This course covers properties, principles, and concepts of fluid materials. This includes water flows, friction loss, fluid pressures, fluid flows, and various design and capacity considerations of tanks and pumps.

**Lecture (45.00)**
**Prerequisites:** FIR-101

**FIR-231 Organization & Management of Fire Depts** (3.00 cr.)
This course introduces the student to the organization and management of a fire department and the relationship of government agencies to the fire service. Emphasis is on fire service leadership from the perspective of the company officer.

**Lecture (45.00)**
**Prerequisites:** FIR-101 or FIR-102

**FIR-235 NJ Fire Officer I** (3.00 cr.)
This is a State of NJ certification courses that requires minimum 45 hours of classroom with discussion of practical applications for the firefighter. This course is intended for active firefighters who are or will be placed in supervisory roles as part of their responsibilities. The program follows a mandatory state curriculum that includes class/homework assignments, research projects, quizzes for each chapter, a mid-term, and a final exam. In addition to the final exam, the New Jersey Fire Officer I Certification exam will be administered and graded by the Division of Fire Safety. All course requirements must be met prior to taking the state exam. This program meets the course of instruction requirements of N.J.A.C. 5:73-8, Standards for Fire Service Training and Certification Fire Officers. Successful completion of this course and passing the state administered final exam are required to attain N.J. DFS Fire Officer I Certification.

**Lecture (45.00)**
**Prerequisites:** FIR-101

**FIR-241 Hazardous Materials** (3.00 cr.)
This course will study hazardous materials and their relationship to Public Safety Services, as said materials are transported, stored, and used. Emphasis will be given to the role of the first responder and other emergency management personnel in pre-planning for hazardous materials incidents.

**Lecture (45.00)**
**Prerequisites:** FIR-101

**FIR-251 Fire Serv Instruction Techniques/Methods** (3.00 cr.)
This course is designed to advance the professional development of individuals who either are, or will be, assuming instructional duties and responsibilities in the emergency services. The students will learn how to effectively plan curriculum through methods of presentation as it relates to the fire service. Most importantly, students will be able to identify learners needs and understand the management of learning. (Students who successfully complete the course will have satisfied the New Jersey State requirements for Level I instructor and will be scheduled to take the state certification exam within the class.)

**Lecture (45.00)**

**FIR-252 Arson/Law & Court Procedures** (3.00 cr.)
This course is designed as an advanced course in fire investigation. A systematic approach and analytical process are discussed so that students will be able to carry out a successful arson/criminal investigation. This course when combined with Fire Investigation (FIR-202) is the equivalent of the State of New Jersey and National Fire Academy course in fire investigation. Emphasis will be placed on understanding the motives for arson and different causes of arson. Students will learn proper techniques of preserving criminal evidence and its use in court. A large portion of the second half of the course will focus on preparation for a court case. Surveillance, interviews and interrogation are procedures that will be examined. The course will end with a mock trial.

**Lecture (45.00)**
**Prerequisites:** FIR-202

**FILM**

**FLM-101 Television Appreciation** (3.00 cr.)
Television Appreciation is a survey course that aims to acquaint the student with the medium. One focus is on the way in which television chronicles and influences American life and a larger global society since the mid 20th century. The students will analyze the roles of writers, directors, pre-production, production, post-production, on-camera and voice over talent actors and “real people” in all areas of television programming content from broadcast news and news magazines, to sports, episodic television, sitcom, reality TV, placement of previously released and made for TV films, specials and commercial sales giving the student the ability to analyze the medium as both a performance art and recorded art form.

**Lecture (45.00)**

**FLM-110 Filmmaking I** (3.00 cr.)
This is an overview of film production. It includes hands-on studio work in light design, sound production and design and camera technique. Students will develop scripts, design, shoot and edit short film projects.

**Lecture (30.00)**
**Laboratory (30.00)**

**FLM-201 Film Appreciation** (3.00 cr.)
Film Appreciation introduces the movie as a powerful art form, in addition to exploring its familiar role as popular entertainment, with a focus on evaluating narrative as well as non-narrative styles of film. The course develops students’ insight into the process of filmmaking, while engaging critical thinking skills in the analysis of the many creative choices that contribute to form a finished film. Explorations of technical developments, film history and critical analyses are presented, which will engage students who wish to deepen their understanding of film for personal enjoyment, as well as those students who are interested in pursuing further studies in cinema, communications or related mass media.

**Lecture (45.00)**

**FLM-201H Honors Film Appreciation** (3.00 cr.)
Honors Film Appreciation is a basic survey aiming to acquaint the student with the art of the form. The focus is on the narrative or story film and the approach is analytical rather than historical. Having completed the course a student should find that she/he has greater insight into the creating of films and a greater appreciation of that which is good in film. A more insightful filmgoer should be a more demanding patron. A more discerning film-going public may encourage more discerning film-making and that, perhaps, should be the focus of a theatre appreciation course. ONLY STUDENTS WHO ARE ACCEPTED INTO THE HONORS PROGRAM ARE ELIGIBLE TO TAKE HONORS COURSES.

**Lecture (45.00)**

**FLM-205 Film Animation I** (3.00 cr.)
This course is intended for students who desire to work as motion graphics artists on film and television productions, as well as for other artists and filmmakers who desire to work in other aspects of filmmaking and need an understanding of motion graphics. The students will be trained in the language and techniques of motion graphics and animation for film and television. This course will familiarize students with the language and tools for motion graphics in film and television.
classes, give them the opportunity to work in real-life production and post-production conditions. The techniques will include the use of live action and live compositing, keying and green screen.

**Lecture (30.00)**
**Laboratory (30.00)**

**FLM-210 Filmmaking II** (3.00 cr.)
As a continuation of Filmmaking I, students will continue to study video film production to script, design, shoot and edit a capstone film project.

**Lecture (30.00)**
**Laboratory (30.00)**
**Prerequisites: FLM-110**

**FLM-215 Production Internship I** (3.00 cr.)
Students will work, for a minimum of 135 hours, directly with film and video producers in the media industry including New Media providers. Students will produce work journals and evaluations from the independent producers with a portfolio where propriety permits.

**Internship (135.00)**
**Prerequisites: FLM-110 and FLM-210**

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**FOOD & NUTRITION SCIENCE**

**FNS-100 Dietetic Foundations** (3.00 cr.)
This course is designed as a study of the various professions, career options, education requirements, and credentials in the dietetic profession. Topics include professional association membership, eligibility requirements, professional registrations, code of ethics, and the trends and predictions of the industry. Students will learn basic professional terminology and commonly used documentation abbreviations. The student will become familiar with the techniques of presenting education lessons and materials to various client groups.

**Lecture (45.00)**
**Prerequisites: MTH-011, ENG-012 and ENG-022**

**FNS-105 Introduction to Nutrition** (3.00 cr.)
This course is designed as a scientific exploration of the fundamentals of nutrition. Topics include the function and sources of the macro and micronutrients needed to promote health and aid in disease prevention and treatment. Students will learn about energy metabolism, digestion, absorption and transportation of nutrients. Students will learn how cultural influences affect nutrition status and they will learn how to assess and improve nutritional health by completing a computerized diet analysis on their current eating habits. This course does not satisfy a laboratory science elective.

**Lecture (45.00)**
**Prerequisites: MTH-011, ENG-012 and ENG-022**

**FNS-106 Foundations of Nutritional Science** (3.00 cr.)
This introductory course is specifically for Dietetic Technology, Dental Hygiene and Food Science program students. This course is designed to focus on chemical and biological aspects of nutrition science concepts. Topics include energy metabolism and pathways, nutrition physiology and application of the role of nutrition in prevention and treatment of health concerns throughout the lifespan. This unique course will allow students to apply assessment and counseling skills at the introductory level.

**Lecture (45.00)**
**Prerequisites: MTH-011, ENG-012 and ENG-022**

**FNS-107 Nutrition for Health Care Professional** (3.00 cr.)
This course evaluates the chemical composition and reaction of the nutrients in food, digestion, absorption and metabolism of Nutrients. The nutritional needs of humans throughout the life cycle including pregnancy, lactation, infancy, childhood, adolescence and geriatrics will be explored. Students will learn how cultural influences affect nutrition status and they will learn how to assess and improve nutritional health by completing a computerized diet analysis on their current eating habits. The relationship of diet to health and disease, and the role of nursing professionals and nutrition will be emphasized.

**Lecture (45.00)**

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**FNS-110 Food Service Management** (3.00 cr.)
This course introduces the principles of management within the food service operation. Management styles and theories are detailed. Procedures involved in hiring and supervision of personnel, including relevant laws and regulations, are explored. Emphasis is placed on types and flow of communication, employee training and evaluation, goal setting and quality improvement, and interactions with other professionals. Professional ethics and financial management are highlighted.

**Lecture (45.00)**
**Prerequisites: MTH-011, ENG-012 and ENG-022**

**FNS-130 Life Cycle Nutrition** (3.00 cr.)
This course further evaluates the chemical composition and reaction of the nutrients in food. Students will study the nutritional needs of humans throughout the life cycle including pregnancy, lactation, infancy, childhood, adolescence and geriatrics. Case studies are used in the application of theoretical concepts to demonstrate the students ability to develop key skills such as communication, group working and problem solving. Patient interviewing and nutrition assessment tools and techniques are practiced.

**Lecture (45.00)**
**Prerequisites: FNS-100 and FNS-106**

**FNS-200 Community Nutrition Rotation** (3.00 cr.)
This course is designed as a ‘hands-on’ experience in community nutrition. Students will apply knowledge and skills developed in Life Cycle Nutrition. Students will interview, counsel and conduct nutrition classes, obtain screening data, evaluate food intake and food related behaviors of clients, individuals and groups of all age levels and economic backgrounds. Weekly clinical hours are assigned for a total of 135 hours during the semester.

**Clinical (135.00)**
**Prerequisites: FNS-130**

**FNS-210 Food Service Operations** (3.00 cr.)
This course focuses on the principles of procurement, production and service in food service operations. Topics include equipment selection, use and maintenance. Food quality issues and understanding the business environment in relation to food service operations are introduced. Students will learn relevant state and federal laws; recognize causes, symptoms and types of food borne illnesses; and detail critical limits for prevention measures in regards to safety and sanitation. Students will learn the proper flow of food and be able to apply HACCP procedures at each stage. Proper use of hazardous materials (MSDS) and crisis management plans are discussed.

**Clinical (135.00)**
**Prerequisites: FNS-210**

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**FNS-211 Therapeutic Nutrition I** (3.00 cr.)
This course presents the physiologic and metabolic changes that occur as a result of disease development. Students will learn how to use nutrition assessment and the nutrition care process in the treatment of patients in various clinical settings. Students learn how to involve the patient in the care process in regards to dietary modification needed to meet nutrient needs during the disease process. This course focuses on the dietary management of diabetes and gastrointestinal diseases.

**Lecture (45.00)**
**Prerequisites: MTH-011, ENG-012 and ENG-022**

**FNS-212 Therapeutic Nutrition II** (3.00 cr.)
This course continues the study of physiologic and metabolic changes that occur with disease development. Topics include nutrition and disorders of the heart, blood vessels and lungs, cancer and HIV infection, renal (kidney) diseases and severe stress including surgery, infections, and burns. Case studies will be reviewed and presented. Nutritional assessment will be emphasized.

**Lecture (45.00)**
**Prerequisites: FNS-211 and one 4-credit Laboratory Science Elective**
FRE-101 Elementary French I (3.00 cr.)
This course introduces the student to the language and culture of the French-speaking world. It provides the student with basic working information of the language (listening, speaking, reading, writing) in order to interact and communicate with others, while gaining a greater understanding of the different francophone cultures. This course is intended for students beginning the language or for those who have received a grade below C in two years of high school French. This course is not intended for native speakers.
Lecture (45.00)
Prerequisites: ENG-012 and ENG-022

FRE-102 Elementary French II (3.00 cr.)
This course continues the basic elements of the language and the understanding of the French-speaking world. It provides the student with basic working information of the language (listening, speaking, reading, and writing) in order to interact and communicate with others at a novice-high level, while gaining a greater understanding of and respect for the different Francophone cultures. This course is not intended for native speakers.
Lecture (45.00)
Prerequisites: ENG-012, ENG-022 and FRE-101 or two years of high school French

FRE-201 Intermediate French I (3.00 cr.)
This course continues the study of the basic working structures of the language (listening, speaking, reading, and writing) at the intermediate-low level in order to interact and communicate with others, while gaining a greater understanding of and respect for the different cultures in the French-speaking world.
Lecture (45.00)
Prerequisites: FRE-102 or two years of high school French, and (ENG-013 and ENG-023) or ENG-046

FRE-202 Intermediate French II (3.00 cr.)
This course completes the study of the working structures of the language (listening, speaking, reading, and writing) at the intermediate-mid level in order to interact and communicate with others, while gaining a greater understanding of and respect for the different cultures in the French-speaking world through literature and film.
Lecture (45.00)
Prerequisites: FRE-201

FORENSIC SCIENCE

FSC-110 Introduction to Forensic Osteology (4.00 cr.)
This is an introductory course in forensic osteology intended for criminal justice students and others interested in a career in forensics. Basic material in anatomy and related disciplines will be presented so that students have the requisite background to understand and appreciate the role of the forensic osteologist. Case studies illustrate forensic applications. Laboratory experiments illustrate important material.
Lecture (45.00)
Laboratory (45.00)
Prerequisites: CHM-145 and MTH-029 and (ENG-013 and ENG-023) or ENG-046

FSC-120 Introduction to Forensic Toxicology (4.00 cr.)
This is an introductory course in forensic toxicology for students with an interest in forensic science or criminal justice. The course will provide the basic concepts of analytical chemistry as it applies to drug and body fluid analysis, as well as the fundamentals of pharmacology and toxicology as they apply to commonly encountered abused and toxic substances. Laboratory experiments will complement the lecture material.
Lecture (45.00)
Laboratory (45.00)
Prerequisites: CHM-145, MTH-029, (ENG-013 and ENG-023) or ENG-046 and one 4-credit Chemistry Course

GEOGRAPHY

GEO-101 Cultural Geography (3.00 cr.)
This course is designed to acquaint students with geography in general and with cultural geography specifically. Students will be encouraged to explore the relationships which exist between human activity and various places on the earth’s surface. This will necessitate investigating such topics as population and human environment, religion, language, race, political structures and economic activities. A spatial perspective of each topic will be explored utilizing the United States and Canada as a benchmark to better understand these global distributions. Students will be encouraged to investigate the dynamic nature of these cultural elements in order to begin to understand their continuously evolving spatial and temporal characteristics.
Lecture (45.00)
Prerequisites: (ENG-013 and ENG-023) or ENG-046
GERMAN

GER-101 Elementary German I (3.00 cr.)
This course introduces the student to the language and culture of the German-speaking countries. It provides the student with basic working information of the language (listening, speaking, reading, writing) in order to interact and communicate with others, while gaining a greater understanding of the German-speaking culture. This class is intended for students beginning the language or for those who have received a grade below C in two years of high school German. This course is not intended for native speakers.
Lecture (45.00)
Prerequisites: ENG-012 and ENG-022

GER-102 Elementary German II (3.00 cr.)
This course continues the basic elements of the language and the understanding of the German-speaking world. It provides the student with basic working information of the language (listening, speaking, reading, and writing) in order to interact and communicate with others at a novice high-level, while gaining a greater understanding of and respect for the German-speaking culture. This course is not intended for native speakers.
Lecture (45.00)
Prerequisites: ENG-012, ENG-022 and GER-101 or two years of high school German

GER-201 Intermediate German I (3.00 cr.)
This course continues the study of the basic working structures of the language (listening, speaking, reading, and writing) at the intermediate-low level in order to interact and communicate with others, while gaining a greater understanding of and respect for the German-speaking culture.
Lecture (45.00)
Prerequisites: GER-102 or two years of high school German, and (ENG-013 and ENG-023) or ENG-046

HISTORY

HIS-101 World Civilization I (3.00 cr.)
An introduction to the major cultures of the world from the ancient period to c.1500 C.E. in Africa, Asia, Europe, and Latin America, this course will analyze these cultures in their political, economic, and religious aspects. The objectives of this course are to give students a greater understanding of why the world is the way it is today, to develop within the students the necessary skills to analyze both contemporary and historical societies and their institutional components, and to cultivate an awareness of foreign cultures and societies in order to give new perspectives on our own cultural assumptions and traditions.
Lecture (45.00)
Prerequisites: (ENG-013 and ENG-023) or ENG-046

HIS-101H Honors World Civilization I (3.00 cr.)
An introduction to the major cultures of the world from the ancient period to c.1500 C.E. in Africa, Asia, Europe, and Latin America, this course will analyze these cultures in their political, economic, and religious aspects, and will also reflect the latest information on the role of women in society. The objectives of this course are to give students a greater understanding of why the world is the way it is today, to develop within the students the necessary skills to analyze both contemporary and historical societies and their institutional components, and to cultivate an awareness of foreign cultures and societies in order to give new perspectives on our own cultural assumptions and traditions.
Lecture (45.00)
Prerequisites: (ENG-013 and ENG-023) or ENG-046

HIS-102 World Civilization II (3.00 cr.)
This course is an introduction to the major cultures of the world from c 1500 C.E. to the present. This course should not be taken by students who have taken HIS-112, Western Civ. II.
Lecture (45.00)
Prerequisites: (ENG-013 and ENG-023) or ENG-046

HIS-102H Honors World Civilization II (3.00 cr.)
This course is an introduction to the major cultures of the world from c 1500 C.E. to the present. This course should not be taken by students who have taken HIS-112, Western Civ. II.
Lecture (45.00)
Prerequisites: (ENG-013 and ENG-023) or ENG-046

HIS-111 Western Civilization I (3.00 cr.)
This course is a comprehensive survey of the political, social, economic, intellectual and cultural developments of Western Civilization from the Reformation, the Age of Absolutism, the Enlightenment, and the Age of Revolutions through the development of the modern nation-state to the present. This course should not be taken by students who have taken HIS-101, World Civilization I.
Lecture (45.00)
Prerequisites: (ENG-013 and ENG-023) or ENG-046

HIS-112 Western Civilization II (3.00 cr.)
This course is a comprehensive survey of the political, social, economic, intellectual and cultural developments of Western Civilization from the Reformation, the Age of Absolutism, the Enlightenment, and the Age of Revolutions through the development of the modern nation-state to the present. This course should not be taken by students who have taken HIS-102 - World Civilization II, or HIS-103 - World Civilization III.
Lecture (45.00)
Prerequisites: (ENG-013 and ENG-023) or ENG-046

HIS-121 United States History I (3.00 cr.)
This is a comprehensive survey of the political, social, economic, intellectual, and cultural development of American civilization from 1607 to 1877 and includes such topics as Puritanism, republicanism, federalism, Jeffersonian and Jacksonian democracy, nationalism, sectionalism, slavery, revolution, secession reform movements, minorities and women.
Lecture (45.00)
Prerequisites: (ENG-013 and ENG-023), or ENG-046

HIS-122 United States History II (3.00 cr.)
This is a comprehensive survey of the political, social, economic, intellectual and cultural development of American civilization from 1877 to the present, including such topics as racism, ethnicity, industrialism, unionism, militarism, materialism, secularism, minorities, and women.
Lecture (45.00)
Prerequisites: (ENG-013 and ENG-023) or ENG-046

HIS-127 Topics in American History (3.00 cr.)
This course is designed to allow students to enroll in a course that investigates a specific historical topic in American history.
Lecture (45.00)
Prerequisites: (ENG-013 and ENG-023) or ENG-046

HIS-131 African-American History I (3.00 cr.)
This course offers a comprehensive survey of political, economic, and social life of the African-American in the United States from the period of colonization through reconstruction.
Lecture (45.00)
Prerequisites: (ENG-013 and ENG-023) or ENG-046

HIS-132 African-American History II (3.00 cr.)
This course offers a comprehensive survey of political, economic, and social life of the African-American in the United States from post reconstruction to the present.
Lecture (45.00)
Prerequisites: (ENG-013 and ENG-023) or ENG-046

HIS-150 Topics in History (3.00 cr.)
This course is designed to allow students to enroll in a course that investigates a specific historical topic or a problem. Since the topic may change from semester to semester, a description of the course content will be available in the Office of the Dean of Liberal Arts during registration and will also be distributed to all academic advisors.
Lecture (45.00)
Prerequisites: (ENG-013 and ENG-023), or ENG-046
HIT-101 Introduction to Health Information (3.00 cr.)
This course will examine the aspect of taking health data and presenting it as information. Focus will be on the concepts of health data that include data elements, data sets, data dictionaries, data quality management and the usages of health data. Governmental requirements for data reporting will be reviewed. Data analysis that results in application of information will be emphasized. Basics of health records, format, and documentation will also be discussed. Students will receive instruction on qualitative and quantitative analysis and abstraction with the opportunity to practice from actual health records in the lab. Chart management software will be incorporated into this course for the student to use in the lab.
Lecture (30.00)
Laboratory (30.00)
Prerequisites: ENG-013 and ENG-023, or ENG-046

HIT-110 Health Informatics (4.00 cr.)
This course focuses on the fundamentals of information systems as they relate to the field of Health Information. This course offers a broad background in theory, which includes the application of basic computer and communication concepts, technologies, systems development and planning. Issues surrounding our healthcare delivery system’s migration to the Electronic Health Record are discussed. The course will also address the concept of the EHR as it deals with the patient’s continuum of care. Practical application of these and other topics will be augmented by hands-on activities.
Lecture (45.00)
Laboratory (30.00)
Prerequisites: ENG-101, HIT-101 and CIS-101 or CIS-105; or NOL-110 and NOL-120

HIT-115 Healthcare Reimbursement (3.00 cr.)
This course is designed to enhance the student’s communication skills within the medical profession and to familiarize students with health records and the basics of medical coding, billing, insurance, and proper reimbursement. Introduction to various terms and concepts that are unique to the reimbursement environment including payment systems will be discussed in detail. Background and introductory information on the payer and healthcare system in the US will be discussed. Introductory information on coding classification systems will be discussed. Classroom instruction is augmented by hands-on lab activities related to medical records, medical billing and medical insurance.
Lecture (30.00)
Laboratory (30.00)
Prerequisites: HIT-101, HIT-120, and BIO-103, BIO-117 or BIO-211

HIT-120 Medical Terminology (3.00 cr.)
This course provides the tools of word analysis which will make the understanding of medical words from the simple to the complex easier. The words are divided into basic elements- basic, suffixes, prefixes, combining forms- which will help to correlate word elements with the basic anatomy, physiology, and disease processes of the human body. In addition, the presentation will emphasize the spelling and pronunciation of medical terms.
Lecture (45.00)

HIT-130 Introduction to Ambulatory Coding (3.00 cr.)
This is an introductory course to the classification systems used in the ambulatory environment of the US healthcare system. Students will learn how to use coding manuals to locate codes for procedures, physician’s services, and medical supplies. Common outpatient-based reimbursement tools and payment systems will also be discussed. Familiarity with governmental agencies and regulatory requirements as they relate to physician and outpatient-based services will be a focus of this course.
Lecture (45.00)
Prerequisites: HIT-101, HIT-120, and BIO-103, or BIO-117 and BIO-118, or BIO-211 and BIO-212

HIT-132 Basic Pharmacology (3.00 cr.)
This course introduces the student to various drug classifications, their uses, actions, contraindications, and common side effects. The regulatory environment for the pharmaceutical industry will be discussed. Medication delivery methods, documentation requirements, and common drug-related abbreviations will also be discussed.
Lecture (45.00)
Prerequisites: HIT-120, and BIO-103, BIO-117 or BIO-211

HIT-134 Basic Pathophysiology (3.00 cr.)
This course is designed to familiarize students with the multitude of clinical diseases and their respective signs, symptoms, risk factors, and treatments. Case studies will be used throughout the course. Internet information from national disease websites will be used to highlight the latest information on specific major disease processes, like diabetes, breast cancer, arthritis, lupus and colon cancer. Students will also be required to demonstrate their knowledge of human anatomy.
Lecture (45.00)
Prerequisites: HIT-120, and BIO-103, BIO-117 or BIO-211

HIT-135 Medical Coding Internship (2.00 cr.)
This is a capstone course for the Medical Coding Certificate Program. This course will integrate coding concepts covered in the classroom and allow the student to apply these concepts to actual health records in a healthcare facility, either ambulatory or acute care. During this course students will be required to use approved HIPAA coding classification systems.
Co-Op (90.00)
Prerequisites: HIT-115, HIT-130, HIT-134 and HIT-140

HIT-140 Diagnostic & Procedural Coding I (3.00 cr.)
This is an introductory course to diagnostic and procedural coding using the International Classification of Diseases (ICD) coding classification system. The student will learn various coding concepts including coding conventions, practices, and guidelines. This foundation will be expanded upon in the second course that will focus on the International Classification of Diseases classification system, Diagnostic and Procedural Coding II.
Lecture (45.00)
Laboratory (30.00)
Prerequisites: HIT-101, HIT-120, and BIO-103, or BIO-117 and BIO-118, or BIO-211 and BIO-212

HIT-150 Technical Practice Experience (1.00 cr.)
This course will provide the student with valuable time for practical application of technical aspects of the health information technology program. This course will focus on the application of concepts discussed in other health information courses such as filing, abstraction, data collection, data verification, professionalism, legal issues, HIPAA, release of information, documentation guidelines, Electronic Health Record (EHR), record storage and imaging, Master Patient Index (MPI), and query of databases.
Clinical (45.00)
Prerequisites: BIO-118 or BIO-212, ENG-102, HIT-115, HIT-205 and CIS-101 or CIS-105

HIT-202 Statistical Methods / Health Information (3.00 cr.)
This course will build on the information presented in MTH-111 Introduction to Statistics. The objective of this course is to target the application of statistical methods in the field of Health Information Technology. Specific ratios and rates directly related to the acute care medical environment will be a part of classroom discussion. Practical application of class lectures will be completed. The concepts of data presentation, computerization of statistics, and the application of this information to non-acute care medical environments will also be addressed. Practical application of these and other topics will be augmented by hands on lab activities.
Lecture (30.00)
Laboratory (30.00)
Prerequisites: HIT-110 and MTH-111

