

Atlantic Cape Community College

2023/24 CATALOG

President's Message



Welcome to Atlantic Cape Community College! As President of Atlantic Cape, I am pleased to share with you the 2023-2024 edition of the College Catalog.

This catalog contains invaluable information that will help you navigate your road to success. But know that you are not alone. At Atlantic Cape, our student-centered approach to admissions, advising, registration, financial services, and your education in the classroom will provide you with an individualized support system as you work to achieve your educational goals. In fact, I am proud to say that Atlantic Cape has been recognized as a *Leader College by Achieving the Dream (ATD)* for our commitment to fostering student success and creating a culture of equity. ATD is a national nonprofit dedicated to advancing community colleges as hubs of equity and mobility in their communities to improve outcomes for all students. ATD recognizes exemplary institutions that have identified and implemented strategies that have proven successful over time in fostering student success.

Now more than ever, Atlantic Cape students need flexibility to learn and grow, and we are well-positioned to offer classes and student services in a variety of modalities. Through technological innovation and staying ahead of the curve on accessibility, we are equipped to provide the Atlantic Cape educational experience both on campus and remotely. Whether you want to take courses in-person, "live online", fully online, or hybrid formats, we are committed to providing classes and student services safely and effectively. We also offer a variety of ways to get involved outside of the classroom, such as joining one of our many student clubs, athletic teams, or the Student Government Association (SGA).

Remember that your education here is only the beginning. A degree from Atlantic Cape can lead to a variety of career pathways and is designed to transfer seamlessly to many four-year universities in New Jersey and beyond. We strive to continuously improve our educational offerings and support services to meet the evolving needs of our community and to prepare our students to succeed. This includes the creation of new and innovative programs to prepare our students for the jobs of the future; for example, our new state-of-the-art Innovation Center on the Mays Landing Campus supports the Cybersecurity and E-Gaming degree programs. This is only one example of the innovative spirit here at Atlantic Cape, and no matter what career path you choose, you'll be prepared for the next step on your journey to your future career. I encourage you to explore the wealth of opportunities available to you at Atlantic Cape!

At Atlantic Cape, our greatest strength is our commitment to our mission and a dedicated faculty and staff. Working together, we have risen to every challenge we have faced in the college's 56-year history, and this is what makes us Atlantic Cape Strong!

Best wishes for a successful academic year.

Sincerely,

A handwritten signature in black ink that reads "Barbara Gaba". The signature is written in a cursive, flowing style.

Dr. Barbara Gaba
President

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Academic Calendar

Fall 2023

Labor Day, College closed	September 4
Fall classes begin	September 5
Full Fall Semester	Sept. 5-Dec. 23
Last day to drop with 100% refund in person	September 1
Last day to drop with 100% refund, online, mail or fax*	September 4
Drop/Add	Sept. 5-11
Last day to drop with 50% refund	September 18
Last day to drop with Withdraw grade	November 10
First 8-week Fall Session	Sept. 5-Oct. 28
Last day to drop with 100% refund in person	September 1
Last day to drop with 100% refund, online, mail or fax*	September 4
Drop/Add	Sept. 5-6
Last day to drop with 50% refund	September 11
Last day to drop with Withdraw grade	September 29
13 Week Fall Session (Cape May)	Sept. 25-Dec. 23
Last day to drop with 100% refund in person	September 22
Last day to drop with 100% refund, online, mail or fax*	September 24
Drop/Add	September 25-29
Last day to drop with 50% refund	September 29
Last day to drop with Withdraw grade	November 17
Second 8-week Fall Session	Oct. 30-Dec. 23
Last day to drop with 100% refund in person	October 27
Last day to drop with 100% refund, online, mail or fax*	October 29
Drop/Add	October 30-31
Last day to drop with 50% refund	November 3
Last day to drop with Withdraw grade	November 27
Registration for Winter and Spring 2024	
Registration begins for students with 30+ credits	November 6
Registration begins for students with 15+ credits	November 7
Registration begins for returning students	November 8
Registration begins for all students (Open)	November 9
Thanksgiving break	November 23-26
Last day of classes, Full Semester	December 16
Finals week – Full Semester	December 18-23
Academy of Culinary Arts classes end	December 19

Fall 2023

College closed	Dec. 24-January 1
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Winter Session 2024

(*Classes meet for 11 days, including Saturdays.)
If College is closed due to inclement weather, classes scheduled on-campus will meet remotely.

Winter Session	January 2-13
Last day to drop with 100% refund in person	December 22
Last day to drop with 100% refund, online, mail, or fax*	January 1
Last day to drop with 50% refund	January 2
Drop/Add	January 2
Last day to drop with Withdraw grade	January 3
Last day of Winter Session classes	January 13

Spring 2024

Martin Luther King, Jr. Day, College closed	January 15
Spring classes begin	January 16
Full Spring Semester	Jan. 16-May 11
Last day to drop with 100% refund in person	January 12
Last day to drop with 100% refund, online, mail or fax*	January 15
Drop/Add	January 16-22
Last day to drop with 50% refund	January 29
Last day to drop with Withdraw grade	March 22
Cape May Spring Session, 13 weeks	Jan. 16-April 20
Last day to drop with 100% refund in person	January 12
Last day to drop with 100% refund, online, mail or fax*	January 15
Drop/Add	January 16-22
Last day to drop with 50% refund	January 22
Last day to drop with Withdraw grade	March 8
First 8-week Spring Session	Jan. 16-March 9
Last day to drop with 100% refund in person	January 12
Last day to drop with 100% refund, online, mail or fax*	January 15
Drop/Add	January 16-17
Last day to drop with 50% refund	January 22
Last day to drop with Withdraw grade	February 9
Spring break	March 11-16
Second 8-week Spring Session	March 18-May 11
Last day to drop with 100% refund in person	March 15
Last day to drop with 100% refund, online, mail or fax*	March 17
Drop/Add	March 18-19
Last day to drop with 50% refund	March 22
Last day to drop with Withdraw grade	April 12
Registration for Summer 2024	
Registration begins for returning students	March 4
Registration begins for all students (Open)	March 5
Registration for Fall 2024	
Registration begins for students with 30+ credits	April 8
Registration begins for students with 15+ credits	April 9

Spring 2024	
Registration begins for returning students	April 10
Registration begins for all students (Open)	April 11
Last day of Spring classes – Full Semester	May 4
Finals week – Full Semester	May 6-11
Academy of Culinary Arts classes end	May 6
Commencement	May 16

Summer 2024 (There are no Friday classes)	
Memorial Day, College closed	May 27
Juneteenth, College closed	June 19
Independence Day, College closed	July 4
Full Summer Session, 14 weeks	May 20-Aug. 22
Last day to drop with 100% refund in person	May 17
Last day to drop with 100% refund, online, mail or fax*	May 19
Drop/Add	May 20-24
Last day to drop with 50% refund	May 28
Last day to drop with Withdraw grade	July 11
First Summer Session, 6 weeks	May 20-June 27
Last day to drop with 100% refund in person	May 17
Last day to drop with 100% refund, online, mail or fax*	May 19
Drop/Add	May 20-21
Last day to drop with 50% refund	May 28
Last day to drop with Withdraw grade	June 6
Second Summer Session, 8 weeks	July 1-Aug. 22
Last day to drop with 100% refund in person	June 27
Last day to drop with 100% refund, online, mail or fax*	June 30
Drop/Add	July 1-3
Last day to drop with 50% refund	July 8
Last day to drop with Withdraw grade	July 25
Third Summer Session, 6 weeks	July 15-Aug. 22
Last day to drop with 100% refund in person	July 11
Last day to drop with 100% refund, online, mail or fax*	July 14
Drop/Add	July 15-16
Last day to drop with 50% refund	July 22
Last day to drop with Withdraw grade	August 1

the contents of the catalog will be continued as stated. Each student is responsible for knowledge of the information contained in this publication. Failure to read this catalog does not excuse students from the requirements and regulations described in it.

Statement of Provision

The College catalog is the sole official document detailing information relevant to student academics and procedures. The provisions, statements, policies, tuition and fees and contents listed in this catalog are current as of the date of publication and subject to change without notice. The contents are for information and notice purposes only. Publication of this catalog does not constitute an agreement of warranty by Atlantic Cape Community College that any of

Administration

Barbara Gaba, Ph.D.
President

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Senior Vice President of Academic Affairs

Laura Batchelor, B.A.
Chief Marketing Officer

Natalie Devonish, Ed.D.
Vice President, Student Affairs and Enrollment Management

Tom Hendrixson, B.S.
Executive Director, Human Resources

Leslie Jamison, C.P.A.
Chief Financial Officer

Jean McAlister, M.A.
Chief of Staff and Chief Advancement Officer

Vanessa O'Brien-McMasters, Ed.D.
Vice President, Institutional Effectiveness & Chief Strategy Officer

John Piazza, B.S.
Chief Information Officer

Dominic Sambucci, M.B.A.
Chief Business Officer

About Atlantic Cape

Mission, Values, Vision and Goals



Mission

Atlantic Cape Community College provides inclusive, accessible, and equitable educational programs and services to transform lives and empower students to successfully meet their academic, social, and career goals, while also supporting the diverse needs of our community.

Values

- **Student-centered:** Remove barriers to maximize student success.
- **Respect:** Celebrate and value a diverse, equitable, and inclusive culture.
- **Integrity:** Responsible and ethical use of resources.
- **Excellence:** Provide the highest quality programs and services.
- **Collaboration:** Nurture academic, business, industry, and community partnerships.
- **Innovation:** Encourage creativity, flexibility, and change.

Vision

Atlantic Cape Community College provides an innovative, student-centered approach to learning.

The College anticipates and fulfills academic and workforce needs, strengthens our community's economy and partnerships to create seamless pathways to maximize student growth and success.

An integral part of the community, known as a caring institution focused on delivering quality educational programs and support services throughout all aspects of the student experience both inside and outside of the classroom.

Goals

1. **Engage:** Ensure high quality and equitable student, employee, and community stakeholder experiences.
2. **Support:** Provide innovative services designed to bolster student progress and wellness that enhance the educational experience.

3. **Educate:** Cultivate an innovative and inclusive climate for high quality learning across the college community responsive to both immediate challenges and long-term needs.
4. **Achieve:** Eliminate barriers to increase academic, social, and career goal attainment for all students.
5. **Excel:** Provide fiscal, human, and technological resources that maximize efficiency while delivering innovative, responsive, and inclusive programs and services that foster excellence.

Accreditations and Affiliations

- Accredited by Middle States. The Middle States Commission on Higher Education is a regional institution accrediting body recognized by the U.S. Department of Education. The Commission is located at 1007 North Orange St., 4th Floor, MB#166, Wilmington, DE 19801.
- Approved for veterans educational benefits.
- The American Association of Collegiate Registrars and Admissions Officers, though not an accrediting agency, has given Atlantic Cape Community College an A rating which indicates that the credits for Atlantic Cape students transferring to other institutions should be given full value.
- The Culinary Arts programs are accredited by the American Culinary Federation Education Foundation Accrediting Commission.
- The Hospitality Management program is accredited by the Accreditation Commission for Programs in Hospitality Administration.
- 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).
- The Medical Laboratory Technology program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).
- The Nursing program is accredited by the N.J. Board of Nursing and the Accrediting Commission for Education in Nursing.
- The Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) and the New Jersey Department of Environmental Protection, Bureau of X-ray Compliance.
- The Preschool-Grade 3 Education program is accredited by the National Association for the Education of Young Children.
- Approved education provider for Counseling Skills in Addiction Counseling as prescribed by the Addiction Professionals Certification Board of New Jersey.

Organizations

Atlantic Cape is a member of Achieving the Dream, the American Association for Women in Community Colleges, the American Association of Colleges and Universities, the American Association of Community Colleges, the Association of Community College Trustees, the American Association of University Women, Atlantic County Economic Alliance, the Cape May County Chamber of Commerce, the Chair Academy, the Council for Advancement and Support of Education, the Greater Atlantic City Chamber of Commerce, the Greater Atlantic City Chamber of Commerce Chair's Council, the Chamber of Commerce of Southern New Jersey, the Metropolitan Business and Citizens Association, the Middle States Association of College and Schools, the National Association of College & University Attorneys, the National Council on Black American Affairs, the New Jersey Business and Industry Association, the New Jersey Council of County Colleges, the New Jersey Presidents' Council, the NJCCC Joint Purchasing Consortium, the Southern New Jersey Development Council, the National Restaurant Association, the American Culinary Federation, the Retail Bakers Board of Trade, and the New Jersey Bakers Board of Trade.

College History

In December 1963, the N.J. State Department of Education granted approval for the establishment of Atlantic Community College, which became the second college to be organized by the state on April 14, 1964. The site for the College was selected on November 19, 1964, and official groundbreaking ceremonies were held in Mays Landing in November 1966. Atlantic Cape opened its doors to students in September 1966 using facilities rented from Atlantic City High School. In February 1968, the College moved to the current main campus at 5100 Black Horse Pike (U.S. Route 322) in Mays Landing.

In the spring of 1982, major work was completed on a two-year, \$7 million expansion project, which included two new buildings, expanded student service facilities, the Academy of Culinary Arts, and additional classroom and office space. In that same year, the former Atlantic City Electric Company building, located in Atlantic City, was purchased by Atlantic County for Atlantic Cape. By 1984, a \$4 million renovation project transformed the aging building into a modern facility. With the aid of \$5.5 million in state and county funding, the College undertook expansion of the library building in Mays Landing in 1990 and built a two-story Academy of Culinary Arts facility in 1991. In 2009-2010, the College renovated the gymnasium locker rooms and added a state-of-the-art fitness center for students and staff. The Science, Technology, Engineering & Math (STEM) building opened in January 2015 on the Mays Landing Campus. The 32,475-square-foot, two-story facility features modern science labs, computer labs, office space and a partially vegetated roof with walkways and a telescope viewing area.

The building is also home to the Air Traffic Control and Aviation Studies degree programs and the Technology Studies Institute.

In 2018, the College opened the 22,000-square-foot, two-story Student Center at the Mays Landing Campus, which houses student activities on the first floor and the Student Success and Career Planning Center on the second floor. The \$10.9 million facility increases the college's capacity to provide accelerated learning classes, career and personal counseling and academic advising. It also provides space for student seminars, career planning and student engagement.

Since 1973, the College has been the main provider of community college education to Cape May County residents. On January 1, 1999, Atlantic Cape officially became a joint college encompassing Atlantic and Cape May counties. The Board of Trustees approved a new name for the joint college, Atlantic Cape Community College, in February 1999. A comprehensive Cape May County Campus on Court House-South Dennis Road, Cape May Court House, Middle Township, opened in September 2005.

The College's Atlantic City Campus was renamed in memory of Atlantic County's first county executive, Charles D. Worthington, in April 2001. A plaque in the building lobby marks the renaming of the facility as the Charles D. Worthington Atlantic City Center. Mr. Worthington was involved with the College, first as chairperson of its Educational Opportunity Fund Advisory Board and then as Atlantic County Executive in supporting the establishment of many College programs and the development of the Atlantic City Campus. In 2008, the Health Professions Institute opened, with additional rooms for college credit classes at the Worthington Atlantic City Campus. The Caesars Entertainment Wing for Hospitality and Gaming Studies at the Worthington Atlantic City Campus opened in the fall of 2014. This 20,000-square-foot addition brings the College's renowned culinary and hospitality training to Atlantic City, featuring two teaching kitchens, a greenhouse, classrooms and a new gaming floor for The Casino Career Institute.

Atlantic Cape Foundation

Founded in 1978 as an independent 501(c)(3) non-profit organization, the Atlantic Cape Community College Foundation is dedicated to serving the mission of Atlantic Cape by providing financial support to the college and its students. Foundation funds provide college scholarships to students with financial need, capital for campus improvements, and cultural and educational community outreach programs. In its history, the Foundation has raised over \$6 million for college scholarships, academic programs and enhancing the campus environment. Comprised of prominent area business and civic leaders who volunteer their time and resources serving as the Foundation's Board of Trustees, the Foundation awarded more than \$615,000 in scholarships in Fiscal Year 2022. The Foundation Board invites corporations, private foundations, local businesses,

members of the community and Atlantic Cape alumni to join our fundraising efforts and invest in our vision of increasing access to higher education by making it affordable for everyone.

Alumni Association

The Atlantic Cape Alumni Association offers membership to Atlantic Cape and the Academy of Culinary Arts graduates, completers of certificate programs and all individuals that have attended classes at the college. There is no fee to become a member of the Alumni Association and joining is easy. Simply go to atlantic.edu/alumni, click the "Join" button, complete the questionnaire, and you are in! A membership card will be mailed to you. Members are eligible for discounts at the college bookstore, Careme's Restaurant, and professional development workshops. For additional information, contact Kristin Jackson at (609)463-3621 or email alumni@atlanticcape.edu.

Policy of Nondiscrimination

Atlantic Cape is committed to the philosophy of equal opportunity and affirmative action in education and employment. Atlantic Cape does not discriminate in admission or access to its programs and activities that offer academic and vocational opportunities or treatment in employment of individuals on the basis of race, color, national origin, religion, disability, age, marital status, pregnancy and related conditions, sex, sexual orientation, union membership or veteran's status.

Atlantic Cape complies with the Americans with Disabilities Act (ADA) of 1990, the ADA Amendments Act of 2008, and the Rehabilitation Act of 1973, Section 504. Inquiries regarding Section 504 services may be directed to The Center for Accessibility, J117, cfa@atlanticcape.edu, (609) 343-5680. The College is involved in a continuing effort to comply with ADA, Title IX, and civil rights legislation and regulations.

Inquiries regarding Title IX compliance may be directed to Nancy Porfido, Title IX Coordinator, 5100 Black Horse Pike, Mays Landing, NJ 08330, (609)343-5095.

Inquiries regarding civil right compliance may be directed to Dr. Vanessa O'Brien-McMasters, Vice President, Institutional Effectiveness & Chief Strategy Officer, 5100 Black Horse Pike, Mays Landing, NJ 08330, (609)343-5670.

Photo/Video Policy

Atlantic Cape Community College often uses photographic and electronic images and video of public campus life, events, ceremonies and other activities to advance the mission of the institution through College publications and marketing efforts, including social media channels (e.g., Facebook.).

By registering at, visiting or being employed by Atlantic Cape and being present in public settings, you authorize the use and reproduction by the College, or anyone authorized by the College, to any photographs or video taken while at Atlantic Cape, without compensation. All negatives and positives, photographic prints, digital photo and video files shall constitute Atlantic Cape property, solely and completely.

Admission to Atlantic Cape

Admission to Atlantic Cape is open to all who can benefit from a college education, or are seeking new academic or professional development opportunities. Admission is available for degree programs to first-time college students, transfer students, visiting students, dual-enrollment students, and international students. Students without a high school diploma who are 18 years of age or older can also earn a state-issued diploma through Atlantic Cape's Project Second Chance, a program that allows students to complete college credits, and then apply for a state-issued high school diploma. Our admission process is designed with your ease in mind. Atlantic Cape accepts applications year-round.

Certain programs including Air Traffic Control Terminal, Professional Pilot, Helicopter Pilot, Flight Instructor, Health Information Technology, Medical Laboratory Technology, Nursing, Radiologic Technology and Respiratory Care have additional admission requirements that must be completed before acceptance to those programs or may have selective admission policies.

Atlantic Cape welcomes students from other New Jersey counties and from out of state.

Applying to the College

Complete the free online application for admission by visiting www.atlantic.edu/apply or visit any of our One Stop Welcome Centers located at all three campuses. After you submit your application, you will receive a follow-up email providing guidance on how to complete your steps to enrollment.

Re-enrollment to Atlantic Cape

Re-enrollment is for Atlantic Cape students who have withdrawn from active enrollment status in good academic standing and are seeking to return to complete their degree. You do not have to complete a new application for admission or retake courses that have been successfully completed, unless specified in academic program requirements. Select programs including the Academy of Culinary Arts and Nursing and Health Sciences have department-specific re-enrollment procedures.

Requests for Chargebacks

Chargebacks are a process created by the State of New Jersey so that students are not charged higher tuition costs for attending an out-of-county college should their home county

college not offer their chosen program of study. Chargeback requests may be approved by home counties for the following reasons:

1. The county's community college does not offer the program or course.
2. The county's community college does not have space available in the program or course.

In order to complete a college chargeback, bring the following to your county's Treasurer's Office:

1. *Certification of Inability to Admit* (Request for Chargeback)
2. Class schedule
3. Driver's license and Social Security card

Out-of-County Residents

Students who reside outside Atlantic and Cape May Counties are eligible to apply for admission to Atlantic Cape. The student should obtain a chargeback letter when registering for classes to turn into their home county college for processing, or they must pay the out-of-county tuition rate. See [Tuition/Fees web page](#) for more information.

Atlantic and Cape May County Residents

Chargebacks are issued to Atlantic and Cape May County residents who are enrolled in programs not currently offered by Atlantic Cape. Eligible students may request a "Certificate of Inability to Admit" (chargeback) from Atlantic Cape by October 15 for fall classes, March 1 for spring classes, and July 18 for summer classes. Chargebacks issued after these dates will result in an automatic denial.

Atlantic County residents must take their form to the Atlantic County Treasurer's Office. Cape May County residents must take the form to the Cape May County Treasurer's Office. If you are issued a chargeback refusal, you must take the form back to the college you are attending.

Accuplacer Requirements

Students are required to take the next-generation ACCUPLACER prior to registering for a mathematics, English or other course requiring a demonstrated level of ability. A student will be exempt from the next-generation ACCUPLACER if the student identifies as a Professional Series seeking student. A student who identifies as non-credential seeking will be allowed to take up to 4 credits before being required to take the next-generation ACCUPLACER test. If the student wants to take a class that has a prerequisite, the student must receive the area Dean's approval prior to registration.

See the Testing section of this catalog for other waivers of the next-generation ACCUPLACER. Students may submit high school transcripts to be reviewed for multiple measures and ACCUPLACER exemption.

MULTIPLE MEASURES

English Placement

Students can be placed directly into ENGL101 by one of the following means:

- SAT/ACT score (see scores under "Student Seeking A Degree" section of this catalog)
- High School GPA (overall GPA of 75%, 2.5 or C AND a GPA of 80%, 3.0 or B in Junior and Senior English classes)
- ACCUPLACER Score

Math Placement

Incoming Students who have graduated high school in the past 5 years. Students who have graduated more than 5 years ago must take the ACCUPLACER.

Students can be placed directly into College level Math by one of the following means:

- SAT/ACT or ACCUPLACER Score
- MATH 121: Applications of Math; Requires high school GPA of 2.5, 75%, or a GED
- MATH 122: College Algebra; Requires grade in high school Algebra II of 80%, or B (3.0)
- MATH 220: Statistical Methods; Requires high school Statistics grade of 80%, or B (3.0) or high school GPA of 2.5, 75%, or C+
- MATH 150: Pre-Calculus; Requires high school Pre-Calculus grade of 80%, or B (3.0)
- MATH 155: Calculus I; Requires high school Calculus grade of 80%, or B (3.0).

Documentation Requirements

In order to meet these requirements, Atlantic Cape will accept official and non-official transcripts from public, private high schools or homeschools or GED certificates for review.

If the above standards are not met, students must take the ACCUPLACER for placement. NJ Stars students without SAT/ACT scores that exempt them will be required to take the ACCUPLACER. Students whose native language is not English are required to take the Oxford Online ESL placement test.

Change in Degree Status

Students who seek to declare a major or change majors should contact the One Stop Welcome Center or Enrollment Services and complete a Program of Study form.

Transferring Courses to Atlantic Cape

Students transferring to Atlantic Cape may seek credit for Atlantic Cape courses when equivalent courses, practical training, or exams have been previously completed. A maximum of 30 credits is accepted for transfer. Evaluation of the following may be reviewed for transfer credit:

- Coursework completed at a regionally accredited U.S. college or university, American Council on Education (ACE), Advanced Placement exam scores, CLEP, military training, New Jersey Police Academy/Corrections Academy training, high school articulation agreement coursework, international education, and Prior Learning Assessment (PLA).
- Official transcripts must be received by the Enrollment Services Office in a sealed envelope or be transmitted electronically directly to Atlantic Cape from the sending institution to be eligible for evaluation. Electronic submission to Atlantic Cape can be through the transcript server of the sending institution via email to transcripts@atlanticcape.edu or server portal. Transcripts that have been sent from another institution to Atlantic Cape for the purpose of transferring credits will not be released.
- Only courses with a minimum grade of "C" or 2.0 GPA are accepted for transfer credit. A grade of "C-" is not transferable. Courses approved for transfer will not replace Atlantic Cape courses nor will those grades be calculated into the Atlantic Cape grade point average. Grades earned for transfer courses will only be used to satisfy prerequisite course eligibility for specific Allied Health programs.
- All possible transfer credits will be evaluated toward your declared degree program up to a maximum of 30 credits. Notify the Transcript evaluator in writing (Email is preferred). No additional fee is required.
- Official transcripts from regionally accredited institutions will be evaluated on a course-by-course basis. Credits may be applied to either general education or program courses. Mathematics courses completed ten or more years ago, or technology courses completed more than five years ago, are only accepted with the approval of the appropriate academic Dean. Students pursuing an Allied Health-related degree at Atlantic Cape must have completed both Mathematics and Science courses less than ten years ago.
- Transcripts from foreign colleges or secondary schools must be translated to English and submitted for formal evaluation to an agency approved by the National Association of Credential Evaluation Services (NACES). A student in need of this service can visit www.naces.org/members.html to find and select a member approved by NACES to perform their foreign credential evaluation.

Procedures for Evaluation of Transfer Credits

- Apply for admission to Atlantic Cape.
- Have all official transcripts, formal foreign credential evaluations (if applicable), or other necessary documentation sent directly from the sending institution to the Admissions Office. Hand delivered transcripts must be in a sealed envelope to be accepted for official evaluation. Transcripts that have been opened will not be officially evaluated.
- Students seeking credit by virtue of Prior Learning Assessment must meet additional requirements. Please refer to the "Credit for Prior Learning" section of the catalog for additional information.

Military Training

Credits may be awarded for military training based on an evaluation by the American Council on Education (ACE). Students are responsible for submitting a Joint Services Transcript (JST). Transcripts may be requested through <https://www.dantes.doded.mil/EducationPrograms/> and should be sent directly to Atlantic Cape Community College. Military training may also be reviewed through Prior Learning Assessment (PLA). See section below on PLA for additional information.

Police Academy/Corrections Academy Training

Graduates of a New Jersey Police Academy may be eligible for up to 18 credits toward the Criminal Justice, A.S. degree. Graduates of a New Jersey Corrections Academy may be eligible for up to 15 credits toward the Criminal Justice, A.S. degree. Students must enroll in the Criminal Justice, A.S. degree program and submit a copy of their Police Academy Certificate or proof of completion to the Admissions Office.

Credit for Prior Learning

Prior Learning Assessment (PLA) allows students who can demonstrate college-level knowledge and competencies gained outside traditional post-secondary education to be awarded up to 25 college credits toward a college degree. These competencies can include military training, employer training programs, union apprenticeships, professional certifications, licensure and independent study. The Technical Studies, Associate in Applied Science degree is uniquely designed to give students an accelerated route to an associate's degree. A separate application is required for admission to this program. For admission information and an application, contact the Enrollment Services Office at 609-343-5005 or email transcripts@atlanticcape.edu.

NJ Stars

NJ STARS is an initiative created by the State of New Jersey in 2004 that provides graduates in the top 15 percent* of their New Jersey high school with free tuition at their local community college. Funding for the NJ STARS program is subject to change based on the decision of the New Jersey legislature. For more information about NJ STARS and other state-sponsored scholarships and financial aid programs, visit <https://www.hesaa.org/Pages/default.aspx>.

For more information on NJ STARS at Atlantic Cape, call Jessica Reynolds (Brown), Atlantic Cape's NJ STARS liaison, at (609) 343-5630 or email jbrown@atlanticcape.edu.

*Conditions apply.

Honors Program

The Honors Program is designed for students who excel academically and who want to work more intensely in a small class environment with honors faculty who are accomplished experts in their field. Honors courses do not require more work; the purpose of an Honors course is to offer high achieving students the opportunity to participate in engaging and creative learning environments that extend beyond those of the regular classroom. The Honors curriculum will consist of special sections of general education courses. The Honors Program is a part of the Student Success initiative. Honors prepares students to transfer to competitive four-year colleges and universities.

The benefits of the Honors Program are:

- Honors designation on transcript
- Small class size
- Honors faculty who are experts in their field
- Advising by honors faculty
- Honors Lounge in Student Center
- Opportunity to enroll in Atlantic Cape's national honor societies
- Resume builders for scholarships, transfer, and career

For more information, visit www.atlantic.edu/academics/honors.php or contact Stephanie Natale-Boianelli, Honors Coordinator, at snatale@atlanticcape.edu or (609)343-4963.

For more information on national Honor Societies at Atlantic Cape contact:

Phi Theta Kappa (Stephanie Natale-Boianelli, snatale@atlanticcape.edu)

Sigma Kappa Delta (Vickie Melograno, vmelogra@atlanticcape.edu)

Chi Alpha Epsilon (Lynette Ingram, lingram@atlanticcape.edu)

OADN Alpha Delta Nu (Dr. Gerry Michelfelder, gmichelf@atlanticcape.edu)

The Academy of Culinary Arts

Academy of Culinary Arts applicants must:

- Submit an application.
- Take the next-generation ACCUPLACER by contacting the Testing Office at (609)343-5099/(609)463-3775 or provide the appropriate waiver.
- Transfer students must submit a transcript showing current English and mathematics levels. Visit <https://www.atlantic.edu/student-life/transfer-planning.php> for more information.

Students may attend the ACA on either a full-time or part-time basis. Students are admitted to the Academy for the fall or spring term only.

Nursing Programs

Nursing Degree Program (A.A.S.)

The New Jersey Board of Nursing
124 Halsey Street, 6th Floor
Newark, New Jersey 07102
1-973-504-6430 and in NJ 1-800-242-5846

Accrediting Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, Georgia 30326
Telephone (404) 975-5000

The goal of the admission process is to admit qualified students who will be successful in their pursuit of a professional nursing career. Acceptance to the program is on a competitive basis. Successful completion of all prerequisites does not guarantee acceptance into the program. All applicants must meet the following eligibility requirements:

- Must be at least 18 years of age by first day of nursing classes.
- Complete the admission process for “Students Seeking a Degree.”
- Have a high school diploma or GED and submit a copy to Atlantic Cape.
- Have (if applicable) all international high school and college level course work evaluated (see “International Students” section of the catalog for more information).
- Complete the following prerequisite courses: BIOL220 (formerly BIOL120), ENGL101, PSYC101 and SOCL101 with a grade of “C” or better.
- Complete all prerequisite courses with a minimum GPA of 3.0 and an overall GPA of 2.5 to be eligible to apply to the nursing program.
- Have all science courses completed within the last 10 years or courses must be repeated.
- Applicants who transfer prerequisite courses from another accredited institution must have their credits evaluated by the Enrollment Services Office prior to the application deadline.
- Submit the completed Nursing Program Evaluation Form together with the non-refundable fee to the Admissions Office by posted deadline.
- Nursing program applicants must take the ATI TEAS exam. The test is a general, comprehensive assessment tool which evaluates several areas including reading comprehension, mathematics, science and English/ language usage.
- Applicants must receive a minimum total scaled score of 58.7 for their application to be considered. The admission process for the Nursing Program is very competitive. Applicants are ranked according to a composite score of the prerequisite GPA and their ATI TEAS scaled score.

The ATI TEAS is administered to Atlantic Cape students only. Students must have successfully completed two

prerequisites required for the Nursing Program before registering for the ATI TEAS. Candidates may retest once per academic year at Atlantic Cape, after a 30-day time period has lapsed. This test must be taken within three years before applying to the Nursing Program. Additional information for the ATI TEAS exam can be located on the Testing Web site at www.atlantic.edu/admission/testing.

When all criteria have been met, applicants should submit their credentials to the Admissions Office with the completed Nursing Program Evaluation Form, available online or from the Admissions Office at any site. Credentials must be presented by the posted deadline for admission to the program the following fall. Only completed evaluation forms will be considered for admission. For more information, contact the Admissions Office at (609)343-5000 or email Nursing@atlanticcape.edu.

Selection Process

Admission to the Nursing program is on a competitive basis due to the limited number of spaces available in courses that require clinical practice in hospitals and other health care settings. The number of spaces can vary from year to year. Selection of students is made once a year. The deadline for applying to the Nursing program fall semester is posted on the current year’s program application. All students who meet the admission criteria are ranked according to the TEAS Exam score and the prerequisite GPA. The highest ranking students are offered the available program seats.

Admission to the Nursing program is offered only to students who meet the stated admission criteria and is based on the number of seats available and the applicant’s overall ranking. Students admitted to the program receive conditional acceptance. Conditional acceptances apply only to September of the year in which the student has applied.

Atlantic and Cape May County residents are given priority consideration in the selection process. Residents of other counties are admitted on a space-available basis.

Post Selection Process

Students admitted into the nursing program will receive a **conditional acceptance** as students are not considered accepted to the Nursing Program until all the following requirements are met. Student’s conditional acceptance letter will contain the information needed to comply with all requirements. Failure to comply with the Nursing Program requirements within the time frames allocated will result in a forfeit of the **conditional acceptance**.

Nursing Program Requirements

- Students must begin the program in the fall of the year they receive the conditional acceptance. Students who are unable to do so must reapply to the program for a future class.

- Students **must complete the Nursing program in three years from the date of acceptance** to the Nursing program.
- Students must meet the health requirements of the State of New Jersey and the clinical agencies that are used for clinical experiences.

Nursing Student Health Requirements include:

- Physical Examination
- Immunization requirements: MMR, Varicella, and Hepatitis B (proof of injections and titers)
- Tuberculin Skin Test (TST) or equivalent (PPD) required annually
- Influenza Vaccination (Flu Shot) required annually during the influenza (Flu) season
- Tetanus/Diphtheria/Pertussis (Tdap) vaccination
- COVID-19 Vaccination and Booster are required for participation in clinical by the program's clinical agency partners. **Clinical agency partners have the right to accept or reject requests for medical or religious exceptions and have the final decision-making authority to accept or decline a student for clinical rotation.**

Additional student requirements include:

- Completion of an Assumption of Risk and Release form, which indicates an understanding of hazards inherent in the health care field.
- Completion of a Criminal History Background Check (CHBC). Any student, who fails to pass the criminal background check, or is refused by a clinical facility due to results of his/her criminal background check, will be unable to continue in the Nursing program.
- Completion of Urine for Drug Screening (UDS). Any student who fails to produce a negative Urine for Drug Screening (UDS) will be unable to continue in the Nursing program. Students who produce a diluted urine sample will be allowed one additional attempt to produce a negative Urine for Drug Screening (UDS). If the second urine sample remains a diluted sample and/or produces a positive finding, the student will be unable to continue in the Nursing program.
- Health Insurance – Proof of health insurance is required each semester while in the Nursing program.
- Completion of CPR certification. The only acceptable CPR certification program for admission to the Nursing program is Basic Life Support for the Health Care Provider offered by the American Heart Association.

For more information on Nursing & Health Science programs, you are strongly encouraged to attend a [Health Career Planning Session](#) and/or contact Admissions Office at (609)343-5000 or email nursing@atlanticcape.edu.

Licensed Practical Nurses

Licensed Practical Nurses (LPNs) currently licensed in the State of New Jersey, who qualify for admission, may be

eligible for advanced placement. To be eligible, LPNs must meet the same admission criteria as all RN applicants and complete, with a grade of "C" or better, BIOL221-Human Anatomy & Physiology II (*formerly BIOL121*) prior to submitting the program evaluation form. The program evaluation deadline for LPNs is June 1. All LPN candidates selected, on a space limited basis, must take the LPN Nursing Transition course, NURS109, offered in the fall, and must complete that course with a grade of "C" or better. Successful applicants who pass the NURS109 Transition course will be admitted for the spring term in NURS112. You may also contact the Admissions Office, (609)343-5000 **for more information or email nursing@atlanticcape.edu.**

Optional Nursing Program

(On-Site Online Nursing Program at SOMC)

The Atlantic Cape Nursing program, in collaboration with Ocean County College and Burlington County College, offers an online, on-site with faculty, A.A.S. degree in Nursing. The clinical portion of the program is completed at various locations throughout Southern New Jersey in a one-day a week (12 hour) format. The didactic portions of the program are online. The student completing this program receives an A.A.S. degree from Ocean County College. This program has limited seating and the criteria for acceptance differ from the traditional program requirements. Further information about the On-Site Online Nursing Program can be found on the Ocean County College website (www.ocean.edu).

Practical Nursing Certificate Program

The New Jersey Board of Nursing
124 Halsey Street, 6th Floor
Newark, New Jersey 07102
1-973-504-6430 and in NJ 1-800-242-5846

The goal of the admission process is to admit qualified students who will be successful. Acceptance to the program is on a competitive basis. Successful completion of all prerequisites does not guarantee acceptance into the program. All applicants must meet the following eligibility requirements:

- Must be at least 18 years of age by first day of their practical nursing (PN) nursing classes.
- Complete the admission process for "Students Seeking a Degree."
- Have a high school diploma or GED and submit a copy to Atlantic Cape.
- Have (if applicable) all international high school and college level course work evaluated (see "International Students" section of the catalog for more information).
- Complete the following prerequisite courses: BIOL220 (formerly BIOL120), ENGL101, and PSYC101 with a grade of "C" or better.
- Have overall GPA of 2.0 to be eligible to apply to the practical nursing (PN) program.

- Have all science courses completed within the last 10 years or courses must be repeated.
- Applicants who transfer prerequisite courses from another accredited institution must have their credits evaluated by the Enrollment Services Office prior to the application deadline.
- Submit the completed Practical Nursing (PN) Program Evaluation Form together with the non-refundable fee to the Admissions Office by posted deadline.
- Practical Nursing program applicants must take the ATI TEAS exam. The test is a general, comprehensive assessment tool which evaluates several areas including reading comprehension, mathematics, science and English/language usage.
- Applicants must receive a minimum total scaled score of 58.7 for their application to be considered. The admission process for the Practical Nursing Program is very competitive. Applicants are ranked according to a composite score of the prerequisite GPA and their ATI TEAS scaled score.
- Atlantic and Cape May County residents and applicants currently employed in healthcare are given some consideration in the selection process.

The ATI TEAS is administered to Atlantic Cape students only. Students must have successfully completed two prerequisites required for the Practical Nursing (PN) Program before registering for the ATI TEAS. Candidates may retest once per academic year at Atlantic Cape, after a 30-day time period has lapsed. This test must be taken within three years before applying to the Practical Nursing (PN) Program. Additional information for the ATI TEAS exam can be located on the Testing Web site at www.atlantic.edu/admission/testing.

When all criteria have been met, applicants should submit their credentials to the Admissions Office with the completed Practical Nursing (PN) Program Evaluation Form, available online or from the Admissions Office at any site. Credentials must be presented by the posted deadline for admission to the program the following fall. Only completed evaluation forms will be considered for admission. For more information, contact the Admissions Office at (609)343-5000 or email Nursing@atlanticcape.edu.

Selection Process

Admission to the Practical Nursing (PN) Program is on a competitive basis due to the limited number of spaces available in courses that require clinical practice in hospitals and other health care settings. The number of spaces can vary from year to year. Selection of students is made once a year. The deadline for applying to the Practical Nursing (PN) Program fall semester is posted on the current year's program application. All students who meet the admission criteria are ranked according to the TEAS Exam score, prerequisite course grades, Atlantic and Cape May County residence, and status as healthcare employees. The highest-ranking students are offered the available program seats.

Admission to the Practical Nursing (PN) Program is offered only to students who meet the stated admission criteria and is based on the number of seats available and the applicant's overall ranking. Students admitted to the program receive conditional acceptance. Conditional acceptances apply only to September of the year in which the student has applied.

Atlantic and Cape May County residents are given some consideration in the selection process. Residents of other counties are encouraged to apply.

Post Selection Process

Students admitted into the nursing program will receive a **conditional acceptance** as students are not considered accepted to the Practical Nursing (PN) Program until all the following requirements are met. Student's conditional acceptance letter will contain the information needed to comply with all requirements. Failure to comply with the Practical Nursing (PN) Program requirements within the time frames allocated will result in a forfeit of the **conditional acceptance**.

Practical Nursing (PN) Program Requirements

- Students must begin the Practical Nursing (PN) Program in the fall of the year they receive the conditional acceptance. Students who are unable to do so must reapply to the program for a future class.
- Students must complete the program in 1.5 years from the date of acceptance to the Practical Nursing program. Students who are unable to progress to the next consecutive nursing course at the planned time, for any reason, must withdraw from the program.
- Students must meet the health requirements of the State of New Jersey and the clinical agencies that are used for clinical experiences.

Nursing Student Health Requirements include:

- Physical Examination
- Immunization requirements: MMR, Varicella, and Hepatitis B (proof of injections and titers)
- Tuberculin Skin Test (TST) or equivalent (PPD) required annually
- Influenza Vaccination (Flu Shot) required annually during the influenza (Flu) season
- Tetanus/Diphtheria/Pertussis (Tdap) vaccination
- COVID-19 Vaccination and Booster are required for participation in clinical by the program's clinical agency partners. **Clinical agency partners have the right to accept or reject requests for medical or religious exceptions and have the final decision-making authority to accept or decline a student for clinical rotation.**

Additional student requirements include:

- Completion of an Assumption of Risk and Release form, which indicates an understanding of hazards inherent in the health care field.
- Completion of a Criminal History Background Check (CHBC). Any student, who fails to pass the criminal background check, or is refused by a clinical facility due to results of his/her criminal background check, will be unable to continue in the Nursing program.
- Completion of Urine for Drug Screening (UDS). Any student who fails to produce a negative Urine for Drug Screening (UDS) will be unable to continue in the Practical Nursing (PN) Program. Students who produce a diluted urine sample will be allowed one additional attempt to produce a negative Urine for Drug Screening (UDS). If the second urine sample remains a diluted sample and/or produces a positive finding, the student will be unable to continue in the Nursing program.
- Health Insurance – Proof of health insurance is required each semester while in the Practical Nursing (PN) Program.
- Completion of CPR certification. The only acceptable CPR certification program for admission to the Nursing program is Basic Life Support for the Health Care Provider offered by the American Heart Association.

For more information on Nursing & Health Science programs, you are strongly encouraged to attend a [Health Career Planning Session](#) and/or contact Admissions Office at (609)343-5000 or email nursing@atlanticcape.edu.

Radiologic Technology Program

Radiologic Technology is a cooperative program designed with the Shore Medical Center School of Radiologic Technology (SMCSRT). The program meets the needs of those students desiring certification and employment in the community as a Radiologic Technologist. The goal of admission process for this program is to admit qualified students. Acceptance to the program is competitive. Successful completion of all prerequisites does not guarantee acceptance into the program.

All applicants must meet the following eligibility requirements:

Atlantic Cape Community College

- Complete the admission process for “Students Seeking a Degree.”
- Complete the following four (4) prerequisite courses: ENGL101, MATH122 or MATH150 or MATH220, BIOL220, and BIOL221 with a grade of “C” or better.
- Complete all prerequisite courses with a minimum GPA of 3.0 and an overall GPA of 2.5 to be eligible to apply to the Radiologic Technology Program.
- All science courses completed within the last ten years or courses must be repeated.

- Complete the ATI Test of Essential Academic Skills (TEAS) within 6 months prior to the application date with a score of 58.7 or above and a copy of the transcript (scores) sent to the School of Radiologic Technology at radiologyschool@shoremedicalcenter.org.

Shore Medical Center's School of Radiologic Technology

- Must be at least 18 years of age by the first day of classes.
- Have a high school diploma or HSE (High School Equivalency) formerly known as a GED with an official copy of a high school or HSE (GED) diploma or High School transcript provided.
- Have (if applicable) all international high school and college level course work translated to English and submitted for formal evaluation to an agency approved by the National Association of Credential Evaluation Services (NACES). An applicant in need of this service can visit <http://www.naces.org/members> to find and select a member approved by NACES to perform their foreign credential evaluation.
- Submit copies of all official college transcript(s) including final grades to the School of Radiologic Technology.
- Submit a completed Application for Admission together with a non-refundable application fee to the School of Radiologic Technology.
- Provide an updated resume.
- Produce a personal essay describing the circumstances that have led to an interest in a career in medical imaging.
- Provide three references. References should be from an employer or someone who knows the student in a professional or student capacity; no family members or friends. If applicable, applicants with healthcare related work or volunteer experience must have reference from site of experience as evidence of experience.

Eligible applicants will be emailed application and admission forms by contacting the School of Radiologic Technology School Coordinator at radiologyschool@shoremedicalcenter.org or (609) 653-3924 Option 1.

All admission documents must be received no later than May 31 to be considered for Fall Admission.

SELECTION PROCESS

Admission to the School of Radiologic Technology is offered to applicants who meet the stated admission requirements on a rolling admission basis. Eligible applicants are urged to

apply early – candidates who complete their application will be scheduled for interviews beginning January through May of the admission year.

For detailed information on the application process, please visit www.shoremedicalcenter.org/radiologyschool.

Please see the Radiologic Technology program page in this catalog for degree requirements and contact information.

Health Information Technology Program

The Health Information Technology Program is accredited by the American Health Information Management Association and the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

233 N. Michigan Avenue, Suite 2150
Chicago, IL 60601-5800
312-233-1100
www.cahiim.org

The Atlantic Cape Community College Health Information Technology (HIT) Program is a cooperative program done in conjunction with Camden County College. The program prepares students for the registered health information technician (RHIT) certification. Graduates with (RHIT) certification are employed in a variety of settings such as acute care hospitals, long-term care facilities, rehabilitation facilities, insurance agencies, and pharmaceutical companies. The program is offered in two (2) phases. The first year of study, pre-professional phase, consist of courses in general education, mathematics, science, and health information technology offered at Atlantic Cape. The second year, or the professional phase of the program, includes the remaining health information technology courses and professional practice opportunities offered at Camden County College. Upon completion of the pre-professional phase here at Atlantic Cape, students apply to Camden County College for admittance to the professional phase of the program. The professional phase of the program requires a separate application and criminal history background check, urine drug screening, and specific health requirements.

Please see the Health Information Technology (HIT) degree page in this catalog for more information on the pre-professional phase of the program and contact information. More information about the professional phase of the program can be found at

<https://www.camdencc.edu/product/health-information-technology/>.

Medical Laboratory Technology Program

The Medical Laboratory Technology Program is accredited by:

NAACLS, the National Accrediting Agency for Clinical Laboratory Sciences
5600 N. River Rd. Suite 720
Rosemont, IL 60018-5119
Phone (773) 714-8880
<http://www.naacls.org>

The Medical Laboratory Technology Program is a cooperative program in conjunction with Mercer County Community College designed to prepare students for successful careers as Medical Laboratory Technicians (MLTs). The program is offered in two (2) phases. The pre-professional phase, first year of study, includes courses in general education, mathematics, and sciences offered here at Atlantic Cape. The second phase or the Professional Phase, which includes the clinical experiences, is conducted in a streamlined hybrid format at Mercer County Community College and laboratories located in the Mercer, Atlantic, and Cape May county areas. Upon completion of the pre-requisite courses here at Atlantic Cape, students apply to Mercer County Community College for admittance to the professional phase of the program. The professional phase requires a separate application and criminal/sex offender background checks, urine drug screening, and specific health requirements.

Please see the Medical Laboratory Technology Program degree page in this catalog for more information on the pre-professional phase of the program and contact information. More information about the Professional Phase of the program can be found at <http://www.mccc.edu/mltp/>.

Respiratory Care Program

The Respiratory Care program is accredited through Brookdale Community College by the Commission on Accreditation for Allied Health Education Programs (CAAHEP) in cooperation with the Committee on Accreditation for Respiratory Care (CoArc).

1701 West Eules Blvd., Suite 300
Eules, TX 76040
(817) 283-2835

The Respiratory Care program is a cooperative program in conjunction with Brookdale Community College. The program meets the needs of students seeking licensure and employment in the community as Registered Respiratory Therapist. The 73 credit program is offered in two (2) phases. Students are able to complete the first or pre-professional phase of the program at Atlantic Cape with the second phase or the professional phase of the program completed at Brookdale. The pre-professional phase offered at Atlantic Cape includes 31 credits of general education, mathematic,

and science courses. The professional phase of the program is 42 credits with respiratory care courses occurring at Brookdale once a year in a four-semester course sequence.

A dual application is required for this degree. Admission to the professional phase of the program requires that all Atlantic Cape pre-professional phase coursework be completed with a grade of "C" or better by the end of the Winter semester for fall admission. Students are to notify the Assistant Dean, Nursing & Health Sciences by January 1 of their intent to apply. All classes must be completed and appear on an Atlantic Cape transcript. As part of the admission process, student will need to pass a standardized Health Science entrance exam and a criminal history background check prior to admission to the Brookdale Respiratory Care program. The application is available on the Health Sciences Admissions section of the Brookdale website at <https://www.brookdalecc.edu/academic-institutes-and-departments/health-sciences/>.

Acceptance to the Respiratory Care course sequence (professional phase) is competitive as Atlantic Cape is allotted a minimum of three student spaces annually. Student selection for the professional phase of the program is based on the GPA of the required first year or pre-professional phase. Completion of the pre-professional phase at Atlantic Cape does not guarantee admission to the professional phase at Brookdale.

Students are responsible for meeting any additional requirements at Brookdale Community College including the physical examination for admission to the clinical education component.

Please see the Respiratory Care Program degree page in this catalog for more information on the pre-professional phase of the program and contact information. More information about the Professional Phase of the program can be found at <https://www.brookdalecc.edu/health-sciences-institute/respiratory-care-clarus/>

International Students (F-1 VISA)

The U. S. Citizenship and Immigration Service requires that international students receive approval of F-1 status before they can register for classes.

International students must apply for a degree program and maintain enrollment with a minimum of 12 credits per semester. F1 Visa holders are required to take courses on campus, with the exception of one online/hybrid course to total at least 12 credits. International students must adhere to all Federal regulations set by the U.S. government. Application deadlines are May 1 for Fall semester and September 1 for the Spring semester. International students are charged the out-of-country tuition rate for the first 24 credits, and in-county rates for the remainder of their degree.

International students enrolling from non-English-speaking countries are required to take the ESL (English as a Second Language) Oxford Exam if proficiency in English has not been established. (See ESL Placement Test information in the Testing and Assessment section.)

Transcripts from foreign colleges or secondary schools must be translated to English and submitted for formal evaluation to an agency approved by the National Association of Credential Evaluation Services (NACES). A student in need of this service can visit <http://www.naces.org/members> to find and select a member approved by NACES to perform their foreign credential evaluation. Upon completion of the evaluation, the student must submit the official evaluation report to the Enrollment Services Office to determine transferability of courses.

Atlantic Cape will admit F1 International Students to the College using the following criteria:

International Student checklist:

To apply for admission, international students must submit the following information.

- Application for Admission Online
- \$6,000 tuition deposit by U.S. check, money order, or cash
- Copy of the biographical data page of the student's valid passport
- Original bank statements (no older than 30 days) showing proof of funding
- Supplemental Form for International Students
- Confidential Financial Statement
- Sponsorship Agreement Form
- Sponsor's Affidavit of Free Room & Board (if applicable)
- Copy of current visa and I-94 (if student is currently in the United States)
- Request for F-1 Transfer Information Form and copy of student's current Form I-20 (if student is currently attending a U.S. institution)

International Visitors

International visitors, whose visa status is other than F-1, must contact the Admissions Office for admission requirements. Tuition for those authorized to attend is calculated at the out-of-country student rate for the first 24 credits. International visitors enrolling in Atlantic Cape need to:

- Submit an application
- Take the ESL Oxford Exam if visitor's native language is not English or provide proof via TOEFL, IELTS, or SAT
- Take the College's next-generation ACCUPLACER if visitor is from an English-speaking country
- Enroll in courses based on the results of the next-generation ACCUPLACER

For more information, contact the International Designated School Official at (609)343-5608 or (609) 343-4916.

Home Schooled Students

Home schooled students must meet the same admission criteria as high school students. Applicants are admitted as part-time, non-degree seeking students. Students may enroll in courses based on demonstrated level of academic proficiency through the College's next-generation ACCUPLACER or qualifying SAT/ACT scores. Upon completion of the course, credits earned will appear on an official college transcript.

Advanced Placement Exams

Atlantic Cape awards transfer credit up to a maximum of 30 credits for Advanced Placement tests taken in high school when students earn a grade of 3, 4 or 5. Students must submit a copy of their official AP to the Enrollment Services office. They can also be emailed to transcripts@atlanticcape.edu. A complete list of credits awarded and course equivalencies is available from Atlantic Cape's One Stop Welcome Center or at www.atlantic.edu/admission/advanced-place.php.

Early College Programs

Atlantic Cape Community College is proud to partner with local high schools to provide students with the opportunity to earn college credit while still enrolled in high school. Our Early College programming provides multiple avenues, including dual credit, concurrent courses, articulated credit, and associate pathways, to earn college credits, lessen the time and cost it will take to reach academic goals, and allow students get a running start on an associate degree at Atlantic Cape—all at reduced tuition.

Dual Enrollment

The New Jersey Commission on Higher Education established dual enrollment programs to increase access to postsecondary education for the state's high school students. Dual enrollment programming provides an opportunity for high school students to earn college credit by taking college-level courses while simultaneously earning their high school diploma.

Dual credit courses are taught at Atlantic and Cape May County high schools by high school teachers who meet college-level educational standards. These high school teachers work closely with Atlantic Cape faculty liaisons to ensure the academic rigor the students exhibit in their high school course is equivalent to Atlantic Cape's college course. Upon dual credit course completion, the student

receives a letter grade that is recorded on their high school transcript as well as their official Atlantic Cape Community College transcript.

High school dual enrollment programs require that students apply for admission to Atlantic Cape by completing the Early College application by the dual enrollment deadline specified for that academic year. Students pay a reduced tuition rate for dual-credit courses as approved annually by Atlantic Cape's Board of Trustees.

Concurrent Enrollment

Some high schools also offer Atlantic Cape courses taught by Atlantic Cape faculty at the high school or remotely. These concurrent courses vary from semester to semester and are scheduled in consultation with each area high school guidance office. Concurrent courses are offered in a wide range of subject areas and allow high school students to explore potential areas of study or careers.

Students in concurrent courses are required to apply for admission to Atlantic Cape by completing the Early College application. Placement testing and course prerequisites must also be met. Students pay a reduced tuition rate for concurrent courses as approved annually by Atlantic Cape's Board of Trustees.

Articulation Agreements

Articulation agreements with area high schools are designed to provide students with a pathway to earn college credit through coursework taken at the high school. Interested students should contact their high school guidance counselors or other school representatives to verify an agreement has been established with Atlantic Cape. Students may earn credit for these courses once they have graduated from high school, applied for admission to Atlantic Cape, and completed the majority of their Atlantic Cape degree requirements. The courses and credits specified in these agreements are eligible as transfer credits at Atlantic Cape and will be applied to the student's academic record and appear on their college transcript upon their final semester at Atlantic Cape. Career programs that participate in articulation agreements include (but may not be limited to) Aviation Studies, Business Administration, Child Development/Child Care, Computer Information Systems, Criminal Justice, Culinary Arts, Engineering, Health Science, Hospitality Management and Media Studies.

Project Second Chance Program

The New Jersey Department of Education offers adults who did not complete high school an opportunity to earn a State-Issued High School Diploma. Students who are accepted to the Project Second Chance Program must complete the required 30 college credits in specific academic disciplines. Please note: Remedial courses do not meet these college

credit requirements. The minimum grade average for the 30 credits must be a “C” or 2.0 to be eligible for the State-Issued High School Diploma.

Due to new federal regulations, students who first enroll in a program of study on or after July 1, 2012 at Atlantic Cape must have completed their High School Diploma or GED to qualify for Title IV (Federal) funding. Students who have not completed high school or earned the equivalent State-Issued High School Diploma may still be eligible for New Jersey State Aid.

Applicants to the Project Second Chance Program must:

- Apply for admission to Atlantic Cape.
- Take the next-generation ACCUPLACER Placement Test to determine proficiency in English and mathematics.
- If required, complete developmental courses, which do not count toward the 30 college credit requirement.
- Upon successful completion of required college-level credits, submit the “Thirty College Credit Application for a State-Issued High School Diploma” to the New Jersey Department of Education – Office of Adult Education, PO Box 500, Trenton, NJ 08625-0500. Students must also request official transcripts from Atlantic Cape Community College to be sent directly to the New Jersey Department of Education.

Applications and program details are available from the Center for Student Success. Call (609)343-5621, or (609)463-4774, ext. 5621.

Advisement

Academic planning and course selection are critical tools that help lead to student success. Atlantic Cape Student Navigators (Advisors) work with students in welcoming them to the College community, determine majors, review program plans, access support services, review transfer options and help students select appropriate courses for their education and career goals.

It is important to meet with a Student Navigator regularly and before changing majors or selecting courses for transfer to other colleges or universities. Early advisement enables students to have optimum selection of courses for the following semester and provides them with a clear path to completion.

Advisement is available at all three college campus locations during business hours on a drop-in basis or virtually via Zoom, email or phone. Visit <http://www.atlantic.edu/student-life/student-resources/counsel-advise/index.php> to schedule an appointment or call 609-343-5621 for more information.

New Student Orientation

New Student Orientation is a program that provides incoming students with useful college and academic information necessary for their success at Atlantic Cape. First-time students are strongly encouraged to attend. Call (609) 343-5621/(609) 463-4774, ext. 5621.

Student Success & Career Planning Center

Regardless of where you are in the career development process, Atlantic Cape’s free career resources can be of assistance. There are resources to help you learn more about yourself in terms of the world of work and match your values, interests, personality traits and skills to educational and career pathways.

The easy to use career software (Career Coach) is available to combine information from your self-assessment with in-depth and up-to-date career information to provide you with a realistic list of the best educational and career options to consider.

Individual and group career planning, personal and academic success workshops are offered throughout the year. Staff are also available to review resumes and assist with enhancing your interviewing skills.

For additional information contact: careers@atlanticcape.edu or visit the Career Advising webpage: <http://www.atlantic.edu/student-life/student-resources/career-advising/index.php>.

Cooperative Education - Culinary Arts

Cooperative Education courses are available for students majoring in Culinary Arts. Students are supervised by College faculty and receive college credits for working in jobs related to their majors. The Cooperative Education Office is located in The Center for Student Success on the Mays Landing Campus. Call (609) 343-5085 for information.

Transferring to Other Colleges

A.A. and A.S. transfer degree options at Atlantic Cape Community College are built on a strong foundation of liberal arts and general education courses, in which graduates can feel confident of developing proficiencies in the areas of communication, mathematics, science, technology, social science, humanities, history and diversity. Colleges both within and outside of New Jersey consistently recognize the value of Atlantic Cape courses by accepting them into upper division programs. However, as in the case of all transfer situations, student performance and appropriate course selections to the intended academic program are the two most critical factors.

A College counselor or advisor is the key resource to assist students in all their transfer planning needs, such as college and course selections, application preparation and college research. In support of this function, the College has a fully computerized career decision-making program, which also provides students with comprehensive data on nearly every U.S. community college, college or university. Access to Internet-based transfer information is available by visiting www.atlantic.edu and searching under Transfer Students.

A.A.S. degrees are not designed to be transfer programs, however, Atlantic Cape has articulation agreements for A.A.S. degrees with various colleges and universities.

Rutgers University @ Atlantic Cape

Rutgers University offers undergraduate and graduate degree programs at its 22,000 square foot facility on Atlantic Cape's Mays Landing Campus. This partnership offers Atlantic Cape graduates the opportunity to obtain a bachelor's degree without ever having to leave the Mays Landing campus. Rutgers' offers 11 bachelor's degree programs including Business Administration, Criminal Justice, Health Administration, Health Sciences, Labor Studies & Employment Relations, Liberal Studies, Nursing, Political Science, Psychology, Public Health and Social Work. A Master's degree in Social Work is also offered. For more information, visit statewide.rutgers.edu/accc/.

Dual Admissions and Degree Completion Agreements with Colleges & Universities

For additional information on specific agreements, contact Kristi Collemacine at (609) 463-3993 or kcollema@atlanticcape.edu, or visit www.atlantic.edu and search under Transfer Agreements. For Dual Admissions agreements, contact Admissions at (609) 343-5000 or admissions@atlanticcape.edu.

Fairleigh Dickinson University Dual Admission Scholars Program

Atlantic Cape Community College-Fairleigh Dickinson University Scholars Program is a partnership which makes earning a bachelor's or master's degree faster and more convenient by offering FDU classes at Atlantic Cape Community College. This agreement offers convenience & flexibility with: classes close to home (on the ML campus), evening & online classes, full or part-time options, & part-time students can complete up to 18 credits per year. Programs include: B.A. Individualized Studies with Concentrations in:

- Business & Technology
- Health & Human Services Administration
- Hospitality Management

Master's Degree Program:

- M.S. in Hospitality Management Studies
- M.S. Cyber and Homeland Security Administration
- M.A.S. Masters of Administrative Science

The Atlantic Cape-FDU Scholars Program is available for first-time college students who complete an Intent to Enroll prior to completing 30 credits at Atlantic Cape. Admission to FDU would be contingent upon successful completion of an A.A., A.S., or A.A.S. degree at Atlantic Cape, completing an application for admission, and meeting all admissions standards at FDU.

For information, contact Linda Dry, Coordinator of Administrative & Student Services, FDU's-Community College Partnership at Atlantic Cape Community College at (609) 343-4984 or ldry@fdu.edu.

Georgian Court University Dual Admissions Program

Atlantic Cape and Georgian Court University have a dual admission agreement designed to assist students who wish to transfer into a bachelor's degree program after successfully completing a recommended Atlantic Cape associate's degree program.

Students are encouraged to apply within their first 30 credits at Atlantic Cape by completing the appropriate applications and forms. Students must complete an associate's degree program and earn a grade of "C" or higher in at least 60 transferrable credits and have a cumulative GPA of 2.0 or higher. Contact Admissions at (609) 343-5000 or admissions@atlanticcape.edu.

Neumann University

Atlantic Cape students who are admitted to an A.A., A.S., A.A.S. program, or are enrolled in a certificate or professional series, are eligible to participate in a dual admissions and transfer agreement with Neumann. Students must successfully complete program requirements at Atlantic Cape, with a minimum 2.0 cumulative GPA, in order to be admitted to a specified undergraduate degree program at Neumann. Academic scholarships are available to qualified Atlantic Cape students based upon cumulative GPA.

Rutgers University Dual Degree Program

Rutgers will offer admission into the Dual Degree Program (DDP) to a *select group of first-year, New Jersey high school students*. These are students for whom space is unavailable at the university because of the growing number of high school graduates applying to Rutgers and their increasingly competitive records.

Those first-year students offered admission through the DDP will begin their studies by enrolling at a New Jersey community college. Upon completion of an associate of arts or an associate of science degree at the community college, DDP participants will be admitted to at least one college of Rutgers University provided a cumulative grade-point-average of 3.0 has been achieved in a Recommended Transfer Program.

To be among the select group of students considered for this program, New Jersey high school students should complete a Rutgers application by the priority application date specified at the Rutgers University Undergraduate Admissions website: <https://admissions.rutgers.edu/apply/dates-deadlines>. No separate DDP application is required.

Rutgers University-Edward J. Bloustein School – New Brunswick Conditional Dual Admission Option

Atlantic Cape and Rutgers University have created a conditional dual admission agreement for four Rutgers degrees. The agreements enable students who complete an associate degree at Atlantic Cape seamless continuation toward a Bachelor of Science at the Rutgers Edward J. Bloustein School of Planning and Public Policy on the New Brunswick Campus in Public Health, Public Policy, Planning

and Public Policy, or Urban Planning and Design. Interested students must apply within 90 days of the start of their first semester by completing a *Conditional Admission Application and Academic Release Form*.

Stockton University Dual Admission Program

Atlantic Cape and Stockton University have a conditional dual admission agreement. Atlantic and Cape May County students who are denied admission to Stockton University directly out of high school will be offered conditional admission as a transfer student to Stockton. First time Atlantic Cape students will have the opportunity to be conditionally admitted to Stockton by applying to the program and completing a Conditional Admission Application and Academic Record Release Form.

Admission to Stockton University is contingent upon: Successful completion of the A.A., A.S., or A.A.S. degree at Atlantic Cape; Maintaining a 2.5 or better GPA at Atlantic Cape in all courses taken; Achieving a grade of "C" or better in any program pre-requisites in which the student wishes to matriculate at Stockton University.

Thomas Edison State University 3+1 Pathways Program

Atlantic Cape Community College and Thomas Edison State University have partnered to create a 3+1 Pathways Program that allows Atlantic Cape graduates to transfer up to 90 credits earned at Atlantic Cape Community College to more than 50 baccalaureate programs at the university.

Students only need to take an additional 30 credits at Thomas Edison to earn a Bachelor's degree.

See the list of Transfer Agreements with these, and many other colleges and universities.

NJ TRANSFER

NJ Transfer is a web-based data information system designed to provide a seamless transfer from New Jersey community colleges to New Jersey four-year colleges and universities.

Visit the NJ Transfer website, www.njtransfer.org, and

- Discover how courses will satisfy the degree and major requirements at New Jersey four-year colleges and universities.
- Learn which courses to select at the community college.
- Find links to New Jersey two- and four-year college Web sites.
- Obtain information on admissions, financial aid and scholarships, and transfer recruitment events throughout the state.

Transfer Agreements

Articulation agreements are transfer partnerships between two-year and four-year colleges that allow for the smooth transition of students from junior/community colleges to four-year institutions. Although Atlantic Cape graduates may transfer to colleges/universities throughout the United States, they may want to take advantage of one of the articulation agreements below. For additional information on a specific college or university, contact Kristi Collemacine at (609) 463-3993 or kcollema@atlanticcape.edu or visit www.atlantic.edu and search for *Transfer Planning*.

FOUR-YEAR COLLEGE/UNIVERSITY	ATLANTIC CAPE COMMUNITY COLLEGE
Aspen University BSN Nursing	AAS Nursing
Berkeley College BS Business Administration	AAS Business Administration AS Business Administration
Cabrini College All General Education credits	AA/AS (Most)
Drexel University BA BS BS Hospitality Management (Culinary Arts) Hotel & Restaurant Management	AA (Most) AS (Most) AAS Culinary Arts Hospitality Management
Drexel – College of Nursing and Health Professions (online) BS Nursing BA/BS	AAS Nursing AA/AS (Most)
Drexel (e-Learning) (Distance Education) BS Communications and Applied Technology	AA Liberal Arts
Embry-Riddle Aeronautical University BS Aerospace Engineering	AS Engineering
Excelsior College BA/BS	Course-by-course up to 90 credits
Fairleigh Dickinson University BA Business & Technology Hotel & Restaurant Management Culinary Arts Hospitality BA General Studies-Hospitality BA General Studies-Food Service Management BA Individualized Studies, Specialization in Health & Human Services Administration	AA/AS (Most) AAS Culinary Arts and Hospitality Management AS Health Science
Georgian Court University BA/BS	AA/AS (Most)
Hampton University BS Aviation Management	AAS Air Traffic Control Terminal
Neumann University BA/BS	AA/AS/AAS (Most)
Pennsylvania Academy of Fine Arts Academy BFA Coordinated BFA with the University of Pennsylvania Four-year Certificate	Course-by-course up to 63 credits
Rowan University BA Computing and Informatics	AS Computer Information

FOUR-YEAR COLLEGE/UNIVERSITY	ATLANTIC CAPE COMMUNITY COLLEGE
BS Management Information Systems BS Engineering (various specializations) BA/BS	Systems AS Computer Information Systems AS Engineering Course-by-course equivalencies
Rutgers University BA/BS BS Engineering* (various specializations) *School of Engineering	Course-by-course equivalencies AS Engineering
Rutgers University- EJB School of Planning & Public Policy, New Brunswick BS Health Administration	AA/AS/AAS
Rutgers University – Camden (Atlantic Cape campus) BA Liberal Studies BA Psychology BSN Nursing BS Business Administration BS Health Administration	AA/AS/AAS Course-by-course equivalencies AA Psychology AAS Nursing (with NJ Registered Nurse License) AS Business Administration AA/AS/AAS (Most)
Saint Joseph's University BA/BS	AA/AS
Saint Peter's University BA/BS	Course-by-course equivalencies
Seton Hall University BA/BS	Course-by-course equivalencies
State University of New York (SUNY) Maritime College BE Mechanical Engineering BS International Transportation and Trade BS Marine Environmental Science BS Maritime Studies	AS Engineering AS Business Administration AS Environmental Science AS General Studies
Stockton University BA/BS Biology-Health Professions Concentration BA/BS Biology-Pre-Physical Therapy Concentration BS Computer Science Mathematics/BA Physics Chemistry BS Social Work	AS Biomedical Science AS Biomedical Science AS Computer Information Systems Math or Science Chemistry AS Human Services
Strayer University BA/BS	AA/AS (Most)
Temple University BA/BS BS	Course-by-course equivalencies AS Business Administration (Fox School of Business and Management)
Thomas Edison State University (Distance Education) BA/BS	AAS/AA/AS (Most)

FOUR-YEAR COLLEGE/UNIVERSITY	ATLANTIC CAPE COMMUNITY COLLEGE
Thomas Jefferson University BSN Nursing	AAS Nursing
Universidad del Sagrado Corazon (Puerto Rico) BA/BS (taught in Spanish)	AAS/AS/AA (Various)
University of Phoenix (Distance Learning) BA/BS	AA/AS (Most)
Vaughn College of Aeronautics and Technology BS Airport Management	AS Aviation Studies
Wesley College Bachelor degree MSN	AA/AAS/AS (Most) AAS Nursing

FOUR-YEAR COLLEGE/UNIVERSITY	ATLANTIC CAPE COMMUNITY COLLEGE
Widener University BS Hotel and Restaurant Management	AAS Culinary Arts Hospitality Management Food Service Management AAS Nursing
BSN Nursing	
Wilmington College BS Criminal Justice	AS Criminal Justice

Enrollment Services

The Enrollment Services Office, located at the Mays Landing Campus, maintains all information concerning enrollment and permanent records of credit students. You may call (609) 343-5005 or in Cape May County call (609) 463-4774, ext. 5005 or email register@atlanticcape.edu.

Registration

Students may register online, in person, or by email at register@atlanticcape.edu. It is important that all students seek the aid of a faculty member, advisor or counselor in course selection. Unemployed persons (tuition waiver) and SAGES (Senior Adults Gaining Education and Stimulation) may register on a tuition-free, space-available basis, in person at any campus or online on the last business day before the start of the semester or session.

No one is permitted to attend a class without being officially registered for the course. Arrangements for a one-time visit to a class can be made through the Admissions Office.