HIT-205 Legal & Ethical Issues in HIT (3.00 cr.)
This course will examine the legal and ethical environment for the field of Health Information Management. Workbook Case Studies, such as HIPAA compliance issues, will be used throughout the course in the lab to allow students to apply and analyze the content areas of the course.
Lecture (30.00)
Laboratory (30.00)
Prerequisites: HIT-101
HIT-215 Advanced Ambulatory Coding (3.00 cr.)
This course will expand upon information covered in Introduction to Ambulatory Coding (HIT-130). During lecture and lab, students will learn how to manipulate coding software packages and utilize the CPT and HCPCS manuals to code for physician procedures and services. Advanced coding proficiency directed at surgical coding will be emphasized. Computer applications of the CPT program will be demonstrated and the students will be allowed time to use coding application.
Lecture (30.00)
Laboratory (30.00)
Prerequisites: HIT-130, HIT-132 and HIT-134

HIT-220 Professional Practice Experience (1.00 cr.)
This is the capstone course for the degree program. This course will provide the students enrolled in the Health Information Technology degree program the opportunity for practical application of what they have learned in the classroom. The components of health information analysis, information technology, information systems, organization, and supervision are vital focus areas for this internship/experience. Students will spend 45 hours as an intern teamed with a professional in a healthcare setting in order to apply the skills they have learned and to experience a professional environment.
Clinical (45.00)
Prerequisites: HIT-132, HIT-150, HIT-110, HIT-130, HIT-134 and HIT-140

HIT-235 Organizational Resources QI & PI (4.00 cr.)
This course focuses on application and analysis in the following areas: managerial processes, clinical quality assessment, performance improvement, project management, and organizational resources. Data presentation via written formats will be emphasized. This course has a lab component, which will focus on the practical application of performance improvement and quality assurance plans in a simulated “real-world” environment.
Lecture (45.00)
Laboratory (30.00)
Prerequisites: HIT-110 and HIT-115

HIT-240 Diagnostic & Procedural Coding II (4.00 cr.)
This course focuses on disease and procedural coding with emphasis on the advanced application of coding. It includes practical application of coding in-patient and outpatient records. Coding standards, coding guidelines, regulatory requirements, and regulatory agencies will also be discussed. Information on the prospective payment systems will be discussed in detail. The link between medical record documentation, pathophysiology, and reimbursement will be explored through lecture presentations and the usage of actual medical charts. Students will be introduced to the 3M coding software system and allowed lab time for learning coding skills.
Lecture (45.00)
Laboratory (30.00)
Prerequisites: HIT-132, HIT-134 and HIT-140

HEALTH & EXERCISE SCIENCE

HPE-099 Lifetime Physical Activity (1.00 cr.)
This course is a general fitness class designed to meet the needs of transition to college programs as defined by the state of N.J. It is designed specifically to meet the standard requirements of these programs. During labs students will participate in physical activities to learn about the benefits of exercise.
Laboratory (30.00)

HPE-100 Personal Fitness (1.00 cr.)
The purpose of this course is to make the student aware of his/her present level of fitness and how that can affect the student throughout the life span. The student will learn how to assess the components of fitness. Areas of concern will be cardio respiratory endurance, muscle strength and endurance, body composition, and flexibility. Basic nutrition as it relates to weight control and exercise is also discussed.
Lecture (15.00)
Prerequisites: ENG-012

HPE-101 Intro to Health and Exercise Science (3.00 cr.)
This course outlines the history and philosophies that led to the development of health, physical education, and recreation as an integral part of our educational system. Important people and their contributions to various fields of study will be identified and compared. New and innovative pedagogic methods in the areas related to physical education will be contrasted. Career options of the multi-faceted fields comprising physical education and sport will be identified and students will assess and appraise several of their choices. The career choices may include, but are not limited to, the following: teaching, fitness, athletics, sport management, sport marketing, sport communication, athletic training, and administration. Settings for these career choices are schools, colleges, non-school programs, amateur and professional leagues, and industry. The course will include a field experience at several of the sites mentioned above.
Lecture (45.00)
Prerequisites: ENG-012 and ENG-022

HPE-102 Health & Wellness (3.00 cr.)
This course provides students with theoretical and practical experiences on the relationship of lifestyle to productivity and quality of life. The course addresses wellness lifestyle, disease, physical fitness, weight control, nutrition, relationships, violence, stress management, addictions and lifestyle management.
Lecture (45.00)
Prerequisites: MTH-011, ENG-012 and ENG-022

HPE-106 Stress Management (3.00 cr.)
This course is designed to prepare the student to recognize and adapt to stress, whether real or imagined. Stress symptoms are the outcome of the body’s inability to respond appropriately to changing situations or signals (known as stressors). The goal of the course is to learn about stressors and how to effectively cope with their effects in managing stress.
Lecture (45.00)
Prerequisites: ENG-012 and ENG-022

HPE-107 Badminton (1.00 cr.)
This course is designed for the beginning badminton student. It will contribute to the student’s general education by introducing many facets of badminton which may be used vocationally. Basic techniques will be taught, in addition to rules and regulations.
Laboratory (30.00)

HPE-109 Physical Conditioning/Police Recruits (3.00 cr.)
The Physical Conditioning Training Program is designed to develop a trainee’s level of physical fitness in order to perform physically demanding police tasks, as well as to instill within the trainee a desire to maintain a high level of fitness throughout his or her lifetime. The goals of this training program are to prepare the trainee to meet the requirements of the job, educate the trainee on the importance of maintaining a health-oriented lifestyle, provide positive reinforcement for the trainee to develop and maintain a high level of physical fitness. This course is for Police Academy Recruits only.
Lecture (15.00)
Laboratory (75.00)

HPE-113 Volleyball (1.00 cr.)
This course is designed to provide the student with the basic skills, techniques, and strategies necessary to develop an understanding of volleyball. It is hoped that this course will aid and encourage men and women to become self-motivated and to gain a greater understanding and appreciation for the sport.
Laboratory (30.00)

HPE-119 Cardio Kickboxing (1.00 cr.)
This is a specialized interval fitness—training program for both men and women of all fitness levels. The program concentrates on the cardiovascular system, as well as the upper body, hips, legs and abdominals. The objective in this workout is to maintain your training heart rate throughout the entire program while using various exercise changes from high and low intensity. The program uses a variety of aerobic and martial arts movements including jogging/ walking interspersed with lying, sitting, standing, kicking and punching exercises to improve physical fitness levels of all participants.
Laboratory (30.00)
HPE-124 Tai Chi  
This is an introductory study of the Chinese martial art known as Tai Chi Chuan. Students will learn relaxing and tension-blocking techniques through proper breathing and timing. They will increase balance and coordination in both the slow form and the fast martial arts sets. This class will develop a good core foundation focusing energy with the Horse Stance and Bow Step. The state of perfect balance is achieved through the Wu Chi. The course is designed to give the student an understanding of the basic principles involved in weight training. The specific techniques should enable the novice weight trainer to initiate a weight training program that is scientifically sound and easy to follow.  
Laboratory (30.00)

HPE-127 Exercise Techniques & Prescription  
This course is designed for students majoring in personal training. It covers the protocols used to prescribe cardiovascular, strength, and flexibility exercise programs. A variety of training modes and techniques are also taught. Students will be active participants in the course.  
Laboratory (30.00)

HPE-129 Sport Nutrition  
This course will cover basic nutrition as it applies to sport and exercise. Topics include energy systems, macronutrients, hydration, glycemic index, supplements, ergogenic aids, body weight management, and optimizing the diet for training, competition, and recovery.  
Lecture (30.00)  
Prerequisites: ENG-012

HPE-130 Consumer Health Decisions  
This course uses the scientific method as the basis to critically analyze health claims related to health, nutrition, and fitness products, as well as other health-related services. The role of advertising is explored, as well as sound principles for purchasing nutrition, fitness and other health-related products and services. Students learn important concepts related to health insurance and hospitals, traditional and alternative medical care and how to better manage the decisions they make.  
Lecture (45.00)  
Prerequisites: MTH-011 and (ENG-013 and ENG-023) or ENG-046

HPE-141 Hatha Yoga  
This is an elementary level course in Hatha Yoga and includes physical and mental disciplines that aim to balance different energy flows within the body through a variety of stretching exercise asanas (yoga postures).  
Laboratory (30.00)

HPE-142 Intermediate Hatha Yoga  
This course is designed for students who want to take the next advanced step to complete a life-cycle of interpersonal well-being. Relaxation response, progressive relaxation, sound mantra, as well as image visualization are part of this course.  
Laboratory (30.00)  
Prerequisites: HPE-141

HPE-145 Wellspring Fitness Lab I  
This course is designed for individuals interested in improving their physical fitness and obtaining healthier lifestyles. Course design allows freedom in individualized scheduling of thirty hours of activity in the Wellspring Fitness Lab during any of the open hours.  
Laboratory (30.00)

HPE-146 Wellspring Fitness Lab II  
An intermediate course designed for individuals interested in improving and maintaining their health and physical fitness levels, this course allows freedom in individualized scheduling of thirty hours of activity in the Wellspring Fitness Lab during any of the open hours. The course will include individual fitness evaluation, computerized analysis of results, and a prescribed exercise program. Emphasis will continue in the health related fitness components: muscular strength and endurance, flexibility, cardiorespiratory endurance, and body composition. Wellspring Fit Lab I is not a prerequisite for this course.  
Laboratory (30.00)

HPE-161 Weight Training  
An introduction to weight training, this course is intended to give the student an understanding of the basic principles involved in weight training. The specific techniques should enable the novice weight trainer to initiate a weight training program that is scientifically sound and easy to follow.  
Laboratory (30.00)

HPE-170 First Aid Safety & Prevention of Injury  
First aid knowledge helps to develop an awareness of potential accident situations and the emergency care needed to aid victims of accidents or sudden illnesses. This knowledge and skill often means the difference between life and death, temporary and permanent disability, and between a rapid recovery or a long hospitalization. Students successfully completing the course will be eligible for the appropriate American Red Cross course certification cards or the National Safety Council certification cards.  
Lecture (45.00)  
Prerequisites: ENG-012

HPE-171 Emergency Response  
The American Red Cross Emergency Response course is to provide the participant with the knowledge and skills that are necessary as a first responder in any emergency to help sustain life, reduce pain, and minimize the consequences of injury or sudden illness until more advanced medical help can arrive. The course content and activities are designed to help the participants make the appropriate decisions about the care they will render in an emergency. The skills learned in this course enable the first responder to act as a crucial link in the emergency medical services (EMS) system. This course is restricted to Police Academy Recruits only.  
Lecture (75.00)  
Laboratory (30.00)

HPE-175 Foundations of Fitness  
This course is designed to provide students with the skills and knowledge to be able to design, implement, and assess a fitness program for K-12 students. Content will focus on health and skill related fitness and include designing fitness programs for individuals with differing needs and abilities.  
Lecture (45.00)  
Prerequisites: (ENG-013 and ENG-023) or ENG-046

HPE-177 Motor Development & Motor Learning  
This is an introductory course that includes the study of locomotor and non-locomotor movement, manipulative skills, and developmental and environmental factors that affect learning in these motor skill areas. The course will focus on motor behavior changes. Students will also be introduced to motor learning theories and concepts, assessment, and development of motor skills in various settings.  
Lecture (45.00)  
Prerequisites: (ENG-013 and ENG-023) or ENG-046

HPE-180 Basic Life Support (BLS)-"C" Course-AHA  
This course is designed for those students who are entering the allied health field. The students will learn about the factors that make up prudent heart living and how to incorporate these factors into their everyday lives. After correctly demonstrating one and two person CPR and obstructed airway skills for infants, children and adults, the student will receive a card signifying successful completion of the course. The class is the American Heart Association's "C" level course.  
Lecture (15.00)  
Laboratory (15.00)

HPE-195 Concepts of Individual and Dual Sports  
This course is designed to prepare health and exercise science majors to successfully teach specific sport activities. Students are exposed to rules, strategies, organization, and skill development in individual and dual sports. Sports taught may vary from each semester. Some of the sports, which may be the subject of this course include tennis, badminton, self-defense, bowling, volleyball, gymnastics and others.  
Lecture (30.00)  
Laboratory (30.00)  
Prerequisites: MTH-011, ENG-012 and ENG-022
HPE-201 Introduction to Sport Management (3.00 cr.)
This course is designed to introduce the student to the different managerial and administrative components of the sport industry. Class discussion and requirements will focus on assisting the student in establishing a conceptual understanding of the fundamental skills of planning, organizing, leading, and evaluating within a sports contest. The principles of budgeting, marketing, strategic planning, ethics, as well as techniques of personnel, facility and sport event management will be discussed. In addition, the student will be exposed to the different sport career opportunities and their entrance requirements. Trends in the industry will also be discussed.
Lecture (45.00)
Prerequisites: ENG-013

HPE-209 Internship: Sports Management (1.00 cr.)
This course is a requirement in the Sports Management option. The course is designed to provide opportunity to gain on-the-job experience in the field of sport management. Under the supervision of the internship coordinator and the site supervisor, the internship will enhance the student's understanding and development of the competencies necessary to manage, promote and plan the daily operation and functions of a sports-related business. Students will keep a portfolio of their experiences, a daily log of their activities and meet personally with the internship coordinator before, during and after the completion of the internship.
Co-Op (150.00)
Prerequisites: CIS-105, ENG-102, HPE-102, HPE-195, HPE-201, MTH-111, PSY-101 and HIS-101 or HIS-111

HPE-210 Internship: Personal Trainer Certificate (3.00 cr.)
The internship is a requirement in the Personal Trainer Certificate Program. The course is designed to provide opportunity to gain on-the-job experience. Under the supervision of the Internship Coordinator, this internship will enhance the student's development of the competencies necessary to design, develop and implement a variety of health and fitness programs. The Internship will include a mandatory seminar on liability, ethics, professional appearance and behavior which must be completed before the student is placed at a site.
Laboratory (225.00)
Prerequisites: FNS-105 or HPE-129 and HPE-100, HPE-127, HPE-170, HPE-211, MTH-011 and (ENG-013 and ENG-023) or ENG-046

HPE-211 Theory/Application Physical Training I (4.00 cr.)
This course will focus on the theories and applied principles of physical training as it relates to individuals of all ages. The course is designed to offer sound, systematic training programs for those who wish to apply strength and conditioning techniques to achieve higher levels of fitness and health. The student will be required to assist in a fitness lab for a total of 6 hours per semester. An additional 14 hours will involve laboratory instruction including rudimentary equipment maintenance. At the conclusion of the course, the student will have the knowledge to design a comprehensive strength training program, teaching biomechanically correct and safe weight training techniques, and be prepared to sit for a national certification exam in personal training.
Lecture (45.00)
Laboratory (30.00)
Prerequisites: ENG-012

HSR-010 Life Skills I (3.00 cr.)
Life Skills is an introductory course for the student seeking to enhance their independence while creating a realistic life plan. This course is designed for students in Postsecondary Studies certificate programs. Course instruction will be flexible, responsive, and multi-sensory. The course is designed to help students focus on building coping skills in order to be as independent as possible in their lives.
Lecture (45.00)

HSR-015 Academic Development (2.00 cr.)
This course is designed for students in the Certificate of Vocational Studies (VOC. CPS). This course will promote practical strategies and resources to be effective in college, as well as in careers. This course is part one of a four part series oriented to four areas of college/vocational readiness: Academic Development; Employment Development; Career Development; Advocacy Development. In addition, the students will have the opportunity to work directly with their mentors who will assist them in each area.
Lecture (15.00)
Laboratory (30.00)
Corequisites: ENG-005

HSR-020 Life Skills II (3.00 cr.)
Life Skills II is a continuation of Life Skills I which is an introductory course for the student seeking to enhance their independence while creating a realistic life plan. This course is designed for students in Postsecondary Studies certificate program. Course instruction will be flexible, responsive, and multi-sensory. The course is designed to help students acquire the necessary daily living skills to allow for independent function in a variety of environmental (home, vocational community).
Lecture (45.00)
Prerequisites: HSR-010

HSR-022 Employment Basics (3.00 cr.)
Employment Basics is an introductory course for the student seeking employment. This course is designed for students in a Postsecondary Studies certificate program. Course instruction will be flexible, responsive, and multi-sensory. The course is designed to help students focus on basic understanding of employers' expectations as well as employee responsibilities.
Lecture (45.00)

HSR-023 Introduction to Social Interaction (3.00 cr.)
The course is designed to introduce and provide practice in the social graces as they pertain to the work

HSR-030 Career Exploration (3.00 cr.)
This course is designed for students in the Certificate of Vocational Studies (VOC. CPS). This course will promote practical strategies and resources to gain competencies in career planning.
Lecture (45.00)
Corequisites: HSR-035

HSR-033 Advanced Social Interaction (3.00 cr.)
This course is a continuation of SPE-001 Social Interaction and is designed to introduce and provide practice in the social graces as they pertain to the work-
place. Students will learn and practice appropriate verbal and non-verbal expression. Units of study will include ritual and behavior in job search, resume writing, writing cover letters, acquiring references, making appointments for interviews, interviewing, appropriate job search courtesies, appropriate interview and workplace wardrobe and grooming and all facets of workplace behavior once hired for a position.

**Lecture (30.00)**

**Laboratory (30.00)**

**HSR-035 Career Development** (2.00 cr.)

This course is designed for students in the Certificate of Vocational Studies (VOC. CPS). This course will promote practical strategies and resources to improve employability skills. This course is part three of a four part series oriented in the areas of college/vocational readiness: Academic Development; Employment Development; Career Development; Advocacy Development. In addition, the student will have the opportunity to work directly with their mentors who will assist them in each area.

**Lecture (15.00)**

**Laboratory (30.00)**

**Corequisites:** HSR-030

**HSR-040 Introduction to Careers** (3.00 cr.)

This course is designed for students in the Certificate of Vocational Studies (VOC. CPS). This course will promote practical strategies and resources to help the students understand the relationship between career self-assessment and career selection. This course is a continuation of Career Exploration.

**Lecture (45.00)**

**Prerequisites:** HSR-030

**HSR-045 Advocacy Development** (2.00 cr.)

This course is designed for students in the Certificate of Vocational Studies (VOC. CPS). This course will promote practical strategies and resources to improve employability skills. This course is part four of a four part series oriented in the areas of college/vocational readiness: Academic Development; Employment Development; Career Development; Advocacy Development. In addition, the students will have the opportunity to work directly with their mentors who will assist them in each area.

**Lecture (15.00)**

**Laboratory (30.00)**

**Corequisites:** HSR-040

**HSR-050 Vocational Practicum** (1.00 cr.)

This course provides students the opportunity to apply the skills they have developed in an employment setting. All students are required to complete 240 hours of practicum hours over the course of the two years to receive their certificate.

**Field Work (60.00)**

**HSR-051 Vocational Practicum I** (1.00 cr.)

This course provides students the opportunity to apply the skills they have developed in an employment setting. It is "learning by doing" under vocational guidance that is the hallmark of this course. Students will begin to reflect their learning experiences in weekly journals. Job-shadowing offers the student the opportunity to observe professional staff and other helping individuals in the workplace. Students are required to complete 60 hours minimum in job-shadowing hours for this course.

**Prerequisites:** HSR-050

**HSR-052 Vocational Practicum II** (1.00 cr.)

This course is designed to prepare those seeking entry-level jobs for the workplace, by developing the skills and knowledge that are essential for success. It is "learning by doing" under vocational guidance that is the hallmark of this course. Job-shadowing offers the student the opportunity to observe professional staff and other helping individuals in the workplace. Students will continue to build on their vocational reflections and writing, and will assemble elements of their GSP portfolio. Students are required to complete 60 hours minimum in job-shadowing hours for this course.

**Prerequisites:** HSR-051

**HSR-053 Vocational Practicum III** (1.00 cr.)

This course is designed to provide students continuous learning opportunities to apply advanced skills and knowledge in job-shadowing field work. Job-shadowing offers the student the opportunity to observe professional staff and other helping individuals in the workplace. Students will be provided the necessary skills to apply, interview and secure formal employment, such as face-to-face and virtual interviewing, and modeling role-play exercises. Students will complete their GSP portfolio at the conclusion of the program. Students are required to complete 60 hours minimum in job-shadowing for this course.

**Prerequisites:** HSR-052

**HSR-101 Introduction to Human Services** (3.00 cr.)

This course surveys the basic principles, scope, and functions of the various "settings" in human services. A broad view of the field of human services is presented, and an effort is made to link learning to experience. The philosophy of human services is discussed, and the history of social welfare is explored.

**Lecture (45.00)**

**Prerequisites:** ENG-012 and ENG-022

**HSR-102 Social Work Processes** (3.00 cr.)

This course surveys the practices, concepts, and methods, as well as the current trends, in human services work. Basic skills inherent in casework, group work, and community organization are stressed.

**Lecture (45.00)**

**Prerequisites:** HSR-101

**HSR-103 Introduction to Counseling** (3.00 cr.)

This course emphasizes the role that counseling activities play in the human services field. It also studies the characteristics of a workable counseling and guidance program and the techniques used to collect, record, interpret, and employ guidance data.

**Lecture (45.00)**

**Prerequisites:** (ENG-013 and ENG-023), or ENG-046

**HSR-104 Contemporary Issues in Social Welfare** (3.00 cr.)

This course will introduce the student to current issues being addressed within the social work field. The student will be given the opportunity to develop their knowledge in the area of contemporary social welfare. Historical perspectives will be explored with a comparison to current issues. Critical debate will be used to heighten an understanding of the issues, which will allow contradictions to be resolved. Critical thinking is encouraged.

**Lecture (45.00)**

**Prerequisites:** HSR-101, ENG-012 and ENG-022

**HSR-105 Group Dynamics** (3.00 cr.)

To understand and learn concepts of group effectiveness. Focus will be on the history of group theory and an analysis of the forces, which bring about group interaction. This course will introduce the beginning student to the group experience, which will be necessary in developing an understanding of group skills.

**Lecture (45.00)**

**Prerequisites:** (ENG-013 and ENG-023), or ENG-046

**HSR-107 Field Work** (3.00 cr.)

Field experience is traditional in educational programs for Community and Human Services. It is the "learning by doing" under educational guidance. It usually involves giving direct service. Field work offers the student the opportunity to work directly with people, staff, and other helping individuals. It allows the student to test his/her interest and aptitude for a career in the Human Services field. Students will use lecture time to reinforce their field work experience. Students are encouraged to find field work internships prior to registration. Background checks may be required at some agencies or schools. Field work is required for a total of 100 hours during the semester.

**Lecture (15.00)**

**Field Work (100.00)**

**Prerequisites:** HSR-101 and HSR-103 or ADD-101

**HSR-151 Survey in Developmental Disabilities** (3.00 cr.)

This course provides an in-depth understanding of the many ways in which developmental disabilities affect the lives of individuals and families. It also prepares
direct support professionals for a variety of roles in the field, and examines the history of the systems that have evolved to support persons with developmental disabilities and their families.

**HSR-152 Health Issues Across the Lifespan** (3.00 cr.)
This course discusses theoretical etiologies of developmental disabilities, current thinking, and current trends in the field of health and wellness of the developmentally disabled. Its intent is to provide students with comprehensive information about health problems often linked to specific disabilities and quality health care and/or lifestyles that promote health and wellness.

*Lecture (45.00)*
*Prerequisites: HSR-151*

**HSR-153 Developmental Disabilities Program Plan** (3.00 cr.)
The intent of this course is to explore the range of services and support that people with disabilities and their families currently use, and the laws and regulations that both establish and manage those services. The course will discuss best practices in the provision of family support, residential and vocational services. Particular attention will be paid to assessment, planning, implementation and evaluation of services.

*Lecture (45.00)*
*Prerequisites: HSR-151*

**HSR-154 Critical Issues in Dev Disabilities** (3.00 cr.)
This course provides an overview of the most significant, current issues in the field of Developmental Disabilities. The specific issues to be examined will reflect the most current topics in the field, such as Self-Determination, Public Policy, and Positive Behavior Supports. This course is recommended for direct support professionals working in the areas of family support and respite, self-determination, residential, and vocational settings. The course will also be relevant to persons with disabilities and their families, as well as supervisors in the Developmental Disabilities field. The course will be formatted into modules relating to specific current issues under discussion and will utilize weekly reading, lecture and discussions, group activities, video presentations, and guest speakers with expertise in specific areas.

*Lecture (45.00)*
*Prerequisites: HSR-151*

**HOSPITALITY TECHNOLOGY**

**HTS-101 Introduction Hospitality Technology** (3.00 cr.)
This course provides an overview of elements and segments of the hospitality industry. Students will be introduced to different career pathways and the organizational structure within the hospitality spectrum. Discussion will include the history of and current issues facing all segments of the hotel industry. Students will be exposed to the factors that affect and influence industry customers. Students will engage in career exploration activities and identify appropriate specialty tracks. Guest speakers, field trips, industry publications and web site review will enhance learning opportunities for students.

*Lecture (45.00)*
*Prerequisites: ENG-012 and ENG-022*

**HTS-105 Housekeeping Management** (3.00 cr.)
This course provides current and potential managers with professional concepts and skills to achieve the world-class standards expected by guests in modern lodging and food service establishments. Essential technical information is provided for individuals who will make housekeeping decisions on a daily basis and others desirous of entering the specialty. Competencies developed include planning, organizing, budgeting and supervising. Activities are conducted in the classroom and in a field experience setting.

*Lecture (45.00)*
*Prerequisites: HTS-101*

**HTS-115 Food Safety Training** (1.00 cr.)
This comprehensive seminar course is designed for food handlers and managers in the food and hospitality industries. The course is designed as a study of the principles of food-borne illness, sanitation, safety, personal hygiene, rodent and insect controls, regulations, and equipment affecting safe food handling in all operations. Students will study common pathogens and learn how pathogenic organisms can contaminate foods, principles of safe and sanitary food handling, and safety principles used to select, preserve, thaw, cook, and store foods. The course will highlight the many benefits that safe food handling offers for facilities and their guests. The course is designed to meet the requirements of local, state and national certification exams.

*Lecture (15.00)*

**HTS-201 Front Desk Management** (3.00 cr.)
This course develops skills in effective management responsibilities as front desk, guest service representatives, the primary contact between guests and the hotel organization. Students learn a systematic approach to front office procedures, from the reservations process through checkout and account settlement. Particular attention is paid to effective interactions between hotel guests and the lodging organization’s services. Front desk human resources management is placed within the context of the overall operation of the hotel, including monitoring of revenue streams and occupancy status.

*Lecture (45.00)*
*Prerequisites: HTS-101*

**HTS-205 Meeting and Special Event Planning** (3.00 cr.)
This function of hotel operations coordinates the activities of various departments to accommodate meetings, conventions and special events. Event planners meet with representatives of groups or organizations to plan the number of rooms to reserve, the configurations of meeting spaces, and the banquet services. During the event, the planners resolve unexpected problems and monitor activities to ensure that hotel operations conform to the expectations of the group.