Immunization Records

The New Jersey Department of Health requires that all newly enrolled students provide the following immunizations:

1. MMR (measles, mumps, rubella) and Measles booster (can be a second MMR) with the following student criteria:

- Full-time (12 or more credits)
- Degree-seeking
- Born after 1957

2. Hepatitis B (two or three doses) with the following student criteria:

- Full-time (12 or more credits)

3. Meningococcal - There are two types that may be required, depending on the age of the student - MenACWY (Meningococcal conjugate vaccine) or MenB (Meningococcal serogroup B) with the following student criteria:

- Enrolled (1 or more credits)
- Degree or Non-degree seeking

This documentation must be received in order to take advantage of registration for the upcoming semesters. Contact Enrollment Services at (609) 343-5005 if you have any questions.

Please log in to your Self-Service account to review any outstanding immunization requirements. You may submit

your immunization documents by uploading through Self-Service at the link below. If you do not know your username or password you can reset it via the same link.

<https://acccdtsfss.atlantic.edu/Student/DocumentRequests>

Transcripts

Transcript requests are only processed online through the National Student Clearinghouse by visiting www.atlantic.edu and clicking on Request Transcript. There is a minimal charge for processing.

Educational Opportunity Fund Program (EOF)

The Educational Opportunity Fund (EOF) at Atlantic Cape Community College is sponsored by the state of New Jersey. This program offers a variety of academic support services to eligible students who exhibit the potential to be successful in college. The EOF Program also provides monetary support to students who are from economically modest backgrounds and meet the income guidelines established by the state (https://www.nj.gov/highereducation/EOF/EOF_Eligibility.shtml).

The Educational Opportunity Fund Program has staff on hand to assist scholars to become lifelong, independent learners with the tools necessary to thrive and excel in a competitive society. This goal is achieved by providing individualized, tailored counseling, academic and career advising, tutoring referrals, workshops/seminars, monitoring academic progress, transfer assistance, educational and professional development activities. For detailed information including eligibility requirements and the program application, please visit our website at www.atlanticcape.edu, or contact the EOF office at (609)343-5667 or email us at eof@atlanticcape.edu.

THE CENTER FOR ACCESSIBILITY (CFA)

Atlantic Cape provides reasonable accommodations to students with documented disabilities. Students are strongly encouraged to request accommodations at the time of admission, to ensure accommodations are in place prior to the start of classes. Students are required to submit documentation to determine eligibility for accommodations in accordance with Section 504 of the Rehabilitation Act of 1973, as amended and the Americans with Disabilities Act.

Eligibility

Eligibility for student accommodations is based on medical and/or other professional documentation of disability as well as the impact the disability has on the students' access to their education. Contact the Center for Student Success for information about appropriate documentation of disabilities

by calling (609) 343-5667 or you can stop by the Center for Student Success on the Mays Landing campus. Please note this is an individualized process, and will vary based on student needs.

It is the responsibility of the student with a disability to identify himself/herself as having a disability and to request academic adjustments, auxiliary aids and/ or modifications necessary to receive equal access to the College's programs, activities and services. The person with a disability can initiate self-identification by seeking assistance from the Center for Student Success.

Provision of Accommodations

In order to receive accommodations in a timely manner, students are encouraged to schedule a meeting with the Access Counselor in the Center for Student Success for documentation review and individualized need assessment.

The process for obtaining accommodations is as follows:

1. Complete and submit the CFA Registration Form. Upon completion of this form, the student will receive a confirmation email of their submission. Students are encouraged to call (609) 343-5667, email cfa@atlanticcape.edu or stop by if accommodations are needed to complete this form.
2. Upon receipt of the registration form, a representative from the Center for Student Success will contact the student to schedule an intake meeting. This meeting can be done in person, via Zoom, or by phone.
3. Preferably, documentation will be submitted before the intake meeting, however, proper documentation can be discussed at the intake meeting. The documentation should include a diagnosis of a medical condition(s) and sufficient information regarding the impact on the student's ability to perform and/or function in an educational setting. Documentation must support the need for the accommodations requested. Please consult the CFA guidelines for examples of acceptable documentation.

The documentation can be submitted in one of three ways:

1. Sending as an email attachment to: cfa@atlanticcape.edu
2. Faxing to (609) 343-4926
3. Bringing the documentation to the intake appointment

Assistive Technology Resources

Various assistive technology is available for student use; options can be discussed at the intake interview. Students will be referred to the Center for Accessibility to determine the appropriate technology for them.

Placement Testing for Students with Disabilities

If a student with a documented disability needs accommodations to take the Placement Test (ACCUPLACER), contact The Center for Student Success prior to scheduling an appointment for the test to arrange accommodations. The test is also available in alternate formats for students with visual impairments. Call (609) 343-5667 or cfa@atlanticcape.edu for additional information and to request accommodations.

Student Support Services Program (SSS)

The Student Support Services (SSS) program is a comprehensive, federally-funded, academic support program designed to increase course performance, retention, graduation and transfer rates of first generation (parents who have not earned a bachelor's degree), low-income and/or disabled college students.

The SSS Program customizes its services according to the academic needs and career goals of all participants. SSS participants have the unique opportunity to work one on one with counselors who are committed to their success. Services include individualized tutoring, academic advisement, career exploration, transfer assistance and cultural activities.

To apply, access an application online at: www.atlantic.edu/student-life/student-resources/counseling/index.php, or pick up an application from The Center for Student Success on the Mays Landing Campus. For information call Rashawn Martin at (609)343-5667 or email ramartin@atlanticcape.edu.

Student Leadership Programs Men of Atlantic Cape (MAC)

Men of Atlantic Cape (MAC) is focused on the promotion of the intellectual advancement of Black and Latino males (although programming is open to all males) by demonstrating and reinforcing the essential values of scholarship and perseverance through a series of activities that encourage self-motivation, self-empowerment, sound decision-making, academic excellence and community service. For more information call Rashawn Martin at (609) 343-5614 or email ramartin@atlanticcape.edu.

Leadership and Education Development (LEAD)

College faculty and staff nominate students with a GPA of 2.8 and above for participation in the LEAD program. Selected

students engage in leadership development and training activities that are designed to enhance leadership skills, strengthen academic performance, and establish strong leaders on campus, in their respective communities and chosen career fields. . For additional information, contact the Center for Student Success at (609)343-5667 or email eof@atlanticcape.edu.

Academic Policies and Procedures

(Additional information can be found on the College Web site www.atlantic.edu and in the Student Handbook/Calendar.)

Academic Integrity

Academic Honesty: Atlantic Cape expects unwavering integrity in work submitted from students. Acts of cheating or plagiarism will not be tolerated. Students are expected to cite all individuals and/or artificial intelligence (AI) tools that contributed to the completion of a project or paper; to cite the specific source of all information, ideas and quotations not original to the author; to honestly follow procedures established by instructors for examinations, laboratory experiments, reports and projects; to honestly abide by instructor policies on the scope of use (no use, limited use, or full use) for AI tools or content for any and all course work. All computer software is the property of Atlantic Cape and is bought under license from the manufacturer. Students may not make copies of software for personal use without the authorization of the ITS Helpdesk Manager.

It should be noted that persons facilitating plagiarism or cheating by another student are equally culpable and such persons may also be subject to penalties similar to those stipulated below. Examples of such facilitation include, but are not limited to, the following:

1. A student gives a copy of a past assignment, such as a term paper, to a second student with the understanding that the second student may use the assignment as his/her own work.
2. A student observes or has other first-hand knowledge of cheating or plagiarism and fails to report same to the instructor.

All students are reminded that they have an ethical responsibility to guard the academic process against corruption by such acts of dishonesty. In addition to the above, students must follow all course-specific or instructor-specific procedures established for examinations, laboratory experiments, studio work, reports and projects.

The following penalties apply in cases of cheating or plagiarism:

- 1) The instructor may assign a grade of "F" or a zero for an assignment. OR

The instructor may assign a grade of "F" for the course in cases of repeated dishonesty or in such cases where the

assignment in question is so central to the evaluation process that failure in the assignment would preclude any reasonable possibility of the student passing the course.

2) All confirmed breaches of academic honesty will become part of the student's permanent academic record. **Two such offenses will constitute grounds for Academic Dismissal. Said dismissal will be for a duration of no less than two years.** After two years, the student may apply for readmission, but this may be attempted only once. Upon readmission, any further act of dishonesty will result in permanent dismissal.

If the student is not in agreement with the action taken by the faculty member, the student is encouraged to meet and discuss the issue with the faculty as the first step. If the student is not satisfied with the outcome, the student requests a meeting with the Department Chair or Academic Dean, or Testing Director.

ACADEMIC INTEGRITY - APPEALS PROCESS

If the matter is not resolved between the student and faculty member or at the Department Chair, Director, or Academic Dean level, the student will contact the Senior Director of the Center for Student Success to file an appeal. The appeal process will be explained to the student and a student advocate will be assigned, if requested.

The Academic Standards, Policies, and Procedures Committee will be the appeal board for students who wish to appeal the action of a faculty member, Department Chair or Academic Dean, or Testing Director. The committee must have a quorum in order to hear the charge.

The following procedure will be followed in order to provide the student with due process:

- The faculty member, Department Chair, Director, or Academic Dean, or Testing Director will be notified of the appeal and will prepare a written statement of charges to be submitted to the Director of the Center of Student Success, who will prepare and present the case to the Academic Standards, Policies and Procedures Committee.
- A hearing date will be selected that is mutually agreeable to all parties. The student will receive written notification of the violation and hearing date by registered mail or delivered in person and by email at least ten days before the date of the hearing. The hearing will take place on the scheduled date as long as the Committee has a quorum to hear the case.
- The charges, all affidavits, and all exhibits which the College intends to submit will be made available to the person making the allegation and the charged student for inspection.
- The student may bring counsel to the hearing in a consultative role only. Also, the student can be assigned a student advocate from the counseling center to

accompany them. The advocate can help the student prepare for the hearing and accompany the student to the hearing in a consultative role.

- The student will have the opportunity to present his/her own version of the facts, by personal statement as well as by affidavits and witnesses.
- The student will have the right to hear evidence against him/her and to question adverse witnesses personally.
- The Academic Standards, Policies, and Procedures Committee will make a determination of the facts of each case solely on the basis of the evidence presented at the hearing. The chairperson of the committee will prepare a written statement of the committee's findings of fact and a recommendation to the Senior Vice President of Academic Affairs for action.

The Senior Vice President of Academic Affairs receives recommendation and makes the appropriate decision regarding disciplinary action or dismissal of charges and the decision is final.

Use of College Technology

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, the right to privacy, and the right to determine the timing, form, manner, and terms of publication and distribution.

Because electronic information is volatile and easily reproduced, respect for the work and professional expression of others is especially critical in computer environments.

Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the college community.

Users of technology at Atlantic Cape will:

- Respect individuals' rights to privacy.
- Communicate in language and images that are not offensive, profane or obscene.
- Protect the confidentiality of personal communication.
- Adhere to the intellectual property laws regarding copyright protected materials.
- Treat technology hardware and software in a manner that does not damage or interfere with its use.
- Limit use, when necessary, to allow other users' access.
- Engage only in technology-based activities that are related to the College's Mission.

Academic Standards

Staff and resources are available to help students be academically successful. At the end of each academic year

(at the end of the spring semester), the college will review students' academic progress and identify individuals who need additional support and resources. If a student is placed on one of the following academic classifications they will need to meet with a college representative to identify appropriate support and resources to develop a plan for academic success.

To be in "good academic standing," students must maintain a minimum 2.0 overall grade point average (GPA). Students receiving financial aid must also meet "Satisfactory Academic Progress" (SAP) requirements (pass a certain percentage of courses in which you enroll). If a student earns an overall GPA below the minimum 2.0, they will be placed on one of the Academic Classifications listed below.

Academic Classifications

Academic Probation

A student placed on Academic Probation has earned a GPA below a 2.00 (the minimum to be in "good academic standing"). Students on Academic Probation must connect with a counselor or advisor to develop an action plan for academic success.

Academic Suspension from Full-time Enrollment

A student placed on Academic Suspension from full-time enrollment is restricted to a maximum of 11 credits during each semester. Students on academic suspension must connect with a counselor to develop a plan for academic success.

A student may file an appeal through the Academic Appeal process if they would like to enroll full-time during the academic year.

Academic Dismissal

A student is placed on Academic Dismissal if they have attempted between 17-30 credits and have a GPA below a .60, or have attempted between 31 – 48 credits and have earned a GPA less than 1.01 or have attempted 49 or more credits and earned a GPA less than 1.59. This classification prohibits College enrollment for a period of two semesters (one academic year). A student may appeal this classification through the Academic Appeal process in order to enroll during the academic year. If the appeal is approved, the student will be placed on Academic Suspension from full-time enrollment for the first semester and must meet with a counselor to determine the maximum credit enrollment for the next semester.

Academic Classification Chart

Credits Attempted	GPA	Status
12-16	0-.50 .51-1.99	Academic Suspension Academic Probation
17-30	0-.59 .60-1.39 1.40-1.99	Academic Dismissal Academic Suspension Academic Probation
31-48	0-1.00 1.10-1.79 1.80-1.99	Academic Dismissal Academic Suspension Academic Probation
49 or more	0-1.59 1.60-1.79 1.80-1.99	Academic Dismissal Academic Suspension Academic Probation

Academic Classification Appeals

Students with extenuating circumstances (personal, medical or employment related) may appeal to the Academic Standards, Policies, and Procedures Committee. Upon written notification of academic classifications, students will be given notice of their right to an appeal, appropriate contact information, instructions for requesting appeal and appropriate scheduling information. Upon being granted this opportunity, students may submit their appeal in writing or in person. The committee will judge each case and state its finding to each student regarding its disposition of either upholding or reversing the assigned academic status.

Credit Amnesty Program

A student may petition the Academic Standards, Policies, and Procedures Committee for the Credit Amnesty Program whereby a student's previous academic record may be expunged. This program is for students who have a four-year break in enrollment at Atlantic Cape, have re-entered and completed 12 credits of college-level course work at Atlantic Cape with a grade of "C" or better. Graduates are not eligible for the program and Credit Amnesty can only be granted once. For information call (609)343-5098 or email abrown@atlanticcape.edu. Applications can be completed by visiting

www.atlantic.edu/student-life/student-resources/counseling/index.php.

Course Descriptions

Course descriptions are listed alphabetically by subject area. The four letters of the acronym identify the subject area, followed by three numbers identifying the course. The first number to the right of this information indicates lecture hours, the middle number laboratory, clinical or field study hours, and the third is the total credits for the course.

All college-level courses require a demonstrated level of proficiency in English. Courses that do not list a prerequisite require placement into ENGL101 or successful completion of ENGL080. Students who test into ENGL070 or ENGL080 may only take courses listed in the *Basic Skills Course Selections* chart (see the *Testing* section) unless they are enrolled in the Accelerated Learning Program. Some courses list prerequisites or corequisites under the title. Prerequisites are courses or requirements which must be satisfied before enrolling in a course. A corequisite may have been taken prior to enrolling for the course or may be taken concurrently.

The College strongly recommends students meet with an advisor before registering for courses.

General Education Elective - Any college-level approved general education course (See *Atlantic Cape-General Education Courses* list)

Liberal Arts Elective - Any college-level course carrying the following course prefix: ANTH, ARTS, BIOL, CHEM, COMM, DANC, ECON, ENGL, ESCI, FREN, GEOG, GOVT, HIST, HUMT, ITAL, MATH, MUSC, PHIL, PHYS, PSYC, RELG, SGNL, SOCL, SPAN, THEA. (Exceptions: ENGL070, ENGL080, ENGL099, MATH073 and MATH074, MATH099)

Free Elective - Any college-level course in the curriculum. (Exceptions: DEVA110, DEVS111, DEVA155, ENGL070, ENGL080, ENGL099, MATH073, MATH074, MATH099, ESLN060, ESLN062, ESLN070, ESLN071, ESLN072, ESLN074, ESLN075, ESLN080, ESLN090, ESLN091, ESLN092, ESLN093, ESLN094, ESLN095, ESLN096, ESLN099, ESLN100, or any course designated remedial or developmental)

Program Elective - A group of courses recommended by a department to meet the degree requirements. See specific program page.

Grading

The following grading scale applies to all disciplines except Nursing (NURS), Culinary (CUBP, CULN, CULA), and specified Aviation Flight courses (AVIT). Grading scales for these areas have also been included.

Each student is evaluated by instructors at the end of the semester. The following grades are used to indicate the caliber of the student's academic achievement:

Grade	Percentage Range	Grade Point Value
A	93-100%	4.0
A-	90-92%	3.7
B+	87-89%	3.3
B	83-86%	3.0
B-	80-82%	2.7
C+	77-79%	2.3

Grade	Percentage Range	Grade Point Value
C	70-76%	2.0
D	60-69%	1.0
F	0-59%	0.0

Nursing Grading Scale

Applies to courses with the NURS alpha.

Grade	Percentage Range	Grade Point Value
A	93-100%	4.0
A-	90-92%	3.7
B+	87-89%	3.3
B	83-86%	3.0
B-	80-82%	2.7
C+	77-79%	2.3
C	75-76%	2.0
D	60-74%	1.0
F	0-59%	0.0

Academy of Culinary Arts Grading Scale

Applies to courses with the following alphas: CUBP, CULA, and CULN.

Grade	Percentage Range	Grade Point Value
A	92-100%	4.0
A-	90-91%	3.7
B+	87-89%	3.3
B	83-86%	3.0
B-	80-82%	2.7
C+	77-79%	2.3
C	75-76%	2.0
D	66-74%	1.0
F	0-65%	0.0

Aviation Program Flight Courses

The following AVIT courses are graded as **Pass/Fail**:

Course	Course Title
AVIT 145	Private Pilot Helicopter
AVIT 210	Private Pilot Airplane
AVIT 240	Instrument Pilot Airplane
AVIT 255	Instrument Pilot Helicopter
AVIT 265	Commercial Pilot Helicopter
AVIT 278	Airplane Flight Instructor
AVIT 280	Commercial Pilot Airplane
AVIT 282	Helicopter Flight Instructor

Course	Course Title
AVIT 286	Multi-Engine Pilot
AVIT 288	Commercial Helicopter Add-On

Procedure for Issuing a W as a Grade after a Final Grade is Issued (F to W)

A change of grade request from “F” to “W” because of failure to withdraw in a timely manner from the course or non-attendance will only be received and processed by the Registrar.

- The student must present complete documentation to the Registrar that explains the extenuating circumstances for the change.
- The Registrar notifies the faculty member involved of the student’s request. Documentation will be available for inspection in the Enrollment Services Office.
- If the faculty member does not approve the change, the student may petition the Academic Standards Policies & Procedures Committee for an appeal.

I-Incomplete - This grade is defined as a failure to complete the requirements of a course, due to illness or other circumstances acceptable to the instructor as beyond the control of the student. An incomplete grade may be changed to a letter grade by the instructor, if the student completes the requirements of the course before the end of the eighth week of the next regular fall or spring semester. Due to the special circumstances of Aviation flight training courses, students will have 12 calendar months to complete the requirements of flight courses.

A grade of incomplete, which has not been changed by the end of the grace period, becomes an F. The responsibility for the elimination of an incomplete grade entry on the permanent record lies entirely with the student. Requests for change of an incomplete grade to a letter grade must be submitted by the instructor by email to register@atlanticcape.edu. An incomplete grade does not satisfy the prerequisite requirement for the next level course.

NA - Student never attended or never participated in an online course.

Auditing a Course

AU - Audited. No credit or regular grade given for the course. In order to receive an AU for a course, the student must register as an audit student by notifying the Enrollment Services Office at the time of registration or through the first week of the semester (drop/add period). Regular attendance and other requirements stipulated by the instructor are required. Final grades of AU will be assigned and will appear on the student’s transcript. AU grades are not computed in the student’s GPA. Audited courses are ineligible for financial aid.

Grade Appeals Procedures

Atlantic Cape is dedicated to the goals of fairness in all of its procedures and practices. If, for any reason, a student believes he or she is the victim of unjust practices, a comprehensive process for grievance resolution is available to that student and is outlined as follows. All student-initiated grade appeals must be submitted within one year of the original date of issuance of the grade to the instructor that submitted the grade.

Credit–Academic Issues (grades, etc.)

- **Level 1** – The student meets with the faculty member. If the issue is not resolved, the student proceeds to the next level.
- **Level 2** – The student meets with the appropriate department chair, director, or academic dean (in the case where a department has a coordinator). If the issue is still unresolved, the student proceeds to the next level.
- **Level 3** – The student meets with the Senior Director of The Center for Student Success who will forward the case on to the Academic Standards, Policies & Procedures Committee. This committee will make its recommendation to the Senior Vice President of Academic Affairs who then renders a binding decision.

A student may request a College counselor to assist them at any level of the grievance process. The counselor’s role is one of support and advisement. The counselor helps clarify the appeals process, assists the student with the preparation of his or her case, and helps the student explore options so the student is able to make a more informed decision. Any choice made during the grievance process is that of the student. Counselors are not at liberty to make decisions for students or present evidence or testimony on the student’s behalf.

Students who need assistance with this process should contact the Senior Director of The Center for Student Success, Stacey Zacharoff, at (609)343-5091 or email szacharo@atlanticcape.edu.

Repeating a Course

A student may repeat a course for credit with this restriction: No course may be taken a third time without the written permission of the appropriate department chair, director, or academic dean. All attempts will appear on the transcript, but only the highest grade will be calculated in the semester or cumulative grade point average (for all course attempts after 1997).

- If a student repeats a course for credit in which the final grade of the original attempt was A, B, or C, the higher of the grades will be used.

- A course in which a student received a grade of W, NA, or AU and elected to take again, is not considered a repeated course.
- Courses transferred in from other institutions will not repeat Atlantic Cape courses.

Withdrawing from a Class with a "W" Grade or Withdrawing from the College

A student wanting to withdraw from a class may do so in writing until the 10th week of the fall or spring semester. Summer, winter and any other sessions that do not meet for the entire semester, have varying withdrawal dates. A grade of "W" will be assigned for the course. "W" grades are not computed in the student's GPA. Contact Enrollment Services or check the Academic Calendar online at <https://www.atlantic.edu/academics/calendar.php> for dates. It is each student's responsibility to withdraw from courses, by the deadline, at any Atlantic Cape campus or online. Non-attendance of a class does not constitute an official withdrawal and the student will receive a grade of "F" in the course. A withdrawal in a course may impact Financial Aid awards and/or status.

Procedure for Withdrawals after the "W" Period Ends and Prior to Final Grades

If a student can document extenuating circumstances beyond his/her control (sickness, death in family, out-of-town, injury, job change, etc.), the Dean of Student Affairs and Enrollment Management or designee (Registrar) has the authority to allow the student to withdraw. If a student makes a request to a professor for a withdrawal after the "W" deadline, but prior to the final grades deadline, the professor may approve the request by signing a Registration/Course Change form. Withdrawal from the College requires written notification, in person or online, of withdrawal to the Enrollment Services Office.

Classroom Success

Research has indicated that there is a correlation between academic success and classroom attendance and punctuality. Faculty members announce attendance expectations and it is the student's responsibility to know and follow the said expectation for each course. Faculty may be required to report students' last academic activity for individual courses.

Emergency Closing/Cancellation of Classes/Text Alerts

Cancellation of a class may be necessary because of the sudden illness or unexpected absence of an instructor too late for a substitute to be assigned. Students will be notified of the cancellation by a notice posted on the classroom door, through a faculty announcement in Blackboard, or the [instructor cancellation list](#) posted on the website. Further study assignments may be distributed by the same means. Students should check their Blackboard for instructions on cancellation of classes delivered through remote instruction.

In the event of bad weather or other emergency, Atlantic Cape campus closings are announced on the homepage, Facebook page, Twitter account, via Text Alerts and carried over local radio and television stations. Students are encouraged to sign up for Atlantic Cape Text Alerts to receive up-to-date notifications in case of emergency situations or school closings. Participants can sign up for Text Alerts at atlanticcape.edu/textalerts. Atlantic Cape Text Alerts is an opt-in, permission-based program. Participant contact information and message preferences are kept private.

Students may visit the College website, www.atlanticcape.edu, for information on closings. Please note that the closing may be different for each of the three campuses.

Students may decide if extreme weather and road conditions prevent their attendance at classes when the College is open. In such cases, students should notify the instructor in advance. Students who miss a class must still complete assignments.

If an instructor is late for a class, students should wait at least 10 minutes after the scheduled starting time of the class. After such time, students may leave without prejudice, but one student should inform the Academic Resources Center of the instructor's absence: Mays Landing – room A123, Cape May – room 335, Atlantic City – room 255.

Dean's and President's Lists

Full-time students achieving a GPA of 3.0-3.99 in a given semester are placed on the Dean's list. Full-time students achieving a GPA of 4.0 in a given semester are placed on the President's list. Part-time students are eligible after each increment of 16 credits earned while maintaining a cumulative GPA of 3.0-3.99 or 4.0.

Graduation

To earn an Associate degree, students must successfully complete the minimum credits attributable to that specific

program as noted in the college catalog. Students must complete the required courses for the catalog in effect the date they were enrolled, or any catalog after that date.

Students must achieve at least a 2.0 cumulative GPA. Every student is required to demonstrate technological competency, by graduation, by passing CISM125-Introduction to Computers or CISM132-Problem Solving Using Technology with a "C" or better, testing out or presenting a portfolio. Each degree program will have the option of determining when these competencies should be demonstrated.

Students who transfer from another institution must complete 30 credits at Atlantic Cape. Graduates with a GPA of 3.5 to 3.74 are awarded a degree with honors; 3.75 to 3.99 with high honors, and 4.0 with the highest honors.

Although degrees are given at the end of each semester to qualifying students, a formal commencement ceremony is held at the end of the spring semester. Students who have more than two courses to complete for their degree requirements, or who have a cumulative grade point average of less than 2.00, will not be permitted to participate in the commencement ceremony.

Graduation Procedures

Candidates who expect to receive an Associate degree, Certificate or Certificate of Achievement in a Professional Series must file an online application for graduation and pay a graduation fee. A degree audit will be processed when the fee is paid. For information, contact Enrollment Services at (609)343-5005.

Student Policies and Procedures

Additional information can be found on the College website at www.atlantic.edu and in the Student Handbook.

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;

- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Source: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Atlantic Cape Community College to comply with the requirements of FERPA.

Submit claims to:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, S.W.
Washington, D.C., 20202-4605

Atlantic Cape Community College hereby designates the following categories of student information as public or "Directory Information." (The College may disclose such information without the student's prior consent under the conditions set forth in FERPA.)

Name, hometown, classification (freshman or sophomore), degrees awarded, honors, awards, weight/height of athlete, sports participation.

Requests for release of Directory Information must be submitted in writing to the Registrar, Atlantic Cape Community College, 5100 Black Horse Pike, Mays Landing, NJ 08330-2699.

Students who elect to withhold disclosure of this category of information must conduct all College business in person with a photo ID card. Such students' names will be published in the commencement program unless the students' request exclusion in writing. Students in this category are eligible to use the Web for transactions including registration, which are protected by a personal identification number (PIN).

Currently enrolled students may withhold disclosure of directory information under FERPA. To withhold disclosure,

students must present a student ID in person at the Registrar's Office (J building), Mays Landing Campus, and complete the Restrict Directory Information form. The form may be submitted at any time throughout the year and will immediately affect prospective disclosures. Atlantic Cape Community College assumes that failure on the part of any student to specifically request the withholding of a category of directory information indicates individual approval for disclosure.

Former students may not place a new request for nondisclosure of directory information on their educational records; however, they may request its removal.

Cyber Harassment Policy

Atlantic Cape requires a college community free from threats, intimidation, stalking, harassment and other harassing behaviors. These behaviors may include, but are not limited to, the following: repeated, unwanted/unsolicited contact that includes face-to-face contact, telephone calls, voice messages, text messages, electronic video and/or photography, electronic mail, instant messages, written letters, unwanted gifts; verbal or written abuse, threats, harassment, coercion, or any other conduct that places another individual in reasonable fear of his or her safety through words or actions directed at that person, or substantially interferes with the working, educational or personal environment of the individual; persistent offensive, threatening communication through the internet, via e-mail, chat rooms or other electronic devices. Students who are found responsible for Cyber Harassment will be in direct violation of the Student Code of Conduct Policy.

Drugs and Intoxicants Prohibited

- **Alcoholic beverages** – Possession, use or distribution of alcoholic beverages on the College premises is prohibited regardless of age. Students who violate these restrictions shall be subject to appropriate disciplinary action up to and including dismissal and criminal prosecution.
- **Drugs** – Possession or use of illegal drugs or narcotics on campus or at any College-sponsored function is prohibited. Persons found with illegal drugs will be suspended immediately and appropriate law enforcement authorities will be notified. Persons found to be engaged in the sale or distribution of illegal substances anywhere on College premises or at any College-sponsored function will be immediately dismissed from the College and appropriate law enforcement authorities will be notified.

Firearms

The possession of firearms by employees and students on College property or at any College activity is prohibited. This policy excludes armed security contracted by the College, law enforcement personnel and bank couriers on official business with the College and students who are active duty law enforcement personnel.

Student Complaint Policy

Atlantic Cape Community College is committed to providing an educational environment that encourages students to attain their educational goals. Consistent with that commitment, Atlantic Cape is dedicated to the goals of fairness in all of its procedures and practices. If a student perceives that he or she is the victim of unjust practices, Atlantic Cape has developed procedures for students to pursue complaints within the College community. A student who has an unresolved disagreement that falls under the jurisdiction of the College has the right to file a written complaint without prejudicing his or her status with the College.

Definition

A complaint involves a concern, problem or issue other than those listed below*. Complaints may be academic or nonacademic.

- An **academic complaint** may be brought by a student regarding the College's provision of education and academic services affecting his/her role as a student. Academic complaints can include but are not limited to course content, course delivery, or instructor related matters.
- A **nonacademic complaint** may be brought by a student regarding a disagreement or unresolved dissatisfaction with a staff member (non-faculty), another student, student group or administrator. Nonacademic complaints can include but are not limited to facilities or safety.

* The following are not considered student complaints under the scope of this policy, but may be directed as follows:

- [Title IX Disciplinary/Judicial Matters](#)
- [Disability Accommodations Complaint](#)
- Grade Appeals – See *Student Handbook*
- [Financial Aid Satisfactory Academic Progress \(SAP\) Appeal](#)
- [Academic Appeals](#)
- Student Refund Appeals

Sexual Harassment Policy

Atlantic Cape Community College prohibits sexual harassment by any member of the faculty, staff, student body, independent contractors or vendors, on any of the three College campuses. The policy of the College reflects a desire to create and maintain an environment for work and study which permits all employees and students the opportunity to pursue an education or career in which they can progress on their merit and ability.

The sex discrimination provisions of Title VII of the 1964 Civil Rights Act prohibit sexual harassment in the workplace. Sexual harassment in the classroom or in student-related activities is prohibited by the sex discrimination provisions of Title IX of the 1972 Education Amendment.

Non-Discrimination Notice

The college's Title IX Coordinator oversees compliance with all aspects of the sexual/gender harassment, discrimination and misconduct policy.

Students who have questions and complaints regarding Title IX may be directed to the Title IX Coordinator or Co-coordinator. For more information please visit: <http://www.atlantic.edu/student-life/security/title-ix.php>.

Title IX Coordinator

Nancy Porfido, Diversity, Equity and Inclusion Advocate and Judicial Officer, Mays Landing campus, 5100 E. Black Horse Pike, Mays Landing, NJ 08330, G-Bldg, room 118, (609) 343-5095, Email: porfido@atlanticcape.edu.

The U.S. Equal Employment Opportunity Commission (EEOC) has defined harassment on the basis of sex as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct... when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, evaluation, or grade; (2) basis for employment, evaluation or grade decisions affecting such individuals; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work or school performance or creating an intimidating, hostile, or offensive working or learning environment.

Affirmative Action

The College's Office of Affirmative Action is located at the Mays Landing Campus, Room 254, 5100 Black Horse Pike, Mays Landing, NJ 08330-2699. The office coordinates efforts to eliminate discrimination including the investigation of any complaint filed by a student or employee. Students, faculty, or staff who feel they have been the subject of possible discriminatory treatment may file a complaint with the Affirmative Action Office. For more information call Dr.

Vanessa O'Brien-McMasters, Vice President, Institutional Effectiveness and Chief Strategy Officer, (609)343-5670, or email vobmcm@atlanticcape.edu.

Smoking

Atlantic Cape Community College supports the rights of its employees, students and visitors to have the benefit of a smoke-free environment while on any of the College campuses. Therefore smoking, which includes e-cigarettes, is prohibited inside all buildings, including hallways, stairwells, restrooms and other common areas.

Violators will be subject to disciplinary action:

1. Normal administrative disciplinary procedures or the appropriate negotiated agreement grievance procedures will prevail for employee violators.
2. Student violators will be called before the Dean of Student Affairs and Enrollment Management.
3. All violators are subject to the public law governing smoking in public places.

Complaints may be addressed as follows:

1. Employee complaints or inquiries should be directed to the immediate supervisor.
2. Students should direct complaints or inquiries to the Dean of Student Affairs and Enrollment Management.
3. In addition, anyone may register a complaint with a security officer.

All employees share the responsibility of monitoring the smoking prohibition.

Student Code of Conduct

On admission to Atlantic Cape, each student accepts a commitment to act in a responsible manner, which conforms to generally accepted standards of adult behavior. Students are expected to familiarize themselves with the College's code of conduct.

It is expected that all students will show courtesy and respect for each other and for administrative officers, faculty and employees. Students must understand and accept the necessity for various College regulations and they must comply with directives of those authorized to enforce regulations.

Students are expected to respect the property of the College and that of others. Damage or destruction of such property will be considered a matter for disciplinary action.

All students are expected to present an appearance that is neat, clean and in good taste. Students also are expected to recognize the importance of their personal appearance.

Proper dress on campus, therefore, is expected. Some College programs reserve the right to require specific dress/uniform standards.

Indiscriminate, obscene language shows lack of respect for self and others. Students should show courtesy and respect for themselves and others by refraining from this practice.

Any threat or hindrance of the instructional process or the daily life of the campus should be rejected and resisted by all members of the College community.

Possession, use or distribution of alcoholic beverages on the College campus premises is prohibited regardless of age. This includes all College sponsored off-campus activities.

Students who violate these restrictions shall be subject to appropriate disciplinary action up to and including dismissal and criminal prosecution.

Possession or use of illegal drugs or narcotics on campus or at any College sponsored function is prohibited.

Threatening and Violent Behavior Policy

Atlantic Cape is a place where students, staff and guests expect safety and security while pursuing academic excellence and College activities. Accordingly, any Atlantic Cape student who verbally or physically threatens the safety of other students, staff, faculty or campus guests will be immediately suspended from the College pending a disciplinary hearing.

The outcome of that hearing may result in penalties including but not limited to additional suspensions or dismissal from the College depending on the circumstances of the offense.

Students who are suspended or dismissed from the College are banned from all Atlantic Cape campuses, learning sites, and College-sponsored events during the period of their suspension or dismissal.

Students who violate this ban will be charged with trespassing under New Jersey criminal codes.

Bullying/Harassment Policy

Violation of the following policy may result in disciplinary action.

Bullying and/or harassment is defined as:

Any overt or covert gesture, written, verbal or physical act, or any electronic communication that is reasonably perceived as being motivated by characteristics such as race, color,

religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on the property of Atlantic Cape Community College or at any function sponsored by Atlantic Cape and that affects an individual of one or more of the aforementioned groups in the following manner:

1. Has the effect of insulting or intimidating in such a way as to cause a disruption in the educational process; or
2. Creates a hostile environment; or
3. Infringes on the rights of said individuals; or
4. Causes great distress, loss of confidence or self-worth.

Students that are found to be in violation of the Bullying/ Harassment Policy will be in direct violation of Violent Behavior Policy. The disciplinary process for these policies will be enforced.

Testing

The Testing Office offers a variety of services to faculty, students and staff, and is primarily responsible for the administration of next-generation ACCUPLACER. Test results and data are used to provide appropriate information for academic placement, for developing sound academic advisement policies, and for meeting the educational needs of individual students. The office also offers credit-by-examination programs and administers an English as a Second Language Placement Examination.

Testing Fees

All testing fees must be paid before tests are administered. Fees can be paid at all three campus locations.

Testing Services

- Next-Generation ACCUPLACER
- ESL Placement Test
- ATI TEAS nursing entrance examination
- Comprehensive Adult Student Assessment System (CASAS)
- Credit by Examination program
- Make-up testing

Next-Generation ACCUPLACER

Students are required to take the next-generation ACCUPLACER test prior to registering for a mathematics, English or other course requiring a demonstrated level of ability. A student will be exempt from taking next-generation ACCUPLACER if the student identifies as a Professional Series seeking student. A student who identifies as non-credential seeking will be allowed to take up to 4 credits before being required to take the next-generation ACCUPLACER test. If the student wants to take a class that has a prerequisite, the student must receive the area Dean's approval prior to registration.

The next-generation ACCUPLACER consists of an essay, a test of reading, a test of quantitative reasoning, algebra, and statistics, and a test of arithmetic. An advanced algebra and functions test may also be given. Students whose test scores indicate a need for improved basic skills in English or mathematics will be placed in the appropriate developmental course. Generally, they follow a sequence of developmental courses leading up to college-level work in that area.

Students who place into ENGL080 Reading/Writing II also have the option of participating in the Accelerated Learning Program, which allows students to take ENGL101 Composition I when paired with the support course ENGL099. See course descriptions for additional information. Seats in this program are limited.

Placement into ENGL070-Reading/Writing I significantly limits the number of additional courses for which a student

may register. See the list of courses in the Basic Skills chart at the end of this section. Students must be admitted to the College before they can take the test.

Exemptions to the next-generation ACCUPLACER include:

- Students who have taken the SAT within the last four years and received a minimum score of 450 in Evidence-Based Reading/Writing and a score of 530 in Mathematics.
- Students who have taken the ACT test within the last four years and received a mathematics score of 22 and English score of 18 with a Reading score of 22.
- Students who already have a degree (A.A., B.S., etc.) may be exempt from testing.
- Students who have taken the required sections of the test (next-generation ACCUPLACER) at another New Jersey college within the last four years, and submit an official copy of the test results to Atlantic Cape.
- Transfer students who have completed a college-level mathematics course within the last 10 years and/or an English course at another college.

Next-generation ACCUPLACER tests, which are at least two hours long, are administered at all three College campuses. Students may retest only once after a 30-day time period has lapsed. There is a retesting fee. Test scores are valid for four years. For information call (609)343-5099, 343-4831 or 463-3775.

ESL Placement Test

Students whose native language is not English will be required to take the ESL Placement Test. Exemptions for the ESL Test include a TOEFL result of IBT54, IELTS overall band score of 5.5, or minimum required SAT score (call the Testing Office for details). If exempt, students must take the next-generation ACCUPLACER English Placement Test.

Test scores are valid for one year. Students who are absent from the college for a period of more than 12 months must retake the ESL Placement Test to reevaluate students' skills. For exceptional circumstances, students may inquire about retesting through the Testing Office.

Nursing and Radiologic Technology Entrance Test

Nursing and Radiologic Technology program applicants must take the ATI TEAS exam. The test is a general, comprehensive assessment tool which evaluates several areas including reading comprehension, mathematics, science and English/language usage.

Applicants must receive a minimum total scaled score of 58.7 for their application to be considered. The admission process

for the Nursing Program is very competitive. Applicants are ranked according to a composite score of the prerequisite GPA and their ATI TEAS scaled score.

The ATI TEAS is administered to Atlantic Cape students only. Students must have successfully completed two prerequisites required for the Nursing Program before registering for the ATI TEAS. Candidates may retest once per academic year at Atlantic Cape, after a 30-day time period has lapsed. This test must be taken within three years of applying to the Nursing Program. Additional information for the ATI TEAS exam can be located on the Testing Web site at www.atlantic.edu/admission/testing.

Comprehensive Adult Student Assessment System

Students taking a Workforce Development program that requires a CASAS test must complete the assessment and obtain the required score prior to registration. See the Continuing Education & Workforce Development Guide for program information. Students may retest once after 30 days. CASAS results are valid for one year.

Institutional Credit-by-Examination

Credit-by-examination courses are offered in Keyboarding and Document Production I, Word Processing I, Records and Information Management, PC Operating Systems and Introduction to Computers.

Credit-by-examination policies

- No duplication of credit is permitted.
- Credit-by-examination in any subject may be taken only once.
- Credit-by-examination is not permitted for courses in which a failing grade has previously been assigned.
- There is a 32-credit limit and students must pay tuition for credits earned.

Make-Up Testing

The Testing Office provides alternate testing opportunities for students unable to take a scheduled classroom test for one of the following reasons:

- A documented disability identified by the Center for Accessibility
- A religious holiday
- An emergency situation

The student should make arrangements with their instructor to initiate the make-up test. Once the instructor and student agree upon arrangements and the test is received by the Testing Office, the student should call or go to the Testing Office to make an appointment. Acts of cheating will not be tolerated. The instructor will be notified and the student will

be banned from using the services, as stated in the Student Handbook. Students using these services as an accommodation must contact the Center for Accessibility for alternate testing arrangements.

The Mays Landing office is located in J building or call (609)625-1111, ext. 5633 or 343-5633. For the Cape May County Campus call 463-3775. For the Worthington Atlantic City Campus call 343-4831 for assistance.

Basic Skills Course Selections Placement Into ENGL070-Reading/Writing I

**** (Based on Accuplacer score.)**

Students may take courses from the following:

Course #	Course
ARTS110	Fundamental Drawing
ARTS111	Crafts
ARTS112	Introduction to Ceramics
ARTS120 (inactive)	Introduction to Printmaking Processes
ARTS128	Introduction to Photographic Methods
ARTS125	Art with Computers
ARTS217 (inactive)	Weaving
AVIT140	sUAS Operations Multi-Rotor
AVIT185	Remote Sensing Using UAS
CISM102	Computer Fundamentals-Windows
CISM106	Internet Research
DANC171	Modern Dance I
DANC172	Modern Dance II
DANC173	Jazz Dance I
DANC175 (inactive)	Tap Dance I
DANC271	Ballet I
DEVA110	Introduction to Career Development
DEVA155	Student Success Seminar
HOSP132	Food Service Sanitation
HPED117	Archery I
MATH073**	Introduction to Algebra I-Prealgebra
MATH074**	Introduction to Algebra II
MATH099**	Accelerated Elementary Algebra
MATH121	Applications of Mathematics
MATH122	College Algebra
MATH150	Precalculus
MATH220	Statistical Methods
OSTM101	Keyboarding
OSTM110	Keyboarding/Document Production I
OSTM125	Notetaking

Course #	Course
THEA100	Theater Production
THEA111	Acting I
THEA210	Play Production I

Placement Into ENGL080-Reading/Writing II

Students testing into ENGL080-Reading/Writing II have the option to participate in the Accelerated Learning Program (See *Testing* section for details) or enroll in ENGL080. Students who have passed ENGL070, with a grade of C or higher, must take ENGL080.

Students taking ENGL080 may select courses from the ENGL070 list or the following:

Course #	Course
AVIT107	Aeronautical Knowledge Seminar
CDCC/EDUC103	Roles of the Early Childhood Professional
CDCC104	Infant/Toddler Development: Theory/ Apps.
CISM108	Microsoft Word
CISM110	Microsoft PowerPoint & Outlook
CISM125	Introduction to Computers
CISM162	Microsoft Excel
CISM166	Quickbooks Online
GIST101	Introduction to G.I.S.
HPED150	Concepts of Physical Fitness
OSTM125	Notetaking
OSTM141	Word Processing I
OSTM210	Keyboarding/Document Production II
SGNL101	American Sign Language
TVRF103	Digital Video Production I
TVRF180	Audio Production I

English as a Second Language

Advanced English as a Second Language students may take any of the following college courses in conjunction with full semester (16-week) ESLN092 or ESLN100:

Course #	Course
CISM108	Microsoft Word
CISM110	Microsoft PowerPoint and Outlook
CISM125	Introduction to Computers
CISM166	Quickbooks Online
MATH121	Applications of Mathematics
MATH122	College Algebra
MATH150	Precalculus
MATH220	Statistical Methods

College Skills Courses

If a student is required to enroll in ENGL080 (Reading/Writing II), it is expected that they take DEVS111-College Skills with a linked social science course. DEVS111 should be completed before enrolling in other courses except as those listed below. *ESL students who complete ESLN099 with a grade of B- or better are exempt from DEVS111.*

DEVS111 is linked with:

Course #	Course
EDUC110/PSYC110	Child Development: Theory and Practice
PSYC101	General Psychology
PSYC135	Child Psychology
SOCL101	Principles of Sociology

Students enrolled in a linked College Skills/Social Science course combination (e.g., DEVS111 and PSYC101) may **not** withdraw from the DEVS111 course without also having to withdraw from the linked social science course. However, students who choose to remain in the DEVS111 course by itself can do so and may withdraw from the linked social science course only.

(DEVS111, with its linked social science course, and ENGL080 may be taken concurrently.)

Student Engagement

Student Identification Cards

Students will be issued a College photo identification card upon presentation of their current registration and a valid photo identification (ex. driver license/passport).

This card must be displayed at all times and must be updated at the beginning of each semester with proof of enrollment. New or returning students without a valid ID should secure their ID card during the first two weeks of the semester. In order to attend Atlantic Cape and to utilize college services, students must have a valid Atlantic Cape ID displayed.

The ID card is required to obtain materials from the library, use the computer labs, sell books back to the bookstore, participate in sports, use the recreation equipment in the Student Life Center, use the fitness center, and to gain admission to College-sponsored events. Students eligible for financial aid need Atlantic Cape identification cards to receive book checks from the business office.

Photo identification cards are issued in Enrollment Services in J building at the Mays Landing Campus. Worthington Atlantic City and Cape May County campuses students may obtain identification cards according to posted hours. To replace a lost ID card, students must pay the replacement fee of \$5 at the Business Office and take the receipt to the appropriate campus office for a replacement ID.

Student Government Association

All Atlantic Cape students are members of the Student Government Association. The main policy-making body of SGA is the student senate. Comprised of representatives from all student clubs, the senate is responsible for supervising the work of SGA committees, chartering student organizations, approving budgeting of all funds, determining student policy and working with faculty and administration to improve the College. To contact SGA by email: sga@atlanticcape.edu. The office is located in the Student Center, G building, first floor, on the Mays Landing Campus. For information visit www.atlantic.edu/student-life/student-engagement/sga.

Clubs and Organizations

Atlantic Cape sponsors special interest clubs and organizations on campus, which are open to all students regardless of race, creed or color. Each is chartered by the Student Senate of the SGA and has its financial obligations met from the student activities fee. Groups wishing to be officially recognized by the College must meet the requirements established by the SGA. Religious or political groups have the right to organize and be recognized by the

SGA. Students registering for a class during activity period cannot attend club meetings. Information can be obtained from the Student Engagement Office located in the Mays Landing Campuses G building, or call (609)343-5010 or visit www.atlantic.edu/student-life.

Fraternities and Sororities

Atlantic Cape's Board of Trustees recognizes fraternities and sororities on campus pursuant to the rules and regulations of the Student Government Association. The College supports such groups on campus because it believes that they can contribute to the growth of individuals by fostering mutual interests.

Intercollegiate Sports

Atlantic Cape is a member of the NJCAA Region XIX as well as the Garden State Athletic Conference, which determines a state champion and selects all-conference teams in each sport. Atlantic Cape is one of more than 500 members of the National Junior College Athletic Association (NJCAA). The NJCAA sponsors national championship events and selects All-American teams.

Atlantic Cape abides by the eligibility requirements of the NJCAA for all members of intercollegiate athletic teams.

"The Buccaneers" is the official College team name for all Atlantic Cape sports. Atlantic Cape competes in intercollegiate men's basketball, baseball, women's basketball and volleyball. Atlantic Cape has a nationally ranked co-ed archery team. We will also offer men's and women's soccer, starting this fall semester.

For additional information contact the Athletic Director at (609)343-5043 or email jedwards@atlanticcape.edu.

Intramural Sports

Intramural Activities will vary based on student interest but may include: basketball, volleyball, ping-pong, kickball, soccer and flag football. Tournaments and various other activities are planned throughout the semester. For additional information, students can stop by the Athletic Director's office in the Gym, "E" Building, call (609) 343-5043 or email jedwards@atlanticcape.edu.

Athletic Facilities—Mays Landing

Atlantic Cape indoor athletic facilities include a gymnasium with a seating capacity of 800, newly-renovated locker rooms and showers. There is also a fitness center equipped with state-of-the-art exercise equipment available for students, faculty and staff. Outdoor facilities include softball and soccer fields, and an archery range. Use of these facilities must be scheduled with the facilities coordinator at the Mays Landing Campus, or call (609)343-5043.

Student Center

Mays Landing Campus: The Student Center, Mays Landing Campus, G Building, first floor, is available for use by all Atlantic Cape students. Housed in the center are ping-pong tables, television, game room and cyber cafe. The center also provides information on Student Government, activities and clubs, IDs and operates the lost and found. The activities in the Student Life Center are a privilege that can be revoked for non-compliance of College policies and Student Life Center rules.

The SGA and Atlantic Cape Review (student newspaper), Rewrites, and the student run radio station, WRML 107.9 FM are located in the Student Center. Hours of use are posted throughout campus. For more information, call the Student Center, (609) 343-5010.

Charles D. Worthington Atlantic City Campus: A student game room and lounge is on the second floor, Room 245. Ping pong and board games are available.

Cape May County Campus: A student life area, on the first floor, provides a place for students to relax and unwind between classes. The area contains comfortable tables and chairs, a ping-pong table and a place for students to mingle.

Student Publications and Radio Station

Atlantic Cape Review, the student newspaper, is written and edited by Atlantic Cape students, with the assistance of an advisor. Published during the fall and spring semesters, the Atlantic Cape Review offers an opportunity for all students to display or develop skills in writing, photography, layout, design and graphics. The Atlantic Cape Review provides fair and impartial reporting on topics of interest to the College community. Staff positions are open to all Atlantic Cape students, full or part time. The newspaper office is located in the Student Center.

Rewrites, the Atlantic Cape literary magazine, is published each spring. Staffed and edited by students, the magazine contains essays, poetry, short fiction, one-act plays, pen and ink drawings, 2D pencil drawings and photographs from students, faculty, staff and the College community. Alumni contributions are welcome.

Official student publications reflect the policy and judgment of the student editors and express students' points of view. This entails the obligation to be governed by the standards of responsible journalism such as avoidance of libel, obscenity, defamation, false statements or material advocating racial or religious prejudice. Student publications provide an opportunity for expression of student opinion.

WRML, the campus radio station broadcasts daily. Students are invited to participate in programming the station. Contact

the Student Engagement Office in G building for information. The station can be heard at www.wrmlradio.org and at 107.9 FM.

Tuition/Fees and Refunds

All tuition and fees must be paid in full by the published due date for each semester, unless a payment plan is established and the initial payment made (see *) or financial aid is pending on your account. The college also accepts vouchers and purchase orders from any person or agency that provides a form or letter authorizing Atlantic Cape to bill them for tuition and fees. Cash, checks, money orders, American Express, Discover, Visa, and MasterCard are accepted forms of payment. Checks and money order must be made payable to Atlantic Cape Community College. E-checks and the above credit cards are accepted online via Self Service. *Payment plans are available for the Fall and Spring semester only. See payment plans for more information.

A student is considered registered and liable for tuition and fees unless the student withdraws in writing or through Self Service before the semester start date. Making registration changes, failing or withdrawing from courses may result in the return of financial aid, scholarships or third party sponsor payments. Any balance becomes the responsibility of the student.

Tuition and fees are charged on a per-credit basis. Costs for a course may include laboratory fees, plus mandatory insurance fees for full-or part-time students. For a current listing of tuition and fees, visit <http://www.atlantic.edu/admission/costs.php> or contact the Office of the Bursar at bursar@atlanticcape.edu.

Tuition and Fees

The following information is for the 2023-2024 academic year.

Note that Atlantic Cape Community College reserves the right to change tuition and fees without notice. For updates, visit <http://www.atlantic.edu/admission/costs.php>

Fee Description	Amount
Tuition, General Education, Per Credit	
Atlantic and Cape May County residents	\$162.50
Online courses	162.50
Out-of-county, New Jersey residents with chargebacks	162.50
Out-of-county, New Jersey residents without chargebacks	212.50
Out-of-state and foreign	262.50
Tuition, Academy Of Culinary Arts Program Courses, Per Credit	
Culinary Arts students, Atlantic and Cape May counties	\$300.00
Out-of-county, New Jersey residents with chargebacks	300.00
Out-of-county, New Jersey residents without chargebacks	330.00
Out-of-state and foreign	360.00
Culinary Arts program fee, per credit	350.00

Fee Description	Amount
Registration Fee	
Registration Fee, summer, fall, and winter/spring, per semester	\$10.00
Mandatory Fees, All Students	
General Fee, per credit (excluding online courses)	\$31.50
Campus Safety Fee, summer, fall and winter/spring, per semester	40.00
Facilities Fee (excluding online courses), per credit	3.00
Student Activity Fee, fall and spring semesters (excluding online courses), per credit	1.00
Student Accident Insurance, summer semester	3.50
Student Accident Insurance, fall and spring, per semester	5.50
Special Fees	
Academy of Culinary Arts	
Culinary Arts Credit-by-Exam Fee, non-refundable, per course	\$260.00
Allied Health and Nursing Programs	
Allied Health and Nursing Program Evaluation Fee	\$25.00
ATI TEAS, nursing, radiologic technology entrance exam fee	112.00
Clinical Fee, NURS, per credit	315.00
Professional Liability Insurance Fee, clinical courses	5.00
Radiologic Technology Course Fees	see web
Technical Studies Institute	
Air Traffic Control Terminal Program Fee: ATCT 220, 225, 280, 285, per credit	\$380.00
UAS Operations Course Fee: AVIT140	250.00
Simulated Flight Course Fee: AVIT103	650.00
Flight Training Course Fees	see web
Course-Related	
Heavy Technology Course Fee (excluding online & remote sections), per credit	\$40.00
ESCI100 Lab Kit Fee (online & remote sections), per course	90.00
Annual Online Proctoring Fee (Online and Remote sections only)	25.00
High School Dual Credit Enrollment, per credit	65.00
High School Concurrent, Taught at High School, per credit	115.00
High School Concurrent, Culinary Courses, per credit	162.50
Independent Study Fee, per course	25.00
Light Technology Course Fee, (excluding online & remote sections) per credit	25.00
Online Course Fee, per course	25.00
Studio Arts Course Fee, per credit	10.00
Site Visits Fee (fieldwork, internships, practicums), per credit	25.00
Graduation	
Professional Series Audit Fee	30.00
Testing	

Fee Description	Amount
Accuplacer Retest Fee	\$15.00
Institutional Credit-by-Exam Testing Fee (Upon successful completion, cost will be the current per-credit rate minus the \$25.00 testing fee)	25.00
Portfolio Assessment Fee	125.00
Proctored External Testing, per exam	25.00
Additional Fees	
Collection Fee, Delinquent Accounts	\$30.00
Deferred Payment Plan Fee	25.00
Late Payment Plan Fee	25.00
Returned Check Service Charge	35.00
Student Identification Card, replacement	5.00
Outgoing Transcript Fee	10.00

Refunds

If Atlantic Cape cancels a class, or changes the time, day or date of a scheduled course, students may transfer tuition and fees to another course or elect to receive a full refund of tuition and fees. Tuition/fee refunds for withdrawals are calculated on a percentage basis according to the following:

Fall and Spring Semesters

- Before first day of semester - 100%
- Before end of the second week of semester - 50%
- After second week of semester - no refund

Fall and Spring Late Start Sessions

- Before first day of course -100%
- Five days after start of session - 50%
- After first five days of session - no refund

Summer Semester

- Before first day of session - 100%
- Five days after start of six, eight and 13 week session - 50%
- After first five days of sessions – no refund

Winter Session

- Before first day of session - 100%
- First day of session - 50%
- Second day of session – withdraw only (no refund)

Exceptions may be made for extenuating circumstances which can be documented. Examples: If the first day of the fall semester is September 2, to get a 100% refund, notification must be served to the Enrollment Services Office by September 1. If September 1 is a holiday, notification must be made by the last business day prior to September 2.

If notification is served after September 1, but before September 16, a 50% refund will be issued. Thereafter, no refunds will be made. The College reserves the right to change faculty assignments.

Refunds will be processed and returned in the manner in which they are received. If payment is made in more than one form, all refunds will be applied to the credit card first.

Chargebacks

Atlantic and Cape May County Residents

See “*Admission to Atlantic Cape*”

Other Counties

Students who are not residents of Atlantic or Cape May counties are required to file chargeback forms every semester upon registration or they must pay out-of-county fees. A chargeback authorizes Atlantic Cape to bill the student's home county in New Jersey for the out-of-county portion of the tuition. It is the student's responsibility to verify eligibility for a chargeback with the home county. Forms are available from the local county treasurer's office or community college.

To be eligible for chargebacks, residents of counties other than Atlantic or Cape May will need to:

- Be a valid resident per the requirements of their home county.
- Enroll for a course or program that is not offered by their home county college.
- Demonstrate minimum competency on the next-generation ACCUPLACER.
- Request a “Certificate of Inability to Admit Form” (chargeback) from their home county college admissions office certifying they do not offer the course.
- Process necessary paperwork from the home county treasurer's office to obtain a chargeback.
- Check with the home county for additional information, deadlines and residency requirements.

Atlantic Cape will allow registration at the in-county rate for students from counties that require proof of registration to obtain a chargeback. The student must sign a chargeback promissory note. For further information on payments or chargebacks, call the Bursar's Office at (609)625-1111, ext. 5244, or (609)463-4774, ext. 5244.

Insurance

Health Insurance

The State of New Jersey no longer requires community colleges to insure that students are covered by health insurance policies. It is the intention of both the Legislature

and the Governor to enable students to select their own health plans rather than have plans selected by the school. This includes all Nursing/Allied Health students requiring insurance for their clinical site rotations.

In addition, with the passage of the Federal Patient Protection and Affordability Care Act (PPACA), all citizens should have insurance coverage through a PPACA compliant plan. 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. The PPACA also required employer plans to continue to provide dependent coverage to their employee's dependents up to age 26.

Students who wish to purchase health insurance are encouraged to visit the following websites to learn about their health insurance options:

- www.healthcare.gov
- www.Cuidadodesalud.gov (Spanish)
- www.twitter.com/HealthCareGov
- www.facebook.com/Healthcare.gov
- Submit questions to: HHSORD2@hhs.gov

Accident-Only Insurance

All students are covered by a mandatory group accident insurance policy paid for through college fees. The student accident-only insurance policy, provides limited benefits during all school-sponsored functions, classes or activities while enrolled for the treatment of school-time injuries. Because this plan provides excess benefits only, students must first submit accident claims to their own private insurance provider.

Financial Aid Information

All students who want to be considered for financial aid, even those only applying for loans, must file a Free Application for Federal Student Aid (FAFSA). Atlantic Cape's code number is 002596.

Students can file the FAFSA online and should file early. Visit fsaid.ed.gov to create your legal electronic signature and file online at www.fafsa.ed.gov. The FAFSA application will determine eligibility for grant, loan and work assistance. This determination is based on a federal methodology that processes application data, such as family income and asset information, and calculates an Expected Family Contribution (EFC).

Students may apply as early as October 1 every year. Students are strongly encouraged to file by March 1, if applying for the fall semester, or by September 1, if applying for the spring semester. Continuing students must re-apply each year by the above stated deadlines. Students not seeking a degree or enrolled in eligible clock hour program are not eligible for financial aid. For information, visit www.atlantic.edu.

General Eligibility Requirements

Students must:

- Have a high school diploma or GED*
- Be enrolled in a degree or approved 600+ clock hour program.
- Demonstrate financial need.
- Maintain satisfactory academic progress.
- Submit all required documentation within the specified deadlines.

When a student is awarded financial aid, their award letter is based on the current enrollment status. Financial Aid awards are reviewed and adjusted for changes in enrollment status nightly, as credit load changes, through the 10th day (add/drop period) of the term.

Total Withdrawals

A student's award may be adjusted if the student chooses to totally withdraw, officially or unofficially, from a term. The student's financial aid award would be prorated to reflect the time the student attended. If the student has not earned all the financial aid originally awarded they may incur a bill. Awards can also change due to funding levels, but this is rare.

NA Grades

NA means that the student never attended their class. For online courses, attendance is defined as performing an academically related activity. This information is reported from faculty approximately four to five weeks into the term. If a student receives a grade of NA their awards will be adjusted down to the credits they attended, if any. Financial

aid will not pay for courses where a student receives a NA grade. Students may appeal only by having the instructor write or email the Financial Aid Office stating that the grade was submitted in error.

Total F Grades

When a student fails to earn a passing grade in any of their classes in which the student was enrolled, the student's grades do not provide evidence that the student did not officially withdraw. Students who fail to earn a passing grade in one or all classes may be subject to a return of aid calculation.

Grants and Programs

For additional information and eligibility requirements, visit www.atlantic.edu and choose "services for students" and "financial aid."

Educational Opportunity Fund-EOF

A New Jersey grant program for selected, eligible students from educationally disadvantaged backgrounds who have exceptional financial need. It is available to New Jersey residents only. Dreamers may qualify.

Federal Pell Grants

These grants provide financial assistance to students enrolled in an eligible program as determined by a national formula. The amount of the award is based on eligibility as determined by the Pell Grant formula, the cost of the program, and enrollment status.

Federal Supplemental Educational Opportunity Grant-SEOG

A federal program, FSEOG provides money to undergraduate students with financial need. Pell Grant recipients with exceptional need are given priority. Awards are based on limited federal appropriations.

Tuition Aid Grant-TAG

Available to New Jersey residents only, this program provides aid to full-time and part-time students. Dreamers may qualify.

Community College Opportunity Grant

Available to full and part-time New Jersey residents only. This program covers tuition and approved fees for students who qualify and have a total household adjusted gross income (AGI) between \$0 - \$65,000. NJ Residents with AGIs between \$65,001-\$80,000 who qualify will be eligible for up to 50% of the maximum CCOG award. Dreamers may qualify.

Loan Assistance

Visit the College Web site at www.atlantic.edu for further information on the following loans.

Federal Direct Subsidized Stafford Loans – These are low interest loans. The lender is the U.S. Department of Education. In order to be eligible, the applicant must be enrolled at least half-time and have financial need. Loans range up to \$3,500 for freshmen and \$4,500 for sophomores. An additional \$2,000 may be awarded to qualifying students. Interest rates are adjusted each academic year. No interest is charged on the loan while the student is enrolled on at least a half-time basis, during the grace period, and during deferment periods. In addition to interest, there is a loan fee, adjusted each academic year, of the principal amount, which is deducted before the loan money is disbursed.

Federal Direct Unsubsidized Stafford Loans – These are low interest loans. The lender is the U.S. Department of Education. In order to be eligible, the applicant must be enrolled at least half-time. The total borrowed from Subsidized **and** Unsubsidized Stafford combined may not exceed \$5,500 for freshmen and \$6,500 for sophomores. Independent students may borrow additional loan funds not to exceed a combined total of \$9,500 for freshman, \$10,500 for sophomores per academic year. In addition to interest, there is a loan fee, adjusted each academic year, of the principal amount, which is deducted before the loan money is disbursed. Because the loan is not subsidized by the government, you are responsible for all interest that accrues while you are in school, in deferment or during your grace period. You may choose to make interest payments while in school or you may defer (and continue to accumulate) the interest until repayment.

Federal Direct PLUS Loans – These are low interest loans for parents to help their children, who are dependent students, meet college costs. Parents may borrow up to the cost of education for each student enrolled at least half-time in college. Interest rates and loan fees are adjusted each academic year. This loan requires an income verification and credit check.

New Jersey CLASS Loans – Students or parents may apply for a NJCLASS loan after all other sources of student aid are exhausted. NJCLASS may be used for school-related expenses including tuition, fees, books and supplies. There are no annual and/or aggregate loan limits. This loan requires an income verification and credit check.

Other Types of Assistance

Federal College Work Study Program-FCWSP

FCWSP provides part-time jobs to students who have financial need. Their work schedule is built around their class schedule. An attempt is made to place students in jobs that relate to their course of study, interest and skills. Awards are based on limited federal appropriation.

Federal Tax Credits

There are two tax credits available to help you offset the costs of higher education by reducing the amount of your income tax. They are the American Opportunity Tax credit (modified Hope credit) and the Lifetime Learning credit. If you are eligible to claim the lifetime learning credit and you are also eligible to claim the American opportunity tax credit for the same student in the same year, you can choose to claim either credit, but not both.

Please refer to IRS Publication 970 at www.irs.gov and, or consult with your tax accountant for more information.

New Jersey Army National Guard College Educational Benefits

Guard members may take up to 15 credits per semester tuition-free. Students must apply for all available state and federal grants and/or scholarships for which they are eligible. Call (609)343-5082 for information.

NJ STARS – See the Admissions section of this catalog for information.

Scholarship and Award Program Offered by Atlantic Cape Foundation

Atlantic Cape receives generous donations and raises funds through our Foundation so that a wide range of scholarships are available for both new students and current students. Each applicant is a potential candidate for all of the scholarships; students only have to complete one application to determine eligibility. Students must complete the current year's FAFSA application to qualify for any financial need-based awards. We have awards available to students based off of GPA, county of residence, community service, personal interest and degree choice. A listing of available scholarships and awards, their respective eligibility requirements, and applications forms are available online at www.atlantic.edu/finaid/scholarships.htm in early December.

For information, contact the Financial Aid Office, (609) 343-5082, or (609) 463-4774 or (609) 625-1111, ext. 5082. www.atlantic.edu/finaid/scholarships.htm. All scholarship and award monies are distributed to eligible applicants without regard to their race, color, national origin,

religion, disability, age, marital status, pregnancy and related conditions, sex, sexual orientation, union membership or veteran's status.

Senior Adults Program-SAGES

Atlantic and Cape May county residents, 60 years of age or older, are eligible to join Atlantic Cape's SAGES (Senior Adults Gaining Education and Stimulation program). Membership is free.

As a member of SAGES, a senior adult may enroll tuition-free in credit courses when space is available. Any senior adult taking a college-credit course will be assessed a general fee per credit hour, plus any special fees which apply to specific courses. Refer to the Tuition and Fees schedule for more information.

SAGES students must register for credit courses in person on the designated date. No mail registrations are accepted. Classes in Nursing, Culinary Arts, Baking Pastry, Food Service Management or class registrations submitted prior to the designated date are not eligible for tuition waivers. For information, call The Center for Student Success office at (609)343-5667.

Volunteer Fire Company, First Aid or Rescue Squad

An active member, in good standing, of a volunteer fire company, first aid or rescue squad, and the dependent children and spouse of a volunteer may enroll in courses at Atlantic Cape, on the designated date, on a tuition-free basis in credit courses when space is available. Classes in Nursing, Culinary Arts, Baking and Pastry, Food Service Management or class registrations submitted prior to the designated date are not eligible for tuition waivers. To register, volunteers or dependent children and spouse must submit a letter of eligibility from their municipality. Contact the municipality for information.

Veterans Affairs

For information, contact:

- Atlantic Cape Office of Financial Aid and Veterans Services, (609)343-5082
- N.J. Department of Higher Education (HESAA)
- U.S. Department of Education, 1-800-4FED-AID

Veterans and eligible dependents attending Atlantic Cape may receive assistance by applying for VA educational benefits at www.gbill.va.gov. Students may also complete a FAFSA application at www.studentaid.gov.

Student enrollment is checked and reported to the VA every 30 days. Student benefits may be affected if they receive a grade of F (failure), W (withdraw) or NA (never attended). Students must contact Atlantic Cape's Financial Aid and Veterans Services Office before withdrawing.

How to Register

Follow the same admission and registration process as all other Atlantic Cape students seeking a degree, then contact the Financial Aid and Veterans Affairs Office to obtain a Transmittal Form before registering for courses.

Enrollment certification to the Veterans Administration will be made only after a properly completed Transmittal Form and your Certificate of Eligibility from the VA have been received by the Financial Aid and Veterans Affairs Office. Benefits usually begin eight to 10 weeks after certification has been sent to the Veterans Administration.

Credit Amnesty

A student may request to have prior academic credits removed from his or her academic record. A student who receives payments from the Veterans Administration and petitions to have academic credits dropped from his or her student record should be aware that Atlantic Cape's Veterans Affairs Office will not certify any benefits for the credits for which he or she receives amnesty.

Advance Payment

Advance payment may be made to those entering training for the first time and for students who have had a break in training of at least 30 days. An advance pay request must be made by the student through the Financial Aid and Veterans Affairs Office no later than 45 days prior to the start of classes.

Transfer Students

Students transferring into Atlantic Cape must apply to the Veterans Administration for a change in their place of training and/or program of study. Request forms are available in the

Financial Aid and Veterans Affairs Office. Official transcripts from all other post-secondary institutions must be sent to the Admissions office.

Campuses

Mays Landing Campus

Atlantic Cape's 541-acre Mays Landing Campus is built around a quadrangle of lawn. The buildings are joined by a system of walkways. A central loop connects buildings and parking areas with the Black Horse Pike (Route 322). Facilities for instruction and student services are provided in the following buildings:

A-Simon Lake Hall

Laboratories and preparation rooms for anthropology, biology and physics, general-purpose classrooms, academic resource center, faculty offices, student lounge with vending machines, and the Dr. Thomas E. Brown greenhouse

B1-Silas Morse Hall

General-purpose classrooms and faculty offices

B2-Innovation Center

Esports classrooms, computer labs, general-purpose classrooms

B3-Samuel Richards Hall

Faculty offices

C-Walter E. Edge Hall

Cafeteria, theater, music classroom, dance studio, theater instruction, general purpose room, and Academy of Culinary Arts kitchens

D1-Daniel Leeds Hall

William Spangler Library, computer access for students, Learning Assistance Center, tutoring, skills laboratory, art gallery

D2-Richard Somers Hall

Instructional technology department, offices, Workforce Development department, computer lab

E-Jonathan Pitney Hall

Gymnasium, fitness center, locker rooms with showers, Health Services office and the infirmary

G-Student Center

First floor: Student life center, Cyber café, TV lounge, Radio club, Student Government Association, student newspaper/

Rewrites, offices. Second floor: Classrooms, career computer lab, conference room, honor's student lounge, Veteran's lounge

H-Ruth Lee Allied Health Building

Nursing laboratory, nursing classrooms, nursing faculty/staff offices, lecture hall, conference room, vending machines

J-Building

First floor: One Stop Welcome Center, admissions, advising, bookstore, cooperative education, counseling, enrollment services, financial aid, bursar, student services, EOF, testing center, Fairleigh Dickinson office. Second floor: John J. Rosenbaum Center and the Oliver Henderson administrative wing, administrative offices of the President, Board of Trustees, finance, business services, purchasing, college relations, human resources, planning and research.