*Lecture (45.00)*
*Prerequisites: HTS-101*

**LIBERAL STUDIES/INTERDISCIPLINARY**

**IDY-209 Academic Interest Workshop** (1.00 cr.)
This course is designed for students who are interested in expanding their knowledge and understanding of the subject matter that they teach. They will be offered an array of subject-matter workshops that will provide them with an in-depth study of topics in disciplines related to the New Jersey Department of Education’s Core Curriculum Content Standards. Upon completion of this course students (teachers) will be able to meet the New Jersey Core Curriculum Standard in related academic areas and to partially fulfill the 100 hours of State-approved professional development.

*Lecture (15.00)*

**INTERPRETER EDUCATION**

**IEP-201 American Sign Language for Interpreters** (3.00 cr.)
This course is designed to enhance students skills in American Sign Language in preparation for the ASL English Interpreting Program. Particular attention will be placed on contrastive linguistics. In addition, attention will be given to students’ overall ability to use ASL, including accuracy and advanced vocabulary through translations of English text into ASL.

*Lecture (45.00)*
*Prerequisites: IEP-201 with a grade of C or higher*

**IEP-202 Consecutive Interpreting** (3.00 cr.)
This course is designed to give the student a base in the practical aspects of consecutive interpretation. Specific subtasks, such as focused skills development, will be assigned in this course to prepare the student in the performance of interpretation tasks in prepared (rehearsed) and spontaneous consecutive interpretation. This is a lecture/class discussion course with lab assignments outside of class.

*Lecture (45.00)*
*Prerequisites: IEP-201 and a grade of C or higher*

**IEP-203 Simultaneous Interpreting** (3.00 cr.)
This course is designed to introduce students to the tasks involved in simultaneous interpretation. Unlike consecutive interpretation, simultaneous interpretation requires processing information and transmitting that information into a second language within the same time frame. Particular attention will be given to the
IEP-204 Interpreting Seminar (3.00 cr.)
This course provides students in the Interpreter Education Program information regarding various interpreting career opportunities. Students will be exposed to a variety of specialized interpreting situations such as legal, deaf-blind, medical, mental health, rehabilitation, and educational environments. Students will have the opportunity to interact with professional interpreters who have in-depth experience in the above mentioned environments.
Lecture (45.00)
Prerequisites: A grade of C or higher in IEP-202 and IEP-204

IEP-205 Voicing (3.00 cr.)
This course introduces the student to the theory and practice of processing a signed message into spoken English. The course emphasizes appropriate vocabulary selection, use of syntactically correct English sentences, and the development of an appropriate voicing register.
Lecture (45.00)
Prerequisites: A grade of C or higher is required in IEP-201
Corequisites: IEP-202

IEP-206 Interpreting Overview (3.00 cr.)
This course provides students with the opportunity to enhance interpreting/transliterating skills. Students will review and apply knowledge learned in previous interpreting courses to their experiences in Practicum. This knowledge will enhance strengths and minimize weaknesses that become evident during the practicum.
Lecture (45.00)
Prerequisites: A grade of C or higher in IEP-203 and IEP-205
Corequisites: IEP-207

IEP-207 Interpreting Practicum (3.00 cr.)
Under the supervision of experienced interpreters, students will interpret for deaf clients in a variety of settings. The student, employer, and practicum supervisor will jointly establish learning objectives to meet the needs of the students learning experience. Students will meet with the instructor one hour each week for discussion of issues, which arise during the practicum and to receive feedback on their performance. Class discussions with clinical assignments are included.
Lecture (15.00)
Field Work (90.00)
Prerequisites: A grade of C or higher is required in IEP-203 and IEP-205
Corequisites: IEP-207

IEP-209 Interpreting in Specialized Settings (3.00 cr.)
This course will explore various types of sign language interpreting. Special emphasis will be placed on specific vocabulary, ethical concerns, client needs and strategies in various interpreting situations. Topics will include medical interpreting, legal interpreting, educational interpreting, mental-health interpreting, interpreting for AA and NA, theatrical interpreting, and deaf-blind interpreting.
Lecture (45.00)
Prerequisites: ASL Proficiency Test

IEP-211 Language Develop/Educational Interpreter (3.00 cr.)
This course is designed to provide educational interpreters with an understanding of the principles and theories of childhood language development and will compare the development of language for children with various degrees of hearing loss with the language development of children without educational disabilities. Students will survey language intervention models for students who are deaf and hard of hearing. Additional issues impacting language development in children with hearing loss will also be discussed, including, but not limited to, alternative forms of communication, bilingual/bicultural issues, assistive technology and cochlear implants.
Lecture (45.00)

IEP-212 Legal/Ethical Issues Educ Interpreting (3.00 cr.)
This course will look at the unique roles and responsibilities of the educational interpreter and the various interpreter assignments within multiple educational settings. Particular attention will be paid to ethics of the educational interpreter and federal and state laws that outline the provision of educational interpreting as a related service.
Lecture (45.00)

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writing). It also introduces the student to the Roman history and the influence of the classical world on Western civilization. This course is intended for students beginning the language or for those who have received a grade below C in two years of high school Latin.

**Lecture (45.00)**
**Prerequisites: ENG-012 and ENG-022**

**LAT-102 Elementary Latin II** (3.00 cr.)
This course is a continuation of Elementary Latin I. Students are introduced to the basic elements of the grammar and syntax of the language. Students will also be exposed to Roman history, Greco-Roman civilization, and the influence of the Classical world on Western civilization.

**Lecture (45.00)**
**Prerequisites: ENG-012, ENG-022 and LAT-101 or two years of high school Latin**

**LAT-201 Intermediate Latin I** (3.00 cr.)
This course, a continuation of Elementary Latin II, emphasizes the translation of Latin texts. Students will read Latin prose and poetry, paying careful attention to accurate translation. The principles of grammar and syntax presented in Elementary Latin are reinforced during the translation of texts. Students will also develop and advance understanding of Roman history and institutions, Greco-Roman civilization, and the influence of the classical world on Western civilization.

**Lecture (45.00)**
**Prerequisites: LAT-102 or two years of high school Latin, and ENG-013 and ENG-023 or ENG-046**

**LAW**

**LAW-101 Legal Environment/Business Law I** (3.00 cr.)
This course is an introduction to law in general and of legal issues involved in the business world. Topics covered include Rights, Sources of Law - Administrative Agencies - Torts - Crime Consumer Protection, Employment Law, Governmental Regulations of Business, Environmental Law and Basic Contract Law. Suggested optional topics include Ethics and Social Forces of the Law and International Trade.

**Lecture (45.00)**
**Prerequisites: ENG-013**

**LAW-102 Business Law II** (3.00 cr.)
This course covers the major areas of business law, including security devices, commercial papers, agency, employment, business organizations, property and estates, and government regulation of business.

**Lecture (45.00)**

**LAW-104 Hospitality Law** (3.00 cr.)
This course is designed to acquaint the student with the types of liabilities restaurateurs and hotel proprietors find in today's litigation-oriented society and the types of insurance necessary to protect their businesses and themselves. After an introduction to law and legal systems, students will learn the many types of laws applicable to the hospitality industry. By learning these laws, students learn how to prevent legal problems from escalating, the importance of their positions in preventing legal catastrophes, and the roles of all parties involved in potential and actual legal situations. This course is not designed to make students into lawyers or to make them managers who attempt to handle legal problems on their own.

**Lecture (45.00)**

**PHOTONICS (LASER & FIBER OPTICS)**

**LFO-211 Geometric Optics** (4.00 cr.)
This course covers the fundamentals of geometric and optical physics, including Huygen's principle, wave motion, properties of waves, and optical instruments.

**Lecture (45.00)**
**Laboratory (30.00)**
**Corequisites: LFO-101**

**LFO-231 Photonics Measurements** (3.00 cr.)
This course will discuss wave length, dispersion, and refractive index measurements with divided-circle prism/grating spectrometer, use of monochromators and spectrophotometers, use of scanning Fabry-Perot interferometer for observation of longitudinal modes in a laser output, use of fixed spacing Fabry-Perot etalon, Michelson interferometer, use of Twyman-Green interferometer in optical testing, use of Mach-Zehnder interferometer for measuring refractive index of gas, spatial resolution, concept of the modulation transfer function (MTF), and use of USAF 1951 resolution target to measure MTF of a lens.

**Lecture (30.00)**
**Laboratory (30.00)**
**Corequisites: LFO-211**

**MASSAGE THERAPY**

**MAS-200 Therapeutic Massage** (6.00 cr.)
This course teaches students how to integrate the body, mind, and spirit through the art and science of Swedish massage. Students will be exposed to the basic components for massage, business and marketing, recordkeeping, and basic theory. The laboratory component of the course provides hands-on techniques, observation and palpation. Professional standards and ethical guidelines are included along with recognition of endangerment sites and contraindications for massage.

**Lecture (60.00)**
**Laboratory (60.00)**

**MAS-201 Student Massage Clinic** (1.00 cr.)
This supervised course teaches students how to integrate the body, mind, and spirit through the art and science of Swedish massage to the general community. Students will be exposed to the basic components for massage: hands-on techniques, observation and palpation, recordkeeping, and basic theory. Professional standards and ethical guidelines are included along with recognition of endangerment sites and contraindications for massage.

**Clinical (100.00)**
**Prerequisites: MAS-200**

**MAS-205 Environmental Management** (1.00 cr.)
Since massage and bodywork is physically, spiritually and mentally demanding, students need to learn how to take proper care of themselves. This course will instruct on proper body mechanics, stretching and strengthening exercises. This course also addresses the importance of creating a healthy and environmentally stable massage space. Students will be exposed to the various ways to use safe, environmentally sound practices to create a healthy massage/bodywork space for both practitioner and client.

**Lecture (15.00)**

**MAS-209 Structures & Functions - Bodyworker I** (4.00 cr.)
This lecture-laboratory course is designed to increase the student's knowledge base in applied human anatomy, physiology and kinesiology by reviewing and expanding upon the foundational level of information presented in the Human Biology (BIO-103) course. Specific emphasis will be placed on further developing the student's understanding of those human systems that most directly affect the practice of body workers. Aspects of human disease, injury, nutrition and wellness concepts will also be introduced. The objective of this course is to provide the student with a working knowledge base of applied human anatomy, physiology and kinesiology that will assist them in preparation for national certification examinations, state certification, safe and effective practice, professional communication with clients and health care professionals, understanding massage and medical information, and participation in other advanced massage therapy courses.

**Lecture (45.00)**
**Laboratory (30.00)**
MAS-211 Structures & Functions - Bodyworker II (2.00 cr.)
This course will help to integrate the bodyworker’s knowledge of applied anatomy and physiology into various methods of both eastern and western massage. In addition, this course will prepare the student for the anatomy and physiology requirements for the massage therapy national exam.
Lecture (30.00)
Corequisites: MAS-209

MAS-215 Therapeutic Sensory Applications I (1.00 cr.)
This course introduces the student to the therapeutic benefits and uses of aromatherapy. Emphasis will be placed on developing a respectful appreciation and understanding of the nature of essential oils and how the student can utilize them in their professional and personal life. This course explains the history of aromatherapy, the properties of essential oils, blending techniques, choosing the correct carriers, contraindications and safety factors of essential oil use, as well as the physical, emotional, and spiritual aspects of essential oil use.
Lecture (15.00)

MAS-220 Eastern Therapeutic Concepts (1.00 cr.)
Traditional Chinese Medicine is a foundation for understanding Chinese medicinal theory and Chinese healing arts. The course links up fundamental Chinese Medicine concepts to the diagnosis and treatment of disharmony and disease. The course first covers the basic concepts of Chinese medicine - Tao, Qi, yin and yang, the five element correspondences and cycles known as wu xing - and how they relate to human health. Building on this foundation, students learn the significance of signs and symptoms of disease by studying various approaches to diagnosis, and forming a treatment strategy.
Lecture (15.00)

MAS-225 Therapeutic Sensory Applications II (2.00 cr.)
This course is designed to give the student basic skills in aromatherapy education. The therapeutic properties of aromatherapy oils and the multitude of ways the oils can be utilized are discussed. Safe, responsible use of aromatherapy is emphasized. This course follows the National Association for Holistic Aromatherapy Guidelines for Level 1 certification for family and friends practice.
Lecture (30.00)

MAS-230 Therapeutic Herbal Applications (2.00 cr.)
This course will cover approximately 48 herbs that are used for both pharmaceutical and culinary purposes. Information will be given about an herb’s flavor, properties, organ meridians affected, clinical applications and corresponding indications in terms of biomedical diagnosis. The course will familiarize the students with the way of diagnosis, the causes of disease, and the diagnostic systems of Traditional Chinese Medicine as applicable to the herbal pharmacology.
Lecture (30.00)

MAS-240 Specialized Massage Techniques (3.00 cr.)
This course introduces massage students to three very distinct and important massage techniques: myofascial structural bodywork, foot reflexology, and deep tissue massage. The myofascial hand use and technique will be introduced in lecture and laboratory. Students will be presented with structural theory and begin to look at the body while standing and in simple motion. The laboratory portion of this course introduces the deep tissue segment designed to give massage therapists added skills to safely assist clients with special conditions. It introduces the student to deeper pressure than that used in the Swedish massage course. The foot reflexology component teaches students the ancient system of applying pressure and massage techniques on reflex points of the feet to alleviate energy blocks that cause pain or tension.
Lecture (30.00)
Laboratory (30.00)
Prerequisites: MAS-200
Corequisites: MAS-209 and MAS-260

MAS-241 Business Management/Massage Professional (2.00 cr.)
This course provides information regarding the business aspect of massage therapy and helps the student gain information about their personal priorities in order to facilitate success within their business practice. The student will leave the course prepared with a business plan, marketing materials and practice at promotion and public speaking. The student will have identified their own specific goals and begun to put them into practice. They will have achieved a business focus and direction and will have the effective tools and information needed to accomplish their goals.
Lecture (30.00)

MAS-243 Integrated Myofascial Structural Tech (2.00 cr.)
This course seeks to have the student develop a greater depth of experience, understanding, and abilities in myofascial work. It is designed to allow for more experience in seeing structural organization in the human body and understanding of its importance. This course includes an anatomy review, structural observations, demonstrations and practice which assists the students in achieving a greater understanding of the function of each anatomical section and its relationship to the whole structure. In addition, movement activities will be included so that students can sharpen their kinesthetic sense and experience the structure “from the inside.” This will give them a better ‘feel’ for structure, which they can take directly to their work with clients. Focus will be placed on the quality of hand contact made by the student as they do this work. The myofascial hand feels into and through the tissue in a kind of dance with the recipient. This course is designed to enhance the students’ feel for this. 1 lecture hour, 2 laboratory hours weekly.
Lecture (30.00)
Laboratory (30.00)
Prerequisites: MAS-209 and MAS-240

MAS-255 Massage Therapy Integration/Application (3.00 cr.)
This course is designed to integrate various massage techniques, concepts, and principles to effectively meet the unique needs of the individual client. The use of assessment, effective reasoning skills, and the execution of the treatment plan will be based on knowledge obtained in the core curriculum. The interpretation and prioritization of all case information will allow the student to be a safe and productive practitioner in this profession.
Laboratory (90.00)
Prerequisites: MAS-211, MAS-260 and MAS-261
Corequisites: MAS-243

MAS-260 Palpation & Kinesiology/Massage Therapy (3.00 cr.)
This course is designed to give the massage student an introduction to human movement. This class will cover the skeletal system, architecture of joints, structure and function of skeletal muscle, muscle insertions and levers, innervation of muscles, roles of muscles, and types of muscular contraction. It is also designed to introduce the three-dimensional quality of muscle, bone, tendons, ligaments, and other tissues of the body. Unlike the traditional academic approach to anatomy and physiology, the laboratory portion of this course provides a palpation section which provides a practical and sensory-based experience with a focus on locating and/or identifying the qualities of muscle, tendon, bone, and ligaments.
Lecture (30.00)
Laboratory (30.00)
Prerequisites: MAS-200

MAS-261 Pathology for Massage Therapy (4.00 cr.)
Pathology affords the student a basic understanding of the disease processes of the human body. Students gain an appreciation of the mechanics that generate pain, and the transmission, perception and control of that pain. Students will study the principles of disease control and universal precautions. They will learn symptoms of infectious diseases and how these diseases are transmitted, including hepatitis and HIV. Students will have the opportunity to formulate a massage plan, using knowledge of indications and contraindications for specific diseases and physical disorders.
Lecture (60.00)
Prerequisites: MAS-200 and MAS-209

MECHANICAL ENGINEERING TECHNOLOGY

MET-221 Quality Control (2.00 cr.)
Quality Control covers the fields of statistical process control, nondestructive testing, automated measurement and corrective feedback.
Lecture (15.00)
Laboratory (30.00)
Prerequisites: MTH-125
MET-228 Statics for Technologists (3.00 cr.)
This course introduces the subject of mechanics of rigid bodies. Statics teaches the effects of forces acting upon stationary (or at least non-accelerating) rigid bodies.

Lecture (45.00)
Prerequisites: CIM-101, PHY-101 or PHY-201, and MTH-124 or MTH-125

MET-233 Project Design (3.00 cr.)
This is a capstone course designed to introduce the student to principles of comprehensive design in a mechanical engineering technology project. The student may work within a small engineering team to design and develop a project, or the student may work alone on a project, depending on class size. Students are expected to develop a complete plan from feasibility study, cost analysis and mechanical design and documentation through the building of a prototype. Interaction among students with different disciplines is desired. All students must make a formal written and verbal presentation at the completion of the course.

Lecture (15.00)
Laboratory (60.00)
Prerequisites: MGT-226, MTH-132, PHY-102 and CIM-101

MET-236 Mechanics of Materials (3.00 cr.)
This course is an analytical study of the effects of applied forces acting on structural members. Topics in this course include stress and strain, torsion, shear and moment diagrams, stresses in and deflection of beams, column connections, and the properties of materials. In this course, verification and theoretical analysis is conducted through laboratory experiments involving both destructive and non-destructive testing procedures.

Laboratory (30.00)
Prerequisites: MET-228

MET-237 Manufacturing Methods (3.00 cr.)
This course involves a classroom, laboratory, and field study of the basic methods of producing materials and products in the industrial community and a comprehensive view of the latest processes used in manufacturing. Topics in this course include technological properties of materials, the various cutting and noncutting processes, automation, safety, and the economics of manufacturing processes. Laboratory experience in this course involves the actual production of a product using mass production techniques.

Laboratory (30.00)
Prerequisites: CIM-101, PHY-101 or PHY-201, and MTH-124 or MTH-125

MET-242 Design of Machine Elements (3.00 cr.)
This course concerns itself with the basic principles of the mechanics and strength of materials applied to the mechanical design of various machine elements, integrating groups of elements for unified mechanical systems, and the analysis and design of various detailed machine elements by mathematical and graphical methods. Also included in this course is the design of tools, jigs, and fixtures for basic manufacturing processes; functional specifications and economic analyses will be discussed.

Laboratory (30.00)
Prerequisites: MET-221 and MET-236

MGT-212 Human Resource Management (3.00 cr.)
This course covers those areas which are crucial to the effective management of the human resources within an organization. Topics covered include: organizational philosophy of personnel management, administrative policies and processes, recruitment and selection, evaluation, training and development, promotion, wage and salary administration, safety, motivation, union-management relations, grievance handling and discipline administration. The emphasis is placed upon developing and maintaining a positive atmosphere for the mutual benefit of the employees, and the organization. Case studies and practical examples are used to illustrate the application of basic concepts and principles.

Lecture (45.00)
Prerequisites: MGT-102

MGT-213 Operations Management (3.00 cr.)
This course presents an analysis of the management of planning as applied in the design of production and operations systems, with emphasis on location, layout, methods study, product design, and product line determination. Analysis is also made of the control functions of the enterprise, including inventory control, purchasing, quality maintenance, materials and work measurement.

Lecture (45.00)
Prerequisites: MGT-102 and MTH-111

MKT-101 Principles of Marketing (3.00 cr.)
The goal of this course is to introduce students to the complexities faced by a company/organization as it markets its goods, services, and/or ideas. The course will explore the nature, function, and scope of modern marketing; analysis of the market, the product, and the distribution structure from producer to consumer; principles, practices, and policies of the price system; promotional activities; including the sales and advertising program; planning and evaluating the marketing system.

Lecture (45.00)
Prerequisites: ENG-013

MGT-216 Human Relations in Business & Industry (3.00 cr.)
This course consists of the study of behavior in organizational and work settings and the application of the methods, facts, and principles of psychology to individual and groups in organizational and work settings. Drawing from several areas of behavioral science, this course is designed for students in business and technical fields.

Lecture (45.00)
Prerequisites: MGT-102

MGT-221 Small Business Management I (3.00 cr.)
This course is designed to provide the student with practical knowledge about starting a small business and establishing its market function. The subjects covered include how to select the type of business, planning the legal, financial, and administrative structure of the business, marketing strategies, sales promotion and pricing.

Lecture (45.00)
Prerequisites: MGT-221

MGT-222 Small Business Management II (3.00 cr.)
This course continues the study of small business management techniques. Emphasis is placed on planning physical facilities, purchasing and controlling materials and inventory size, planning personnel requirements (recruitment and selection), dealing with unions and collective bargaining, evaluating the financial health of the business, what accounting records are needed, and safeguarding the assets.

Lecture (45.00)
Prerequisites: MGT-221

MARKETING

MKT-101 Principles of Marketing (3.00 cr.)
The fundamental principles of retailing and their application in small, medium-sized, and large retail organizations are presented. Problems of store location, layout, organization, employment, training, merchandising, management and control, e-commerce and current trends in global retailing are discussed.

Lecture (45.00)
MKT-123 Introduction to Promotion (3.00 cr.)
Media selection for retail stores is developed as well as concepts which help to
determine effective ads and websites, and advertising budget, and the target mar-
ket for a store's advertising campaign. The promotion aspect of the course concen-
trates on in-store displays, display windows and other layout considerations which
courage consumers to buy.
Lecture (45.00)

MKT-124 Fundamentals of Selling (3.00 cr.)
Selling in the marketing and retailing fields is developed through a survey of prin-
ciples of salesmanship and techniques of effective selling.
Lecture (45.00)

MKT-212 Strategies in Marketing (3.00 cr.)
This course teaches the application of the case method to actual marketing prob-
lems with an emphasis on independent and group planning for problem solving.
Lecture (45.00)
Prerequisites: MKT-101

ACADEMIC SKILLS – MATHEMATICS

MTH-005 Consumer Math (3.00 cr.)
This course is designed for the college student who needs training in basic numeri-
cal processes with whole numbers, fractions, decimals, ratios, proportions and per-
cents, and their applications. (Credits do not apply toward graduation requirements)
Lecture (45.00)

MTH-011 PreAlgebra Traditional (3.00 cr.)
This course is designed for the college student who needs training in basic nume-
rical processes with whole numbers, fractions, decimals, ratios, proportions,
percentages, signed numbers and linear equations. (Credits do not apply toward
graduation requirements). Basic computation is a fundamental objective of this
course. Therefore, the use of calculators is prohibited.
Lecture (45.00)

MTH-016 PreAlgebra Express (1.00 cr.)
This course is designed for the college student who needs training in basic nume-
rical processes with whole numbers, fractions, decimals, ratios, proportions,
percentages, signed numbers, and linear equations. (Credits do not apply toward
graduation requirements). Basic computation is a fundamental objective of this
course. Therefore, the use of calculators is prohibited.
Lecture (15.00)
Prerequisites: Accuplacer Placement or Teacher Recommendation

MTH-029 Elementary Algebra Traditional (4.00 cr.)
This course is designed for students who require a background of elementary
algebra before taking further college mathematics courses. The course provides the
students a familiarity with mathematical symbols and operations in order to
formulate and solve first-degree and second-degree equations, graph equations
and systems of equations, and work with polynomials, rational expressions, and
radicals. Students will apply appropriate mathematical and statistical concepts and
operations to interpret data and to solve problems. (Credits do not apply toward
graduation requirements.) Basic computation is a fundamental objective of this
course. Therefore, the use of calculators is prohibited.
Lecture (60.00)
Prerequisites: MTH-011

MTH-035 Elementary Algebra Express (1.00 cr.)
This course is designed for students who require a background of elementary
algebra before taking college mathematics courses. The course provides the
students a familiarity with mathematical symbols and operations in order to
formulate and solve first-degree and second-degree equations, graph equations
and systems of equations, and work with polynomials, rational expressions, and
radicals. Students will apply appropriate mathematical techniques to solve prob-
lems. (Credits do not apply toward graduation requirements.) Basic computation is a fundamental objective of this course. Therefore, the use of calculators is prohibited.
Lecture (15.00)
Prerequisites: Accuplacer Placement or Teacher Recommendation

MTH-100 Algebraic Concepts (4.00 cr.)
This course covers the study of algebraic concepts with emphasis on algebraic
manipulations and problem solving. Topics include factoring & special factoriza-
tions; rational expressions; solving rational, radical, and quadratic equations; solving systems of equations; graphing linear functions; linear inequalities; functions and relations; complex numbers; function composition and inverse functions; graphs of exponential and logarithmic functions; and solving exponential and logarithmic equations. Students are required to have a scientific,
non-graphing calculator for Unit VII.
Lecture (60.00)
Prerequisites: MTH-029 and ENG-013

MTH-101 Concepts of Mathematics (3.00 cr.)
Concepts of Mathematics is designed for students intending to major in a Liberal
Arts area other than Math or the Physical Sciences. This course consists of a core
of problem solving and mathematical modeling, sets and logic. In addition to
this core, at least one of the following will be incorporated: Topics in Geometry, Probability, Discrete Mathematics.
Lecture (45.00)
Prerequisites: MTH-029 and ENG-013

MTH-105 Mathematical Systems I: Structures (3.00 cr.)
This course is designed for students majoring in a Liberal Arts area other than Math or the Physical Sciences as well as education majors, with the excep-
tion of students intending to become secondary math or science teachers. Topics include problem solving techniques; sets; number systems; properties
of counting numbers, whole, integers, rational and real numbers; number theory;
equations and functions.
Lecture (45.00)
Prerequisites: MTH-029 and ENG-013

MTH-106 Mathematical Systems II: Geometry (3.00 cr.)
This course is designed for students majoring in a Liberal Arts area other than Math or the Physical Sciences as well as education majors, with the excep-
tion of students intending to become secondary math or science teachers. This
course introduces a series of different but related concepts in geometry: Geometric relationships and their corresponding mathematical arguments are studied with
the goal of analyzing characteristics of two and three-dimensional geometric
shapes. An introduction to probability and statistics is also covered.
Lecture (45.00)
Prerequisites: MTH-029 and ENG-013

MTH-107 Mathematics for Liberal Arts (3.00 cr.)
Mathematics for the Liberal Arts is designed for students intending to major in a Liberal Arts area other than Mathematics or the Physical Sciences. Students
taking this course will be exposed to an assortment of mathematical methods and
ideas and will examine their significance and interconnection, historical develop-
ment, and applicability.
Lecture (45.00)
Prerequisites: MTH-029 and ENG-013

MTH-111 Introduction to Statistics (3.00 cr.)
This course provides students majoring in health, criminal justice, or liberal arts
with a basic introduction to statistical concepts and methods. Topics covered
include: frequency distributions; measures of central tendency and variability; lin-
ear regression and correlation; fundamentals of probability; binomial and Normal
distributions; sampling distributions and the Central Limit Theorem; confidence
intervals; and hypothesis testing on a single population. Many majors require a
more rigorous introductory statistics course and students are advised to check
their major requirements prior to registration. Students are required to purchase a
Texas Instruments TI-83/84 or TI-83/84 Plus calculator.
Lecture (45.00)
Prerequisites: MTH-029 and ENG-013

MTH-112 Elements of Statistics II (3.00 cr.)
This course is designed to follow Introduction to Statistics. It will provide
additional elementary statistical research tools and techniques. Topics covered
include: hypothesis testing on two populations, Chi-square and F distributions, analysis of variance, regression, correlation, and nonparametric tests.