K-Building

Academic administration, computer lab, art studios, student lounge with vending machines, information technology services (ITS)

M-Academy of Culinary Arts

Atrium lobby, teaching kitchens, classrooms, Careme's Gourmet Restaurant, Strudels bake shop. Second floor: Administrative and faculty offices, classrooms

Q-Rutgers Building

Rutgers University classrooms and offices

S-STEM Building

Laboratories and preparation rooms for science courses, aviation classrooms. Second floor: Computer labs, faculty and dean of STEM offices, conference room

T-Building

Atlantic County Police Academy

U-Building

Campus Security

Cape May County Campus

Atlantic Cape's Cape May County Campus, located at 341 Court House-South Dennis Road in Cape May Court House, opened in August 2005. The nearly 68,000-square-foot building features two connected wings. Facilities include classrooms, computer and science labs, lecture hall, conference room, library services and media, breakfast and lunch service, advising, counseling, testing, tutoring, financial

aid and administrative offices. Credit and non-credit day and evening classes are available. For information, call (609) 463-3960.

Atlantic Cape is providing free access to databases and training to help nonprofits succeed in fundraising. The Nonprofit Resource Center at the Mullock Family Library offers nonprofit organizations free access to the best and most comprehensive information available on foundation and corporate giving that includes access to the Funding Information Network, (FIN), that consists of three world-class databases from the Foundation Center-Foundation Directory Online, Foundation Grants to Individuals Online, and Foundation Maps. In addition to the Nonprofit Resource Center's databases and an array of nonprofit management and fundraising reference books are available at any time that the campus library is open. Training and demonstrations are also provided throughout the year. If you would like individual assistance when you visit or to learn more about training opportunities, please contact the center by emailing fin@atlanticcape.edu.

The Cape May County Campus hosts activities and provides space for Veterans. Veterans may relax in their own Veterans Lounge located on the first floor of the campus.

Charles D. Worthington Atlantic City Campus

The Worthington Atlantic City Campus, located off the Atlantic City Expressway at 1535 Bacharach Boulevard in Atlantic City, provides a broad range of courses, services, and facilities that's convenient for students who live or work in our state's most famous city. With daytime and evening classes for credit and non-credit, the Worthington Atlantic City campus has the flexibility, affordability and opportunity that you deserve.

Home to the new Wind Training Center, a 1,700-square-foot facility, aimed to prepare New Jersey workers for jobs in the state's growing offshore wind industry with an industry-recognized [Global Wind Organization \(GWO\)](#) safety training program. The Worthington Atlantic City Campus also houses many Workforce Development programs focused on short term training to help you obtain the credentials you need to begin your career. The Caesars Entertainment Wing for Hospitality and Gaming Studies, which brings the College's renowned culinary and hospitality training programs to Atlantic City, opened in 2014. The Casino Career Institute (CCI) offers hands-on training in our state-of the art mock casino classroom environment. The Health Professions Institute (HPI) offers comprehensive allied and auxiliary health training programs. The Institute for Service Excellence (ISE) offers training in customer service, sales and retail management. The Worthington Campus, with a diverse student population is also home to our English as a Second Language Program, as well as our Adult Literacy Programs, and High School Equivalency Preparation. World class

education and training that is convenient and affordable. Services available for students include one-stop enrollment services, testing, financial aid, tutoring, academic advisement and career exploration.

Center for Workforce Development

Workforce Development at Atlantic Cape offers a wide range of certificate, certification, professional, and community education training programs to meet individuals' and businesses' needs in Atlantic and Cape May counties. Partnerships with local businesses and industry help meet industry needs for skilled workers and their employees' need for enhanced skills. Classes are offered during the day, evenings, and weekends at all three College campuses and locations throughout Atlantic and Cape May counties. Many programs are available online. Additional information is available in the Workforce Development Program Guide. For information, call (609) 343-5655 or visit www.atlantic.edu/workforce.

Adult Literacy and Integrated Education Programs

Atlantic Cape's Adult Literacy division delivers educational services for adults who seek to enhance their basic skills. Necessary skills enhancements allow participants to move into employment. Courses include Adult Basic Education, High School Equivalency (HSE) Preparation, and English as a Second Language (ESL). There is no cost to eligible applicants. For information, call (609) 343-4817.

Certificate and Certification Training Programs

Atlantic Cape offers over 40 Career Training Certificates and Certification Programs to prepare students for many career options. These programs are designed to help students obtain the skills required to begin a new career -- often in just a few short months. Healthcare, technology, hospitality, gaming, and culinary programs are available. Experienced instructors utilize up-to-date equipment to provide a well-rounded curriculum designed for success. College credits, upon successful completion, may be earned for many programs. For information, call (609) 343-5655 or visit www.atlantic.edu/workforce.

Casino Career Institute

Atlantic Cape's Casino Career Institute (CCI) has provided training and consulting services supporting the gaming industry for over 45 years. CCI was the first licensed gaming school in the nation to be affiliated with a community college. CCI offers dealer training, surveillance, and games protection training. Students receive hands-on training on our fully-equipped mock casino floor. For information, call (609) 343-5655 or visit www.atlantic.edu/cci.

Career Services

The Career Services and Experienced-based Learning team are prepared to assist students with assistance with resumes and interview skills. The team also assists employers in connecting with students for employment and experienced-based learning opportunities like internships and apprenticeships. For information on Career Services, call (609) 343-4867 or visit www.atlantic.edu/careerservices.

Health Professions Institute

Atlantic Cape's Health Professions Institute (HPI) provides comprehensive healthcare training for in-demand careers. Phlebotomy, Certified Clinical Medical Assistants, Emergency Medical Technicians, and Paramedic Science Programs are available. For information, call (609) 343-5655 or visit www.atlantic.edu/hpi.

Professional Development and Community Education

Workforce Development provides various professional development and personal enrichment courses to meet Atlantic and Cape May County residents' interests and needs. The College offers workshops and seminars to help busy professionals acquire additional credentials, certifications, and skills. Classes are offered on days, evenings, and weekends at all three Atlantic Cape campuses and various locations throughout Atlantic and Cape May counties. For information, call (609) 343-5655 or visit www.atlantic.edu/workforce.

Retail, Customer Service & Hospitality

Workforce Development provides sales, customer service, retail management, front desk operations, and guest service training. For information, call (609) 343-5655 or visit www.atlantic.edu/workforce.

Workforce Solutions (Training Services for Business)

Atlantic Cape's Workforce Solutions Programs deliver training specific to businesses and organizations' needs in Atlantic and Cape May counties. Professional trainers facilitate sessions on topics that assist businesses in meeting the demands of their challenging and competitive markets. Workforce Solutions also offers needs assessments and application assistance with N.J. Department of Labor's Workforce Development grant opportunities. For information, call (609) 343-5655 or visit www.atlantic.edu/workforce.

The Wind Training Center

The Wind Training Center will provide the GWO Basic Safety Training w/Sea Survival. Over five days, the training will provide 40 hours of instruction in five areas (First Aid, Manual Handling, Fire Awareness, Working at Heights, and Sea

Survival). The training program and supporting facility will be the first in the State and enable New Jersey to strengthen its leadership position in offshore wind energy. Atlantic Cape was awarded \$2.9M for the 1,700 square ft. facility. The New Jersey Offshore Wind Safety Training Challenge is a grant program administered by the Office of the Secretary of Higher Education with the support of the New Jersey Economic Development Authority. For information, call (609) 343-5655 or visit www.atlantic.edu/windtraining.

Campus Services

Meeting and Conference Services

The College provides full meeting and conference service assistance to the community, utilizing the resources available at Atlantic Cape's three locations, Atlantic City, Cape May and Mays Landing campuses, meeting and conference services staff can assist any group to meet their need for computer labs, meeting rooms, theater, video conferencing and catering services. Quality service is standard while maintaining affordable rates for the local community.

Space is available for use to off-campus, businesses, not-for-profit organizations and agencies, educational, cultural, charitable, social, civic and recreational purposes. For more information on meeting and conference services, at the Atlantic City campus call (609) 343-4874; for Cape May campus call (609) 463-3619; for the Mays Landing campus, call (609) 343-5039.

Audiovisual Services

Audiovisual services for the College sites are provided by the Information Technology Services Department. Many videos are available via the college's video server. The video server maintains an extensive list of videos that are cataloged by discipline and are accessible from any computer at Atlantic Cape's three sites. Students may view videos located on the video server from any workstation in the library. Assistance with accessing videos is also available in the library.

Auditorium/Theater-Mays Landing Campus

The College's cultural events are staged in the auditorium/theater, which seats more than 460 people and includes disabled guest spaces. Located in Walter E. Edge Hall, the auditorium is available for rental by community groups. For information, call (609)343-5039.

Bookstore

The bookstore is a contracted service through Follett Corporation. Currently the Mays Landing store is open Monday through Friday. The Atlantic City and Cape May campuses are serviced via online ordering. Free shipping is offered for all online orders regardless of campus. The bookstore in Mays Landing sells both Atlantic Cape and educational partner's course materials including technology supplies. The store carries a complete line of uniforms for both culinary and nursing students. The bookstore also carries traditional college sportswear and other items.

The store accepts cash and personal check (with proper identification). VISA, MasterCard, American Express and Discover cards are accepted both in the store and online. The bookstore offers textbook rental services. There is a price match guarantee to make sure that students get the best prices. For information on the price match guarantee go to www.bkstr.com/atlanticcapecstore.

Store hours are posted at the Mays Landing campus. Student can call (609) 625-5205 for additional dates and extended times of operation during the fall and spring rush. You can avoid the rush by ordering online (shipping is free) at www.bkstr.com/atlanticcapecstore or order by fax at (609) 625-0064. For bookstore questions call (609) 343-5130 or (609) 625-1111, ext. 5130 or 5228.

Bus Service

NJ Transit buses run hourly, Monday through Friday, 8 a.m. to 9:45 p.m., between Atlantic City and Atlantic Cape's Mays Landing Campus. NJ Transit line 552 stops at the Cape May County Campus. For information, call the NJ Transit's Telephone Information Center at 1(800)582-5946 or visit www.njtransit.com. A complete schedule is also available in the Student Activities Office, G Building, first floor.

NJ Transit Online Student Pass provides full-time Atlantic Cape students with a 25% discount on monthly passes for NJ Transit buses, trains and light rail systems. Log in to WebAdvisor to take advantage.

Campus Access Roads and Walkways

Only authorized vehicles are permitted on College access roads and walkways. To receive authorization for use, written permission must be obtained from the Facilities Management Office. The use of skateboards, roller blades, roller skates, bicycles and scooters is prohibited.

Careme's Gourmet Restaurant

The Academy of Culinary Arts operates Atlantic Cape's gourmet restaurant, Careme's. This elegant dining room is located on the Mays Landing Campus. Careme's is run by students under the direction of culinary educators as part of the ACA curriculum.

The restaurant is named after famed chef Marie-Antoine Careme and is open to the public for lunch and dinner while ACA classes are in session. The menu has a Farm to Table focus and whenever possible the food is sourced from within 150 miles of our campus. This includes items grown in our student operated organic green house, the schools kitchen garden, as well as locally operated farms. Farm to Table teaches the future chefs about the industry's responsibility for good stewardship of our communities, resources and environment. The menu changes seasonally and reservations are accepted for groups, business meetings and parties. The dining room can accommodate 80 people and has a beautiful view of the campus. Call (609) 343-4940 for reservations.

Head Start & Child Care Facilities—Mays Landing

Gateway Community Action Partnership operates Head Start child care classrooms at Atlantic Cape's former East Campus building, located on the Black Horse Pike just east of the Mays

Landing campus entrance. The center is licensed to enroll children ages birth to five years and is open to the community as well as children of Atlantic Cape students and staff. It features age separated groups of children. The center uses the Creative Curriculum with teaching strategies, and all of the teaching staff is certified by the New Jersey licensing standards. For more information, call (609)343-4949.

Food Service

All Atlantic Cape campuses offer food amenities either through traditional cafeteria service and/or vending operations. Hours for traditional cafeteria service are posted at all campuses. Primary services are offered between 8 a.m. and 2 p.m. Mays Landing Campus, Monday-Thursday until 6pm, closed on holidays and weekends. Vending machines, which are located through the campus' buildings, are available during all campus hours.

John J. Rosenbaum Center

As part of its community service function, the Mays Landing Campus has multipurpose conference rooms available for use to off-campus, not-for-profit organizations and agencies, educational, cultural, charitable, social, civic and recreational purposes. Business enterprises may rent the conference room for workshops and conferences. For information call (609) 343-5039.

Information Technology Services (ITS)

ITS provides, administers and maintains the computing and network infrastructure for all Atlantic Cape's campuses. Systems include MIS, Internet access, LAN/MAN campus networks, multi-user operating systems, voice, video, administrative and academic desktop support, file and print services, e-mail, Web and distance education systems.

ITS has final authority over the connection and proper use of systems attached to Atlantic Cape's network facilities (voice, video and data). All users of such are expected to use them responsibly; this includes, but is not limited to, understanding and adhering to a code of conduct that promotes respect for authorial integrity and copyrights. For information, call (609) 343-4910.

Library, Tutoring and Academic Support Services

There are three libraries at Atlantic Cape Community College, one on each campus. The Mays Landing campus is the location of the main library, William Spangler Library, which is in D Building. The Atlantic City campus is the home of the Worthington Information Commons, and on the second floor of the Cape May campus is the Mullock Family Library.

The libraries provide students with access to resources that support research and learning at the undergraduate level. The libraries are also the location for in-person tutoring, which is free to all students. (See Tutoring Services section for more information.) The libraries provide a wide range of academic support for students and faculty. Books, articles, and other information resources are available in print and digital formats. Reference librarians provide assistance in identifying the best resources for any research project.

Mays Landing Campus

William J. Spangler Library
Daniel Leeds Hall (D1)
Circulation: (609) 343-4951
Reference: (609) 343-5665

Worthington Atlantic City Campus

Worthington Center Library
Circulation: (609) 343-4800 x4726

Cape May County Campus

Mullock Family Library
Second Floor
(609) 463-3713

All campuses:

Library email: library@atlanticcape.edu
Tutoring email: tutoring@atlanticcape.edu
Library web page: atlanticcape.edu/library
On Instagram [@AtlanticCapeLibraries](https://www.instagram.com/AtlanticCapeLibraries)

Materials

Library resources are available to the college community and also to residents of Atlantic and Cape May counties. The book collection includes more than 70,000 books and 250,000 digital books. The library subscribes to magazines in areas of general interest and areas of study.

Students, faculty and staff can check out and return materials, including those from the Atlantic County Library System, the public library, at any of the campus libraries. The

Atlantic Cape library card is integrated with the ID card. Stop by any of the circulation desks with your college ID to activate your library card.

Books, articles and other materials not owned by the college library can be obtained for students, staff and faculty, free of charge, from libraries throughout the United States, using the library's interlibrary loan service. Ask about this service at the reference desk or email library@atlantic.edu.

Thousands of full text newspapers, magazines, and scholarly journals are available through our online databases. In addition, we have digital subscriptions to The New York Times and The Wall Street Journal. Print copies The Press of Atlantic City, The Chronicle of Higher Education, and many other titles are available in each of the libraries. The Chronicle of Philanthropy is kept at the Mullock Family Library.

We deliver! Simply email library@atlanticcape.edu with the titles you want, and we will deliver the items anywhere on campus. When finished with the item, email us and we will come to your campus location to pick-up the items.

Students can borrow library books from the libraries and return them by the due date or request an extension. If items are not returned, a Hold will be placed on the student's college account.

Off-Campus Database Access

Off-campus access to the library databases is password protected. Contact the library in person, by phoning, or by emailing library@atlanticcape.edu. Students can also find login information in Blackboard.

Reserve Collection

Each of the campus libraries maintains a reserve collection to support the classes that are taught on that campus. Textbooks are made available to students for in-library use. Instructors may also place supplemental material in the reserve collection. Instructors are encouraged to make requests about adding or removing reserve materials.

Computers

Students have access to computer workstations, laptops for in-library use, scanners, printers and photocopiers. Students can print, scan and copy free of charge in the libraries. Each library has a charging station. Assistive technology software is available on all computers. Various assistive technology devices are available.

Nonprofit Resource Center

The Nonprofit Resource Centers offer free access to the Funding Information Network (FIN), at two campus locations: the Mullock Family Library on the Cape May campus, and at the Worthington Information Commons/Library on the Atlantic City campus. The FIN is a suite of online databases

from Candid (previously known as the Foundation Center). The FIN offers the most up-to-date information on available grant opportunities and funding history for 140,000+ U.S. and international foundations, corporations, and federal agencies. Email fin@atlanticcape.edu for more information.

Study in the Library

The library strives to create a comfortable and inclusive environment where students can work productively. Study rooms are available on a first come basis at the Spangler and Mullock libraries.

Students are asked to help us to keep the libraries clean, comfortable, and inviting. Covered beverage containers are allowed in designated areas, but should be kept away from library computers and books. Food is limited to small snacks. There are snack and beverage machines in the Spangler Library on the Mays Landing campus.

Tutoring

Tutoring is available to all current Atlantic Cape students, free of charge. Atlantic Cape offers a variety of tutoring services including Atlantic Cape employed tutors and a 24/7 outside service. Nearly all subject areas are covered; hours and availability vary. On-campus tutoring is offered in the libraries. Online, remote tutoring is available live by chat, interactive whiteboards and live meetings, and asynchronously. Students can submit papers for review by our tutors by emailing tutoring@atlanticcape.edu.

Some courses are assigned a designated tutor, accessible only to students enrolled in that course, through Blackboard.

Options for the different formats of tutoring services vary depending on a student's individual needs and circumstances. Students should email tutoring@atlanticcape.edu for more information or to make a request tutoring assistance.

Security and Parking

Security

Security guards are on duty at all sites. In the event of an emergency, information will be posted to the College Web site. The College also has the ability to send e-mails and text messages to faculty, staff and students. To sign up for the Atlantic Cape TxtAlerts, visit www.atlantic.edu/about/txtMessage.html.

Accidents or thefts should be reported immediately. To contact Security at the Mays Landing Campus, pick up an internal telephone in the main hallway of any building for a direct line to the Security Office. Students may also dial ext. 5125 from any phone on campus. At the Worthington Atlantic

City Campus, contact the Security Desk on the first floor or call (609)343-4841. At the Cape May County Campus visit the Welcome Desk (main lobby) or call (609)463-6390.

Parking

Parking is available for students at all Atlantic Cape locations. Students must provide proof of registration at Atlantic Cape when applying for a parking decal. A current parking sticker must be displayed on the vehicle's rear window, driver's side. Parking permits will not be issued to persons charged with delinquent fines unless payment for all charges accompanies the permit application.

All vehicles must be parked in designated lots, unless otherwise directed by Security personnel. Students may park vehicles in white-lined spaces only. No parking is permitted on grass areas, road shoulders, or tow away zones. Parking in handicapped zones without a handicapped parking permit is strictly forbidden. Stickers and a copy of the motor vehicle regulations brochure can be obtained from campus Security.

Academic Programs

Atlantic Cape offers curricula leading to four degrees: the Associate in Arts (A.A.), the Associate in Science (A.S.), the Associate in Fine Arts (A.F.A.) and the Associate in Applied Science (A.A.S.). These degrees are designed so that full-time, academically prepared students may complete their studies in four semesters, over a two-year period. (This does not apply to the Nursing or Radiologic Technology programs.)

Part-time students are free to work at a self-determined pace. In addition, both full-time and part-time students may require additional time to master verbal, written and elementary mathematics skills that are prerequisite to their programs of study. For degree-seeking students, this need is determined prior to registration when they take the next-generation ACCUPLACER.

A.A., A.S., A.F.A., and A.A.S. degrees require 45, 30, 20 and 20 credits, respectively, in general education and that students successfully complete course work in a designated program of study. Refer to the individual program listings for course requirements.

General education courses are mandated by the state of New Jersey to facilitate the development of the broadly educated person, one who is able to think effectively, communicate thoughts, make relevant judgments and distinguish among values. Some program courses are designed for transfer into major fields of study at four-year colleges or for job placement.

Student Status

Full-time Status

A typical, full-time program consists of two semesters, a fall term beginning in early September and concluding in December, and a spring term beginning in January and ending in May. Students are considered full-time when they carry 12 or more credits each semester; 16 credits is a normal full-time load. Students may not carry a course load of more than five major subjects (those having three or four semester credits), or a total of more than 18 credits per semester, without special permission from a Director under the Office of Student Affairs.

Part-time Status

A student who registers for fewer than 12 credits per semester is considered part-time. Two courses with a total of six or seven credits is a normal part-time load.

Study Options

Distance Learning

Atlantic Cape, a leader in educational technology and distance learning in the state of New Jersey, offers associate degrees that can be completed through online courses. The typical community college student often juggles full-time work and family priorities in addition to attending class, so the ease of “anytime, anyplace” learning helps them achieve their education goals conveniently. The degree programs available at a distance include:

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

- Business Administration
- Child Development and Child Care*
- Computer Programming

Associate in Science (A.S.) degrees in:

- Business Administration
- Computer Information Systems
- Computer Systems Support
- Criminal Justice
- General Studies

Associate in Arts (A.A.) degrees in:

- Preschool-Grade 3 Education*
- Psychology
- Liberal Arts degree and options in:
 - English
 - K-12 Education

**Note: Program includes practicum hours that must be completed in a school environment (Preschool-Grade 3 Education, A.A.) or a child care center (Child Development and Child Care, A.A.S.).*

It is highly recommended that students taking distance education courses possess excellent organizational and time management skills. Students interested in taking a distance education course are encouraged to visit www.atlantic.edu/online.

Students taking courses online use their home computer connected to the Internet to “attend” class. (Students without home computers may use the computers in the library or in the Learning Assistance Centers at all three College sites.) Students generally complete all course requirements online, and communicate with their instructor and fellow classmates using email, class discussion boards and chat.

Atlantic Cape uses several course management systems to conduct online courses. Most of the courses use Blackboard, which can be accessed through a common Web browser. This system has email, discussions, chat, online testing and many other features that enhance the overall online learning

experience. Some courses use different course management systems. Students are given very specific information on how to log into courses no matter which course management system is used.

Independent Study

An independent study allows a student to pursue study in an existing course not offered in a given semester. The student contacts a faculty member in the course discipline, requests the independent study, and initiates the Application for Independent Study. Upon approval from the appropriate academic chair or dean, the Enrollment Services Office notifies the student that they can register for the course.

Non-Credit Courses

Atlantic Cape’s Workforce Development department provides courses and services to meet the educational training and personal and professional development needs of the residents of Atlantic and Cape May counties. Classes are offered days, evenings and weekends at all three College sites and at various locations throughout Atlantic and Cape May counties. Additional information is available in the Workforce Development Program Guide. For information, call (609) 343-5655 or visit www.atlantic.edu/workforce.

Certificate

Certificate programs consist of 30 to 36 course credits, including six credits of General Education.

Professional Series

Designed for students to develop entry-level skills for specific jobs, each series is a cluster of courses which can be completed in one year. Upon successful completion of all courses, students receive a certificate of achievement. All credits earned may be used toward an appropriate associate degree.

New Jersey Commission on Higher Education Degree Program Criteria

Title 9A-Higher Education, Associate degree programs 9A:1-2.3. Revised and adopted by the New Jersey Secretary of Higher Education, effective March 7, 2022.

Each educational program leading to an associate degree shall consist of college courses totaling at least 60 but not more than 66 semester credit hours or the equivalent in quarter hours, courses or other measurement used by the institution. The 66-credit-hour maximum may be exceeded when required for licensure or accreditation by a recognized agency or for student transfer to full junior status.

Associate in Arts – A.A. Degree

The associate in arts (A.A.) degree nomenclature is appropriate for programs in the liberal arts, humanities, or fine and performing arts; such programs are transfer-oriented. For A.A. degrees, general education courses should total no fewer than 33 semester credit hours or the equivalent.

Associate in Science – A.S. Degree

The associate in science (A.S.) degree nomenclature is appropriate for programs in mathematics, the sciences, business, or in allied health fields if the program is intended as prebaccalaureate work; such programs are transfer-oriented. General education courses for the A.S. degree should total no fewer than 30 semester credit hours or the equivalent.

Associate in Applied Science – A.A.S. Degree

The associate in applied science (A.A.S.) degree nomenclature is appropriate for programs that emphasize career preparation in the applied arts and sciences, typically at the technical or semiprofessional level. Such programs are designed to prepare students for job entry at completion of the program, notwithstanding any articulation agreements with four-year programs that may be in effect for a particular A.A.S. program. General education courses shall total no fewer than 20 semester credit hours or the equivalent.

Associate in Fine Arts – A.F.A. Degree

Specialized associate degree programs, such as Associate in Fine Arts (A.F.A.), shall normally require no fewer than 20 semester credit hours or the equivalent in general education courses.

General Education

Atlantic Cape Community College General Education Statement

The General Education curriculum will enable students to make informed judgments concerning their personal lives as well as choices posed in their social and physical environments as global citizens in a sustainable world. The curriculum is designed to enhance students' ability to master inquiry, communication skills and technology skills, to understand and appreciate the methodologies of the major academic disciplines where knowledge is created, and to apply that knowledge to varied problems and circumstances of personal, public and professional life.

The General Education core of A.A., A.S, A.A.S., and A.F.A. degrees will:

- Introduce students to the knowledge, skills and attitudes that promote their responsible interaction with the natural, cultural and political worlds.

- Contribute to the students' lifelong intellectual growth.
- Contribute to the students' personal development.

The goals of the General Education core are to encourage:

- Critical thinking leading to independent thought and intellectual breadth.
- Cultural and global awareness.
- Ethical and civic awareness.
- An understanding of problem-solving and analytical thinking.
- Physical and mental well-being.
- An understanding of human behavior and social institutions.

A General Education Foundation for Associate in Arts, Associate in Science, Specialized Associate and Certificate Programs in New Jersey's Community Colleges

The goals and objectives developed by the N.J. County College General Education Project are a suitable basis on which to establish a collaborative approach to general education transfer across institutions and sectors. Each participating community college agrees to offer programs with a common foundation of general education courses as provided in the following table. The balance of each program (which typically provides a range of required and elective courses) will be designed at the discretion of the community college.

*Note: In the chart below, the AA degree credit distribution for Atlantic Cape differs from the N.J. County College minimums for the categories of *Mathematics-Science-Technology* and *History*. Where credits differ, Atlantic Cape's credit requirement is shown in parentheses.

General Education Goal(s) addressed							Course Categories (Goal Categories)	AA credits	AS credits	AAS, AFA, AS Nursing credits	Certificate credits
1							Communication (Written and Oral Com.)	9	6	6	3
	2	3	4				Mathematics – Science – Technology Mathematics 3-4 cr. (Quant. Knlg. & Skills) Science 3-4 cr. (Sci. Knlg. & Rsng.) Technological Competency 0-4 cr.	6 (*8)	9	3	3
				5			Social Science (Society and Human Behavior)	6	3		
					6		Humanities (Humanistic Perspective)	6	3	3	3
						7	History (Historical Perspective)	3 (*6)			
						8	Diversity courses (Global & Cult. Awns.)	3			
Unassigned general education credit									6	8	
<i>General education foundation total</i>								33 (*38)	30	20	6

Gen. Ed. Foundation Course Categories	NJCC Goal Categories	Course Criteria: Below are brief descriptions of the course criteria for satisfying the requirements. For fuller description see the NJCC GE Course Criteria (August 15, 2007).
1 Communication	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	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	3 Scientific Knowledge and Reasoning	Any course(s) in the biological or physical sciences – or non-majors survey course. At least one of these courses must have a laboratory component.
4 Technology	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.

Gen. Ed. Foundation Course Categories	NJCC Goal Categories	Course Criteria: Below are brief descriptions of the course criteria for satisfying the requirements. For fuller description see the NJCC GE Course Criteria (August 15, 2007).
5 Social Science	5 Society and Human Behavior	Any introductory course(s) from among anthropology, economics, geography, political science, psychology, or sociology.
6 Humanities	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	7 Historical Perspective	Any broad-based course(s) or sequence of courses in World, Western, non-Western, or American History.
8 Diversity courses	8 Global and Cultural Awareness	Any course whose primary purpose is to expose students to a multicultural society or people possibly within the context of non-introductory study of a foreign language. If this goal is integrated into one or more general education course(s), the three credits may be moved from this category to another general education category.
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		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		These courses include the requirement for students to address an information need by locating, evaluating and effectively using information.

Programs	Allocation Notes
AA	The Associate in Arts (AA) degree requires 33 semester credits hours of general education coursework from among the indicated categories. Individual community colleges may choose to require general education and other credits* in excess of the minimum, and make their own determination about the distribution. (*E.g., Student Success, Studio Arts, Communication, Math-Science-Tech, Social Science, Humanities, History and/or Diversity courses)
AS	The Associate in Science (AS) degree requires a minimum of 30 semester credits hours from among the indicated categories, with minimum distributions as shown.
Specialized Associate AAS, AFA, & AS Nursing	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.
Certificate	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.

New Jersey Community College General Education Goals

Students are empowered to meet twenty-first century challenges by achieving learning that involves knowledge acquisition, skills mastery, critical thinking and the exercise of personal, social and civic responsibilities.

Communication – Written and Oral Communication

Students will communicate effectively in both speech and writing.

Mathematics - Quantitative Knowledge and Skills

Students will use appropriate mathematical and statistical concepts and operations to interpret data and to solve problems.

Science - Scientific Knowledge and Reasoning

Students will use the scientific method of inquiry, through the acquisition of scientific knowledge.

Technology - Technological Competency

Students will use computer systems or other appropriate forms of technology to achieve educational and personal goals.

Social Science - Society and Human Behavior

Students will use social science theories and concepts to analyze human behavior and social and political institutions and to act as responsible citizens

Humanities - Humanistic Perspective

Students will analyze works in the fields of art, history, music, or theater; literature; philosophy and/or religious studies; and/or will gain competence in the use of a foreign language.

History - Historical Perspective

Students will understand historical events and movements in World, Western, non-Western or American societies and assess their subsequent significance.

Diversity - Global and Cultural Awareness

Students will understand the importance of a global perspective and culturally diverse peoples.

New Jersey Community College Integrated Goals

Ethical Reasoning and Action

Students will understand ethical issues and situations.

Information Literacy

Students will address an information need by locating, evaluating and effectively using information.

Atlantic Cape - General Education Courses

COMMUNICATION - Written and Oral Communication

COMM110-Interpersonal Communication

COMM120-Public Speaking

■ ENGL101-Composition I

■• ENGL102-Composition II

ENGL230-Technical Writing (for AAS degrees only)

MATHEMATICS-SCIENCE-TECHNOLOGY

MATHEMATICS - Quantitative Knowledge and Skills

MATH121-Application of Mathematics

MATH122-College Algebra

MATH150-Precalculus

MATH152-Linear Algebra

MATH155-Calculus I

MATH156-Calculus II

MATH220-Statistical Methods

MATH255-Calculus III

SCIENCE – Scientific Knowledge and Reasoning

ANTH/BIOL101-Biological Anthropology

BIOL103-Biology of Our World

BIOL109-General Biology I

BIOL110-General Biology II

BIOL118-The Human Body

BIOL220-Human Anatomy & Physiology I (formerly, BIOL120)

BIOL221-Human Anatomy & Physiology II (formerly, BIOL121)

CHEM100-Introduction to College Chemistry

CHEM110-General Chemistry I

CHEM111-General Chemistry II

CHEM210-Organic Chemistry I

ESCI100-Earth Science

PHYS100-Conceptual Physics

PHYS102-Fundamentals of Astronomy

PHYS125-College Physics I

PHYS126-College Physics II

PHYS225-General Physics I

PHYS226-General Physics II

TECHNOLOGY – Technological Competency

• CISM125-Introduction to Computers

CISM132-Problem Solving Using Technology

(Technological competency is an Atlantic Cape graduation requirement for all students. Students who test out of CISM125, CISM132, or present a portfolio in lieu of taking CISM125 or CISM132 must pay tuition only if they need the credits to satisfy a program requirement.)

SOCIAL SCIENCE – Society and Human Behavior

ANTH103-Cultural Anthropology

EDUC/PSYC110-Child Development: Theory and Practice (Child Care & Pre-School-Grade 3 majors only)

■ ECON110-Macroeconomics

GEOG102-Introduction to Cultural Geography

GEOG110-World Geography

GOVT101-Introduction to Government and Politics

GOVT110-American National Government

PSYC101-General Psychology

PSYC135-Child Psychology

SOCL101-Principles of Sociology

HUMANITIES – Humanistic Perspective Art, Music, or Theater

■ ARTS103-Art Appreciation

■• ARTS108-Art History from Ancient Times to the Gothic Period

ARTS109-Art History from the Renaissance to Modern Times

ARTS115-Introduction to Visual Arts

DANC170-Introduction to Dance

HUMT201-Introduction to Humanities I

HUMT202-Introduction to Humanities II

■ MUSC100-Music Appreciation

THEA110-Introduction to Theater

Literature

● ENGL104-Introduction to Literature

● ENGL201-World Literature

■ ENGL202-Race and Ethnicity in Literature

ENGL205-19th Century American Literature

ENGL206-20th Century American Literature

ENGL213-Western Literature I

ENGL214-Western Literature II

ENGL215-20th Century African-American Literature

Foreign Language – World Language

FREN111-Elementary French I

FREN112-Elementary French II

ITAL111-Elementary Italian I

ITAL112-Elementary Italian II

SPAN111-Elementary Spanish I

SPAN112-Elementary Spanish II

History (as Humanities)

HIST101-Heritage of the Western World I

HIST102-Heritage of the Western World II

HIST103-U.S. History I

HIST104-U.S. History II

Philosophy or Religious Studies

PHIL101-Introduction to Logic

● PHIL102-Introduction to Philosophy

● PHIL105-World Myths and Legends

PHIL106-Introduction to Social and Political Philosophy

● PHIL110-Introduction to Ethics

● PHIL111-World Systems of Ethics

PHIL115-Philosophy in Literature

RELG110-World Religions

HISTORY – Historical Perspective

HIST101-Heritage of the Western World I

HIST102-Heritage of the Western World II

HIST103-U.S. History I

HIST104-U.S. History II

HIST210-Women in American History

HIST220-African American History

DIVERSITY – Global and Cultural Awareness

ANTH103-Cultural Anthropology

ENGL201-World Literature

● ENGL202-Race and Ethnicity in Literature

GEOG102-Cultural Geography

GEOG110-World Geography

HIST210-Women in American History

HIST220-African American History

● PHIL105-World Myths and Legends

PHIL106-Introduction to Social and Political Philosophy

● PHIL111-World Systems of Ethics

RELG110-World Religions

SABR110-Global Cuisine & Culture: Study Abroad

SOCL101-Principles of Sociology

● – Course satisfies *Ethical Reasoning and Action* (integrated goal)

■ – Course satisfies *Information Literacy* (integrated goal)

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B.S., B.A., Thomas Edison State College
M.S., Fairleigh Dickinson University

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B.A., Penn State University

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Linda Wohlman, C.C.C.

Chef Educator
A.A.S., Atlantic Cape Community College

Counselors

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B.A., Rider University
M.A. Rowan University

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B.A., Seton Hall University
M.S., Capella University

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B.A., Gallaudet University
M.S., Western Maryland College

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M.A., Rider University

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M.A., Montclair University

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M.S., Rutgers University

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B.A., Thomas Edison State University
M.A., National University

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M.A., Rutgers University

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Ph.D., Drew University

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M.S., Columbia Southern University

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M.A. Richard Stockton College of New Jersey

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J.D., Widener University

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M.B.A., Drexel University

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J.D., Rutgers State University

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B.A., M.A., Rider University

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M.A., La Salle University

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M.A., Rowan University
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Loretta Mooney
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Bo Zilovic
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Sage Delvalle
Grace Farber
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Samuel Lofland
Jolie Master
Coleman Miller
Richard Perello
John Stratton
Francis Toriello
Francisco Vizcaino-Martinez

Small Unmanned Aircraft Systems

Jamison Allen

Ken Cabarle
Timothy Cwik
Anthony Esposito
Scott Evans
Kalpana Jain
Peter Oudemans
Casandra Rodriguez
Sara Woltmann

Studio Arts

Denise Coulter
Tammy DeFranco
Jacob Feige
Bill Horin
Josette Katz
Cheryl Knowles-Harrigan
Michael Kowbuz
Lydia Lehr
Rita Michalenko
Elizabeth Moore
Lynda Phommathep
Andre van der Putte

Telephone Directory

All college numbers are 609 area code. Extensions can be reached by calling (609) 625-1111 (Mays Landing), (609) 343-4900 (Atlantic City), or (609) 463-4774 (Cape May) and dialing the last four digits. The TTY number for hearing impaired persons is (609) 625-3636.

Departments	Phone Numbers
Academy of Culinary Arts	(609) 343-4944
Academic of Culinary Arts, Fax	(609) 343-4924
Admissions Office, Mays Landing	(609) 343-5442
Admissions, Atlantic City	(609) 343-4878
Admissions, Cape May	(609) 463-3958
Admissions Office, Fax	(609) 343-4921
Advisement Center, Mays Landing	(609) 343-5621
Advisement Center, Atlantic City	(609) 343-4893
Advisement Center, Cape May	(609) 463-3960
Advisement Center, Fax	(609) 343-5617
Art Gallery	(609) 625-1111 ext. 5346
Atlantic City, Charles D. Worthington Campus	(609) 343-4800
Athletics	(609) 343-5043
Bookstore	(609) 343-5130
Bursar's Office	(609) 343-5104
Cape May County Campus	(609) 463-4774
Career Center, Mays Landing	(609) 343-5621
Career Center, Atlantic City	(609) 343-4626
Career Center, Cape May	(609) 463-8113
Careme's Gourmet Restaurant Reservations	(609) 343-4940
Casino Career Institute	(609) 343-4860
Fax	(609) 343-4807
Center for Student Success-Advising	(609) 343-5621
Center for Student Success-Counseling	(609) 343-5667
College Relations/Marketing	(609) 343-4907
Vice President, Student Affairs & Enrollment Management	(609) 343-5087
Center for Accessibility	(609) 343-5680
Online Courses Tech Support	1-800-617-2191
Enrollment Services	(609) 343-5005
Enrollment Services, Fax	(609) 343-4914
Educational Opportunity Fund Program (EOF)	(609) 343-5646
Academic Resource Center (ARC), Mays Landing	(609) 343-5114
ARC, Fax (Mays Landing)	(609) 343-5122
Academic Resource Center, Atlantic City	(609) 343-4874
Academic Resource Center, Cape May	(609) 463-3502
Financial Aid, Mays Landing	(609) 343-5082
Financial Aid, Fax (Mays Landing)	(609) 343-4935
Financial Aid, Atlantic City	(609) 343-4822
Financial Aid, Cape May	(609) 463-6788
Graduation Audits	(609) 343-5085

Departments	Phone Numbers
Health Professions Institute	(609) 343-4863
Human Resources - Personnel	(609) 343-5610
Human Resources, Fax	(609) 343-5030
Identification cards for students, Mays Landing	(609) 343-5005
Learning Assistance Center, Mays Landing	(609) 343-5631
Library & Academic Support Services, ML	(609) 343-4951
Library, Atlantic City	(609) 343-4841
Library, Cape May	(609) 463-6390
Mays Landing Campus, General	(609) 625-1111 (609) 343-4900 (609) 646-4950
(after hours emergency)	(609) 343-5125
N.J. Stars	(609) 343-4922
President's Office	(609) 343-4901
Security-Mays Landing	(609) 343-5125
Security-Atlantic City	(609) 343-4841
Security-Cape May	(609) 463-6390
Student Activities	(609) 343-5694
Student Government Association (SGA)	(609) 343-5694
Student Center/Student Activities	(609) 343-5010
Student Support Services	(609) 343-5641
Testing Office, Mays Landing	(609) 343-5099/ 5633
Testing Office, Atlantic City	(609) 343-4800 ext. 4726
Testing Office, Cape May	(609) 463-3775
Transfer Credits and Transcript Evaluation	(609) 343-5006
Tutoring, Mays Landing	(609) 343-4951
Tutoring, Atlantic City	(609) 343-4833
Tutoring, Cape May	(609) 463-3713
Veterans Affairs	(609) 343-5129
Workforce Development	(609) 343-5655

Academic Departments

Academic Affairs

Dr. Josette Katz, Senior Vice President of Academic Affairs	(609) 343-4909
Academic Affairs, Fax	(609) 343-5678

Liberal Arts

Dr. Denise Coulter, Dean, Liberal Studies & Culinary Arts	(609) 343-4961
Dr. Augustine Nigro, Department Chair, Arts & Humanities	(609) 343-5022
Janet Brown Marler, Department Chair, English	(609) 343-5602
Dr. Beth Sanders-Rabinowitz, Department Chair, Social Science	(609) 343-4982
Gwen McIntyre, Area Coordinator, ESL & Modern Languages	(609) 343-4837

STEM and Business Programs

Departments	Phone Numbers
Dr. Jolie Master, Interim Dean, STEM Programs	(609) 343-5018
Dr. Otto Hernandez, Dept. Chair, Business, Info. Systems, & Aviation Studies	(609) 343-4978
Ken Cabarle, Department Chair, Science	(609) 343-5128
Dr. Karl Giulian, Area Coordinator, Business Administration	(609) 343-4996
Michele Leacott, Area Coordinator, Mathematics	(609) 343-4973
Nursing and Health Sciences	
Myrna Morales Keklak, Dean, Nursing and Health Sciences	(609) 343-5033
Dr. Gerylgn Michelfelder, Department Chair, Nursing	(609) 343-5027
Dr. Nina Brannigan, Department Chair, Practical Nursing	(609) 343-5059
Innovation and Academic Resources	
Sandra Criscione, Executive Director	(609) 343-5033
Janet Hauge, Director, Academic Support Services	(609) 343-4937
Academy of Culinary Arts & Hospitality	
Joseph Sheridan, Director	(609) 343-4939
Aviation	
Timothy Cwik, Aviation Operations Chair	(609) 343-4992

Directions to Atlantic Cape Campuses

Visit Atlantic Cape's home page, www.atlantic.edu, under "About" then "Maps and Directions" for further information.

Mays Landing Campus

5100 Black Horse Pike
Mays Landing, NJ 08330-2699

The campus is situated off of U.S. Route 322 (Black Horse Pike) midway between the Pike's intersection with U.S. Routes 40 and 50. It is 2.2 miles west of the Hamilton Mall.

From the east take U.S. Route 322 west or take the Atlantic City Expressway (toll road) to exit 12. Turn left at exit. Turn right onto Route 322 west. Atlantic Cape is 2.2 miles on the left. Take U-turn.

From the north take the Garden State Parkway (toll road) to exit 38A. Take the Atlantic City Expressway (toll road) to exit 12. Turn left at exit. Turn right onto Route 322 west. Atlantic Cape is 2.2 miles on the left. Take U-turn.

From the south take the Garden State Parkway (toll road) to exit 38A. Take the Atlantic City Expressway (toll road) to exit 12. Turn left at exit. Turn right onto Route 322 west. Atlantic Cape is 2.2 miles on the left. Take U-turn.

From Philadelphia and west take U.S. Routes 42 and 322 east. Or take the Atlantic City Expressway (toll road) to exit 17. Turn right at exit. Drive 2.8 miles to top of overpass and turn left onto U.S. Route 322 east. Atlantic Cape is 1.8 miles on the right.

Cape May County Campus

341 Court House-South Dennis Road
Cape May Court House 08210-1972

From the north take Garden State Parkway south to exit 10A for Cape May Court House. Turn right onto Route 657 West (Court House-South Dennis Road) which turns into Route 657 North. Drive 1.3 miles to the entrance to Atlantic Cape on the left.

From the south take Garden State Parkway north to exit 10A for Cape May Court House. Turn left onto Route 657 West (Court House-South Dennis Road) which turns into Route 657 North. Drive 1.3 miles to the entrance to Atlantic Cape on the left.

From the east take Route 657 West (Court House-South Dennis Road) which turns into Route 657 North. Cross the Garden State Parkway. Drive 1.3 miles to the entrance to Atlantic Cape on the left.

From the west take Route 47 to Route 657 South (Court House-South Dennis Road). Turn onto Route 657 South. Drive 4.9 miles to the entrance to Atlantic Cape on the right.

Charles D. Worthington Atlantic City Campus

1535 Bacharach Boulevard
Atlantic City, NJ 08401-4485

From the Atlantic City Expressway take the Atlantic City Expressway (toll road) to its end. Turn left at the second traffic light onto Artie Avenue. Proceed to New York Avenue. Turn left onto New York Avenue and continue for one block and turn left onto Baltic Avenue. Turn left into Atlantic Cape's fenced-in parking lot.

From the White Horse Pike (Route 30) take Route 30 to Kentucky Avenue. Turn right onto Kentucky Avenue. Cross Baltic Avenue and enter Atlantic Cape's fenced-in parking lot on the left.

From the Black Horse Pike (Route 322 or Route 40), entering Atlantic City at the World War I Memorial monument, turn left onto Atlantic Avenue. Continue to New York Avenue and turn left. Proceed for two blocks and turn left onto Baltic Avenue. Turn left into Atlantic Cape's fenced-in parking lot.

Aviation Degrees

Aviation

Air Traffic Control Terminal, Associate in Applied Science

The Air Traffic Control Terminal, A.A.S. degree will prepare students for entry level employment as an Air Traffic Controller. The design of the program affords students the opportunity to learn the prerequisite concepts and techniques required to be a professional Air Traffic Controller. The program delivers both practical and conceptual knowledge through the use of course work and learning activities while incorporating hands-on learning and extensive use of simulation, reading, writing, problem-solving and listening exercises.

Applicants must be 26 years old or less (FAA age limit to be hired as an Air Traffic Controller is 31) and must complete Atlantic Cape's Air Traffic Control Program Application for Admission in addition to the College's Application for Admission. For other eligibility requirements, please see the Application.

Graduates of Atlantic Cape's Air Traffic Control Terminal program must take the Air Traffic Selection and Training (AT-SAT) Test. Opportunities to take the AT-SAT exam are made available either through occasional FAA-announced "Public Bid" test dates or through receiving a recommendation from a College Training Initiative (CTI) certified institution. CTI recommendations are issued at the discretion of the authorized institution and are not guaranteed. This examination will determine aptitude and skills necessary to become an Air Traffic Controller. If hired by the FAA, students will be sent to the FAA Air Traffic Training Academy located at the Michael Monroney Aeronautical Center in Oklahoma City, OK, for initial qualification training as an Air Traffic Controller. After completion of this training, students will proceed to an assigned facility for more specific training. Completion of Atlantic Cape's ATCT program does not guarantee employment.

Atlantic Cape has signed transfer articulation agreements with Collegiate Training Initiative colleges that will allow graduates to transfer and obtain their CTI recommendation. Contact the division chair for an updated list of transfer agreements. Currently, Atlantic Cape students are eligible to apply for FAA "Public Bid" job announcements.

For additional program information, please contact department chair, Dr. Otto Hernandez, at (609) 343-4978 or hernande@atlanticcape.edu.

Upon completion of this program students will be able to:

- Prepare for entry level employment as an Air Traffic Controller;
- Read and interpret ATC rules and regulations;
- Demonstrate control of aircraft in a simulated environment;
- Explain ATC rules and regulations;
- Solve ATC related problems.

(ATCT-Fall 2022)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits
ENGL101	Composition I	3
COMM120	Public Speaking	3

Mathematics-Science-Technology

Course #	Title	Credits
CISM125	Introduction to Computers	3
ESCI100	Earth Science	4
	Choose: MATH121-Applications of Mathematics or MATH220-Statistical Methods (4 credits)	4

Social Science

Course #	Title	Credits
PSYC101	General Psychology	3

Program Courses

Course #	Title	Credits
ATCT101	Introduction to Air Traffic Control	4
ATCT120	Aviation Weather	3
ATCT170	ATC Regulations	4
ATCT220	Control Tower Operations I	6
ATCT225	Terminal Radar I	4
ATCT280	Control Tower Operations II	6
ATCT285	Terminal Radar II	4
AVIT140	Small Unmanned Aircraft Systems Operation-Multi-Rotor	3
HPED150	Concepts of Physical Fitness	1
	Choose: AVIT101-Experiential Flight or AVIT103-Simulated Flight (1 credit)	1
GIST101	Introduction to Geographic Information Systems	4

*FAA age limit to be hired as an Air Traffic Controller is 31.

Total Credits	60
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Recommended Sequence of Courses

First Semester

Course #	Title	Credits
ATCT101	Introduction to Air Traffic Control	4
ATCT120	Aviation Weather	3
ENGL101	Composition I	3
CISM125	Introduction to Computers	3
	Choose: AVIT101-Experiential Flight or AVIT103-Simulated Flight (1 credit)	1

Second Semester

Course #	Title	Credits
ATCT170	ATC Regulations	4
AVIT140	Small Unmanned Aircraft Systems Operation-Multi-Rotor	3
COMM120	Public Speaking	3
	Choose: MATH121-Applications of Mathematics or MATH220-Statistical Methods (4 credits)	4

Third Semester

Course #	Title	Credits
ATCT220	Control Tower Operations I	6
ATCT225	Terminal Radar I	4
GIST101	Introduction to Geographic Information Systems	4
PSYC101	General Psychology	3

Fourth Semester

Course #	Title	Credits
ATCT280	Control Tower Operations II	6
ATCT285	Terminal Radar II	4
ESCI100	Earth Science	4
HPED150	Concepts of Physical Fitness	1

Small Unmanned Aircraft Systems Field Technician, Associate in Applied Science

This program prepares students for a career as a small unmanned aircraft systems technician. Upon successful completion of the program students will demonstrate basic proficiency in the area of small UAS operations, general maintenance and repair, the use of a small UAS for the collection of and pre- and post-processing of aerial images and videos, and geospatial data collection. Students are required to sit for, and pass a federal aviation administration aeronautical knowledge examination. Passing the examination leads to the earning of The Federal Aviation Administration's Remote Pilot Certificate with a Small Unmanned Aircraft Systems Rating. The RPC grants the holder the rights and privileges to safely operate for commercial purposes a less than 55 lbs. drone in the National Airspace System. This program requires off campus field trips and fieldwork. Students are required to develop a portfolio containing examples of completed projects and selected examples of coursework.

For additional information, please contact faculty advisor, Anthony Esposito at (609) 625-1111 ext. 2032 or aesposit@atlanticcape.edu, or department chair, Dr. Otto Hernandez, at (609) 343-4978 or hernande@atlanticcape.edu.

Upon completion of this program students will be able to:

- Earn a Federal Aviation Remote Pilot Certificate with a Small Unmanned Aircraft Systems Rating;
- Safely execute the rights and privileges of a remote pilot in command of a less than 55 pound small unmanned aircraft system;
- Safely maintain and repair a small unmanned aircraft system;
- Perform safety inspections and explain the benefits of recordkeeping;
- Effectively support the collection of various types of data and process that data into actionable intelligence.

(SUAS-Fall 2022)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits
ENGL101	Composition I	3
ENGL230	Technical Writing	3

Mathematics-Science-Technology

Course #	Title	Credits
CISM125	Introduction to Computers	3

Social Science or Humanities

Course #	Title	Credits
	General Education Humanities or Social Science course (3 credits)	3

General Education Electives

Choose 8 credits of General Education courses (Students are strongly encouraged to meet with their faculty advisor before making a choice.)

Course #	Title	Credits
	General Education Course (4 Credits)	4
	General Education Course (4 Credits)	4

Program Courses

Course #	Title	Credits
ATCT120	Aviation Weather	3
AVIT140	Small Unmanned Aircraft Systems Operation-Multi-Rotor	3
AVIT185	Remote Sensing Using Unmanned Aircraft Systems	4
AVIT225	Mobilizing a Drone-Powered Economy	3
AVIT245	Professional sUAS Operations	3
AVIT250	sUAS Maintenance & Repair	4
TVRF/AVIT263	Aerial Video Production	1
AVIT290	UAS Capstone Project	1
CISM143	Introduction to Project Management	3
CISM280	Capstone Portfolio	1
ENGR125	Introduction to Electronics	4
CISM/ENVL122	Agricultural Technology	3
GIST101	Introduction to Geographic Information Systems	4

Program Electives

Course #	Title	Credits
	Choose three credits from the following course alphas: ACCT, AVIT, BUSN, CISM, OSTM, TCOM or TVRF	3
	Total Credits	60

Recommended Sequence of Courses

First Semester

Course #	Title	Credits
ATCT120	Aviation Weather	3
AVIT140	Small Unmanned Aircraft Systems Operation-Multi-Rotor	3
AVIT245	Professional sUAS Operations	3
CISM125	Introduction to Computers	3
ENGL101	Composition I	3

Second Semester

Course #	Title	Credits
AVIT185	Remote Sensing Using Unmanned Aircraft Systems	4
GIST101	Introduction to Geographic Information Systems	4
	General Education Humanities or Social Science course (3 credits)	3
ENGL230	Technical Writing	3

Third Semester

Course #	Title	Credits
AVIT225	Mobilizing a Drone-Powered Economy	3
CISM143	Introduction to Project Management	3
ENGR125	Introduction to Electronics	4
CISM/ENVL122	Agricultural Technology	3
	General Education Course (4 Credits)	4

Fourth Semester

Course #	Title	Credits
AVIT250	sUAS Maintenance & Repair	4
TVRF/AVIT263	Aerial Video Production	1
AVIT290	UAS Capstone Project	1
CISM280	Capstone Portfolio	1
	Choose three credits from the following course alphas: ACCT, AVIT, BUSN, CISM, OSTM, TCOM or TVRF	3
	General Education Course (4 Credits)	4

Aviation Studies, Associate in Science

The Aviation Studies, A.S. degree is focused on providing students with the first two years of a baccalaureate degree in areas of study such as airport management, aviation business administration, professional pilot, air traffic control and air transportation management. The program is designed with a substantial prescription of both general education electives and program courses so students may tailor their coursework to meet their transfer goals.

Students should identify the institution to which they plan to transfer and, through academic advisement, complete courses at Atlantic Cape that will not only transfer to a baccalaureate degree granting institution, but also count as an equivalent course at the receiving institution. Atlantic Cape has arranged transfer articulation agreements with several colleges.

Contact the department chair for a list of transfer agreements. It is strongly recommended that students pursuing this degree regularly meet with their faculty advisor.

For additional program information, please contact department chair, Dr. Otto Hernandez, at (609) 343-4978 or hernande@atlanticcape.edu.

Upon completion of this program students will be able to:

- Complete the first two years of study towards a baccalaureate degree in aviation studies;
- Communicate technical concepts;
- Apply quantitative knowledge and skills;
- Apply scientific knowledge and reasoning;
- Demonstrate competence in information literacy;
- Analyze situations from the humanistic and historical perspective;
- Identify human factors impacting our world;
- Demonstrate basic aeronautical knowledge;
- Identify the impacts of weather on aviation;
- Identify key components of the National Airspace System.

(AVIT-Fall 2022)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits
ENGL101	Composition I	3
ENGL102	Composition II	3

Mathematics-Science-Technology

Course #	Title	Credits
CISM125	Introduction to Computers	3
	General Education Mathematics Course (4 credits)	4
	General Education Science Course (4 credits)	4

Social Science

Course #	Title	Credits
	General Education Social Science Course (3 credits)	3

Humanities

Course #	Title	Credits
	General Education Humanities Course (3 credits)	3

General Education Elective

(Students are strongly encouraged to meet with their faculty advisor before making a choice.)

Course #	Title	Credits
	General Education Humanities Course (3 credits)	3
	General Education Course (3 credits)	3
	General Education Course (3 credits)	3

Program Requirements

Course #	Title	Credits
ATCT101	Introduction to Air Traffic Control	4
ATCT120	Aviation Weather	3
AVIT110	Aeronautical Knowledge	3
AVIT115	National Airspace System	3
AVIT127	Introduction to Airport Management	3
AVIT140	Small Unmanned Aircraft Systems Operation-Multi-Rotor	3
	Choose: AVIT101-Experiential Flight or AVIT103-Simulated Flight (1 credit)	1

Program Electives

Choose eight credits from the following course alphas:

ACCT, ATCT, AVIT, BUSN, CISM, GIST, ECON, MATH or TCOM

(Students are strongly encouraged to meet with their faculty advisor before making a choice.)

Course #	Title	Credits
	Choose a course from the following alphas: ACCT, ATCT, AVIT, BUSN, CISM, GIST, ECON, MATH or TCOM (4 credits)	4
	Choose a course from the following alphas: ACCT, ATCT, AVIT, BUSN, CISM, GIST, ECON, MATH or TCOM (4 credits)	4
	Total Credits	60

Recommended Sequence of Courses

First Semester

Course #	Title	Credits
ATCT120	Aviation Weather	3
AVIT115	National Airspace System	3
CISM125	Introduction to Computers	3
ENGL101	Composition I	3
	Choose: AVIT101-Experiential Flight or AVIT103-Simulated Flight (1 credit)	1
	General Education Mathematics Course (4 credits)	4

Second Semester

Course #	Title	Credits
AVIT140	Small Unmanned Aircraft Systems Operation-Multi-Rotor	3
ENGL102	Composition II	3
	Choose a course from the following alphas: ACCT, ATCT, AVIT, BUSN, CISM, GIST, ECON, MATH or TCOM (4 credits)	4
	General Education Humanities Course (3 credits)	3
	General Education Social Science Course (3 credits)	3

Third Semester

Course #	Title	Credits
ATCT101	Introduction to Air Traffic Control	4
	Choose a course from the following alphas: ACCT, ATCT, AVIT, BUSN, CISM, GIST, ECON, MATH or TCOM (4 credits)	4
	General Education Science Course (4 credits)	4
	General Education Humanities Course (3 credits)	3

Fourth Semester

Course #	Title	Credits
AVIT110	Aeronautical Knowledge	3
AVIT127	Introduction to Airport Management	3
	General Education Course (3 credits)	3
	General Education Course (3 credits)	3

Professional Helicopter Pilot-Option, Associate in Science

The Professional Helicopter Pilot Option in Aviation Studies is designed to provide students with the necessary aeronautical skills and knowledge to earn a commercial pilot certificate with a rotorcraft category and a helicopter class rating. Emphasis is placed on aeronautical decision-making, flight safety, and effective flying techniques. Upon successful completion of this program, students will be prepared to gain entry-level employment as a commercial helicopter pilot and/or continue their education by transferring to a baccalaureate program.

Students are required to have proof of U.S. citizenship and a valid second class medical certificate to enroll in this program. A second application is required for admission to this program.

It is strongly recommended that students pursuing this degree regularly meet with their faculty advisor.

For additional program information, please contact aviation operations chair, Timothy Cwik, at (609) 343-4992 or tcwik@atlanticcape.edu.

Upon completion of this program students will be able to:

- Make aeronautical decisions;
- Obtain the FAA Private Pilot Certificate;
- Obtain the FAA Instrument Rating;
- Obtain the FAA Commercial Pilot Certificate;
- Obtain the FAA Flight Instructor Certificate.

(HPLT-Fall 2022)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits
ENGL101	Composition I	3
ENGL102	Composition II	3

Mathematics-Science-Technology

Course #	Title	Credits
CISM125	Introduction to Computers	3
	General Education Mathematics Course (4 credits)	4
	General Education Science Course (4 credits)	4

Social Science

Course #	Title	Credits
	General Education Social Science Course (3 credits)	3

Humanities

Course #	Title	Credits
	General Education Humanities Course (3 credits)	3

General Education Electives

Course #	Title	Credits
	General Education Humanities or Social Science course (3 credits)	3
	General Education Course (3 credits)	3
	General Education Course (3 credits)	3

Program Courses

Course #	Title	Credits
ATCT101	Introduction to Air Traffic Control	4
ATCT120	Aviation Weather	3
AVIT110	Aeronautical Knowledge	3
AVIT145	Private Pilot Helicopter	4
AVIT255	Instrument Pilot Helicopter	4
AVIT265	Commercial Pilot Helicopter	5
AVIT276	Fundamentals of Flight Instruction	3
AVIT282	Helicopter Flight Instructor	2
	Total Credits	60

Recommended Sequence of Courses

First Semester

Course #	Title	Credits
ATCT120	Aviation Weather	3
AVIT110	Aeronautical Knowledge	3
AVIT145	Private Pilot Helicopter	4
CISM125	Introduction to Computers	3
ENGL101	Composition I	3

Second Semester

Course #	Title	Credits
AVIT255	Instrument Pilot Helicopter	4
ENGL102	Composition II	3
	General Education Humanities Course (3 credits)	3
	General Education Social Science Course (3 credits)	3

Third Semester

Course #	Title	Credits
ATCT101	Introduction to Air Traffic Control	4
AVIT265	Commercial Pilot Helicopter	5
	General Education Science Course (4 credits)	4
	General Education Course (3 credits)	3

Fourth Semester

Course #	Title	Credits
AVIT276	Fundamentals of Flight Instruction	3
AVIT282	Helicopter Flight Instructor	2
	General Education Humanities or Social Science course (3 credits)	3
	General Education Mathematics Course (4 credits)	4
	General Education Course (3 credits)	3

Professional Pilot-Option, Associate in Science

The Professional Pilot Option in Aviation Studies prepares students for a Federal Aviation Administration license as a commercial pilot with an instrument rating, and for possible transfer to a baccalaureate program. Before enrolling in this program, students must meet the physical and legal requirements for becoming a commercial pilot. Students are required to have proof of U.S. citizenship and have a valid second class medical certificate to enroll in this program. A second application is required for admission to this program.

It is strongly recommended that students pursuing this degree regularly meet with their faculty advisor.

For additional program information, please contact aviation operations chair, Timothy Cwik, at (609) 343-4992 or tcwik@atlanticcape.edu.

Upon completion of this program students will be able to:

- Make aeronautical decisions;
- Obtain the FAA Private Pilot Certificate;
- Obtain the FAA Instrument Rating;
- Obtain the FAA Commercial Pilot Certificate;
- Obtain the FAA Multi-Engine Rating;
- Obtain the FAA Flight Instructor Certificate.

(PILT-Fall 2022)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits
ENGL101	Composition I	3
ENGL102	Composition II	3

Mathematics-Science-Technology

Course #	Title	Credits
CISM125	Introduction to Computers	3
	General Education Mathematics Course (4 credits)	4
	General Education Science Course (4 credits)	4

Social Science

Course #	Title	Credits
	General Education Social Science Course (3 credits)	3

Humanities

Course #	Title	Credits
	General Education Humanities Course (3 credits)	3

General Education Electives

Course #	Title	Credits
	General Education Humanities or Social Science course (3 credits)	3
	General Education Course (3 credits)	3
	General Education Course (3 credits)	3

Program Courses

Course #	Title	Credits
ATCT101	Introduction to Air Traffic Control	4
ATCT120	Aviation Weather	3
AVIT110	Aeronautical Knowledge	3
AVIT140	Small Unmanned Aircraft Systems Operation-Multi-Rotor	3
AVIT210	Private Pilot Airplane	4
AVIT240	Instrument Pilot Airplane	2
AVIT280	Commercial Pilot Airplane	4
AVIT276	Fundamentals of Flight Instruction	3
AVIT278	Airplane Flight Instructor	1
AVIT286	Multi-Engine Pilot	1
	Total Credits	60

Recommended Sequence of Courses

First Semester

Course #	Title	Credits
ATCT120	Aviation Weather	3
AVIT110	Aeronautical Knowledge	3
AVIT210	Private Pilot Airplane	4
CISM125	Introduction to Computers	3
ENGL101	Composition I	3

Second Semester

Course #	Title	Credits
AVIT140	Small Unmanned Aircraft Systems Operation-Multi-Rotor	3
AVIT240	Instrument Pilot Airplane	2
ENGL102	Composition II	3
	General Education Humanities Course (3 credits)	3
	General Education Social Science Course (3 credits)	3

Third Semester

Course #	Title	Credits
ATCT101	Introduction to Air Traffic Control	4
AVIT280	Commercial Pilot Airplane	4
	General Education Science Course (4 credits)	4
	General Education Humanities or Social Science course (3 credits)	3

Fourth Semester

Course #	Title	Credits
AVIT276	Fundamentals of Flight Instruction	3
AVIT278	Airplane Flight Instructor	1
AVIT286	Multi-Engine Pilot	1
	General Education Mathematics Course (4 credits)	4
	General Education Course (3 credits)	3
	General Education Course (3 credits)	3

Flight Instructor, Certificate

The Flight Instructor Certificate provides students with an opportunity to obtain the knowledge, expertise, and aeronautical proficiency necessary to meet the requirements for a commercial rating with an airplane or a helicopter category and a single-engine land class rating, and a flight instructor certificate with an airplane category rating and single-engine class rating.

Students are required to have proof of U.S. citizenship or TSA approval and have a valid second-class medical certificate to enroll in this program. A second application is required for admission to this program.

Students already holding the required pilot's license and ratings may convert their experience through the college's prior learning assessment process.

For further information, contact aviation operations chair, Timothy Cwik, at (609) 343-4992 or tcwik@atlanticcape.edu.

(FLTI—Fall 2022)

Upon completion of this program students will be able to:

- Obtain the FAA Private Pilot Certificate;
- Obtain the FAA Instrument Rating;
- Obtain the FAA Commercial Pilot Certificate;
- Obtain the FAA Flight Instructor Certificate.

General Education Courses

Mathematics-Science-Technology

Course #	Title	Credits
CISM125	Introduction to Computers	3

Social Science

Course #	Title	Credits
PSYC101	General Psychology	3

Program Requirements - 12 credits

Note: Students should meet with faculty advisor before selecting a Free Elective course.

Course #	Title	Credits
ATCT120	Aviation Weather	3
AVIT276	Fundamentals of Flight Instruction	3
EDUC/ PSYC213	Educational Psychology	3
	Free Elective(s): Choose any college-level course(s) (3 Credits)	3

Program Electives

Choose a Concentration: Airplane or Helicopter

Airplane Concentration

Course #	Title	Credits
AVIT110	Aeronautical Knowledge	3
AVIT210	Private Pilot Airplane	4
AVIT240	Instrument Pilot Airplane	2
AVIT278	Airplane Flight Instructor	1
AVIT280	Commercial Pilot Airplane	4

Helicopter Concentration

Course #	Title	Credits
AVIT255	Instrument Pilot Helicopter	4
AVIT265	Commercial Pilot Helicopter	5
AVIT282	Helicopter Flight Instructor	2
	Total Credits	29-32

Small Unmanned Aircraft Systems Field Technician, Certificate

This program prepares students for a career as a small-unmanned aircraft systems technician. Upon successful completion of the program students will demonstrate basic proficiency in the area of sUAS operations, general maintenance and repair, the use of a sUAS for the collection of and pre and post-processing of aerial images and videos, and geospatial data collection.

Students are required to sit for, and pass a Federal Aviation Administration knowledge exam. Passing this examination leads to the earning of the Federal Aviation Administration's Remote Pilot Certificate with a Small Unmanned Aircraft Systems Rating. The RPC allows for the safe commercial operation of less than 55 lbs. drones in the National Airspace System. This program requires off campus field trips and fieldwork. Students can apply all of the required coursework toward the Small Unmanned Aircraft Systems Field Technician Associate in Applied Science Degree.

For additional information, please contact faculty advisor, Anthony Esposito at (609) 625-1111 ext. 2032 or aesposit@atlanticcape.edu, or contact department chair, Dr. Otto Hernandez, at (609) 343-4978 or hernande@atlanticcape.edu.

Upon completion of this program students will be able to:

- Earn a Federal Aviation Remote Pilot Certificate with a Small Unmanned Aircraft Systems Rating;
- Safely execute the rights and privileges of a remote pilot in command of a less than 55 pound small unmanned aircraft system;
- Safely maintain and repair a small unmanned aircraft system;
- Perform safety inspections and explain the benefits of recordkeeping;
- Collect and process a variety of aerial data into meaningful information.

(UAST-Fall 2022)

General Education Courses

Communication

Course #	Title	Credits
ENGL101	Composition I	3

Mathematics-Science-Technology

Course #	Title	Credits
CISM125	Introduction to Computers	3

Program Courses

Course #	Title	Credits
AVIT140	Small Unmanned Aircraft Systems Operation-Multi-Rotor	3
AVIT185	Remote Sensing Using Unmanned Aircraft Systems	4
AVIT245	Professional sUAS Operations	3
AVIT250	sUAS Maintenance & Repair	4
TVRF/AVIT263	Aerial Video Production	1
AVIT290	UAS Capstone Project	1
ATCT120	Aviation Weather	3
ENGR125	Introduction to Electronics	4
GIST101	Introduction to Geographic Information Systems	4
Total Credits		33

Commerical Pilot, Professional Series

This series prepares students for a Federal Aviation Administration license as a commercial pilot with an instrument rating. Before enrolling in this program, students must meet the physical and legal requirements for becoming a commercial pilot. Students are required to have proof of U.S. citizenship or TSA approval and have a valid second-class medical certificate to enroll in this series. A second application is required for admission.

For additional program information, please contact aviation operations chair, Timothy Cwik, at (609)343-4992 or tcwik@atlanticcape.edu.

Upon completion of this program students will be able to:

- Earn a Federal Aviation Administration Instrument Pilot Rating;
- Earn a Federal Aviation Administration Commercial Pilot's Certificate;
- Safely execute the rights and privileges of a commercial pilot in command (PIC).

(ZPIL)

Courses

Course #	Title	Credits
ATCT120	Aviation Weather	3
AVIT107	Aeronautical Knowledge Seminar	1
AVIT210	Private Pilot Airplane	4
AVIT235	Instrument Knowledge Seminar	1
AVIT240	Instrument Pilot Airplane	2
AVIT275	Commercial Pilot Knowledge Seminar	1
AVIT280	Commercial Pilot Airplane	4
	Total Credits	16

Small Unmanned Aircraft Systems Repair Specialist, Professional Series

This program prepares students to operate, maintain, and repair small unmanned aircraft systems. Upon successful completion of the program students will earn the Federal Aviation Administration Remote Pilot Certificate with a Small Unmanned Aircraft Systems Rating. This FAA certificate allows the holder to act as the pilot in command of a less than 55-pound commercial drone. The program also prepares students to troubleshoot mechanical and technical problems, make repairs and modifications, and conduct small unmanned aircraft safety inspections.

For additional information, please contact faculty advisor, James Taggart at (609) 343-4950 or jtaggart@atlanticcape.edu, or department chair, Dr. Otto Hernandez, at (609) 343-4978 or hernande@atlanticcape.edu.

Upon completion of this program students will be able to:

- Operate a small unmanned aircraft system safely in the National Airspace System;
- Maintain and repair a small unmanned aircraft system;
- Develop maintenance schedules and safety inspection checklists.

(ZUAR)

Courses

Course #	Title	Credits
AVIT140	Small Unmanned Aircraft Systems Operation-Multi-Rotor	3
AVIT250	sUAS Maintenance & Repair	4
AVIT290	UAS Capstone Project	1
CISM125	Introduction to Computers	3
ENGR125	Introduction to Electronics	4
Total Credits		15

Small Unmanned Aircraft Systems Specialist, Professional Series

This program is designed to provide students with the theoretical knowledge and practical skill necessary to safely operate a small-unmanned aircraft system (sUAS) within the National Airspace System. The coursework focuses on safe sUAS operation for aerial video production, the collection and processing of aerial and geospatial data as well as piloting requirements under Code of Federal Regulations Title 14 Part 107. As part of this professional series certificate of achievement, students will prepare to earn their Federal Aviation Administration Remote Pilot Certificate with a Small Unmanned Aircraft Systems Rating. Some of the coursework may require fieldwork and flight laboratories.

For additional information, please contact faculty advisor, Anthony Esposito at (609) 625-1111 ext. 2032 or aesposit@atlanticcape.edu, or department chair, Dr. Otto Hernandez, at (609) 343-4978 or hernande@atlanticcape.edu.

Upon completion of this program students will be able to:

- Safely operate a small unmanned aircraft system safely in the National Airspace System;
- Utilize a small unmanned aircraft system to collect imagery and geospatial data;
- Process aerial imagery and geospatial data using industry standard software applications.

(ZUAS)

Courses

Course #	Title	Credits
ATCT120	Aviation Weather	3
AVIT140	Small Unmanned Aircraft Systems Operation-Multi-Rotor	3
AVIT185	Remote Sensing Using Unmanned Aircraft Systems	4
AVIT245	Professional sUAS Operations	3
GIST101	Introduction to Geographic Information Systems	4
	Choose: AVIT/TVRF263 (1 cr.) or CISM/ENVL122 (3 cr.)	1-3
	Total Credits	18-20

Culinary Arts Degrees

Culinary Arts

Baking and Pastry - Option, Associate in Applied Science

The Baking and Pastry Option in Culinary Arts provides students with an opportunity to explore their interest in the pastry field while maintaining fundamental concepts in core culinary courses. Students may use this degree to transfer to a four-year institution.

Students are required to take the Placement Test and, if applicable, complete all mathematics and reading courses, with a C or better, up to and including MATH073-Introduction to Algebra I and ENGL080-Reading and Writing II. General Education courses may be taken as offered during the program.

In addition to coursework, students are required to complete 400 hours of documented work experience (Cooperative Education, Internship, Externship or Service-Learning).

For additional program information, please contact the Culinary department at (609) 343-4944.

Upon completion of this program students will be able to:

- Demonstrate knowledge and professional skills and techniques necessary for entry-level baking and pastry, culinary, and food service management positions;
- Identify and apply sanitation standards for the safe handling of food, beverage, tools and equipment throughout the flow of a foodservice operation in both the front and back of the house;
- Evaluate nutritional content of recipes and/or formulas with the ability to adjust recipes to produce healthier options, based on industry trends and consumers' dietary needs;
- Apply the basic principles and applications of baking & pastry mathematics as they apply to the food service industry;
- Identify and apply basic ingredients, techniques, science and design artistry behind standard baking & pastry/ culinary products;
- Communicate effectively, professionally, and respectfully with diverse teams and customers.

(BAKG - Fall 2023)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits
ENGL101	Composition I	3
ENGL102	Composition II	3

Mathematics-Science-Technology

Course #	Title	Credits
CISM125	Introduction to Computers	3
	General Education Science Course (4 credits)	4

Social Science

Course #	Title	Credits
	General Education Social Science Course (3 credits)	3

Humanities

Course #	Title	Credits
	Choose one: HIST101, HIST102, HUMT201 or HUMT202 (3 credits)	3

General Education Elective

Course #	Title	Credits
	General Education Course (3 credits)	3

Program Courses

Note: In addition to coursework, students are required to complete 400 hours of documented work experience (Cooperative Education, Internship, Externship or Service-Learning).

Course #	Title	Credits
HOSP132	Food Service Sanitation	1
CUBP101	The Science Behind the Ingredients	2
CUBP110	Foundations of the Bakeshop	2
CUBP120	Introduction to the Art of Pastry	2
CUBP150	Plated Desserts	2
CUBP160	Baking for Alternative Tastes	1
CUBP210	Advanced Baking Techniques	2
CUBP211	The Art of Bread Making	2
CUBP222	Specialty Cakes	2
CUBP225	Classical Confections	2
CUBP227	Retail Bakery Production & Management	3
CUBP240	Borders, Piping and Runouts	1
CUBP250	Artistry in Chocolate	1
CULN111	Culinary Fundamentals	2
CULN113	Fundamentals of Garde Manger	2
CULN114	Purchasing, Inventory and Cost Management	1
CULN125	Kitchen Foundations: Stocks, Soups and Sauces	2
CULN175	Nutrition for Culinary Professionals	2
CULN232	Advanced Dining Room	2
CULN235	A la Carte Restaurant Production	2
	CULN/CUBP Elective(s) (2 credits)	2
	Total Credits	60

Recommended Sequence of Courses

First Semester

Course #	Title	Credits
ENGL101	Composition I	3
HOSP132	Food Service Sanitation	1
CULN111	Culinary Fundamentals	2
CUBP101	The Science Behind the Ingredients	2
CUBP110	Foundations of the Bakeshop	2
CUBP210	Advanced Baking Techniques	2
CUBP120	Introduction to the Art of Pastry	2

Second Semester

Course #	Title	Credits
CISM125	Introduction to Computers	3
CULN125	Kitchen Foundations: Stocks, Soups and Sauces	2
CUBP211	The Art of Bread Making	2
CUBP150	Plated Desserts	2
CULN113	Fundamentals of Garde Manger	2
CUBP240	Borders, Piping and Runouts	1
CULN114	Purchasing, Inventory and Cost Management	1
CUBP227	Retail Bakery Production & Management	3

Third Semester

Course #	Title	Credits
ENGL102	Composition II	3
	General Education Science Course (4 credits)	4
CULN175	Nutrition for Culinary Professionals	2
CULN232	Advanced Dining Room	2
CULN235	A la Carte Restaurant Production	2
CUBP160	Baking for Alternative Tastes	1

Fourth Semester

Course #	Title	Credits
	Choose one: HIST101, HIST102, HUMT201 or HUMT202 (3 credits)	3
	General Education Course (3 credits)	3
	General Education Social Science Course (3 credits)	3
	CULN/CUBP Elective(s) (2 credits)	2
CUBP222	Specialty Cakes	2
CUBP225	Classical Confections	2
CUBP250	Artistry in Chocolate	1

Culinary Arts, Associate in Applied Science

This degree offers training for culinary and food and beverage personnel for careers in the growing food service and hospitality industries. Students learn different styles and techniques for ordering, preparing and serving food, planning menus, incorporating computer technology, as well as working with an assortment of modern tools and equipment. Nearly 75% of the study will be “hands on” experience under the supervision of the faculty in the Academy’s fully equipped modern facility.

Students are required to take the Placement Test and, if applicable, complete all mathematics and reading courses, with a C or better, up to and including MATH073-Introduction to Algebra I and ENGL080-Reading and Writing II. General Education courses may be taken as offered during the program.

In addition to coursework, students are required to complete 400 hours of documented work experience (Cooperative Education, Internship, Externship or Service-Learning).

For additional program information, please contact the Culinary department at (609) 343-4944.

Upon completion of this program students will be able to:

- Demonstrate knowledge and professional skills and techniques necessary for entry-level culinary, baking and pastry, and food service management positions;
- Identify and apply sanitation standards for the safe handling of food, beverage, tools and equipment throughout the flow of a foodservice operation in both the front and back of the house;
- Evaluate nutritional content of recipes and/or formulas with the ability to adjust recipes to produce healthier options, based on industry trends and consumers’ dietary needs;
- Apply the basic principles and applications of culinary mathematics as they apply to the food service industry;
- Identify and apply basic ingredients, techniques, science and design artistry behind standard culinary/baking & pastry products;
- Communicate effectively, professionally, and respectfully with diverse teams and customers.

(CULN - Fall 2023)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits
ENGL101	Composition I	3
ENGL102	Composition II	3

Mathematics-Science-Technology

Course #	Title	Credits
	General Education Science Course (4 credits)	4
CISM125	Introduction to Computers	3

Social Science

Course #	Title	Credits
	General Education Social Science Course (3 credits)	3

Humanities

Course #	Title	Credits
	Choose one: HIST101, HIST102, HUMT201 or HUMT202 (3 credits)	3

General Education Elective

Course #	Title	Credits
	General Education Course (3 credits)	3

Program Courses

Note: In addition to coursework, students are required to complete 400 hours of documented work experience (Cooperative Education, Internship, Externship or Service-Learning).

Course #	Title	Credits
HOSP132	Food Service Sanitation	1
CUBP110	Foundations of the Bakeshop	2
CUBP210	Advanced Baking Techniques	2
CULN111	Culinary Fundamentals	2
CULN113	Fundamentals of Garde Manger	2
CULN114	Purchasing, Inventory and Cost Management	1
CULN121	Foundations of Dining Room Operations	2
CULN125	Kitchen Foundations: Stocks, Soups and Sauces	2
CULN134	Breakfast Cookery	1
CULN145	Vegetable and Plant-Based Cuisine	2
CULN165	Meat Cookery	2
CULN170	Poultry and Seafood Cookery	2
CULN175	Nutrition for Culinary Professionals	2
CULN203	Fundamentals of Restaurant Production	2
CULN226	The Art of Charcuterie	2
CULN231	Mobile Retail Food Operations	3
CULN232	Advanced Dining Room	2
CULN235	A la Carte Restaurant Production	2
CULN240	Street Foods of the World	1
CULN245	The Entrepreneurial Chef	1
	CULN/CUBP Elective(s) (2 credits)	2
	Total Credits	60

Recommended Sequence of Courses

First Semester

Course #	Title	Credits
ENGL101	Composition I	3
HOSP132	Food Service Sanitation	1
CULN111	Culinary Fundamentals	2
CULN125	Kitchen Foundations: Stocks, Soups and Sauces	2
CULN145	Vegetable and Plant-Based Cuisine	2
CULN134	Breakfast Cookery	1
CULN114	Purchasing, Inventory and Cost Management	1
CULN113	Fundamentals of Garde Manger	2

Second Semester

Course #	Title	Credits
CISM125	Introduction to Computers	3
CULN165	Meat Cookery	2
CULN170	Poultry and Seafood Cookery	2
CUBP110	Foundations of the Bakeshop	2
CUBP210	Advanced Baking Techniques	2
CULN175	Nutrition for Culinary Professionals	2
CULN231	Mobile Retail Food Operations	3

Third Semester

Course #	Title	Credits
ENGL102	Composition II	3
	General Education Science Course (4 credits)	4
CULN121	Foundations of Dining Room Operations	2
CULN203	Fundamentals of Restaurant Production	2
CULN226	The Art of Charcuterie	2

Fourth Semester

Course #	Title	Credits
	Choose one: HIST101, HIST102, HUMT201 or HUMT202 (3 credits)	3
	General Education Course (3 credits)	3
	General Education Social Science Course (3 credits)	3
	CULN/CUBP Elective(s) (2 credits)	2
CULN232	Advanced Dining Room	2
CULN235	A la Carte Restaurant Production	2
CULN240	Street Foods of the World	1
CULN245	The Entrepreneurial Chef	1

Food Service Management, Associate in Applied Science

Designed to provide the skills needed to manage a restaurant or food service outlet, this degree puts graduates on the track to manage food service operations, such as those in hospitals, corporate cafeterias, upscale fast food operations and chain restaurants. This can also be taken as a dual degree with Culinary Arts.

Students are required to take the Placement Test and, if applicable, complete all mathematics and reading courses, with a C or better, up to and including MATH073-Introduction to Algebra I and ENGL080-Reading and Writing II. General Education courses may be taken as offered during the program.

For additional program information, please contact the Culinary department at (609) 343-4944.

Upon completion of this program students will be able to:

- Demonstrate professionalism and exceptional work ethics;
- Relate the importance of participation in community activities;
- Perform effectively in teams;
- Identify environmental and conservation issues related to the culinary industries;
- Demonstrate knowledge and skills appropriate for entry-level culinary positions;
- Articulate the need and value of life-long learning as it relates to career goals;
- Compare and contrast traditional and non-traditional career opportunities;
- Identify industry expectations through on-the-job training;
- Identify industry sanitation standards;
- Demonstrate effective communication and computation skills;
- Demonstrate industry equipment safety standards;
- Demonstrate organizational proficiency;
- Articulate an understanding of cultural diversity.

(CFSM-Fall 2022)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits
ENGL101	Composition I	3
ENGL102	Composition II	3

Mathematics-Science-Technology

Course #	Title	Credits
	General Education Science Course (4 credits)	4
CISM125	Introduction to Computers	3

Social Science

Course #	Title	Credits
	General Education Social Science Course (3 credits)	3

Humanities

Course #	Title	Credits
	Choose one: HIST101, HIST102, HUMT201 or HUMT202 (3 credits)	3

General Education Elective

Course #	Title	Credits
	General Education Course (3 credits)	3

Program Courses

Course #	Title	Credits
HOSP132	Food Service Sanitation	1
CUBP110	Foundations of the Bakeshop	2
CULN111	Culinary Fundamentals	2
CULN113	Fundamentals of Garde Manger	2
CULN125	Kitchen Foundations: Stocks, Soups and Sauces	2
CULN134	Breakfast Cookery	1
CULN145	Vegetable and Plant-Based Cuisine	2
CULN165	Meat Cookery	2
CULN170	Poultry and Seafood Cookery	2
HOSP134	Restaurant Operations	3
HOSP215	Beverage Operations: Wine, Beer and Spirits	3
HOSP250	Catering and Events Planning	3

Management Related Courses

Course #	Title	Credits
ACCT130	Financial Accounting	4
BUSN202	Principles of Marketing	3
	Choose BUSN222 or HOSP205 (3 credits)	3
	Choose BUSN210 or HOSP225 (3 credits)	3
Total Credits		60

Recommended Sequence of Courses

First Semester

This sequence of courses presumes completion of all required developmental courses as suggested by the Placement Test in reading, writing and mathematics. Some courses can also be taken during the summer or online.

Course #	Title	Credits
HOSP132	Food Service Sanitation	1
CULN111	Culinary Fundamentals	2
CULN125	Kitchen Foundations: Stocks, Soups and Sauces	2
CULN145	Vegetable and Plant-Based Cuisine	2
CULN134	Breakfast Cookery	1
ENGL101	Composition I	3

Second Semester

Course #	Title	Credits
CUBP110	Foundations of the Bakeshop	2
BUSN202	Principles of Marketing	3
CISM125	Introduction to Computers	3
CULN113	Fundamentals of Garde Manger	2
CULN165	Meat Cookery	2
CULN170	Poultry and Seafood Cookery	2
ENGL102	Composition II	3

Third Semester

Course #	Title	Credits
ACCT130	Financial Accounting	4
HOSP134	Restaurant Operations	3
HOSP215	Beverage Operations: Wine, Beer and Spirits	3
HOSP250	Catering and Events Planning	3
	Choose BUSN210 or HOSP225 (3 credits)	3

Fourth Semester

Course #	Title	Credits
	Choose BUSN222 or HOSP205 (3 credits)	3
	General Education Course (3 credits)	3
	General Education Social Science Course (3 credits)	3
	General Education Science Course (4 credits)	4
	Choose one: HIST101, HIST102, HUMT201 or HUMT202 (3 credits)	3

Baking and Pastry I, Certificate

This two semester certificate program is designed to provide students with career training for entry-level positions in baking and pastry. The certificate can also be used as a foundation for completing the Baking and Pastry Option in Culinary Arts, A.A.S. degree at the Academy of Culinary Arts.

In addition to coursework, students are required to complete 200 hours of documented work experience (Cooperative Education, Internship, Externship or Service-Learning).

For additional program information, please contact the Culinary department at (609) 343-4944.

Upon completion of this program students will be able to:

- Demonstrate an understanding of professionalism and exceptional work ethics;
- Work effectively in teams;
- Explain the environmental and conservation issues related to the culinary industries;
- Demonstrate the knowledge and skills appropriate for entry-level positions in the baking and pastry culinary field;
- Articulate the need and value of life-long learning as it relates to career goals;
- Compare and contrast traditional and non-traditional career opportunities;
- Demonstrate industry sanitation standards;
- Demonstrate industry equipment safety standards;
- Demonstrate effective communication and computation skills;
- Apply baking theories;
- Create classic and artisan yeast products, quick breads and puff dough;
- Create classical and decorative pastries;
- Evaluate and interpret menus and recipes in terms of human nutrition and apply principles in menu planning and food preparation;
- Apply basic culinary cooking methods.

(BKPI-Fall 2022)

General Education Courses

Communication

Course #	Title	Credits
ENGL101	Composition I	3

Mathematics-Science-Technology

Course #	Title	Credits
CISM125	Introduction to Computers	3

Program Courses

Note: In addition to coursework, students are required to complete 200 hours of documented work experience (Cooperative Education, Internship, Externship or Service-Learning).

Course #	Title	Credits
HOSP132	Food Service Sanitation	1
CUBP101	The Science Behind the Ingredients	2
CUBP110	Foundations of the Bakeshop	2
CUBP120	Introduction to the Art of Pastry	2
CUBP150	Plated Desserts	2
CUBP210	Advanced Baking Techniques	2
CUBP211	The Art of Bread Making	2
CUBP227	Retail Bakery Production & Management	3
CUBP240	Borders, Piping and Runouts	1
CULN111	Culinary Fundamentals	2
CULN113	Fundamentals of Garde Manger	2
CULN114	Purchasing, Inventory and Cost Management	1
CULN125	Kitchen Foundations: Stocks, Soups and Sauces	2
Total Credits		30

Recommended Sequence of Courses

First Semester

Course #	Title	Credits
ENGL101	Composition I	3
HOSP132	Food Service Sanitation	1
CULN111	Culinary Fundamentals	2
CUBP101	The Science Behind the Ingredients	2
CUBP110	Foundations of the Bakeshop	2
CUBP210	Advanced Baking Techniques	2
CUBP120	Introduction to the Art of Pastry	2

Second Semester

Course #	Title	Credits
CISM125	Introduction to Computers	3
CULN125	Kitchen Foundations: Stocks, Soups and Sauces	2
CUBP211	The Art of Bread Making	2
CUBP150	Plated Desserts	2
CULN113	Fundamentals of Garde Manger	2
CUBP240	Borders, Piping and Runouts	1
CULN114	Purchasing, Inventory and Cost Management	1
CUBP227	Retail Bakery Production & Management	3

Culinary Arts I, Certificate

This two semester certificate program is designed to provide students with career training for entry-level positions in the culinary industry. The Certificate can also be used as a foundation for completing the Culinary Arts, A.A.S. degree at the Academy of Culinary Arts.

In addition to coursework, students are required to complete 200 hours of documented work experience (Cooperative Education, Internship, Externship or Service-Learning).

For additional program information, please contact the Culinary department at (609) 343-4944.

Upon completion of this program students will be able to:

- Demonstrate professionalism and exceptional work ethics;
- Participate in community service activities;
- Work effectively in teams;
- Identify environmental and conservation issues related to the culinary industries;
- Demonstrate the knowledge and skills appropriate for entry-level positions in the culinary field;
- Practice life-long learning as it relates to career goals;
- Compare and contrast traditional and non-traditional career opportunities;
- Identify industry sanitation standards;
- Know and apply industry equipment safety standards;
- Apply basic cooking techniques, correctly interpret recipes and procedures; and apply food safety in product preparations.
- Demonstrate effective communication and computation skills.

(CULI-Fall 2022)

General Education Courses

Communication

Course #	Title	Credits
ENGL101	Composition I	3

Mathematics-Science-Technology

Course #	Title	Credits
CISM125	Introduction to Computers	3

Program Courses

Note: In addition to coursework, students are required to complete 200 hours of documented work experience (Cooperative Education, Internship, Externship or Service-Learning).

Course #	Title	Credits
HOSP132	Food Service Sanitation	1
CUBP110	Foundations of the Bakeshop	2
CUBP210	Advanced Baking Techniques	2
CULN111	Culinary Fundamentals	2
CULN113	Fundamentals of Garde Manger	2
CULN114	Purchasing, Inventory and Cost Management	1
CULN125	Kitchen Foundations: Stocks, Soups and Sauces	2
CULN134	Breakfast Cookery	1
CULN145	Vegetable and Plant-Based Cuisine	2
CULN165	Meat Cookery	2
CULN170	Poultry and Seafood Cookery	2
CULN175	Nutrition for Culinary Professionals	2
CULN231	Mobile Retail Food Operations	3
Total Credits		30

Recommended Sequence of Courses

First Semester

Course #	Title	Credits
ENGL101	Composition I	3
HOSP132	Food Service Sanitation	1
CULN111	Culinary Fundamentals	2
CULN125	Kitchen Foundations: Stocks, Soups and Sauces	2
CULN145	Vegetable and Plant-Based Cuisine	2
CULN134	Breakfast Cookery	1
CULN114	Purchasing, Inventory and Cost Management	1
CULN113	Fundamentals of Garde Manger	2

Second Semester

Course #	Title	Credits
CISM125	Introduction to Computers	3
CULN165	Meat Cookery	2
CULN170	Poultry and Seafood Cookery	2
CUBP110	Foundations of the Bakeshop	2
CUBP210	Advanced Baking Techniques	2
CULN175	Nutrition for Culinary Professionals	2
CULN231	Mobile Retail Food Operations	3

Degrees

Advanced and Continuous Studies, Associate in Science

The A.S. in Advanced and Continuous Studies is a 3+1 program that aligns with existing degree programs offered by Atlantic Cape. Before enrolling in this program, students will complete an associate's degree in a chosen discipline at Atlantic Cape and then enroll in this second associate's degree program, where they will complete an additional 30 credits in the chosen discipline track. All 90 credits earned at Atlantic Cape will be transferred towards a baccalaureate degree at a partner college or university.

This is a highly customizable degree program to enable our students to complete their third year toward a bachelor's degree at the community college tuition rate.

To create your customized program, contact department chair, Dr. Beth Sanders-Rabinowitz, at (609)343-4982 or bsanders@atlanticcape.edu.

To apply, visit www.atlantic.edu/apply and select the 3+1 Application.

Upon completion of this program students will be able to:

- Apply written, oral, and visual communication skills appropriate for the chosen academic discipline, civic environment and workplace setting;
- Adopt a method of inquiry, appropriate to both the discipline and the academic level, to draw conclusions based on verifiable evidence;
- Exhibit competency in the application of technology and information literacy appropriate to the discipline;
- Examine and explain ethical issues and situations as applicable to the specific discipline, civic environment and the employment setting;
- Identify the importance of global perspective and culturally diverse peoples.

(ACST-Fall 2023)

3+1 in Liberal Studies at Stockton University (Social Science Concentration)

Sample Program Courses - 30 credits

Course #	Title	Credits
PSYC/ SOCL204	Social Psychology	3
PSYC212	Personality and Adjustment	3
PSYC214	Abnormal Psychology	3
PSYC225	Human Development	3
SOCL203	Social Inequality and Intergroup Relations	3
PSYC301	Psychology of Gender	3
ANTH/ PSYC303	Cross-Cultural Psychology	3
	Choose: 200-level Liberal Arts Elective (3 credits)	3
	Choose: 200-level Liberal Arts Elective (3 credits)	3
	Choose: 200-level Liberal Arts Elective (3 credits)	3

General Education credits completed in previous associate's degree: 30-45 credits

Program credits completed in previous associate's degree: 15-30 credits

Total Credits	90
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Recommended Sequence of Courses

Sample: First Semester (Third Year)

Course #	Title	Credits
SOCL203	Social Inequality and Intergroup Relations	3
SOCL/ PSYC204	Social Psychology	3
PSYC225	Human Development	3
ANTH/ PSYC303	Cross-Cultural Psychology	3
	Choose: 200-level Liberal Arts Elective (3 credits)	3

Sample: Second Semester (Third Year)

Course #	Title	Credits
PSYC212	Personality and Adjustment	3
PSYC214	Abnormal Psychology	3
PSYC301	Psychology of Gender	3
	Choose: 200-level Liberal Arts Elective (3 credits)	3
	Choose: 200-level Liberal Arts Elective (3 credits)	3

Biology, Associate in Science

This degree can lead to a baccalaureate degree in biology at accredited colleges and universities. It is appropriate for students interested in pre-professional programs, such as, biology, ecology, pharmacy, chiropractics, medical, dental, mortuary science, horticulture, veterinary and education. It may also apply to technician-level job opportunities when two years of academic preparation in biology are required. Electives should be selected based on the student's interest, the requirements of the transfer institution or technical-level vocation opportunities. It is strongly recommended that students entering the program have a minimum of one year of high school biology, chemistry and mathematics at an advanced level.

For additional information, please contact department chair, Kenneth Cabarle at (609) 343-5128 or kcabarle@atlanticcape.edu.

Upon completion of this program students will be able to:

- Demonstrate safe and environmentally friendly practices in a laboratory setting;
- Apply the scientific method in experimentation, collection and interpretation of data;
- Demonstrate proper use of laboratory equipment to make observations and to obtain data;
- Learn proper handling of living and preserved specimens;
- Develop an in-depth understanding of the fundamentals of biology through a combination of lectures and laboratories.

(BIOG-Fall 2022)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits
ENGL101	Composition I	3
ENGL102	Composition II	3

Mathematics-Science-Technology

Course #	Title	Credits
BIOL109	General Biology I	4
MATH155	Calculus I	4
CHEM110	General Chemistry I	4

Social Science

Course #	Title	Credits
	General Education Social Science Course (3 credits)	3

Humanities

Course #	Title	Credits
	General Education Humanities Course (3 credits)	3
	Choose: ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110 (3 credits)	3

General Education Elective

Course #	Title	Credits
	General Education Course (3 credits)	3

Program Requirements

Course #	Title	Credits
BIOL110	General Biology II	4
CHEM111	General Chemistry II	4
CHEM210	Organic Chemistry I	4

Program Electives - Choose 18 credits from the following:

Course #	Title	Credits
PHIL/BIOL104	Bioethics: Realities of the New Millennium	3
BIOL205	Genetics	4
BIOL250	Microbiology	4
CHEM211	Organic Chemistry II	4
ENVL205	Ecology	4
MATH152	Linear Algebra	4
MATH156	Calculus II	4
MATH255	Calculus III	4
PHIL101	Introduction to Logic	3
	PHYS125 or PHYS225 (See advisor for best option. PHYS125 offered in fall only)	4
	PHYS126 or PHYS226 (See advisor for best option. Offered in spring only)	4

Technological Competency: 0-4 Credits

(Is fulfilled with CISM125 or CISM132, which may be taken as a General Education Elective, testing or reviewed departmental portfolio.)

Total Credits	60
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Recommended Sequence of Courses

First Semester

Course #	Title	Credits
BIOL109	General Biology I	4
CHEM110	General Chemistry I	4
ENGL101	Composition I	3
MATH155	Calculus I	4

Second Semester

Course #	Title	Credits
BIOL110	General Biology II	4
CHEM111	General Chemistry II	4
ENGL102	Composition II	3
	Program Elective Course (4 credits)	4

Third Semester

Course #	Title	Credits
CHEM210	Organic Chemistry I	4
	General Education Humanities Course (3 credits)	3
	General Education Course (3 credits)	3
	Program Elective Course (3 credits)	3
	Program Elective Course (4 credits)	4

Fourth Semester

Course #	Title	Credits
	Choose: ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110 (3 credits)	3
	General Education Social Science Course (3 credits)	3
	Program Elective Course (3 credits)	3
	Program Elective Course (4 credits)	4

Biomedical Science, Associate in Science

This degree is designed for students who wish to transfer to an accredited college or university to complete a Bachelor of Science degree, and eventually a master's and/or a doctorate degree, in fields such as human medicine, veterinary medicine, chiropractic, physician assistant, dentistry, physical therapy, occupational therapy, podiatry, optometry, medical technology, or pharmacy. It is strongly recommended that students entering the program have at least one year of high school biology, chemistry, and mathematics at an advanced level.

Students should consult their advisor and their desired transfer institution regarding which program electives would best suit their career interests.

For additional information, please contact department chair, Kenneth Cabarle at (609)343-5128 or kcabarle@atlanticcape.edu.

Upon completion of this program students will be able to:

- Utilize critical thinking and reasoning to comprehend, apply and competently communicate knowledge regarding the world around them;
- Apply ethical reasoning to evaluate ethical dilemmas and make sound decisions;
- Demonstrate correct use of laboratory equipment and supplies in a safe, skilled manner;
- Correctly explain and apply the scientific method, and competently analyze data;
- Utilize information technology to obtain scientific literature that they can both interpret and analyze;
- Utilize appropriate language to explain the fundamental chemical and biological processes of living organisms;
- Correctly interpret, utilize and apply mathematical principles.

(BIOM-Fall 2022)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits
ENGL101	Composition I	3
ENGL102	Composition II	3
COMM120	Public Speaking	3

Mathematics-Science-Technology

Course #	Title	Credits
BIOL109	General Biology I	4
BIOL220	Human Anatomy and Physiology I	4
CHEM110	General Chemistry I	4

Social Science

Course #	Title	Credits
PSYC101	General Psychology	3

Humanities

Course #	Title	Credits
PHIL110	Introduction to Ethics	3
	Choose: ARTS103, ARTS108, ARTS109, ARTS115, DANC170, HIST101, HIST102, HIST103, HIST104, MUSC100 or THEA110 (3 credits)	3

Program Requirements

Course #	Title	Credits
BIOL110	General Biology II	4
BIOL250	Microbiology	4
CHEM111	General Chemistry II	4
	Choose: MATH155 or MATH220 (4 credits)	4

Program Electives

Choose a minimum of 14 credits from the following:

Course #	Title	Credits
PHIL/BIOL104	Bioethics: Realities of the New Millennium	3
BIOL221	Human Anatomy and Physiology II	4
BIOL205	Genetics	4
CHEM210	Organic Chemistry I	4
CHEM211	Organic Chemistry II	4
CISM135	Computer Programming-C++	4
MATH155	Calculus I	4
MATH156	Calculus II	4
MATH220	Statistical Methods	4
PHIL101	Introduction to Logic	3
	PHYS125 or PHYS225 (See advisor for best option. PHYS125 offered in fall only)	4
	PHYS126 or PHYS226 (See advisor for best option. Offered in spring only)	4

Technological Competency: 0-4 Credits

(Is fulfilled with CISM125, CISM132, testing or reviewed departmental portfolio.)

Total Credits **60**

Recommended Sequence of Courses

First Semester

Course #	Title	Credits
BIOL109	General Biology I	4
CHEM110	General Chemistry I	4
ENGL101	Composition I	3
	Choose: MATH155 or MATH220 (4 credits)	4

Second Semester

Course #	Title	Credits
BIOL110	General Biology II	4
CHEM111	General Chemistry II	4
ENGL102	Composition II	3
	Program Elective Course (3 credits)	3
	Choose: ARTS103, ARTS108, ARTS109, ARTS115, DANC170, HIST101, HIST102, HIST103, HIST104, MUSC100 or THEA110 (3 credits)	3

Third Semester

Course #	Title	Credits
BIOL220	Human Anatomy and Physiology I	4
PHIL110	Introduction to Ethics	3
	Program Elective Course (3 credits)	3
	Program Elective Course (4 credits)	4

Fourth Semester

Course #	Title	Credits
BIOL250	Microbiology	4
COMM120	Public Speaking	3
PSYC101	General Psychology	3
	Program Elective Course (4 credits)	4

Business Administration, Associate in Science

Designed for students who wish to transfer to a four-year institution, this degree offers a broad introduction to business administration and provides the background necessary to move into baccalaureate majors in fields such as accounting, management, marketing, economics and human resources management.

Atlantic Cape provides many different and flexible opportunities in business education to meet the varied needs and interests of its student body. The Associate in Applied Science and the Associate in Science degrees are designed to facilitate these needs and interests.

For additional information, contact area coordinator, Dr. Karl Giulian, at (609) 343-4996 or kgiulian@atlanticcape.edu.

Upon completion of this program students will be able to:

- Evaluate ethics, social responsibility, honesty and accuracy in business reporting;
- Communicate basic business principles effectively in written, oral and technology based applications;
- Describe the impact of government in business activities;
- Analyze business situations and evaluate possible solutions;
- Demonstrate basic understanding of business management disciplines and corporate cultures;
- Demonstrate proficiency in applying basic financial and accounting principles.

(BUSN-Fall 2022)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits
ENGL101	Composition I	3
ENGL102	Composition II	3

Mathematics-Science-Technology

*Students planning on transferring to a four-year institution are strongly advised to speak with a transfer advisor regarding Math requirements as requirements may vary.

Course #	Title	Credits
	General Education Mathematics Course (4 credits)	4
MATH220	Statistical Methods	4
	General Education Science Course (4 credits)	4

Social Science

Course #	Title	Credits
	General Education Social Science Course (3 credits)	3
ECON110	Macroeconomics	3

Humanities

Course #	Title	Credits
	General Education Humanities Course (3 credits)	3
	General Education Humanities Course (3 credits)	3

Program Courses

Course #	Title	Credits
ACCT130	Financial Accounting	4
ACCT131	Managerial Accounting	4
BUSN101	Introduction to Business	3
BUSN202	Principles of Marketing	3
BUSN210	Business Law I	3
BUSN211	Business Law II	3
BUSN222	Principles of Management	3
BUSN290	Practicum in Business Administration	1
ECON210	Microeconomics	3

Program Electives

Note: Liberal Arts courses include college-level courses with the following alphas: ANTH, ARTS, BIOL, CHEM, COMM, DANC, ECON, ENGL, ESCI, FREN, GEOG, GOVT, HIST, HUMT, ITAL, MATH, MUSC, PHIL, PHYS, PSYC, RELG, SGNL, SOCL, SPAN, THEA

Course #	Title	Credits
	Choose any Business (BUSN) course, Liberal Arts course (see list of alphas), or CISM125 (3 credits)	3

Technological Competency: 0-4 Credits

(Is fulfilled with CISM125 or CISM132, which may be taken as a Program Elective, testing or reviewed departmental portfolio.)

Total Credits	60
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Recommended Sequence of Courses

First Semester

Course #	Title	Credits
BUSN101	Introduction to Business	3
ECON110	Macroeconomics	3
ENGL101	Composition I	3
	General Education Mathematics Course (4 credits)	4

Second Semester

Course #	Title	Credits
ECON210	Microeconomics	3
ENGL102	Composition II	3
MATH220	Statistical Methods	4
	General Education Humanities Course (3 credits)	3
	General Education Humanities Course (3 credits)	3

Third Semester

Course #	Title	Credits
ACCT130	Financial Accounting	4
BUSN222	Principles of Management	3
BUSN210	Business Law I	3
	General Education Science Course (4 credits)	4
	General Education Social Science Course (3 credits)	3

Fourth Semester

Course #	Title	Credits
ACCT131	Managerial Accounting	4
BUSN202	Principles of Marketing	3
BUSN211	Business Law II	3
BUSN290	Practicum in Business Administration	1
	Choose any Business (BUSN) course, Liberal Arts course (see list of alphas), or CISM125 (3 credits)	3

Business Administration, Associate in Applied Science

Designed for students who wish to immediately embark on their careers upon graduating with an associate degree. The A.A.S. in Business Administration will emphasize the skills necessary for the student to be successful in entry-level positions in management, real estate, sales, marketing, accounting, logistics and human resources management.

For additional information, contact area coordinator, Dr. Karl Giulian, at (609) 343-4996 or kgiulian@atlanticcape.edu.

Upon completion of this program students will be able to:

- Evaluate ethics, social responsibility, honesty and accuracy in business reporting;
- Communicate basic business principles effectively in written, oral and technology based applications;
- Describe the impact of government in business activities;
- Analyze business situations and evaluate possible solutions;
- Demonstrate basic understanding of business management disciplines and corporate cultures;
- Demonstrate proficiency in applying basic financial and accounting principles;
- Compare and contrast various career opportunities.

(BUSI-Fall 2022)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits
ENGL101	Composition I	3
ENGL102	Composition II	3

Mathematics-Science-Technology

Course #	Title	Credits
	General Education Mathematics Course (4 credits)	4
	General Education Science Course (4 credits)	4

Social Science

Course #	Title	Credits
ECON110	Macroeconomics	3

Humanities

Course #	Title	Credits
	Choose one: HIST101, HIST102, HUMT201 or HUMT202 (3 credits)	3

Program Courses

Course #	Title	Credits
ACCT130	Financial Accounting	4
ACCT131	Managerial Accounting	4
BUSN101	Introduction to Business	3
BUSN202	Principles of Marketing	3
BUSN/ HOSP205	Human Resources Management	3
BUSN210	Business Law I	3
BUSN211	Business Law II	3
BUSN222	Principles of Management	3
BUSN295	Career Development in Business Administration	2
CISM125	Introduction to Computers	3
ECON210	Microeconomics	3

Program Electives

Note: Liberal Arts courses include college-level courses with the following alphas: ANTH, ARTS, BIOL, CHEM, COMM, DANC, ECON, ENGL, ESCI, FREN, GEOG, GOVT, HIST, HUMT, ITAL, MATH, MUSC, PHIL, PHYS, PSYC, RELG, SGNL, SOCL, SPAN, THEA

Course #	Title	Credits
	Choose a course from the following alphas: ACCT, BUSN, CISM, HOSP, LEGL or OSTM (3 credits)	3
	Choose any Liberal Arts (see list of alphas) or Business (BUSN) course (3 credits)	3
	Total Credits	60

Recommended Sequence of Courses

First Semester

Course #	Title	Credits
BUSN101	Introduction to Business	3
CISM125	Introduction to Computers	3
ECON110	Macroeconomics	3
ENGL101	Composition I	3
	General Education Mathematics Course (4 credits)	4

Second Semester

Course #	Title	Credits
ECON210	Microeconomics	3
ENGL102	Composition II	3
	General Education Science Course (4 credits)	4
	Choose one: HIST101, HIST102, HUMT201 or HUMT202 (3 credits)	3

Third Semester

Course #	Title	Credits
ACCT130	Financial Accounting	4
BUSN202	Principles of Marketing	3
BUSN210	Business Law I	3
BUSN222	Principles of Management	3
	Choose a course from the following alphas: ACCT, BUSN, CISM, HOSP, LEGL or OSTM (3 credits)	3

Fourth Semester

Course #	Title	Credits
ACCT131	Managerial Accounting	4
BUSN/ HOSP205	Human Resources Management	3
BUSN211	Business Law II	3
BUSN295	Career Development in Business Administration	2
	Choose any Liberal Arts (see list of alphas) or Business (BUSN) course (3 credits)	3

Chemistry, Associate in Science

This degree can lead to a baccalaureate degree in chemistry at accredited colleges or universities. With the addition of biology courses, and some modifications, it is also appropriate for those interested in pharmacy, medicine, dentistry, environmental science, and chemical engineering. Electives should be selected based on the student's interest, the requirements of the transfer institution, or technical-level vocation opportunities.

For more information, contact faculty advisor Dr. Laurie Lemons at (609)343-5019 or llemons@atlanticcape.edu, John Stratton at (609) 343-4981 or stratton@atlanticcape.edu, or department chair, Kenneth Cabarle at (609)343-5128 or kcabarle@atlanticcape.edu.

Upon completion of this program students will be able to:

- Use chemical terminology, apply chemical principles and understand the relationship between chemical structure and behavior;
- Apply both conceptual reasoning and quantitative skills to solve problems;
- Prepare for and safely conduct an experiment, properly record and analyze data, and draw reasonable conclusions by integrating concepts learned in lecture;
- Effectively communicate scientific information and experimental results in written and oral formats;
- Use equipment, instrumentation, or other appropriate technology for data acquisition and analysis.

(CHMI-Fall 2023)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits
ENGL101	Composition I	3
ENGL102	Composition II	3

Mathematics-Science-Technology

Course #	Title	Credits
CHEM110	General Chemistry I	4
MATH155	Calculus I	4
MATH156	Calculus II	4

Social Science

Course #	Title	Credits
	General Education Social Science Course (3 credits)	3

Humanities

Course #	Title	Credits
	Choose: ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110 (3 credits)	3
	General Education Humanities Course (3 credits)	3

General Education Elective

Course #	Title	Credits
	General Education Course (3 credits)	3

Program Requirements

Note: PHYS225 should be taken for transfer into a baccalaureate chemistry program

CHEM211 is offered in spring only

Course #	Title	Credits
CHEM111	General Chemistry II	4
CHEM210	Organic Chemistry I	4
CHEM211	Organic Chemistry II	4
	PHYS125 or PHYS225 (See advisor for best option. PHYS125 offered in fall only)	4

Program Electives

Choose 11 credits from the following:

Course #	Title	Credits
BIOL109	General Biology I	4
BIOL110	General Biology II	4
CISM135	Computer Programming-C++	4
MATH152	Linear Algebra	4
MATH255	Calculus III	4
PHIL101	Introduction to Logic	3
PHIL/BIOL104	Bioethics: Realities of the New Millennium	3
	PHYS126 or PHYS226 (See advisor for best option. Offered in spring only)	4

Free Elective

Free Elective: Any college-level course in the curriculum. (Exceptions: DEVA110, DEVS111, DEVA155, ENGL070, ENGL080, ENGL099, MATH073, MATH074, MATH099, ESLN060, ESLN062, ESLN070, ESLN071, ESLN072, ESLN074, ESLN075, ESLN080, ESLN090, ESLN091, ESLN092, ESLN093, ESLN094, ESLN095, ESLN096, ESLN099, ESLN100, or any course designated remedial or developmental)

Free Elective may be used to satisfy the Technological Competency requirement (CISM125 or CISM32).

Course #	Title	Credits
	Free Elective(s): Choose any college-level course(s) (3 Credits)	3

Technological Competency: 0-4 Credits

(Is fulfilled with CISM125 or CISM132, which may be taken as a Free Elective, testing or reviewed departmental portfolio.)

Total Credits	60
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Recommended Sequence of Courses

First Semester

Course #	Title	Credits
CHEM110	General Chemistry I	4
ENGL101	Composition I	3
MATH155	Calculus I	4
	Program Elective Course (4 credits)	4

Second Semester

Course #	Title	Credits
CHEM111	General Chemistry II	4
ENGL102	Composition II	3
MATH156	Calculus II	4
	Program Elective Course (3 credits)	3
	General Education Social Science Course (3 credits)	3

Third Semester

Course #	Title	Credits
CHEM210	Organic Chemistry I	4
PHYS125	College Physics I	4
	General Education Humanities Course (3 credits)	3
	Choose: ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110 (3 credits)	3

Fourth Semester

(PHYS126 or PHYS226 suggested for Program Elective Course)

Course #	Title	Credits
CHEM211	Organic Chemistry II	4
	Program Elective Course (4 credits)	4
	General Education Course (3 credits)	3
	Free Elective(s): Choose any college-level course(s) (3 Credits)	3

Child Development and Child Care, Associate in Applied Science

The Child Development and Child Care degree is designed to provide students with a foundation in research-based approaches to early childhood education, child development theory, fieldwork and the use of best practices in teaching and caring for children from birth to the age of five years old. The program prepares students for employment in early childhood group care and related environments.

For additional information, contact faculty advisor, Lisa Stein, at (609) 343-4960 or lstein@atlanticcape.edu or department chair, Dr. Beth Sanders-Rabinowitz, at (609) 343-4982 or bsanders@atlanticcape.edu.

Upon completion of this program students will be able to:

- Analyze major theories of child development with emphasis on similarities and differences and the interaction of the five learning domains and models from infancy through age five. This includes: cognitive language and communication, social and emotional approaches to learning and physical motor development;
- Evaluate family and community characteristics in relation to their role in the economic, political and cultural institutions of society to stimulate growth and learning;
- Apply the goals, benefits and uses of assessment using observation, documentation and other appropriate assessment tools and approaches.
- Recognize and apply effective approaches, strategies and tools to positively influence young children's development and learning;
- Articulate and uphold ethical standards and other professional guidelines and engage in informed advocacy for children and the profession;
- Document young children's development and apply the documentation to curriculum development.

(CDCH – Fall 2023)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits
ENGL101	Composition I	3
ENGL102	Composition II	3

Mathematics-Science-Technology

Course #	Title	Credits
	General Education Mathematics Course (4 credits)	4
	General Education Science Course (4 credits)	4

Social Science

Course #	Title	Credits
EDUC/ PSYC110	Child Development: Theory and Practice	4
SOCL101	Principles of Sociology	3

Humanities

Course #	Title	Credits
ARTS115	Introduction to the Visual Arts	3

Program Courses

Course #	Title	Credits
CDCC/ EDUC103	Roles of the Early Childhood Professional	2
CDCC104	Infant and Toddler Development: Theory and Applications	3
CDCC105	Early Childhood Health, Safety, Nutrition and Special Needs	4
CDCC106	Early Childhood Social/Emotional Development	3
CDCC/ EDUC115	Planning the Preschool Curriculum	3
CDCC250	Infant/Toddler Practicum	3
EDUC/ CDCC252	Early Childhood Practicum	3
ENGL218	Literature for Children	3
PSYC140	Principles of Guidance for Parents and Teachers	3
PSYC/ EDUC226	Psychology of Exceptionality	3
	Choose CISM290-Instructional Technology for Educators or CISM125-Introduction to Computers (3 credits)	3
	Choose SPAN111-Elementary Spanish I or SGNL101-American Sign Language (3 credits)	3

Technological Competency: 0-4 Credits

(Is fulfilled with CISM125, CISM132, testing, or reviewed departmental portfolio.)

Total Credits **60**

Recommended Sequence of Courses

First Semester

Course #	Title	Credits
CDCC/ EDUC103	Roles of the Early Childhood Professional	2
EDUC/ PSYC110	Child Development: Theory and Practice	4
ENGL101	Composition I	3
	Choose CISM290-Instructional Technology for Educators or CISM125-Introduction to Computers (3 credits)	3
	General Education Mathematics Course (4 credits)	4

Second Semester

Course #	Title	Credits
CDCC104	Infant and Toddler Development: Theory and Applications	3
CDCC105	Early Childhood Health, Safety, Nutrition and Special Needs	4
CDCC/ EDUC115	Planning the Preschool Curriculum	3
ENGL102	Composition II	3
	Choose SPAN111-Elementary Spanish I or SGNL101-American Sign Language (3 credits)	3

Third Semester

Course #	Title	Credits
ARTS115	Introduction to the Visual Arts	3
CDCC106	Early Childhood Social/Emotional Development	3
CDCC250	Infant/Toddler Practicum	3
ENGL218	Literature for Children	3
PSYC140	Principles of Guidance for Parents and Teachers	3

Fourth Semester

Course #	Title	Credits
EDUC/ CDCC252	Early Childhood Practicum	3
PSYC/ EDUC226	Psychology of Exceptionality	3
SOCL101	Principles of Sociology	3
	General Education Science Course (4 Credits)	4

Communication, Associate in Arts

The Communication degree helps prepare students to work in the communication industry or to successfully transfer to four-year schools. The program provides opportunities to learn about careers within communication including television, radio, film, public relations, recordings, magazines, publishing, advertising, newspapers, and new media. Courses in the program are taught from a real-world perspective and emphasize the development of strong writing skills, one of the most important ingredients to success in the communication field. Students choose a specialization within the Communication degree following one of three tracks: Creative Writing, Journalism/Public Relations or Radio/Television/Film. Students may also gain additional real-world experience by taking an optional three-credit internship in communication with Communication Fieldwork (COMM295).

For more information, contact faculty advisor, Keith Forrest at (609)343-4994 or kforrest@atlanticcape.edu or contact department chair, Dr. Augustine Nigro, at (609)343-5022 or anigro@atlanticcape.edu.

Upon completion of this program students will be able to:

- Appraise the media's influence on politics, purchases, entertainment, and how it affects the culture in shaping beliefs and attitudes;
- Apply the public relations process to planning, research, writing and analysis;
- Demonstrate proficiency in oral and human communication by applying audience analysis, listening, and other techniques to real-world exchanges;
- Create effective journalistic and creative writing works utilizing industry techniques and procedures.

(COMC-Fall 2023)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits
ENGL101	Composition I	3
ENGL102	Composition II	3
COMM120	Public Speaking	3

Mathematics-Science-Technology

Course #	Title	Credits
MATH220	Statistical Methods	4
	General Education Science Course (4 credits)	4

Social Science

Course #	Title	Credits
PSYC101	General Psychology	3
SOCL101	Principles of Sociology	3

Humanities

Course #	Title	Credits
	Choose two: ENGL201, ENGL202, ENGL205, ENGL206, ENGL213 or ENGL214 (6 credits)	6

History

Course #	Title	Credits
	General Education History Course (3 credits)	3
	General Education History Course (3 credits)	3

Diversity

Course #	Title	Credits
	Choose: ANTH103, ENGL201, ENGL202, GEOG102, GEOG110, HIST210, PHIL105, or PHIL111/ RELG111 (3 credits)	3

Program Requirements

Course #	Title	Credits
COMM103	Introduction to Mass Media	3
COMM104	Introduction to Public Relations	3
	Arts course: ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110	3

Program Electives

Choose a Track:

(Before choosing a sequence, meet with your advisor to ensure your choice aligns with your academic goals.)

Creative Writing Track

Course #	Title	Credits
ENGL/ COMM220	Creative Writing I	3
ENGL/ COMM221	Creative Writing II	3
	Choose: COMM205-Television History, COMM207-Popular Music & Radio History or COMM208-Film History (3 credits)	3

Journalism/Public Relations Track

Course #	Title	Credits
ENGL/ COMM209	Journalism I	3
ENGL/ COMM211	Journalism II	3
	Choose: COMM205-Television History, COMM207-Popular Music & Radio History or COMM208-Film History (3 credits)	3

Radio/Television/Film Track

Course #	Title	Credits
COMM205	Television History	3
COMM207	Popular Music & Radio History	3
COMM208	Film History	3

Free Electives

Course #	Title	Credits
	Free Electives: Choose any college-level course(s) (4 credits)	4

Technological Competency: 0-4 Credits

(Is fulfilled with CISM125, CISM132, testing or reviewed departmental portfolio.)

Total Credits	60
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Recommended Sequence of Courses

Creative Writing Track - First Semester

Course #	Title	Credits
COMM103	Introduction to Mass Media	3
COMM120	Public Speaking	3
ENGL101	Composition I	3
PSYC101	General Psychology	3
MATH220	Statistical Methods	4

Creative Writing Track - Second Semester

Course #	Title	Credits
COMM104	Introduction to Public Relations	3
ENGL102	Composition II	3
	Choose: COMM205-Television History, COMM207-Popular Music & Radio History or COMM208-Film History (3 credits)	3
	General Education Science Course (4 credits)	4
	General Education History Course (3 credits)	3

Creative Writing Track - Third Semester

Course #	Title	Credits
ENGL/ COMM220	Creative Writing I	3
	General Education History Course (3 credits)	3
	Choose: ENGL201, ENGL202, ENGL205, ENGL206, ENGL213 or ENGL214 (3 credits)	3
	Choose: ANTH103, ENGL201, ENGL202, GEOG102, GEOG110, HIST210, PHIL105, or PHIL111/ RELG111 (3 credits)	3
	Choose: ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110 (3 credits)	3

Creative Writing Track - Fourth Semester

Course #	Title	Credits
ENGL/ COMM221	Creative Writing II	3
SOCL101	Principles of Sociology	3
	Choose: ENGL201, ENGL202, ENGL205, ENGL206, ENGL213 or ENGL214 (3 credits)	3
	Free Electives: Choose any college-level course(s) (4 credits)	4

Journalism/Public Relations Track - First Semester

Course #	Title	Credits
COMM103	Introduction to Mass Media	3
COMM120	Public Speaking	3
ENGL101	Composition I	3
PSYC101	General Psychology	3
MATH220	Statistical Methods	4

Journalism/Public Relations Track - Second Semester

Course #	Title	Credits
COMM104	Introduction to Public Relations	3
ENGL102	Composition II	3
	Choose: COMM205-Television History, COMM207-Popular Music & Radio History or COMM208-Film History (3 credits)	3
	General Education Science Course (4 credits)	4
	General Education History Course (3 credits)	3

Journalism/Public Relations Track - Third Semester

Course #	Title	Credits
ENGL/ COMM209	Journalism I	3
	Choose: ENGL201, ENGL202, ENGL205, ENGL206, ENGL213 or ENGL214 (3 credits)	3
	Choose: HIST101, HIST102, HIST103 or HIST104 (3 credits)	3
	Choose: ANTH103, ENGL201, ENGL202, GEOG102, GEOG110, HIST210, PHIL105, or PHIL111/ RELG111 (3 credits)	3
	Choose: ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110 (3 credits)	3

Journalism/Public Relations Track - Fourth Semester

Course #	Title	Credits
ENGL/ COMM211	Journalism II	3
SOCL101	Principles of Sociology	3
	Choose: ENGL201, ENGL202, ENGL205, ENGL206, ENGL213 or ENGL214 (3 credits)	3
	Free Electives: Choose any college-level course(s) (4 credits)	4

Radio/Television/Film Track - First Semester

Course #	Title	Credits
COMM103	Introduction to Mass Media	3
COMM120	Public Speaking	3
ENGL101	Composition I	3
PSYC101	General Psychology	3
MATH220	Statistical Methods	4

Radio/Television/Film Track - Second Semester

Course #	Title	Credits
COMM104	Introduction to Public Relations	3
COMM205	Television History	3
ENGL102	Composition II	3
	General Education Science Course (4 credits)	4
	General Education History Course (3 credits)	3

Radio/Television/Film Track - Third Semester

Course #	Title	Credits
COMM208	Film History	3
	General Education History Course (3 credits)	3
	Choose: ENGL201, ENGL202, ENGL205, ENGL206, ENGL213 or ENGL214 (3 credits)	3
	Choose: ANTH103, ENGL201, ENGL202, GEOG102, GEOG110, HIST210, PHIL105, or PHIL111/ RELG111 (3 credits)	3
	Choose: ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110 (3 credits)	3

Radio/Television/Film Track - Fourth Semester

Course #	Title	Credits
COMM207	Popular Music & Radio History	3
SOCL101	Principles of Sociology	3
	Choose: ENGL201, ENGL202, ENGL205, ENGL206, ENGL213 or ENGL214 (3 credits)	3
	Free Electives: Choose any college-level course(s) (4 credits)	4

Computer Information Systems, Associate in Science

This program emphasizes the business applications of the computer. Graduates will have the theoretical, conceptual and practical background to use computers in business settings. Designed to facilitate transfer to Bachelor of Science programs, it provides a liberal arts or General Education base, which enables students to have career mobility and/or to continue study beyond the associate's degree.

The program responds to the increased demand from area business and industry for trained computer professionals. Supporting the program are the college's computer facilities and equipment, including personal computers and a variety of related hardware and current software.

For additional program information, please contact faculty advisor, Svetlana Marzelli, at (609) 343-5017 or smarzell@atlanticcape.edu or contact department chair, Dr. Otto Hernandez, at (609) 343-4978 or hernande@atlanticcape.edu.

Upon completion of this program students will be able to:

- Utilize productivity software suitable for use in a professional environment;
- Design, implement, test, debug and document computer programs using appropriate development tools;
- Communicate effectively in both oral and written form;
- Perform system analysis and design including automated solutions to business systems;
- Manage time, tasks, and projects, and work effectively in teams;
- Identify computer system security risks;
- Apply mathematics to increase knowledge of business operations.

(CISM-Fall 2022)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits
ENGL101	Composition I	3
ENGL102	Composition II	3

Mathematics-Science-Technology

Course #	Title	Credits
MATH155	Calculus I	4
MATH220	Statistical Methods	4
	General Education Science Course (4 credits)	4
CISM125	Introduction to Computers	3

Social Science

Course #	Title	Credits
	General Education Social Science Course (3 credits)	3

Humanities

Course #	Title	Credits
PHIL110	Introduction to Ethics	3
	General Education Humanities Course (3 credits)	3

Program Courses

Course #	Title	Credits
BUSN222	Principles of Management	3
CISM154	Computer Programming-Java	4
CISM160	Systems Analysis and Design	3
CISM222	Issues in Computer Security	3
CISM247	Management Information Systems	3
CISM254	Advanced Computer Programming-Java	4
MATH153	Discrete Mathematics	4
TCOM125	Technical Communication	3
	Choose one course from the following alphas: CISM or GIST (3 credits)	3
Total Credits		60

Recommended Sequence of Courses

First Semester

Course #	Title	Credits
BUSN222	Principles of Management	3
CISM125	Introduction to Computers	3
ENGL101	Composition I	3
MATH155	Calculus I	4
	General Education Science Course (4 credits)	4

Second Semester

Course #	Title	Credits
CISM154	Computer Programming-Java	4
ENGL102	Composition II	3
	General Education Social Science Course (3 credits)	3
MATH220	Statistical Methods	4

Third Semester

Course #	Title	Credits
CISM254	Advanced Computer Programming- Java	4
MATH153	Discrete Mathematics	4
PHIL110	Introduction to Ethics	3
TCOM125	Technical Communication	3

Fourth Semester

Course #	Title	Credits
CISM160	Systems Analysis and Design	3
CISM222	Issues in Computer Security	3
CISM247	Management Information Systems	3
	General Education Humanities Course (3 credits)	3
	Choose one course from the following alphas: CISM or GIST (3 credits)	3

Computer Programming, Associate in Applied Science

Many students are not interested in transferability, but rather mobility into the job market, with the career goal of a programmer. This degree strongly emphasizes programming and includes Java, C++ and Visual Basic. These are languages routinely used by computer programmers. Students will be well prepared for entry-level positions in programming or computer operations.

For additional program information, contact department chair, Dr. Otto Hernandez, at (609)343-4978 or herande@atlanticcape.edu.

Upon completion of this program students will be able to:

- Develop computer programming in Visual Basic, C++, Oracle SQL and Java;
- Investigate information systems with respect to their existence and develop needed informational improvements within an organization;
- Perform basic managerial functions such as organizing, staffing, directing, planning and controlling;
- Use a microcomputer for functional and analytical purposes;
- Describe various positions of employment in the informational technology profession;
- Communicate effectively in both written and oral form.

(CPRO-Fall 2022)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits
ENGL101	Composition I	3
ENGL230	Technical Writing	3

Mathematics-Science-Technology

Course #	Title	Credits
	Choose: MATH121-Applications of Mathematics or MATH220-Statistical Methods (4 credits)	4
	General Education Science Course (4 credits)	4
CISM125	Introduction to Computers	3

Humanities

Course #	Title	Credits
	Choose: ARTS108, PHIL102, PHIL105, PHIL110 or PHIL111 (3 credits)	3

Program Requirements

Course #	Title	Credits
CISM130	Using PC Operating Systems	4
CISM135	Computer Programming-C++	4
CISM143	Introduction to Project Management	3
CISM154	Computer Programming-Java	4
CISM159	Intermediate Programming-C++	4
CISM160	Systems Analysis and Design	3
CISM167	Programming in Oracle SQL	3
CISM174	Computer Programming-Visual Basic	4
CISM254	Advanced Computer Programming-Java	4

Program Electives

Choose a Concentration:

(Students are strongly encouraged to meet with their faculty advisor to make a choice)

Computer Programming Concentration

Course #	Title	Credits
	Choose: CISM142-Help Desk Support or CISM162-Microsoft Excel (3 credits)	3
	Choose: CISM270-iPhone Programming or CISM271-Android Programming (4 credits)	4

Database Design and Development Concentration

Course #	Title	Credits
CISM164	Microsoft Access	3
CISM170	Database Design Using Oracle	3
CISM280	Capstone Portfolio	1
	Total Credits	60

Recommended Sequence of Courses

Computer Programming Concentration - First Semester

Course #	Title	Credits
CISM125	Introduction to Computers	3
ENGL101	Composition I	3
	Choose: MATH121-Applications of Mathematics or MATH220-Statistical Methods (4 credits)	4
	General Education Science Course (4 credits)	4

Computer Programming Concentration - Second Semester

Course #	Title	Credits
CISM130	Using PC Operating Systems	4
CISM135	Computer Programming-C++	4
CISM154	Computer Programming-Java	4
	Choose: CISM142-Help Desk Support or CISM162-Microsoft Excel (3 credits)	3
	Choose: ARTS108, PHIL102, PHIL105, PHIL110 or PHIL111 (3 credits)	3

Computer Programming Concentration - Third Semester

Course #	Title	Credits
CISM159	Intermediate Programming-C++	4
CISM160	Systems Analysis and Design	3
CISM167	Programming in Oracle SQL	3
CISM254	Advanced Computer Programming-Java	4

Computer Programming Concentration - Fourth Semester

Course #	Title	Credits
CISM143	Introduction to Project Management	3
CISM174	Computer Programming-Visual Basic	4
	Choose: CISM270-iPhone Programming or CISM271-Android Programming (4 credits)	4
ENGL230	Technical Writing	3

Database Design and Development Concentration - First Semester

Course #	Title	Credits
CISM125	Introduction to Computers	3
ENGL101	Composition I	3
	Choose: MATH121-Applications of Mathematics or MATH220-Statistical Methods (4 credits)	4
	General Education Science Course (4 credits)	4

Database Design and Development Concentration - Second Semester

Course #	Title	Credits
CISM130	Using PC Operating Systems	4
CISM135	Computer Programming-C++	4
CISM154	Computer Programming-Java	4
CISM164	Microsoft Access	3
	Choose: ARTS108, PHIL102, PHIL105, PHIL110 or PHIL111 (3 credits)	3

Database Design and Development Concentration - Third Semester

Course #	Title	Credits
CISM159	Intermediate Programming-C++	4
CISM160	Systems Analysis and Design	3
CISM167	Programming in Oracle SQL	3
CISM254	Advanced Computer Programming-Java	4

Database Design and Development Concentration - Fourth Semester

Course #	Title	Credits
CISM143	Introduction to Project Management	3
CISM170	Database Design Using Oracle	3
CISM174	Computer Programming-Visual Basic	4
CISM280	Capstone Portfolio	1
ENGL230	Technical Writing	3

Computer Systems Support, Associate in Applied Science

This degree serves students who seek a career in computer systems support. Strong emphasis is given to supporting computer hardware, software, security, and networks. Upon successful completion of the program, employment opportunities may include computer server administrator, help desk technician, and computer support professional.

The A.A.S. in Computer Systems Support is designed to provide students with an opportunity to prepare for industry certifications while earning an associate's degree. During successful completion of this program, students have the potential to earn six industry certifications.

Students who have already earned any of the certifications listed below or have successfully passed certification examinations, may initiate the college's Prior Learning Assessment (PLA) process and translate their certifications or examination results into equivalent course credits.

The following chart is an analysis of how the program courses align with industry certifications:

Certifications/Examination	Program Course(s)
CompTIA A+ Certification	CISM130, CISM149
CompTIA Security+	CISM176
PMI CAPM Certified Associate in Project Management	CISM143
CompTIA Network+	CISM146
CompTIA Linux+	CISM182
AZ-900 Microsoft Azure Fundamentals	CISM230

For additional program information, please contact faculty advisor, Bill Dougherty at (609) 343-4979 or doughert@atlanticcape.edu or contact department chair, Dr. Otto Hernandez, at (609) 343-4978 or hernande@atlanticcape.edu.

Upon completion of this program students will be able to:

- Identify hardware and software problems and recommend solutions;
- Prepare for multiple CompTIA certification examinations;
- Configure and administer computer networks;
- Prepare for a certification examination in Project Management.

(CPSS-Fall 2023)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits
ENGL101	Composition I	3
ENGL230	Technical Writing	3

Mathematics-Science-Technology

Course #	Title	Credits
CISM125	Introduction to Computers	3
	General Education Science Course (4 credits)	4
	Choose: MATH121-Applications of Mathematics or MATH220-Statistical Methods (4 credits)	4

Humanities

Course #	Title	Credits
	Choose: ARTS108, PHIL102, PHIL105, PHIL110 or PHIL111 (3 credits)	3

Program Courses

Course #	Title	Credits
CISM130	Using PC Operating Systems	4
CISM142	Help Desk Support	3
CISM143	Introduction to Project Management	3
CISM146	Computer Networking	4
CISM149	Computer Hardware	4
CISM176	Systems Security Methods	4
CISM182	Linux	4
CISM222	Issues in Computer Security	3
CISM230	Cloud Computing	4
	Choose one: CISM135-Computer Programming C++, CISM148-Problem Solving Using Scripting, CISM154-Computer Programming-Java or CISM174-Computer Programming-Visual Basic (8 credits)	4
	Choose: CISM295-Info. Tech. Cooperative Education or CISM162-Microsoft Excel (3 credits)	3
	Total Credits	60

Recommended Sequence of Courses

First Semester

Course #	Title	Credits
CISM125	Introduction to Computers	3
CISM130	Using PC Operating Systems	4
CISM149	Computer Hardware	4
ENGL101	Composition I	3

Second Semester

Course #	Title	Credits
CISM146	Computer Networking	4
CISM230	Cloud Computing	4
ENGL230	Technical Writing	3
	Choose: MATH121-Applications of Mathematics or MATH220-Statistical Methods (4 credits)	4

Third Semester

Course #	Title	Credits
CISM142	Help Desk Support	3
CISM143	Introduction to Project Management	3
CISM176	Systems Security Methods	4
CISM182	Linux	4
	Choose: ARTS108, PHIL102, PHIL105, PHIL110 or PHIL111 (3 credits)	3

Fourth Semester

Course #	Title	Credits
CISM222	Issues in Computer Security	3
	Choose: CISM135, CISM148, CISM154, or CISM174 (4 credits)	4
	Choose: CISM295-Info. Tech. Cooperative Education or CISM162-Microsoft Excel (3 credits)	3
	General Education Science Course (4 credits)	4

Criminal Justice, Associate in Science

The Criminal Justice curriculum is dedicated to providing the theoretical, practical and professional knowledge needed in today's environment to be successful in the fields of policing, corrections, courts, probation, parole, private security and related service careers. Emphasis is placed on preparing the student for the professional workplace or continued studies in a four-year institution. The curriculum is designed to provide the student with expert instruction on the most current trends, policies and practices in the field.

Graduates of a New Jersey police academy may be eligible for up to 16 credits toward the Criminal Justice, Associate in Science degree.

For more information, contact faculty advisor, Dean Wyks, at (609) 343-4915 or dwyks@atlanticcape.edu or department chair, Dr. Beth Sanders-Rabinowitz at (609) 343-4982 or bsanders@atlanticcape.edu.

Upon completion of this program students will be able to:

- Describe the criminal justice system and the role of each agency within the system;
- Demonstrate sensitivity for the problems of people in today's complex, changing society, including empathy for social justice and equity issues;
- Employ critical thinking skills in problem-solving, including consideration of alternative solutions in the field;
- Articulate the moral and ethical obligations and responsibilities of the criminal justice system.

(CRIM-Fall 2022)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits
ENGL101	Composition I	3
ENGL102	Composition II	3

Mathematics-Science-Technology

Course #	Title	Credits
MATH220	Statistical Methods	4
	General Education Science Course (4 credits)	4
	General Education Mathematics Course (4 credits)	4

Social Science

Course #	Title	Credits
PSYC101	General Psychology	3
SOCL101	Principles of Sociology	3

Humanities

Course #	Title	Credits
	General Education Humanities Course (3 credits)	3

General Education Elective

*See Technological Competency

Course #	Title	Credits
	General Education Course (3 credits)	3

Program Courses

Course #	Title	Credits
CRIM101	Introduction to Criminal Justice	3
CRIM109	Ethics in Criminal Justice	3
CRIM130	The Criminal Court System	3
CRIM201	Criminal Law	3
CRIM202	Constitutional Law	3
SOCL/ CRIM206	Juvenile Justice	3

Program Electives

Select a Track from the options below OR choose a minimum of 12 credits from these choices:

Course #	Title	Credits
AVIT140	Small Unmanned Aircraft Systems Operation-Multi-Rotor	3
COMM110	Interpersonal Communication	3
CRIM102	Introduction to Criminology	3
CRIM105	Police Operations	3
CRIM106	Introduction to Corrections	3
CRIM107	Introduction to Cyber Crime	3
GIST/CRIM170	Concepts in Terrorism & Homeland Security	3
CRIM190	Special Topics in Criminal Justice	3
CRIM/ CISM262	Mobile Forensics Investigations	4
CRIM203	Criminal Investigation	3
CRIM210	Community-Based Corrections	3
CRIM214	Organized Crime	3
CRIM216	Criminal Justice Report Writing	3
CRIM/ CISM240	Computer Forensics	4
CRIM250	Internship in Criminal Justice	4
FIRS101	Introduction to Firefighting	3
FIRS102	Introduction to Fire Protection	3
FIRS103	Fire Prevention/Fire Inspector I	3
FIRS201	Firefighting Strategy and Tactics	3

Technological Competency: 0-4- Credits

(Is fulfilled with CISM125 or CISM132, which may be taken as a General Education Elective, testing or reviewed departmental portfolio)

Program Elective Tracks

Corrections Track

Course #	Title	Credits
CRIM102	Introduction to Criminology	3
CRIM106	Introduction to Corrections	3
CRIM210	Community-Based Corrections	3
	Program Elective Course (3 credits)	3

Fire Safety Track

Course #	Title	Credits
FIRS101	Introduction to Firefighting	3
FIRS102	Introduction to Fire Protection	3
FIRS103	Fire Prevention/Fire Inspector I	3
FIRS201	Firefighting Strategy and Tactics	3

Homeland Security Track

Course #	Title	Credits
CRIM107	Introduction to Cyber Crime	3
AVIT140	Small Unmanned Aircraft Systems Operation-Multi-Rotor	3
GIST/CRIM170	Concepts in Terrorism & Homeland Security	3
	Program Elective Course (3 credits)	3

Law Enforcement Technologies Track

Course #	Title	Credits
	Choose: CRIM190 or AVIT140 (3 credits)	3
CRIM/ CISM240	Computer Forensics	4
CRIM/ CISM262	Mobile Forensics Investigations	4
	Program Elective Course (3 credits)	3

Policing Track

Course #	Title	Credits
CRIM105	Police Operations	3
CRIM203	Criminal Investigation	3
CRIM214	Organized Crime	3
	Program Elective Course (3 credits)	3
	Total Credits	60

Recommended Sequence of Courses

First Semester

Course #	Title	Credits
CRIM101	Introduction to Criminal Justice	3
ENGL101	Composition I	3
PSYC101	General Psychology	3
	General Education Humanities Course (3 credits)	3
	General Education Course (3 credits)	3

Second Semester

Course #	Title	Credits
CRIM130	The Criminal Court System	3
CRIM201	Criminal Law	3
ENGL102	Composition II	3
CRIM109	Ethics in Criminal Justice	3
SOCL101	Principles of Sociology	3

Third Semester

Course #	Title	Credits
CRIM202	Constitutional Law	3
MATH220	Statistical Methods	4
SOCL/ CRIM206	Juvenile Justice	3
	Track Course or Program Elective (3 Credits)	3
	Track Course or Program Elective (3 Credits)	3

Fourth Semester

Course #	Title	Credits
	General Education Science Course (4 credits)	4
	General Education Mathematics Course (4 credits)	4
	Track Course or Program Elective (3 Credits)	3
	Track Course or Program Elective (3 Credits)	3

Cybersecurity - Option, Associate in Applied Science

The Cybersecurity Option in Computer Systems Support serves students who seek jobs that require computer and information security skills. These students are not interested transferring to a four-year school. Emphasis is placed on data loss prevention, identity and access management, incident response, and forensic analysis. The option provides preparation for a career as a cybersecurity professional. Student can obtain skills required for several industry certifications including CompTIA Network+, CompTIA Security+, CompTIA Linux+, TestOut Ethical Hacker Pro, and CompTIA CySA+.