Lecture (45.00)
Prerequisites: MTH-111

MTH-114 College Algebra / Business & Soc Science (3.00 cr.)
This college algebra course is designed for business and social science majors. Topics include operations on algebraic and exponential expressions; linear equations; using technology for linear, polynomial, exponential, and logarithmic regression; inverse functions; theory and applications of polynomial, rational, exponential, and logarithmic functions; solving exponential and logarithmic equations; graphs and transformations; mathematics of finance; and an introduction to limits. The use of graphing calculators is an integral part of the course; their use throughout the course will facilitate understanding of salient concepts. Students are required to purchase a Texas Instruments TI-83/84 or TI-83/84 Plus calculator.
Lecture (45.00)
Prerequisites: ENG-013 and MTH-100

MTH-117 Explorations in Mathematical Thoughts (3.00 cr.)
This is a general education mathematics course in which students are exposed to basic concepts and principles in the philosophy of mathematics and mathematical logic; including set theory; axiomatic systems and algebraic structures; the concept of infinity; number theory; and proof; among other topics. This course is for the student majoring in liberal arts; it is not intended for students majoring in mathematics or science.
Lecture (45.00)
Prerequisites: ENG-013 and MTH-100

MTH-117H Honors Exploration/Mathematical Thoughts (3.00 cr.)
This is a general education mathematics course in which students are exposed to basic concepts and principles in the philosophy of mathematics and mathematical logic; including set theory; axiomatic systems and algebraic structures; the concept of infinity; number theory; and proof; among other topics. This course is for the student majoring in liberal arts; it is not intended for students majoring in mathematics or science. ONLY STUDENTS WHO ARE ACCEPTED INTO THE HONORS PROGRAM ARE ELIGIBLE TO TAKE HONORS COURSES.
Lecture (45.00)
Prerequisites: ENG-013 and MTH-100

MTH-122 Applied Calculus (3.00 cr.)
This course was developed for business and social science majors. Topics include functions, limits, derivatives, maxima and minima problems, integration, and the application of the calculus to problems in business and social sciences. Students are required to purchase a Texas Instruments TI-83/84 or TI-83/84 Plus calculator.
Lecture (45.00)
Prerequisites: ENG-013, and MTH-114 or MTH-123 or MTH-125

MTH-123 Pre-Calculus Mathematics I (4.00 cr.)
As the first of a two semester pre-calculus sequence, this is a rigorous course designed for science, technology, engineering, and mathematics majors. Topics include functions and graphs, theory of polynomial equations, polynomial, rational, logarithmic, and exponential functions and applications, linear systems and matrices. The teaching and use of graphing calculators are an integral part of the course to facilitate understanding of salient concepts. Students are encouraged to purchase a Texas Instruments TI-83/84 Plus calculator.
Lecture (60.00)
Prerequisites: ENG-013 and MTH-100

MTH-124 Pre-Calculus Mathematics II (4.00 cr.)
This course is a continuation of Pre-calculus Mathematics I for science, technology, engineering and mathematics majors. In addition to trigonometry, other topics covered include conics, sequences, polar coordinates, parametric equations, vectors in plane, the dot product, and an introduction to limits. The teaching and use of graphing calculators are an integral part of the course to facilitate understanding of salient concepts. Students are encouraged to purchase a Texas Instruments TI-83/84 Plus calculator.
Lecture (60.00)
Prerequisites: ENG-013 and MTH-123

MTH-125 Accelerated Precalculus (4.00 cr.)
This is a fast-paced, rigorous precalculus course designed for science, technology, engineering, and mathematics majors. Topics include algebraic equations; functions; graphing; and exponential, logarithmic, and trigonometric functions; vectors and the complex plane; sequences, series, and limits. Students are required to have a calculator in their possession for all class meetings and are encouraged to purchase a TI-83/84 calculator. STUDENTS WHO FAIL TO MEET THE MATHEMATICS PREREQUISITE MUST REGISTER FOR THE TWO SEMESTER SEQUENCE--MTH-123 & MTH-124.
Lecture (60.00)
Prerequisites: ENG-013, and earned an “A” in MTH-100 or proper Mathematics Placement Exam Score

MTH-129 Discrete Mathematics (4.00 cr.)
This is an introductory course to the principles, concepts, and applications of discrete mathematics intended for mathematics and computer science students. Topics such as logic and proof; sets, functions and relations; graphs and trees; and combinatorics will be presented. The study and use of algorithms will be emphasized.
Lecture (60.00)
Prerequisites: MTH-140

MTH-132 Statistics for Technology (4.00 cr.)
This course is designed for technology students who need a basic knowledge of statistical and elementary research techniques. Topics covered include: frequency distributions, sigma notation, measures of central tendency, measures of variability, fundamentals of probability, binomial distribution, normal distribution, sampling distributions, Central Limit Theorem, confidence intervals, sample size determination, hypothesis testing on a single population, regression and correlation, and Statistical Process Control (SPC).
Lecture (60.00)
Prerequisites: ENG-013 and MTH-100

MTH-134 Biostatistics (4.00 cr.)
This course is designed for technology students who need a basic knowledge of statistical and elementary research techniques. Topics covered include: frequency distributions, sigma notation, measures of central tendency, measures of variability, fundamentals of probability, binomial distribution, normal distribution, sampling distributions, Central Limit Theorem, confidence intervals, sample size determination, hypothesis testing on a single population, regression and correlation, and Statistical Process Control (SPC).
Lecture (60.00)
Prerequisites: ENG-013 and MTH-100

MTH-140H Honors Calculus I (4.00 cr.)
This is the first course of the calculus sequence intended for science, technology, engineering, and math majors. Topics covered include: limits and continuity of functions, differentiation of algebraic, and transcendental functions, applications of the derivative, anti-differentiation of algebraic and transcendental functions.
Lecture (60.00)
Prerequisites: MTH-140, BIO-111 and ENG-101

MTH-140 Calculus I (4.00 cr.)
This is the first course of the calculus sequence intended for science, technology, engineering, and math majors. Topics covered include: limits and continuity of functions, differentiation of algebraic, and transcendental functions, applications of the derivative, anti-differentiation of algebraic and transcendental functions.
Lecture (60.00)
Prerequisites: MTH-124 or MTH-125

MTH-140H Honors Calculus I (4.00 cr.)
This is the first course of the calculus sequence intended for science, technology, engineering, and math majors. Topics covered include: limits and continuity of functions, differentiation of algebraic, and transcendental functions, applications of the derivative, anti-differentiation of algebraic and transcendental functions. ONLY STUDENTS WHO ARE ACCEPTED INTO THE HONORS PROGRAM ARE ELIGIBLE TO TAKE HONORS COURSES.
Lecture (60.00)
Prerequisites: MTH-124 or MTH-125

MTH-145 Linear Algebra (4.00 cr.)
This course covers topics including matrices, determinants, solutions of linear systems, vectors, vector spaces, linear transformations, eigenvalues and eigenvectors,
orthogonality, least-squares, applications and inner product spaces.

Lecture (60.00)
Prerequisites: MTH-140

**MTH-150 Calculus II** (4.00 cr.)
This course is a continuation of Calculus I. Topics include: applications of the definite integrals including areas, volumes, lengths of curves, work, fluid pressure and forces, center of mass; derivatives and integrals of Hyperbolic functions, techniques of integration, improper integrals, sequences, series, (parametric and polar curves, if time permits).

Lecture (60.00)
Prerequisites: MTH-140

**MTH-171 Statistics I** (3.00 cr.)
This course is designed for business, social science, and other majors requiring knowledge of the basic principles and methods of statistics and elementary research techniques. Topics include measures of central tendency and dispersion; probability theory; descriptive methods in linear regression and correlation; random variables and probability distributions; binomial, normal, and t-distributions; sampling distributions and the central limit theorem; confidence intervals; 1-sample and 2-sample hypothesis testing for means and proportions. Students will learn to use a statistical software package through assigned projects.

Lecture (45.00)
Prerequisites: ENG-013, and MTH-114 or MTH-123 or MTH-125

**MTH-172 Statistics II** (3.00 cr.)
This course is a continuation of Statistics I. Topics covered include a review of confidence intervals and hypothesis testing, type I and type II errors, power of the test; F distributions and analysis of variance; chi-square tests for goodness-of-fit, independence, and homogeneity; nonparametric tests; time series, forecasting, and index numbers. Students will use a statistical software package for assigned projects.

Lecture (45.00)
Prerequisites: MTH-171

**MTH-205 Mathematical Systems III: Structures II** (3.00 cr.)
This course is designed primarily for elementary and early childhood education majors. The course will require students to investigate problems in order to deepen their conceptual and procedural understanding in the areas of algebra, data analysis, probability, geometry, measurement, and systematic listing and counting. Students in the course will use physical materials and models to explore topics in algebra, geometry, probability, and statistics. They will use mathematics to describe real-world relationships and develop conjectures and intuitive proofs. A TI-108 (or any basic four function calculator) is required.

Lecture (45.00)
Prerequisites: MTH-105

**MTH-210 Calculus III** (4.00 cr.)
This course is a continuation of MTH-150 (Calculus II). Topics include: Calculus of polar and parametric equations, differential calculus of several variables, multiple integration, two and three-dimensional vectors, vector valued functions and vector analysis.

Lecture (60.00)
Prerequisites: MTH-150

**MTH-220 Differential Equations** (4.00 cr.)
Topics covered include solution of first order differential equations, higher order linear differential equations and applications; undetermined coefficients; Laplace transforms; systems of differential equations; and numerical techniques to solve initial value differential equations.

Lecture (60.00)
Prerequisites: MTH-150
Corequisites: MTH-210

**MTH-261 Intro to Mathematical Modeling** (3.00 cr.)
This course introduces concepts from linear modeling and optimization, providing mathematical foundations as they are needed and motivated by applications. The focus is neither on proof nor excessive hand computations; instead it is on employing and relating the mathematics to real-world ideas. Concepts are made concrete through numerical computation. Topics covered include vectors, dot product, distance, projection, matrix algebra, techniques of solving linear algebra systems, the derivative and its applications, and matrix factorization.

Lecture (45.00)
Prerequisites: MTH-150

**MTH-262 Probabilistic Models** (4.00 cr.)
This course introduces probability theory and data-generating processes that lead to building probability distributions from empirical data, and density functions from histograms. Topics of integration are motivated by probabilistic ideas and the transition from discrete data to continuous functions. Topics covered include single and multivariable integration techniques, random variables, sample spaces and events, sets, counting, Venn diagrams, simulation, conditional probability and independence, binomial, geometric, normal, and other distributions, sampling distributions, the Central Limit Theorem, joint probability and marginal distributions.

Lecture (60.00)
Prerequisites: MTH-261

**MUSIC**

**MUS-100 Beginner Music Lessons** (1.00 cr.)
Beginner Music Lessons are private instrumental or vocal music lessons required for music majors. This course is required for students who do not meet the minimal score in their placement audition. Technique and repertoire lesson material is generated from beginner-level methodology.

Laboratory (30.00)

**MUS-101 Music Appreciation I** (3.00 cr.)
Music Appreciation I is a course designed to assist students in more effectively analyzing, interpreting, and evaluating music. This course explores music from a diverse range of popular, folk and art traditions in an effort to help students better appreciate the role that music serves in their own lives as well as the lives of humans across the nation and around the world. While this class has been designed as a general education humanities elective with the non-music major in mind, it is more than appropriate for audio and music majors to enroll in this course as well.

Lecture (45.00)

**MUS-101H Honors Music Appreciation I** (3.00 cr.)
Music Appreciation I is a course designed to assist students in more effectively analyzing, interpreting, and evaluating music. This course explores music from a diverse range of popular, folk and art traditions in an effort to help students better appreciate the role that music serves in their own lives as well as the lives of humans across the nation and around the world. While this class has been designed as a general education humanities elective with the non-music major in mind, it is more than appropriate for audio and music majors to enroll in this course as well.

Lecture (45.00)

**MUS-103 Intermediate Music Lessons** (1.00 cr.)
Intermediate Music Lessons are private instrumental or vocal music lessons required for music majors. It is the first semester in a required sequence of three semesters of music lessons. Technique and repertoire lesson material is generated from intermediate-level methodology.

Laboratory (30.00)

**MUS-104 Aural Theory I** (2.00 cr.)
Aural Theory I is an advanced course for music majors designed to develop more critical ear-training and sight-singing skills. Students will be expected to extensively practice aural skills outside of class time and during labs. Students are recommended to take this course in conjunction with Music Theory I (MUS 123) and Class Piano I (MUS 125). Students entering into the class should understand key signatures, time signatures and how to read music in treble and bass clefs. Otherwise, it is seriously recommended that the student take Fundamentals of Music (MUS-121) before entering Aural Theory I.

Lecture (15.00)
Laboratory (30.00)
MUS-105 Advanced Music Lessons I (1.00 cr.)
Advanced Music Lessons I are private instrumental or vocal music lessons required for music majors. It is the second semester in a required sequence of three semesters of music lessons.
Laboratory (30.00)
Prerequisites: MUS-103

MUS-106 World Music Cultures (3.00 cr.)
World Music Cultures is a broad-based music course that examines social usages, both current and historical, of music throughout the diverse cultures of our world. Another major aim of this course is to explore the role of music in forming communities. Students will study practical music traditions ranging from those associated with major life events such as birth, marriage and death to those more commonly associated with daily routines such as socialization, expression, and passing time. Course activities include studying Western and non-Western cultures, their diverse social practices and analyzing the music and musical practices associated with each social tradition.
Lecture (45.00)

MUS-107 Digital Music Composition (1.00 cr.)
Digital Music Composition is a course designed to assist students in composing music using digital programs such as Logic, ProTools and MuseScore. Students will learn basic theory concepts and discuss the aesthetic components of a wide variety of music. This course is primarily a hands-on course in music technology with required lab hours.
Laboratory (30.00)

MUS-108 Digital Media Music Production (3.00 cr.)
Digital Media Music Production is a course designed to assist students in composing, arranging and scoring music using software for a variety of digital mediums such as film, television, YouTube, podcastingNO, game design, etc. Students will learn basic theory, composition, scoring and arranging concepts and techniques while also discussing and analyzing the technical and aesthetic components of music used in various digital media. During class lab hours, students will work collaboratively and independently to refine their understanding of composition techniques, digital audio workstation tools and standard audio production procedures.
Lecture (30.00)
Laboratory (30.00)

MUS-110 African-American Music (3.00 cr.)
This course will examine the various roles and values of African-American music from a variety of diverse perspectives. Drawing on historical and critical readings and a plethora of sound and visual media, students will explore concepts such as authenticity, representation, recognition, cultural ownership, and appropriation. Also, students will examine the various social, political and aesthetic contexts in which African-American music has been composed (produced), performed (re-produced) and heard (consumed). This course can be used to satisfy a humanities general education elective or a humanities-diversity general education elective.
Lecture (45.00)

MUS-111 Music History I (3.00 cr.)
This course treats music as an integral part of the western intellectual heritage. The subject is treated primarily as a history of musical style. The first semester covers from ancient Greece to the age of the Baroque.
Lecture (45.00)

MUS-113 Jazz History (3.00 cr.)
Jazz History is the study of how a variety of world cultures assembled on American soil to create an entirely original art form. Using a highly rhythmic and spontaneous music as its instrument, Jazz History gathers sounds, people and traditions from around the world and examines how they influenced one another over the course of 250 years.
Lecture (45.00)

MUS-121 Fundamentals of Music (3.00 cr.)
Fundamentals of Music is a general education course that explores the various ways that popular music genres achieve their unique sounds. This course is designed to broaden the student’s humanistic perspective of music production through the analysis and discussion of iconic musical works from a variety of popular music genres such as blues, hip hop, pop, gospel, R&B, rock, electronic music, etc. Within each course topic, students will better understand the musical techniques composers, songwriters, producers and/or beatmakers employ within their music making and the extent to which these techniques were influenced by cultural factors. Some topics students will explore are sampling, the 12-bar blues progression, popular song structures, and the D.A.W., the digital audio workstation. While this course has been designed for the non-music major, it is entirely appropriate for music and audio majors to elect this course to satisfy general-education humanities credits.
Lecture (45.00)

MUS-123 Music Theory I (3.00 cr.)
Music Theory I is an advanced course for music majors in diatonic music analysis. The course covers advanced concepts of key signatures, rhythmic values, time signatures, major/minor scales, triads, seventh chords, inversion figured bass, popular music symbols, cadences, melodic principles, harmonic analysis and nonharmonic tones. Students entering into the class should understand basic key signatures and time signatures, as well as how to read music in treble and bass clefs. Otherwise, it is seriously recommended that the student take Fundamentals of Music (MUS 121) before entering Music Theory I.
Lecture (45.00)

MUS-124 Music Theory II (3.00 cr.)
Students will learn to identify and construct triads on each step of major and minor scales, primary and secondary triads, rules governing doubling and spacing of root position and 1st and 2nd inversion, phase structure, six cadences, and basic harmonic progressions and substitutions.
Lecture (45.00)
Prerequisites: MUS-123

MUS-125 Class Piano I (1.00 cr.)
Class Piano I is an elementary course in piano instruction designed for a group setting. The class covers basic piano technique and a simple repertoire. Outside piano practice is required. Students interested in taking this class should have prior knowledge of, and experience with, all major key signatures and reading rhythms in both simple and compound meters. Otherwise, it is seriously recommended that the student take Fundamentals of Music (MUS-121) before entering Class Piano I (MUS 125).
Laboratory (30.00)

MUS-127 Fundamentals of Music/Sound Engineers (3.00 cr.)
Fundamentals of Music for Sound Engineers is a course in aural skills development and music theory. Focus is placed on fundamental skills and knowledge necessary for working in a recording studio. This course includes study of pitches and rhythms, the grand staff, various historical styles of music, acoustic and electronic instrument timbres, general instrument ranges and sonic properties, analysis and application of melodic and rhythmic constructions, chord progressions and song forms, harmonic techniques used in commercial music, modern chord notation and chord voicing, tools of the recording process, balance, equalization, panning, reverb, compression and limiting.
Lecture (45.00)

MUS-129 Introduction to Audio Recording (3.00 cr.)
Introduction to Audio Recording is an introduction to the physical properties of sound and to the various technologies used to record and reproduce sound. This course includes a study of the physical attributes of sound and the physics of musical instruments, acoustic properties of the ear and of closed environments, the interrelationships and differences of physical acoustics and psychoacoustics. This course also includes a study of the fundamentals of sound recording techniques and methodology, a general history of recording, acoustics, basic electronics, the decibel, magnetism, tape recorders and tape formats, mixers, signal processing, monitoring systems, acoustic, electronic and wave-form analysis concepts, microphone characteristics, selection, and placement, proper studio etiquette, and professionalism. This course also emphasizes the importance of sound aesthetics and ethics in the sound recording process, signal routing, tape machine operation techniques, console and tape machine theory and operation concepts, studio production procedures including recording, overdubbing, mixing, and editing.
reaction of sound to surfaces and time delays. No previous musical background or recording experience required. However, an active interest in digital audio, recording techniques, sound reinforcement and sound studio maintenance is necessary.

**Lecture (45.00)**

**MUS-133 Audio Recording Techniques I** (3.00 cr.)

Audio Recording Techniques I is an introductory course intended to familiarize students with the technical aspects of the music recording process. Students will explore the concepts and techniques of audio recording, including the nature of sound; theory and operation of recording equipment; live and multi-track recording; and session procedures. This course is designed for students who are interested in pursuing careers in music recording and production.

**Lecture (45.00)**
**Laboratory (15.00)**

**Prerequisites:** MUS-133

**MUS-134 Audio Recording Techniques II** (3.00 cr.)

Audio Recording Techniques II continues the study and application of recording techniques begun in Audio Recording Techniques I. Emphasis is placed on multi-track recording and mix-down, microphone placement and patch bay function. Students will create high quality recordings using advanced techniques, as well as critical and musical listening skills. This course is designed for students who are interested in pursuing careers in music recording and production.

**Lecture (45.00)**
**Laboratory (15.00)**

**MUS-135 MIDI/DAW I (Digital Audio Workstation)** (3.00 cr.)

This course is an introduction to the techniques of computer-based music recording and editing and advanced MIDI topics using digital audio sequencing software packages on the Macintosh computing platform, principally Logic Pro and GarageBand. This course is designed to give the aspiring student a sound pedagogical foundation in the theory and application of computer-based music technologies, principally MIDI and digital audio recording. Students also explore sequencing, sampling, and synthesis techniques on today’s most advanced MIDI synthesizers, samplers, and sound modules. MIDI instruments, operation, and interconnection are also explored in lecture and lab.

**Lecture (30.00)**
**Laboratory (30.00)**

**Corequisites:** MUS-129 and MUS-133

**MUS-136 MIDI/DAW II (Digital Audio Workstation)** (3.00 cr.)

This course is a continuation of MIDI and the Digital Audio Workstation (DAW) I, expanding upon and adding to the skills learned in the previous semester in the areas of MIDI and digital audio recording. Digital Audio Workstation prepares the students for the real world use of Logic in the music production industries. Students apply previous knowledge of MIDI/DAW I, mixing, tracking, and go fully digital and non-linear with Logic. All aspects of digital editing, clocking, tracking, mixing, mastering, surround / DTS encoding, and MIDI production are explained in detail, and students have their own studio for hands-on training during their labs.

**Lecture (30.00)**
**Laboratory (30.00)**

**Prerequisites:** MUS-135

**Corequisites:** MUS-134

**MUS-141 Ensemble I** (1.00 cr.)

This course provides the opportunity for instrumentalists to learn and perform with others the skills of performing in the jazz, pop and classical style. Emphasis will be on acquiring the technique to play scales, cord voicing and styles appropriate to the pieces being studied. Students will learn proper performance styles. Solo opportunities for improvisation are afforded each performer. Skill on an instrument and music reading ability are required.

**Lecture (7.50)**
**Laboratory (30.00)**

**MUS-142 Ensemble II** (1.00 cr.)

This course provides the opportunity for instrumentalists to learn and perform with others the skills of performing in the jazz, pop and classical style. Emphasis will be on acquiring the technique to play scales, cord voicing and styles appropriate to the pieces being studied. Students will learn proper performance styles. Solo opportunities for improvisation are afforded each performer. Skill on an instrument and music reading ability are required.

**Lecture (7.50)**
**Laboratory (30.00)**

**MUS-161 College Choir I** (1.00 cr.)

This choir program is designed to give students the opportunity to sing the great choral music of various eras. Appropriate style, phrasing, vocal production, and musicianship are taught. Performances are required. Open to all students, no audition required.

**Laboratory (30.00)**

**Prerequisites:** MUS-161

**MUS-162 College Choir II** (1.00 cr.)

This choir program is designed to give students the opportunity to sing the great choral music of various eras. Appropriate style, phrasing, vocal production, and musicianship are taught. Performances are required. Open to all students, no audition required.

**Laboratory (30.00)**

**MUS-200 Aural Theory II** (2.00 cr.)

Aural Theory II is the second level in a sequence designed to develop ear training and sight singing skills as they apply to music theory and performance.

**Lecture (15.00)**
**Laboratory (30.00)**

**MUS-202 Advanced Music Lessons II** (1.00 cr.)

Advanced Music Lessons II are private instrumental or vocal lessons required for music majors. It is the third semester in a required sequence of three semesters of music lessons culminating with a music recital. Participants are required to attend one additional student recital during the course of the semester.

**Laboratory (30.00)**

**Prerequisites:** MUS-105

**MUS-227 Live Sound Reinforcement** (3.00 cr.)

The Live Sound Recording course is designed to give students practical experience in the setup and operation of the audio equipment used for major concert productions. The different positions in a live sound event are introduced, as well as, the differences between studio and live sound engineering. Sound reinforcement, live sound mixing, and engineering live concerts that contain multiple genres of music are explored.

**Lecture (30.00)**
**Laboratory (30.00)**

**MUS-228 Business of Music** (3.00 cr.)

Business of Music focuses on the history, procedures, standard practices, and economics of the music industry. Students in this course will explore and discuss independent and major record labels, record promotion, distribution and retailing, contracts, music publishing and copyrights, music licensing, music on the radio, television, movies and internet, career planning and development, and historical perspectives of the music industry.

**Lecture (45.00)**
MUS-229 Basic Studio Maintenance (3.00 cr.)
Basic Studio Maintenance teaches routine maintenance and trouble-shooting skills for use in a recording studio environment. The class discusses issues of grounding, intermittency, equipment failure and system architecture. It also includes a thorough discussion of computer-related issues such as backup, data recovery, installation and hardware integration.

Lecture (30.00)
Laboratory (30.00)
Prerequisites: MUS-129

MUS-230 Audio Production (3.00 cr.)
Audio Production bridges the world of audio engineering and audio production. It continues to practice fundamental audio recording techniques as well as fine-tune critical listening and analytic skills in lab settings. During the course of the semester, students will practice hands-on application of production in conjunction with volunteer artists and bands.