For additional program information, please contact faculty advisor, Bojan Zilovic at (609) 343-4959 or bzilovic@atlanticcape.edu or contact department chair, Dr. Otto Hernandez, at (609) 343-4978 or hernande@atlanticcape.edu.

Upon completion of this program students will be able to:

- Recognize professional responsibilities and make informed judgments in cybersecurity practice based on legal and ethical principles;
- Apply security principles and practices to maintain operations in the presence of risks and threats;
- Analyze a broadly defined security problem and apply principles of cybersecurity to design and implement solutions;
- Communicate effectively in a variety of professional contexts;
- Function effectively as a member of a team engaged in cybersecurity activities.

(CYSC-Fall 2023)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits
ENGL101	Composition I	3
ENGL230	Technical Writing	3

Mathematics-Science-Technology

Course #	Title	Credits
	Choose: MATH121-Applications of Mathematics or MATH220-Statistical Methods (4 credits)	4
	General Education Science Course (4 credits)	4
CISM125	Introduction to Computers	3

Humanities

Course #	Title	Credits
	General Education Humanities Course (3 credits)	3

Program Courses

Course #	Title	Credits
CISM142	Help Desk Support	3
CISM143	Introduction to Project Management	3
CISM146	Computer Networking	4
CISM148	Problem Solving Using Scripting	4
CISM176	Systems Security Methods	4
CISM182	Linux	4
CISM215	Ethical Hacking	4
CISM222	Issues in Computer Security	3
CRIM/ CISM240	Computer Forensics	4
CISM258	Cyber Defense	4
	Choose: CISM295-Info. Tech. Cooperative Education or CISM162-Microsoft Excel (3 credits)	3
Total Credits		60

Recommended Sequence of Courses

First Semester

Course #	Title	Credits
CISM125	Introduction to Computers	3
CISM142	Help Desk Support	3
CISM146	Computer Networking	4
ENGL101	Composition I	3
	General Education Humanities Course (3 credits)	3

Second Semester

Choose: MATH121 or MATH220

Course #	Title	Credits
CISM148	Problem Solving Using Scripting	4
CISM176	Systems Security Methods	4
ENGL230	Technical Writing	3
	Choose: MATH121-Applications of Mathematics or MATH220-Statistical Methods (4 credits)	4

Third Semester

Course #	Title	Credits
CISM143	Introduction to Project Management	3
CISM182	Linux	4
CISM215	Ethical Hacking	4
	General Education Science Course (4 credits)	4

Fourth Semester

Course #	Title	Credits
CISM222	Issues in Computer Security	3
CRIM/ CISM240	Computer Forensics	4
CISM258	Cyber Defense	4
	Choose: CISM295-Info. Tech. Cooperative Education or CISM162-Microsoft Excel (3 credits)	3

Engineering, Associate in Science

The Engineering, A.S. is focused on providing students with the first two years of a baccalaureate degree in engineering. The program is designed to educate students to meet the challenge of engineering in an ever-changing world and to foster understanding of universal topics in engineering. At the baccalaureate degree level, students can choose to specialize in one of the following engineering disciplines:

- Civil Engineering
- Industrial Engineering
- Mechanical Engineering

For additional program information, contact faculty advisor, Al Jou, at (609)343-4966 or ajou@atlanticcape.edu, or contact area coordinator, Michele Leacott, at (609)343-5044 or mleacott@atlanticcape.edu.

Upon completion of this program students will be able to:

- Define engineering and identify common engineering fields;
- Design engineering graphics;
- Identify the characteristics of forces and couples;
- Explain the concepts of stress and strain;
- Describe kinematics and kinetics of particles and rigid bodies.

(ENGR-Fall 2022)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits
ENGL101	Composition I	3
ENGL102	Composition II	3

Mathematics-Science-Technology

Course #	Title	Credits
CHEM110	General Chemistry I	4
CISM125	Introduction to Computers	3
MATH155	Calculus I	4
PHYS225	General Physics I	4

Social Science

Course #	Title	Credits
	Choose: ECON110, PSYC101 or SOCL101 (3 credits)	3

Humanities

Course #	Title	Credits
ENGL104	Introduction to Literature	3

General Education Elective

Course #	Title	Credits
	Choose: ARTS103, ARTS115, MUSC100, PSYC101, SOCL101 or THEA110 (3 credits)	3

Program Courses

Course #	Title	Credits
ENGR101	Introduction to Engineering	2
ENGR200	Engineering Design	3
ENGR201	Statics	3
ENGR204	Dynamics	3
MATH156	Calculus II	4
MATH255	Calculus III	4
MATH256	Differential Equations	4
PHYS226	General Physics II	4
	Choose: ENGR203-Computing for Engineers or ENGR202-Mechanics of Materials (3 credits)	3
Total Credits		60

Recommended Sequence of Courses

First Semester

Course #	Title	Credits
CISM125	Introduction to Computers	3
ENGL101	Composition I	3
ENGR101	Introduction to Engineering	2
MATH155	Calculus I	4
PHYS225	General Physics I	4

Second Semester

Course #	Title	Credits
ENGL102	Composition II	3
ENGL104	Introduction to Literature	3
ENGR200	Engineering Design	3
MATH156	Calculus II	4
PHYS226	General Physics II	4

Third Semester

Course #	Title	Credits
CHEM110	General Chemistry I	4
ENGR201	Statics	3
MATH255	Calculus III	4
	Choose: ECON110, PSYC101 or SOCL101 (3 credits)	3

Fourth Semester

Course #	Title	Credits
ENGR204	Dynamics	3
MATH256	Differential Equations	4
	Choose: ENGR203-Computing for Engineers or ENGR202-Mechanics of Materials (3 credits)	3
	Choose: ARTS103, ARTS115, MUSC100, PSYC101, SOCL101 or THEA110 (3 credits)	3

English - Option, Associate in Arts

The English Option in Liberal Arts is a writing-intensive degree that prepares students for transfer to a four-year college or university. All students shall determine the requirements of their transfer institutions. Students should also check njtransfer.org for transferability of courses. The degree may be completed part-time or full-time. English studies may lead to careers in advertising, broadcasting, publishing, journalism, law, teaching and writing. Students not intending to transfer have found work as administrative assistants or in other positions requiring excellent writing/communication skills.

For information, contact department chair, Janet Marler, at (609)343-5602 or jmarler@atlanticcape.edu.

Upon completion of this program students will be able to:

- Read critically and communicate effectively in both speech and writing;
- Evaluate works in literature and the related historical events and movements;
- Identify the importance of global perspective and culturally diverse peoples;
- Examine and explain ethical issues and situations, demonstrating sound ethical reasoning;
- Prepare research projects by locating, evaluating, and effectively documenting information using MLA guidelines; demonstrating efficiency in the appropriate use of technology.

(ENGL-Fall 2023)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits
ENGL101	Composition I	3
ENGL102	Composition II	3
COMM120	Public Speaking	3

Mathematics-Science-Technology

Course #	Title	Credits
MATH220	Statistical Methods	4
	General Education Science Course (4 credits)	4

Social Science

Course #	Title	Credits
PSYC101	General Psychology	3
SOCL101	Principles of Sociology	3

Humanities

Course #	Title	Credits
	Choose: ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110 (3 credits)	3
	Choose: PHIL101, PHIL102, PHIL110 or PHIL115 (3 credits)	3

History

Course #	Title	Credits
	Choose: HIST101, HIST102, HIST103 or HIST104 (3 credits)	3
	Choose: HIST101, HIST102, HIST103 or HIST104 (3 credits)	3

Diversity

Course #	Title	Credits
	Choose: ENGL201 or ENGL202 (3 credits)	3

Foreign Language Requirement

Note: Courses must be taken in a progressive sequence in one language. Student should check transferrability. Students may also take a CLEP test to fulfill this requirement.

Course #	Title	Credits
	Select one of the following Foreign Language course sequences: SPAN111 and SPAN112 or FREN111 and FREN112 or ITAL111 and ITAL112 (6 credits)	6

Program Courses

Course #	Title	Credits
ENGL104	Introduction to Literature	3
	Choose three: ENGL201, ENGL202, ENGL203, ENGL204, ENGL205, ENGL206, ENGL209, ENGL210, ENGL211, ENGL212, ENGL213, ENGL214, ENGL215, ENGL216, ENGL218, ENGL220, ENGL221, ENGL223, ENGL224, ENGL230 (9 credits)	9

Free Electives

Course #	Title	Credits
	Free Electives: Choose any college-level course(s) (4 credits)	4

Technological Competency: 0-4 Credits

(Is fulfilled with CISM125, CISM132, testing or reviewed departmental portfolio.)

Total Credits **60**

Recommended Sequence of Courses

First Semester

Course #	Title	Credits
ENGL101	Composition I	3
PSYC101	General Psychology	3
	Choose: HIST101, HIST102, HIST103 or HIST104 (3 credits)	3
	Choose: ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110 (3 credits)	3
	Choose: SPAN111, FREN111 or ITAL111 (3 credits)	3

Second Semester

Course #	Title	Credits
ENGL102	Composition II	3
COMM120	Public Speaking	3
SOCL101	Principles of Sociology	3
	Choose: HIST101, HIST102, HIST103 or HIST104 (3 credits)	3
	Choose: SPAN112, FREN112 or ITAL112 (3 credits)	3

Third Semester

Course #	Title	Credits
ENGL104	Introduction to Literature	3
MATH220	Statistical Methods	4
	General Education Science Course (4 credits)	4
	Choose: PHIL101, PHIL102, PHIL110 or PHIL115 (3 credits)	3
	Program Elective Course (3 credits)	3

Fourth Semester

Course #	Title	Credits
	Choose: ENGL201 or ENGL202 (3 credits)	3
	Program Elective Course (3 credits)	3
	Program Elective Course (3 credits)	3
	Free Electives: Choose any college-level course(s) (4 credits)	4

English as a Second Language Program, Program

The English as a Second Language program is designed for students, whose native language is not English, who want to improve their ability to read, write, speak and understand American English, and who want to study at Atlantic Cape to earn a certificate or degree. The focus is on reading, writing, listening, speaking and American culture with emphasis on group interaction and active learning. Students practice writing at all levels and reading extensively. Instruction includes computer laboratory work, using the Internet, where appropriate. Class sizes are small with courses offered during the day and evening in the fall, winter, spring and summer.

Students are required to take the English as a Second Language ESL Placement Test. Students who are absent from the college for a period of more than 12 months must retake the ESL Test to re-evaluate students' skills.

ESL core program courses include Intermediate ESL I, Intermediate ESL II, Advanced ESL I, Advanced ESL II, Strategies of the American Classroom and Academic Reading and Writing. Starting level is dependent on placement test. Supplemental courses include Fundamentals of English Grammar, Advanced ESL: Grammar, Fundamentals of Pronunciation, and Reading and Vocabulary. To exit the program, students must earn both a passing grade of C or better for ESLN100 and placement into an English Department course from the ESLN100 Exit Exam.

(Fall 2022)

Upon completion of this program students will be able to:

- Demonstrate oral fluency in standard American English;
- Demonstrate aural fluency in standard American English;
- Demonstrate fluency in reading fiction, non-fiction and academic course work;
- Demonstrate fluency in a wide variety of writing.

Program Courses

See the Course Description section for course content

Required Courses

Course #	Title	Credits
ESLN070	Intermediate ESL I	6
ESLN072	Intermediate ESL II	6
ESLN080	ESL Academic Foundations	12
ESLN090	Advanced ESL I	6
ESLN092	Advanced ESL II	6
ESLN099	Strategies for the American Classroom	3
ESLN100	Academic Reading and Writing	6

Optional Courses

ESLN075 - (Required dependent on ESLN100 Exit Exam result.)

ESLN094 - (Required dependent on ESLN100 Exit Exam result.)

Course #	Title	Credits
ESLN071	Fundamentals of Pronunciation	3
ESLN074	Reading and Vocabulary	3
ESLN075	Fundamental English Grammar	3
ESLN091	Special Topics in American Culture	3
ESLN093	Advanced ESL: Listening and Speaking Skills	4
ESLN094	Advanced ESL: Grammar	3
ESLN095	American History and Citizenship	3
ESLN096	Advanced ESL: Listening and Speaking for the Workplace	3

Information

The offices of the English as a Second Language Program are located at the Charles D. Worthington Atlantic City Campus. **For information, contact the Admissions Desk at (609) 343-4878 or the ESL area coordinator, Gwen McIntyre, at (609) 343-4837 or gmcintyr@atlanticcape.edu.**

Adult Education - English as a Second Language

This program is funded by a grant from the New Jersey Department of Labor. The program offers free non-credit ESL classes for beginner speakers. Level 1 and 2 classes are offered in the morning and evening. For higher level students interested in college, the program offers College Pathways 3 and 4. These pre-college ESL courses provide students with the academic English skills they need to be successful in college. These classes are also free and textbooks are provided.

All ESL classes are offered at the Worthington Atlantic City campus. For more information, contact Barbara Kozek, Director, Adult Literacy at (609) 343-4713.

Total Credits

45

Environmental Science, Associate in Science

This degree can lead to a baccalaureate degree in environmental science or environmental studies at accredited colleges or universities. In consultation with an academic advisor; electives should be selected based on the student's interest, the requirements of the transfer institution or technician-level vocation opportunities. Some courses require pre-requisites, check course descriptions.

For information, contact faculty advisor, James Sacchinelli, at (609)343-4943 or jsacchin@atlanticcape.edu, or Richard Perello at (609)343-4969 or rperello@atlanticcape.edu, or contact department chair, Ken Cabarle, at (609)343-5128 or kcabarle@atlanticcape.edu.

Upon completion of this program students will be able to:

- Develop work ethics that are effective and safe in a laboratory environment;
- Apply the scientific method to collect and interpret information;
- Experiment with laboratory and field equipment to obtain data;
- Analyze records of results and procedures;
- Discuss effectively, both orally and in writing;
- Analyze and evaluate problems critically.

(ENVL-Fall 2022)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits
ENGL101	Composition I	3
ENGL102	Composition II	3

Mathematics-Science-Technology

Course #	Title	Credits
BIOL109	General Biology I	4
CHEM110	General Chemistry I	4
	Choose: MATH150-Precalculus, MATH155-Calculus or MATH220-Statistical Methods (4 credits)	4

Social Science

Course #	Title	Credits
	General Education Social Science Course (3 credits)	3

Humanities

Course #	Title	Credits
	General Education Humanities Course (3 credits)	3
	Choose: ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110 (3 credits)	3

General Education Elective

Course #	Title	Credits
	General Education Course (3 credits)	3

Program Requirements

Course #	Title	Credits
ENVL200	Environmental Science	4
ENVL205	Ecology	4
ENVL221	Physical Geography	4

Program Electives

Choose 18 credits from the following:

Note: If selecting a PHYS course from the list below, option should be chosen by referring to the transfer institution's program/degree requirements and consulting with an academic advisor.

Course #	Title	Credits
AVIT185	Remote Sensing Using Unmanned Aircraft Systems	4
BIOL205	Genetics	4
BIOL110	General Biology II	4
BIOL250	Microbiology	4
CHEM111	General Chemistry II	4
CHEM210	Organic Chemistry I	4
CHEM211	Organic Chemistry II	4
ENGL224	Environmental Literature	3
GIST101	Introduction to Geographic Information Systems	4
GIST150	Geospatial Data Collection	4
MATH156	Calculus II	4
	PHYS125 or PHYS225 (See advisor for best option. PHYS125 offered in fall only)	4
	PHYS126 or PHYS226 (See advisor for best option. Offered in spring only)	4
TCOM125	Technical Communication	3

Technological Competency: 0-4 Credits

(Is fulfilled with CISM125 or CISM132, which may be taken as a General Education Elective, testing or reviewed departmental portfolio.)

Total Credits	60
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Recommended Sequence of Courses

First Semester

Course #	Title	Credits
ENGL101	Composition I	3
BIOL109	General Biology I	4
CHEM110	General Chemistry I	4
	Choose: MATH150-Precalculus, MATH155-Calculus or MATH220-Statistical Methods (4 credits)	4
	General Education Social Science Course (3 credits)	3

Second Semester

Course #	Title	Credits
ENGL102	Composition II	3
	Choose: ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110 (3 credits)	3
	General Education Humanities Course (3 credits)	3
	Program Elective Course (4 credits)	4
	Program Elective Course (4 credits)	4

Third Semester

Course #	Title	Credits
ENVL200	Environmental Science	4
ENVL205	Ecology	4
	Program Elective Course (4 credits)	4

Fourth Semester

Course #	Title	Credits
ENVL221	Physical Geography	4
	General Education Course (3 credits)	3
	Program Elective Course (3 credits)	3
	Program Elective Course (3 credits)	3

Esports - Option, Associate in Applied Science

The Esports Option in Business Administration is designed for students who wish to acquire knowledge about the business of Esports, including future employers and other stakeholders in the industry. Students will develop business skills while being introduced the basic concepts of the business of Esports and game design. Students will examine business disciplines, review the language of Esports, learn the basics of game design and study the general components of the industry. This program prepares students with skills and tools needed to enter the Esports industry in an introductory management position.

For additional information, contact area coordinator, Dr. Karl Giulian, at (609) 343-4996 or kgiulian@atlanticcape.edu.

Upon completion of this program students will be able to:

- Evaluate ethics, social responsibility, honesty and accuracy in business and Esports reporting;
- Communicate basic business principles effectively in written, oral and technology-based applications;
- Describe the impact of government in business activities;
- Analyze business and Esports situations and evaluate possible solutions;
- Demonstrate basic understanding of business, Esports management disciplines and corporate cultures;
- Demonstrate proficiency in applying basic financial and accounting principles;
- Demonstrate a basic understanding of game development and gaming event planning;
- Compare and contrast various career paths.

(ESPO-Fall 2022)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits
ENGL101	Composition I	3
ENGL102	Composition II	3

Mathematics-Science-Technology

Course #	Title	Credits
	General Education Mathematics Course (4 credits)	4
	General Education Science Course (4 credits)	4

Social Science

Course #	Title	Credits
ECON110	Macroeconomics	3

Humanities

Course #	Title	Credits
	Choose one: HIST101, HIST102, HUMT201 or HUMT202 (3 credits)	3

Program Courses

Course #	Title	Credits
ACCT130	Financial Accounting	4
ACCT131	Managerial Accounting	4
BUSN144	Introduction to Esports	3
BUSN150	Principles of Esports & Event Planning	3
BUSN202	Principles of Marketing	3
BUSN/HOSP205	Human Resources Management	3
BUSN210	Business Law I	3
BUSN222	Principles of Management	3
BUSN295	Career Development in Business Administration	2
CISM125	Introduction to Computers	3
ECON210	Microeconomics	3
GAME110	Fundamentals of Game Design	3
GAME150	Introduction to Game Programming	3
Total Credits		60

Recommended Sequence of Courses

First Semester

Course #	Title	Credits
BUSN144	Introduction to Esports	3
CISM125	Introduction to Computers	3
ECON110	Macroeconomics	3
ENGL101	Composition I	3
	General Education Mathematics Course (4 credits)	4

Second Semester

Course #	Title	Credits
ECON210	Microeconomics	3
ENGL102	Composition II	3
GAME110	Fundamentals of Game Design	3
	General Education Science Course (4 Credits)	4

Third Semester

Course #	Title	Credits
ACCT130	Financial Accounting	4
BUSN202	Principles of Marketing	3
BUSN210	Business Law I	3
BUSN222	Principles of Management	3
	Choose one: HIST101, HIST102, HUMT201 or HUMT202 (3 credits)	3

Fourth Semester

Course #	Title	Credits
ACCT131	Managerial Accounting	4
BUSN150	Principles of Esports & Event Planning	3
BUSN/ HOSP205	Human Resources Management	3
GAME150	Introduction to Game Programming	3
BUSN295	Career Development in Business Administration	2

Fine Arts Studies, Associate in Fine Arts

The Fine Arts degree provides students who may not be interested in transferring to a baccalaureate program, with a solid foundation in the visual arts. Strong emphasis is given to the development of artistic skills and production of various types of 2 and 3 dimensional, digital and traditional fine art, while building a strong foundation in art history, reading and writing. Students will explore a variety of fine arts production methods and studio techniques. Upon graduation, students will have developed a portfolio and the skills to display at the professional level; this may lead them to exhibition opportunities or to an entry-level position in the field of art.

For information, contact department chair, Dr. Augustine Nigro, at (609)343-5022 or anigro@atlanticcape.edu.

Upon completion of this program students will be able to:

- Apply studio practices in 2 and 3 dimensional media;
- Demonstrate proficiency in manual and digital skills;
- Apply basic design skills to original works of art;
- Analyze in speech, reading and writing, works of art, including one's own, using terminology appropriate to form, function, and principles and elements of art;
- Prepare and promote art for portfolio, exhibition, employment, and/or transfer.

(FIAS-Fall 2022)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits
ENGL101	Composition I	3
ENGL102	Composition II	3

Mathematics-Science-Technology

Course #	Title	Credits
	General Education Mathematics Course (4 credits)	4
	General Education Science Course (4 credits)	4
CISM125	Introduction to Computers	3

General Education Elective

Course #	Title	Credits
	General Education Humanities or Social Science course (3 credits)	3

Program Requirements

Course #	Title	Credits
ARTS100	Color and 2-D Design	3
ARTS108	Art History from Ancient Times to the Gothic Period	3
ARTS109	Art History from the Renaissance to the Modern Era	3
ARTS110	Fundamental Drawing	3
ARTS112	Introduction to Ceramics	3
ARTS128	Introduction to Photographic Methods	3
ARTS135	Art with Computers	3
ARTS211	Materials and Techniques	3
ARTS290	Fine Arts Capstone Portfolio	1
	Choose: COMM110 or COMM120 (3 credits)	3

Program Electives

Course #	Title	Credits
	Choose: 200-level ARTS Course (3 credits)	3

Liberal Arts Electives

ARTS or COMM courses preferred

Course #	Title	Credits
	Liberal Arts Elective (3 credits)	3
	Liberal Arts Elective (3 credits)	3
	Liberal Arts Elective (3 credits)	3
	Total Credits	60

Recommended Sequence of Courses

First Semester

Course #	Title	Credits
ARTS100	Color and 2-D Design	3
ARTS110	Fundamental Drawing	3
CISM125	Introduction to Computers	3
ENGL101	Composition I	3
	General Education Science Course (4 credits)	4

Second Semester

Course #	Title	Credits
ARTS108	Art History from Ancient Times to the Gothic Period	3
ARTS112	Introduction to Ceramics	3
ENGL102	Composition II	3
	General Education Mathematics Course (4 credits)	4
	Choose: COMM110 or COMM120 (3 credits)	3

Third Semester

Course #	Title	Credits
ARTS109	Art History from the Renaissance to the Modern Era	3
ARTS128	Introduction to Photographic Methods	3
ARTS211	Materials and Techniques	3
	General Education Humanities or Social Science course (3 credits)	3
	Liberal Arts Elective (3 credits)	3

Fourth Semester

Note: ARTS or COMM courses preferred for Liberal Arts
Electives

Course #	Title	Credits
ARTS135	Art with Computers	3
ARTS290	Fine Arts Capstone Portfolio	1
	Liberal Arts Elective (3 credits)	3
	Liberal Arts Elective (3 credits)	3
	Choose: 200-level ARTS Course (3 credits)	3

Game Design and Development - Option, Associate in Applied Science

The video game industry is more than just entertainment with many practical applications in the healthcare, education, and military sectors. The Game Design and Development Option in Computer Programming is for those who have a passion for gaming and are interested in gaining necessary skills required to become part of the field. Students will learn game theory, graphics design, animation (OpenGL and Direct3D), 3D modeling (Maya), and game programming (GameMaker and Unity).

For additional program information, contact department chair, Dr. Otto Hernandez, at (609)343-4978 or hernande@atlanticcape.edu.

Upon completion of this program students will be able to:

- Apply the process involved in the design and development of a game, from concept inception toward final implementation of functional interactive game product;
- Create environments, user interfaces, problem solving and ability to use game engine platforms;
- Pursue careers in quality assurance (Q/A) game testing, junior game designer, junior level designer, junior 3D modeler;
- Communicate efficiently in written and oral form.

(GADE-Fall 2022)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits
ENGL101	Composition I	3
ENGL230	Technical Writing	3

Mathematics-Science-Technology

Course #	Title	Credits
CISM125	Introduction to Computers	3
	Choose: MATH121-Applications of Mathematics or MATH220-Statistical Methods (4 credits)	4
PHYS100	Conceptual Physics	4

Humanities

Course #	Title	Credits
	General Education Humanities Course (3 credits)	3

Program Requirements

Course #	Title	Credits
CISM135	Computer Programming-C++	4
CISM154	Computer Programming-Java	4
CISM159	Intermediate Programming-C++	4
CISM160	Systems Analysis and Design	3
CISM170	Database Design Using Oracle	3
CISM254	Advanced Computer Programming-Java	4
GAME110	Fundamentals of Game Design	3
GAME150	Introduction to Game Programming	3
GAME200	Game Graphics	4
GAME210	Game Animation	4
GAME220	Artificial Intelligence for Games	4
	Total Credits	60

Recommended Sequence of Courses

First Semester

Course #	Title	Credits
CISM125	Introduction to Computers	3
CISM135	Computer Programming-C++	4
ENGL101	Composition I	3
	General Education Science Course (4 credits)	4

Second Semester

Course #	Title	Credits
CISM154	Computer Programming-Java	4
CISM159	Intermediate Programming-C++	4
ENGL230	Technical Writing	3
	General Education Humanities Course (3 credits)	3
	General Education Mathematics Course (4 credits)	4

Third Semester

Course #	Title	Credits
CISM170	Database Design Using Oracle	3
CISM254	Advanced Computer Programming- Java	4
GAME110	Fundamentals of Game Design	3
GAME150	Introduction to Game Programming	3

Fourth Semester

Course #	Title	Credits
GAME200	Game Graphics	4
GAME210	Game Animation	4
GAME220	Artificial Intelligence for Games	4
PHYS100	Conceptual Physics	4

General Studies, Associate in Science

Designed for students who are undecided about a career and who wish to explore different fields, this program can lead to various baccalaureate degrees. Nearly three-quarters of the required courses are traditional liberal arts and easily transfer to four-year institutions. The remaining courses can be in any subject area, but students should be aware that courses in specific career areas may not easily transfer.

It is important that students meet with an advisor to choose their courses, based on their career plans. It is recommended that they take the elective courses in their first two semesters in order to best explore various career possibilities. Students take basic General Education courses, which they can use to transfer to a four-year institution. Should they decide on a specific career area, they may apply them to an Associate in Applied Science degree.

For information, contact area coordinator, Gwen McIntyre, at (609) 343-4837 or gmcintyre@atlanticcape.edu.

Upon completion of this program students will be able to:

- Practice effective written and oral communication skills as well as problem-solving and analytical skills;
- Apply scientific and mathematical concepts and models;
- Demonstrate ethical awareness, including fostering increased understanding of human behavior and social institutions;
- Evaluate and think critically about information sources and their relevance.

(GEST-Fall 2022)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits
ENGL101	Composition I	3
ENGL102	Composition II	3

Mathematics-Science-Technology

Course #	Title	Credits
	General Education Mathematics Course (4 credits)	4
	General Education Science Course (4 credits)	4
	General Education Mathematics, Science or Technology Course (4 credits)	4

Social Science

Course #	Title	Credits
	Choose: PSYC101 or SOCL101 (3 credits)	3

Humanities

Course #	Title	Credits
PHIL110	Introduction to Ethics	3
	Choose: ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110 (3 credits)	3

General Education Elective

(Recommended) PSYC101 or SOCL101, whichever course was not taken as Gen. Ed. Social Science.

Course #	Title	Credits
	General Education Course (3 credits)	3

Program Courses

Course #	Title	Credits
	Choose: COMM110 or COMM120 (3 credits)	3
	Choose: 200-level PSYC or SOCL Course (3 credits)	3
	Choose: 200-level HIST Course (3 credits)	3
	Choose: 200-level Literature (ENGL) Course (3 credits)	3

Free Electives: 18 Credits

(Recommended) Select one of the following language sequences (2 courses):

- SPAN111 and SPAN112
- FREN111 and FREN112
- ITAL111 and ITAL112
- SGNL101 and SGNL102 (Check transferability to 4-yr. institutions)

Technological Competency: 0-4 Credits

(Is fulfilled with CISM125 or CISM132, which may be taken as a Free Elective, General Education Elective, testing or reviewed departmental portfolio.)

Total Credits	60
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Recommended Sequence of Courses

First Semester

Free Elective: Any college-level course

Course #	Title	Credits
ENGL101	Composition I	3
	General Education Mathematics Course (4 credits)	4
	Choose: PSYC101 or SOCL101 (3 credits)	3
	Free Elective(s): Choose any college-level course(s) (3 Credits)	3
	Free Elective(s): Choose any college-level course(s) (3 Credits)	3

Second Semester

General Education Course: (*Recommended: PSYC101 or SOCL101, course not taken as Gen. Ed. Social Science*)

Free Elective: Any College-level course

Course #	Title	Credits
ENGL102	Composition II	3
	Choose: COMM110 or COMM120 (3 credits)	3
	General Education Science Course (4 credits)	4
	General Education Course (3 credits)	3
	Free Elective(s): Choose any college-level course(s) (3 Credits)	3

Third Semester

Free Elective: Any College-level course

Course #	Title	Credits
	General Education Mathematics, Science or Technology Course (4 credits)	4
	Choose: ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110 (3 credits)	3
	Choose: 200-level PSYC or SOCL Course (3 credits)	3
	Choose: 200-level HIST Course (3 credits)	3
	Free Elective(s): Choose any college-level course(s) (3 Credits)	3

Fourth Semester

Free Elective: Any college-level course

Course #	Title	Credits
PHIL110	Introduction to Ethics	3
	Choose: 200-level Literature (ENGL) Course (3 credits)	3
	Free Elective(s): Choose any college-level course(s) (3 Credits)	3
	Free Elective(s): Choose any college-level course(s) (3 Credits)	3

Health Information Technology, Associate in Applied Science

The Atlantic Cape Community College Health Information Technology (HIT) program is offered in collaboration with Camden County College. Students complete the general education and program courses (pre-professional phase) at Atlantic Cape. Upon acceptance, students will complete the professional phase of the program at Camden County College.

The professional phase of the program, conducted by Camden County College, requires a separate application and an interview with the Health Information Technology Program Director at Camden. Each course required for the Atlantic Cape Community College Health Information Technology (HIT) program (pre-professional phase) must be completed with a grade of "C" or better.

For additional information, please contact Myrna Morales Keklak at (609)-343-5033 or mkeklak@atlanticcape.edu. For questions about the Professional Phase of the program please contact Linda Mesko, Camden County College, at (856) 968-1331 or lmesko@camdencc.edu.

Upon completion of this program students will be able to:

- Compute, interpret and analyze healthcare statistics.
- Gather, interpret, analyze and monitor data used for quality management and performance improvement programs that relate to Health Information Technology and Health Information Management.
- Analyze and validate coding and coding data for accuracy and compliance with federal and coding guidelines.

(HITT - Fall 2022)

Atlantic Cape Community College Courses Pre-Professional Phase - 37 credits

General Education Courses - Communication

Course #	Title	Credits
ENGL101	Composition I	3
ENGL102	Composition II	3

Mathematics-Science-Technology

Course #	Title	Credits
BIOL109	General Biology I	4
BIOL220	Human Anatomy and Physiology I	4
BIOL221	Human Anatomy and Physiology II	4

Diversity

Course #	Title	Credits
	Choose: ANTH103, ENGL201, GEOG102, GEOG110, or RELG110 (3 credits)	3

Program Courses

Course #	Title	Credits
CISM125	Introduction to Computers	3
HESC110	Comprehensive Medical Terminology	3
HITT101	Introduction to Health Information	3
HITT132	Basic Pharmacology	3
MATH220	Statistical Methods	4

Camden County College Courses Professional Phase - 35 credits

All professional phase coursework is completed online through Camden County College.

Program Courses

Course #	Title	Credits
HIT110	Health Informatics	4
HIT115	Healthcare Reimbursement	3
HIT130	Introduction to Ambulatory Coding	3
HIT134	Basic Pathophysiology	3
HIT140	Diagnostic & Procedural Coding I	3
HIT150	Technical Practice Experience	1
HIT202	Statistical Methods for Health Information	3
HIT205	Legal & Ethical Issues in HIT	2
HIT215	Advanced Ambulatory Coding	3
HIT235	Organizational Resources, QI and PI	4
HIT240	Diagnostic and Procedural Coding II	4
HIT220	Professional Practice Experience	2
Total Credits		72

Recommended Sequence of Courses

Pre-Professional Phase - First Year Atlantic Cape Community College Courses

Summer

Course #	Title	Credits
BIOL109	General Biology I	4

First Semester - Fall

Course #	Title	Credits
ENGL101	Composition I	3
BIOL220	Human Anatomy and Physiology I	4
CISM125	Introduction to Computers	3
HESC110	Comprehensive Medical Terminology	3
HITT101	Introduction to Health Information	3

Second Semester - Spring

Course #	Title	Credits
ENGL102	Composition II	3
BIOL221	Human Anatomy and Physiology II	4
HITT132	Basic Pharmacology	3
MATH220	Statistical Methods	4
	Choose: ANTH103, ENGL201, GEOG102, GEOG110, or RELG110 (3 credits)	3

Professional Phase - Second Year Camden County College Courses

Third Semester - Fall

Course #	Title	Credits
HIT110	Health Informatics	4
HIT115	Healthcare Reimbursement	3
HIT130	Introduction to Ambulatory Coding	3
HIT134	Basic Pathophysiology	3
HIT140	Diagnostic & Procedural Coding I	3
HIT150	Technical Practice Experience	1

Fourth Semester - Spring

Course #	Title	Credits
HIT202	Statistical Methods for Health Information	3
HIT205	Legal & Ethical Issues in HIT	2
HIT215	Advanced Ambulatory Coding	3
HIT220	Professional Practice Experience	2
HIT235	Organizational Resources, QI and PI	4
HIT240	Diagnostic and Procedural Coding II	4

Health Science, Associate in Science

The Health Science degree offers a variety of opportunities for the student interested in a healthcare career. The program offers the courses that meet the prerequisites for the Nursing A.A.S. and Radiologic Technology A.A.S. degrees. It also includes the foundation coursework for students who wish to transfer to a baccalaureate degree in a healthcare specialty such as Health Administration, Public Health, and post-RN nursing degrees. Since there are different academic and career options available in this program, it is strongly recommended that the student seek advisement.

*Licensed/Certified Healthcare Professionals

The Health Science degree also provides an opportunity for eligible healthcare professionals to complete a college degree. Students who possess a current and unencumbered license or certificate in a healthcare field but have not previously earned a college degree or who are enrolled in a healthcare program which leads to licensing or certification but does not offer a college degree may be eligible. This includes students with certificates or licensing as Cardiopulmonary Technicians, Certified EKG Technicians, Certified Emergency Medical Technicians, Certified Home Health Aides, Certified Medical Assistants, Certified Nursing Assistants, Certified Patient Care Technicians, Certified Phlebotomy Technicians, Licensed Dental Assistants, Licensed Practical Nurses, Military Medics and graduates of hospital-based Nursing, Radiology, and Respiratory Therapy programs. Upon presentation of the appropriate evidence and completion of the degree course work with a GPA of 2.0 or better, students may receive up to 14 credits toward the Health Science degree for previously completed professional level education leading to licensing or certification. The remainder of the curriculum combines general education with a core of science and healthcare courses. For further information, contact dean, Myrna Morales Keklak at (609)343-5033 or mkeklak@atlanticape.edu.

Upon completion of this program students will be able to:

- Accurately use medical science terminology to describe health-related concepts;
- Effectively and appropriately communicate current health-related ideas, arguments, and conclusions to a wide range of audiences;
- Demonstrate the effective problem-solving and critical thinking skills required for professional health science practices;
- Demonstrate knowledge of and the appropriate application of ethical standards of healthcare to all professional practices.

(HESI-Fall 2023)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits
ENGL101	Composition I	3
ENGL102	Composition II	3

Mathematics-Science-Technology

Course #	Title	Credits
BIOL220	Human Anatomy and Physiology I	4
	Choose: CHEM100, CHEM110 or BIOL109 (4 credits)	4
	Choose: MATH122-College Algebra, MATH150-Precalculus or MATH220-Statistical Methods (4 credits)	4

Social Science

Course #	Title	Credits
PSYC101	General Psychology	3
SOCL101	Principles of Sociology	3

Humanities

Course #	Title	Credits
	General Education Humanities Course (3 credits)	3
	Choose: HIST101, HIST102, HIST103 or HIST104 (3 credits)	3

Program Courses

Course #	Title	Credits
BIOL250	Microbiology	4
HESC108	Fundamentals of Nutrition	3
HESC110	Comprehensive Medical Terminology	3
BIOL/PHIL104	Bioethics: Realities of the New Millennium	3
PSYC225	Human Development	3

Free Electives

Take 14 credits of Free Electives

Course #	Title	Credits
	Free Electives: Choose any college-level courses (14 credits)	14

Technological Competency: 0-4 Credits

(Is fulfilled with CISM125 or CISM132, which may be taken as a Free Elective, testing or reviewed departmental portfolio.)

Total Credits	60
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Recommended Sequence of Courses

First Semester

Course #	Title	Credits
ENGL101	Composition I	3
PSYC101	General Psychology	3
SOCL101	Principles of Sociology	3
	Choose: CHEM100, CHEM110 or BIOL109 (4 credits)	4

Second Semester

Course #	Title	Credits
BIOL220	Human Anatomy and Physiology I	4
ENGL102	Composition II	3
HESC108	Fundamentals of Nutrition	3
HESC110	Comprehensive Medical Terminology	3
PSYC225	Human Development	3

Third Semester

Course #	Title	Credits
BIOL250	Microbiology	4
BIOL/PHIL104	Bioethics: Realities of the New Millennium	3
	Choose: MATH122-College Algebra, MATH150-Precalculus or MATH220-Statistical Methods (4 credits)	4
	General Education Humanities Course (3 credits)	3
	Choose: HIST101, HIST102, HIST103 or HIST104 (3 credits)	3

Fourth Semester

Course #	Title	Credits
	Free Electives: Choose any college- level courses (14 credits)	14

Hospitality Management, Associate in Applied Science

The hospitality industry is the number one employer in Atlantic County. This degree, coupled with experience prepares students for management careers in hospitality including hotels, restaurants, casinos, and other hospitality and tourism related businesses.

In addition to hotel management courses, students are exposed to a variety of courses in business administration, which enable them to make appropriate business decisions.

In their final semester, students are required to complete a mandatory 135-hour internship in a hospitality-related business.

Many classes are scheduled in three-hour blocks to reduce travel time. Transfer credits are accepted pending approval from the Admissions Office. The degree can be earned part-time.

For more information, contact the ACA director, Chef Joe Sheridan, at (609)343-4939 or jsheridan@atlanticcape.edu.

Upon completion of this program students will be able to:

- Identify and apply the knowledge and skills necessary for hospitality and tourism operations;
- Develop and integrate a core set of business skills necessary to successfully operate a hospitality and tourism organization;
- Demonstrate competence in the communication skills necessary for hospitality and tourism management;
- Formulate business decisions in hospitality and tourism management;
- Evaluate leadership principles necessary in the diverse and global hospitality industry;
- Demonstrate professional conduct and industry knowledge in an internship setting.

(HOSP-FALL 2023)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits
COMM120	Public Speaking	3
ENGL101	Composition I	3
ENGL102	Composition II	3

Mathematics-Science-Technology

Note: If you are planning on transferring to a four-year institution, it is strongly recommended that you take MATH150-Precalculus or MATH155-Calculus I and speak with an academic advisor.

Course #	Title	Credits
	General Education Mathematics or Science Course (4 credits)	4
	General Education Mathematics or Science Course (4 credits)	4

Social Science

Course #	Title	Credits
	General Education Social Science Course (3 credits)	3

Program Courses

Course #	Title	Credits
ACCT130	Financial Accounting	4
BUSN222	Principles of Management	3
HOSP100	Orientation to Hospitality and Tourism	3
HOSP132	Food Service Sanitation	1
HOSP134	Restaurant Operations	3
HOSP200	Hotel Operations	4
BUSN/ HOSP205	Human Resources Management	3
HOSP250	Catering and Events Planning	3
HOSP265	Hospitality Sales and Marketing	3
HOSP295	Internship in Hospitality Management	4
HOSP299	Seminar in Hospitality Management	3
	Choose: BUSN or HOSP Course (3 credits)	3
	Choose: BUSN210 or HOSP225 (3 credits)	3

Technological Competency: 0-4 Credits

(Is fulfilled with CISM125 or CISM132, testing or reviewed departmental portfolio.)

Total Credits	60
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Recommended Sequence of Courses

First Semester

Course #	Title	Credits
BUSN222	Principles of Management	3
ENGL101	Composition I	3
HOSP100	Orientation to Hospitality and Tourism	3
	General Education Mathematics or Science Course (4 credits)	4
	General Education Social Science Course (3 credits)	3

Second Semester

Includes summer and/or winter session options

Course #	Title	Credits
ACCT130	Financial Accounting	4
ENGL102	Composition II	3
HOSP132	Food Service Sanitation	1
HOSP134	Restaurant Operations	3
HOSP265	Hospitality Sales and Marketing	3

Third Semester

Includes summer and/or winter session options

Course #	Title	Credits
HOSP200	Hotel Operations	4
BUSN/ HOSP205	Human Resources Management	3
HOSP250	Catering and Events Planning	3
HOSP299	Seminar in Hospitality Management	3
	General Education Mathematics or Science Course (4 credits)	4

Fourth Semester

Course #	Title	Credits
COMM120	Public Speaking	3
HOSP295	Internship in Hospitality Management	4
	Choose: BUSN210 or HOSP225 (3 credits)	3
	Choose: BUSN or HOSP Course (3 credits)	3

Human Services, Associate in Science

An overview of the social service field, this degree presents the theoretical approaches to the development of human services and helps students explore careers in the social welfare system. Beginning skills are taught in some courses. Social Work education can begin at the Associate in Science level and may advance through a baccalaureate program, a master's degree and a doctorate in Social Work and/or related fields. Rewarding career possibilities exist at all levels. Jobs are available in family services, aging, health and mental health, addictions, disabilities and numerous other areas. This degree may be earned part-time.

For information, contact department chair, Dr. Beth Sanders-Rabinowitz at (609)343-4982 or bsanders@atlanticcape.edu.

Upon completion of this program students will be able to:

- Describe the social and historical factors that have led to the development of the social welfare system in the United States;
- Explain the history and social position of the social work and human services fields;
- Apply basic intervention skills and strategies used in working with human service clients. Among these are the following: interviewing and counseling skills, data collection and assessment skills, problem-solving skills, referral skills, documentation skills and system change skills;
- Identify and explain public and private agencies, their services as well as how these services are organized and implemented;
- Explain key behavioral theories and rationales that guide intervention strategies;
- Communicate professionally and effectively concerning agencies, their work and clients

(HUSV-Fall 2022)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits
ENGL101	Composition I	3
ENGL102	Composition II	3

Mathematics-Science-Technology

Note: BIOL118 is recommended for students transferring to BSW programs.

Course #	Title	Credits
CISM125	Introduction to Computers	3
MATH220	Statistical Methods	4
	Choose: BIOL103-Biology of our World or BIOL118-The Human Body (4 credits)	4

Social Science

Course #	Title	Credits
ECON110	Macroeconomics	3
PSYC101	General Psychology	3
SOCL101	Principles of Sociology	3

Humanities

Course #	Title	Credits
	Choose: ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110 (3 credits)	3
	General Education Humanities Course (3 credits)	3

Program Courses

Course #	Title	Credits
HSRV115	Introduction to Social Work and Human Services	3
HSRV116	Social Agency Skills and Processes	3
HSRV215	Internship in Human Services	4
PSYC135	Child Psychology	3
PSYC230	Psychology of Adulthood	3
SOCL203	Social Inequality and Intergroup Relations	3
	Choose: GOVT101 or GOVT110 (3 credits)	3
	Choose two: ANTH103, GEOG102, HSRV141, HSRV142, HSRV143, HSRV144, HSRV145, PSYC204, PSYC212, PSYC214, SOCL200, SOCL202, SOCL206, SOCL207 or SOCL221 (6 credits)	6

Recommended Sequence of Courses

First Semester

Course #	Title	Credits
CISM125	Introduction to Computers	3
ENGL101	Composition I	3
HSRV115	Introduction to Social Work and Human Services	3
MATH220	Statistical Methods	4
SOCL101	Principles of Sociology	3

Second Semester

Course #	Title	Credits
ECON110	Macroeconomics	3
ENGL102	Composition II	3
HSRV116	Social Agency Skills and Processes	3
PSYC101	General Psychology	3
	Choose: BIOL103-Biology of our World or BIOL118-The Human Body (4 credits)	4

Third Semester

Course #	Title	Credits
HSRV215	Internship in Human Services	4
PSYC135	Child Psychology	3
SOCL203	Social Inequality and Intergroup Relations	3
	Choose: ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110 (3 credits)	3
	Choose: ANTH103, GEOG102, HSRV141, HSRV142, HSRV143, HSRV144, HSRV145, PSYC204, PSYC212, PSYC214, SOCL200, SOCL202, SOCL206, SOCL207 or SOCL221 (3 credits)	3

Fourth Semester

Course #	Title	Credits
PSYC230	Psychology of Adulthood	3
	General Education Humanities Course (3 credits)	3
	Choose: GOVT101 or GOVT110 (3 credits)	3
	Choose: ANTH103, GEOG102, HSRV141, HSRV142, HSRV143, HSRV144, HSRV145, PSYC204, PSYC212, PSYC214, SOCL200, SOCL202, SOCL206, SOCL207 or SOCL221 (3 credits)	3

K-12 Education - Option, Associate in Arts

The K-12 Education Option in Liberal Arts is designed as a transfer program for students interested in Elementary (K-5), Middle School (6-8) and Secondary (9-12) Certification. This option maximizes transfer of credits and academic status to a professional teacher education program. However, the transfer requirements (including Praxis Core) of the four-year college must be satisfied for admittance into that college and its teacher certification program.

For more information, contact department chair, Dr. Beth Sanders-Rabinowitz, at (609) 343-4982 or bsanders@atlanticape.edu.

Upon completion of this program students will be able to:

- Articulate a personal philosophy of education;
- Describe the historical, philosophical and economic foundations of American education;
- Discuss current research and approaches to educational issues, such as classroom management, diversity, the education of students with special needs and the interaction with the community to address those issues;
- Identify their personal qualities and strengths as related to becoming a teacher.

(EDUE-Fall 2023)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits
ENGL101	Composition I	3
ENGL102	Composition II	3
COMM120	Public Speaking	3

Mathematics-Science-Technology

Course #	Title	Credits
MATH220	Statistical Methods	4
	General Education Science course (Life Science: choose a BIOL course)	4

Social Science

Course #	Title	Credits
PSYC135	Child Psychology	3
SOCL101	Principles of Sociology	3

Humanities

Course #	Title	Credits
	Choose: ENGL104, ENGL201, ENGL202, ENGL205, ENGL206, ENGL213 or ENGL214 (3 credits)	3
	Choose: PHIL101, PHIL102 or PHIL110 (3 credits)	3

History

Course #	Title	Credits
	Choose: HIST101, HIST102, HIST103 or HIST104 (3 credits)	3
	Choose: HIST101, HIST102, HIST103 or HIST104 (3 credits)	3

Diversity

Course #	Title	Credits
	Choose: GEOG102 or GEOG110 (3 credits)	3

Program Courses

Course #	Title	Credits
CISM290	Instructional Technology for Teachers	3
EDUC101	Historical Foundations of American Education	3
PSYC/ EDUC213	Educational Psychology	3
EDUC220	Field Placement in Educational Psychology	1
PSYC/ EDUC226	Psychology of Exceptionality	3
ENGL218	Literature for Children	3

Language Requirement

Course #	Title	Credits
	Select one of the following Language course sequences: SPAN111 and SPAN112 or SGNL101 and SGNL102 (6 credits)	6

Technological Competency: 0-4 Credits

Is fulfilled with CISM125, CISM132, testing or reviewed departmental portfolio

Total Credits	60
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Recommended Sequence of Courses

First Semester

Course #	Title	Credits
EDUC101	Historical Foundations of American Education	3
ENGL101	Composition I	3
PSYC135	Child Psychology	3
	Choose: GEOG102 or GEOG110 (3 credits)	3
	Choose: SPAN111 or SGNL101 (3 credits)	3

Second Semester

Course #	Title	Credits
PSYC/ EDUC213	Educational Psychology	3
EDUC220	Field Placement in Educational Psychology	1
ENGL102	Composition II	3
MATH220	Statistical Methods	4
	Choose: SPAN112 or SGNL102 (3 credits)	3

Third Semester

Course #	Title	Credits
CISM290	Instructional Technology for Teachers	3
COMM120	Public Speaking	3
PSYC/ EDUC226	Psychology of Exceptionality	3
ENGL218	Literature for Children	3
	Choose: HIST101, HIST102, HIST103 or HIST104 (3 credits)	3

Fourth Semester

Course #	Title	Credits
SOCL101	Principles of Sociology	3
	General Education Science course (Life Science: choose a BIOL course)	4
	Choose: ENGL104, ENGL201, ENGL202, ENGL205, ENGL206, ENGL213 or ENGL214 (3 credits)	3
	Choose: PHIL101, PHIL102 or PHIL110 (3 credits)	3
	Choose: HIST101, HIST102, HIST103 or HIST104 (3 credits)	3

Liberal Arts, Associate in Arts

This degree prepares students for transfer to a four-year college or university. Students are strongly advised to discuss the electives with an advisor. All students shall determine the requirements of the transfer institutions they prefer to attend. Students should also check njtransfer.org for transferability of courses. The degree may be completed part-time or full-time and may be completed during daytime or evening hours or online. Students not immediately preparing to continue degree work find employment in government, human services and business.

For information, contact department chair, Janet Marler, at (609) 343-5602 or jmarler@atlanticcape.edu.

Upon completion of this program students will be able to:

- Read critically and communicate effectively in both speech and writing.
- Apply appropriate statistical concepts to interpret data.
- Utilize the scientific method of inquiry for the acquisition of scientific knowledge.
- Analyze human behavior and social, economic, and political institutions through application of social science theories and concepts.
- Evaluate works in art, music, theater, literature, philosophy.
- Identify the importance of global perspective and culturally diverse peoples.
- Examine and explain ethical issues and situations, demonstrating sound ethical reasoning.
- Prepare research projects by locating, evaluating, and effectively documenting information using MLA/APA guidelines; demonstrating efficiency in the appropriate use of technology.

(LIBA-Fall 2023)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits
ENGL101	Composition I	3
ENGL102	Composition II	3
COMM120	Public Speaking	3

Mathematics-Science-Technology

Course #	Title	Credits
	Choose: MATH122-College Algebra or MATH220-Statistical Methods (4 credits)	4
	General Education Science Course (4 credits)	4

Social Science

Course #	Title	Credits
PSYC101	General Psychology	3
SOCL101	Principles of Sociology	3

Humanities

Course #	Title	Credits
	Choose: ENGL104, ENGL201, ENGL202, ENGL205, ENGL206, ENGL213, ENGL214 or ENGL215 (3 credits)	3
	Choose: PHIL101, PHIL102 or PHIL110 (3 credits)	3

History

Course #	Title	Credits
	Choose: HIST101, HIST102, HIST103 or HIST104 (3 credits)	3
	Choose: HIST101, HIST102, HIST103 or HIST104 (3 credits)	3

Diversity

Course #	Title	Credits
	Choose: ANTH103, ENGL201, ENGL202, GEOG102, GEOG110, PHIL105, PHIL106, PHIL111 or RELG110 (3 credits)	3

Program Courses

Students are strongly encouraged to meet with an academic advisor prior to making their course selections.

Course #	Title	Credits
	Choose up to 9 credits from the following 200-level course alphas: ARTS, COMM, ECON, EDUC, ENGL, HIST, HUMT, MATH, PSYC and SOCL	9
	Choose: ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110 (3 credits)	3

Free Electives

It is recommended students transferring to a four-year institution take the following Foreign Language Sequence (2 courses):

- SPAN111 and SPAN112
- FREN111 and FREN112
- ITAL111 and ITAL112

Note: Students should check transferability. Students may also take a CLEP test to fulfill this recommended sequence.

Course #	Title	Credits
	Free Electives: Choose any college-level courses (10 credits)	10

Technological Competency: 0-4 Credits

(Is fulfilled with CISM125, CISM132, testing or reviewed departmental portfolio.)

Total Credits	60
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Recommended Sequence of Courses

First Semester

Course #	Title	Credits
ENGL101	Composition I	3
PSYC101	General Psychology	3
	Choose: HIST101, HIST102, HIST103 or HIST104 (3 credits)	3
	Choose: ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110 (3 credits)	3
	Free Elective(s): Choose any college-level course(s) (3 Credits)	3

Second Semester

Course #	Title	Credits
ENGL102	Composition II	3
COMM120	Public Speaking	3
SOCL101	Principles of Sociology	3
	Choose: HIST101, HIST102, HIST103 or HIST104 (3 credits)	3
	Free Elective(s): Choose any college-level course(s) (3 Credits)	3

Third Semester

Course #	Title	Credits
	Choose: MATH122-College Algebra or MATH220-Statistical Methods (4 credits)	4
	General Education Science Course (4 credits)	4
	Choose: ENGL104, ENGL201, ENGL202, ENGL205, ENGL206, ENGL213, ENGL214 or ENGL215 (3 credits)	3
	Choose: PHIL101, PHIL102 or PHIL110 (3 credits)	3
	Choose 3 credits from the following 200-level course alphas: ARTS, COMM, ECON, EDUC, ENGL, HIST, HUMT, PSYC, SOCL	3

Fourth Semester

Course #	Title	Credits
	Choose: ANTH103, ENGL201, ENGL202, GEOG102, GEOG110, PHIL105, PHIL106, PHIL111 or RELG110 (3 credits)	3
	Choose 3 credits from the following 200-level course alphas: ARTS, COMM, ECON, EDUC, ENGL, HIST, HUMT, PSYC, SOCL	3
	Choose 3 credits from the following 200-level course alphas: ARTS, COMM, ECON, EDUC, ENGL, HIST, HUMT, PSYC, SOCL	3
	Free Electives: Choose any college-level course(s) (4 credits)	4

Mathematics, Associate in Science

This degree is designed for students who wish to major in mathematics and plan to transfer to four-year institutions. It is appropriate for students interested in engineering, physics or other physical sciences. Electives should be selected based on the student's interest and the requirements of the transfer institution or technician-level vocation opportunities.

For information, contact area coordinator, Michele Leacott, at (609)343-5044 or mleacott@atlanticcape.edu.

Upon completion of this program students will be able to:

- Differentiate and integrate algebraic and transcendental functions. (This includes partial differentiation and double/triple integrals.);
- Solve first order differential equation and second order differential equations;
- Apply the concept of a limit to appropriate mathematical constructs;
- Analyze and solve mathematical problems objectively;
- Use inductive and deductive reasoning skills needed for theoretical and applied mathematics.

(MATM-Fall 2023)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits
ENGL101	Composition I	3
ENGL102	Composition II	3
COMM120	Public Speaking	3

Mathematics-Science-Technology

Course #	Title	Credits
MATH155	Calculus I	4
MATH156	Calculus II	4
PHYS225	General Physics I	4

Social Science

Course #	Title	Credits
	General Education Social Science Course (3 credits)	3

Humanities

Course #	Title	Credits
	Choose: ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110 (3 credits)	3
	General Education Humanities Course (3 credits)	3

Program Requirements

Course #	Title	Credits
MATH152	Linear Algebra	4
MATH153	Discrete Mathematics	4
MATH255	Calculus III	4
MATH256	Differential Equations	4
PHYS226	General Physics II	4
	Choose: CISM135-Computer Programming C++ or CISM154-Computer Programming-Java (4 credits)	4

Program Electives

Course #	Title	Credits
	Choose a minimum of 6 credits from the following: CHEM110, CHEM111, CISM159, ECON110, ECON210, or Liberal Arts Elective	6

Technological Competency: 0-4 Credits

(Is fulfilled with CISM125, CISM132, testing or reviewed departmental portfolio.)

Total Credits	60
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Recommended Sequence of Courses

First Semester

Course #	Title	Credits
ENGL101	Composition I	3
MATH153	Discrete Mathematics	4
MATH155	Calculus I	4
	Choose: CISM135-Computer Programming C++ or CISM154-Computer Programming-Java (4 credits)	4

Second Semester

Course #	Title	Credits
ENGL102	Composition II	3
MATH152	Linear Algebra	4
MATH156	Calculus II	4
COMM120	Public Speaking	3
	General Education Social Science Course (3 credits)	3

Third Semester

Course #	Title	Credits
MATH255	Calculus III	4
PHYS225	General Physics I	4
	General Education Humanities Course (3 credits)	3
	Program Elective Course (3 credits)	3

Fourth Semester

Course #	Title	Credits
MATH256	Differential Equations	4
PHYS226	General Physics II	4
	Choose: ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110 (3 credits)	3
	Program Elective Course (3 credits)	3

Media Studies, Associate in Applied Science

This degree serves students who seek a career in media production. Strong emphasis is given to the planning and production of various types of digital media such as audio, video, graphics, Web pages, Web sites and photographs, while building a strong foundation in reading and writing. Students will explore a variety of career choices including radio, television and Web and graphic design. Upon graduation, employment opportunities may include production assistant, Webmaster and creative services positions at various media outlets including newspapers, magazines and radio and television stations.

For additional program information, please contact faculty advisor, Bojan Zilovic, at (609) 343-4959 or bzilovic@atlanticcape.edu or contact department chair, Dr. Otto Hernandez, at (609)343-4978 or hernande@atlanticcape.edu.

Upon completion of this program students will be able to:

- Prepare a pre-production plan;
- Produce multimedia content;
- Evaluate a production process;
- Develop web pages;
- Design graphic materials;
- Create and edit audio content;
- Create and edit video content.

(NMED-Fall 2022)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits
ENGL101	Composition I	3
ENGL230	Technical Writing	3

Mathematics-Science-Technology

Course #	Title	Credits
	Choose: MATH121-Applications of Mathematics or MATH220-Statistical Methods (4 credits)	4
	General Education Science Course (4 credits)	4
CISM125	Introduction to Computers	3

Social Science

Course #	Title	Credits
GOVT110	American National Government	3

Program Courses

Course #	Title	Credits
ARTS116	Graphic Design	3
AVIT140	Small Unmanned Aircraft Systems Operation-Multi-Rotor	3
BUSN202	Principles of Marketing	3
COMM104	Introduction to Public Relations	3
COMM120	Public Speaking	3
COMM/ENGL220	Creative Writing I	3
TCOM127	Web Technologies	3
TVRF103	Digital Video Production I	3
ARTS/TVRF124	Visual Communication	3
TVRF180	Audio Production I	3
TVRF203	Digital Video Production II	3
AVIT/TVRF263	Aerial Video Production	1
TVRF280	Audio Production II	3

Program Elective

Course #	Title	Credits
	Choose: TVRF295-Media Studies Cooperative Education or CISM162-Microsoft Excel (3 credits)	3
Total Credits		60

Recommended Sequence of Courses

First Semester

Course #	Title	Credits
ENGL101	Composition I	3
CISM125	Introduction to Computers	3
TCOM127	Web Technologies	3
TVRF103	Digital Video Production I	3
TVRF180	Audio Production I	3

Second Semester

Course #	Title	Credits
ARTS116	Graphic Design	3
ENGL230	Technical Writing	3
GOVT110	American National Government	3
ARTS/TVRF124	Visual Communication	3
TVRF203	Digital Video Production II	3

Third Semester

Course #	Title	Credits
AVIT140	Small Unmanned Aircraft Systems Operation-Multi-Rotor	3
COMM104	Introduction to Public Relations	3
COMM/ ENGL220	Creative Writing I	3
	Choose: MATH121-Applications of Mathematics or MATH220-Statistical Methods (4 credits)	4
	General Education Science Course (4 credits)	4

Fourth Semester

Course #	Title	Credits
BUSN202	Principles of Marketing	3
COMM120	Public Speaking	3
AVIT/TVRF263	Aerial Video Production	1
TVRF280	Audio Production II	3
	Choose: TVRF295-Media Studies Cooperative Education or CISM162-Microsoft Excel (3 credits)	3

Medical Laboratory Technology, Associate in Applied Science

The Atlantic Cape Community College Medical Laboratory Technology (MLT) program is offered in collaboration with Mercer County Community College. Students complete the general education and program courses (pre-professional phase) at Atlantic Cape. Upon acceptance, students will complete the professional phase of the program at Mercer County Community College and laboratories located in Atlantic and Cape May County.

The professional phase of the program, conducted by Mercer County Community College, requires a separate application and an overall GPA of 2.5 or above. Students must complete all Atlantic Cape coursework with a "C" or better with a maximum of two attempts per course to be considered for the professional phase of the program. For this degree, all English and general education courses expire after 10 years. All science courses expire after 5 years.

For additional information, please contact Myrna Morales Keklak, at (609) 343-5033 or mkeklak@atlanticcape.edu. For questions about the Professional Phase of the program please contact Lisa M. Shave, Mercer County Community College, at (609) 570-3387 or shavel@mccc.edu.

Upon completion of this program students will be able to:

- Integrate knowledge learned and experienced in the disciplines of general education, mathematics, science, and medical laboratory science;
- Exhibit working knowledge of the principles and procedures applied in the clinical laboratory setting by testing biological samples using current technology to generate accurate, quality-assured laboratory results used for health and disease evaluations;
- Use problem-solving skills to integrate laboratory data for patient diagnosis;
- Complete the program and pass the national ASCP certification exam;
- Be familiar with the profession's code of ethics and consistently act within those standards during interactions with fellow classmates and working professionals in the clinical setting;
- Describe the importance of continuing education in lifelong learning and in obtaining and maintaining professional credentialing.

(MLTC-Fall 2022)

Pre-Professional Phase

General Education Courses – 32 credits

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits
COMM120	Public Speaking	3
ENGL101	Composition I	3
ENGL102	Composition II	3

Mathematics-Science-Technology

Course #	Title	Credits
BIOL220	Human Anatomy and Physiology I	4
BIOL221	Human Anatomy and Physiology II	4
BIOL250	Microbiology	4
CHEM110	General Chemistry I	4
	Choose: MATH122-College Algebra, MATH150-Precalculus or MATH220-Statistical Methods (4 credits)	4

Social Science

Course #	Title	Credits
PSYC101	General Psychology	3

Atlantic Cape Program Course

Course #	Title	Credits
HESC110	Comprehensive Medical Terminology	3

Professional Phase - 31 credits

Mercer Medical Laboratory Technology Courses

All professional coursework is completed at Mercer County Community College and laboratories located in Atlantic and Cape May counties.

Technological Competency: 0-4 Credits

(Is fulfilled with CISM125, CISM132, testing or reviewed departmental portfolio.)

Total Credits

66

Recommended Sequence of Courses

First Year - Atlantic Cape Coursework - Summer

Course #	Title	Credits
CHEM110	General Chemistry I	4

First Semester - Fall

Course #	Title	Credits
HESC110	Comprehensive Medical Terminology	3
BIOL220	Human Anatomy and Physiology I	4
ENGL101	Composition I	3
PSYC101	General Psychology	3
	Choose: MATH122-College Algebra, MATH150-Precalculus or MATH220-Statistical Methods (4 credits)	4

Second Semester - Spring

Course #	Title	Credits
COMM120	Public Speaking	3
ENGL102	Composition II	3
BIOL221	Human Anatomy and Physiology II	4
BIOL250	Microbiology	4

Nursing, Associate in Applied Science

This program prepares students for first-level positions as Registered Nurses by providing curriculum composed of theoretical and clinical study. The theoretical component consists of General Education and nursing courses. The clinical component, within the nursing courses, affords the student the opportunity to practice giving direct nursing care to clients in acute, long-term and community health care agencies under the guidance of qualified nursing faculty. Upon successful completion of the program, graduates receive an Associate in Applied Science degree and have the educational requirements necessary to take the National Council Licensure Examination (NCLEX) for RN licensure.

The Nursing program is accredited by:

The New Jersey Board of Nursing

124 Halsey Street, 6th Floor

Newark, New Jersey 07102

Telephone: (973) 504-6430 and in NJ (800) 242-5846

Accrediting Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400

Atlanta, Georgia 30326

Telephone: (404) 975-5000

An applicant for a license to practice professional nursing in the State of New Jersey must also submit evidence to the New Jersey Board of Nursing, that he or she: (1) "has attained his/her eighteenth birthday; (2) is of good moral character, is not a habitual user of drugs and has never been convicted or has not pleaded nolo contendere, non vult contendere or non vult to an indictment, information or complaint alleging a violation of any Federal or State law relating to chemical abuse substances; (3) holds a diploma from an accredited four-year school or the equivalent thereof as determined by the New Jersey State Department of Education."

In an effort to encourage nurses to continue their education and provide for advancing job opportunities, the nursing program has an advanced placement process for Licensed Practical Nurses and articulation agreements with several institutions, which offer a baccalaureate degree in nursing for graduates of the program.

Admission to the nursing program is competitive and requires an application for admission and a Nursing Program Evaluation Form. For additional information and a copy of the application, contact Admissions at (609) 343-5000/(609) 463-3958/(609) 343-4830 or accadmit@atlanticcape.edu.

The "Admissions" section of this catalog also provides information. Atlantic and Cape May County residents are given priority consideration. Residents of other counties will

be considered only if all seats cannot be filled with qualified Atlantic and Cape May County students. NOTE: Acceptance into the program is on a competitive basis. Successful completion of all prerequisites does not guarantee acceptance into the program. Students must pass each program course with a "C" or better to remain in the program, and must complete the program in **three** years from the date of acceptance. Students who are unable to progress to the next consecutive nursing course at the planned time, for any reason, must withdraw from the program. They may request re-admission one time through the Division Chairperson, in writing. **Letters requesting re-entry for the fall semester must be received by May 1 of the same year, and for the spring by December 1 of the previous year.** Re-entry is contingent on available space in the course required by the re-entering student.

Students who fail one nursing course and repeat it, and then fail a second nursing course, or the same course a second time, will not be permitted to repeat again and will be required to withdraw from the Nursing program until five (5) years have elapsed. If five years or more have elapsed, students may reapply to the Nursing program. Students must complete a "comprehensive exam" to receive their letter of program completion (required by the State of New Jersey) to take their NCLEX. A mandatory free three-day live review is provided for all graduating nursing students to help them to prepare for the NCLEX.

The Nursing program is challenging. The first month especially requires a tremendous commitment related to preparation for clinical experiences. Students are encouraged to consider limiting time commitments outside of school, as much as possible, during the two-year period of their nursing studies. Locations and hours of clinical assignments vary; significant additional travel time may be required. Promptness and attendance are crucial to the successful completion of the Nursing program. Travel to the clinical setting is the student's responsibility.

Licensed Practical Nurses may be admitted to the Nursing program via an advanced placement process. LPN's should contact the Admissions Department for additional information at (609) 343-4922.

Requirements:

- Must be at least 18 years of age by the first day of nursing classes.
- All prerequisite courses must be completed with a minimum GPA of 3.0 or better and an overall GPA of 2.5 or better and science course(s) must be completed with a grade of "C" or better to be eligible to apply to the Nursing program.
- The ATI TEAS, a standardized nursing entrance exam, is required for admission to the Nursing program. The exam must have been completed within the last three years. Applicants must receive a minimum score of 58.7 for their application to be considered.

- All science courses must have been taken within the last 10 years or must be repeated.
- LPN applicants are required to complete, with a grade of C or better, BIOL221-Human Anatomy and Physiology II (formerly BIOL121) before applying to the Nursing program.

Upon completion of this program students will be able to:

- Deliver patient-centered care by recognizing the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, culture, values, and needs;
- Collaborate with other team members by functioning effectively within nursing and inter-professional teams, fostering open communications, mutual respect, and shared decision-making to achieve quality patient care;
- Provide competent nursing care by integrating best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care;
- Maintain standards of professional performance, including the pursuit of life-long learning, by using data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems;
- Manage safe and therapeutic nursing care in a variety of health care settings employing technical nursing skills so as to minimize risk for harm to patients and providers through both system effectiveness and individual performances;
- Demonstrate information and technology literacy by using information and technology to communicate, manage knowledge, mitigate error, and support decision making.

(NURS-Fall 2022)

General Education Courses

The following Prerequisite courses must be completed before entry into the Nursing program: BIOL220, ENGL101, PSYC101 and SOCL101.

Communication

Course #	Title	Credits
ENGL101	Composition I	3
ENGL102	Composition II	3

Mathematics-Science-Technology

Course #	Title	Credits
BIOL220	Human Anatomy and Physiology I	4
BIOL221	Human Anatomy and Physiology II	4
CHEM100	Introduction to College Chemistry	4

Social Science

Course #	Title	Credits
PSYC101	General Psychology	3
SOCL101	Principles of Sociology	3

Program Courses

Course #	Title	Credits
BIOL250	Microbiology	4
NURS110	Nursing I	8
NURS112	Nursing II	8
NURS200	Nursing III	9
NURS204	Nursing Management	1
NURS206	Nursing IV	9
NURS208	Nursing Trends and Issues	1

Technological Competency: 0-4 Credits

(Is fulfilled with CISM125, CISM132, testing or reviewed departmental portfolio.)

Total Credits	64
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Recommended Sequence of Courses

Prerequisite Year - Fall Semester

Course #	Title	Credits
CHEM100	Introduction to College Chemistry	4
ENGL101	Composition I	3
PSYC101	General Psychology	3

Prerequisite Year - Spring Semester

Course #	Title	Credits
BIOL220	Human Anatomy and Physiology I	4
SOCL101	Principles of Sociology	3

Year 1 - Fall Semester

Course #	Title	Credits
BIOL221	Human Anatomy and Physiology II	4
NURS110	Nursing I	8

Year 1 - Spring Semester

Course #	Title	Credits
BIOL250	Microbiology	4
NURS112	Nursing II	8

Year 2 - Fall Semester

Course #	Title	Credits
ENGL102	Composition II	3
NURS200	Nursing III	9
NURS204	Nursing Management	1

Year 2 - Spring Semester

Course #	Title	Credits
NURS206	Nursing IV	9
NURS208	Nursing Trends and Issues	1

Physics, Associate in Science

This degree is focused on providing students with the resources to pursue a baccalaureate degree in physics and establish a strong foundation for physics careers in academia or industry. This foundation will comprise the first two years of a baccalaureate degree in Physics. As physics is the fundamental basis for all other sciences, the program is versatile in that it may be applied to many science career paths (e.g., data science, cybersecurity, national security, software engineering, game engines, coding, and modelling). The Physics program further demonstrates its versatility by allowing the student to pursue coursework in other scientific area such as Biology, Chemistry, and Computer Science. The degree will be useful to students who are motivated towards an academic or industry career in physics as well as students who are sure of their penchant for science but unsure of precisely which field of science to commit to as a profession.

For additional program information, contact faculty advisor, Dr. Francis Toriello, at (609) 343-5682 or ftoriell@atlanticcape.edu, or department chair, Kenneth Cabarle at (609)343-5128 or kcabarle@atlanticcape.edu.

Upon completion of this program students will be able to:

- Use physics terminology, apply fundamental physical principles and the laws of physics to understand the relationship between matter and energy of physical systems and physical phenomenon exhibited by said physical systems;
- Apply both conceptual reasoning and quantitative skills to analyze and solve physics problems systematically and logically;
- Prepare for and safely conduct an experiment, properly record and analyze data, and apply theoretical strategies to the analysis of data and discuss the causes of error with respect to both theory and experiment;
- Use equipment, instrumentation, or other appropriate technology for data acquisition and analysis;
- Build and execute predicative mathematical models of physical systems;
- Effectively communicate scientific information and experimental results in written formats.

(PHYS-Fall 2023)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits
ENGL101	Composition I	3
ENGL102	Composition II	3

Mathematics-Science-Technology

Course #	Title	Credits
MATH155	Calculus I	4
MATH156	Calculus II	4
PHYS225	General Physics I	4

Social Science

Course #	Title	Credits
	General Education Social Science Course (3 credits)	3

Humanities

Course #	Title	Credits
	Choose: ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110 (3 credits)	3
	Choose: PHIL101, PHIL102, PHIL105, PHIL110 or PHIL111 (3 credits)	3

Humanities or Social Science

Course #	Title	Credits
	General Education Social Science or Humanities Course (3 credits)	3

Program Requirements

Course #	Title	Credits
MATH255	Calculus III	4
MATH256	Differential Equations	4
PHYS226	General Physics II	4
PHYS228	General Physics III	4
PHYS230	Introduction to Modern Physics	4

Program Electives

Choose a minimum of 10 credits from the following:

Course #	Title	Credits
PHYS102	Fundamentals of Astronomy	4
CISM125	Introduction to Computers	3
CISM135	Computer Programming-C++	4
CISM148	Problem Solving Using Scripting	4
CISM159	Intermediate Programming-C++	4
MATH152	Linear Algebra	4
MATH220	Statistical Methods	4
ENGR125	Introduction to Electronics	4
ENGR201	Statics	3
ENGR204	Dynamics	3
CHEM110	General Chemistry I	4
CHEM111	General Chemistry II	4
BIOL109	General Biology I	4
BIOL110	General Biology II	4

Technological Competency: 0-4 Credits

(Is fulfilled with CISM125, CISM132, testing or reviewed departmental portfolio. CISM125 may be taken as a Program Elective.)

Total Credits	60
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Recommended Sequence of Courses

First Semester

Course #	Title	Credits
ENGL101	Composition I	3
MATH155	Calculus I	4
PHYS225	General Physics I	4
	Program Elective Course (4 credits)	4

Second Semester

Course #	Title	Credits
ENGL102	Composition II	3
MATH156	Calculus II	4
PHYS226	General Physics II	4
	Program Elective Course (3 credits)	3
	General Education Social Science Course (3 credits)	3

Third Semester

Course #	Title	Credits
MATH255	Calculus III	4
PHYS228	General Physics III	4
	General Education Social Science or Humanities Course (3 credits)	3
	Choose: ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110 (3 credits)	3

Fourth Semester

Course #	Title	Credits
MATH256	Differential Equations	4
PHYS230	Introduction to Modern Physics	4
	Program Elective Course (3 credits)	3
	Choose: PHIL101, PHIL102, PHIL105, PHIL110 or PHIL111 (3 credits)	3

Preschool - Grade 3 Education, Associate in Arts

The Preschool to Grade 3 Education degree prepares students to work with children in early childhood centers and social service agencies. It provides the student with approved academic training for group teacher positions in state-licensed child care facilities. This program also provides a foundation of courses suitable for students interested in certification in early childhood education at a bachelor's degree level. Transfer requirements (including Praxis Core) of the four-year college must be satisfied for admittance into that college and its teacher certification program.

For further information about this degree, contact faculty advisor, Lisa Stein, at (609) 343-4960 or lstein@atlanticcape.edu or contact department chair, Dr. Beth Sanders-Rabinowitz, at (609) 343-4982 or bsanders@atlanticcape.edu.

Upon completion of this program students will be able to:

- Analyze major theories of child development with emphasis on similarities and differences and the interaction of the four learning domains and models from infancy through age eight;
- Evaluate family and community characteristics in relation to their role in the economic, political and cultural institutions of society;
- Apply the goals, benefits and uses of assessment using observation, documentation and other appropriate assessment tools and approaches;
- Recognize and apply effective approaches, strategies and tools to positively influence children's development and learning;
- Articulate and uphold ethical standards and other professional guidelines and engage in informed advocacy for children and the profession;
- Document children's development and apply the documentation to curriculum development.

(EDPR-Fall 2023)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits
ENGL101	Composition I	3
ENGL102	Composition II	3
	Choose: COMM110 or COMM120 (3 credits)	3

Mathematics-Science-Technology

Course #	Title	Credits
MATH220	Statistical Methods	4
	General Education Science Course (Physical Science: CHEM, ESCI or PHYS) (4 credits)	4

Social Science

Course #	Title	Credits
EDUC/ PSYC110	Child Development: Theory and Practice	4
SOCL101	Principles of Sociology	3

Humanities

* Select SPAN111 if you plan to transfer to Rutgers.

Course #	Title	Credits
	Choose: ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100, SPAN111 or THEA110 (3 credits)*	3
	Choose: ENGL104, ENGL201, ENGL205, ENGL206, ENGL213 or ENGL214 (3 credits)	3

History

Course #	Title	Credits
	Choose: HIST101, HIST102, HIST103 or HIST104 (3 credits)	3
	Choose: HIST101, HIST102, HIST103 or HIST104 (3 credits)	3

Diversity

Course #	Title	Credits
	Choose: GEOG102 or GEOG110 (3 credits)	3

Program Courses

Course #	Title	Credits
EDUC101	Historical Foundations of American Education	3
CDCC/ EDUC103	Roles of the Early Childhood Professional	2
CDCC/ EDUC115	Planning the Preschool Curriculum	3
CDCC/ EDUC252	Early Childhood Practicum	3
PSYC/ EDUC213	Educational Psychology	3
EDUC220	Field Placement in Educational Psychology	1
EDUC/ PSYC226	Psychology of Exceptionality	3
PSYC140	Principles of Guidance for Parents and Teachers	3

Technological Competency: 0-4 Credits

(Is fulfilled with CISM125, CISM132, testing or reviewed departmental portfolio.)

Total Credits	60
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Recommended Sequence of Courses

First Semester

Course #	Title	Credits
CDCC/ EDUC103	Roles of the Early Childhood Professional	2
EDUC/ PSYC110	Child Development: Theory and Practice	4
ENGL101	Composition I	3
	General Education Science Course (Physical Science: CHEM, ESCI or PHYS) (4 credits)	4

Second Semester

* Select SPAN111 if you plan to transfer to Rutgers.

Course #	Title	Credits
MATH220	Statistical Methods	4
CDCC/ EDUC115	Planning the Preschool Curriculum	3
ENGL102	Composition II	3
SOCL101	Principles of Sociology	3
	Choose: ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100, SPAN111 or THEA110 (3 credits)*	3

Third Semester

Course #	Title	Credits
PSYC/ EDUC213	Educational Psychology	3
EDUC220	Field Placement in Educational Psychology	1
PSYC140	Principles of Guidance for Parents and Teachers	3
	Choose: ENGL104, ENGL201, ENGL205, ENGL206, ENGL213 or ENGL214 (3 credits)	3
	Choose: HIST101, HIST102, HIST103 or HIST104 (3 credits)	3
	Choose: COMM110 or COMM120 (3 credits)	3

Fourth Semester

Course #	Title	Credits
EDUC101	Historical Foundations of American Education	3
CDCC/ EDUC252	Early Childhood Practicum	3
PSYC/ EDUC226	Psychology of Exceptionality	3
	Choose: HIST101, HIST102, HIST103 or HIST104 (3 credits)	3
	Choose: GEOG102 or GEOG110 (3 credits)	3

Psychology, Associate in Arts

The Psychology degree offers a scientific framework for understanding the how and why of human behavior. Understanding the thinking, actions and motives of self and others has direct vocational use in many career areas, such as education, social work and allied health. Knowledge of psychology is required in many professional and paraprofessional fields. The program offers a range of courses designed to meet the varied interests and needs of undergraduate students. This degree can be earned part-time.

Atlantic Cape has a transfer agreement with Rutgers University-Camden for Psychology majors. To ensure that the specific requirements of the transfer college are met, all students interested in this option should contact the department chair.

For information, contact department chair, Dr. Beth Sanders-Rabinowitz, at (609)343-4982 or bsanders@atlanticcape.edu.

Upon completion of this program students will be able to:

- Demonstrate the methods of inquiry and techniques used in psychology research leading to a comprehension that psychology is based on empirical evidence;
- Describe ethical considerations in psychological research using animals, children and adults;
- Identify, question, compare and contrast various theoretical perspectives of human development;
- Distinguish and evaluate information from various sources using methods of inquiry;
- Apply major theoretical concepts of psychology and its role in the economic, political, and cultural institutions of society.

(PSYH-Fall 2023)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits
ENGL101	Composition I	3
ENGL102	Composition II	3
	Choose: COMM110 or COMM120 (3 credits)	3

Mathematics-Science-Technology

Course #	Title	Credits
MATH220	Statistical Methods	4
	General Education Science Course (BIOL) (4 credits)	4

Social Science

Course #	Title	Credits
PSYC101	General Psychology	3
SOCL101	Principles of Sociology	3

Humanities

Course #	Title	Credits
	Choose: ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110 (3 credits)	3
	Choose: ENGL104, ENGL201, ENGL202, ENGL205, ENGL206, ENGL213 or ENGL214 (3 credits)	3

History

Course #	Title	Credits
	Choose: HIST101, HIST102, HIST103 or HIST104 (3 credits)	3
	Choose: HIST101, HIST102, HIST103 or HIST104 (3 credits)	3

Diversity

Course #	Title	Credits
	Choose: GEOG102 or GEOG110 (3 credits)	3

Program Courses

*Note: Students planning on transferring to Rutgers University-Camden, please note that PSYC226 will transfer as a free elective, not as a program course. EDUC220 should be taken concurrently or after PSYC213.

Course #	Title	Credits
PSYC/ SOCL204	Social Psychology	3
PSYC212	Personality and Adjustment	3
PSYC214	Abnormal Psychology	3
	Choose: PSYC135 or PSYC207 or PSYC225 or PSYC230 (3 credits)	3
	Choose: PSYC213 or PSYC226* (3 credits)	3

Liberal Arts Electives*

*It is recommended that students who choose to take PSYC213 take EDUC220 (1 credit).

Course #	Title	Credits
	Liberal Arts Electives (7 credits)	7

Technological Competency: 0-4 Credits

(Is fulfilled with CISM125, CISM132, testing or reviewed departmental portfolio.)

Total Credits	60
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Recommended Sequence of Courses

First Semester

Course #	Title	Credits
ENGL101	Composition I	3
PSYC101	General Psychology	3
MATH220	Statistical Methods	4
	Choose: HIST101, HIST102, HIST103 or HIST104 (3 credits)	3
	Choose: ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110 (3 credits)	3

Second Semester

*Note: Students planning on transferring to Rutgers University-Camden, please note that PSYC226 will transfer as a free elective, not as a program course.

**It is recommended that students who choose to take PSYC213 take EDUC220 (1 credit).

Course #	Title	Credits
ENGL102	Composition II	3
SOCL101	Principles of Sociology	3
	General Education Science Course (BIOL) (4 credits)	4
	Choose: PSYC213 or PSYC226* (3 credits)	3
	Liberal Arts Elective** (1, 3, or 4 credits)	1-4

Third Semester

Course #	Title	Credits
PSYC212	Personality and Adjustment	3
	Choose: COMM110 or COMM120 (3 credits)	3
	Choose: PSYC135 or PSYC207 or PSYC225 or PSYC230 (3 credits)	3
	Choose: ENGL104, ENGL201, ENGL202, ENGL205, ENGL206, ENGL213 or ENGL214 (3 credits)	3
	Choose: HIST101, HIST102, HIST103 or HIST104 (3 credits)	3

Fourth Semester

*If necessary to total 7 credits of Liberal Arts Electives.

Course #	Title	Credits
PSYC214	Abnormal Psychology	3
PSYC/ SOCL204	Social Psychology	3
	Choose: GEOG102 or GEOG110 (3 credits)	3
	Liberal Arts Elective (3 or 4 credits)	3-4
	Liberal Arts Elective* (3 credits)	3

Psychosocial Rehabilitation and Addictions Counseling, Associate in Science

This degree provides students with a foundation in general education and provides a concentration of course work focused on the knowledge and practical skills needed to support the recovery of persons with psychosocial disabilities, particularly addictive disorders. Beginning skills are taught in some courses. Psychosocial rehabilitation and addictions counseling can begin at the associate in science level and may advance through a baccalaureate program, a master's degree and a doctorate in related fields. Rewarding career possibilities exist at all levels. Jobs are available in psychiatric rehabilitation, community mental health settings, addiction treatment facilities and numerous other areas. This degree may be earned part-time.

For information, contact faculty advisor, Donna Marie McElroy, at (609) 343-5677 or dmcelroy@atlanticcape.edu or department chair, Dr. Beth Sanders-Rabinowitz at (609) 343-4982 or bsanders@atlanticcape.edu.

Upon completion of this program students will be able to:

- Demonstrate knowledge of psychosocial and addictions rehabilitation principles, models and evidence-based intervention strategies, as well as an understanding of the symptoms, and functional deficits associated with psychiatric disabilities;
- Employ individual and group counseling techniques needed to develop partnerships with service users and assist them in identifying and achieving their recovery goals;
- Identify community resources that promote wellness and recovery;
- Demonstrate the ability to document progress towards recovery goals;
- Demonstrate professional and ethical behavior and attitudes in the classroom and the clinical fieldwork site.

(PRAC - Fall 2022)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits
ENGL101	Composition I	3
ENGL102	Composition II	3

Mathematics-Science-Technology

Course #	Title	Credits
BIOL118	The Human Body	4
MATH220	Statistical Methods	4
	Choose: BIOL103, BIOL109, CHEM110, ESCI100, PHYS100 or PHYS102 (4 credits)	4

Social Science

Course #	Title	Credits
PSYC101	General Psychology	3
SOCL101	Principles of Sociology	3
SOCL200	Contemporary Social Problems	3

Humanities

Course #	Title	Credits
	Choose: HIST101, HIST102, HIST103 or HIST104 (3 credits)	3
	Choose: ARTS103, ARTS108, ARTS109, ARTS115, ENGL104, ENGL201, ENGL205, ENGL206, ENGL213, ENGL214, PHIL110, MUSC100, or THEA110 (3 credits)	3

Program Courses

Course #	Title	Credits
HSRV116	Social Agency Skills and Processes	3
HSRV141	Assessment Skills in Addiction Counseling	3
HSRV142	Counseling Skills in Addiction Counseling	3
HSRV143	Case Management with Addicted Populations	3
HSRV144	Client Education with Addicted Populations	3
HSRV145	Professional Issues in Addiction Counseling	3
PSYC214	Abnormal Psychology	3
SOCL203	Social Inequality and Intergroup Relations	3
	Choose: HSRV115, PSYC135, PSYC204, PSYC226 or PSYC230 (3 credits)	3

Technological Competency: 0-4 Credits

(Is fulfilled with CISM125, CISM132, testing or reviewed departmental portfolio.)

Total Credits	60
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Recommended Sequence of Courses

First Semester

Course #	Title	Credits
HSRV116	Social Agency Skills and Processes	3
ENGL101	Composition I	3
MATH220	Statistical Methods	4
SOCL101	Principles of Sociology	3
	Choose: HIST101, HIST102, HIST103 or HIST104 (3 credits)	3

Second Semester

Course #	Title	Credits
HSRV141	Assessment Skills in Addiction Counseling	3
ENGL102	Composition II	3
PSYC101	General Psychology	3
SOCL203	Social Inequality and Intergroup Relations	3
	Choose: BIOL103, BIOL109, CHEM110, ESCI100, PHYS100 or PHYS102 (4 credits)	4

Third Semester

Course #	Title	Credits
BIOL118	The Human Body	4
HSRV142	Counseling Skills in Addiction Counseling	3
HSRV144	Client Education with Addicted Populations	3
SOCL200	Contemporary Social Problems	3

Fourth Semester

Course #	Title	Credits
HSRV143	Case Management with Addicted Populations	3
HSRV145	Professional Issues in Addiction Counseling	3
PSYC214	Abnormal Psychology	3
	Choose: HSRV115, PSYC135, PSYC204, PSYC226 or PSYC230 (3 credits)	3
	Choose: ARTS103, ARTS108, ARTS109, ARTS115, ENGL104, ENGL201, ENGL205, ENGL206, ENGL213, ENGL214, PHIL110, MUSC100, or THEA110 (3 credits)	3

Radiologic Technology, Associate in Applied Science

Radiologic Technology is a cooperative program designed with the Shore Medical Center School of Radiologic Technology (SMCSRT). The program meets the needs of those students desiring certification and employment in the community as a Radiologic Technologist. The American Registry for Radiologic Technologists (ARRT) requires students on this career path to have a minimum of an associate degree from an accredited institution for eligibility to take the ARRT certification examination.

The program, accredited by the Joint Review Committee on Education in Radiologic Technologists (JRCERT) and the New Jersey Department of Environmental Protection, Bureau of X-ray Compliance (NJDEP), is completed in two phases. The pre-professional phase of the program, which includes courses in general education, mathematics, and science, is completed at Atlantic Cape. The professional phase of the program, which includes the radiologic technology courses and clinical experiences, is completed at Shore Medical Center. Upon having completed the required 68 college credits and receiving a certificate of all program requirements from SMCSRT, Atlantic Cape will grant an Associate in Applied Science degree.

Admission to the professional phase of the program requires completion of the prerequisite courses: ENGL101, MATH122 or MATH150 or MATH220, BIOL220 and BIOL221. All four prerequisite courses must be completed with a grade of C or better and have a minimum GPA of 3.0. Also required is completion of the ATI TEAS exam with a score of 58.7 or greater.

For detailed information on SMCSRT's application process and the ATI TEAS exam, please visit www.shoremedicalcenter.org/radiologyschool.

For additional information, contact Assistant Dean, Myrna Morales Keklak, at (609)343-5033 or mkeklak@atlanticcape.edu or contact the coordinator for Shore Medical Center's Radiology Program, at radiologyschool@shoremedicalcenter.org or (609)653-3924, Option #1.

Upon completion of this program students will be able to:

- Demonstrate clinical competency as an entry-level radiographer through application of positioning skills and selection of technical factors;
- Employ radiation protection principles to provide a safe medical imaging environment;
- Demonstrate effective communication skills, problem-solving and critical thinking as part of a healthcare team;
- Apply ethical and moral reasoning to ensure patients are treated with compassion and dignity;

- Participate in professional activities as described in the ASRT Code of Ethics to promote professional growth as a radiographer and support lifelong learning.

(RADT-Fall 2022)

General Education Courses

Note: Courses with "Prerequisite" next them must be completed before applying to the Shore Medical Center's School of Radiologic Technology (SMCSRT) program.

Communication

Course #	Title	Credits
ENGL101	Composition I	3
ENGL102	Composition II	3
	Choose: COMM110 or COMM120 (3 credits)	3

Mathematics-Science-Technology

Course #	Title	Credits
	Choose MATH122-College Algebra, MATH150-Precalculus or MATH220-Statistical Methods (4 credits)	4
BIOL220	Human Anatomy and Physiology I	4
BIOL221	Human Anatomy and Physiology II	4

Social Science

Course #	Title	Credits
PSYC101	General Psychology	3

Program Courses

* RADX courses requires Admission to the School of Radiologic Technology.

Course #	Title	Credits
BIOL/PHIL104	Bioethics: Realities of the New Millennium	3
HESC110	Comprehensive Medical Terminology	3
RADX101	Patient Care in Radiologic Sciences I	2
RADX107	Patient Care in Radiologic Sciences II	2
RADX108	Radiologic Physics	2

Shore Medical Center's School of Radiologic Technology

All radiologic technology courses (RADX) are limited to students accepted into the program. The following courses are taken on the campus of SMCSRT, located at 100 Medical Center Way, Somers Point, NJ.

Course #	Title	Credits
RADX102	Radiographic Procedures I	3
RADX103	Principles of Imaging I	2
RADX104	Clinical Radiography I	2
RADX105	Radiographic Procedures II	3
RADX106	Principles of Imaging II	2
RADX109	Clinical Radiography II	2
RADX201	Clinical Radiography III	3
RADX202	Radiographic Procedures III	2
RADX203	Principles of Imaging III	2
RADX204	Radiation Biology and Protection	2
RADX206	Clinical Radiography IV	3
RADX207	Clinical Radiography V	4
RADX208	Radiographic Pathology	2

Technological Competency: 0-4 Credits

(Is fulfilled with CISM125, CISM132, testing or reviewed departmental portfolio.)

Total Credits	68
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Recommended Sequence of Courses

Pre-Professional Phase

ATLANTIC CAPE COMMUNITY COLLEGE

The following courses must be completed with a grade of C or better: ENGL101, BIOL220, BIOL221, and MATH122 or MATH150 or MATH220. An overall minimum GPA of 3.0 is required to apply for admission.

First Semester

Course #	Title	Credits
ENGL101	Composition I	3
HESC110	Comprehensive Medical Terminology	3
BIOL220	Human Anatomy and Physiology I	4
	Choose MATH122-College Algebra, MATH150-Precalculus or MATH220-Statistical Methods (4 credits)	4

Second Semester

Course #	Title	Credits
ENGL102	Composition II	3
BIOL221	Human Anatomy and Physiology II	4
PSYC101	General Psychology	3
	Choose: COMM110 or COMM120 (3 credits)	3
BIOL/PHIL104	Bioethics: Realities of the New Millennium	3

Professional Phase

RADIOLOGIC TECHNOLOGY COURSES

Unless identified with an asterisk, all School of Radiologic Technology course work is completed at Shore Medical Center.

***Course will be taught on the Atlantic Cape Community College campus*

Third Semester - Fall

***RADX101 - Taught on the Atlantic Cape campus*

Course #	Title	Credits
RADX101	Patient Care in Radiologic Sciences I	2
RADX102	Radiographic Procedures I	3
RADX103	Principles of Imaging I	2
RADX104	Clinical Radiography I	2

Fourth Semester - Spring

***RADX107 - Taught on the Atlantic Cape campus*

***RADX108 - Taught on the Atlantic Cape campus*

Course #	Title	Credits
RADX105	Radiographic Procedures II	3
RADX106	Principles of Imaging II	2
RADX107	Patient Care in Radiologic Sciences II	2
RADX108	Radiologic Physics	2
RADX109	Clinical Radiography II	2

Summer

Course #	Title	Credits
RADX201	Clinical Radiography III	3

Fifth Semester - Fall

Course #	Title	Credits
RADX202	Radiographic Procedures III	2
RADX203	Principles of Imaging III	2
RADX204	Radiation Biology and Protection	2
RADX206	Clinical Radiography IV	3

Sixth Semester - Spring

Course #	Title	Credits
RADX207	Clinical Radiography V	4
RADX208	Radiographic Pathology	2

Respiratory Care, Associate in Applied Science

Respiratory Therapists, also known as respiratory care practitioners, evaluate, treat and care for patients with cardiopulmonary disorders. Graduates of respiratory care programs work closely with patients, doctors, and other healthcare personnel to provide diagnostic testing, therapeutics, education, rehabilitation, monitoring, life support, and other specialized methods of treatment. Achievement of the respiratory care degree requires students to participate in classroom, laboratory, and patient care clinical environments, such as hospitals. Upon completion of the program, students are eligible to sit for the National Board of Respiratory Care (NBRC) Examination.

The Respiratory Care A.A.S. degree is a cooperative program in conjunction with Brookdale Community College. The program meets the needs of students seeking licensure and employment in the community as Registered Respiratory Therapist. The 73 credit program is offered in two (2) phases. Students are able to complete the first or pre-professional phase of the program at Atlantic Cape with the second phase or the professional phase of the program completed at Brookdale. The pre-professional phase offered at Atlantic Cape includes 31 credits of general education, mathematics, and science courses. The professional phase of the program is 42 credits with respiratory care courses occurring at Brookdale once a year in a four-semester course sequence. For additional information visit the Brookdale Community College Respiratory Care program website at <https://www.brookdalecc.edu/health-sciences-institute/respiratory-care-clarus/>.

The Brookdale Community College Respiratory Care Program is accredited by the Commission on Accreditation for Allied Health Education Programs (CAAHEP) in cooperation with the Committee on Accreditation for Respiratory Care (CoArc), 1701 West Eules Blvd., Suite 300, Eules, TX 76040, (817) 283-2835.

A dual application is required for this degree. Admission to the professional phase of the program requires that all Atlantic Cape pre-professional phase coursework be completed with a grade of "C" or better by the end of the Winter semester for fall admission. Students are to notify the Assistant Dean, Nursing & Health Sciences by January 1 of their intent to apply. All classes must be completed and appear on an Atlantic Cape transcript. As part of the admission process, student will need to pass a standardized Health Science entrance exam and a criminal history background check prior to admission to the Brookdale Respiratory Care program. The application is available on the Health Sciences Admissions section of Brookdale's website at <https://www.brookdalecc.edu/academic-institutes-and-departments/health-sciences/>.

Acceptance to the Respiratory Care course sequence (professional phase) is competitive as Atlantic Cape is allotted a minimum of three student spaces annually. Student selection for the professional phase of the program is based on the GPA of the required first year or pre-professional phase. **Completion of the pre-professional phase at Atlantic Cape does not guarantee admission to the professional phase at Brookdale.**

Students are responsible for meeting any additional requirements at Brookdale Community College including the physical examination for admission to the clinical education component.

Upon completion of this program students will be able to:

- Assess, analyze, implement and evaluate respiratory care;
- Perform respiratory quality control activities;
- Apply basic principles of management in the care of groups of patients;
- Exhibit therapeutic communication skills;
- Incorporate ethical/legal considerations into the respiratory action plan;
- Practice as a member of a diverse interdisciplinary health care team;
- Continue personal and professional growth;
- Incorporate principles from the social sciences, biologic sciences and humanities into their practice;
- Practice within the limits and scope of a licensed respiratory therapist.

(RESC-Fall 2022)

Atlantic Cape Community College Courses Pre-Professional Phase - 31 credits

General Education Courses - Communication

Course #	Title	Credits
ENGL101	Composition I	3
ENGL102	Composition II	3

Mathematics-Science-Technology

Course #	Title	Credits
BIOL220	Human Anatomy and Physiology I	4
BIOL221	Human Anatomy and Physiology II	4

Social Science

Course #	Title	Credits
PSYC101	General Psychology	3

Humanities

Course #	Title	Credits
	General Education Humanities Course (3 credits)	3

Program Courses

Course #	Title	Credits
BIOL250	Microbiology	4
CHEM100	Introduction to College Chemistry	4
HESC110	Comprehensive Medical Terminology	3

Brookdale Community College Respiratory Therapy Courses

Professional Phase – 42 credits

All professional phase coursework is completed through Brookdale Community College.

Program Courses

Course #	Title	Credits
RESP161	Cardiopulmonary Anatomy & Physiology	3
RESP162	Fundamental Skills in Respiratory Care	7
RESP163	Cardiopulmonary Physiology	4
RESP164	Patient Assessment and Diagnosis	6
RESP165	Advanced Life Support and Emergency Care	2
RESP261	Neonatal & Pediatric Respiratory Care	2
RESP262	Adult Critical Care	7
RESP263	Subacute Respiratory Care	2
RESP264	Respiratory Care Practices	7
RESP265	Issues in Respiratory Care	2

Total Credits

73

Recommended Sequence of Courses

Pre-Professional Phase - First Year

Atlantic Cape Community College Courses

Summer

Course #	Title	Credits
CHEM100	Introduction to College Chemistry	4

First Semester - Fall

Course #	Title	Credits
ENGL101	Composition I	3
PSYC101	General Psychology	3
BIOL220	Human Anatomy and Physiology I	4
HESC110	Comprehensive Medical Terminology	3

Second Semester - Spring

Course #	Title	Credits
ENGL102	Composition II	3
BIOL221	Human Anatomy and Physiology II	4
BIOL250	Microbiology	4
	General Education Humanities Course (3 credits)	3

Professional Phase - Second Year

Brookdale Community College Courses

Third Semester - Fall

Course #	Title	Credits
RESP161	Cardiopulmonary Anatomy & Physiology	3
RESP162	Fundamental Skills in Respiratory Care	7

Fourth Semester - Spring

Course #	Title	Credits
RESP163	Cardiopulmonary Physiology	4
RESP164	Patient Assessment and Diagnosis	6
RESP165	Advanced Life Support and Emergency Care	2

Fifth Semester - Fall

Course #	Title	Credits
RESP261	Neonatal & Pediatric Respiratory Care	2
RESP262	Adult Critical Care	7

Sixth Semester - Spring

Course #	Title	Credits
RESP263	Subacute Respiratory Care	2
RESP264	Respiratory Care Practices	7
RESP265	Issues in Respiratory Care	2

Sociology - Option, Associate in Arts

The Sociology Option in Liberal Arts prepares students to pursue a degree in sociology or a related field. Careers open to sociology graduates include the fields of education, social services, urban affairs, urban planning, criminology and the law. Some of these careers require a master's degree.

This program can be earned part-time and can lead to a baccalaureate degree at four-year institutions.

For information, contact department chair, Beth Sanders-Rabinowitz, at (609)343-4982 or bsanders@atlanticcape.edu.

Upon completion of this program students will be able to:

- Describe and apply sociological perspectives and theories in explaining social behaviors, issues and institutions;
- Describe processes and methods of sociological research, including its strengths and limitations;
- Recognize, identify, and describe societal and group influences on individual attitudes, beliefs and behaviors;
- Describe the significance of one's membership within various sociological categories based on culture, race, gender, class, sexuality, age and disability.

(SOCL-Fall 2023)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits
ENGL101	Composition I	3
ENGL102	Composition II	3
COMM120	Public Speaking	3

Mathematics-Science-Technology

Course #	Title	Credits
MATH220	Statistical Methods	4
	General Education Science course (Life Science: choose a BIOL course)	4

Social Science

Course #	Title	Credits
PSYC101	General Psychology	3
SOCL101	Principles of Sociology	3

Humanities

Course #	Title	Credits
	Choose: ENGL104, ENGL201, ENGL205, ENGL206, ENGL213 or ENGL214 (3 credits)	3
	Choose: SPAN111, FREN111 or ITAL111 (3 credits)	3

History

Course #	Title	Credits
	Choose: HIST101, HIST102, HIST103 or HIST104 (3 credits)	3
	Choose: HIST101, HIST102, HIST103 or HIST104 (3 credits)	3

Diversity

Course #	Title	Credits
	Choose: ANTH103, GEOG102 or GEOG110 (3 credits)	3

Program Courses

Course #	Title	Credits
SOCL200	Contemporary Social Problems	3
	Choose four: ANTH103, GEOG102, GEOG201, HSRV115, SOCL202, SOCL203, SOCL204, SOCL206, SOCL207, SOCL221 (12 credits)	12

Free Electives

* It is recommended that students transferring to a four-year institution take SPAN112, FREN112, or ITAL112 to complete a 2-course sequence in the same language.

Course #	Title	Credits
	Free Electives: Choose any college-level courses* (7 credits)	7

Technological Competency: 0-4 Credits

(Is fulfilled with CISM125, CISM132, testing or reviewed departmental portfolio.)

Total Credits	60
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Recommended Sequence of Courses

First Semester

Course #	Title	Credits
ENGL101	Composition I	3
MATH220	Statistical Methods	4
SOCL101	Principles of Sociology	3
	Choose: HIST101, HIST102, HIST103 or HIST104 (3 credits)	3
	Choose: SPAN111, FREN111 or ITAL111 (3 credits)	3

Second Semester

* SPAN112, FREN112, or ITAL112 recommended.

Course #	Title	Credits
ENGL102	Composition II	3
PSYC101	General Psychology	3
	Choose: ANTH103, GEOG102 or GEOG110 (3 credits)	3
	General Education Science course (Life Science: choose a BIOL course)	4
	Free Electives: Choose any college-level courses* (3 credits)	3

Third Semester

Course #	Title	Credits
COMM120	Public Speaking	3
SOCL200	Contemporary Social Problems	3
	Free Electives: Choose any college-level course(s) (4 credits)	4
	Choose: ENGL104, ENGL201, ENGL205, ENGL206, ENGL213 or ENGL214 (3 credits)	3
	Choose: ANTH103, GEOG102, GEOG201, HSRV115, SOCL202, SOCL204, SOCL206, SOCL207, SOCL203 or SOCL221 (3 credits)	3

Fourth Semester

Course #	Title	Credits
	Choose: HIST101, HIST102, HIST103 or HIST104 (3 credits)	3
	Choose three: ANTH103, GEOG102, GEOG201, HSRV115, SOCL202, SOCL203, SOCL204, SOCL206, SOCL207 or SOCL221 (9 credits)	9

Studio Arts, Associate in Arts

The Studio Arts degree emphasizes the exploration of the various modes of fine and digital art, with special attention placed upon the development of a portfolio. This program prepares the student for transfer to a four-year institution or art school which can lead to a baccalaureate in fine arts or art education. Careers in fine arts studio practices, graphic design, education and various related fields can be pursued with this study.

For information, contact department chair, Dr. Augustine Nigro, at (609)343-5022 or anigro@atlanticcape.edu.

Upon completion of this program students will be able to:

- Apply studio practices in both two and three-dimensional media;
- Apply basic design skills to original works of art;
- Demonstrate proficiency in manual and digital skills;
- Analyze in speech, reading and writing, works of art, including one's own, using terminology appropriate to form, function, and principles and elements of art;
- Demonstrate sound practices in the production of fine and digital art.

(SART-Fall 2023)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits
ENGL101	Composition I	3
ENGL102	Composition II	3
	Choose: COMM110 or COMM120 (3 credits)	3

Mathematics-Science-Technology

Course #	Title	Credits
	Choose: MATH122-College Algebra or higher General Education Mathematics course (4 credits)	4
	General Education Science Course (4 credits)	4

Social Science

Course #	Title	Credits
PSYC101	General Psychology	3
SOCL101	Principles of Sociology	3

Humanities

Course #	Title	Credits
	Choose: ARTS103, ARTS108, ARTS109, or ARTS115 (3 credits)	3
	General Education Humanities Course (3 credits)	3

History

Course #	Title	Credits
	Choose: HIST101, HIST102, HIST103 or HIST104 (3 credits)	3
	Choose: HIST101, HIST102, HIST103 or HIST104 (3 credits)	3

Diversity

Course #	Title	Credits
	Choose: ANTH103, ENGL201, GEOG102, GEOG110, PHIL105, PHIL106, PHIL111 or RELG110 (3 credits)	3

Program Requirements

Course #	Title	Credits
ARTS100	Color and 2-D Design	3
ARTS110	Fundamental Drawing	3
	Choose: 200-level ARTS Course (3 credits)	3
	Choose any ARTS course (3 credits)	3

Program Electives

Choose a Track (Fine Arts or Digital Arts):

Fine Arts Track

Course #	Title	Credits
ARTS112	Introduction to Ceramics	3
	Choose: ARTS128-Intro to Photographic Methods or ARTS135-Art with Computers (3 credits)	3

Digital Arts Track

Course #	Title	Credits
ARTS135	Art with Computers	3
	Choose: ARTS116-Graphic Design or ARTS128-Intro to Photographic Processes (3 credits)	3

Free Electives

Course #	Title	Credits
	Free Electives: Choose any college-level course(s) (4 credits)	4

Technological Competency: 0-4 Credits

(Is fulfilled with CISM125, CISM132, testing or reviewed departmental portfolio.)

Total Credits	60
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Recommended Sequence of Courses

First Semester

Course #	Title	Credits
ARTS100	Color and 2-D Design	3
ARTS110	Fundamental Drawing	3
ENGL101	Composition I	3
	Choose: MATH122-College Algebra or higher General Education Mathematics course (4 credits)	4

Second Semester

Course #	Title	Credits
ENGL102	Composition II	3
	Choose: ARTS112 (Fine Arts track) or ARTS135 (Digital Arts track) (3 credits)	3
	Choose: ARTS103, ARTS108, ARTS109, or ARTS115 (3 credits)	3
	Choose: COMM110 or COMM120 (3 credits)	3
	General Education Science Course (4 Credits)	4

Third Semester

Course #	Title	Credits
PSYC101	General Psychology	3
	Choose: ARTS128 or ARTS135 (Fine Arts track) OR ARTS116 or ARTS128 (Digital Arts track) (3 credits)	
	Choose: HIST101, HIST102, HIST103 or HIST104 (3 credits)	3
	Choose: HIST101, HIST102, HIST103 or HIST104 (3 credits)	3
	General Education Humanities Course (3 credits)	3

Fourth Semester

Course #	Title	Credits
SOCL101	Principles of Sociology	3
	Choose: 200-level ARTS Course (3 credits)	3
	Choose any ARTS course (3 credits)	3
	Choose: ANTH103, ENGL201, GEOG102, GEOG110, PHIL105, PHIL106, PHIL111 or RELG110 (3 credits)	3
	Free Electives: Choose any college-level course(s) (4 credits)	4

Technical Studies, Associate in Applied Science

This program is designed for students who need a degree that utilizes their nontraditional forms of learning. The design also provides an accelerated route to an associate's degree by allowing students to earn credit for industry credentials, non-collegiate instruction and examination scores.

The program consists of a minimum of 20 General Education course credits and up to 25 Technical Core credits. Technical Core credits are awarded through the Prior Learning Assessment (PLA) process. Students interested in Technical Core credits must complete the Application for Prior Learning Assessment.

For additional information, contact department chair, Dr. Otto Hernandez, at (609) 343-4978 or hernande@atlanticcape.edu.

For program eligibility information, contact Sherwood Taylor, staylor@atlanticcape.edu or (609) 343-4816.

Upon completion of this program students will be able to:

- Utilize analytical skills in making decisions;
- Demonstrate competence in the use of communication skills, critical thinking, teamwork and leadership in their chosen profession and career;
- Provide official recognition of their individual training and education.

(TECH-Fall 2022)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits
ENGL101	Composition I	3
	Choose: ENGL102, ENGL230, COMM110 or COMM120 (3 credits)	3

Mathematics-Science-Technology

Course #	Title	Credits
CISM125	Introduction to Computers	3

Humanities or Social Sciences

Course #	Title	Credits
	General Education Humanities or Social Science course (3 credits)	3

General Education Electives

Course #	Title	Credits
	Choose: 8 credits of General Education courses	8

Technical Core - Up to 25 credits

(through Prior Learning Assessment)

Prior Learning Assessment is defined as college-level knowledge gained outside the traditional classroom. Methods include credit by examination, evaluated certifications and portfolio evaluation.

Program Courses - 15-38 credits

Students must meet with Dr. Otto Hernandez to select program courses (609-343-4978 or hernande@atlanticcape.edu). Program courses are selected from the program courses listed in an Atlantic Cape Associate in Applied Science (A.A.S.) degree.

Total Credits

60

Certificates

Business Administration, Certificate

The Business Administration Certificate Program provides students with an opportunity to learn and develop skills that will help them find immediate employment in entry-level supervision and supervisory positions. This Certificate is also intended for students who plan to continue with their Associate degree or transfer to 4-year institutions.

The Business Administration Certificate Program includes up to 17 credits of general education coursework and up to 19 credits of Atlantic Cape's Business Administration degree program coursework. Credits earned may be applied to a Business Administration, A.S. or Business Administration, A.A.S. degree.

For information, contact area coordinator, Dr. Karl Giulian, at (609)343-4996 or kgiulian@atlanticcape.edu.

(BUSC–Fall 2022)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits
ENGL101	Composition I	3

Mathematics-Science-Technology

Course #	Title	Credits
	General Education Mathematics Course (4 credits)	4

Social Science

Course #	Title	Credits
ECON110	Macroeconomics	3

General Education Electives

Course #	Title	Credits
	Choose: CISM125 or COMM120 (3 credits)	3

Program Courses

Course #	Title	Credits
ACCT130	Financial Accounting	4
BUSN101	Introduction to Business	3
BUSN202	Principles of Marketing	3
BUSN210	Business Law I	3
BUSN222	Principles of Management	3

Program Elective

Course #	Title	Credits
	Choose: BUSN106-Business Ethics, BUSN205-Human Resources Management, ENGL102-Composition II, or a General Education Science course	3-4
	Total Credits	32-33

Recommended Sequence of Courses

First Semester

Course #	Title	Credits
BUSN101	Introduction to Business	3
ECON110	Macroeconomics	3
ENGL101	Composition I	3
	General Education Mathematics Course (4 credits)	4
	Choose: CISM125 or COMM120 (3 credits)	3

Second Semester

Course #	Title	Credits
ACCT130	Financial Accounting	4
BUSN202	Principles of Marketing	3
BUSN210	Business Law I	3
BUSN222	Principles of Management	3
	Choose: BUSN106-Business Ethics, BUSN205-Human Resources Management, ENGL102-Composition II, or a General Education Science course	3-4

Criminal Justice, Certificate

The Criminal Justice Certificate provides students with the basics of the United States criminal justice system including juvenile crime, criminal behavior and policing. Students can enroll in the certificate by itself or along with the associate degree in Criminal Justice. A certificate in criminal justice, as a supplement to another degree program, can set students apart from others who are seeking employment in the criminal justice field. For individuals already working in criminal justice, this certificate is an effective way to establish credentials. Completing this program also provides many benefits for students who work in other fields.

Employers in many lines of business, including information technology, education, or social services, may value the professional expertise and personal determination this certificate demonstrates.

Many of the courses in this program are offered at all three Atlantic Cape campus locations. Additionally, for the busy professional, this certificate can be completed 100% online.

For further information, contact faculty advisor, Dean Wyks, (609) 343-4915 or dwyks@atlanticcape.edu or department chair, Dr. Beth Sanders-Rabinowitz at (609) 343-4982 or bsanders@atlanticcape.edu.

Upon completion of this program students will be able to:

- Summarize the importance of ethics, social responsibility, honesty and accuracy in business reporting;
- State basic criminal justice principles effectively in written, oral and technology based applications;
- Identify the impact of government in the roles assigned to the criminal justice system.

(CRJU-Fall 2022)

Communication

Course #	Title	Credits
ENGL101	Composition I	3

Social Science

Course #	Title	Credits
PSYC101	General Psychology	3

Program Courses

Course #	Title	Credits
CRIM101	Introduction to Criminal Justice	3
CRIM109	Ethics in Criminal Justice	3
CRIM130	The Criminal Court System	3
CRIM201	Criminal Law	3
CRIM202	Constitutional Law	3
SOCL/ CRIM206	Juvenile Justice	3
CRIM216	Criminal Justice Report Writing	3

Program Elective

Course #	Title	Credits
	Choose: CRIM course (3 credits)	3
	Total Credits	30

Graphic Design, Certificate

The Graphic Design Certificate provides students with the basics of digital tools and design skills for art, print, and Web. Students can enroll in the certificate and then apply most of the credits towards an Associate in Fine Arts if they choose to continue. A certificate in graphic design, as a supplement to another degree program, can set students apart from others who are seeking employment in the graphic design field. For individuals already working in graphic design, this certificate is an effective way to establish credentials and update both studio and digital skills. Employers in many lines of business, including public relations, education, or non-profits where employers seek multiple skill sets, may value the professional expertise and well-rounded assets this certificate demonstrates.

Some courses in this program are offered at online and others are offered in the studio or digital lab.

For further information, contact department chair, Dr. Augustine Nigro, (609) 343-5022 or anigro@atlanticcape.edu.

Upon completion of this program students will be able to:

- Improve and refine fine arts skill set;
- Explore methods for fine and digital art making with an emphasis on design and effective composition;
- Create designs manually or digitally using images and/ or typography;
- Develop the ability to critique and revise digital and fine art;
- Prepare and promote art for portfolio, employment, and/or transfer.

(GRDE-Fall 2022)

General Education Courses

Communication

Course #	Title	Credits
ENGL101	Composition I	3

Mathematics-Science-Technology

Course #	Title	Credits
CISM125	Introduction to Computers	3

Program Courses

Course #	Title	Credits
ARTS100	Color and 2-D Design	3
ARTS110	Fundamental Drawing	3
ARTS116	Graphic Design	3
TVRF/ARTS124	Visual Communication (formerly TVRF/ COMM130)	3
	Choose: ARTS128-Introduction to Photographic Processes or TVRF103-Digital Video Production I	3
ARTS135	Art with Computers	3
ARTS219	Advanced Graphic Design	3

Program Elective

Course #	Title	Credits
	Choose one: ARTS elective, BUSN101 or COMM104 (3 credits)	3
	Total Credits	30

Hospitality Management, Certificate

The Hospitality Management Certificate program provides students with an opportunity to learn the essentials of Hospitality Management. This Certificate provides an opportunity for individuals transitioning to a hospitality related profession, current hospitality employees desiring upward mobility opportunities and students wishing to pursue an advanced degree to earn an industry recognized credential in a shorter period of time. Students in the Certificate program can choose to complete a hospitality internship as part of their elective coursework.

The Hospitality certificate includes six (6) credits of general education coursework. Credits earned in the Hospitality Certificate may be applied to an A.A.S. degree in Hospitality Management.

For more information, contact ACA director, Chef Joseph Sheridan, at (609)343-4939 or jsheridan@atlanticcape.edu.

Upon completion of this program students will be able to:

- Utilize industry specific terminology;
- Discuss the functions of hotel departments and their operational interdependency;
- Describe safe food handling and responsible alcohol service;
- Explain the necessity of delivering exemplary customer service in the hospitality industry.

(HMGT-Fall 2022)

General Education Courses

Communication

Course #	Title	Credits
ENGL101	Composition I	3
COMM120	Public Speaking	3

Program Courses

Course #	Title	Credits
HOSP100	Orientation to Hospitality and Tourism	3
HOSP132	Food Service Sanitation	1
HOSP200	Hotel Operations	4
BUSN/ HOSP205	Human Resources Management	3
HOSP250	Catering and Events Planning	3
HOSP265	Hospitality Sales and Marketing	3

Program Elective

Course #	Title	Credits
	Choose 9 credits of BUSN or HOSP Electives	9
	Total Credits	32

Human Services, Certificate

This certificate is a collaborative effort between the New Jersey departments of Human Services (DHS) and Children and Families (DCF), the New Jersey Community College Consortium for Workforce and Economic Development (NJCCCWED) and New Jersey community colleges for a career ladder certificate program. It is designed exclusively for DHS and DCF clerical and support staff who have completed the career ladders program and wish to obtain a college certificate and/or pursue a degree in human services.

The certificate program includes 18 credit hours of Atlantic Cape general education and program courses and 12 credit hours for one of three previously earned Career Ladders certifications in the child protective services field, the mental health field or the disability services field.

For further information, contact faculty advisor, Donna Marie McElroy, at dmcclroy@atlanticcape.edu or (609)343-5677, or contact the department chair, Dr. Beth Sanders-Rabinowitz at (609)343-4982 or bsanders@atlanticcape.edu.

(HSVC-Spring 2010)

General Education Courses

Communication

COMM110-Interpersonal Communication or
COMM120-Public Speaking

Course #	Title	Credits
ENGL101	Composition I	3
	Choice of Course (3 Credits)	3

Social Science

Course #	Title	Credits
PSYC101	General Psychology	3
SOCL101	Principles of Sociology	3

Program Courses

Course #	Title	Credits
HSRV115	Introduction to Social Work and Human Services	3
HSRV116	Social Agency Skills and Processes	3

NJDHS Certificate in Child Protective Services, Mental Health or Disability Services

Total Credits	30
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Practical Nursing, Certificate

The Practical Nursing Certificate program is designed to prepare students to successfully complete the NCLEX-PN exam and to practice as Licensed Practical Nurses (LPN). The program's curriculum is designed to prepare students for entry-level practice using current educational and practice competencies based on the Quality and Safety Education for Nurses (QSEN) and the National League of Nursing (NLN) standards. These standards emphasize evidence-based nursing care and prepare graduates for practice in varied settings within the legal scope of practice for the licensed practical nurse. Graduates of the program develop leadership and clinical judgment skills needed to provide safe and compassionate care to individual clients as well as to the communities they serve, and to clearly recognize their roles in an increasingly complex health care system.

The 34-credit certificate program is designed to be completed in 1.5 years and allows graduates, who meet the needed admission criteria, to apply to the associate degree nursing program within six months of graduation. The program's curriculum consists of planned learning experiences in the classroom, laboratory, and faculty-supervised clinical settings. Students receive instruction in the provision of nursing care for clients across the lifespan. Graduates, as members of an interprofessional health care team, are prepared to function ethically and legally under the supervision of the Registered Nurse or physician.

For Admission requirements and information, please see the [Nursing Programs](#) section of the catalog.

For more information, contact the dean of nursing and health services, Myrna Morales Keklak at (609) 343-5033 or mkeklak@atlanticcape.edu.

Upon completion of this program students will be able to:

- Deliver compassionate and coordinated care based on the patient's preferences, culture, values and needs (QSEN/Patient-centered care);
- Collaborate with other health team members using open communication, mutual respect and shared decision-making to achieve safe quality patient care (QSEN/Teamwork and Collaboration);
- Participate in quality improvement activities and use data to monitor and to continuously improve the quality and safety of health care systems (QSEN/Quality);
- Engage in clinical judgment to make safe and patient-centered care decisions, within the scope of practice of the Licensed Practical Nurse, in a variety of health care settings, employing technical nursing skills to minimize risk for harm to patients (QSEN/Safety);
- Integrate evidence-based practice with clinical expertise to deliver competent care by applying the nursing

process, knowledge and clinical judgment in the delivery of safe quality patient care (QSEN/Evidence-based Practice);

- Utilize health information technology (HIT) to communicate patient health information, manage knowledge, mitigate error, support decision-making and exhibit a spirit of inquiry and participate in the pursuit of life-long learning (QSEN/Informatics).

(NUPN-Fall 2023)

General Education Courses

Communication

Course #	Title	Credits
ENGL101	Composition I	3

Mathematics-Science-Technology

Course #	Title	Credits
BIOL220	Human Anatomy and Physiology I	4

Social Science

Course #	Title	Credits
PSYC101	General Psychology	3

Program Courses

Course #	Title	Credits
NUPN101	Concepts in Practical Nursing 1	8
NUPN102	Concepts in Practical Nursing 2	8
NUPN103	Concepts in Practical Nursing 3	8
Total Credits		34

Recommended Sequence of Courses

Prerequisite Semester

Course #	Title	Credits
BIOL220	Human Anatomy and Physiology I	4
ENGL101	Composition I	3
PSYC101	General Psychology	3

Fall Semester

Course #	Title	Credits
NUPN101	Concepts in Practical Nursing 1	8

Spring Semester

Course #	Title	Credits
NUPN102	Concepts in Practical Nursing 2	8

Summer Semester

Course #	Title	Credits
NUPN103	Concepts in Practical Nursing 3	8

Professional Series

Addiction Counseling Specialist, Professional Series

The Addiction Counseling Specialist Series is designed for those interested in a career as substance abuse counselors or those in other human service fields seeking more knowledge about working with chemically dependent persons. The series consists of a general helping skills course along with five addiction counseling-specific courses.

The courses follow the domain topics as prescribed by the Addiction Professional Certification Board of New Jersey, Inc. and can be used toward completion of the requirements for a CADC (Certified Alcohol and Drug Counselor). There are additional requirements for CADC, including 3,000 hours of related work experience at a drug and alcohol addiction treatment program. Students must also pass a State administered oral and written examination. Addition program information can be found online at www.atlantic.edu.

For information, contact department chair, Dr. Beth Sanders-Rabinowitz, at (609)343-4934 or bsanders@atlanticape.edu.

Upon completion of this program students will be able to:

- Demonstrate interviewing, assessment and listening skills through role-playing;
- Identify the major drugs of abuse and Federal schedules, or classification, of the primary substances of abuse, including alcohol;
- Define psychopharmacology and the effects of various drugs of abuse on the major physiological body systems;
- Describe the various treatment modalities including self-help groups, group counseling, family counseling, and psychotherapies;
- Identify guidelines for the process of ethical decision-making according to the NAADAC Code of Ethics.

(ZADS)

Courses

Course #	Title	Credits
HSRV116	Social Agency Skills and Processes	3
HSRV141	Assessment Skills in Addiction Counseling	3
HSRV142	Counseling Skills in Addiction Counseling	3
HSRV143	Case Management with Addicted Populations	3
HSRV144	Client Education with Addicted Populations	3
HSRV145	Professional Issues in Addiction Counseling	3
Total Credits		18

Bookkeeper Credentials, Professional Series

The Bookkeeper Credentials Professional Series is designed to provide evidence of expertise in Quickbooks Online and Microsoft Office skills that employers have identified as highest demand for employment and advancement of qualified Bookkeeper Administrative Professionals. Upon completion of the program, students will be able to perform advanced tasks in bookkeeping, word processing, spreadsheets, presentations, email and calendar scheduling, and database within applications of Quickbooks Online and MS Office: MS Word, MS Excel, MS PowerPoint, MS Outlook, and MS Access, earning industry credentials in these applications.

For additional information, please contact faculty advisor, [Loretta Grisi-Dicker](#), at (609) 343-4820 or ldicker@atlanticcape.edu.

Upon completion of this program students will be able to:

- Earn Pearson Digital Badge Credentials in MS Word Introductory, MS Word Advanced, MS Excel Introductory, MS Excel Advanced, MS PowerPoint Introductory, MS PowerPoint Advanced, MS Access Introductory, MS Access Advanced;
- Earn the Industry Credential of Microsoft Office Specialist (MOS) **Associate** by passing three of the four Certification Exams in MS Word Associate, MS Excel Associate, MS PowerPoint Associate, and MS Outlook Associate;
- Earn the Industry Credential of Microsoft Office Specialist (MOS) **Expert** by passing two of the three Certification Exams MS Word Expert, MS Excel Expert, and MS Access Expert, plus having earned MOS Associate;
- Earn the Intuit Quickbooks Certifications: Intuit Quickbooks Certified ProAdvisor Online, Intuit Quickbooks Certified ProAdvisor Payroll.

(ZBKP-Fall 2022)

Courses

Course #	Title	Credits
CISM125	Introduction to Computers	3
CISM162	Microsoft Excel	3
CISM166	QuickBooks Online	3
	Choose 3-6 credits from the following: CISM108-MS Word, CISM110-MS PowerPoint & MS Outlook, CISM164-MS Access	3-6
Total Credits		12-15

Business Leadership Professional, Professional Series

This series is designed for the person who is transitioning into a supervisory position and does not have a business degree. The series is 4 college classes (12 credits) that will familiarize the student with common business terminology, fundamental business concepts and current business issues and trends. These courses will prepare the student for leadership opportunities within the business world. All courses in the series are offered during the regular semesters in a variety of delivery options. Credits earned can be applied towards the Business Administration, A.S. and A.A.S. degrees.

For information, contact the area coordinator, Dr. Karl Giulian, at (609) 343-4996 or kgiulian@atlanticcape.edu.

Upon completion of this program students will be able to:

- Describe the role of business in society;
- Utilize proper marketing terminology;
- Explain the importance of marketing in for-profit and not-for-profit businesses;
- Identify the different levels, roles and functions of managers;
- Compare and contrast the external and internal environments that impact management;
- Discuss ethical issues more clearly, critically and logically.

(ZBLP)

Courses

Course #	Title	Credits
BUSN101	Introduction to Business	3
BUSN202	Principles of Marketing	3
BUSN106	Business Ethics	3
BUSN222	Principles of Management	3
Total Credits		12

Child Development Associate (CDA), Professional Series

This series is designed to provide the educational component of the national credentialing program administered by the Council for Early Childhood Professional Recognition. Students may pursue the Infant/Toddler CDA or the Preschool CDA credential. The CDA is accepted by the Department of Human Services for group teacher positions in licensed day care centers. In addition to course work and portfolio preparation, the candidate needs to meet work experience requirements. Candidates work closely with a CDA advisor (Atlantic Cape instructors may serve as advisors) to document the educational and work experience in preparation of a formal assessment by a Council representative. (Additional non-college fees are assessed by the Council.) It is strongly recommended that the student take the Placement Test and enroll in the required reading/writing courses to assure that the portfolio requirements are met. These courses can be applied toward Atlantic Cape's Child Development/Child Care, Associate in Applied Science degree.

For information, contact department chair, Dr. Beth Sanders-Rabinowitz, at (609)343-4982 or bsanders@atlanticcape.edu.

Upon completion of this program students will be able to:

- Discuss the importance of maintaining a healthy, safe learning environment;
- Summarize the physical and intellectual development of young children;
- Provide positive guidance in the classroom that supports the social and emotional development of young children;
- Explain the importance of positive relationships with families;
- Demonstrate a commitment to professionalism.

(ZCDA)

Choose a track:

Infant/Toddler Child Development Associate

Course #	Title	Credits
CDCC/ EDUC103	Roles of the Early Childhood Professional	2
CDCC104	Infant and Toddler Development: Theory and Applications	3
EDUC/ CDCC252	Early Childhood Practicum	3
EDUC/ PSYC110	Child Development: Theory and Practice	4

Preschool Child Development Associate

Course #	Title	Credits
CDCC/ EDUC103	Roles of the Early Childhood Professional	2
EDUC/ PSYC110	Child Development: Theory and Practice	4
CDCC/ EDUC115	Planning the Preschool Curriculum	3
EDUC/ CDCC252	Early Childhood Practicum	3
Total Credits		12

Computer Forensics Specialist, Professional Series

This series is designed for the working person who needs to develop the skills needed in the areas of criminal justice, ethics, network security, computer security and cyber crime investigations. Learners should complete this series if they are working in computer security, law enforcement, criminal justice, data recovery, computer repair or a business that has a need to set employee policy for computer use in the workplace.

These courses help to prepare the student for various certifications and certification program requirements for entry into the field of computer security and forensics. Certifications include: The International Association of Computer Investigative Specialist (IACIS), Certified Computer Examiners (CCE), Global Information Assurance (GIAC), EnCE and ACE. These courses provide a baseline for these certifications. The various organizations, both public and private, that have developed these certifications typically have fees for membership and certification exams. The organizations may also require interviews and/or additional curricula before allowing students to sit for the certification exams. This series can be completed within one year, however, students can begin and end the program at their own pace.

For additional information, please contact department chair, Dr. Otto Hernandez, at (609) 343-4978 or hernande@atlanticcape.edu.

Upon completion of this program students will be able to:

- Demonstrate an understanding of the American criminal justice system;
- Construct a forensic acquisition plan for mobile devices that will account for various scenarios and address the limitations of mobile technology;
- Evaluate the best acquisition method(s) and create contingency plans for data acquisition;
- Identify and discuss the substantive and procedural legal issues involved in investigating and prosecuting cyber crime.

(ZCFS)

Courses

Course #	Title	Credits
CISM125	Introduction to Computers	3
CRIM101	Introduction to Criminal Justice	3
CRIM107	Introduction to Cyber Crime	3
CISM222	Issues in Computer Security	3
CRIM/ CISM240	Computer Forensics	4
Total Credits		16

Computer Security Specialist, Professional Series

The Computer Security Specialist is a two-semester series designed for students to gain computer skills with a focus on computer security. Included are a selection of hardware and software, computer applications and introductory programming. Credits earned may be applied to the Computer Security Certificate and the Computer Systems Support, A.A.S. degree.

For additional information, please contact faculty advisor, William Dougherty, at (609) 343-4979 or doughert@atlanticcape.edu or contact department chair, Otto Hernandez, at (609) 343-4978 or hernande@atlanticcape.edu.

Upon completion of this program students will be able to:

- Develop computer application programs in Java or Visual Basic;
- Prepare for the CompTIA Security+ certification examination;
- Apply productivity software for functional and analytical purposes;
- Design images using computer technology;
- Evaluate the impact of technology on business, government, and other areas of society.

(ZCSS)

Courses

Course #	Title	Credits
CISM125	Introduction to Computers	3
CISM176	Systems Security Methods	4
CISM222	Issues in Computer Security	3
CRIM/ CISM240	Computer Forensics	4
	Choose: CISM154-Computer Programming-Java or CISM174-Computer Programming-Visual Basic (4 credits)	4
Total Credits		18

Computer Technician Specialist, Professional Series

The Computer Technician Specialist is a two-semester series designed for students who are interested in acquiring concentrated core knowledge and a practical set of skills including computer hardware and software, network, and network security for employment or advancement in a variety of computer system support fields. Students will be eligible and required to sit for industry certification exams such as CompTIA A+, CompTIA Network+, and CompTIA Security +. Also, courses completed in this professional series fulfill five out of the twelve core program courses in the Computer Systems Support, A.A.S. degree.

Note: Credits may be awarded for prior professional experience (contact advisor for additional information regarding PLA).

For additional information, please contact department chair, Dr. Otto Hernandez, at (609) 343-4978 or hernande@atlanticcape.edu.

Upon completion of this program students will be able to:

- Employ critical-thinking and analytical skills to design and implement network computer systems;
- Explain and contrast the different types of system maintenance in both the network and personal computer systems;
- Utilize a network of peers to keep in touch with new technologies and guidance when needed;
- Engage in analytical thinking and logical skills to conduct in deployment, maintenance, and use of both network and individual computer systems.

(ZCTS)

Courses

Course #	Title	Credits
CISM125	Introduction to Computers	3
CISM130	Using PC Operating Systems	4
CISM149	Computer Hardware	4
CISM146	Computer Networking	4
CISM295	Information Technology	3
	Cooperative Education	
	Total Credits	18

Entrepreneurial Professional, Professional Series

This series is designed for an Entrepreneur who is looking to better understand and develop themselves as an Entrepreneur. The series includes four college classes (13 credits) that will introduce the Entrepreneur to the basics in planning a new business as well as operating the small business. The course work will prepare the student to do the basic accounting, management and marketing tasks required for business success. All courses in the series are offered during the regular semesters in a variety of delivery options. Credits earned can be applied towards the Business Administration, A.S. and A.A.S. degrees.

For information, contact the area coordinator, Dr. Karl Giulian, at (609)343-4996 or kgiulian@atlanticcape.edu.

Upon completion of this program students will be able to:

- Describe the role of business in society;
- Utilize proper marketing terminology;
- Explain the importance of marketing in for profit and not for profit businesses;
- Recognize the challenges associated with start-up ventures, franchises or family-run succession as entrepreneurial opportunities;
- Explain the steps involved in, and benefits of, writing a business model as an initial step in creating a business plan;
- Apply basic accounting cycle concepts utilizing Quickbooks Pro.

(ZENP)

Courses

Course #	Title	Credits
ACCT130	Financial Accounting	4
BUSN101	Introduction to Business	3
BUSN104	Entrepreneurship	3
BUSN202	Principles of Marketing	3
Total Credits		13

Fine Arts Series, Professional Series

This series is designed for the person who is interested in gaining the basic skills of studio art practices. The selected courses familiarize the student with common fundamental 2 and 3 dimensional fine arts applications. All courses in the series are offered in traditional delivery. Credits earned can be applied towards the Studio Arts, A.A. degree or the Fine Arts Studies, A.F.A.

For information, contact faculty advisor, Cheryl Knowles-Harrigan, at (609)343-4993 or cknowles@atlanticcape.edu or contact department chair, Dr. Augustine Nigro, at (609)343-5022 or anigro@atlanticcape.edu.

Upon completion of this program students will be able to:

- Apply rudimentary studio practices in both two and three dimensional media;
- Develop design skills to two and three-dimensional art forms;
- Demonstrate an elementary proficiency in manual skills;
- Begin to analyze works of art including one's own, in writing and speech using terminology appropriate to form, function, and principles and elements of art;
- Demonstrate safe practices in the production of studio art.

(ZFAP)

Courses

Course #	Title	Credits
ARTS100	Color and 2-D Design	3
ARTS110	Fundamental Drawing	3
ARTS112	Introduction to Ceramics	3
	Choose: 200-level ARTS Course (3 credits)	3
Total Credits		12

Help Desk Specialist, Professional Series

The Help Desk Specialist Professional Series prepares students for computer technical support. Upon completing the series, they will be qualified to assist customers, troubleshoot hardware and software problems and document solutions. Utilizing knowledge and skills from the series, students will be able to educate users in resolving computer difficulties. This series facilitates a higher level of understanding of the vital communication skills necessary for conflict management and effective user training as well as to provide a strong technical foundation which students may adapt to any environment.

For additional information, please contact faculty advisor, William Dougherty, at (609) 343-4979 or doughert@atlanticcape.edu or contact department chair, Dr. Otto Hernandez, at (609) 343-4978 or hernande@atlanticcape.edu.

Upon completion of this program students will be able to:

- Identify the people and technology skills needed for operating a help desk;
- Use system software to manage computer resources;
- Apply productivity software for functional and analytical purposes;
- Describe various positions of employment in the help desk profession;
- Evaluate the impact of technology on business, government, and other areas of society.

(ZHEP)

Courses

Course #	Title	Credits
CISM125	Introduction to Computers	3
CISM130	Using PC Operating Systems	4
CISM142	Help Desk Support	3
	Choose two: TCOM127-Web Technologies, CISM162- Microsoft Excel, CISM164-Microsoft Access (6 credits)	6
Total Credits		16

Human Resources Professional, Professional Series

This series is designed to provide students with the knowledge needed for entry-level human resources and/or supervisory positions. The series includes four college classes (12 credits) that will provide the student with a foundation in management, human resources, ethics and employment law. All courses in the series are offered during the regular semesters in a variety of delivery options. Credits earned can be applied towards the Business Administration, A.S. and A.A.S. degrees.

For information, contact the area coordinator, Dr. Karl Giulian, at (609)343-4996 or kgiulian@atlanticcape.edu.

Upon completion of this program students will be able to:

- Explain the human resource management process and its importance to organizational effectiveness;
- Identify the different levels, roles and functions of managers;
- Compare and contrast the external and internal environments that impact management;
- Discuss ethical issues more clearly, critically and logically;
- Examine leadership theories, models and perspectives within a variety of workplace situations and organizational cultures;
- Articulate an understanding of power, influence and change as related to leadership styles.

(ZHRP)

Courses

Course #	Title	Credits
BUSN106	Business Ethics	3
BUSN/ HOSP205	Human Resources Management	3
BUSN222	Principles of Management	3
ECON110	Macroeconomics	3
Total Credits		12

Infant/Toddler Credential, Professional Series

The NJ Infant/Toddler Professional series (credential) is intended for use by professionals and paraprofessionals working in the field of infant/toddler care in all settings, including center-based care, family childcare programs and community-based programs that support infants, toddlers, and their families. The credentialing process will include 15 college credits, and a portfolio that is assessed by the NJ Coalition of Infant/Toddler Educators (CITE).

For more information contact Lisa Stein at (609) 343-4960 or lstein@atlanticcape.edu.

Upon completion of this program students will be able to:

- Recognize the critical importance of child development, including all developmental domains, from conception to age three years;
- Identify appropriate policies and practices which protect the health and safety of infants and toddlers in group child care settings;
- Explain the connection between social/emotional and mental health of infants and toddlers to overall child development and the development of relationships with others;
- Identify quality indicators (environment, curriculum, guidance strategies, etc.) in early childhood settings for infants and toddlers;
- Explain the importance of building strong relationships between teachers and families of infants and toddlers;
- Recognize the importance of the family on the child and their development.

(ZINT)

Course #	Title	Credits
CDCC/ EDUC103	Roles of the Early Childhood Professional	2
CDCC104	Infant and Toddler Development: Theory and Applications	3
CDCC105	Early Childhood Health, Safety, Nutrition and Special Needs	4
CDCC106	Early Childhood Social/Emotional Development	3
CDCC250	Infant/Toddler Practicum	3
	Total Credits	15

Media Production Specialist, Professional Series

The Media Production Specialist Series provides students with the opportunity to learn and develop expertise in the planning and production of audio and video. Students will utilize industry standard tools for recording, editing and packaging audio and video for a variety of delivery methods. Students will also gain insight into how media impacts our daily lives.

For additional information, please contact faculty advisor, Bojan Zilovic, at (609) 343-4959 or bzilovic@atlanticcape.edu or contact department chair, Dr. Otto Hernandez, at (609) 343-4978 or hernande@atlanticcape.edu.

Upon completion of this program students will be able to:

- Develop expertise in the planning and production of audio and video;
- Utilize industry standard tools for recording, editing and packaging audio and video for a variety of delivery methods;
- Discuss how media impacts our daily lives.

(ZMPS)

Courses

Course #	Title	Credits
TCOM127	Web Technologies	3
TVRF103	Digital Video Production I	3
TVRF203	Digital Video Production II	3
TVRF180	Audio Production I	3
TVRF280	Audio Production II	3
Total Credits		15

Microsoft Office Credentials, Professional Series

The Microsoft Office Credentials Professional Series is designed to provide evidence of expertise in Microsoft Office skills that employers have identified as highest demand for employment and advancement of qualified administrative professionals. Upon completion of the program, students will be able to perform advanced tasks in word processing, spreadsheets, presentations, email and calendar scheduling, database, and keyboarding within applications of MS Office: MS Word, MS Excel, MS PowerPoint, MS Outlook, and MS Access, earning industry credentials in these MS Office applications.