Lecture (30.00)
Laboratory (30.00)
Prerequisites: MUS-129

MUS-231 Mixing Audio (3.00 cr.)
Mixing Audio is a dedicated class to the art and craft of mixing audio productions. This class will approach fundamental mixing techniques from styles as diverse as rock, hip-hop, jazz and punk. Because of the nature of mixing being both art and craft; the class will not only approach fundamental uses of various mixing tools, but also aesthetic choice and artistic vision.

Lecture (30.00)
Laboratory (30.00)
Prerequisites: MUS-136

MUS-232 Sound Design (3.00 cr.)
Sound Design acts as both an introduction and practice lab for the art of creating and manipulating sound for film, television and internet accompaniment. The class will cover the logistical aspect of synchronization and scoring as well as advanced mix techniques based around sonic manipulation.

Lecture (30.00)
Laboratory (30.00)
Prerequisites: MUS-134 and MUS-136

MUS-233 Advanced Audio Production and Mixing (3.00 cr.)
Advanced Audio Production and Mixing continues the hands-on exploration of the record production process with an even more detailed hands-on experience. Students will explore more advanced mixing techniques that have evolved in modern music, as well as participate in a thorough survey of mastering. Mastering will be used collaboratively between students to foster communication skills and critical listening. The class will also shed light on the modern hybrid studio setup and discuss concepts of analog summing, external inserts and combining the digital and analog mediums.

Lecture (30.00)
Laboratory (30.00)
Prerequisites: MUS-230 and MUS-231

MUS-234 Ensemble III (1.00 cr.)
This course provides the opportunity for instrumentalists to learn and perform with others the skills of performing in the jazz, pop and classical style. Emphasis will be on acquiring the technique to play scales, cord voicing and styles appropriate to the pieces being studied. Students will learn proper performance styles. Solo opportunities for improvisation are afforded each performer. Skill on an instrument and music reading ability are required.

Lecture (7.50)
Laboratory (30.00)

MUS-244 Ensemble IV (1.00 cr.)
This course provides the opportunity for instrumentalists to learn and perform with others the skills of performing in the jazz, pop and classical style. Emphasis will be on acquiring the technique to play scales, cord voicing and styles appropriate to the pieces being studied. Students will learn proper performance styles. Solo opportunities for improvisation are afforded each performer. Skill on an instrument and music reading ability are required.

Lecture (7.50)
Laboratory (30.00)

MUS-263 College Choir III (1.00 cr.)
This choir program is designed to give students the opportunity to sing the great choral music of various eras. Appropriate style, phrasing, vocal production, and musicianship are taught. Performances are required. Open to all students, no audition required.

Laboratory (30.00)
Prerequisites: MUS-162

MUS-264 College Choir IV (1.00 cr.)
This choir program is designed to give students the opportunity to sing the great choral music of various eras. Appropriate style, phrasing, vocal production, and musicianship are taught. Performances are required. Open to all students, no audition required.

Laboratory (30.00)
Prerequisites: MUS-263

MUS-275 Audio Production Internship (3.00 cr.)
Audio Production Internship provides the student with work experience within the recording studio, live sound, broadcast or post production fields. The student, with guidance from a mentoring professor, will find an appropriate internship in his/her chosen field. This unpaid position for the duration of the final spring semester aims to give the student practical experience in their chosen field.

Lecture (45.00)
Prerequisites: MUS-230

MUS-283 Concert Band III (1.00 cr.)
Acceptance by audition is required for all students who want to rehearse and perform standard and contemporary concert band literature and observe rehearsal methods and techniques. Interpretation, phrasing, and musicianship are taught. Performances at concerts are required.

Laboratory (30.00)
Prerequisites: MUS-182

MUS-284 Concert Band IV (1.00 cr.)
Acceptance by audition is required for all students who want to rehearse and perform standard and contemporary concert band literature and observe rehearsal methods and techniques. Interpretation, phrasing, and musicianship are taught. Performances at concerts are required.

Laboratory (30.00)
Prerequisites: MUS-283

NURSING: OUR LADY OF LOURDES

NOL-102 Nursing 1: Foundations Practice/Mental (8.00 cr.)
This course introduces the student to the foundations of nursing practice and the role of the nurse when caring for adults with medical and mental health disorders. A conceptual approach to learning is utilized to examine the characteristics of individuals seeking care, factors affecting health and illness, and the roles of a professional nurse. Program concepts of patient-centered care, clinical judgement, safety, teamwork and collaboration, professionalism, leadership, evidence-based practice and health informatics are introduced. The student will have the opportunity to apply these concepts when caring for adult patients in medical-surgical and mental health units and in a simulated laboratory setting.

Lecture (60.00)
Clinical (184.00)
Prerequisites: BIO-118, BIO-121, CHM-101, PSY-101, ENG-102, HIS-101 and MTH-111
Corequisites: NOL-110

NOL-110 Health Assessment (2.00 cr.)
This course will allow students to develop a strong foundation in health assessment skills needed to care for diverse individuals across the lifespan. Emphasis is placed on obtaining a health history, performing a comprehensive assessment and identifying health risks. The concepts related to health care recipient, health and illness, and professional nursing will be correlated to the corresponding assessments of these concepts. The course supports achievement of the program outcomes related to patient-centered care, clinical judgment, safety and informatics. Laboratory experiences will provide the student the opportunity to demonstrate...
assessment skills, identify alterations in health, communicate findings, and develop an appropriate teaching plan to promote health.

**NOL-202 Nursing 3: Mgmt Acute and Chronic Health (8.00 cr.)**
The course focuses on the nursing care of the children and adults with acute and chronic illness. The student’s knowledge of professional nursing practice is progressed through the application of the program concepts of clinical judgment, patient-centered care, teamwork and collaboration, evidence-based practice, safety, informatics, leadership, and professionalism. The concepts related to individuals seeking care, health and illness, and the roles of a professional nurse are utilized to achieve a deeper understanding of the health promotion and illness management of these patients. The student will have the opportunity to apply these concepts when caring for patients in medical-surgical and maternal/infant clinical areas and in a simulated laboratory setting.

**NUR-108 Foundations of Practical Nursing (6.00 cr.)**
In this course students will be introduced to the basic concepts of the practical nurse. This course presents the roles specific to the Licensed Practical Nurse according to the New Jersey Board of Nursing. Basic Theoretical concepts are presented which serve as the groundwork from which higher-level critical thinking and decision-making capabilities will evolve. The basic concepts of patient safety, patient-centered care, teamwork and collaboration, evidence-based practice, informatics and quality improvement (QSEN) will be introduced. In addition: medical terminology effective communication, the nursing process, legal and ethical aspects, multiculturalism, health and wellness, physiologic homeostasis, pain management, vital signs and will be addressed. Basic skills will be performed in the nursing and simulation labs to achieve competency.

**NUR-109 Practical Nursing I (7.00 cr.)**
This course provides an overview of the student's basic understanding of fundamental principles of the nursing process which supports the development of the individualized plan of care for clients in the healthcare setting. Specific medical-surgical content and procedural techniques are introduced. The focus is on effective interventions and evaluation, which addresses the physiologic, psychological and socio-cultural impact on health in the adult/geriatric community. Additional emphasis is placed on the role of the Practical Nurse in data collection, the planning and implementation of care for patients from diverse backgrounds.
experiencing equally diverse healthcare needs. Topics include medical-surgical nursing, alterations in the gastrointestinal system, integumentary system, respiratory system, cardiovascular system and the urinary system. Students will have the opportunity to practice these skills in the skills laboratory. Students will have the opportunity to use their acquired knowledge to demonstrate their competency in the application of the nursing process and skills during clinical practicum.

**NUR-110 Maternal/Child Practical Nursing** (4.00 cr.)
This course presents an overview of the specialized health care needs of women and children, with content including family health promotion, economic and sociocultural issues influencing the family, the process, and potential problems of the childbearing cycle, newborn and pediatric care standards, and common childhood pathologies. Students will apply previously learned human biology, basic psychological, and basic adult health concepts to reinforce the nursing care plan for patient education, physical care requirements, and basic interventions for the treatment of common maternal, neonatal and pediatric health alterations. The classroom instruction is augmented by hands-on lab and clinical settings.

**NUR-111 Practical Nursing II** (8.00 cr.)
This course allows the student to apply basic theoretical principles learned in previous courses throughout the Practical Nursing Curriculum to provide evidenced-based practice to the patient in multiple care settings. Emphasis is on the role of the Practical Nurse in the safe and effective care for a diverse patient population with complex health problems. Theory includes pain management strategies, and interventions, diagnostic tests, perioperative nursing care, and alterations in the following systems: immune, sensory, hemato logic, neurological, musculoskeletal, urinary, endocrine, and reproductive as well as emergency and disaster management and mental health nursing of the adult client. Theory is enhanced with clinical and lab simulation experiences.

**NUR-112 Trends/Issues/Advanc Practical Nursing** (3.00 cr.)
This course presents an overview of the specialized health care needs of women and children, with content including family health promotion, economic and sociocultural issues influencing the family, the process, and potential problems of the childbearing cycle, newborn and pediatric care standards, and common childhood pathologies. Students will apply previously learned human biology, basic psychological, and basic adult health concepts to reinforce the nursing care plan for patient education, physical care requirements, and basic interventions for the treatment of common maternal, neonatal and pediatric health alterations. Current nursing trends and concepts of practical nursing leadership and management will also be discussed. The classroom instruction is augmented by hands-on laboratory and simulated activities.

**NUR-116 Practical Nursing: Mental Health** (3.00 cr.)
This course builds on the student’s basic understanding of the foundational principles of psychology and their direct application to the care of individuals experiencing mental health deviations. Throughout this course the student will explore the role of the Practical Nurse as an integral member of the multidisciplinary team. Course content focuses on the application of previously mastered physical care skill sets and critical thought concepts in conjunction with the active employment of techniques in therapeutic communication. Consistent with the holistic thread that connects this curriculum, the student will continue to expand their knowledge of the ethical, legal, sociocultural and developmental needs which impact the response of all humans to actual or potential threats to their well-being. Clinical experiences may include various levels of mental health care provision - inpatient and outpatient.

**NUR-206 Practical Nursing: Adult Health II** (7.00 cr.)
This course represents the culmination of the student’s academic experience in basic theoretical principles and the practice of Practical Nursing. A broadened understanding of the foundational principles of the nursing process now supports the development of the individualized nursing plan of care for patients experiencing acute and rapidly changing physiologic alterations in multiple care settings. Specific theory and intermediate and advanced procedural techniques focused on the effective evaluation and prioritized address of the physiologic, psychological and sociocultural impacters on health will be covered. Emphasis is on the critical role of the Practical Nurse in the collection of data, and planning and implementing care for patients from diverse backgrounds experiencing equally diverse and complicated health problems. Medication dose calculation and administration, pre- and post-operative care, fluid and electrolyte management, infectious diseases, physical assessment, pain management strategies and interventions, diagnostic tests and common pathologies of the cardiovascular, respiratory, gastrointestinal, genitourinary, musculoskeletal, hematologic, lymphatic, sensory, endocrine, reproductive, integumentary, and immune systems will receive primary focus in the classroom setting and will be augmented by hands-on in the laboratory and clinical settings.

**NUR-210 Trends/Issues/Preparation for Licensure** (3.00 cr.)
This course is designed as a realistically based, developmentally focused exploration of the concept of role transition, an overview of the current controversies confronting the practicing Licensed Practical Nurse, prediction of the LPN’s place in and contribution to the nursing care provider framework of the future. Emphasis will be on personally applicable techniques promoting success in computerized testing of baseline knowledge in medical-surgical, maternal-child and mental health nursing principles.

**NUR-219 Transition to Professional Nursing** (2.00 cr.)
This course is designed to facilitate entry of Licensed Practical Nurses into the role of professional nurse. This course reinforces foundational nursing knowledge and skills and incorporates QSEN throughout to reinforce knowledge skills and attitudes toward safe nursing practice. Students will demonstrate proficiency in health assessment skills in the laboratory setting and apply critical thinking through the development of client plans of care and will demonstrate proficiency in the use of the nursing process to inform clinical decision making. Aspects of professionalism such as delegation, communication and evidence - based practice will be explored. The differences between the scope of practice of the LPN and the RN will be discussed. This course focuses on preparing the Licensed Practical Nurse for transition into the registered nursing program; therefore, students must successfully complete this course for eligibility to continue in the program.

**NUR-220 Nursing I** (6.00 cr.)
This course is designed to be a foundational course and introduces the concept of health and nursing care. The course focuses on health and self-care utilizing QSEN, The Nursing Process, Maslow, and Orem in the management, maintenance and promotion of optimal health of the adult client including clients with mental health disorders. In addition to theory, this course includes a Laboratory compo-
OMT-101 Medical History Taking (1.00 cr.)
This lecture class will offer demonstrations and practice sessions to introduce students to techniques of medical history taking. Course emphasizes history taking in relationships to medical terminology, systemic diseases and general anatomy.
Lecture (60.00)
Laboratory (30.00)
Clinical (120.00)
Prerequisites: BIO-111, NUR-219, PSY-101 and ENG-101

NUR-221 Nursing II (7.00 cr.)
This course focuses on health and self-care utilizing QSEN, The Nursing Process, Maslow, and Orem in the management, maintenance and promotion of optimal health of the adult client, the obstetrical client and the pediatric client. In addition to theory, this course includes a Laboratory component and clinical experiences that occur in a variety of health care settings.
Lecture (60.00)
Laboratory (30.00)
Clinical (150.00)
Prerequisites: BIO-211, BIO-221, NUR-219, NUR-220, ENG-101, ENG-102 and PSY-101
Corequisites: NUR-222

NUR-223 Nursing III (7.00 cr.)
This course focuses on health and self-care utilizing QSEN, The Nursing Process, Maslow, and Orem in the management, maintenance and promotion of optimal health of the adult client with complex needs with emphasis on clinical judgement. In addition to theory, this course includes skills, laboratory, and clinical experiences that occur in a variety of health care settings.
Lecture (60.00)
Laboratory (30.00)
Clinical (150.00)
Prerequisites: BIO-211, BIO-221, NUR-219, NUR-220, ENG-101, ENG-102 and PSY-101
Corequisites: NUR-222

OMT-103 Ophthalmic Optics for Medical Technician (4.00 cr.)
This laboratory and lecture course encompasses the study of optical principles and ophthalmic optics and includes hands-on lens and lensometry practice. It examines the theory of light as related to the use of lenses, prisms and optical instruments. Visual errors and the lenses used to correct them are discussed. Lensometry and lens verification is practiced in depth. Students will validate finished eyewear to meet all prescription specifications.
Lecture (45.00)
Laboratory (45.00)
Prerequisites: MTH-029 and (ENG-013 and ENG-023) or ENG-046

OMT-204 Clinical Procedures II (3.00 cr.)
This course will introduce students to the basic concepts of an ophthalmic exam. Skills will include: visual acuity, color vision, Amsler, Confrontation fields, pupil exam, extra ocular movements exam, instillation of diagnosis topical medications, stereopsis, assisting visually or physically impaired patients, measurement of intraocular pressure, anterior segment examination, and minor instrument repair and maintenance.
Lecture (15.00)
Laboratory (30.00)
Clinical (100.00)
Prerequisites: MTH-029 and (ENG-013 and ENG-023) or ENG-046
Corequisites: OMT-104

NUR-224 Leadership and Role Transition (2.00 cr.)
This course is designed to introduce the student to the concept of leadership and management in the health care arena. The course focuses on current trends and issues in nursing including legal and ethical issues, interprofessional collaboration, evidence based practice, and delegation. Personal and professional development is emphasized.
Lecture (30.00)
Prerequisites: BIO-211, BIO-212, BIO-221, NUR-219, NUR-220, NUR-221, NUR-222, ENG-101, ENG-102, PSY-101, and PSY-109
Corequisites: NUR-224

OMT-213 Clinical Rotation II (3.00 cr.)
This course is a continuation of OMT-213. Students are placed in Ophthalmology offices where they are exposed to practical work experiences. During the rotation students will observe experienced technicians and physicians. Weekly hours are assigned for a total of 100 during the semester.
Clinical (100.00)
Prerequisites: OMT-104, OPH-131, OMT-203 and OMT-204

NUR-230 Pharmacology for Nursing (3.00 cr.)
This course will enhance the current knowledge of a broad spectrum of pharmacologic agents. Emphasis is on the administration of drugs using QSEN competencies for safe, effective, and therapeutic drug therapy. Drug classifications studied are about safe drug administration, nursing implications and effects and precautions, drug interactions, and the potential for toxicity. Pharmacologic considerations that involve, but are not limited to, the legal, ethical, age, cultural, and risk for dependence are discussed in the current context of our time.
Lecture (45.00)
Prerequisites: BIO-118 and CHM-101

NUR-222 Global Health and Diversity in Nursing (2.00 cr.)
This course is designed as a foundational course that explores various issues in nursing that affect a diverse patient population. Students are introduced to global nursing and the impact of globalization on nursing practice. Discussions will include human rights, social justice, equity, inclusion and multiculturalism.
Lecture (30.00)
Prerequisites: BIO-211, BIO-221, NUR-219, NUR-220, ENG-101, ENG-102 and PSY-101
Corequisites: NUR-222

OMT-201 Ocular Pharmacology (1.00 cr.)
This course examines the theory of light as related to the use of lenses, prisms and optical instruments. Ocular toxicity of commonly used systemic drugs is discussed.
Lecture (15.00)
Prerequisites: OMT-101, OMT-103, OMT-104 and OPH-130
Corequisites: OPH-131, OMT-203 and OMT-204

Ophthalmic Medical Technician

NUR-220 Clinical Observation (1.00 cr.)
Students are placed in Ophthalmology offices where they will observe practical work experiences. During the rotation students will observe experienced technicians and physicians. Weekly hours are assigned for a total of 100 during the semester.
Clinical (100.00)
Prerequisites: OMT-101, OMT-103, OMT-104 and OPH-130
Corequisites: OMT-201

OMT-203 Clinical Rotation I (3.00 cr.)
Students are placed in Ophthalmology offices where they are exposed to practical work experiences. During the rotation the students will assist experienced technicians and physicians. Weekly clinical hours are assigned for a total of 300 hours during the semester.
Clinical (300.00)
Prerequisites: OMT-104, OMT-105, OMT-203 and OMT-204

OMT-204 Clinical Procedures I (3.00 cr.)
This course is a continuation of Clinical Procedures I. This course will review all concepts learned in Clinical Procedures I, as well as introduce advanced clinical procedures used in Ophthalmology practices. Lab skills for this course include advanced slit lamp techniques, applanation tonometry, retinoscopy, and refractometry.
Lecture (30.00)
Laboratory (30.00)
Prerequisites: OMT-104

OMT-213 Clinical Rotation I (3.00 cr.)
This course is a continuation of OMT-213. Students are placed in Ophthalmology offices where they are exposed to practical work experiences. During the rotation the students will assist experienced technicians and physicians. Weekly clinical hours are assigned for a total of 350 hours during the semester.
Clinical (350.00)
Prerequisites: OMT-203

FOR MORE INFORMATION ON THESE PROGRAMS VISIT WWW.CAMDENCC.EDU/PROGRAMS
OPH-104 Ophthalmic Lab I (3.00 cr.)
This lab-based course will teach students how to prepare laboratory orders prior to edging lenses. Students will receive practice in neutralizing and duplicating ophthalmic lenses by means of the vertometer/lensometer; identification of spectacle frames and patterns; practice in hand edging and fitting spherical and compound lenses into plastic (zyl) frames.
Lecture (30.00)
Laboratory (30.00)
Prerequisites: OPH-105
Corequisites: OPH-111

OPH-105 Ophthalmic Lab II (3.00 cr.)
In this lab-based course, students will receive practice in spectacle lens edging by use of focimeters and semi-automatic edging equipment. They will also practice neutralization of single vision and bifocal lenses. Students will learn the process of creating ophthalmic lenses through lens generating, surfacing and polishing.
Lecture (30.00)
Laboratory (30.00)
Prerequisites: OPH-104
Corequisites: OPH-112

OPH-111 Ophthalmic Materials Lecture I (3.00 cr.)
This course discusses the history and development of glass and plastic, basic optical terminology. Ophthalmic lens types, calculation of lens curvature, powers, thickness and prisms.
Lecture (45.00)
Prerequisites: MTH-029 and (ENG-013 and ENG-023) or ENG-046
Corequisites: OPH-104

OPH-112 Ophthalmic Materials Lecture II (3.00 cr.)
In this course the theory of lens design and its use in correcting visual deficiencies in conformity with the refractionist’s prescription is discussed. The principles and study of neutralization and duplication of lenses by use of the lensometer/vertometer, and optical standards and tolerances are studied.
Lecture (45.00)
Prerequisites: OPH-111
Corequisites: OPH-105

OPH-130 Anatomy of the Eye (3.00 cr.)
This course is a study of the anatomy of the human eye and its accessory structures. Topics include learning the individual parts of the eye, how the parts work together as a whole, and the role the eye plays in producing the sense of sight. Anatomical and physiological causes of refractive errors and common eye disorders, diseases of the eye, and their treatments are discussed.
Lecture (45.00)
Prerequisites: MTH-029 and (ENG-013 and ENG-023) or ENG-046

OPH-131 Introduction to Contact Lenses (3.00 cr.)
An introduction to the fitting of contact lenses for correction of visual problems, this course covers patient selection, advantages and disadvantages of different contact lens materials, and the basic theory and design of contact lenses. Emphasis is placed on the optical principles behind contacts, and the introduction of instrumentation used in contact lens fitting. Insertion, removal, and care procedures are included.
Lecture (45.00)
Prerequisites: OPH-130

OPH-203 Ophthalmic Materials Laboratory III (2.00 cr.)
In this course students discuss the operation of automatic edging and blocking equipment, interpretation and analysis of shop orders, preparation of compound lenses and creation of prism through decentration to fit prescription specification. The edging of bifocal lenses is introduced.
Laboratory (60.00)
Prerequisites: OPH-105

OPH-204 Ophthalmic Materials Laboratory IV (2.00 cr.)
Throughout this course students will focus on edging and neutralization of bifocals, trifocals and progressive lenses. Advanced techniques for handling plastic lenses including drilling and mounting of rimless glasses will also be completed. Students will use neutralization skills to duplicate eyewear according to New Jersey prescription tolerances.
Laboratory (60.00)
Prerequisites: OPH-203

OPH-220 Optic Principles (3.00 cr.)
This course examines the nature of light and how light behaves when it encounters various refractive and reflective surfaces. This behavior is then related to the use of lenses, prisms, and optical instruments.
Lecture (45.00)
Prerequisites: OPH-105 and OPH-112

OPH-232 Contact Lens Fitting I (3.00 cr.)
This course concentrates on the fundamentals of fitting patients with spherical contact lenses, both soft and rigid. Proper procedures for patient care are presented, from the prefitting examination to follow-up visits. Special attention is given to evaluation of fit, problem solving, practice management, and instrumentation. Lab skills for this course include lensometry, use of the radiuscope, keratometry, corneal topography, and basic slit-lamp techniques.
Lecture (30.00)
Laboratory (30.00)
Prerequisites: OPH-131

OPH-233 Contact Lens Fitting II (3.00 cr.)
Special ocular problems and the special contact lens designs and fitting techniques needed to correct these problems are studied. Additional use of instrumentation and practice management techniques raises lab skills to an intermediate level of proficiency for lensometry, keratometry, corneal topography, and slit-lamp applications.
Lecture (30.00)
Laboratory (30.00)
Prerequisites: OPH-232

OPH-240 Ophthalmic Dispensing I (4.00 cr.)
This course examines ethics, practices and responsibilities of the ophthalmic dispenser; determination of patient needs; prescription analysis and interpretation of single vision, multifocal and prism lenses; consideration in making glasses for occupational use; and tinted lenses and their uses. Lab skills the student will also learn include ocular measurements, use of various measuring instruments, principles and techniques of skillful fitting and adjusting of spectacles by means of optical pliers and other equipment and the evaluation of completed spectacles for accuracy and quality.
Lecture (45.00)
Laboratory (45.00)
Prerequisites: OPH-105 and OPH-112

OPH-241 Ophthalmic Dispensing II (4.00 cr.)
This course is a continuation of OPH-240: In this course, students will learn the psychology of dispensing along with challenges of the low vision patient. Additional scenarios concerning obliquely crossed prisms, front and back vertex powers, anisometric prescriptions, and spectacle magnification are also discussed. Lab skills the students will also learn include dispensing procedures relating to bifocals and complex prescriptions, techniques of fitting and adjusting plastic, metal and rimless spectacles and occupational eyewear.
Lecture (45.00)
Laboratory (45.00)
Prerequisites: OPH-240

OPH-250 Ophthalmic Clinic I (1.00 cr.)
In the on-campus Optical Clinic, students shall work with a licensed optician in a controlled environment. They will become experienced in all aspects of the retail optical environment including but not limited to edging, adjustments, ordering, working with a budget, purchasing, record keeping and people skills.
Clinical (45.00)
Prerequisites: OPH-105, OPH-112 and OPH-131
Corequisites: OPH-260
OPH-251 Ophthalmic Clinic II (1.00 cr.)
In the on-campus Optical Clinic, students shall work with a New Jersey licensed optician in a controlled environment. Students are expected to display advances skills in all aspects of the retail optical environment including but not limited to troubleshooting visual acuity issues, customer service, sales, measurements, adjustments, ordering products, fabrication, and record keeping.
Clinical (45.00)
Prerequisites: OPH-250 and OPH-260
Corequisites: OPH-261

OPH-260 Co-Op I: Ophthalmic Science (1.00 cr.)
Students are placed in retail optical establishments where they are exposed to practical work experiences. Experience in retail eyeglass sales, business practices, eyeglass fabrication and spectacle adjustments will also be covered. Students will engage with patients under the direct supervision of a licensed optician or licensed Optometrist. Students will be required to submit weekly evaluation forms as completed by their mentor, and will submit a minimum of one journal entry per week throughout the semester.
Co-Op (60.00)
Prerequisites: OPH-105, OPH-112 and OPH-131
Corequisites: OPH-250

OPH-261 Co-Op II: Ophthalmic Science (1.00 cr.)
Students are placed in retail optical establishments where they continue to be exposed to practical work experiences. Students continue to apply knowledge and skills learned in previous ophthalmic courses to display a high level of proficiency with retail eyeglass sales, business practices, eyeglass fabrication and spectacle adjustments. Student will continue to be evaluated weekly by a licensed optician at their co-op location and by their assigned instructor.
Co-Op (60.00)
Prerequisites: OPH-260 and OPH-250
Corequisites: OPH-251

OPH-270 Ophthalmic Dispensing Office Procedures (3.00 cr.)
This is a capstone course designed to assist students to use the knowledge and skills learned in the Ophthalmic Science Technology program to make sound decisions while practicing the art of Ophthalmic Dispensing. Information presented will include business practices, patient interactions, office procedures, and management considerations. New Jersey Rules and Regulations for Ophthalmic Dispensing and American National Standards Institute (ANSI) standards will be compared and applied to ethical decisions made in regards to filling and dispensing prescriptions for optical devices. This course will encompass the instructor’s experience and perspective, as well as the experiences and perspective of the students. Professional organizations, licensure, and certification of Ophthalmic Dispensers will also be reviewed.
Lab (45.00)
Prerequisites: OPH-112

OFFICE SYSTEMS TECHNOLOGY

OST-110 Microcomputer Keyboarding (1.00 cr.)
Microcomputer Keyboarding is a beginning keyboarding course designed for persons who interact with microcomputers and need to do so effectively. It is the goal of this course to prepare students for future computer classes by building input skills confidence. Students will be provided with an opportunity to master the skill of entering alphabetic, numeric and symbolic information on a keyboard and a ten-key pad using the touch method of keystroking. Emphasis is placed on development of speed and accuracy, proper technique and correct fingering. The student will also develop skills in formatting basic business documents.
Lect (15.00)
Lab (15.00)

OST-113 Keyboarding & Document Processing (3.00 cr.)
This is an introductory keyboarding course designed for students with little or no previous keyboarding experience. Students are provided with an opportunity to master the skill of entering alphabetic, numeric and symbolic information on a keyboard and a ten-key pad using the touch method of keystroking. Emphasis is placed on development of speed and accuracy, proper technique and correct fingering. Building on these skills, students are then guided through a variety of mini-simulations that incorporates skills such as proofreading, grammar, spelling, punctuation and capitalization rules. Students must demonstrate their ability to make decisions, abstract information, set priorities, and maintain a smooth workflow under pressure.
Lect (45.00)
Lab (15.00)

OST-123 Introduction to Microsoft Word (3.00 cr.)
This course is designed to provide students with the basic functions and features of one of the most popular word processing programs available. Students will explore the essential functions and features of the software through a step-by-step, project-based approach to develop a mastery-level competency in MS Word. This introductory course focuses not only on concepts, but how to apply those concepts in the workplace, in an academic setting, and for personal use. Students will learn to create, edit, format and customize a range of document types and styles; add and modify graphics and other visual elements; and organize content into tables, lists and other structures that promote reader understanding and efficient management in a collaborative work environment. Students are provided with opportunities to practice learned material using problem-solving and creative abilities to plan, research, write, revise and publish documents to meet specific information needs.
Lect (45.00)
Lab (15.00)

OST-151 PowerPoint (3.00 cr.)
PowerPoint is a program used as a tool for information analysis, presentation and illustration. This course will teach students to understand how information is used to present, reinforce and illustrate concepts. Students will have the opportunity to develop and execute strategies for solving information-processing problems. Given a scenario requiring a presentation solution, students will assess the information requirements and then prepare the materials that achieve the goal efficiently and effectively. Decision-making and problem-solving skills are integrated throughout the course.
Lect (45.00)
Lab (15.00)

OST-224 Adv Microsoft Word & Desktop Publishing (3.00 cr.)
This course is designed for students who are already familiar with the basics of Microsoft Word. Students will become familiar with the advanced capabilities of word processing, and then progress to the desktop publishing tools necessary for completing the publication of professional looking documents. Design elements will be utilized and reinforced throughout the course, including the appropriate use of focus, balance, proportion, contrast, directional flow, consistency, color, and page layout. An overview of Microsoft Publisher software will also be provided.
Lect (45.00)
Lab (15.00)
Prerequisites: OST-123

OST-241 Administrative Office Procedures (3.00 cr.)
This course will provide students with a comprehensive coverage of administrative principles, policies and procedures governing the office environment. Basic skills in typewriting (keyboarding) and word processing are assumed, and the emphasis is then placed on the decision-making aspects of executive and administrative office work. Simulated activities will acquaint students with the knowledge and abilities to succeed in the office environment including a review of language skills; proofreading, grammar, punctuation and spelling rules, document creation and distribution, and standard filing procedures. Case problems and projects will help prepare the prospective office professional to meet the challenges he or she will encounter today’s workplace: research and organization of business reports, travel and conference planning, financial and legal procedures, and employment and career advancement are integrated throughout the course.
Lect (45.00)

PARALEGAL STUDIES

PAR-101 Intro to Paralegal Studies (3.00 cr.)
This course is an introduction to the theory and practical aspects of the legal system. It includes the study of jurisprudence, its history, philosophy and current trends. Students will develop an understanding of the overall role of the paralegal...
in law offices, corporations and agencies. This course also emphasizes the ethical aspects associated with paralegals. The course also looks into the responsibilities of the legal court structures and recognized court procedures.

**Lecture (45.00)**

**PAR-102 Litigation & Civil Procedures (3.00 cr.)**

This is an introductory course designed to provide the student with the fundamentals necessary to begin a career as a litigating paralegal. Theory and practical aspects of basic civil litigation, including preliminary investigation, pleadings, motions, discovery, trials, appeals, administrative law, arbitrations and alternative dispute resolution will be introduced. Emphasis will be placed on the requirements and restrictions of the Federal Rules of Civil Procedure which apply throughout the United States. The New Jersey Rules of Civil Procedure will also be examined. With this knowledge, the student can develop a solid foundation in the fundamental principles of litigation.

**Lecture (45.00)**

**PAR-201 Legal Research & Writing I (3.00 cr.)**

This course provides students with an introduction to case analysis and the fundamentals of legal writing. Students learn how to analyze legal opinions for use as legal precedent. Students also learn how to distinguish various legal opinions and draft persuasive arguments. Emphasis is placed on the identification of key facts, issues, holdings and reasoning in a legal opinion. An understanding of the basic Bluebook citation format will be taught as well as how to prepare client correspondence, legal briefs and memorandums of law. The students are introduced to the concept of legal research through manual means and computer-assisted devices such as Westlaw and Lexis-Nexis.

**Lecture (45.00)**

**Prerequisites: PAR-101**

**PAR-202 Legal Research & Writing II (3.00 cr.)**

This course provides a more in-depth look at the paralegal's expectation relative to legal research and writing. Emphasis is placed on providing students with hands-on training in the use of both primary and secondary legal sources including reported court decisions, constitutions, statutes, administrative regulations, ordinances, court rules restatements, treaties, legal encyclopedias and legal periodicals. Various legal and non-legal finding tools such as digests, annotations, citators, annotated statutes, legal dictionaries, legal thesauruses, loose-leaf services and form-books are also discussed. The students will receive training on Westlaw, a computer-assisted legal research device.

**Lecture (45.00)**

**Prerequisites: PAR-201**

**PAR-203 Family Law (3.00 cr.)**

This course introduces the students to the procedural and substantive law affecting the family and domestic relations. The law affecting prenuptial agreements, separation, divorce, annulments, spousal support, alimony, spousal abuse, custody, child support and adoption is discussed. Emphasis is placed on the preparation of relevant legal documents and procedures for various court filings.

**Lecture (45.00)**

**Prerequisites: PAR-101**

**PAR-204 Real Estate Law (3.00 cr.)**

This course provides an introduction to real property law. Emphasis is placed on real estate transactions and the tasks performed by lawyers and their legal representatives in representing buyers and sellers in the transfer of real property interest. Discussions include the possession and ownership of property, attractive nuisances, present and future estates, marital estates, landlord and tenant rights and obligations, easements, conveyancing, recording, land-title assurances, vendor and purchaser rights and obligations, and zoning controls.

**Lecture (45.00)**

**PAR-205 Estate and Probate (3.00 cr.)**

This task-oriented course emphasizes the terminology, forms and procedures of probate and estate administration. Students will learn to draft a simple trust and a will.

**Lecture (45.00)**

**PAR-206 Paralegal Internship (3.00 cr.)**

Students have the opportunity to obtain practical experience while working as an intern in a law office, governmental agency, non-profit agency or another entity which employs paralegals for legal support.

**Lecture (135.00)**

**Prerequisites: PAR-101 and ENG-101**

**PAR-210 Law Office Management (3.00 cr.)**

This course is designed to provide students with an understanding of how a law office is managed from a practical perspective. A wide range of topics that affect paralegals/legal assistants and their interactions in the law office environment will be discussed, including, but not limited to, ethics and client relations, billing and financial management, and law office systems and procedures. By the end of the course, students will have gained a general overview of the basic principles and structure of management, and administrative and substantive systems as they apply to managing today's law office.

**Lecture (45.00)**

**PARAMEDIC EDUCATION & MANAGEMENT**

**PEM-260 Topics in Paramedic Care (6.00 cr.)**

This course is designed to enhance the core knowledge of the experienced Paramedic through the application of knowledge and experience in expanding critical thinking skills. The course will discuss the varied roles and responsibilities of the field provider to include leadership, lifelong learning, the guiding principles of the Oath of Geneva and the EMT Oath, and the role of the field preceptor; the ethical situations peculiar to EMS to include Out-of-Hospital DNR orders, patient confidentiality and HIPAA regulations; medical-legal issues such as informed and implied consent, malfeasance, negligence, and strategies to care for both patients and survivors in the case of death and dying.

**Lecture (90.00)**

**PEM-265 Emergency Medical Services Education (3.00 cr.)**

This course is intended to give the student an understanding of the guidelines that are essential to the development, implementation, and coordination of an EMS education program. Topics covered will include, but are not limited to, characteristics of the adult learner, instruction techniques, lesson plans, evaluations, counseling, record keeping, instructor qualifications, media, and course evaluations.

**Lecture (45.00)**

**Prerequisites: PEM-260**

**PEM-270 Emergency Medical Services Management (3.00 cr.)**

This is a lecture course that can be modified for on-line and independent study. This course is designed to provide the student an understanding of the management issues in the administration of an EMS System. Topics covered will include, but are not limited to, management qualifications, medical direction, quality assurance, equipment, vehicles, budgeting, staff retention, and communications.

**Lecture (45.00)**

**Prerequisites: PEM-260**

**PHILOSOPHY**

**PHILOSOPHY Introduction to Philosophy (3.00 cr.)**

This course introduces students to some of the problems addressed in four main branches of philosophy: logic, metaphysics, epistemology and ethics. Primary texts from both classic and contemporary sources will be read and analyzed.

**Lecture (45.00)**

**Prerequisites: (ENG-013 and ENG-023), or ENG-046**

**PHILOSOPHY Logic & Reasoning (3.00 cr.)**

This is a course in informal logic in which students both analyze the arguments of other authors and create arguments of their own. The tools of analysis to be mastered include: argument structure, validity, deductive/inductive forms, fallacies, argument diagrams, modal terms and their implications for argument strength. Students will be able to articulate and give reasons to support a position about a debatable topic in both oral and written form.

**Lecture (45.00)**

**Prerequisites: (ENG-013 and ENG-023), or ENG-046**
PHL-131 Introduction to Ethics (3.00 cr.)
The course requires students to read from primary sources which introduce major ethical theories, both classic and contemporary. Students will then analyze contemporary articles which offer opposing views about ethical dilemmas such as: euthanasia, affirmative action, pornography, abortion, world hunger, capital punishment, etc. This course is not to be taken by students who have taken PHL-323, Biomedical Ethics; credit will not be given for both courses.
Lecture (45.00)
Prerequisites: (ENG-013 and ENG-023), or ENG-046

PHL-131H Honors Introduction to Ethics (3.00 cr.)
The course requires students to read from primary sources which introduce major ethical theories, both classic and contemporary. Students will then analyze contemporary articles which offer opposing views about ethical dilemmas such as: euthanasia, affirmative action, pornography, abortion, world hunger, capital punishment, etc. This course is not to be taken by students who have taken PHL-323, Biomedical Ethics; credit will not be given for both courses. ONLY STUDENTS WHO ARE ACCEPTED INTO THE HONORS PROGRAM ARE ELIGIBLE TO TAKE HONORS COURSES.
Lecture (45.00)
Prerequisites: (ENG-013 and ENG-023), or ENG-046

PHL-232 Biomedical Ethics (3.00 cr.)
This is an examination of influential ethical theories, both classic and contemporary, and the application of those theories to current dilemmas in the field of medicine. This course is not to be taken by students who have taken PHL-131, Introduction to Ethics; credit will not be given for both courses.
Lecture (45.00)
Prerequisites: (ENG-013 and ENG-023), or ENG-046

PHL-232H Honors Biomedical Ethics (3.00 cr.)
This is an examination of influential ethical theories, both classic and contemporary, and the application of those theories to current dilemmas in the field of medicine. This course is not to be taken by students who have taken PHL-131, Introduction to Ethics; credit will not be given for both courses. ONLY STUDENTS WHO ARE ACCEPTED INTO THE HONORS PROGRAM ARE ELIGIBLE TO TAKE HONORS COURSES.
Lecture (45.00)
Prerequisites: (ENG-013 and ENG-023), or ENG-046

PHOTOGRAPHY

PHO-101 Photography I (3.00 cr.)
This course is an introduction to the technical and artistic aspects of digital photography. Course instruction and material will concentrate on the technical aspects of the medium along with an emphasis placed on the photographic image as a means of visual expression and communication. Students will learn about photographers from the past and present as a way to understand how to create images that communicate their ideas visually. A DSLR camera is required. Photography majors must take PHO-101 as part of the photography curriculum.
Lecture (30.00)
Laboratory (30.00)

PHO-111 History of Photography (3.00 cr.)
This course traces the history of the photographic process from its inception to contemporary developments. The course will examine the relationship between photography and society in Europe and the United States as well as approaches to evaluating and interpreting photographs.
Lecture (45.00)

PHO-221 Studio Photography (3.00 cr.)
This course is an introduction to artificial light and large format cameras. Students are expected to gain a working knowledge of lenses and camera functions, exposure techniques, the processing and printing of large format negatives, and studio lighting techniques.
Lecture (30.00)
Laboratory (30.00)
Prerequisites: PHO-101

PHO-226 Photo Illustration (3.00 cr.)
This course will introduce the computer as a powerful tool for the photographer. We will discuss the ethical, philosophical and practical considerations regarding the digital image process as it shapes our lives, both as members of a rapidly changing society and as photography professionals. This course will cover multiple ways to digitize images, image editing software, and different forms of outputting the digitized image. We will also discuss image making in the context of contemporary photography art practice.
Lecture (45.00)

PHO-291 Independent Study-Photography (3.00 cr.)
Goals and objectives must be established for an Independent Study in Photography which is not substituting for an existing course. The faculty member conducting the Independent Study must periodically meet with the student to guide the study.
Lecture (15.00)
Field Work (90.00)
Prerequisites: PHO-102

PHYSICS

PHY-101 Physics I (4.00 cr.)
This is the first course of a four-semester physics program. The first two semesters are algebra based and the second two are calculus based. Areas covered in the course are elementary mechanics, heat and conservation laws. Topics include scalar and vector quantities, translational, and rotational motion, work, energy and momentum; molecular forces in solids and liquids: heat, temperature, phase changes, and behavior of gases.
Lecture (45.00)
Laboratory (45.00)
Corequisites: MTH-100
Prerequisites: MTH-124 or MTH-125

PHY-102 Physics II (4.00 cr.)
This is the second course of the four-semester Physics program. The first two semesters are algebra based and the last two are calculus based. Areas covered in this course are wave motion, electricity, magnetism and optics. Topics include electromagnetic and sound wave propagation, properties of electric charge, field, force, work, potential, potential difference, current and resistance, nature of magnetism, causes for magnetism, properties of light and its interaction with matter.
Lecture (45.00)
Laboratory (45.00)
Prerequisites: PHY-101

PHY-103 Physics I (for the Non-Science Major) (4.00 cr.)
This is the introductory Physics course for Liberal Arts majors. It examines basic
Physics concepts qualitatively, with limited mathematics and introduces students to laboratory experimentation. The physical principles taught in the course are illustrated with realistic life examples and laboratory experiments. The topics include the place of Physics among other sciences and why knowledge of Physics is necessary to understand technological achievements and real-life phenomena. Areas covered are different states of matter, physics of motion, light and optics, energy as a physical concept, and different sources of energy. Students also learn how to measure different physical quantities, analyze experimental results, and draw scientific conclusions.

**Lecture (45.00)**
**Laboratory (60.00)**

**PHY-201 Physics III (4.00 cr.)**

This is a course for engineering students and physics majors. It is essential to have high school physics or algebra-based physics to take this course. It uses calculus in developing laws as they are applied to mechanical systems. The course covers mechanical motion involving non-uniform acceleration in both rectilinear and curvilinear cases, elastic and non-elastic collisions and conservation of linear and angular momentum; mechanical waves, fluid dynamics and thermodynamics including the heat and heat transfer. Related experiments are performed.

**Prerequisites: MTH-140**

**PHY-202 Physics IV (4.00 cr.)**

This is the final semester course of the four-semester Physics program. The first two semesters are algebra-based and the second two are calculus-based. Areas covered in this course are electricity, with detailed discussion of Gauss’ Law, electrostatics and electric current, capacitance and dielectrics, magnetism, with origin of magnetism, electro-magnetic induction and RL and LC-circuits, electromagnetic waves, geometric and physical optics with emphasis on Interference and Diffraction; Modern Physics and fundamentals of quantum mechanics and atomic Physics are studied.

**Prerequisites: PHY-201**

**POLITICAL SCIENCE**

**POL-101 Introduction to Political Science (3.00 cr.)**

The purpose of this course is to introduce students to the central concepts, debates, and methods of Political Science. In so doing, the student will have a greater understanding of political phenomena as well their role in both local and global politics. In order to achieve this goal, this course is divided into four parts and is intended to give the student an introduction to as many aspects of political science as possible. The first section introduces students to the basic concepts, terminology, methods and debates within the field of political science. The second part exposes students to political phenomena that originate from society and the more informal sources of political power. The third part introduces students to the more formal institutions of politics and details their function and histories. The final section of the course focuses on politics at a global level. This includes the world economic and security environments and how states and nations behave within it.

**Prerequisites: (ENG-013 and ENG-023) or ENG-046**

** Lecture (45.00)**

**POL-103 American Federal Government (3.00 cr.)**

The purpose of this course is to introduce students to the foundations, processes, institutions, and actions of the United States’ government. Upon completion of the course, students will also have a better understanding of the broader themes and debates within the study of American government such as the struggle between freedom and power. A major objective of the course is to convince students that democracy requires knowledgeable citizens. Ideally, knowledge gained in this course will encourage students to participate in government and be aware of how government action can affect their lives. In order to achieve these goals and to present the course information in a coherent manner, the course is divided into four parts. The first part introduces students to the basic foundations of the American federal system giving them a basic context for all subsequent material. The second section focuses upon informal political phenomena that originate from the people and help link citizens to the formal institutions of government. The third section introduces students to the formal institutions of American government detailing their functions and histories. The final section covers the policies that government produces and how those policies are formulated.

**Prerequisites: (ENG-013 and ENG-023), or ENG-046**

** Lecture (45.00)**

**POL-104 Introduction to International Relations (3.00 cr.)**

The purpose of this course is to introduce students to the terminology, debates, processes, dilemmas and methods of the field of International Relations. Two central goals will guide the learning process in this course. First, students will become familiar with both the causes and results of global change. Second, students will be equipped to assess the ethical ramifications of this change. Upon completion, students will be able to better assume their role as responsible citizens of the world. In order to accomplish these goals the course is divided into five parts. The first unit serves a primer on the basic concepts of International Relations and the historical evolution of the global system. The second part of the course provides students with insight as to how to approach the study of International Relations. The third part exposes students to explanations for one of the most pressing problems of global politics: the persistence of war and international violence. The fourth part of the course focuses upon the complex economic interactions that take place between states and the consequences that those interactions can have on prosperity and the overall quality of life. The last section of the course addresses the future of global politics by focusing upon emerging issues of importance and the new global entities that increasingly deal with these issues.

**Prerequisites: (ENG-013 and ENG-023) or ENG-046**

** Lecture (45.00)**

**POL-111 Public Administration (3.00 cr.)**

This course introduces the student to the art and science of public sector management. Administrative principles, policy making, and decision-making in public organizations are among the topics covered. Particular emphasis is placed on understanding the organizational culture of public agencies.

**Prerequisites: POL-101 or POL-103**

** Lecture (45.00)**

**POL-112 Public Personnel Administration (3.00 cr.)**

This course examines the history, development, and current practice in public sector personnel management. Students will be introduced to specific techniques for the management of human resources. Among the issues reviewed are: recruitment and selection, rewards systems, productivity, leadership, motivation, interpersonal relations and cultural diversity.

**Prerequisites: POL-111**

** Lecture (45.00)**

**POL-121 Co-op I: Political Science (3.00 cr.)**

Cooperative Education is a program designed to award academic credit for work related to a student’s major. The learning experience is defined as a combination...
of professional work experience, the development of measurable learning objectives based on the job description, and the completion of individually tailored Co-op assignments. A Co-op advisor is assigned to each student to establish the academic validity of the cooperative education credits.

Co-Op (135.00)

## PARAMEDIC SCIENCE

**PRM-100 Introduction to Paramedic Care** (5.00 cr.)

This course prepares the student to develop an understanding of the roles and responsibilities of the paramedic, EMS Systems, communications, laws that affect EMS, well-being, injury and illness prevention, ethics and stress management. It will also introduce the paramedic student to emergency pharmacology, the history of pharmacology, the sources of drugs, their classifications and various preparations used. Students will learn the basics of pharmacokinetics and pharmacodynamics. They will understand the role of fluids, electrolytes and intravenous therapy. The laboratory component of this course provides hands-on use of necessary medical equipment. Dosing and drug calculations and administration will be learned. Students will learn the use of disease specific medications.

Lecture (60.00)  
Laboratory (30.00)  
Prerequisites: EMT-101  
Corequisites: BIO-117

**PRM-103 Theory of Paramedic Care** (3.00 cr.)

This course prepares the student to develop an understanding of the Roles and Responsibilities of the Paramedic, EMS Systems, Communications, laws that affect EMS, well-being, injury and illness prevention, ethics and stress management. The laboratory portion of this course provides hands-on training in patient assessment and EMS communication and systems.

Lecture (30.00)  
Laboratory (30.00)  
Prerequisites: EMT-100  
Corequisites: BIO-103 and PRM-104

**PRM-104 Paramedic Pharmacology** (3.00 cr.)

The course introduces the paramedic student to the complex and critical discipline of emergency pharmacology. The course will discuss the role of awareness of blood borne pathogens, the history of pharmacology, the sources of drugs, their classifications and various preparations used. Students will learn the basics of pharmacokinetics and pharmacodynamics. They will understand the role of fluids, electrolytes and intravenous therapy. During the laboratory component, drug dosing and drug calculations and administration will be learned. Students will learn the use of disease specific medications.

Lecture (30.00)  
Laboratory (30.00)  
Prerequisites: EMT-100  
Corequisites: BIO-103 and PRM-103

**PRM-105 Principles of Paramedic Care I** (6.00 cr.)

The course prepares the student to recognize and manage medical emergencies and render appropriate patient care. The course will discuss the pathophysiology, assessment, and management of the most frequently encountered medical emergencies. The laboratory component of the course includes, but is not limited to, patient assessment, oxygen therapy, basic and advanced airway management, cardiac monitoring, medication administration, intravenous therapy, needle thoracotomy and pulse oximetry. Students will utilize their patient management skills while under the guidance of a preceptor. Skills include, but are not limited to, patient assessment, oxygen therapy, basic and advanced airway management, cardiac monitoring, medication administration, intravenous therapy, needle thoracotomy and pulse oximetry. Students will utilize their patient management skills for cardiac arrest, respiratory emergencies, cardiac emergencies, and medical emergencies.

Lecture (60.00)  
Laboratory (60.00)  
Prerequisites: BIO-103, PRM-103 and PRM-104  
Corequisites: PRM-106 and PRM-107

**PRM-106 Paramedic Electrocardiography** (3.00 cr.)

The course introduces the paramedic student to the complex and critical discipline of emergency electrocardiography (ECG). The course will discuss the history and role of the ECG in care of the pre-hospital emergency patient. Students will learn the basics of waveforms, segments, and complexes. They will understand the meaning of normal and abnormal ECG tracings. Students will learn the application and use of ECG monitoring leads versus diagnostic 12 lead ECG’s.

Lecture (30.00)  
Laboratory (30.00)  
Prerequisites: PRM-103 and PRM-104  
Corequisites: PRM-105 and PRM-107

**PRM-107 Paramedic Clinical Practice I** (2.00 cr.)

The course prepares the student to recognize the need for and the management of appropriate patient care via clinical observation and the practical application of learned skills.

Clinical (96.00)  
Prerequisites: PRM-103 and PRM-104  
Corequisites: PRM-105 and PRM-106

**PRM-108 Paramedic Clinical Practice II** (5.00 cr.)

This course will provide the educational and clinical experience required to prepare the student to achieve certification as an Emergency Medical Technician-Paramedic. Clinical practice allows the paramedic student to apply learned theory and skills while under the guidance of a preceptor. Skills include, but are not limited to, patient assessment, oxygen therapy, basic and advanced airway management, cardiac monitoring, medication administration, intravenous therapy, needle thoracotomy and pulse oximetry. Students will utilize their patient management skills for cardiac arrest, respiratory emergencies, cardiac emergencies, and medical emergencies.

Clinical (225.00)  
Prerequisites: PRM-105, PRM-106 and PRM-107

**PRM-115 Paramedic Clinical I** (1.00 cr.)

The course prepares the student to recognize the need for and the management of appropriate patient care via clinical observation and the practical application of learned skills. Students will attend clinical shifts in the intensive care unit and will attend various sites to practice the techniques of intravenous cannulation and phlebotomy.

Clinical (45.00)  
Corequisites: PRM-100 and BIO-117

**PRM-120 Paramedic Care I** (6.00 cr.)

The course prepares the student to recognize the need for and the management of appropriate patient care via clinical observation and the practical application of learned skills. Students will attend clinical shifts in the intensive care unit, operating room, respiratory therapy department, cardiac catheterization lab and cardiac stress lab.