For additional information, please contact faculty advisor, Loretta Grisi-Dicker, at (609) 343-4820 or ldicker@atlanticcape.edu.

Upon completion of this program students will be able to:

- Earn Pearson Digital Badge Credentials in MS Word Introductory, MS Word Advanced, MS Excel Introductory, MS Excel Advanced, MS PowerPoint Introductory, MS PowerPoint Advanced, MS Access Introductory, MS Access Advanced;
- Earn the Industry Credential of Microsoft Office Specialist (MOS) **Associate** by passing three of the four Certification Exams in MS Word Associate, MS Excel Associate, MS PowerPoint Associate, and MS Outlook Associate.
- Earn the Industry Credential of Microsoft Office Specialist (MOS) **Expert** by passing two of the three Certification Exams MS Word Expert, MS Excel Expert, and MS Access Expert, plus having earned MOS Associate.

(ZMSC-Fall 2022)

Courses

Note: OSTM101 may be waived based on proficiency (60 wpm typing test) by contacting the ISAS department chair.

Course #	Title	Credits
CISM125	Introduction to Computers	3
OSTM101	Keyboarding	1
	Choose 9-12 credits from the following: CISM108-MS Word (3 cr), CISM110-MS PowerPoint & MS Outlook (3 cr), CISM162-MS Excel (3 cr), CISM164-MS Access (3 cr)	9-12
Total Credits		12-16

Oracle Database and GIS Specialist, Professional Series

The Oracle Database and GIS Specialist Series provides students with the knowledge needed for one of the fastest growing industries of our time. Students will learn to design and program using a live Oracle server with curriculum provided by the Oracle Corporation. Also, there will be an in-depth study of current GIS systems and their uses.

The Specialist series provides students with the opportunity to develop skills in the common areas of database design programming and GIS techniques and to update their technological skills and improve employability.

For additional information, please contact faculty advisor, Svetlana Marzelli, at (609) 343-5017 or smarzell@atlanticcape.edu.

Upon completion of this program students will be able to:

- Analyze geospatial data;
- Design and develop a distributed database;
- Organize geospatial data using a distributed database;
- Present geospatial data in the form of a map.

(ZODG)

Courses

Course #	Title	Credits
CISM125	Introduction to Computers	3
GIST101	Introduction to Geographic Information Systems	4
GIST150	Geospatial Data Collection	4
CISM167	Programming in Oracle SQL	3
CISM170	Database Design Using Oracle	3
Total Credits		17

Oracle SQL Programming and Database Design Specialist, Professional Series

The Oracle SQL Programming and Database Design Specialist Series provides students with the knowledge needed for entry-level positions as database developer/programmer. The students will learn to design and program using a live Oracle server with curriculum provided by the Oracle Corporation.

The series provides students with the opportunity to develop skills in the common practices of database design and programming, improve employability and to update their technological skills. Upon completion, students are eligible to take the Level I Developer certification examination.

For additional information, please contact faculty advisor, Svetlana Marzelli, at (609) 343-5017 or smarzell@atlanticcape.edu.

Upon completion of this program students will be able to:

- Apply relational database concepts, as well as data modeling concepts;
- Design and build a database solution for a business or organization using the Structured Query Language (SQL);
- Manipulate data within a database using SQL;
- Retrieve information from a database using SQL.

(ZSQL)

Courses

Course #	Title	Credits
CISM125	Introduction to Computers	3
CISM164	Microsoft Access	3
CISM167	Programming in Oracle SQL	3
CISM170	Database Design Using Oracle	3
	Choose: CISM135-Computer Programming-C++, CISM154-Computer Programming-Java, CISM174-Computer Programming-Visual Basic (4 credits)	4
Total Credits		16

PC Specialist, Professional Series

This series is designed for the working person who needs user skills in personal computers. Students should complete this series if they own a business, work in an office, want to develop Internet proficiency or simply need to update their skills.

They will learn how to select hardware and software for a business, use a PC to enhance efficiency and productivity, and skills to supervise a small PC operation. Students will also learn the most common business software applications: word processing, spreadsheets and database. In addition, there is coursework on PC operating system software (Windows), file management, multimedia, and the Internet and the World Wide Web.

For additional information, please contact department chair, Dr. Otto Hernandez, at (609) 343-4978 or hernande@atlanticcape.edu.

Upon completion of this program students will be able to:

- Utilize the fundamentals of Microsoft Word, spreadsheets, and relational databases;
- Compare optimum hardware and software for a Windows based operation;
- Develop spreadsheets and databases for the accounting of assets;
- Develop a network of peers for additional insight of issues that may occur.

(ZPCS)

Courses

Course #	Title	Credits
CISM125	Introduction to Computers	3
CISM130	Using PC Operating Systems	4
TCOM127	Web Technologies	3
	Choose two: CISM162- Microsoft Excel, CISM164-Microsoft Access, OSTM262-Business Presentations Using Multimedia (6 credits)	6
Total Credits		16

Project Management, Professional Series

This series will enable students to manage all major project management components such as project planning, initiation, execution, control and closing. The series will also provide students with introductory level knowledge on various types of business ownership, organization, management, marketing, industries, personnel, labor and legal considerations. Students will also learn to use Microsoft Project software.

For additional information, please contact faculty advisor, Bojan Zilovic at (609) 343-4959 or bzilovic@atlanticcape.edu or department chair, Dr. Otto Hernandez, at (609) 343-4978 or hernande@atlanticcape.edu.

Upon completion of this program students will be able to:

- Communicate the value of project management;
- Establish the structure for a successful project;
- Assemble, motivate and lead the project team;
- Ensure the project scope delivers the expected business value and desired outcome;
- Implement the proper mechanisms to prevent, minimize and respond to risks;
- Develop and use various mechanism to communicate project information;
- Ensure the project is completed per the agreed-upon project standards, budget and schedule.

(ZPMT)

Courses

Course #	Title	Credits
CISM125	Introduction to Computers	3
BUSN222	Principles of Management	3
CISM143	Introduction to Project Management	3
CISM244	Advanced Project Management	3
CISM247	Management Information Systems	3
Total Credits		15

Smartphone Programmer, Professional Series

The Smartphone Programmer series provides students with an opportunity to gain knowledge and develop skills needed to design, build and test applications for mobile devices. Students will also learn how to effectively market their applications. After completing the series, students may apply the credits toward an associate in science degree.

For additional information, please contact faculty advisor, Svetlana Marzelli, at (609) 343-5017 or smarzell@atlanticcape.edu.

Upon completion of this program students will be able to:

- Develop basic computer application programs in Java or C++;
- Design, build and test basic mobile applications for the Android or the iPhone;
- Market mobile device applications through an online application store;
- Apply productivity software for functional and analytical purposes.

(ZSPH)

Courses

Course #	Title	Credits
ARTS116	Graphic Design	3
CISM125	Introduction to Computers	3
	Choose: CISM135-Computer Programming C++ or CISM154-Computer Programming-Java (4 credits)	4
	Choose: CISM159-Intermediate Programming – C++ or CISM254-Advanced Computer Programming – Java (4 credits)	4
	Choose: CISM270-iPhone Programming or CISM271-Android Programming (4 credits)	4
	Total Credits	18

Web Design, Professional Series

The Web Design Professional Series is a two-semester series designed for the working professional needing to become proficient in Web page design technologies. Students design and develop Websites that are graphically rich, well thought out, and professional. They use industry-standard design applications while exploring theoretical Web design concepts and generally-accepted development techniques for Web design.

For additional information, please contact faculty advisor, Bojan Zilovic, at (609) 343-4959 or bzilovic@atlanticcape.edu or department chair, Dr. Otto Hernandez, at (609) 343-4978 or hernande@atlanticcape.edu.

Upon completion of this program students will be able to:

- Design a website;
- Develop a website;
- Maintain a website;
- Manage a website.

(ZWDP)

Courses

Course #	Title	Credits
ARTS116	Graphic Design	3
CISM125	Introduction to Computers	3
TCOM127	Web Technologies	3
CISM163	Web Page Design	3
CISM165	Web Graphics and Animation	3
Total Credits		15

Courses

Accounting

ACCT130 : Financial Accounting

Study of financial accounting emphasizing income measurement, the valuation of assets, and accounting for liabilities and shareholder's equity. Proper financial statement presentation and disclosure covered in detail.

Credits 4

Lecture Hours 4

Lab/Clinical/Field Study Hours 0

ACCT131 : Managerial Accounting

Study of the accounting information needs of internal management. Examines responsibility of accounting and techniques for analyzing managerial accounting information for decision-making and control.

Credits 4

Lecture Hours 0

Lab/Clinical/Field Study Hours 4

Prerequisite Courses

ACCT130: Financial Accounting

ACCT230 : Intermediate Accounting

Comprehensive study of the principles, concepts, and techniques of accounting for assets and liabilities; reviews the accounting cycle and changing concepts of economic measurements and their application to business in a dynamic economy.

Credits 4

Lecture Hours 4

Lab/Clinical/Field Study Hours 0

Prerequisites

ACCT130, ACCT131, CISM125

Air Traffic Control Terminal

ATCT101 : Introduction to Air Traffic Control

Introduces students to the profession of air traffic control. The course covers the history, structure, rules, phraseology and organization of air traffic control. The course also includes the regulations that govern air traffic controllers, pilots and the National Airspace system. Additionally, the course covers basic aerodynamics, charts, navigation, flight instruments and the affects of weather on flying.

Credits 4

Lecture Hours 4

Lab/Clinical/Field Study Hours 0

ATCT120 : Aviation Weather

Introduces students to the reading and interpretation of weather reports and charts as well as theories of meteorological processes and their impact on aviation. Students will analyze weather factors decisive to safe flight operations. Topics include but are not limited to aviation weather fundamentals, atmospheric circulation systems, aviation weather resources and weather hazards.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

ATCT170 : ATC Regulations

Introduces students to the regulations, procedures and phraseology that govern Air Traffic Controllers and En Route sectors. Airport traffic control procedures, instrument operations, special VFR procedures and radar operations will be covered. Upon completion, students will become familiar with both the Terminal (Control Tower) and Radar (TRACON) environments.

Credits 4

Lecture Hours 4

Lab/Clinical/Field Study Hours 0

Prerequisite Courses

ATCT101: Introduction to Air Traffic Control

ATCT220 : Control Tower Operations I

Course focuses on providing students with a hands-on learning experience in a control tower simulation under the supervision of faculty. Primary focus will be on the flight data, clearance delivery and ground control positions. This course prepares students for entry level training at the equivalent of a level 7 terminal facility.

Credits 6

Lecture Hours 6

Lab/Clinical/Field Study Hours 0

Prerequisite Courses

ATCT170: ATC Regulations

ATCT225 : Terminal Radar I

Requires students to actively participate in structured scenarios designed to demonstrate the aptitude and skills necessary for initial developmental training at low level Terminal Radar Approach Control (TRACON) facilities, while providing students with the opportunity to actively apply the regulations, procedure and phraseology acquired in prerequisite courses.

Credits 4

Lecture Hours 4

Lab/Clinical/Field Study Hours 0

Prerequisite Courses

ATCT170: ATC Regulations

ATCT280 : Control Tower Operations II

Course provides students with a hands-on learning experience in a control tower simulation under the supervision of faculty. It is a continuation of Control Tower Operations I. The Local Control position will be the primary focus of this course and, the course is designed to prepare students for entry-level training on the Local Control position at a terminal facility equivalent to level 7 operations.

Credits 6

Lecture Hours 6

Lab/Clinical/Field Study Hours 0

Prerequisite Courses

ATCT220: Control Tower Operations I

ATCT285 : Terminal Radar II

A continuation of ATCT225-Terminal Radar I. Students participate in simulated air traffic control exercises under the supervision of faculty. The course is designed to develop more advanced skill levels in the application of air traffic control procedures pertinent to approach control facility operations. Students will actively apply regulations, procedures and phraseology within more complex situations equivalent to a level 7 TRACON facility.

Credits 4**Lecture Hours 4****Lab/Clinical/Field Study Hours 0****Prerequisite Courses**

ATCT225: Terminal Radar I

Anthropology

ANTH/BIOL101 : Biological Anthropology—Human Origins and Evolution

Introduction to biological anthropology. Study of human genetics, biochemistry, anatomy, physiology and primatology including the primate fossil record.

Demonstrates how biological aspects of humans have evolved and how biological evolution is intertwined with human culture, human behavior, and the environment. Only anthropology course that fulfills laboratory science requirements. Meets General Education requirement for Science.

Credits 4**Lecture Hours 3****Lab/Clinical/Field Study Hours 3****Prerequisites**

ENGL080 and MATH073 with grades of C or better, or Placement into ENGL101 and MATH074 or College level Math.

ANTH/PSYC303 : Cross-Cultural Psychology

An examination of the ways in which non-Western people and cultures view psychology. The course will introduce students to the field of cross-cultural psychology, and will examine the impact of culture on human behaviors, thoughts and emotions. Finally, the course will examine cultural views on physical and mental health, psychological disorders and treatments.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****Prerequisite Courses**

PSYC101: General Psychology

Prerequisites

To enroll in this course, student must be in the Advanced and Continuous Studies, A.S. degree program.

ANTH103 : Cultural Anthropology

Introduction to the anthropological study of the nature and functions of human culture. Examines human societies including their communication, belief, and exchange systems; their social, economic, and political organization; their healing practices, and their general patterns of life. Diverse cultural realities, world views, and value systems are emphasized. Concepts, methodology, readings, activities, and fieldwork projects are directly applicable to today's multicultural work environment. Meets General Education requirement for Diversity and Social Science.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****Prerequisites**

ENGL080

Art

ARTS/TVRF124 : Visual Communication

This course will use a diverse range of approaches to visual analysis including theories, concepts and semiotics to gain a deeper understanding of images in contemporary culture. Examples from art, advertising, film and multimedia will be explored and analyzed.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****Prerequisites**

Completion of ENGL080 with a grade of C or better or Placement into ENGL101.

Semester Offered

Spring

ARTS100 : Color and 2-D Design

Introductory lecture/studio course dealing with the art elements and principles of design. Through a series of structured black and white and color projects, students learn to manipulate these elements and principles to create visual solutions to a variety of conceptual problems.

Credits 3**Lecture Hours 2****Lab/Clinical/Field Study Hours 2****ARTS103 : Art Appreciation**

Lecture survey course to develop appreciation and use of art criticism of the visual arts. Elements and principles of design, art terminology, style of expressions and function of ancient, primitive, and contemporary art concepts, objects, and types of art criticism are studied. Through a series of structured exercises in art criticism, students develop and practice these skills in the writing of art criticism. Meets General Education requirement for Humanities.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0**

ARTS108 : Art History from Ancient Times to the Gothic Period

Multi-mediated lecture survey of the world's art chronologically from prehistoric times to the beginning of the 14th century. Examined are the arts and architecture of Western tradition, Islamic, Indian, Chinese, Japanese, ancient African and the early Americas in their own terms. Topics include the roles and functions of art and their creators, art terminology, art genres, mediums and techniques, and styles within a background of social, religious and intellectual influences. Through a series of structured exercises in judging works of art, students produce several original works of art criticism. Meets General Education requirement for Humanities.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

ARTS109 : Art History from the Renaissance to the Modern Era

Multi-mediated lecture survey of the world's art chronologically from the beginning of the 14th century to our modern era. Examined are the arts and architecture of Western tradition, Islamic, Indian, Chinese, Japanese, African, the Pacific Islands and the Americas in their own terms. Topics include the roles and functions of art and their creators, art terminology, art genres, mediums and techniques, and styles within a background of social, religious and intellectual influences. Through a series of structured exercises in viewing works of art historically, students produce several original works of art criticism. Meets General Education requirement for Humanities.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

ARTS110 : Fundamental Drawing

An introductory lecture/studio course that explores anatomy, figure, dimensional and fundamental drawing forms, concepts and techniques. Students express form in traditional ways and experiment in personal style and technique.

Credits 3

Lecture Hours 2

Lab/Clinical/Field Study Hours 2

ARTS111 : Crafts

Introductory lecture/studio course on the fundamentals of several crafts including rug punch, ceramics, weaving, spinning, basketry, paper making, batik, tie dye and bookbinding. Materials, techniques and concepts are examined to understand crafts as a means of personal expression, exploration and effective communication.

Credits 3

Lecture Hours 2

Lab/Clinical/Field Study Hours 2

ARTS112 : Introduction to Ceramics

Introductory lecture/studio course on the fundamentals of clay-forming processes. Includes hand-building forms (pinch, coil and slab) and wheel-thrown pottery. Examines both functional and sculptural aspects of clay forms. Glaze applications, kilns and various pieces of ceramics equipment will be studied. Emphasis is on personal mastery of materials, self-expression and exploration in various techniques of clay forming.

Credits 3

Lecture Hours 2

Lab/Clinical/Field Study Hours 2

ARTS115 : Introduction to the Visual Arts

Provides students with an introduction to the visual arts by examining origins, cultural context, processes and artistic trends and movements. It is intended to broaden the appreciation of the visual arts and enhance personal aesthetics through the exploration of the principles and elements of all types of visual arts. Meets General Education requirement for Humanities.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

ARTS116 : Graphic Design

Provides students with an introductory understanding of print and Web technologies, basic concepts and terminology used in computer graphics and design and exploration of related software. Through a series of computer-based projects, students will design for hardcopy and Web distribution. Emphasis will be on effective design, problem-solving, design analysis and self-analysis of designed products that include images and text generated through the use of computer technology.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

ENGL080 with a grade of C or better or Placement into ENGL101.

ARTS120 : Introduction to Printmaking Processes

Introductory lecture/studio course, which examines the fundamentals of several printmaking processes including monotype, monoprint, embossing, relief prints, dry point, etching, collographs and chine collè. To understand printmaking as a means of exploration, personal expression and effective communication, students will examine materials and understand techniques and concepts.

Credits 3

Lecture Hours 2

Lab/Clinical/Field Study Hours 2

ARTS128 : Introduction to Photographic Methods

Study of the creative manual controls of the still, point and shoot camera and digital editing techniques. Creating color and black and white images, students will demonstrate knowledge of small format camera skills and an understanding of composition, digital image manipulation, and quality digital output using scanning and photo editing software. (Students must provide a camera with manual controls.)

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

ARTS135 : Art with Computers

Provides students with an understanding of the theory and operation of a computer as an artist's tool. Students will use microcomputers and drawing and scanning techniques as found in various software programs to produce computer artwork.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

ARTS200 : Intermediate Drawing

Continuation of ARTS110-Fundamental Drawing. A lecture/studio course that further explores value systems, light and shade, perspective, proportion, composition and various transfer techniques within both traditional and contemporary modes of drawing. Students learn to work with such media as pencil, colored pencils, charcoal, conte crayon, pen and ink, pastels and collage.

Credits 3

Lecture Hours 2

Lab/Clinical/Field Study Hours 2

Prerequisites

ARTS110 or permission of instructor.

ARTS205 : Introduction to Watercolor

Introductory lecture/studio course in watercolor, a transparent painting medium. Focuses on drawing, color and composition as they apply to the medium of watercolor. Through a series of structured exercises, students develop familiarity and skills with paint, brushes and painting techniques; washes, glazes, texture applications, brush manipulations and stretched paper.

Credits 3

Lecture Hours 2

Lab/Clinical/Field Study Hours 2

Prerequisites

ARTS100 or ARTS110 or permission of instructor. No previous knowledge or experience of watercolor is required.

ARTS206 : Intermediate Watercolor

A lecture/studio course that further explores watercolor materials, techniques and concepts. Students learn to paint from still-life, figure and landscapes. Emphasizes personal expression while developing watercolor skills.

Credits 3

Lecture Hours 2

Lab/Clinical/Field Study Hours 2

Prerequisites

ARTS205 or permission of instructor.

ARTS207 : Figure Drawing

A lecture/studio drawing course based on the visual structure of the human figure, both skeletal and muscular. Students learn to draw from life and costumed figures to strengthen their understanding of figure articulation, action, proportion and anatomical construction.

Credits 3

Lecture Hours 2

Lab/Clinical/Field Study Hours 2

Prerequisites

ARTS110 or permission of instructor.

ARTS208 : Advanced Art with Computers

Provides students with an extended understanding of the theory and operation of a computer as an artist's tool. Students will use computers and various software programs to produce computer-generated artwork. Students will receive hands-on experience creating, developing and producing original artwork and projects in the exciting field of graphic design.

Emphasis will be on graphic computer skills, developing ability for self-critique and artistic problem solving.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisite Courses

ARTS135: Art with Computers

ARTS209 : Intermediate Ceramics

Continuation of ARTS112-Introduction to Ceramics. A lecture/studio course that further explores the clay forming processes, hand building and wheel throwing, glaze application, and other clay materials, techniques, concepts and equipment. Emphasis is on skill building and personal expression while examining both functional and sculptural ceramics.

Credits 3

Lecture Hours 2

Lab/Clinical/Field Study Hours 2

Prerequisites

ARTS112 or permission of instructor.

ARTS210 : Oil and Acrylic Painting

A lecture/studio survey of oil and acrylic painting techniques and their relation to classic and contemporary styles, painting and quick studies, under painting, color mixing, glazing, impasto, mediums and use of various brushes and painting knife techniques using models and still life.

Credits 3

Lecture Hours 2

Lab/Clinical/Field Study Hours 2

Prerequisites

ARTS100 or ARTS110

ARTS211 : Materials and Techniques

A lecture/studio survey of painting techniques using various kinds of 2-D and 3-D found objects and material in addition to oil and acrylic paints, drawing and painting techniques combined, papier colle and magazine collages, montages and other forms of high relief and 3-D painting.

Credits 3

Lecture Hours 2

Lab/Clinical/Field Study Hours 2

Prerequisites

ARTS100 or ARTS110

ARTS212 : Sculpture and 3-D Design

A lecture/studio course on the fundamentals of sculpture and on its viability as a means of artistic expression and exploration. Approach is through tactile and visual perceptions, using a variety of materials and techniques. Sculptural issues studied are the recognition and construction of space and form, scale, weight, balance, organic and geometric qualities, modalities, transformations and symbolic meaning. Both relief and 3-dimensional (freestanding) forms are explored through a series of problems, using modeling, carving and casting techniques for construction.

Credits 3**Lecture Hours 2****Lab/Clinical/Field Study Hours 2****Prerequisites**

ARTS100 or ARTS110 or ARTS112 or permission of instructor.

ARTS214 : Wood and Linocut Block Printing

A lecture/studio course that concentrates on the relief printing processes of printmaking including woodcut, wood engraving, and linoleum block printing.

Credits 3**Lecture Hours 2****Lab/Clinical/Field Study Hours 2****Prerequisites**

ARTS100 or ARTS110 or ARTS120

ARTS217 : Weaving

Lecture/studio course on the fundamentals of weaving and its materials, techniques and concepts as a means of artistic expression. Methods are explored through a variety of assignments, such as weaving process (plain weave, tapestry), various frame looms, non-loom technique (basketry), and yarn design (hand spinning of fiber on a drop spindle and spinning wheel). Emphasis is on mastery of materials and the exploration of various techniques as a means of creative expression.

Credits 3**Lecture Hours 2****Lab/Clinical/Field Study Hours 2****Prerequisite Courses**

ARTS111: Crafts

ARTS218 : Advanced Drawing

A lecture/studio course that takes the student beyond the basic methods, materials, media and concepts found in ARTS200-Intermediate Drawing. Students will be encouraged to develop a personal style and vision through the use of traditional and contemporary modes of drawing. Includes subjective and objective drawing, anatomical and portraiture drawing, group drawing and the creation and development of a drawing notebook and/or journal.

Credits 3**Lecture Hours 2****Lab/Clinical/Field Study Hours 2****Prerequisites**

ARTS110 or ARTS200 or permission of instructor.

ARTS219 : Advanced Graphic Design

This course integrates design principles and software, typography, digital illustration and imaging, page layout and prepress techniques with an emphasis on sound design practices from visualization to production. By exploring in-demand tools and techniques that are relevant across a variety of graphic design careers, students will gain an advanced familiarity with strategies resulting in strengthening design processes, conceptual thinking, digital techniques and effective communication.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****Prerequisites**

ARTS116 and ARTS135 or permission of instructor.

ARTS221 : Advanced Ceramics

A lecture/studio course that allows students to work in formulating clay bodies and glazes. Skills on the potter's wheel and in various hand-building ceramic construction techniques will be developed. Emphasis is on mastery of materials, personal creative expression and exploration.

Credits 3**Lecture Hours 2****Lab/Clinical/Field Study Hours 2****Prerequisites**

ARTS209 or permission of instructor.

ARTS222 : Intermediate Printmaking Processes

Intermediate lecture/studio course which examines in-depth exploration of several printmaking processes including reduction linocut, multi-color woodcuts, non-toxic etching, basic hand-crafted books, and overprint, and hand-coloring methods in order to understand printmaking and book arts as a means of exploration, personal expression, and effective communication. Students will examine a variety of related materials and understand creative techniques and the importance of planning and design.

Credits 3**Lecture Hours 2****Lab/Clinical/Field Study Hours 2****Prerequisites**

ARTS120 or ARTS211 or permission of instructor.

ARTS223 : Classical Drawing and Painting

An advanced lecture/studio course that explores classical drawing and painting. This course deals thematically with the landscape, still-life and figure using value systems, perspective, proportion, color and composition as it relates to the practice of traditional drawing and painting techniques. Students learn to work with media such as charcoal, chalk, pastel, pen and ink, watercolor, gouache and oil and/or acrylic paint.

Credits 3**Lecture Hours 2****Lab/Clinical/Field Study Hours 2****Prerequisites**

ARTS110 or permission of instructor.

ARTS250 : Special Topics in Arts

An in-depth, advanced lecture/studio course that explores a specialized area of the ARTS to enhance the portfolio for potential employment and/or improve a skill set in an area of fine or digital arts. The specialized course topic is intended to be explored in a comprehensive method to strengthen proficiencies and focus on a topic not offered in a standard curriculum.

Credits 3

Lecture Hours 2

Lab/Clinical/Field Study Hours 2

Prerequisites

ARTS100, ARTS110, ARTS112, ARRTS128 or ARTS135 (Pre-requisite will vary appropriate to special topic).

ARTS290 : Fine Arts Capstone Portfolio

Designed to grant emerging artists the opportunity to prepare and assemble a professional portfolio of artwork for exhibition, employment and/or transfer, prepare photographs and documents for self-promotion and to explore the procedures for competing and exhibiting at the professional level.

Credits 1

Lecture Hours 1

Lab/Clinical/Field Study Hours 0

Prerequisites

Completion of two, 200-level ARTS courses

Aviation

AVIT/TVRF263 : Aerial Video Production

This course is designed for the remote aircraft pilot interested in learning to use a small-unmanned aircraft for professional photography and videography. Topics include but are not limited to visual sensors, flying techniques, pre and post processing, and flight planning. Students will create a product portfolio containing samples of their work. This course requires 15 hours of fieldwork.

Credits 1

Lecture Hours 1

Lab/Clinical/Field Study Hours 1

Prerequisites

FAA Remote Pilot Certificate with a Small UAS Rating.

AVIT100 : Introduction to Aviation

This course surveys the major topics in the aviation industry. This course covers aviation history in the United States and internationally, regulations, air space, fundamentals of flight, propulsion, navigation, air traffic control, and unmanned aircraft systems. Emphasis is placed on career paths in aviation. The course covers corporate, airline and airport operations.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

AVIT101 : Experiential Flight

Designed for students interested in experiencing limited flight training. The course provides 5 hours of introductory ground training and 10 hours of flight training. Students will work with an FAA certified flight instructor and will be introduced to basic aeronautical skills and knowledge. This course is not intended for students wishing to earn a pilot's license. The course is for students who simply want to gain some experience flying a single engine aircraft.

Credits 1

Lecture Hours 1

Lab/Clinical/Field Study Hours 1

Prerequisites

U.S. Citizenship

AVIT103 : Simulated Flight

Designed for students interested in experiencing flight training in a flight simulator. The course provides introductory ground and flight training. Students will work with an FAA certified flight instructor and will be introduced to basic aeronautical skills and knowledge. This course is not intended for students wishing to earn a pilot's license. The course is for students who simply want to gain some experience flight training in a flight simulator.

Credits 1

Lecture Hours 1

Lab/Clinical/Field Study Hours 1

AVIT107 : Aeronautical Knowledge Seminar

This seminar is designed to cover the aeronautical knowledge necessary to successfully complete the content knowledge requirement for obtaining a private pilot airplane license. This course may also be taken to reinforce a student's prior aeronautical knowledge.

Credits 1

Lecture Hours 1

Lab/Clinical/Field Study Hours 0

AVIT110 : Aeronautical Knowledge

Introduces students to the basic knowledge necessary to function safely and competently in the flight environment. Topics include but are not limited to airplane components, aerodynamic principles of flight, aircraft instruments and systems, performance prediction and weight/balance control. This course also introduces students to the flight environment including airports, airspace, aeronautical charts, ATC services, navigation aids, VFR and IFR operations, approach and departure procedures, FAA regulations and the Airman's Informational Manual. Additionally, the course covers basic weather theory, weather forecasts and reports, pilotage, dead reckoning, communication procedures, flight planning, decision making, human factors and aviation physiology.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

ENGL080 and MATH074 or MATH099 or Placement test scores.

AVIT115 : National Airspace System

Provides foundational and technical knowledge of the National Airspace System. Describes NAS features and components, associated systems, and next generation air transport concepts and plans. Topics include but are not limited to, The Federal Aviation Administration, NAS and air traffic control, NAS systems, instrument navigation procedures, next generation air transportation system, navigating the NAS, commercial space transportation, and unmanned aircraft systems. Course may include field trips to the FAA's William J. Hughes Technical Center.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****AVIT125 : Special Topics in Aviation Studies**

This course is designed to introduce students to particular topics related to or influencing aviation. Topics are selected based on their significance and or level of impact. Topics may include, emerging technologies, regulations, aviation history, advances in aviation or general aviation topics. See current course schedule for specific course topic information.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****AVIT127 : Introduction to Airport Management**

Provides students with an introduction to the major elements in the process of airport planning and management. Topics include but are not limited to airport regulations, financing, site selection and environment impact, airport capacity and delays, terminal planning and design, ground access planning, daily operations and security, and airline and public relations.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****Prerequisites**

ENGL080 and MATH074 with grades of C or better or Placement Test scores.

AVIT135 : Introduction to Unmanned Aircraft Systems

Designed to introduce students to unmanned aircraft systems. Topics include but are not limited to system elements, regulations, operations, practical uses of UAS, safety, the history and future of UAS, sensors and payloads and human factors.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****AVIT140 : Small Unmanned Aircraft Systems Operation-Multi-Rotor**

This course is designed to prepare students to operate a small-unmanned aircraft system (sUAS). Topics include but are not limited to the Code of Federal Regulations 14 part 107, airspace classifications, aeronautical chart reading, emergency procedures, conditions affecting flight, and aeronautical decision-making. This course requires a flight laboratory where students will operate a sUAS. The coursework also prepares students for the Federal Aviation Administration's Unmanned Aircraft Systems Knowledge Test. Upon successful completion of the test, students may be eligible to seek their FAA Remote Pilot Certificate with a Small Unmanned Aircraft Systems Rating.

Credits 3**Lecture Hours 2****Lab/Clinical/Field Study Hours 3****AVIT145 : Private Pilot Helicopter**

Includes actual flying experience with an FAA approved flight instructor. Students will receive 56 hours of flight instruction including dual and solo, 14 hours of pre/post flight briefing, and 45 hours of ground instruction. Successful completion will result in earning a Private Pilot license. This course facilitates students in developing the knowledge and skills needed to safely exercise the privileges and obligations of a Private Pilot acting as Pilot-in-Command of a helicopter. This is a Pass/Fail course.

Credits 4**Lecture Hours 3****Lab/Clinical/Field Study Hours 5****Prerequisites**

Proof of US citizenship or TSA approval, valid second-class medical certificate to enroll in this course.

AVIT150 : Flight Attendant Essentials

This course provides an introduction to flight attendant duties. Topics include but are not limited to flight safety, federal aviation regulations, passenger cabin procedures, human factors, passenger care and management, conflict resolution, aircraft systems, emergency and boarding procedures, in-flight service procedures, safety briefing announcements, customer service skills and airline terminology.

Credits 4**Lecture Hours 4****Lab/Clinical/Field Study Hours 0****Prerequisites**

HOSP100

AVIT185 : Remote Sensing Using Unmanned Aircraft Systems

Introduces students to the use of unmanned aircraft systems for remote sensing and acquiring information about the Earth's surface without coming in contact with it. Topics include but are not limited to an introduction to remote sensing, classification of unmanned aircraft systems, attitude estimation, lateral channel fractional order flight controller design, remote sensing using a single UAS, using multiple UAS's, and diffusion control using mobile sensors and actuator networks.

Credits 4

Lecture Hours 4

Lab/Clinical/Field Study Hours 0

AVIT200 : Aeronautical Skills

This course is designed to extend a student's flight training. The course provides an opportunity for students to focus on their individualized needs as a student pilot attempting to gain the skills and knowledge necessary to safely exercise the privileges and obligations of a licensed pilot. Students are presented with a combination of lecture, simulation, and practical flight experience designed to meet their needs. This course affords students an additional 15 hours of flight training with a certified flight instructor.

Credits 1

Lecture Hours 1

Lab/Clinical/Field Study Hours 1

Prerequisites

Permission of Instructor

AVIT210 : Private Pilot Airplane

Includes actual flying experience with an FAA approved flight instructor. Students will receive 56.5 hours of flight instruction including dual and solo, 14 hours of pre/post flight briefing, and 45 hours of ground training. Successful completion will result in earning a Private Pilot Certificate. This course facilitates students in developing the knowledge and skills needed to safely exercise the privileges and obligations of a Private Pilot acting as Pilot-in-Command of a single-engine airplane. This is a Pass/Fail course.

Credits 4

Lecture Hours 3

Lab/Clinical/Field Study Hours 3

Prerequisites

AVIT110 (may be taken concurrently). Proof of US citizenship or TSA approval, valid second-class medical certificate to enroll in this course.

AVIT220 : Instrument Pilot Knowledge

Focuses on ground training to prepare students for the Federal Aviation Administration's instrument rating knowledge examination. Topics include but are not limited to Federal Aviation Regulations, attitude flight, navigation aids, instrument flight rules meteorology, instrument flight procedures and operations, and phraseology.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

AVIT210 or AVIT145 (may be taken concurrently)

AVIT225 : Mobilizing a Drone-Powered Economy

This course examines the impact of drones on our economy and society while reviewing the necessary steps for starting a drone business. Topics include but are not limited to the analysis between advances in drone technology and the creation of wealth from new business opportunities that result from technical innovations, legal and liability issues, regulatory considerations, ethical and societal implications, operational considerations, and technical advances and limitations.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

AVIT140 (may be taken concurrently)

AVIT235 : Instrument Knowledge Seminar

This seminar is designed to cover the instrument knowledge necessary to successfully complete the content knowledge requirement for obtaining an instrument rating for an airplane pilot's license. This course may also be taken to reinforce a student's prior aeronautical knowledge.

Credits 1

Lecture Hours 1

Lab/Clinical/Field Study Hours 0

Prerequisites

Valid Pilot's license

AVIT240 : Instrument Pilot Airplane

Includes actual flying experience with a FAA approved flight instructor. Students will receive 40 hours of flight instruction, 15 hours of pre/post flight briefing, and 40 hours of ground instruction. The course is designed for students to gain the necessary aeronautical skill and knowledge to meet the requirements of an Instrument Rating with an Airplane category and a Single-Engine Land class rating. This is a Pass/Fail course.

Credits 2

Lecture Hours 2

Lab/Clinical/Field Study Hours 2

Prerequisites

Proof of US citizenship or TSA approval, valid second-class medical certificate, valid private pilot certificate to enroll in this course.

AVIT245 : Professional sUAS Operations

Provides students with the opportunity to design and develop a standard procedural framework for the safe and professional operation of small unmanned aircraft systems (drones). Topics include but are not limited to designing and developing a safety management system, developing a framework for a maintenance and inspection program.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

AVIT140 (may be taken concurrently)

AVIT250 : sUAS Maintenance & Repair

Students learn the necessary knowledge and mechanical dexterity for the troubleshooting and repair of a variety of technical, electronic, and mechanical problems on a less than 55 pound unmanned aircraft system. Lecture and laboratory topics include sUAS maintenance, identification of system components, payloads, aircraft modification, part installation, hand-held ground control station maintenance, battery maintenance, radio frequency, basic soldering, safety inspections, test flights, software updates, and recordkeeping and checklist writing.

Credits 4

Lecture Hours 3

Lab/Clinical/Field Study Hours 3

Prerequisites

ENGR125 (may be taken concurrently)

AVIT255 : Instrument Pilot Helicopter

Will familiarize the student with helicopter systems, operation, power plant, instrumentation, and performance, loading and flight characteristics used in instrument flying. Includes 58 hours of flight instruction, 54 hours of ground instruction, and 17 hours of pre- and post-flight briefing with an FAA certified flight instructor. This is a Pass/Fail course.

Credits 4

Lecture Hours 3

Lab/Clinical/Field Study Hours 5

Prerequisites

Proof of US citizenship or TSA approval, valid second-class medical certificate, valid private helicopter pilot certificate to enroll in this course.

AVIT260 : Commercial Pilot Knowledge

Focuses on ground training to prepare students for the Federal Aviation Administration's commercial pilot airplane or helicopter knowledge examination. Topics include but are not limited to Federal Aviation Regulations, aerodynamics, weight and balance, aircraft systems, flight planning, and aeronautical decision-making.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

AVIT240 or AVIT255 (may be taken concurrently)

AVIT265 : Commercial Pilot Helicopter

This course covers the aeronautical skills and knowledge necessary to meet the requirements for a commercial pilot certificate with a rotorcraft category and helicopter class rating. Includes 115 hours of flight instruction, 45 hours of ground instruction, and 30 hours of pre- and post-flight briefing. This is a Pass/Fail course.

Credits 5

Lecture Hours 2

Lab/Clinical/Field Study Hours 9

Prerequisites

Proof of US citizenship or TSA approval, valid second-class medical certificate, valid private helicopter pilot certificate with instrument rating to enroll in this course.

AVIT275 : Commercial Pilot Knowledge Seminar

This seminar is designed to cover the aeronautical knowledge necessary to successfully complete the content knowledge portion of obtaining a commercial airplane pilot's license. This course may also be taken to reinforce a student's prior knowledge.

Credits 1

Lecture Hours 1

Lab/Clinical/Field Study Hours 0

Prerequisites

Valid Pilot's License

AVIT276 : Fundamentals of Flight Instruction

This course is designed to introduce the fundamentals of flight instruction. Student will learn about the teaching and learning process, instructional design and delivery, techniques for assessing learning, and methodologies for safely instructing students to fly.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

Valid commercial pilot's license

AVIT278 : Airplane Flight Instructor

This course provides students with the skill, knowledge, and aeronautical experience necessary to meet the requirements for a flight instructor certificate with an airplane category rating and single-engine class rating. The course includes 25 hours of flight instruction, 8 hours of pre/post flight briefing, and 15 hours of ground instruction. Students have the opportunity to practice instruction and the analysis of maneuvers. This is a Pass/Fail course.

Credits 1

Lecture Hours 1

Lab/Clinical/Field Study Hours 1

Prerequisites

Proof of US citizenship or TSA approval, valid second-class medical certificate, valid commercial pilot certificate with an instrument rating to enroll in this course.

AVIT280 : Commercial Pilot Airplane

Includes 120 hours of flight instruction, 13 hours of pre/post flight briefing, and 35 hours of ground instruction with an FAA approved flight instructor. The course is designed for students to gain the necessary aeronautical skill and knowledge to meet the requirements of a Commercial Rating with an Airplane category and a Single-Engine Land class rating. This is a Pass/Fail course.

Credits 4

Lecture Hours 2

Lab/Clinical/Field Study Hours 8

Prerequisites

Proof of US citizenship or TSA approval, and a valid second-class medical certificate, valid private pilot certificate to enroll in this course.

AVIT282 : Helicopter Flight Instructor

This course is designed to prepare students to become a certified flight instructor. Upon successful completion, students will demonstrate the necessary aeronautical skill to obtain a certificated flight instructor certificate with a rotorcraft category and helicopter class rating. The course includes 25 hours of flight instruction, 40 hours of ground instruction, and 7 hours of pre- and post-flight briefing, so students can practice instruction and the analysis of maneuvers. This is a Pass/Fail course.

Credits 2

Lecture Hours 2

Lab/Clinical/Field Study Hours 2

Prerequisites

Proof of US citizenship or TSA approval, valid second-class medical certificate, valid commercial helicopter pilot certificate with an instrument rating to enroll in this course.

AVIT286 : Multi-Engine Pilot

This course is designed to provide students with the aeronautical skill and knowledge necessary to safely operate a multi-engine fixed wing aircraft under normal and emergency conditions. Emphasis will be placed on systems operations, use of flight instruments, flight maneuvers, and instrument navigation systems on typical multi-engine aircraft. This course includes 16 hours of ground instruction, 4 hours of pre/post flight briefing, and 15 hours of flight instruction. This is a Pass/Fail course.

Credits 1

Lecture Hours 1

Lab/Clinical/Field Study Hours 1

Prerequisites

Proof of US citizenship or TSA approval, valid second-class medical certificate to enroll in this course.

AVIT288 : Commercial Helicopter Add-On

This course is designed to provide students with the aeronautical skill and knowledge necessary to earn a commercial pilot helicopter add-on to an existing commercial airplane pilot certificate. This course includes 40 hours of dual flight instruction and 35 hours of solo flying for a total of 75 hours of flight time. The course also includes 39.5 hours of ground instruction, and 30.25 preflight and post briefing and debriefing. The FAA required minimum flight hours in this course are 75 hours, however, the actual flight hours may vary based on student proficiency. This is a Pass/Fail course.

Credits 4

Lecture Hours 2

Lab/Clinical/Field Study Hours 7

Prerequisites

AVIT280 or valid commercial pilot certificate with an instrument rating, Proof of US citizenship or TSA approval, valid second-class medical certificate, to enroll in this course.

AVIT290 : UAS Capstone Project

Provides students with an opportunity to utilize a small-unmanned aircraft system for the collection, analysis, and post processing of data into information. Students may propose a project to be completed during the semester or choose from one of the college's ongoing projects. Projects may focus on geospatial data collection, orthorectified mapping, radiometric analysis, agricultural data analysis, structural inspections, volumetric measurement, or aerial videography/photography. Students will develop a project proposal, image acquisition plan, flight plan, and a presentation. Students are required to meet in the classroom and in the field with the instructor.

Credits 1

Lecture Hours 1

Lab/Clinical/Field Study Hours 1

Prerequisite Courses

AVIT140: Small Unmanned Aircraft Systems Operation-Multi-Rotor

Biology

BIOL/ANTH101 : Biological Anthropology: Human Origins and Evolution

Introduction to biological anthropology. Study of human genetics, biochemistry, anatomy, physiology, and primatology including the primate fossil record.

Demonstrates how biological aspects of humans have evolved and how biological evolution is intertwined with human culture, human behavior and the environment. Only anthropology course that fulfills laboratory science requirements. Meets General Education requirement for Science.

Credits 4

Lecture Hours 3

Lab/Clinical/Field Study Hours 3

Prerequisites

ENGL080 and MATH073 or MATH099 with grades of C or better, or Placement into ENGL101 and MATH074 or College level Math.

BIOL/PHIL104 : Bioethics: Realities of the New Millennium

Deals with the controversial biological issues of today: animal welfare, bioengineering, death and dying issues concerning the unborn to the aged, etc. Focus is on student opinions and in-depth discussions. Of particular interest to students in Allied Health. May be used as a liberal arts or free elective.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

BIOL103 : Biology of Our World

A survey of biological principles including cell theory, diversity of living organisms, bioenergetics, genetics and evolution. Continuity is maintained via an ecological emphasis and the application of biology to everyday life. This course includes animal dissection. Will not serve as a prerequisite for upper-level biology offerings. Meets General Education requirement for Science.

Credits 4

Lecture Hours 3

Lab/Clinical/Field Study Hours 3

Prerequisites

ENGL080 and MATH073 or MATH099 with a grade of C or better or Placement test score or SAT score. Recommended for non-science majors requiring one semester of biological science.

BIOL109 : General Biology I

Introduction of biological principles of chemical and cellular organization, metabolism and energy processing, cellular reproduction, genetics, evolution and microbes. Recommended for science majors or students requiring two semesters of biological science. General Biology I (BIOL109) and Biology of Our World (BIOL103) are not equivalent or sequential courses. Students may use only one of these introductory courses to meet the lab science requirement. Meets General Education requirement for Science.

Credits 4

Lecture Hours 3

Lab/Clinical/Field Study Hours 3

Prerequisites

ENGL080 and MATH074 or MATH099 with grade of C or better or Placement test score or SAT score.

BIOL110 : General Biology II

Aspects of animal and plant life, anatomy, physiology, development, control mechanisms, behavior, evolution and distribution. Investigative laboratory experience with living and preserved material. This course includes animal and plant dissection. Meets General Education requirement for Science.

Credits 4

Lecture Hours 3

Lab/Clinical/Field Study Hours 3

Prerequisites

BIOL109 with a grade of C or better. Recommended for students seeking to complete their two-semester General Biology sequence with an emphasis on the animal and plant kingdoms.

BIOL118 : The Human Body

Study of the structure and function of the organ systems stressing their role in keeping the body alive. This course cannot be used as a prerequisite for any biology course. This course may include animal dissection. Meets General Education requirement for Science.

Credits 4

Lecture Hours 3

Lab/Clinical/Field Study Hours 3

Prerequisites

ENGL080 with a grade of C or better or Placement into ENGL101 and MATH073 or MATH099 with a grade of C or better or Placement test score or SAT score.

BIOL205 : Genetics

Genetics is designed to give the student an overview of the discipline of genetics, the study of the transmission of biological properties from parents to the offspring. This course introduces the principles of transmission, molecular, population, and quantitative genetics. The laboratory activities will teach students basic skills in classic and modern genetics.

Credits 4

Lecture Hours 3

Lab/Clinical/Field Study Hours 3

Prerequisites

BIOL109 and CHEM110 with a grade of C or better, or permission of instructor.

Semester Offered

Fall

BIOL220 : Human Anatomy and Physiology I

Study of basic cell biology, integumentary, muscular, skeletal, nervous and endocrine systems. This course includes animal dissection. Meets General Education requirement for Science.

Credits 4

Lecture Hours 3

Lab/Clinical/Field Study Hours 3

Prerequisites

BIOL109 or CHEM100 or CHEM110 with a C or better, or a score of 70% on the chemistry or biology placement exam; ENGL080 with a grade of C or better or Placement into ENGL101; and MATH074 or MATH099 with a grade of C or better or Placement Test score or SAT score. Atlantic Cape Nursing students should take CHEM100. Students planning to transfer should seek advice from their transfer institution and/or an academic advisor on whether to take BIOL109, CHEM100, or CHEM110 course.

BIOL221 : Human Anatomy and Physiology II

Study of circulatory, respiratory, digestive, excretory and reproductive systems. This course includes animal dissection. Meets General Education requirement for Science.

Credits 4

Lecture Hours 3

Lab/Clinical/Field Study Hours 3

Prerequisites

BIOL220 (formerly BIOL120) with a C or better.

BIOL250 : Microbiology

Introductory survey of microorganisms including bacteria, yeast, molds, viruses, rickettsiae, protozoa and algae. Emphasis on bacteria in their various ecological niches. Attention given to the medical, sanitary and industrial aspects of microbiology.

Credits 4

Lecture Hours 3

Lab/Clinical/Field Study Hours 3

Prerequisites

Two college-level lab science courses with a grade of C or better, or permission of instructor.

Business Administration

BUSN/HOSP205 : Human Resources Management

Studies the internal problems of management related to the administration of staffing, interviewing, selection, labor relations, promotion and separation policies, and expatriate training, roles and responsibilities.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

BUSN222, formerly BUSN120 (may be taken concurrently), or with permission of instructor.

BUSN101 : Introduction to Business

The nature of American business, its opportunities, and capitalistic environment. Topics include various types of ownership, organization, management, marketing, industries, personnel, labor and legal considerations.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

BUSN104 : Entrepreneurship

Study of the problems in operating a small business. Includes site selection, insurance, record keeping, inventory control, buying, promotion and employee relations.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

BUSN106 : Business Ethics

Course requires students to confront provoking ethical issues by first examining their personal values system, along with critical thinking and reasoning skills, and placing these systems and skills into challenging ethical dilemmas. The course emphasizes ethical issues currently being faced in all lines of business and workplace organizations. Students will be introduced to the concepts of corporate governance and corporate social responsibility. Documented case studies from actual businesses will be used to illustrate and analyze ethical dilemmas.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

BUSN142 : Personal Finance

This course provides students with a basic understanding of personal finance so they may properly prepare and manage their financial needs. Topics include, but are not limited to, personal financial planning, budgeting, income taxes, cash management, credit cards and debt, various types of insurances, homeownership, stocks, bonds and mutual funds, retirement and estate planning.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

ENGL080 with a grade of C or better or placement into ENGL101.

BUSN144 : Introduction to Esports

This course introduces students to the industry of Esports. The course examines the essential foundation of how to create value via solving problems and fulfilling consumers' wants and needs in the industry. The course highlights the rapidly changing business cycles of the Esports industry with particular interest in the unique operational challenges faced by managers given their roles and functions in the organization.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

ENGL080 with a grade of C or better or placement into ENGL101

BUSN150 : Principles of Esports & Event Planning

This course focuses on the management skills of planning, organizing, leading and controlling Esports events. This course will also focus on the management skills needed to identify and understand the techniques used to analyze and categorize the risks that come with managing Esports events. Additional emphasis will be placed on the ethics and social responsibility concerns that are relevant to the industry. This course will also help the student develop their Esports management skills in decision-making, motivation, change and innovation. Additionally, students will study the impact of the various stakeholders, business environments, scheduling and event budgeting.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

BUSN144

BUSN202 : Principles of Marketing

Introduces the basic elements of the marketing mix including product, pricing, distribution and promotional concepts. Acquaints students with marketing terminology and prepares them for advanced study in component areas of marketing. This course is the logical first step for those planning further study in advertising, retailing, small business, sales and international marketing or for students seeking to add a dimension of business basics to their non-business program.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

BUSN210 : Business Law I

Foundations of the law of contracts, elements, rights, remedies and discharge; sources of law, court systems, torts and agency; application of the Uniform Commercial Code.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

BUSN211 : Business Law II

Application of law in varied business transactions including negotiable instruments under the Uniform Commercial Code; sales and the formation, operation and dissolution of the sole proprietorship, partnership and corporation.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisite Courses

BUSN210: Business Law I

BUSN222 : Principles of Management

Principles and techniques used by managers to achieve organizational objectives. Emphasis is on the basic functions performed by managers, including planning, directing, organizing and controlling.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

BUSN228 : Supply Chain Management

The focus of this course is on understanding the history, principles and major elements of supply chain management. Specific topics include sourcing and purchasing management; managing supplier relationships; demand forecasting; inventory management; quality management; domestic and international transportation; customer relationship management; enterprise resource planning systems; facility location decision-making; performance management; and future challenges facing supply chain managers.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

ENGL080 with a grade of C or better or placement into ENGL101.

BUSN232 : Theories of Leadership

This course studies the main conceptual approaches to personal and organizational leadership. Students examine relationships between leaders and followers, and its impact on culture within organizations.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

BUSN101 or Permission of instructor.

BUSN290 : Practicum in Business Administration

Designed to give students the opportunity to develop themselves as future leaders in business as they will experience actual work situations in a professional setting under the supervision of the course instructor. In addition to the 45 hour field experience, students will attend an orientation session and a mid-semester session on a schedule determined by the course instructor.

Credits 1

Lecture Hours 0

Lab/Clinical/Field Study Hours 3

Prerequisites

Completion of 15 credits of ACCT, BUSN, and/or ECON.

BUSN295 : Career Development in Business Administration

Designed to give students the opportunity to develop themselves as future leaders in business as they will experience actual work situations in a professional setting under the supervision of the course instructor. This course will also help the student be better prepared for their job search through the development of an ePortfolio. In addition to the 45 hour field experience, students will attend classroom sessions on a schedule determined by the course instructor.

Credits 2

Lecture Hours 1

Lab/Clinical/Field Study Hours 3

Prerequisites

Completion of 15 credits of ACCT, BUSN, and/or ECON.

Chemistry

CHEM100 : Introduction to College Chemistry

Study of the basic principles of chemistry for the student with little or no chemistry background. Topics include: mathematics review, significant figures, scientific notation, scientific method, the metric system, problem solving, dimensional analysis, classification of matter, chemical bonding, atomic theory, stoichiometry, gas laws, solution chemistry, acid-base reactions, and equilibrium reactions. Topics are introduced in the lecture and reinforced in the laboratory. This course is appropriate for students in health sciences, pre-science, or non-science curricula. Will not serve as a prerequisite for upper-level chemistry offerings. Meets General Education requirement for Science.

Credits 4

Lecture Hours 3

Lab/Clinical/Field Study Hours 3

Prerequisites

ENGLO80 and MATH073 or MATH074 or MATH099 with a grade of C or better or Placement test score or SAT score. This is a one-semester course for non-science majors.

CHEM110 : General Chemistry I

General theories and principles of chemistry are introduced and emphasized in the lecture and reinforced in the laboratory. Topics include mathematic review, significant figures, scientific notation, scientific method, the metric system, problem solving, dimensional analysis, nomenclature, chemical equations, stoichiometry, heats of reaction, calorimetry, Hess's Laws, gas laws, atomic and molecular theory, structure and chemical bonding. Meets General Education requirement for Science.

Credits 4

Lecture Hours 3

Lab/Clinical/Field Study Hours 3

Prerequisites

ENGLO80 and MATH074 or MATH099 with a grade of C or better or Placement Test score or SAT score. This is a two-semester sequence (with CHEM111) recommended for science majors who intend to transfer to four-year institutions.

CHEM111 : General Chemistry II

Continuation of CHEM110-General Chemistry I. Topics include solution chemistry, molecular weight determination, concentration, kinetics, thermodynamics, equilibrium systems (K_a , K_b , K_{sp}), qualitative and instrumental analysis, acid-base chemistry, redox reactions, electrochemistry, nuclear, organic, polymer and biochemistry.

Credits 4

Lecture Hours 3

Lab/Clinical/Field Study Hours 3

Prerequisites

CHEM110 with a C or better. This is a two-semester sequence (with CHEM110) recommended for science majors who intend to transfer to four-year institutions.

CHEM210 : Organic Chemistry I

Modern theories of molecular structure, reaction mechanisms, and synthesis of organic compounds are introduced. Topics include classification and nomenclature of organic compounds, stereochemistry, hydrocarbons, halogenated hydrocarbons, and spectroscopy. Laboratory sessions will emphasize techniques for the synthesis, purification, and identification of organic compounds.

Credits 4

Lecture Hours 3

Lab/Clinical/Field Study Hours 3

Prerequisites

CHEM111 with a grade of C or better

CHEM211 : Organic Chemistry II

Continuation of CHEM210-Organic Chemistry I. Topics include carbonyl chemistry, aromatic hydrocarbons, phenols, amines, proteins and carbohydrates. Laboratory will emphasize synthesis, purification, and spectroscopic identification of organic compounds.

Credits 4

Lecture Hours 3

Lab/Clinical/Field Study Hours 3

Prerequisites

CHEM210 with a grade of C or better

Semester Offered

Spring

Child Development/ Child Care

CDCC/EDUC103 : Roles of the Early Childhood Professional

This course will introduce teacher candidates to the roles and professional skills and practices that they will need to support each and every child and family in quality early childhood programs. The importance of positive and respectful relationships with families, communities and children will be emphasized. Essential concepts of developmentally appropriate approaches to learning for children including those who are diverse in culture, language, ability, race, and life circumstances will be stressed. Students are introduced to practices, strategies, materials, and resources they can use to help enhance multicultural and anti-bias experiences in the early childhood classroom. Discussion and practice in upholding ethical standards for ethics, equity and other professional practices will be included.

Credits 2

Lecture Hours 2

Lab/Clinical/Field Study Hours 0

CDCC/EDUC115 : Planning the Preschool Curriculum

Theoretical study of programming activity and its relationship to the total growth and development of children in a preschool setting. Students design and carry out activities and experiences for children. In addition to the lecture, students must be available for a three-hour-per-week practicum with a children's group.

Credits 3

Lecture Hours 2

Lab/Clinical/Field Study Hours 3

Prerequisite Courses

EDUC/PSYC110: Child Development: Theory and Practice

CDCC/EDUC252 : Early Childhood Practicum

Teaching practicum and integration seminar for Child Development Associate candidates, Child Development/Child Care and Preschool - Grade 3 Education majors. During the 90 hours of placement, students will observe and interact with children and teaching professionals. Focus will be on development and implementation of appropriate curriculum. A series of seminars will integrate the teaching practicum with core concepts of the early childhood profession. (Placements usually occur during the day; child care employees may use their workplace as the placement.)

Credits 3

Lecture Hours 1

Lab/Clinical/Field Study Hours 6

Prerequisites

EDUC/PSYC110 and CDCC/EDUC115, or permission of instructor.

CDCC104 : Infant and Toddler Development: Theory and Applications

This course is designed to give the student a basic understanding of caring for infants and toddlers in a group setting. Students will learn how to care for children as well as themselves and to be aware of the needs of the child, the care setting, the family, the community, and society as a whole. The course will help you to meet your CDA requirements.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

EDUC/CDCC103 (may be taken concurrently)

CDCC105 : Early Childhood Health, Safety, Nutrition and Special Needs

Provides information about meeting the health, safety, nutrition and special needs of young children. The course will also discuss the important components of these topics and how they can work together. A review of state regulations, key program policies, daily practices, and discussion of early childhood special needs accommodations. A weekly three-hour (45 hour total) practicum with a children's group (early childhood classroom or family home child care) will allow the student to observe and apply research-based theory.

Credits 4

Lecture Hours 3

Lab/Clinical/Field Study Hours 3

Prerequisites

EDUC/PSYC110

CDCC106 : Early Childhood Social/Emotional Development

Provides information about meeting the social/emotional needs for children ages 0 to 5 and their families. The students will explore social and emotional strategies to use in the early childhood classroom and with parents.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

EDUC/PSYC110

CDCC140 : Early Childhood Directors Course

An in-depth study of supervisory skills, management practices, financial accounting, budgeting and developmental appropriate practices. Upon completion of this course, the student will have an action plan to aid in managing a childcare center. Offered to current directors, staff or individuals affiliated in preschool or childcare settings. (Meets the 60-hour Abbott director and non-degreed director's education requirements.)

Credits 4

Lecture Hours 4

Lab/Clinical/Field Study Hours 0

CDCC250 : Infant/Toddler Practicum

The practicum is designed to reinforce prior knowledge rather than new information. Students plan a variety of experiences for infants during the course demonstrating their knowledge and ability to work with the age group. Students must complete 90 hours in a developmentally appropriate infant/toddler setting.

Credits 3**Lecture Hours 1****Lab/Clinical/Field Study Hours 6****Prerequisites**

EDUC/PSYC110 and CDCC104

EDUC/CDCC115 : Planning the Preschool Curriculum

Theoretical study of programming activity and its relationship to the total growth and development of children in a preschool setting. Students design and carry out activities and experiences for children. In addition to the lecture, students must be available for a three-hour-per-week practicum with a children's group.

Credits 3**Lecture Hours 2****Lab/Clinical/Field Study Hours 3****Prerequisite Courses**

EDUC/PSYC110: Child Development: Theory and Practice

Communication

COMM/ENGL209 : Journalism I

Students will learn to apply the foundations of print journalism through a skills-based immersion focusing on the craft's two main components: reporting and writing. Students will learn to operate in a professional news environment by covering a beat and to conduct themselves in an ethical manner.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****Prerequisites**

ENGL101 or permission of instructor.

Semester Offered

Fall

COMM/ENGL210 : Special Topics in News Writing

Students cultivate journalistic and writing skills through an intensive writing workshop that emphasizes an examination of different journalism genres that may include public relations writing, magazine writing, broadcast journalism, creative non-fiction, food writing, sports journalism and others. (See the current course schedule for the topic being offered.)

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****Prerequisites**

ENGL101 with a C or better or permission of instructor.

COMM/ENGL211 : Journalism II

Students will build on concepts learned in Journalism I by learning to write opinion pieces and editorials for daily and weekly newspapers through an intensive writing workshop. Students will learn to research and write opinion pieces and editorials that have impact with the goal of publishing at least one article by the end of the semester. The course will also study the role of opinion pieces in the life of a newspaper and the community.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****Prerequisites**

COMM/ENGL209 or permission of instructor.

Semester Offered

Spring

COMM/ENGL220 : Creative Writing I

Study of and practice in the techniques of writing of the four major genres of imaginative literature: short fiction, poetry, short drama, and creative non-fiction.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****Prerequisites**

ENGL101 with a grade of C or better.

COMM/ENGL221 : Creative Writing II

An intensive course in writing, critiquing, revising, presenting, and publishing in four major genres of imaginative literature: poetry, short fiction, short drama and creative non-fiction.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****Prerequisites**

COMM/ENGL220 or permission of instructor.

COMM103 : Introduction to Mass Media

Studies the impact on our daily lives of television, radio, films, magazines and newspapers and online media.

Students examine how the media influence politics, purchases, and entertainment, and how they affect the culture in shaping beliefs and attitudes. It discusses how each of the media operates and what each accomplishes. By developing their media literacy, students are able to examine the gap between real life and "mediated" reality.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****Prerequisites**

ENGL080 with a grade of C or better or placement into ENGL101

COMM104 : Introduction to Public Relations

Study of the history and role of public relations in society. Students explore mass media, persuasion, publicity, and radio and television. Students examine special events, crisis management, communication techniques, research and evaluation, communication law and ethics. Basically a theory course, this introduction also applies ideas practically to real clients and organizations.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****Prerequisites**

ENGL080 with a grade of C or better or placement into ENGL101

COMM110 : Interpersonal Communication

Observation and study of linguistic and behavior patterns as persons participate in one-to-one and group communications transactions. Meets General Education Communication requirement.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

ENGL080 with a grade of C or better or placement into ENGL101

COMM120 : Public Speaking

Study of elements of rhetoric and speech composition as applied to informative speaking; also instruction and practice in the basic techniques of extemporaneous delivery. Meets General Education Communication requirement.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

ENGL080 with a grade of C or better or placement into ENGL101 (may be taken concurrently)

COMM205 : Television History

This course surveys the historical development of broadcast television from its roots in radio into cable, satellite, electronic networks and the present-day converged media environment. Students learn how television affects American culture, economics, politics and entertainment. Students examine the institutions, structure and programming that has helped television develop into one of our most powerful and important forms of media, binding together America with shared knowledge and experiences and shaping our attitudes, beliefs and values. Students also analyze the interrelationships among television networks and stations with advertisers, audiences and the federal government.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

ENGL101, COMM103, or permission of instructor.

COMM207 : Popular Music & Radio History

This course surveys the historical development of the recording industry from 1900 to the present—with particular emphasis on the way that evolution was shaped by radio. Students examine the symbiotic relationship between the recording and radio industries and analyze how they affected one another during the past century. Students learn how the historical developments affect the industry today—from the minstrel shows through rock 'n roll, MTV and the current converged media environment that emphasizes digital recording and distribution. Students find links between the past, present and future to understand the contemporary recordings and radio industries.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

ENGL101, COMM103 or permission of instructor.

Semester Offered

Spring

COMM208 : Film History

This course surveys the historical development of Hollywood as one of the leading exporters of American culture—each year earning billions of dollars domestically and abroad and spawning a litany of film-themed products through ancillary business. Students examine nine distinct time periods in film history beginning with the pre-cinema period in the late 1800's—organized around four major themes: cultural/historical events, a detailed look at the film business, cataloging of important studio films by genre and an analysis of important films/filmmakers. Students learn about Hollywood's effects on fashion, language, economics and politics. Students analyze the industry's celebrity class—the American equivalency of royalty. Students find links between the past, present and future to understand the contemporary film industry.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

ENGL101, COMM103 or permission of instructor.

Semester Offered

Fall

COMM295 : Communication Fieldwork

The fieldwork course is designed to provide students with on-the-job training and practice in career settings through a faculty-approved work site with a minimum of 135 hours. The purpose of the course is to apply the principles and theories taught in the educational environment with real-life projects in a professional work setting. Students will secure a position at an approved site prior to the start of the course and complete required hours and assignments by the end of the course. Each student will secure fieldwork that is consistent with his or her professional goals.

Credits 3

Lecture Hours 0

Lab/Clinical/Field Study Hours 9

Prerequisites

COMM103 or COMM104 with a grade of C or better, or with permission of instructor.

Computer Information Systems

CISM/CRIM240 : Computer Forensics

Introduces students to computer forensics and the various skills needed to collect and analyze digital evidence for various uses. This course focuses on the use of the most popular forensics tools and provides specific guidance on dealing with civil and criminal matters related to the law and technology.

(May not be offered every semester.

Check with advisor for scheduling info)

Credits 4

Lecture Hours 4

Lab/Clinical/Field Study Hours 0

Prerequisites

CISM125 or departmental exam

CISM/ENVL122 : Agricultural Technology

This course covers topics related to the use of technology in modern agriculture. Students will learn to make informed agricultural observations and decisions related to raising crops and the basics of scouting for problems and helping to solve problems in commercial farms. Students are required to attend at least three field-trips to local farms.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

CISM102 : Computer Fundamentals - Windows

Designed for those with no prior knowledge of computer operations. Students will become oriented to a microcomputer, and will learn introductory skills such as navigating the desktop and folder hierarchy, Recycle Bin, simple word processing and drawing, and browsing the Internet. This course uses Windows.

Credits 1

Lecture Hours 1

Lab/Clinical/Field Study Hours 0

CISM106 : Internet Research

A broad-based overview of Internet research methods designed to meet the needs of users from a broad range of experience levels, this course provides essential information about Internet research, including topics on search toolbars, intelligent search agents and finding, evaluating and citing online sources. Emphasis will be given to scholarly databases available through the College's library and geospatial databases, which can be accessed through web-based geospatial viewers.

Credits 1

Lecture Hours 1

Lab/Clinical/Field Study Hours 0

Prerequisites

ESLNO92 or placement into ENGL070

CISM108 : Microsoft Word

Provides both Microsoft Office Specialist (MOS) Word Associate and MOS Word Expert Certification word processing topics. Course includes managing documents, Inserting and formatting text, paragraphs, and sections, managing tables and lists, creating and managing references, inserting and formatting graphic elements, managing document collaboration, managing document options and settings, using advanced editing and formatting features, creating custom document elements, and using advanced Word features. Prepares the student to earn two digital badges for MS Word Introductory and MS Word Advanced, and to take two Microsoft industry certification exams: MOS Word Associate and MOS Word Expert. No programming experience required.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

CISM125 (may be taken concurrently)

CISM110 : Microsoft PowerPoint & Microsoft Outlook

Provides Microsoft Office Specialist (MOS) PowerPoint Associate and MOS Outlook Associate Certification topics. Course includes managing presentations and slides, inserting and formatting text, shapes, images, tables, charts, smartArt, 3D models, and media, applying transitions and animations, managing Outlook settings and processes, messages, schedules, contacts and tasks. Prepares the student to earn digital badges for MS PowerPoint Introductory and MS PowerPoint Advanced, and to take two Microsoft industry certification exams: MOS PowerPoint Associate and MOS Outlook Associate. No programming experience required.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

CISM125 (may be taken concurrently)

CISM125 : Introduction to Computers

Designed for those with little or no knowledge of computer operations. Students will learn the basic components of a microcomputer, terminology of computing, and fundamentals of integrated software using a word processor, spreadsheet, and file program. Other topics include computers in society, business and government as well as jobs and careers in computing. Meets General Education requirement for Technology.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

ENGL070 with a grade of C or better or placement into ENGL080 or ENGL101 (ESLNO92 and ESLN100 may be taken concurrently with permission of instructor).

CISM130 : Using PC Operating Systems

Designed to give students a chance to obtain fundamental practical knowledge about personal computer operating systems. Students will be introduced to an assortment of the most popular operating systems available today. Experience using DOS, Windows and UNIX will be the focus of the course.

Credits 4

Lecture Hours 4

Lab/Clinical/Field Study Hours 0

Prerequisites

CISM125 (may be taken concurrently)

CISM132 : Problem Solving Using Technology

This course is designed to prepare students for living, working, and studying in a world where technological advances force societal change. Topics include the hardware and software used in performing common computing tasks, appropriate and responsible use of existing and emerging technology tools for decision making, computer aided communication and collaboration, productivity applications, the relationship between data and information, the information processing cycle, data mining, and problem solving. Students will learn to use a variety of software applications to access, organize, and present information. Learning activities include word processing projects, examining data using spreadsheets, organizing data and information using databases, and coding. Meets General Education requirement for Technology.

Credits 4

Lecture Hours 4

Lab/Clinical/Field Study Hours 0

CISM135 : Computer Programming-C++

This course covers programming concepts and methodologies using the C++ programming language. It emphasizes structured programming techniques in procedural programs. The student will learn data types, expressions, control structures, functions, arrays and file management.

Credits 4

Lecture Hours 4

Lab/Clinical/Field Study Hours 0

Prerequisite Courses

CISM125: Introduction to Computers

CISM142 : Help Desk Support

Provides an overview of the topics relevant to working at a help desk including customer service skills. Topics discussed include help desk concepts, roles and responsibilities, help desk operations, help desk processes and procedures, tools and technologies, performance measures, customer satisfaction, listening and communication skills, solving and preventing problems and training.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisite Courses

CISM125: Introduction to Computers

CISM143 : Introduction to Project Management

Provides students with concepts and techniques for managing projects in a wide range of industries and organizations. The course takes a decision-making, business-oriented approach to the management of projects, which is reinforced with current examples of project management in action. The course also addresses project management within the context of a variety of successful organizations, whether publicly held, private, or not-for-profit. Students are introduced to Microsoft Project, an industry standard project management computer application.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisite Courses

CISM125: Introduction to Computers

CISM146 : Computer Networking

This course is designed to prepare students for a career in supporting computer networks. This course provides a strong foundation in networking software, hardware, support and network design.