Lecture (60.00)  
Laboratory (60.00)  
Prerequisites: PRM-100 and PRM-115  
Corequisites: PRM-125 and BIO-118

**PRM-125 Paramedic Clinical II** (2.00 cr.)

The course prepares the student to recognize the need for and the management of appropriate patient care via clinical observation and the practical application of learned skills. Students will attend clinical shifts in the intensive care unit.

Clinical (90.00)  
Prerequisites: PRM-100 and PRM-115  
Corequisites: PRM-120 and BIO-118

**PRM-130 Paramedic Clinical Practice III** (2.00 cr.)

The course prepares the student to recognize the need for and the management of appropriate patient care via clinical observation and the practical application of learned skills. Students will attend clinical shifts in pediatrics, labor and delivery, a trauma center and a psychiatric crisis unit.

Clinical (100.00)  
Prerequisites: PRM-120 and PRM-125

**PRM-200 Paramedic Care II** (5.00 cr.)

The course prepares the student to recognize the need for and the management of appropriate patient care via clinical observation and the practical application of learned skills. Students will attend clinical shifts in the intensive care unit, operat-
PRM-203 Principles of Paramedic Care II  (5.00 cr.)
The course prepares the student to recognize and manage medical emergencies and render appropriate patient care. The course will discuss the pathophysiology, assessment, and management of the most frequently encountered medical emergencies. The laboratory component covers, but is not limited to, patient assessment, oxygen therapy, basic and advanced airway management, cardiac monitoring, medication administration, intravenous therapy, needle thoracotomy, pulse oximetry, patient management for environmental emergencies, psychiatric emergencies, pediatric emergencies, geriatric emergencies, obstetrical and gynecological emergencies, and neonatal emergencies.

Lecture (60.00)
Laboratory (30.00)
Prerequisites: PRM-108
Corequisites: PRM-204 and PRM-205

PRM-204 Principles of Paramedic Trauma Care  (3.00 cr.)
The course prepares the student to recognize and manage the trauma patient. The laboratory component includes the evaluation of the mechanism of injury to assess the underlying potential for serious injury and comprehensive trauma assessment.

Lecture (30.00)
Laboratory (30.00)
Prerequisites: PRM-108
Corequisites: PRM-203 and PRM-204

PRM-205 Paramedic Clinical Practice III  (2.00 cr.)
This course will provide the educational clinical experience required to prepare the student to achieve certification as an Emergency Medical Technician-Paramedic. Clinical practice allows the paramedic student to apply learned theory and skills while under the guidance of a preceptor. Every action and skill performed by the student will be closely monitored and/or assisted by the preceptor. Students will progress through carefully scripted phases with definite cognitive and psychomotor skill sets to be mastered.

Clinical (96.00)
Prerequisites: PRM-108
Corequisites: PRM-203 and PRM-204

PRM-206 Paramedic Field Internship  (7.00 cr.)
This course will provide the educational field experience required to prepare the student to achieve certification as an Emergency Medical Technician-Paramedic. Field Internship allows the paramedic student to apply learned theory and skills while under the guidance of a certified paramedic preceptor. Every action and skill performed by the student will be closely monitored and/or assisted by the preceptor. Students will progress through carefully scripted phases with definite cognitive and psychomotor skill sets to be mastered.

Clinical (320.00)
Prerequisites: PRM-203, PRM-204 and PRM-205

PRM-207 Paramedic Field Residency  (4.00 cr.)
The course is structured to prepare and evaluate the student's ability to demonstrate leadership characteristics in the identification and implementation of patient treatment plans, initial and continued care; and to select and appropriately transfer patient care to a receiving facility. This course functions as a summary of all prior learning during the preceding four semesters of coursework, clinical rotations, and the field internship.

Clinical (180.00)
Prerequisites: PRM-206

PRM-215 Paramedic Clinical IV  (2.00 cr.)
The course prepares the student to recognize the need for and the management of appropriate patient care via clinical observation and the practical application of learned skills. Students will continue their field clinical shifts on paramedic vehicles and preparation for their certification examination.

Clinical (90.00)
Prerequisites: PRM-108
Corequisites: PRM-204 and PRM-205

PRM-220 Paramedic Clinical V  (6.00 cr.)
To provide the educational field experience required to prepare the student to achieve certification as an Emergency Medical Technician-Paramedic. Field internship allows the paramedic student to apply learned theory and skills while under the guidance of a certified paramedic preceptor. Every action and skill performed by the student will be closely monitored and/or assisted by the preceptor. Students will progress through carefully scripted phases with definite cognitive and psychomotor skill sets to be mastered.

Clinical (270.00)
Prerequisites: PRM-215

PRM-235 Paramedic Clinical VI  (3.00 cr.)
The course is structured to prepare and evaluate the student’s ability to demonstrate leadership characteristics in the identification and implementation of patient treatment plans, initial and continued care; select and appropriately transfer patient care to a receiving facility. This course functions as a summative clinical practice and evaluation of all prior learning including the preceding five semesters of coursework, clinical rotations, and the field internship.

Clinical (155.00)

PSYCHOLOGY

PSY-101 Basic Psychology  (3.00 cr.)
This introductory course covers the major principles and scientific research underlying behavior and mental processes. Topics include history and schools of psychology, careers in psychology, research methods and ethics, biological foundations of behavior, sensation and perception, basic principles of learning, thinking, memory, language, intelligence, motivation, emotion, personality, social behavior, mental disorders, and therapies.

Lecture (45.00)

PSY-101H Honors Basic Psychology  (3.00 cr.)
This introductory course covers the major principles and scientific research underlying behavior and mental processes. Topics include history and schools of psychology, careers in psychology, research methods and ethics, biological foundations of behavior, sensation and perception, basic principles of learning, thinking, memory, language, intelligence, motivation, emotion, personality, social behavior, mental disorders, and therapies. ONLY STUDENTS WHO ARE ACCEPTED INTO THE HONORS PROGRAM ARE ELIGIBLE TO TAKE HONORS COURSES.

Lecture (45.00)

PSY-102 Psychology of Personality & Adjustment  (3.00 cr.)
This course encourages personal growth through a study of personality adjustment and maladjustment, utilizing lectures, class discussions and experimental exercises. Theories of personality, ego adjustment mechanisms, love and intimacy, effective communication, managing emotions, identity and self-esteem, developing good human relations, problem solving, and ways of tapping one's potential are among the topics examined. Related research findings are reviewed.

Lecture (45.00)

PSY-103 Educational Psychology  (3.00 cr.)
This course examines scientific research regarding the learning process and the application of psychology principles to the problems of learning and teaching. Student entry characteristics; tasks of instruction; problem-solving; creative behavior; teaching children who are behavior-disordered, learning disabled, intellectually disabled or gifted; classroom management; measuring learning outcomes; and teacher accountability are among the areas examined.

Lecture (45.00)

CAMDEN COUNTY COLLEGE 2022-2023
PSY-104 Abnormal Psychology (3.00 cr.)
This course presents a descriptive and interpretive summary of the theories and scientific research on abnormal behavior. Tension-induced body disorders, sexual problems, loneliness, depression, irrational fears, repetitive ideas and actions, dissociative identity disorder split personality, mood and thought disturbances, paranoia, anorexia nervosa, antisocial behavior and violence, disorders of childhood, adolescence and old age are among the topics considered as well as preventative strategies.
Lecture (45.00)
Prerequisites: PSY-101

PSY-105 Child Psychology (3.00 cr.)
Child behavior and development are studied with reference to theories and research findings concerning physical growth, sensorimotor development, intelligence, language, cognition, identity, personality, sex role development, and emotional and social development. Early experiences are related to later personality, methods of child rearing, and power-oriented versus love-oriented patterns of disciplining. Special problems of childhood, adolescence, and parenting are also considered.
Lecture (45.00)
Prerequisites: PSY-101

PSY-106 Psychology of Adolescence (3.00 cr.)
This course examines the theory and research on the adolescent years including physical, emotional, intellectual, social, vocational, and cultural development. Teen alcoholism and drug abuse, their causes, consequences, and treatment will be emphasized. Drug education and prevention relevant to adolescence will also be studied.
Lecture (45.00)
Prerequisites: PSY-101

PSY-108 Psychology of Dying & Death (3.00 cr.)
This course looks at dying and death as loss and a challenge for personal growth and a greater awareness of life. Psychological theories and research on topics such as concepts and attitudes, emotional reactions, disease, disaster, accident, or suicide as causes of death, near death experiences, hopes for immortality, Hospice care, and euthanasia will be examined.
Lecture (45.00)
Prerequisites: PSY-101

PSY-109 Developmental Psychology (3.00 cr.)
This course covers the process of psychological development throughout the life span - from conception through death. It reviews current theories and scientific research related to psychological development and covers topics including maturation, intellect, the role of genetics, social and emotional adjustment, and learning factors in the development of motivation.
Lecture (45.00)
Prerequisites: PSY-101

PSY-110 Social Psychology (3.00 cr.)
This course focuses on how people think about, influence, and relate to one another in their physical and socio-cultural environments. Theories and research relating to attitude development and change, interpersonal and group processes such as attraction, aggression, conformity and obedience, impression formation, attribution, social perception, prejudice, and social expectations, will be among the areas considered. Methods used in scientific research will be emphasized.
Lecture (45.00)
Prerequisites: PSY-101

PSY-112 Psychology of Women (3.00 cr.)
This course presents a look at current research on the nature and origins of women's experience and behavior; the meaning of sexuality, performance and achievement differences between men and women; and special problems of aging, career choices, singlehood, divorce, and widowhood.
Lecture (45.00)
Prerequisites: PSY-101

SIGN LANGUAGE

SLS-201 ASL Linguistics (3.00 cr.)
This course is designed to introduce the student to the concepts and vocabulary used in the linguistic analysis of American Sign Language. This introduction course includes an examination of the essential features of all languages, types of variation, the physical dynamics and role of intonation, and the basic distinctions made in semantic, morphological, and syntactic analyses.
Lecture (45.00)
Prerequisites: ASL-102

SOCIOLOGY

SOC-101 Introduction to Sociology (3.00 cr.)
Sociology is the scientific study of human societies and social interaction. This course provides an overview of the discipline of sociology, including sociological concepts, methods, perspectives, and areas of substantive inquiry. Particular emphasis will be placed on the contributions sociology makes to understanding everyday life and current events.
Lecture (45.00)
Prerequisites: (ENG-013 and ENG-023), or ENG-046

SOC-101H Honors Introduction to Sociology (3.00 cr.)
This course is designed to help students understand and think about the behavior of people in groups, with emphasis on mastery of fundamental sociological concepts and an introduction to systematic social analysis. The course may consider newer sociological development, culture and socialization, social organization, social classes, collective behavior, population, urbanization, and social change. ONLY STUDENTS WHO ARE ACCEPTED INTO THE HONORS PROGRAM ARE ELIGIBLE TO TAKE HONORS COURSES.
Lecture (45.00)
Prerequisites: (ENG-013 and ENG-023), or ENG-046

SOC-201 Sociology of the Family (3.00 cr.)
This course is a study of the cross-cultural and evolutionary development of the family as an institution and its interrelationship with government, economy, education and religion. Particular attention will be given to current family structures.
Lecture (45.00)
Prerequisites: SOC-101

SOC-205 Social Diversity (3.00 cr.)
This course will encourage students to use their sociological imagination to place themselves and their unique experience into the larger historical and cultural context of the United States. They will learn how they fit into this socially diverse and multi-cultural society, which is the product of centuries of social interaction among African Americans, Asian Americans, European Americans, Hispanic Americans and Native Americans of various gender identities and faiths. Sociological concepts which will be addressed include social caste, social class, race, ethnicity, gender, power, authority, dominance, colonization, immigration, segregation, genocide, stigma, privilege, master status, prejudice, discrimination,
assimilation, pluralism, acculturation, and accommodation. Further, affirmative action, backlash and reverse discrimination will be studied.

Lecture (45.00)
Prerequisites: (ENG-013 and ENG-023) or ENG-046

SPANISH

SPA-101 Elementary Spanish I (3.00 cr.)
This course introduces the student to the language and culture of the Spanish-speaking world. It provides the student with basic working information of the language (listening, speaking, reading, writing) in order to interact and communicate with others, while gaining a greater understanding of the different Hispanic cultures. This course is intended for students beginning the language or for those who have received a grade below C in two years of high school Spanish. This course is not intended for native or heritage speakers.

Lecture (45.00)
Prerequisites: ENG-012 and ENG-022

SPA-102 Elementary Spanish II (3.00 cr.)
This course continues the basic elements of the language and the understanding of the Hispanic world. It provides the student with basic working information of the language (listening, speaking, reading, writing) in order to interact and communicate with others at a novice-high level, while gaining a greater understanding of and respect for the different Hispanic cultures. This course is not intended for native or heritage speakers.

Lecture (45.00)
Prerequisites: ENG-012, ENG-022 and SPA-101 or two years of high school Spanish

SPA-150 Spanish for Medical Personnel I (3.00 cr.)
This course is designed to serve those in the medical professions who seek basic skills in medical Spanish. This course provides the necessary tools, both lexical and grammatical, to carry out a basic conversation about a medical problem that needs to be assessed, diagnosed and evaluated. This course does not expect complete fluency. Rather, it strives for a level of comfort when dealing with Spanish-speaking patients so that medical professionals can put the patient at ease.

Lecture (45.00)
Prerequisites: ENG-012 and SPA-102 or two years of high school Spanish

SPA-201 Intermediate Spanish I (3.00 cr.)
This course continues the study of the basic working structures of the language (listening, speaking, reading, and writing) at the intermediate-low level in order to interact and communicate with others, while gaining a greater understanding of and respect for the different cultures in the Hispanic world.

Lecture (45.00)
Prerequisites: (ENG-013 and ENG-023) or ENG-046 and SPA-102 or two years of high school Spanish

SPA-202 Intermediate Spanish II (3.00 cr.)
This course completes the study of the working structures of the language (listening, speaking, reading, and writing) at the intermediate-mid level in order to interact and communicate with others, while gaining a greater understanding of the different cultures in the Hispanic world through literature and film.

Lecture (45.00)
Prerequisites: SPA-201

SPA-203 Introduction to the Hispanic Culture (3.00 cr.)
This course will present topics and issues related to the largest Hispanic groups in the USA: Mexican-Americans, Puerto Ricans, and Cuban-Americans. In addition it will also focus on individual countries where Spanish is spoken. People and events will be discussed in the context of the historical past, as well as in light of new developments. The students will gain insight into Hispanic cultures and civilizations, and achieve a more global understanding of the issues and challenges faced by the Spanish-speaking world.

Lecture (45.00)
Prerequisites: SPA-102 or SPA-201 or SPA-202 and (ENG-013 and ENG-023) or ENG-046

SPEECH

SPE-102 Public Speaking (3.00 cr.)
Public Speaking introduces the principles and techniques of formal communication. Attention will be given to speaker - listener relationships, management of ideas, selection and organization of materials, and use of language and nonverbal elements. Particular attention will be paid to the principles and skills of persuasion and delivery skills as well as audience analysis. Formal presentations will be required.

Lecture (45.00)
Prerequisites: (ENG-013 and ENG-023) or ENG-046

SPE-102H Honors Public Speaking (3.00 cr.)
Honors Public Speaking introduces the principles and techniques of formal communication. Attention will be given to speaker-listener relationships, management and choice of ideas, selection and organization of materials, and use of language and nonverbal elements. Particular attention will be paid to the principles and skills of persuasion and delivery skills as well as audience analysis. Formal presentations will be required. ONLY STUDENTS WHO ARE ACCEPTED INTO THE HONORS PROGRAM ARE ELIGIBLE TO TAKE HONORS COURSES.

Lecture (45.00)
Prerequisites: (ENG-013 and ENG-023) or ENG-046

SPE-211 Interpersonal Communication (3.00 cr.)
This course stresses the development of more effective communication in interpersonal relationships in family, work and social settings. It includes a conceptual framework for thinking about difficulties and effectiveness in interpersonal relationships; practice in talking, thinking and listening skills central to interpersonal settings; experience analyzing the problems in, and the requirements of, a variety of communicative situations. There is emphasis on the development of skills for choosing communicative actions wisely.

Lecture (45.00)

SURGICAL TECHNOLOGY

SRG-102 Fundamentals of Surgical Technology (5.00 cr.)
This course introduces the student to the practice of surgical technology. An in-depth study of universally accepted perioperative care techniques provides the student with the basic technical knowledge and practical skill-set of an entry-level surgical technologist. Students will gain knowledge of the breadth and scope of the roles and responsibilities of the various members of the perioperative team. The laboratory component provides hands-on instruction in areas such as operating room preparation, sterilization methods, and the application of the safety principles of preoperative, intraoperative and postoperative patient care. The successful student will consistently articulate and demonstrate care precepts that meet or exceed specialty specific standards of patient care.

Lecture (45.00)
Laboratory (60.00)
Prerequisites: ENG-101, HIT-120 and BIO-117

SRG-112 Surgical Procedures I (4.00 cr.)
The goal of this course is to facilitate student mastery of the generic practice principles inherent to the scrub role. The laboratory component is constructed to reinforce basic surgical anatomy while familiarizing the student with the standards of instrument handling, equipment maintenance and procedural technique required, assuring safe and effective operating room conduct.

Lecture (45.00)
Laboratory (45.00)
Prerequisites: SRG-102

SRG-118 Clinical Rotation I (6.00 cr.)
This course will provide an introductory period of active application of the knowledge and practical surgical techniques acquired throughout the Surgical Technology curriculum. The goal of this clinical rotation is to provide the surgical technology student with an experience as close to an operating room staff
member as possible, including foundational practice in general surgical cases. This practicum requires a minimum of 300 clinical hours throughout a 15-week semester.

Clinical (300.00)
Prerequisites: BIO-117, BIO-118, BIO-121, HIT-120, HIT-132 and SRG-102
Corequisites: HIT-134 and SRG-112

SRG-212 Surgical Procedures II (3.00 cr.)
This course proceeds as the continuation of Surgical Procedures I, with content reflecting progression from the generic practice principles inherent to all surgical interventions to the expanded theory foundations of the specialties. The course is constructed to teach basic surgical anatomy, instrumentation, and procedural steps for various operating room techniques.
Lecture (45.00)
Prerequisites: SRG-112
Corequisites: SRG-218

SRG-218 Clinical Rotation II (6.00 cr.)
This course is a continuation of SRG-118. It will continue to provide an intense period of active application of the knowledge and practical surgical techniques acquired throughout the Surgical Technology curriculum. The goal of this clinical rotation is to provide the surgical technology student with an experience as close to an operating room staff member as possible, including extensive practice in advanced surgical cases, thus promoting attainment of an "entry-level" technical skill set by semester end. This practicum requires a minimum of 300 clinical hours throughout a 15-week semester.
Clinical (300.00)
Prerequisites: SRG-112

SRG-220 Surgical Technology Capstone (2.00 cr.)
This course will synthesize previously learned skills in the program. Through projects, presentations, and research students will prove mastery of surgical technology objectives and goals and readiness for the field.
Lecture (30.00)
Prerequisites: SRG-102, SRG-112 and SRG-118
Corequisites: SRG-212 and SRG-218

TECHNICAL THEATER

THD-240 Lighting for the Theater (3.00 cr.)
Lighting for Theatre teaches students lighting design elements for the stage including research, collaboration, basic electrical practice, color theory, drafting and stage lighting work. This course has a lab component in which concepts covered in class will be applied in the studio environment.
Lecture (30.00)
Laboratory (30.00)

THD-250 Technical Drafting (3.00 cr.)
This course covers the principles of drafting including terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, sections, auxiliary views, and reproduction processes. This course has a lab component in which concepts covered in class will be applied in a computer lab.
Lecture (30.00)
Laboratory (30.00)

THD-260 Scenic Painting (3.00 cr.)
The course will cover the techniques and skills necessary in scenic painting. Topics include: terminology, tools, faux finishes, abstract techniques, realistic reproduction, as well as washes and glazes. This course has a lab component in which concepts covered in class will be applied in the studio environment.
Lecture (30.00)
Laboratory (30.00)

THD-270 Costuming for the Theatre (3.00 cr.)
Proficiency in costuming for the stage is an essential component of the learning outcomes for the THD.AAS, Technical Theatre, degree. The AAS Technical Theatre degree will cultivate, and ultimately prepare students for entry into the technical theatre job market. By immersing the student in cutting edge technology, providing them with professional level instructors and giving them practical application opportunities, the student will be ready for employment in professional technical theatre arena.
Lecture (45.00)
Laboratory (30.00)

THD-280 Stage Management (3.00 cr.)
This course provides a hands-on approach to learning the art of stage management by permitting the student to manage a live theatrical event. The student is exposed to the fundamentals of organizing and implementing rehearsals, production meetings, technical rehearsals, and many aspects of the coordination of a play. This course has a lab component in which concepts covered in class will be applied in the Studio environment.
Lecture (30.00)
Laboratory (30.00)

THD-290 Capstone Project (3.00 cr.)
Students must satisfy the course objectives through the execution of a significant piece of design and theatre technical work. Students are also required to submit one major piece of writing: a research paper that incorporates the concept and design development, research process, project execution, and self-reflection. A production portfolio that includes a complete documentation of the development and execution process, research images, paperwork, and drawings is required. Finally, graduating design students should create a personal design portfolio in either physical or website formats. This course has a lab component in which concepts covered in class will be applied in the theatre environment.
Lecture (30.00)
Laboratory (30.00)
Corequisites: THD-253, THD-240, THD-270, THD-250 and THD-280

THEATRE

THE-121 Theatre Appreciation (3.00 cr.)
This course is designed to develop a personal understanding and appreciation of theatre as an art form. During the course we will examine, what is the theatre, what is a play, its audience as a critic, the actor, the playwright, the designers and technicians, the director, theatre of yesterday, and theatre of today. Students will also attend live theatre productions.
Lecture (45.00)

THE-131 Voice & Diction (3.00 cr.)
This course is a study of the fundamentals of breathing, tone production, projection, and articulation necessary for communicating. Students will acquire a working knowledge of the phonetic alphabet. Stress will be placed upon correction of individual vocal problems and regionalisms. It is highly recommended for those who will have to use their voices, i.e., teachers, lawyers, business managers, executives, actors, broadcasters, etc.
Lecture (45.00)

THE-141 Acting I (3.00 cr.)
This course introduces beginning students to acting through exercise for the control of the voice, body, and concentration. Theatre games and improvisations are used to make students relaxed and aware of themselves. Students are given a beginning approach to characterization and will present simple scenes for analysis and criticism.
Lecture (30.00)
Laboratory (30.00)

THE-150 World Theatre (3.00 cr.)
This course examines theatre practice from the Greeks to current day. Readings include work from diverse cultural contexts, including, for example, plays by women, African Americans, the LGBTQ community and non-Western playwrights including those from Asian, Indian and Middle Eastern countries. The emphasis is on production themes and concepts, dialogue, staging, cultural values, symbols and motifs, and character development.
Lecture (45.00)

THE-233 Playwriting (3.00 cr.)
This course is an introductory class for both theatre majors and those students interested in the playwriting process. Students will learn specific techniques,
practical exercises, candid exploration of famous plays, and methods from award winning playwrights during the course of this class. This course is designed to work with the basic building blocks of dramatic structure, study the exploration of developing characters, analyze the elements of good dialogue writing, research the different methods of how to get published and explore different marketing tools to make a play a success. A showcase of the class’s original ten-minute plays will be held during finals and open to the public.

Lecture (45.00)

THE-242 Acting II (3.00 cr.)
This is a further continuation of Acting I. Students are given a deeper approach to basic characterization and are taught how to create a role. Students learn how to create a role with emphasis on script breakdown, scoring a part, approaches to style, and individual problem solving. An emphasis is placed on timing and subtle vocal and body expression. Students are also introduced to the techniques of period acting styles and in different media.

Lecture (30.00)
Laboratory (30.00)
Prerequisites: THE-141

THE-252 Children's Theatre (3.00 cr.)
This course gives the student the theory and application of practice of how to select, mount, and market a children’s theatrical production. The student gains an understanding of the complexities of such a production. By testing and displaying his/her skills in a practical production situation, the student becomes more aware of his/her abilities as an artist-creator. The students will be involved in all phases of mounting a children’s theatre production which will be performed before South Jersey elementary school children.

Lecture (30.00)
Laboratory (30.00)

THE-253 Stagecraft I (3.00 cr.)
This course is designed to introduce the student to the elements of a theatre production “behind the scenes”, through theory, workshop, and stage crew experiences. Subjects covered include set construction and design, paint and color, lighting instruments, lighting design and execution, sound creation, makeup, and stage management.

Lecture (30.00)
Laboratory (30.00)
General Education

Camden County College is committed to providing each student with an educational experience that fosters a respect for the intellectual process and addresses the demands of the modern world. This process cultivates knowledge, intellectual skills and attitudes that enrich our lives and encompass the basic concepts in the humanities, social sciences, mathematics, science and technology. Intellectual skills include the student's ability to think and communicate in a global society.

General education addresses a broad range of learning opportunities for students and establishes high standards for graduates. To accomplish its mission, Camden County College develops its Strategic Agenda through the continuous assessment of the fulfillment of its goals.

Camden County College's general education goals and objectives are consistent with the New Jersey Statewide Transfer Agreement and the general education guidelines approved by the New Jersey Presidents' Council. Camden County College faculty annually review and revise these objectives to reflect the currency of the curriculum and the results of assessments of student learning.

The College's goal is to offer a General Education program that provides students with competence in a broad array of intellectual skills and habits of mind that will enrich their lives and enable them to participate in a democratic society. These competencies reflect the values of a trusting, cooperative academic community that is open to new ideas and a diversity of opinions, convictions and methods of inquiry. General education goals are achieved by the incorporation of general education courses, appropriate student learning outcomes and pedagogy and the construction of regular assessments.

A General Education Foundation for Associate in Arts, Associate in Science, Specialized Associate, and Certificate Programs in New Jersey's Community Colleges


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<tr>
<th>PROGRAMS</th>
<th>ALLOCATION NOTES: The credit allocation below is consistent with the 1997 NJCC Gen. Ed. Foundation grid.</th>
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<tbody>
<tr>
<td>AA</td>
<td>The Associate in Arts (AA) program requires a minimum of 45 semester credit hours of general education coursework from among the indicated categories.</td>
</tr>
<tr>
<td>AS</td>
<td>The Associate in Science (AS) program requires a minimum of 30 semester credit hours from among the indicated categories, with minimum distributions as shown. Beyond these minimums, any 30-credit subset of the AA program credit distribution will be accepted. General education coursework in excess of the 24 credits listed should follow the AA distribution limits.</td>
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<tr>
<td>Specialized Associate AAS, AFA, &amp; AS Nursing</td>
<td>The specialized associate degrees shall include Applied Associate in Science (AAS), Associate in Fine Arts (AFA), and AS in Nursing. These programs shall require no fewer than 20 semester credit hours of General Education. Notwithstanding any articulation agreements, the general education courses should support career preparation. General education coursework in excess of the 12 credits listed should follow the AS distribution limits.</td>
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<tr>
<td>Academic Certificate</td>
<td>The Certificate (or Academic Certificate) shall prepare students to read and write effectively. At least one other general education course is required. The Certificate of Achievement (COA) requires no general education courses beyond those that support career education. The Certificate of Completion (COC) is a noncredit certification program, which is not applicable within the general education context.</td>
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<thead>
<tr>
<th>GENERAL EDUCATION GOAL(S) ADDRESSED</th>
<th>COURSE CATEGORIES (GOAL CATEGORIES)</th>
<th>AA credits</th>
<th>AS credits</th>
<th>AAS, AFA, AS NURSING credits</th>
<th>ACADEMIC CERTIFICATE credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Communication</td>
<td>Communication (Written &amp; Oral)</td>
<td>9</td>
<td>6</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>2 Mathematics</td>
<td>Mathematics — Science — Technology&lt;br&gt;Mathematics: 3-8 cr. (Quantitative Knowledge &amp; Skills)&lt;br&gt;Science: 3-8 cr. (Scientific Knowledge &amp; Reasoning)&lt;br&gt;Technological Competency: 0-4 cr.</td>
<td>12</td>
<td>9</td>
<td>3</td>
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</tr>
<tr>
<td>5 Social Science</td>
<td>Social Science (Society &amp; Human Behavior)</td>
<td>6</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>6 Humanities</td>
<td>Humanities (Humanistic Perspective)</td>
<td>9</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 History</td>
<td>History (Historical Perspective)</td>
<td>6</td>
<td></td>
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</tr>
<tr>
<td>8 Diversity courses</td>
<td>Diversity Courses (Cultural &amp; Global Awareness)</td>
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<tr>
<td></td>
<td>Unassigned General Education Credits</td>
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<td>GENERAL EDUCATION FOUNDATION TOTAL</td>
<td>45</td>
<td>30</td>
<td>20</td>
<td>6</td>
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</tbody>
</table>

**GEN. ED. FOUNDATION COURSE CATEGORIES**

**NJCC GOAL CATEGORIES**

**COURSE CRITERIA:** Below are brief descriptions of the course criteria for satisfying the requirements. For fuller descriptions, see the NJCC GE Course Criteria (September 6, 2011).

1 Communication<br>1 Written and Oral Communication 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.

2 Mathematics<br>2 Quantitative Knowledge and Skills Any college level mathematics course including statistics, algebra, or calculus course(s). These courses should build upon a demonstrated proficiency in basic algebra.

3 Science<br>3 Scientific Knowledge and Reasoning Any course(s) in the biological or physical sciences – including non-majors survey courses. At least one of these courses must have a laboratory component.

4 Technology<br>4 Technological Competency 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.

5 Social Science<br>5 Society and Human Behavior Any introductory course(s) from among anthropology, economics, geography, political science, psychology, or sociology.

6 Humanities<br>6 Humanistic Perspective Any broad-based course(s) in the appreciation of art, music, or theater; literature; foreign language; history; philosophy and/or religious studies.

7 History<br>7 Historical Perspective Any broad-based course(s) or sequence of courses in World, Western, non-Western, or American History.

8 Diversity courses<br>8 Cultural and Global Awareness Any course whose 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.

**GENERAL EDUCATION INTEGRATED COURSE GOAL**

**COURSE CRITERIA:** Below are brief descriptions of the course criteria for satisfying the requirements. For fuller descriptions, see the NJCC GE Course Criteria

Ethical Reasoning and Action<br>This ethical reasoning and action goal may be infused in any of the above categories. These courses should include the ethical implications of issues and situations.

Information Literacy<br>These courses include the requirement for students to address an information need by locating, evaluating and effectively using information.

**NOTE:** This document should be used in conjunction with the NJCC GE Learning Goals & Suggested Individual College-Wide Learning Obj. (9-6-2011).
### New Jersey Community College General Education Philosophy:
Students are empowered to meet twenty-first century challenges through learning processes that lead to knowledge acquisition, skills mastery, critical thinking, and the exercise of personal, social, and civic responsibilities.

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

<table>
<thead>
<tr>
<th>NJCC GOAL CATEGORIES (Course Category)</th>
<th>NJCC GEN. ED. LEARNING GOALS Critical thinking is embedded</th>
<th>SUGGESTED INDIVIDUAL COLLEGE-WIDE LEARNING OBJECTIVES: Colleges have discretion in the establishment of Individual College-Wide Learning Objectives that support the achievement of the NJCC Learning Goals. The following is a list of examples.</th>
</tr>
</thead>
</table>
| 1 Written and Oral Communication (Communication) | Students will communicate effectively in both speech and writing. | a. Students will explain and evaluate what they read, hear, and see.  
b. Students will state and evaluate the views and findings of others.  
c. Students will logically and persuasively state and support orally and in writing their points of view or findings.  
d. Students will evaluate, revise, and edit their communication. |
| 2 Quantitative Knowledge and Skills (Mathematics) | Students will use appropriate mathematical and statistical concepts and operations to interpret data and to solve problems. | a. Students will translate quantifiable problems into mathematical terms and solve these problems using mathematical or statistical operations.  
b. Students will construct graphs and charts, interpret them, and draw appropriate conclusions. |
| 3 Scientific Knowledge and Reasoning (Science) | Students will use the scientific method of inquiry, through the acquisition of scientific knowledge. | a. Applying the scientific method, students will analyze a problem and draw conclusions from data and evidence.  
b. Students will distinguish between scientific theory and scientific discovery, and between science and its scientific technological applications, and they will explain the impact of each on society. |
| 4 Technological Competency (Technology) | Students will use computer systems or other appropriate forms of technology to achieve educational and personal goals. | a. Students will use computer systems and/or other appropriate forms of technology to present information.  
b. Students will use appropriate forms of technology to identify, collect, and process information. |
| 5 Society and Human Behavior (Social Science) | Students will use social science theories and concepts to analyze human behavior and social and political institutions and to act as responsible citizens. | a. Students will analyze and discuss behavioral or societal issues using theories and concepts from a social science perspective.  
b. Students will explain how social institutions and organizations influence individual behavior.  
c. Students will describe and demonstrate how social scientists gather and analyze data and draw conclusions.  
d. Students will apply civic knowledge both locally and globally and engage in activities that exercise personal, social, and civic responsibility. |
| 6 Humanistic Perspective (Humanities) | Students will analyze works in the fields of art, music, or theater; literature; and philosophy and/or religious studies; and will gain competence in the use of a foreign language. | a. Students will describe commonly used approaches and criteria for analyzing works*.  
b. Students will analyze works* and applying commonly used approaches and criteria.  
c. Students will demonstrate a value added competence in the production and comprehension of a foreign language.  
*In the fields of art, music, or theater; literature: philosophy and/or religious studies and possibly within the context of studying and using a language other than English. |
| 7 Historical Perspective (History) | Students will understand historical events and movements in World, Western, non-Western or American societies and assess their subsequent significance. | a. Students will state the causes of a major historical event and analyze the impact of that event on a nation or civilization.  
b. Students will discuss a major idea, movement, invention or discovery, and how it affected the world or American society.  
c. Students will demonstrate how writers' interpretations of historical events are influenced by their time, culture, and perspective. |
| 8 Cultural and Global Awareness (Diversity courses) | Students will understand the importance of a global perspective and culturally diverse peoples. | a. Students will link cultural practices and perspectives with geographic and/or historical conditions from which they arose.  
b. Students will explain why an understanding of differences in people's backgrounds is particularly important to American society.  
c. Students will recognize and explain the possible consequences of prejudicial attitudes and discriminatory actions.  
d. Students will recognize and assess the contributions and impact of people from various nations and/or cultures. |

### NJCC INTEGRATED GOALS

<table>
<thead>
<tr>
<th>NJCC INTEGRATED GOALS</th>
<th>SUGGESTED INDIVIDUAL COLLEGE-WIDE LEARNING OBJECTIVES: Colleges have discretion in the establishment of Individual College-Wide Learning Objectives that support the achievement of the NJCC Learning Goals. The following is a list of examples.</th>
</tr>
</thead>
</table>
| Ethical Reasoning and Action | Students will understand ethical issues and situations.  
a. Students will analyze and evaluate the strengths and weaknesses of different perspectives on an ethical issue or a situation.  
b. Students will take a position on an ethical issue or a situation and defend it. |
| Information Literacy | Students will address an information need by locating, evaluating and effectively using information.  
a. Students will identify and address an information need.  
b. Students will access information effectively and efficiently.  
c. Students will evaluate and think critically about information.  
d. Students will use information effectively for a specific purpose.  
e. Students will use information ethically and legally. |
# General Education Electives

## COMMUNICATION GENERAL EDUCATION ELECTIVES: Written and Oral Communication

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
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<tbody>
<tr>
<td>ENG-101</td>
<td>English Composition I</td>
</tr>
<tr>
<td>ENG-102</td>
<td>English Composition II</td>
</tr>
<tr>
<td>ENG-101H</td>
<td>Honors English Composition I</td>
</tr>
<tr>
<td>ENG-102H</td>
<td>Honors English Composition II</td>
</tr>
<tr>
<td>SPE-102</td>
<td>Public Speaking</td>
</tr>
<tr>
<td>SPE-102H</td>
<td>Honors Public Speaking</td>
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## MATHEMATICS GENERAL EDUCATION ELECTIVES: Quantitative Knowledge and Skills

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<th>Course Code</th>
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<td>Algebraic Concepts</td>
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<tr>
<td>MTH-101</td>
<td>Concepts of Mathematics</td>
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<tr>
<td>MTH-105</td>
<td>Mathematical Systems I: Structures</td>
</tr>
<tr>
<td>MTH-106</td>
<td>Mathematical Systems II: Geometry</td>
</tr>
<tr>
<td>MTH-107</td>
<td>Mathematics for Liberal Arts</td>
</tr>
<tr>
<td>MTH-111</td>
<td>Introduction to Statistics</td>
</tr>
<tr>
<td>MTH-112</td>
<td>Elements of Statistics II</td>
</tr>
<tr>
<td>MTH-114</td>
<td>College Algebra / Business &amp; Soci Science</td>
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<tr>
<td>MTH-117</td>
<td>Explorations in Mathematical Thoughts</td>
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<tr>
<td>MTH-117H</td>
<td>Honors Exploration/ Mathematical Thoughts</td>
</tr>
<tr>
<td>MTH-122</td>
<td>Applied Calculus</td>
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<td>MTH-123</td>
<td>Pre-Calculus Mathematics I</td>
</tr>
<tr>
<td>MTH-124</td>
<td>Pre-Calculus Mathematics II</td>
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<tr>
<td>MTH-125</td>
<td>Accelerated Precalculus</td>
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<td>MTH-129</td>
<td>Discrete Mathematics</td>
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<td>MTH-132</td>
<td>Statistics for Technology</td>
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<td>MTH-134</td>
<td>Biostatistics</td>
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<tr>
<td>MTH-140</td>
<td>Calculus I</td>
</tr>
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<td>MTH-140H</td>
<td>Honors Calculus I</td>
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<tr>
<td>MTH-145</td>
<td>Linear Algebra</td>
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<td>MTH-150</td>
<td>Calculus II</td>
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<tr>
<td>MTH-171</td>
<td>Statistics I</td>
</tr>
<tr>
<td>MTH-172</td>
<td>Statistics II</td>
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<tr>
<td>MTH-205</td>
<td>Mathematical Systems III: Structures</td>
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<td>MTH-210</td>
<td>Calculus III</td>
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<td>MTH-220</td>
<td>Differential Equations</td>
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## SCIENCE GENERAL EDUCATION ELECTIVES: Scientific Knowledge and Reasoning

### Lab Science General Education Electives

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<th>Course Code</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>BIO-221</td>
<td>Microbiology I</td>
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<tr>
<td>BIO-222</td>
<td>Microbiology II</td>
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<tr>
<td>BIO-225</td>
<td>Introduction to Plant Biology</td>
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<tr>
<td>BIO-226</td>
<td>Genetics</td>
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<td>BIO-227</td>
<td>Cell Biology</td>
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<tr>
<td>BIO-240</td>
<td>General Organic &amp; Biological Chem I</td>
</tr>
<tr>
<td>CHM-101</td>
<td>General Organic &amp; Biological Chem II</td>
</tr>
<tr>
<td>CHM-102</td>
<td>General Organic &amp; Biological Chem III</td>
</tr>
<tr>
<td>CHM-103</td>
<td>General/ Organic/Biochemistry Dental Hyg</td>
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<tr>
<td>CHM-105</td>
<td>Honors Chemistry &amp; Society</td>
</tr>
<tr>
<td>CHM-140</td>
<td>Intro to Forensic Science</td>
</tr>
<tr>
<td>CHM-150</td>
<td>Chemistry of Art Materials</td>
</tr>
<tr>
<td>CHM-160</td>
<td>Fundamentals of Food Science</td>
</tr>
<tr>
<td>CHM-221</td>
<td>Organic Chemistry I</td>
</tr>
<tr>
<td>CHM-222</td>
<td>Organic Chemistry II</td>
</tr>
<tr>
<td>PHY-101</td>
<td>Physics I</td>
</tr>
<tr>
<td>PHY-102</td>
<td>Physics II</td>
</tr>
<tr>
<td>PHY-103</td>
<td>Physics I (for the Non-Science Major)</td>
</tr>
<tr>
<td>PHY-201</td>
<td>Physics III</td>
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<td>PHY-202</td>
<td>Physics IV</td>
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### Non-Lab Science General Education Electives

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<tbody>
<tr>
<td>BIO-103</td>
<td>Human Biology</td>
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## TECHNOLOGY GENERAL EDUCATION ELECTIVES: Technological Competency

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<th>Course Code</th>
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<tbody>
<tr>
<td>CIS-101</td>
<td>Personal Computer Applications</td>
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<tr>
<td>CIS-105</td>
<td>Computer Literacy</td>
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<tr>
<td>CIS-106</td>
<td>Intro Computing Google Apps (G Suite)</td>
</tr>
<tr>
<td>CIS-191</td>
<td>Internet: Tools and Techniques</td>
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<tr>
<td>CIS-206</td>
<td>Advanced Computer Concepts/Applications</td>
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<tr>
<td>COM-105</td>
<td>Media Literacy</td>
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<td>CSC-105</td>
<td>Fundamentals of Programming</td>
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<tr>
<td>CSC-111</td>
<td>Introduction to Programming</td>
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<td>CSC-226</td>
<td>Programming Languages</td>
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## SOCIAL SCIENCE GENERAL EDUCATION ELECTIVES: Society and Human Behavior

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<td>ANT-101</td>
<td>General Anthropology</td>
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<td>ANT-101H</td>
<td>Honors General Anthropology</td>
</tr>
<tr>
<td>ECO-101</td>
<td>Macroeconomics</td>
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<td>ECO-102</td>
<td>Microeconomics</td>
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<tr>
<td>GEO-101</td>
<td>Cultural Geography</td>
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<tr>
<td>POL-101</td>
<td>Introduction to Political Science</td>
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<td>POL-101H</td>
<td>Honors Introduction to Political Science</td>
</tr>
<tr>
<td>POL-103</td>
<td>American Federal Government</td>
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<tr>
<td>POL-108</td>
<td>Introduction to International Relations</td>
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<tr>
<td>PSY-101</td>
<td>Basic Psychology</td>
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<td>Honors Basic Psychology</td>
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<td>PSY-103</td>
<td>Child Psychology</td>
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<td>PSY-106</td>
<td>Psychology of Adolescence</td>
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<td>PSY-109</td>
<td>Developmental Psychology</td>
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<td>SOC-101</td>
<td>Introduction to Sociology</td>
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HUMANITIES GENERAL EDUCATION ELECTIVES: Humanistic Perspective

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<tr>
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<tr>
<td>ARA-101</td>
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<tr>
<td>ARA-102</td>
<td>Elementary Arabic II</td>
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<td>ART-101</td>
<td>Art Appreciation</td>
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<tr>
<td>ART-103</td>
<td>Visual Culture</td>
</tr>
<tr>
<td>ART-104</td>
<td>Introduction to Visual Arts</td>
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<tr>
<td>ART-110</td>
<td>Art History I</td>
</tr>
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<td>ART-112</td>
<td>Art History II</td>
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<td>ASL-101</td>
<td>American Sign Language I</td>
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<tr>
<td>ASL-102</td>
<td>American Sign Language II</td>
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<td>ASL-201</td>
<td>American Sign Language III</td>
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<td>American Sign Language IV</td>
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<td>CHI-101</td>
<td>Elementary Chinese I</td>
</tr>
<tr>
<td>CHI-102</td>
<td>Elementary Chinese II</td>
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<td>ENG-121</td>
<td>Introduction to Literature</td>
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<td>ENG-131</td>
<td>Shakespeare</td>
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<td>The Myths of the World</td>
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<td>ENG-261</td>
<td>English Literature I</td>
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<td>ENG-271</td>
<td>World Literature I</td>
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<td>ENG-272</td>
<td>World Literature II</td>
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<td>ENG-276</td>
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<td>ENG-277</td>
<td>World Theatre</td>
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<td>ENG-278</td>
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<td>ENG-280</td>
<td>Honors American Literature II</td>
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<td>ENG-281</td>
<td>Honors American Literature IV</td>
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<td>ENG-281H</td>
<td>Honors American Literature V</td>
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<td>ENG-282</td>
<td>Honors American Literature VI</td>
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<td>HUM-101</td>
<td>Honors Humanistic Perspective</td>
</tr>
<tr>
<td>HUM-102</td>
<td>Honors World Civilization I</td>
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<td>HUM-103</td>
<td>Honors World Civilization II</td>
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<td>Honors World Civilization VIII</td>
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FOR MORE INFORMATION ON THESE PROGRAMS VISIT WWW.CAMDENCC.EDU/PROGRAMS
**HISTORY GENERAL EDUCATION ELECTIVES: Historical Perspective**

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**DIVERSITY GENERAL EDUCATION ELECTIVES: Cultural and Global Awareness**

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**INTEGRATED GENERAL EDUCATION ELECTIVES**

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## Program Specific Electives

### Business Electives

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For more information on these programs visit [www.camdencc.edu/programs](http://www.camdencc.edu/programs)
### Ensemble Electives

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<td>Concert Band I</td>
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### Health & Exercise Electives

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<td>HPE-100</td>
<td>Personal Fitness</td>
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<td>HPE-101</td>
<td>Intro to Health and Exercise Science</td>
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<td>HPE-102</td>
<td>Health &amp; Wellness</td>
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<td>Badminton</td>
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<td>Physical Conditioning/Police Recruits</td>
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<td>Cardio Kickboxing</td>
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<td>Tai Chi</td>
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<td>HPE-127</td>
<td>Exercise Techniques &amp; Prescription</td>
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<td>HPE-130</td>
<td>Consumer Health Decisions</td>
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<td>HPE-142</td>
<td>Intermediate Hatha Yoga</td>
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<td>Wellspring Fitness Lab I</td>
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<td>Weight Training</td>
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<td>HPE-170</td>
<td>First Aid Safety &amp; Prevention of Injury</td>
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<td>Emergency Response</td>
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<td>HPE-175</td>
<td>Foundations of Fitness</td>
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<td>HPE-178</td>
<td>Motor Development &amp; Motor Learning</td>
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<td>HPE-181</td>
<td>Basic Life Support (BLS)-&quot;C&quot; Course-AHA</td>
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<tr>
<td>HPE-195</td>
<td>Concepts of Individual and Dual Sports</td>
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<td>HPE-201</td>
<td>Introduction to Sport Management</td>
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<td>Internship: Sports Management</td>
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<td>HPE-210</td>
<td>Internship: Personal Trainer Certificate</td>
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<td>HPE-211</td>
<td>Theory/Application Physical Training I</td>
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### Liberal Arts Electives

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### Studio Electives

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<td>Basic Drawing I - AFA</td>
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<td>ART-124</td>
<td>Basic Drawing II - AFA</td>
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<td>ART-134</td>
<td>Life Drawing I</td>
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<td>ART-143</td>
<td>Sculpture I</td>
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<td>Sculpture II</td>
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<td>ART-145</td>
<td>Painting I</td>
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<td>ART-146</td>
<td>Painting II</td>
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<td>ART-153</td>
<td>Ceramics &amp; Pottery I - AFA</td>
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<td>ART-154</td>
<td>Ceramics &amp; Pottery II - AFA</td>
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<td>ART-165</td>
<td>Color: Theory and Practice</td>
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<td>ART-166</td>
<td>Two Dimensional Design - AFA Majors</td>
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<tr>
<td>ART-167</td>
<td>Three Dimensional Design - AFA Majors</td>
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<td>CID-125</td>
<td>Interactive Interface Design</td>
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<td>CID-256</td>
<td>Game Design &amp; Development Final Project</td>
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<td>FLM-110</td>
<td>Filmmaking I</td>
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<td>FLM-205</td>
<td>Film Animation I</td>
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<td>FLM-210</td>
<td>Filmmaking II</td>
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<td>MUS-103</td>
<td>Intermediate Music Lessons</td>
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<td>MUS-105</td>
<td>Advanced Music Lessons I</td>
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<td>MUS-115</td>
<td>Jazz Band Ensemble I</td>
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<td>Jazz Band Ensemble II</td>
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<td>MUS-125</td>
<td>Class Piano I</td>
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<td>MUS-126</td>
<td>Fundamentals of Music/Sound Engineers</td>
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<td>MUS-128</td>
<td>Keyboarding Techniques/Sound Engineers</td>
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<td>Audio Recording Techniques I</td>
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<td>Audio Recording Techniques II</td>
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<td>MUS-135</td>
<td>MIDI/DAW I (Digital Audio Workstation)</td>
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<td>MUS-136</td>
<td>MIDI/DAW II (Digital Audio Workstation)</td>
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<td>MUS-202</td>
<td>Advanced Music Lessons II</td>
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<td>MUS-203</td>
<td>Music Major Recital</td>
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<td>MUS-217</td>
<td>Jazz Band Ensemble III</td>
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<td>Jazz Band Ensemble IV</td>
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<td>MUS-227</td>
<td>Live Sound Reinforcement</td>
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<td>PHO-101</td>
<td>Photography I</td>
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<td>PHO-106</td>
<td>Beginning Digital Photography</td>
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<td>PHO-221</td>
<td>Studio Photography</td>
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<td>Photo Illustration</td>
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<td>Technical Electives</td>
<td>Free Electives</td>
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<tr>
<td>CAD-101 Computer Aided Engineering Graphics</td>
<td>EET-201 Electrical Circuits</td>
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<td>CAD-102 Advanced Computer Aided Eng Graphics</td>
<td>EET-211 Electronics I</td>
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<tr>
<td>CAD-107 Parametric Design: AutoDesk Inventor</td>
<td>EET-212 Electronics II</td>
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<td>CAD-205 Architectural CADD Using Revit</td>
<td>EET-213 Electronic Communications</td>
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<td>CAD-206 Solids Modeling: Solids Works</td>
<td>EET-221 Digital Circuits</td>
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<td>CGR-104 Elements &amp; Principles of Graphic Design</td>
<td>EET-241 Robotics</td>
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<td>CGR-106 Print Publishing</td>
<td>EET-251 Electronic Projects</td>
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<td>CGR-239 Animation I</td>
<td>EGR-103 Technical Drawing</td>
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<td>CGR-270 Computer Graphics Internship/Co-Op</td>
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<td>CID-215 UI &amp; UX Design</td>
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<td>CID-239 Interactive Interface Design</td>
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<td>CID-250 Game Design and Development I</td>
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<td>CID-260 Comic Book Design</td>
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<td>CIM-101 Machine Shop Practices</td>
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<td>CIM-115 Microcontroller Applications</td>
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<td>CIM-200 Conventional Machinist</td>
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<td>CIM-219 CNC Machinist</td>
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<td>CIM-221 CNC Programming &amp; CAM</td>
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<td>CIM-231 Motors Controllers and Sensors</td>
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<td>CIM-255 Precision Machining Project</td>
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<td>CIS-105 Computer Literacy</td>
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<td>CIS-112 The Technology of the Smartphone</td>
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<td>CIS-192 Practical Applications of Website Mgt</td>
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<td>CIS-210 Management of Information Systems</td>
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<td>CIS-225 Project Management Essentials</td>
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<td>CST-103 Microcomputer Oper Systems I/Workstation</td>
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<td>CST-106 Microcomputer Oper Systems II/Serv Sys</td>
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<td>CST-109 Building Upgrading Repairing PCs</td>
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<td>CST-201 Advanced Networking</td>
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<td>CST-204 Computer and Network Security</td>
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<td>CST-210 Digital Forensics and Investigations</td>
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<td>CST-220 Ethical Hacking &amp; Penetration Testing</td>
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<td>EET-211 Electronics I</td>
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<td>PHY-105 Physics I (for the Non-Science Major)</td>
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</table>

Any college level course listed in the catalogue; providing the prerequisites have been met and the course(s) satisfy the credit requirement.
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• **Deputy Title IX and ADA Coordinator for Employees**: Assistant Director of Human Resources, 856-227-7200, ext. 4391, Roosevelt Hall, Room 106, Blackwood Campus
• **Deputy Title IX and Section 504 Coordinator for Students**: Associate Dean of Students, 856-227-7200, ext. 5088, Taft Hall, Room 302, Blackwood Campus
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M.A., Rowan University

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Ph.D., Temple University

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M.S., Strayer University

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M.S., St. Joseph’s University
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M.Ed., Rutgers University
Ph.D., Temple University

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M.A., Gallaudet University

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M.A., LaSale University

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Ph.D., University of Delaware

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B.S., University of Maryland, University College

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M.A., Rowan University

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M.S., Appalachian State University
Ph.D., University of South Carolina

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M.Ed., Bloomsburg State College

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M.Ed., Rutgers University

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M.A., Rowan College of New Jersey

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M.A., State University of New York at Stony Brook
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