Credits 4

Lecture Hours 4

Lab/Clinical/Field Study Hours 0

CISM148 : Problem Solving Using Scripting

Presents students with concepts and techniques for solving problems using a scripting language, a query language, and basic hypertext markup language. Covers data types, control structures, input/output, graphical user interface, and data access and exploration. Introduces students to application development using an integrated development environment.

Credits 4

Lecture Hours 4

Lab/Clinical/Field Study Hours 0

Prerequisite Courses

CISM125: Introduction to Computers

CISM149 : Computer Hardware

This course is designed so students learn the concepts and techniques used by certified information technology professionals for supporting and troubleshooting computer hardware. Topics include but are not limited to working inside a computer, supporting processors and memory, supporting hard drives, installing and supporting storage devices, setting up a network, and satisfying customer needs.

Credits 4

Lecture Hours 4

Lab/Clinical/Field Study Hours 0

Prerequisites

CISM125 and CISM130 (both may be taken concurrently)

**CISM154 : Computer Programming-
Java**

Introduces programming concepts and methodologies using the Java programming language. Emphasizes object-oriented structured programming techniques. Covers control structures, file input and output, arrays, strings, and ArrayList. Assignments provide hands-on experience writing, testing, and debugging programs using an integrated development environment. No prior programming experience is required.

Credits 4

Lecture Hours 4

Lab/Clinical/Field Study Hours 0

Prerequisites

CISM125 (may be taken concurrently)

**CISM159 : Intermediate
Programming-C++**

This course covers procedural programming in C++ including functions, vectors, pointers, strings, and advanced file operations. The course also addresses data abstraction with classes, objects and operator overloading which are the root concepts of object-oriented programming. Inheritance, polymorphism, aggregation and object-oriented design are also discussed.

Credits 4

Lecture Hours 4

Lab/Clinical/Field Study Hours 0

Prerequisite Courses

CISM135: Computer Programming-C++

Semester Offered

Spring

**CISM160 : Systems Analysis and
Design**

Investigation of information systems with respect to their existence and identification and development of needed informational improvements within an organization. Recommended methods and procedures considering computer involvement are reviewed, designed and implemented using the case-study approach.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

one of the following: CISM135, CISM154 or CISM174

CISM162 : Microsoft Excel

Provides both Microsoft Office Specialist (MOS) Excel Associate and MOS Excel Expert Certification spreadsheet topics. Course includes creating and managing worksheets and workbooks, creating tables, charts, PivotTables and PivotCharts, applying custom formatting, and performing operations with formulas and advanced formulas. Prepares the student to take two Microsoft industry certification exams: MOS Excel Associate and MOS Excel Expert. No programming experience required.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisite Courses

CISM125: Introduction to Computers

CISM163 : Web Page Design

Covers concepts and techniques related to designing and developing professional Web sites. The course enables students to design and develop a professional Web site using industry-standard tools.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

TCOM127 or permission of instructor.

CISM164 : Microsoft Access

Advanced concepts in relational database development. Emphasis on the structured techniques for program design, development, testing and documentation to build business applications. Includes the creation of data entry screens for interactive environments with emphasis on report generation for business applications.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisite Courses

CISM125: Introduction to Computers

Semester Offered

Fall

**CISM165 : Web Graphics and
Animation**

Introduces students to the techniques, tools and concepts necessary to design and develop graphics and animation for the Internet. Students will work with professional graphic and animation tools to develop a graphics and animation portfolio.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

ARTS135 or CISM125 or permission of instructor. (CISM165 is not a substitute for a 100-level ARTS course for Studio Art majors.)

CISM166 : QuickBooks Online

Provides Intuit quickbooks Certified ProAdvisor Online, Intuit quickbooks Certified ProAdvisor Advanced Online, and Intuit quickbooks Certified ProAdvisor Payroll topics. Course includes Set up a new company, Add Sales and Customers, Add Suppliers and Expenses, Company Activities, Banking, Payroll & Employees, Inventory, and QuickBooks Reports. Prepares the student to earn three Intuit industry certifications: Intuit quickbooks Certified ProAdvisor Online, Intuit quickbooks Certified ProAdvisor Advanced Online, and Intuit quickbooks Certified ProAdvisor Payroll.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

CISM125 (may be taken concurrently)

CISM167 : Programming in Oracle SQL

Provides an introduction to the Structured Query Language using Oracle databases and techniques. Course covers design and programming using diagrammatic techniques and the SQL language. Programming will be done using SQL and students will learn how it can be used to maintain, retrieve, manipulate and design new and used databases. This course will help prepare the student to take an Oracle industry certification exam.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****Prerequisite Courses**

CISM125: Introduction to Computers

CISM170 : Database Design Using Oracle

An introductory course in database management and database development. Course includes the role of databases and their development in organizations, data modeling, and data design using ERD and Oracle SQL, Client/Server environment, Internet Database environment, data warehousing, database administration, Object-Oriented data modeling and Object-Oriented database development.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****Prerequisite Courses**

CISM125: Introduction to Computers

CISM174 : Computer Programming-Visual Basic

This course uses Visual Basic, an object-oriented/event-driven language, to teach fundamental programming concepts. Students with no previous programming experience learn how to plan and create their own interactive Windows applications. Graphic User Interface design skills are emphasized. Students will be able to develop business-related applications.

Credits 4**Lecture Hours 4****Lab/Clinical/Field Study Hours 0****Prerequisites**

CISM125 (may be taken concurrently)

CISM176 : Systems Security Methods

A study of the fundamental techniques for computer security and its implementation. Students will learn to assess and mitigate risk, evaluate and select appropriate technologies, and apply proper security safeguards. (Course is designed to prepare students for the CompTIA Security+ industry certification exam)

Credits 4**Lecture Hours 4****Lab/Clinical/Field Study Hours 0****Prerequisite Courses**

CISM125: Introduction to Computers

CISM180 : Radio Broadcasting

Designed to introduce the student to all aspects of radio station operations. Both technical and conceptual strategies and techniques will be covered. Emphasis will be on production of Internet-based radio programming. Course topics include, but are not limited to, basic audio production, streaming media and the impacts of Internet media on society.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****Prerequisite Courses**

CISM125: Introduction to Computers

CISM182 : Linux

This course provides essential knowledge about the open-source operating system Linux and prepares students for Linux+ Certification. Students will learn to install, configure, manage, network, support, and operate Linux based environments.

Credits 4**Lecture Hours 4****Lab/Clinical/Field Study Hours 0****Prerequisite Courses**

CISM125: Introduction to Computers

CISM185 : Special Topics in Information Technology

Introduces students to a specific topic in information technology. Topics may include new and emerging technologies and/or technology's impact on our world. See the current course schedule for the course topic and prerequisite information.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****CISM190 : Social Media for Business**

This course will explore emerging social media technologies and study their application in business. Students will examine these technologies from a theoretical perspective by reading scholarly research and writing, but will also learn how to use and author content. The course covers technologies including social and business networking, blogs, microblogs, collaboration tools, podcasts, forums, viral video, social bookmarking and other emerging web technologies. Additionally, students will learn how to use these technologies to monitor and engage online communities, identify influencers, establish thought leadership and create a sustainable social media business model.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****Prerequisite Courses**

CISM125: Introduction to Computers

CISM215 : Ethical Hacking

This course teaches students about network attack strategies and common countermeasures. It prepares students to use various penetration testing tools to analyze computer networks for vulnerabilities. Knowledge of these vulnerabilities together with initiating an attack, will help students understand how to counter weaknesses and improve network security. The course covers the objectives of the TestOut Ethical Hacker Pro certification examination.

Credits 4**Lecture Hours 4****Lab/Clinical/Field Study Hours 0****Prerequisite Courses**

CISM176: Systems Security Methods

CISM222 : Issues in Computer Security

Outlines the basic tasks necessary for safeguarding a computer system. Topics covered include personal computer security, organizational computer security, internet security and network security. Course explains how to prepare for attacks and what to do when attacks occur.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

CISM154 or CISM174

CISM230 : Cloud Computing

This course exposes students to the variety, complexity, and capabilities of modern cloud platforms and architectures. The topics covered in the course include cloud infrastructure components, essential characteristics of cloud platforms, security implication of cloud resources, typical instruction sets and architectures of embedded systems. Coursework will include student presentations and a term project that will provide exposure to scientific research in cloud computing. The course prepares the student for the Microsoft Azure AZ900 certification.

Credits 4

Lecture Hours 4

Lab/Clinical/Field Study Hours 0

Prerequisite Courses

CISM125: Introduction to Computers

CISM244 : Advanced Project Management

This course will help students plan and manage a wide range of projects, from meeting crucial deadlines and budgets to selecting the right resources. The focus of this course is on the software tools necessary for successful project management. The course will provide students with an understanding of Microsoft Project and allow them to render the skills necessary to utilize the program. Topics include basic and task specific functions, utilization of PERT/Gant, resource management and calendar work schedule manipulation. In addition, students will also be able to customize Microsoft Project views and menus.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

CISM125 and CISM143

CISM247 : Management Information Systems

Introduces the concept of information as a resource in business and the integration and management of various information resources in a business organization, including management information systems, decision support systems, telecommunications, data management and office automation. Analysis of the manager's role in information system design and the management of information system departments.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

BUSN222 and CISM125

CISM254 : Advanced Computer Programming-Java

Addresses the advanced topics of object orientation used in software engineering, the theory behind data abstraction, inheritance, and GUI design. Additional topics will include sorting and searching algorithms, dynamic data structures and Java database connectivity.

Credits 4

Lecture Hours 4

Lab/Clinical/Field Study Hours 0

Prerequisite Courses

CISM154: Computer Programming-Java

CISM258 : Cyber Defense

This course is designed to teach students how to monitor and respond to cyber threats both proactively and analytically, using hands-on labs with challenging high-stakes scenarios they'll face on the job. It covers the most up-to-date tools, like Burp Suite, Wireshark, Metasploit, Ettercap, and Nmap, to learn job skills used by Incident Responders, Threat Intelligence Analysts, and Cyber Security Analysts in and out of Security Operations Centers (SOC). The course is designed to align with CompTIA Cyber Security Analyst certification CySA+.

Credits 4

Lecture Hours 4

Lab/Clinical/Field Study Hours 0

Prerequisite Courses

CISM176: Systems Security Methods

CISM182: Linux

CISM259 : Advanced Programming-C++

Covers the advanced topics of object-orientation used in software engineering, and the theory behind polymorphism, inheritance, data composition, and exception handling using classes. In addition, data structures and the algorithms associated with them will be studied. These topics will include recursion, stacks, queues, binary trees and sorting.

Credits 4**Lecture Hours 4****Lab/Clinical/Field Study Hours 0****Prerequisite Courses**

CISM159: Intermediate Programming-C++

CISM270 : iPhone Programming

This course is an introduction to writing object-oriented applications for the iPhone, iPod touch and iPad using the iOS SDK, Swift programming language and Cocoa Touch frameworks. Topics will include iPhone development tools and fundamentals, user interface design, how to submit applications to the App Store and applications business issues. An iPhone, iPod touch or iPad are not required for coursework completion. Students will be able to build and test applications on Intel-based Mac computers using a free compiler and simulator.

Credits 4**Lecture Hours 4****Lab/Clinical/Field Study Hours 0****Prerequisites**

CISM135 or CISM154 or permission of instructor.

Semester Offered

Spring

CISM271 : Android Programming

This course is an introduction to developing native applications for Android mobile devices. Students will develop applications in Java using Google's Android Development Toolkit. Topics will include Android development tools, user interface design, how to submit applications to the Android Market and application business issues. An Android mobile device (smartphone or tablet) is not required for coursework completion. Students will be able to build and test applications on a Windows computer using freely available tools such as Eclipse and the Android emulator.

Credits 4**Lecture Hours 4****Lab/Clinical/Field Study Hours 0****Prerequisites**

CISM135 or CISM154 or permission of instructor.

Semester Offered

Fall

CISM280 : Capstone Portfolio

Designed to grant students the opportunity to develop a product portfolio documenting aspects of their academic career. Students will design and develop an electronic portfolio, including examples of their best work from program courses, and will be required to complete a capstone project. The project objectives will be based on the student's major course of study.

Credits 1**Lecture Hours 1****Lab/Clinical/Field Study Hours 0****Prerequisites**

Permission of instructor.

CISM290 : Instructional Technology for Teachers

Designed to introduce pre-service teachers to concepts and techniques for integrating a wide variety of technologies into their curriculum. This course provides hands-on experiences designed to illustrate the possibilities and potentials of technology for education. The course focuses on how teachers can apply technology effectively to promote student learning, higher order thinking skills and critical thinking skills. Included in the course is the development of a portfolio containing lesson plans and examples of completed projects.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****Prerequisites**

EDUC101 and EDUC213 or EDUC/PSYC110

CISM295 : Information Technology Cooperative Education

The cooperative education course is designed to provide students with on-the-job training and practice in career settings through a faculty approved work site. The purpose of the course is to apply the principles and theories taught in the educational environment with real-life projects in a professional work setting. Students will secure a position at an approved site prior to the start of the course and complete required hours and assignments by the end of the course. Each student will secure co-op that is consistent with his or her professional goals.

Credits 3**Lecture Hours 0****Lab/Clinical/Field Study Hours 9****Prerequisites**

Permission of Instructor

CRIM/CISM262 : Mobile Forensics Investigations

This course will familiarize students with mobile devices and technology used by carriers, and analyze the legal implications of using such devices as evidence in a court of law. Students will identify data that can be retrieved from mobile devices such as cellular phones, smartphones and GPS devices. Recovered and analyzed data will include address books, call logs, text messages, video and audio files and internet history. Students will correlate data with records from network service providers. Students will apply industry-recognized best practices to evidence collection and analysis with using current technology.

Credits 4**Lecture Hours 4****Lab/Clinical/Field Study Hours 0****Prerequisite Courses**

CISM125: Introduction to Computers

Criminal Justice

CISM/CRIM240 : Computer Forensics

Introduces students to computer forensics and the various skills needed to collect and analyze digital evidence for various uses. This course focuses on the use of the most popular forensics tools and provides specific guidance on dealing with civil and criminal matters related to the law and technology.

(May not be offered every semester. Check with advisor for scheduling info)

Credits 4**Lecture Hours 4****Lab/Clinical/Field Study Hours 0****Prerequisites**

CISM125 or departmental exam

CRIM/CISM240 : Computer Forensics

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(May not be offered every semester. Check with advisor for scheduling info)

Credits 4**Lecture Hours 4****Lab/Clinical/Field Study Hours 0****Prerequisites**

CISM125 or departmental exam

CRIM/CISM262 : Mobile Forensics Investigations

This course will familiarize students with mobile devices and technology used by carriers, and analyze the legal implications of using such devices as evidence in a court of law. Students will identify data that can be retrieved from mobile devices such as cellular phones, smartphones and GPS devices. Recovered and analyzed data will include address books, call logs, text messages, video and audio files and internet history. Students will correlate data with records from network service providers. Students will apply industry-recognized best practices to evidence collection and analysis with using current technology.

Credits 4**Lecture Hours 4****Lab/Clinical/Field Study Hours 0****Prerequisite Courses**

CISM125: Introduction to Computers

CRIM/GIST170 : Concepts in Terrorism & Homeland Security

Introduces students to terrorism and terrorist organizations, as well as the practices, policies and issues relevant to the security of the United States that terrorism presents. Examines federal, state and local governmental agencies that form the apparatus which provides for homeland security in the United States and their responsibilities regarding natural disasters, terrorism and other man-made catastrophes. Provides a broad-based overview of technologies, including Geographic Information Systems (GIS), used in the analysis and decision-making processes employed by our homeland security apparatus.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****CRIM/SOCL206 : Juvenile Justice**

Theoretical and applied concepts of prevention, treatment, and control of juvenile delinquency and recent legislative and philosophical decisions.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****Prerequisites**

For CRIM206 the prerequisite is CRIM101 or PSYC101.

For SOCL206 the prerequisite is PSYC101 or SOCL101.

CRIM101 : Introduction to Criminal Justice

History, development and philosophy of law enforcement in democratic society. Introduction to agencies involved in the administration of criminal justice career orientation.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****CRIM102 : Introduction to Criminology**

Introduction to deviant behavior and current criminological theories. Emphasis on synthesis and police applications, crime prevention and phenomena of crime.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0**

CRIM105 : Police Operations

Intense study of the roles and functions of American police departments and their evolution in society. A thorough examination is made of police organizations, their philosophies, operations, management and related concepts and techniques. Also emphasized will be issues of police culture, ethics and civil liability and how they affect services provided to the public.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

CRIM106 : Introduction to Corrections

History of corrections, types of inmate control and treatment, the offender in the community, re-entry problems, corrections as part of the criminal justice system and problems in administration.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

CRIM107 : Introduction to Cyber Crime

An overview of the legal and practical issues, theories and methods utilized in the investigation of a Cyber Crime. The basic concepts of Cyber Crime are introduced including the types of crimes, the elements and methods of commission, the technologies necessary for the commission, and the legal and investigative issues.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

CISM125 and CRIM101

CRIM109 : Ethics in Criminal Justice

This course introduces the types of ethical dilemmas that criminal justice students will face in their professional careers. The course examines the nature of human behavior in relation to ethical theories and systems. Examines the various ethical systems used to guide decision making by criminal justice professionals and their application to current ethical issues facing these professionals, and discusses the concepts of Law and Justice in relation to ethics. Basic problems and applications of ethics and how they relate to social and individual issues involved in the criminal justice system will be examined.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

CRIM112 : Criminalistics

This course is designed for students who are pursuing a career in Criminal Justice. It introduces the basic concepts employed in the scientific processing of physical evidence collected from crime scenes and used in a contemporary forensic crime laboratory. Simulated crime scenes and case students will be explored. Laboratory and experiment sessions will emphasize current forensic procedure.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 1

CRIM130 : The Criminal Court System

This course will provide an overview of the criminal court system and process in the U.S., tracing its development from the early beginnings to the present day operation. It will discuss the key personnel functioning daily within a courtroom including, a judge, prosecutor, defense attorney, victims, etc. The criminal judicial process, courtroom proceedings, court rulings, and rules of evidence are also addressed.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

CRIM190 : Special Topics in Criminal Justice

This course is designed to offer an in depth examination of emerging topics in the criminal justice field not otherwise covered in the curriculum. Topics will be offered periodically based on the recognized needs of the field. Topics will include crime analysis, victimology, and emerging issues and technologies.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

CRIM201 : Criminal Law

Study of local, state and federal criminal laws including their classification, nature, evolution and development. Both statutory and common law are explored as well as topics of the adversary system, such as principles of justification and excuse, laws of arrest, and the laws of search and seizure. Special attention is given to the New Jersey Code of Criminal Justice.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisite Courses

CRIM101: Introduction to Criminal Justice

CRIM202 : Constitutional Law

Study of procedural law focusing on the effect of decisions by the United States Supreme Court in establishing ethical criminal justice procedures.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisite Courses

CRIM101: Introduction to Criminal Justice

CRIM203 : Criminal Investigation

Exploration and analysis of modern criminal investigative theories and procedures. Directing criminal investigation for maximum effectiveness with attention to the justice system criteria for evidence submission and testimony in criminal proceedings.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

CRIM210 : Community-Based Corrections

Focuses on the community-based aspect of the correctional system. Strategies of supervision used in probation and parole and theories underlying these strategies and evaluative methods of assessing the impact of these strategies are highlighted. Particular emphasis is given to the role of the helping relationship in the probation/parole agency setting. (May not be offered every semester. Check with advisor for scheduling info)

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****CRIM212 : Trial Advocacy**

Increases comprehension of the historical, ethical and philosophical basis of the American legal system. Each student will have the opportunity to participate in an actual trial preparation and presentation. This course will demystify the operations of the law, court procedures, and the legal system. (May not be offered every semester. Check with advisor for scheduling info)

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****Prerequisite Courses**

CRIM101: Introduction to Criminal Justice

Prerequisites

CRIM101 with a grade of C or better.

CRIM214 : Organized Crime

A foundation course in systematic criminality, which examines those criminal organizations whose method of operation includes fear, violence and corruption to achieve strategic and tactical goals. The course investigates these highly structured, perpetual organizations as well as law enforcement responses to them.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****CRIM216 : Criminal Justice Report Writing**

An intensive course focused on the skills involved with note taking, interviewing and information gathering, which prepares students for the technical requirements of report preparation utilized by criminal justice professionals. Particular emphasis will be placed on the development of technical skills required of law enforcement officers, security personnel, corrections officers, probation officers, forensic personnel, and scientific personnel required to produce a high quality report.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****Prerequisites**

ENGL102 with a grade of C or better

CRIM250 : Internship in Criminal Justice

Designed to give students the opportunity to apply formal education to an actual work situation in the criminal justice field under the supervision of the course instructor and the sponsoring Agency/Entity supervisor. In addition to the 135-hour field experience, students attend classroom sessions on a schedule determined by the course instructor.

Credits 4**Lecture Hours 1****Lab/Clinical/Field Study Hours 9****Prerequisite Courses**

CRIM101: Introduction to Criminal Justice

CRIM201: Criminal Law

CRIM202: Constitutional Law

Culinary Arts

CUBP101 : The Science Behind the Ingredients

This course investigates the science of baking. Students have an opportunity to alter recipes to see the effects the changes will have. Working through a list of ingredients students gain an understanding of the product and its properties. Ingredient substitutions are encouraged in the class.

Credits 2**Lecture Hours 1****Lab/Clinical/Field Study Hours 3****Prerequisites**

CULN101

CUBP110 : Foundations of the Bakeshop

This course covers the foundations for the aspiring culinary, baking and pastry arts professional: knife skills, the history of cuisine from classic to contemporary, culinary math (formulas, conversions and scaling), commercial bakeshop terminology, equipment and ingredient identification, as well as ACA policies and standards of professionalism that are part of a successful beginning.

Credits 2**Lecture Hours 1****Lab/Clinical/Field Study Hours 3****Prerequisite Courses**

CULN111: Culinary Fundamentals

CUBP120 : Introduction to the Art of Pastry

This course covers the methods and techniques in preparing basic desserts including cakes, pies, puddings, mousses, cheesecakes, tarts and glaze pastries. Emphasis is on a variety of decorations, icings, crusts, shortenings and butter creams.

Credits 2**Lecture Hours 1****Lab/Clinical/Field Study Hours 3****Prerequisites**

CUBP210

CUBP150 : Plated Desserts

This course focuses on combining previously learned elements to create optimal presentations.

Credits 2

Lecture Hours 1

Lab/Clinical/Field Study Hours 3

Prerequisite Courses

CUBP120: Introduction to the Art of Pastry

CUBP160 : Baking for Alternative Tastes

This course consists of six sessions devoted to producing old world, traditional, ethnic and contemporary desserts prepared for sugar-free, gluten-free, non-dairy, vegan, and other dietary restrictions, employing a variety of alternative ingredients, techniques and methods to achieve high quality, irresistible results.

Credits 1

Lecture Hours 1

Lab/Clinical/Field Study Hours 1

Prerequisite Courses

CUBP120: Introduction to the Art of Pastry

CUBP210 : Advanced Baking Techniques

This course builds on the skills and knowledge acquired in CUBP110–Foundations of the Bake Shop. Emphasis on the proper application of formulas and their relationship to mixing methods used in the preparation of cakes, cookies, roll-in doughs, pate choux, etc.

Credits 2

Lecture Hours 1

Lab/Clinical/Field Study Hours 3

Prerequisite Courses

CUBP110: Foundations of the Bakeshop

CUBP211 : The Art of Bread Making

This course covers an in-depth exploration of breads from around the world. Students will learn about the history of grain and how the art of bread baking gained in popularity. Using ancient techniques and milling fresh flour, the students will create unique and complex breads.

Credits 2

Lecture Hours 1

Lab/Clinical/Field Study Hours 3

Prerequisite Courses

CUBP110: Foundations of the Bakeshop

CUBP222 : Specialty Cakes

This course is designed to present retail concepts in the preparation of special occasion cakes. Emphasis is placed on creative décor utilizing basic ingredients.

Credits 2

Lecture Hours 1

Lab/Clinical/Field Study Hours 3

Prerequisite Courses

CUBP120: Introduction to the Art of Pastry

CUBP225 : Classical Confections

This course is designed to provide an understanding of various ingredients and techniques associated with pastry production and presentation. Styles from Austria, Italy, France and Switzerland will be covered. Emphasis will be placed on miniatures, petit four and French pastry requiring a high level of artistic presentation.

Credits 2

Lecture Hours 1

Lab/Clinical/Field Study Hours 3

Prerequisites

CUBP250

CUBP227 : Retail Bakery Production & Management

This course is designed to teach students how to establish and manage a retail baking/pastry enterprise. Develop skills in human relations and personnel management. Identify factors which determine product quality. Recognize the importance of signature items in the retail industry. Understand the link between equipment used in the pastry shop and how they contribute to menu items. Produce on a daily basis, a diverse assortment of baked goods.

Credits 3

Lecture Hours 2

Lab/Clinical/Field Study Hours 3

Prerequisite Courses

CUBP210: Advanced Baking Techniques

CUBP240 : Borders, Piping and Runouts

This course is offered as a 6-day class designed to elevate the skills of the pastry artist. Creating beautiful borders, chocolate ribbons and royal icing lace, students will have the skill to take any dessert to the next level.

Credits 1

Lecture Hours 1

Lab/Clinical/Field Study Hours 1

Prerequisite Courses

CUBP120: Introduction to the Art of Pastry

CUBP250 : Artistry in Chocolate

This course is offered as a 6-day class covering agriculture and processing, chocolate production and creative candy making. Conching, tempering, flavoring, molding and modeling, the art of the truffle (ganache, fillings, mix-ins, enrobing), storing, packaging and presentation to produce rich, elegant designs for mignardise, garnish or retail sales.

Credits 1

Lecture Hours 1

Lab/Clinical/Field Study Hours 1

Prerequisite Courses

CUBP222: Specialty Cakes

CULA140 : Operating the Successful Kitchen

This course will introduce learners to development, start-up and operation of a successful restaurant concept in a competitive and highly rewarding industry. Students will learn how to set standards that will increase customer loyalty, drive revenues, and increase profits.

Credits 2

Lecture Hours 2

Lab/Clinical/Field Study Hours 0

Prerequisites

CULN140

CULN111 : Culinary Fundamentals

This course will introduce new culinarians to Academy policies and procedures. Foodservice Industry standards and expectations will be reviewed. Students will become familiar with a variety of different and unique career opportunities and professional organizations. Culinary terminology, cooking methods and fundamental flavor concepts will be explored. Basic tools and equipment, along with knife care, knife sharpening and major knife cutting skills will be introduced. Students will apply basic culinary math concepts to product produced during kitchen lab.

Credits 2

Lecture Hours 1

Lab/Clinical/Field Study Hours 3

Prerequisites

HOSP132 (may be taken concurrently) or proof of ServSafe certification, and ENGL080 with a grade of C or better or placement into ENGL101.

CULN113 : Fundamentals of Garde Manger

Introduction to Garde Manger and the pantry department. Focus is placed on the proper techniques, preparation, presentation and sensory evaluation of the following: appetizers, salads, salad dressing, marinades, cold soups, sandwiches, hors d'oeuvre, charcuterie, condiments, aspic, buffet/platter presentations and garnishes.

Credits 2

Lecture Hours 1

Lab/Clinical/Field Study Hours 3

Prerequisite Courses

CULN111: Culinary Fundamentals

CULN114 : Purchasing, Inventory and Cost Management

This course introduces purchasing strategies and concepts of food and beverage cost control. Students will learn the tools for evaluating current sales and costs, and techniques for determining yields and setting sales prices. These purchasing and cost-related tools will help prepare the learner for success in the food and beverage industry.

Credits 1

Lecture Hours 1

Lab/Clinical/Field Study Hours 0

Prerequisites

CULN111

CULN121 : Foundations of Dining Room Operations

Introduces and familiarizes the student with the functions of an operational dining room, emphasizing skills in various dining room services, such as American, Russian, Buffet, as well as setting and clearing tables, taking orders and serving food and beverages.

Credits 2

Lecture Hours 1

Lab/Clinical/Field Study Hours 3

Prerequisites

CULN111

CULN125 : Kitchen Foundations: Stocks, Soups and Sauces

This course focuses on stocks, soups and sauces with emphasis on quality ingredients that lead to a better finished product. Learning the skill of making exceptional stocks allows students to build sauces and soups on a strong foundation. Classical and contemporary soups and sauces will be explored.

Credits 2

Lecture Hours 1

Lab/Clinical/Field Study Hours 3

Prerequisite Courses

CULN111: Culinary Fundamentals

CULN130 : Vegetables, Starches and Grains

The course covers all basic cooking techniques through the use of vegetables, starches and grains. Identifying the best technique to use for each product students will develop a sound foundation in cooking principles. Additional information on diversity and important agricultural practices will be learned through use of local farms, kitchen garden and campus organic greenhouse.

Credits 2

Lecture Hours 1

Lab/Clinical/Field Study Hours 3

Prerequisite Courses

CULN125: Kitchen Foundations: Stocks, Soups and Sauces

CULN134 : Breakfast Cookery

This course is offered as a 6-day class allowing students to discover the fundamental importance of the egg and the many roles it plays from sunny side up or scrambled, to omelets and frittatas, in pancakes, waffles, French toast, custards, quiche and more.

Credits 1

Lecture Hours 1

Lab/Clinical/Field Study Hours 1

Prerequisites

CULN130 or CULN145

CULN135 : Culinary Special Topics

This course examines current trends in the culinary field. Students work with newly introduced ingredients and equipment as well as classical selections. Focus is on technique, preparation and presentation. See the current course schedule for the topic being offered.

Credits 1

Lecture Hours 1

Lab/Clinical/Field Study Hours 1

Prerequisite Courses

CULN175: Nutrition for Culinary Professionals

CULN140 : Culinary Math and the Successful Chef

This course is designed to depict a chef's role today which includes costing, portion control, menu development and purchasing. This class will hone basic math skills and create a lasting awareness of the financial elements associated with the food and restaurant business.

Credits 1

Lecture Hours 1

Lab/Clinical/Field Study Hours 1

Prerequisite Courses

CULN111: Culinary Fundamentals

CULN145 : Vegetable and Plant-Based Cuisine

The course covers all basic cooking techniques through the use of vegetables, starches, grains and vegetarian lifestyles. Identifying the best technique to use for each product students will develop a sound foundation of plant-based cooking principles. Topics to include vegetable, legume, potato, rice and pasta cookery. Exploration and preparation of worldwide vegetarian lifestyles and their common dishes incorporating indigenous and typical ingredients will also be focused on.

Credits 2

Lecture Hours 1

Lab/Clinical/Field Study Hours 3

Prerequisites

CULN125

CULN158 : Cooperative Education I

This course will allow for students to complete 100 hours of front-of-the-house service experience in the student run restaurant. Skill acquisition will include; standards of service, phone etiquette, point of sales systems, style of service, beverage service and customer satisfaction evaluation.

Credits 1

Lecture Hours 0

Lab/Clinical/Field Study Hours 6

Prerequisite Courses

CULN111: Culinary Fundamentals

CULN165 : Meat Cookery

This course covers the methods of meat cooking to include roasting, broiling, pan-broiling, pan-frying, stir-frying, grilling, stewing and braising. Identifying the proper method requires and understanding of the cuts of meat and their characteristics. Students will learn butchery and the ability to identify different cuts and select appropriate cooking techniques.

Credits 2

Lecture Hours 1

Lab/Clinical/Field Study Hours 3

Prerequisites

CULN130 or CULN145

CULN170 : Poultry and Seafood Cookery

This course covers butchery and fish mongering and will introduce students to the specific characteristics of these valuable proteins. Learning the cuts will help identify the best cooking methods to use for each. Sauté, poaching, stewing, frying, grilling and roasting will be covered. Emphasis will be placed on finishing techniques appropriate to each dish.

Credits 2

Lecture Hours 1

Lab/Clinical/Field Study Hours 3

Prerequisite Courses

CULN165: Meat Cookery

CULN175 : Nutrition for Culinary Professionals

This course is a scientific exploration of the fundamentals of nutrition. Course content includes classroom and laboratory experience needed to develop an overall understanding of culinary principles and application of nutritional concepts. This course will also cover how nutrients impact energy metabolism, digestion, absorption and transport.

Credits 2

Lecture Hours 1

Lab/Clinical/Field Study Hours 3

Prerequisites

CULN125 for Baking and Pastry students; CULN145 for Culinary Arts students.

CULN188 : Cooperative Education II

This course includes 100 hours of back-of-the-house service experience in the student run restaurant. Skill acquisition will include; station organization, time management, menu production, plate presentation and professionalism.

Credits 1

Lecture Hours 0

Lab/Clinical/Field Study Hours 6

Prerequisite Courses

CULN158: Cooperative Education I

CULN170: Poultry and Seafood

Cookery

CULN158: Cooperative Education I

CULN170: Poultry and Seafood

Cookery

CULN203 : Fundamentals of Restaurant Production

This course provides students with practical experience in all areas of food production by rotating through the stations of a professional kitchen. Students will apply previously learned cooking techniques and skills for the preparation, finishing and presentation of soups, salads, sauces, vegetables, starches, animal and plant-based proteins, baked goods and desserts for a variety of functions and events.

Credits 2

Lecture Hours 1

Lab/Clinical/Field Study Hours 3

Prerequisites

CULN170

CULN209 : Advanced Garde Manger

Preparation and techniques of modern and classical cold food displays. Studies on buffet planning and layout, charcuterie, advanced plate presentation, modern appetizer plates, composed plates, molecular gastronomy, ice sculpting, sushi production and product utilization.

Credits 2

Lecture Hours 1

Lab/Clinical/Field Study Hours 3

Prerequisite Courses

CULN113: Fundamentals of Garde

Manger

CULN221 : Italian Regional Cuisine

This course is designed to introduce students to the cooking, wines and cuisines of the eight major regions in Italy: Piedmont, Emilia-Romagna, Tuscany, Umbria, Abruzzi, Latium, Campania and Calabria. Emphasizes ingredients, presentation styles and cooking techniques.

Credits 2

Lecture Hours 1

Lab/Clinical/Field Study Hours 3

Prerequisite Courses

CULN170: Poultry and Seafood Cookery

CULN225 : Plant-Based Diets

This course is offered as a 6-day class designed to develop a full understanding of vegetarian, vegan and macrobiotic diets. Discover the culinary, nutritional and environmental advantages of common and exotic vegetables and fruits, a world of noodles, rice and soy products and how best to handle, prepare and present them.

Credits 1

Lecture Hours 1

Lab/Clinical/Field Study Hours 1

Prerequisite Courses

CULN175: Nutrition for Culinary Professionals

CULN226 : The Art of Charcuterie

This course provides an introduction to the art of Charcuterie. By butchering a whole pig, students will learn to process every facet of the animal. Zero waste is the goal. Focus will be on sausages, confits and rillettes, techniques include curing, drying, and smoking. Bacon, pork belly, trotters and head cheese will also be covered. Basic condiments and cheese will be introduced. Strong emphasis is placed on sanitary practices.

Credits 2

Lecture Hours 1

Lab/Clinical/Field Study Hours 3

Prerequisite Courses

CULN113: Fundamentals of Garde Manger
CULN165: Meat Cookery

CULN230 : Contemporary Culinary Concepts

This course is about designing a concept food truck and menu. Review of start-up cost, making a business plan, choosing the right equipment, floor plan design, navigating permits, licensing, inspection requirements, choosing a location, branding and marketing the mobile kitchen are all essential to success.

Credits 1

Lecture Hours 1

Lab/Clinical/Field Study Hours 1

Prerequisite Courses

CULN170: Poultry and Seafood Cookery

CULN231 : Mobile Retail Food Operations

This course is about designing and implementing a concept food truck and menu. Review of start-up costs, making a business plan, choosing the right equipment, floor plan design, navigating permits, licensing, inspection requirements, choosing a location, branding and marketing the mobile kitchen are all essential to success.

Credits 3

Lecture Hours 2

Lab/Clinical/Field Study Hours 3

Prerequisites

CULN170 (may be taken concurrently) for Culinary Arts students; CULN113 (may be taken concurrently) for Baking/Pastry students

CULN232 : Advanced Dining Room

This course is designed to give students an understanding of a restaurant front-of-the-house operation. Emphasis on service skills required to handle all phases of providing quality service, recruiting, selecting and training of professional service personnel, and capturing return business for the operation. Students are introduced to the identification of various grapes used in the production of wine, the main wine producing countries and their regions, and the characteristics of those wines in relation to menus.

Credits 2

Lecture Hours 1

Lab/Clinical/Field Study Hours 3

Prerequisite Courses

CULN188: Cooperative Education II

CULN235 : A la Carte Restaurant Production

This course is designed for back of the house students, to apply and demonstrate the practical and theoretical skills learned in all prerequisite courses in hot and cold food production, baking and pastry production, restaurant operations and nutrition. Emphasis is placed on the realistic operation of a restaurant kitchen producing product prepared from an a la carte style menu.

Credits 2

Lecture Hours 1

Lab/Clinical/Field Study Hours 3

Prerequisites

CULN222 and CULN248

CULN240 : Street Foods of the World

This course is offered as a 6 day class introducing Vietnamese Pho and bánh mì, Indonesian satays, Indian Samosas, Jamaican "Patty", Korean Bimbim Guksu, New Orleans Beignet. Dishes will be examined by category (wrapped in dough, on a stick, noodles, AKA a sandwich, etc.) to show how they can relate to one another (Pierogi/Dim Sum) even though they may be enjoyed a world apart.

Credits 1

Lecture Hours 1

Lab/Clinical/Field Study Hours 1

Prerequisites

CULN170 and CULN248

CULN245 : The Entrepreneurial Chef

This course takes a look at the business fundamentals needed for a successful startup. Whether the idea is for something brand new or a revision to a current concept this course will focus on what it takes to get started and be successful.

Credits 1

Lecture Hours 1

Lab/Clinical/Field Study Hours 1

Prerequisites

CULN248

CULN248 : Cooperative Education III

This course includes 100 hours of fieldwork and is designed to provide students with the on-the-job-training and practice in career settings through a faculty approved work site. The purpose is to apply the principles and theories taught in the educational environment with the real-life projects in a professional work setting. Students will be assigned a position at an approved site prior to the start of the course and complete required hours and assignments by the end of the course. Each student will be assigned fieldwork that is consistent with his or her professional goals.

Credits 1

Lecture Hours 0

Lab/Clinical/Field Study Hours 6

Prerequisite Courses

CULN175: Nutrition for Culinary Professionals

CULN288 : Cooperative Education IV

This course includes 100 hours of fieldwork and is designed to provide students with the on-the-job-training and practice in career settings through a faculty approved work site. The purpose is to apply the principles and theories taught in the educational environment with the real-life projects in a professional work setting. Students will be assigned a position at an approved site prior to the start of the course and complete required hours and assignments by the end of the course. Each student will be assigned fieldwork that is consistent with his or her professional goals.

Credits 1

Lecture Hours 0

Lab/Clinical/Field Study Hours 6

Prerequisites

CULN248 and CULN230

Dance

DANC170 : Introduction to Dance

Broad survey of the dance field through lecture, discussion and audiovisual presentations. Explores historical and contemporary perspectives of dance. Meets General Education requirement for Humanities.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

DANC171 : Modern Dance I

Fundamentals of modern dance for the purpose of artistic development and self-expression. History of modern dance and its outstanding figures included with practical performance applications. Emphasis on kinesthetic perception of movement itself and its interrelationship with emotional expression.

Credits 2

Lecture Hours 1

Lab/Clinical/Field Study Hours 2

DANC172 : Modern Dance II

Fundamentals of modern dance for the purpose of artistic development and self-expression. History of modern dance and its outstanding figures included with practical performance applications. Emphasis on kinesthetic perception of movement itself and its interrelationship with emotional expression.

Credits 2

Lecture Hours 1

Lab/Clinical/Field Study Hours 2

Prerequisites

DANC171 or permission of instructor.

DANC173 : Jazz Dance I

Introduction to techniques used by jazz dancers. History of jazz dance and outstanding figures including a variety of styles with stress on technical facility and the pleasure of moving well.

Credits 2

Lecture Hours 1

Lab/Clinical/Field Study Hours 2

DANC174 : Jazz Dance II

Continuation of DANC173-Jazz Dance I with additional emphasis on technique and contemporary styling, their historic foundations and notable practitioners.

Credits 2

Lecture Hours 1

Lab/Clinical/Field Study Hours 2

Prerequisites

DANC173 or permission of instructor.

DANC175 : Tap Dance I

Introduction to the basic movements of tap dancing and to experiment with movement patterning as well as the study of its origin, history and development of styles.

Credits 2

Lecture Hours 0

Lab/Clinical/Field Study Hours 2

DANC176 : Tap Dance II

Continuation of DANC175-Tap Dance I.

Credits 2

Lecture Hours 0

Lab/Clinical/Field Study Hours 2

Prerequisites

DANC175 or permission of instructor.

DANC271 : Ballet I

Fundamental course in classical ballet. History, exceptional practitioners, vocabulary and techniques of ballet movement with emphasis on body alignment and effective methods of gaining strength and flexibility for proper ballet deportment through (barre) bar and center floor exercises.

Credits 2**Lecture Hours 1****Lab/Clinical/Field Study Hours 2****DANC272 : Ballet II**

Continuation of DANC271-Ballet I with additional emphasis on technique, contemporary styling, their historic foundations and notable practitioners.

Credits 2**Lecture Hours 1****Lab/Clinical/Field Study Hours 2****Prerequisites**

DANC271 or permission of instructor.

Developmental Studies

DEVA110 : Introduction to Career Development

Designed to help students examine the world of work. Through various learning activities they will examine their interests, attitudes, abilities and how they relate to work. Students will develop skills in seeking employment as they relate to the lifelong process of career development.

Credits 2**Lecture Hours 2****Lab/Clinical/Field Study Hours 0****DEVA155 : Student Success Seminar**

An eight week seminar designed to help students explore what motivates them to learn, work and achieve.

Topics and skills addressed include: college resources, active learning, self-motivation, self-management, active listening and decision making. These topics are explored through lectures, discussions, self-assessment, writing and classroom activities.

Credits 2**Lecture Hours 2****Lab/Clinical/Field Study Hours 0****DEVS111 : College Skills**

Instruction and guided practice in the skills necessary to succeed in college courses, especially note taking, text reading, and writing papers and test answers. Students must be simultaneously registered in the designated content course. Required of students on the basis of standardized test results or on academic probation.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****Prerequisites**

Placement Test score and enrollment in related content course

Earth Science

ESCI100 : Earth Science

Designed to give an overview of the disciplines of geology, oceanography, meteorology and astronomy. Topics include the metric system, minerals, rocks, water, soil, weathering and erosion, earthquakes, floods, waves, tides, currents, coastal erosion, air masses, clouds, the greenhouse effect, global warming, atmosphere, humidity, tornadoes, hurricanes, weather systems and fronts, nor'easters, thunderstorms, constellations, eclipses, stars, the solar system, galaxies and the universe. Laboratory and fieldwork are required. Meets General Education requirement for Science.

Credits 4**Lecture Hours 3****Lab/Clinical/Field Study Hours 3****Prerequisites**

ENGLO80 and MATH073 or MATH074 or MATH099 with a grade of C or better or Placement Test score or SAT score.

Economics

ECON110 : Macroeconomics

Prerequisite: MATH073 with a grade of C or better or Placement test score.

Introduction to macroeconomic analysis stressing national income and product, employment, monetary and fiscal policies and their interrelationship, and economic growth. Meets General Education requirement for Social Science.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****Prerequisites**

MATH073 with a grade of C or better, or Placement Test score or SAT score.

Note: ECON210 may be taken concurrently.

ECON210 : Microeconomics

Microeconomic analysis of markets, stressing price and output determination by the firm; and income distribution through wages, rents, interests and profits. Discussions on select domestic and international economic problems.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****Prerequisites**

ECON110 (may be taken concurrently) or permission of instructor.

Education

CDCC/EDUC103 : Roles of the Early Childhood Professional

This course will introduce teacher candidates to the roles and professional skills and practices that they will need to support each and every child and family in quality early childhood programs. The importance of positive and respectful relationships with families, communities and children will be emphasized. Essential concepts of developmentally appropriate approaches to learning for children including those who are diverse in culture, language, ability, race, and life circumstances will be stressed. Students are introduced to practices, strategies, materials, and resources they can use to help enhance multicultural and anti-bias experiences in the early childhood classroom. Discussion and practice in upholding ethical standards for ethics, equity and other professional practices will be included.

Credits 2

Lecture Hours 2

Lab/Clinical/Field Study Hours 0

EDUC/CDCC252 : Early Childhood Practicum

Teaching practicum and integration seminar for Child Development Associate candidates, Child Development/Child Care and Preschool - Grade 3 Education majors. During the 90 hours of placement, students will observe and interact with children and teaching professionals. Focus will be on development and implementation of appropriate curriculum. A series of seminars will integrate the teaching practicum with core concepts of the early childhood profession. (Placements usually occur during the day; child care employees may use their workplace as the placement.)

Credits 3

Lecture Hours 1

Lab/Clinical/Field Study Hours 6

Prerequisites

EDUC/PSYC110, CDCC/EDUC115, or permission of instructor.

EDUC/HSRV126 : Introduction to Special Services

Interdisciplinary survey of current research, practice and trends in the identification of children and adults with developmental disabilities and other special needs. The services required supporting quality education, training and development through the life span will be described. Intended for students interested in the fields of special education and human services for the developmentally disabled.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

PSYC135 or CDCC/PSYC110 or HSRV115, or permission of instructor.

Semester Offered

Spring

EDUC/PSYC110 : Child Development: Theory and Practice

Principles and theories of the development of the child from birth through adolescence. Intellectual, psychosocial and physical development will be studied with an emphasis on the role of family and care-giving adults in the optimal growth and development of the child. In addition to the lecture, students must be available for a three-hour-per-week practicum with a children's group. (Placements usually occur during the day; early childhood employees may use their workplace as the placement.) Meets General Education requirement for Social Science.

Credits 4

Lecture Hours 3

Lab/Clinical/Field Study Hours 3

EDUC/PSYC213 : Educational Psychology

The teaching-learning process is examined through a study of the major psychological theories of learning, motivation and maturation. These psychological principles are applied to practices of classroom instruction that consider the developmental stage, abilities and learning styles of the learner.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

PSYC101 or EDUC/PSYC110 or PSYC135 with a grade of C or better

EDUC/PSYC226 : Psychology of Exceptionality

Survey of the major categories and types of exceptionality (e.g. mental retardation, learning disabilities, giftedness). Topics include characteristics, causes, identification/assessment, educational remediation approaches and transition to adulthood.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

PSYC101 or EDUC/PSYC110 or PSYC135 with a grade of C or better

EDUC101 : Historical Foundations of American Education

Historical and philosophical foundations of education in America. Providing students a research-based understanding of the teaching profession and the issues and controversies affecting education today.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

EDUC105 : Orientation to Substitute Teaching

Provides the student with fundamental knowledge and skills to become a substitute teacher in grades pre-K through 12. Students will be introduced to basic planning, observation, classroom management and teaching techniques. The application process and expectations of local school districts will be discussed. Applicants must apply for a substitute certificate through the county superintendent of schools office.

Credits 1

Lecture Hours 1

Lab/Clinical/Field Study Hours 0

EDUC220 : Field Placement in Educational Psychology

Provides observational and application experience to students who will transfer into teacher certification programs. Forty-five hours of placement at an elementary or secondary school are required. Five hours of group work will be done online. Students will complete a series of observations and assignments based on major developmental theorists and educational methods.

Credits 1

Lecture Hours 0

Lab/Clinical/Field Study Hours 3

Prerequisites

EDUC/PSYC213 (may be taken concurrently)

Engineering

ENGR101 : Introduction to Engineering

Provides a broad introduction to the engineering profession for those with little or no prior exposure to the subject while providing a foundation for additional study in engineering. Students are introduced to the engineering profession and different disciplines of engineering. The interdependency of these disciplines will also be explored through the completion of projects that require input from several disciplines of engineering.

Credits 2

Lecture Hours 2

Lab/Clinical/Field Study Hours 0

Prerequisites

MATH074 or MATH099 (may be taken concurrently).

ENGR125 : Introduction to Electronics

Provides a comprehensive introduction to electronics. The coursework places emphasis on the fundamental theories and laws required for understanding electronics. Learning activities focus on the entry-level skills required in the field of electronics. It also provides an opportunity for students to develop a working vocabulary of key terminology. Lecture and laboratory topics include developing a comprehensive foundation of direct current and alternating current circuits, the basic skills of circuit analysis, design, and testing, Ohm's and Kirchhoff's Laws.

Credits 4

Lecture Hours 3

Lab/Clinical/Field Study Hours 3

Prerequisites

MATH074 or MATH099 or Placement Test score.

ENGR200 : Engineering Design

Designed to teach students freehand pencil sketching and visualization skills that will be used throughout their academic years and their professional career. Students are introduced to a computer-aided design program predominately used by engineers.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisite Courses

ENGR101: Introduction to Engineering

ENGR201 : Statics

An introduction to the concepts and characteristics of forces and couples. Topics include but are not limited to distributed forces, center of mass, equilibrium of particles and rigid bodies. Additional topics include trusses and frames, internal forces, shear, moment distribution in beams and area moments of inertia.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

MATH155 or PHYS225 with a grade of C or better

ENGR202 : Mechanics of Materials

Introduces students to the concepts of stress and strain and their tensor properties. Topics include but are not limited to elastic stress strain relations, analysis of stress and deformation in members subject to axial, torsional, bending and combined loading and column stability.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

ENGR201 with a grade of C or better

ENGR203 : Computing for Engineers

This course is an introduction to a powerful programming language and development environment for engineers and scientists. Programming concepts are illustrated with various engineering application examples. Topics of study include the programming environment, plotting, manipulating matrices, operators, built-in functions, user-defined functions, user controlled input and output, relational and logical operators, repetition structures, symbolic mathematics and numerical methods.

Credits 4**Lecture Hours 4****Lab/Clinical/Field Study Hours 0****Prerequisites**

MATH150

ENGR204 : Dynamics

Covers kinematics and kinetics of particles and rigid bodies. Topics also include but are not limited to acceleration, work, energy, power, impulse and momentum.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****Prerequisites**

ENGR201 with a grade of C or better

English

ENGL/COMM209 : Journalism I

Students will learn to apply the foundations of print journalism through a skills-based immersion focusing on the craft's two main components: reporting and writing. Students will learn to operate in a professional news environment by covering a beat and to conduct themselves in an ethical manner.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****Prerequisites**

ENGL101 or permission of instructor.

Semester Offered

Fall

ENGL/COMM210 : Special Topics in News Writing

Students cultivate journalistic and writing skills through an intensive writing workshop that emphasizes an examination of different journalism genres that may include public relations writing, magazine writing, broadcast journalism, creative non-fiction, food writing, sports journalism and others. (See the current course schedule for the topic being offered.)

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****Prerequisites**

ENGL101 with a C or better or permission of instructor.

ENGL/COMM211 : Journalism II

Students will build on concepts learned in Journalism I by learning to write opinion pieces and editorials for daily and weekly newspapers through an intensive writing workshop. Students will learn to research and write opinion pieces and editorials that have impact with the goal of publishing at least one article by the end of the semester. The course will also study the role of opinion pieces in the life of a newspaper and the community.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****Prerequisites**

COMM/ENGL209 or permission of instructor.

Semester Offered

Spring

ENGL/COMM220 : Creative Writing I

Study of and practice in the techniques of writing of the four major genres of imaginative literature: short fiction, poetry, short drama, and creative non-fiction.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****Prerequisites**

ENGL101 with a grade of C or better.

ENGL/COMM221 : Creative Writing II

An intensive course in writing, critiquing, revising, presenting and publishing in four major genres of imaginative literature: poetry, short fiction, short drama and creative non-fiction.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****Prerequisites**

COMM/ENGL220 or permission of instructor.

ENGL070 : Reading/Writing I

Introduction to those processes vital to understanding discursive prose. Students will read extensively and write thoughtfully, responding to topics of general or popular interest while increasing their facility with the print code. Required for students with significant difficulties in literacy skills.

Credits 4**Lecture Hours 4****Lab/Clinical/Field Study Hours 0****Prerequisites**

Placement Test score or ESLN100 with a grade of C or better and ESLN100 Exit Exam placement

ENGL080 : Reading/Writing II

Guidance in those processes vital to understanding academic prose. Students will read intensively and write thoughtfully, responding to prose sampled from other disciplines while increasing their facility with the conventions of writing. Required for students with moderate difficulties in literacy skills.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****Prerequisites**

ENGL070 with a grade of C or better, or Placement Test score, or ESLN100 with a grade of C or better and ESLN100 Exit Exam placement

ENGL099 : Accelerated Learning Program Support

This course provides support for developmental students who are mainstreamed into ENGL101. Students read and write both extensively and intensively completing the course goals and objectives as the ENGL101 students. Students are introduced to the college's resources and services and supported in their development as successful college students.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

Taking an English (ENGL) course for the first time after ACCUPLACER ENGL080 Placement or ESLN100 with a grade of C or better and ESLN100 Exit Exam placement.

ENGL101 : Composition I

Instruction and guided experience in reading and writing, with application of invention and revision techniques, including peer feedback, collaboration and dialogue. Emphasis is on establishing dialectic relationships with the ideas of others and on writing essays in response to readings. Meets General Education requirement for Communication.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

ENGL080 with grade of C or better or Placement Test score, or ESLN100 with a grade of C or better and ESLN100 Exit Exam placement

ENGL102 : Composition II

Continued instruction in the processes of analytic reading and writing including reliance on text macrostructure to understand and summarize readings, and on heuristics as a means of text exploration. Evaluation and correct documentation of sources using standard MLA or APA guidelines is required. There is instruction on how to support claims through a process of research. Critique and revision of writing occurs individually and collaboratively. Guidance and practice provided in presenting findings to an audience of peers. Texts include fiction and nonfiction. Meets General Education requirement for Communication.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

ENGL101 with a grade of C or better

ENGL104 : Introduction to Literature

Examines the three primary literary genres: prose fiction, poetry and drama. Readings will include selections from classical and contemporary authors emphasizing appreciation, comparison, and differences of diverse cultures, world views and value systems. Students will write essays in response to the readings. Meets General Education requirement for Humanities.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

ENGL101 with a grade of C or better

ENGL201 : World Literature

A study of literary masterpieces from a variety of non-Western cultures, emphasizing appreciation, comparison and differences of diverse cultures, world views and value systems. Emphasis also on the historic/geographic influences on a people and its literature. Meets General Education requirement for Diversity and Humanities.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

ENGL101 with a grade of C or better

ENGL202 : Race and Ethnicity in Literature

This course is a study of literature from a variety of racially and ethnically diverse cultures, emphasizing struggles that have been overcome and suffering which people have endured. Students will use literature to discuss their own value systems (text to world critical thinking); providing a safe environment in which students can academically discuss a subject that troubles our culture today. This course is delivered not through lecture but reading, discussion, and reflective writing. Emphasis is also on the historic/geographic/political influences on a people and its literature. Meets General Education Requirement for Diversity and Humanities.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

ENGL101 with a grade of C or better

ENGL203 : British Literature I

Study of the Middle Ages, the Early Modern (Renaissance), and the Restoration and the 18th century periods of British literature, including fiction, poetry and drama. Students will read and evaluate materials from the time periods, developing a greater awareness of the genres, the movements and key literary figures.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

ENGL101 with a grade of C or better

Semester Offered

Fall of odd years

ENGL204 : British Literature II

Study of the Romantic, Victorian, Modern and Contemporary periods of British literature, including fiction, poetry and drama. Students will read and evaluate materials from the time periods, developing a greater awareness of genres, movements and key literary figures.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

ENGL101 with a grade of C or better

Semester Offered

Spring of even years

ENGL205 : 19th Century American Literature

Study of writers and works of the 19th century in their social and cultural context. Meets General Education requirement for Humanities.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

ENGL101 with a grade of C or better

Semester Offered

Fall of even years

ENGL206 : 20th Century American Literature

Study of writers and works of the 20th century and their social and cultural context. Meets General Education requirement for Humanities.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

ENGL101 with a grade of C or better

Semester Offered

Spring of odd years

ENGL212 : Significant Themes in Literature

Examines fiction, drama, poetry and nonfiction from a thematic base. See the latest course schedule for the theme currently being offered.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

ENGL101 with a grade of C or better

ENGL213 : Western Literature I

Study of masterpieces of Europe not written in English, from the Greek World up to the Renaissance. Works are read in English translations. Emphasis on appreciation and comparison of themes as they evolved. Meets General Education requirement for Humanities.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

ENGL101 with a grade of C or better

ENGL214 : Western Literature II

Study of masterpieces of the European and New World not written in English, from 1600 to the present. Works are read in English translations. Emphasis on appreciation and comparison of themes as they evolved. Meets General Education requirement for Humanities.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

ENGL101 with a grade of C or better

Semester Offered

Spring of odd years

ENGL215 : 20th Century African-American Literature

Course will examine the literature written by and about African Americans from the First World War through the end of the 20th century. Meets General Education Requirement for Humanities.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

ENGL101 with a grade of C or better

ENGL216 : Shakespeare

Study of Shakespeare's major plays and selected sonnets.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

ENGL101 with a grade of C or better

ENGL218 : Literature for Children

Study of the history and diversity of fiction, non-fiction and poetry written for children aged two through 14. Students will extensively read and evaluate samples of literature through the children's literary canon and develop criteria for selecting and using literature with children at various stages in their development.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

ENGL101 with a grade of C or better

ENGL223 : Poetry Workshop

Instruction and practice in classical and contemporary techniques and forms of poetry. Emphasis will be on mastering the basic rhythms, patterns and forms of poetry.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

ENGL101 with a grade of C or better

ENGL224 : Environmental Literature

Environmental literature deals with the complex environmental problems that confront society by providing a broad, basic understanding of how physical, biological and human components of the environment interact. The course introduces writers who have inspired greater awareness and appreciation for the natural world. A concluding focus on the Middle Atlantic states brings an opportunity for local observations.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

ENGL101 with a grade of C or better

ENGL230 : Technical Writing

Technical Writing offers writing for specific professions in geographic and computer information systems, aeronautics, computer sciences, allied health, criminal justice and law, among others. This course will offer an introduction to writing reports, proposals, instruction manuals, tutorials, and other multimedia documents, with an emphasis on audience, purpose, logic grammar, diction, organization, style, and format. Students will gain an understanding of technical writing as it applies to their career paths. Meets General Education requirement for Communication (AAS degrees only).

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****Prerequisites**

ENGL101 with a grade of C or better

English as a Second Language

ESLN060 : Elementary ESL I

Beginning level course for students whose native language is not English. Introduces the student to the basic sounds, vocabulary, sentence patterns and communicative functions of English. Emphasis on speaking and listening with an introduction to writing and reading. American cultural conventions are also presented and discussed.

Credits 6**Lecture Hours 6****Lab/Clinical/Field Study Hours 0****Prerequisites**

Placement Test score

ESLN062 : Elementary ESL II

Second level course for students whose native language is not English. Continued practice in the basic sounds, sentence patterns and functions of English. Additional grammatical forms and ways to communicate in different situations are studied, as well as continued discussion of American culture. Equal emphasis on listening, speaking, reading and writing skills.

Credits 6**Lecture Hours 6****Lab/Clinical/Field Study Hours 0****Prerequisites**

ESLN060 with a grade of C or better or Placement Test score

ESLN070 : Intermediate ESL I

Intensive practice in speaking, listening to and reading and writing English using more complex sentence structures and increased vocabulary. Emphasis is on coherence and fluency in writing and speaking. Exploration of American cultural conventions for success in daily living and work and school. Intensive practice of American sound patterns.

Credits 6**Lecture Hours 6****Lab/Clinical/Field Study Hours 0****Prerequisites**

ESLN062 with a grade of C or better or Placement Test score

ESLN071 : Fundamentals of Pronunciation

This course will promote more confident and fluent English pronunciation through extensive pronunciation exercises which will include individual consonant, vowel, and blended sounds. Other aspects of pronunciation will include speech patterns for work and sentence stress, intonation and rhythm. Assignments will be given for further development in the acquisition of standard American English.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****Prerequisites**

ESLN062 with a grade of C or better or Placement Test score

ESLN072 : Intermediate ESL II

Continued intensive practice in speaking, listening and reading and writing English. Continued emphasis on coherence and fluency in writing; emphasis on major items of grammatical correctness. Exploration of American cultural conventions for success in daily living, work and school. Intensive practice of American sound and speech patterns.

Credits 6**Lecture Hours 6****Lab/Clinical/Field Study Hours 0****Prerequisites**

ESLN070 with a grade of C or better or Placement Test score

ESLN074 : Reading and Vocabulary

Development of vocabulary and related learning strategies in English at the intermediate level for non-native speakers of English. Students will read a diverse range of writings including short stories, essays, poetry, and articles from newspapers, magazines and the Internet. Students will employ learning strategies for unfamiliar words and write their reaction to their reading. Students will use new vocabulary in writing assignments to practice appropriate use of word forms. Additionally, vocabulary and learning activities specific to computer technology and the Internet will be explored.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****Prerequisites**

ESLN070 with a grade of C or better or Placement Test score

ESLN075 : Fundamental English Grammar

Discussion and practice of fundamental grammatical structures necessary for successful oral and written communication. Students will practice using grammatical forms in academic, informal and other common situations of daily American life. Students will focus on major verb tenses, common sentence patterns, parts of speech, as well as identifying and correcting common ESL grammar errors found through such activities as oral conversation and short writing assignments. Class meets for three hours a week.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

Placement Test score into ESLN070 or higher.

ESLN080 : ESL Academic Foundations

Course will allow students to acquire the English language skills needed to produce multiparagraph compositions that are correctly written at the intermediate-advanced level. Contemporary reading selections and discussion activities will serve to prepare students to write short compositions. Grammatical skills will be developed through traditional instruction, group editing workshops, and computer-assisted instruction.

Credits 12

Lecture Hours 12

Lab/Clinical/Field Study Hours 0

Prerequisites

Completion of three or more years at an American high school and ESL Placement Test

ESLN090 : Advanced ESL I

Course will develop the ability of students, whose native language is not English, to read, write, listen and speak effectively at an Advanced level. Students will develop fluency and clarity in their writing and pronunciation while developing their vocabulary in standard American English to read and listen successfully. A grade of C or better is required to progress to the next level.

Credits 6

Lecture Hours 6

Lab/Clinical/Field Study Hours 0

Prerequisites

ESLN072 with a C or better or ESL Placement Test

ESLN091 : Special Topics in American Culture

English fluency while integrating into American society requires more than grammar, vocabulary and interactive language skills. This course gives ESL students needed cultural awareness regarding the people, events and circumstances that have shaped America's identity and perspective of the world in a particular way throughout its history. Students examine the references Americans frequently cite about such iconic moments, as well as how these references relate in meaning to current events and life applications such as college lectures and texts. Class meets two hours per week; however, students are required to participate in the lab component for an additional two hours per week. Lab assignments are online to allow students to work at their own pace.

Credits 3

Lecture Hours 2

Lab/Clinical/Field Study Hours 2

Prerequisite Courses

ESLN090: Advanced ESL I

ESLN092 : Advanced ESL II

Course will further develop the ability of students, whose native language is not English, to read, write, listen and speak at a High-Advanced level. Students will develop fluency and clarity in their writing and pronunciation while developing their vocabulary in standard American English to read and listen successfully. A grade of C or better is required to progress to the next level.

Credits 6

Lecture Hours 6

Lab/Clinical/Field Study Hours 0

Prerequisites

ESLN090 with a C or better or ESL Placement Test

ESLN093 : Advanced ESL: Listening and Speaking Skills

Practice in speaking, listening to, and correctly pronouncing American English. Students will listen to various native speakers of English and discuss what they have heard. Extensive practice in pronunciation will include speech patterns like stress, intonation, and rhythm. Laboratory assignments will be given for further development in the acquisition of standard American English speech patterns. This course is required for all students, whose native language is not English, before moving into General Education or program courses.

Credits 4

Lecture Hours 4

Lab/Clinical/Field Study Hours 0

Prerequisites

ESLN092 with a grade of C or better or Placement Test score

ESLN094 : Advanced ESL: Grammar

Discussion and practice of discrete grammatical points necessary for successful oral and written communication. Students will practice using grammatical forms in various situations, such as informal conversations and short writing assignments. Class meets two hours a week; however, students are required to participate in the lab component for an additional two hours per week. Lab assignments are online to allow students to work at their own pace.

Credits 3**Lecture Hours 2****Lab/Clinical/Field Study Hours 2****Prerequisites**

ESLN092 with a grade of C or better or Placement Test score

ESLN095 : American History and Citizenship

Students develop stronger English language skills from studying key events in American history, icons and issues of democracy and citizenship that have shaped our national identity. Also, students explore the meaning and correct use of common sayings referencing these events and ideas. Class meets two hours per week in person and an additional two hours per week online.

Credits 3**Lecture Hours 2****Lab/Clinical/Field Study Hours 2****Prerequisites**

ESLN090 with a grade of C or better or Placement Test score

ESLN096 : Advanced ESL: Listening and Speaking for the Workplace

Discussion and practice of verbal and nonverbal skills needed in a professional environment: problem solving, vocabulary building, practice of appropriate idiomatic phrases to communicate effectively in typical work and social situations. For non-native speakers of English who have reached an advanced level of proficiency in English and who want to refine their skills.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 1****Prerequisites**

ESLN092 with a grade of C or better or Placement Test score

ESLN099 : Strategies for the American Classroom

Instruction and guided practice in the skills necessary to succeed in an American college classroom, especially asking questions, answering questions, participating in small and large group discussions, note-taking, lecture listening, text reading, and vocabulary development. Required of students on the basis of ESL placement.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****Prerequisites**

ESLN092 with a grade of C or better or Placement Test score

ESLN100 : Academic Reading and Writing

Guided experience for English Language Learners in academic reading and writing. Students will critically read academic texts and prepare academic essays. Students will be guided through the stages of writing as well as critical thinking activities in relation to text.

Credits 6**Lecture Hours 6****Lab/Clinical/Field Study Hours 0****Prerequisites**

ESLN080 with a grade of C or better, or ESLN092 with a grade of C or better, or Placement Test score

Environmental Science

ENVL/CISM122 : Agricultural Technology

This course covers topics related to the use of technology in modern agriculture. Students will learn to make informed agricultural observations and decisions related to raising crops and the basics of scouting for problems and helping to solve problems in commercial farms. Students are required to attend at least three field-trips to local farms.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****ENVL200 : Environmental Science**

Introduces students to current environmental problems and discusses the methods by which we analyze, monitor and solve them. Topics include natural cycles and ecosystems, environmental policy and decision-making, energy use, alternative energy, resource extraction and use, food and agriculture, conservation, waste management, pollution, global warming and sustainability.

Credits 4**Lecture Hours 3****Lab/Clinical/Field Study Hours 3****Prerequisites**

BIOL109 and CHEM110

ENVL205 : Ecology

Designed to give the student an overview of the discipline of ecology. Ecology is the study of the abundance and distribution of organisms, and how they interact with their surroundings. This course examines individual, community and ecosystem dynamics using a systems-based approach. Lab methods, data analysis skills and scientific observation are emphasized as tools to help in ecological studies. Topics include: systems, introduction to ecology and the individual (species), population ecology, community ecology, ecosystem structure and dynamics.

Credits 4

Lecture Hours 3

Lab/Clinical/Field Study Hours 3

Prerequisites

BIOL109. Prior completion of a college-level course in Statistics is highly recommended

ENVL221 : Physical Geography

Introduces the fundamental principles of physical geography, including the Earth-Sun relations and associated phenomena-latitude, longitude and time; weather elements and climate types, natural vegetation, soil types and regions; maps and map projections. Interrelationship between animals and nature will be discussed. Lab sessions include fieldwork, data acquisition and processing.

Credits 4

Lecture Hours 3

Lab/Clinical/Field Study Hours 3

Prerequisites

ENVL200 and MATH122 or MATH150.

Fire Safety

FIRS101 : Introduction to Firefighting

This course provides the basic firefighting skills necessary to safely perform duties at the entry level. This course follows the National Fire Protection Association (NFPA) 1001, and meets the requirements of the New Jersey Division of Fire Safety for Firefighter 1. Students must complete additional requisites to attain Firefighter I certification.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

FIRS102 : Introduction to Fire Protection

This course is an introduction to fire protection including, but not limited to, career opportunities in fire protection and related fields; philosophy and history of fire protection; organization and function of public and private fire protection services; fire department as a part of local government; laws and regulations affecting the fire service; specific fire protection functions and introduction to fire protection systems.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisite Courses

FIRS101: Introduction to Firefighting

FIRS103 : Fire Prevention/Fire Inspector I

This course provides fundamental information regarding the basic principles of fire protection and building and construction safety inspection. It provides a basic knowledge and understanding of building construction principles with an emphasis on inspection and enforcement techniques. This course meets the requirement for eligibility to take the national International Code Council (ICC) Fire Inspector I examination. Students must complete additional requisites to attain the New Jersey Division of Fire Safety Fire Inspector I certification.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisite Courses

FIRS101: Introduction to Firefighting

FIRS201 : Firefighting Strategy and Tactics

This course provides the principles of strategic fire ground control through utilization of personnel, equipment and extinguishing agents. Analysis of the nature of fire problems and selection of initial strategies and tactics including an in-depth study of efficient and effective use of manpower and equipment to mitigate the emergency.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisite Courses

FIRS101: Introduction to Firefighting

French

FREN111 : Elementary French I

Introduction to the French language, emphasizing the four skills of comprehension, speaking, reading and writing. Develops basic communication skills in the language that allow the students to succeed in simple, everyday situations encountered in French-speaking communities.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

FREN112 : Elementary French II

Continuation of FREN111-Elementary French I, emphasizing the four skills of comprehension, speaking, reading and writing. To use previous skills as a basis for continuing the development of more advanced communication skills in the language that allow the students to succeed in everyday situations encountered in French-speaking communities. Meets General Education requirement for Humanities.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

FREN111 or permission of instructor.

Game Design and Development

GAME110 : Fundamentals of Game Design

This course is a fundamental course that covers the process of designing and developing complete, commercial games from inception of design idea through development and production. Topics will include structure of a video game, game design team roles, game design documents, game genres, player experience, game mechanics, game balancing, level design principles, storytelling, character development, game world design, user interface design in games. Students will be able to design, build, and test on personal computer using GameMaker Studio.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

ENGL080 with a grade of C or better or placement into ENGL101

GAME150 : Introduction to Game Programming

This course is an introduction to game programming using a modern game engine. Topics include scripting game objects, graphics, game mechanics, sound, animation, physics, user interface design, animation, movement, spawning, collision detection, scenes, lighting, visual effects and artificial intelligence. Students will be able to design and develop a complete game using the Unity game engine and C# programming language.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

MATH122 and GAME110

GAME200 : Game Graphics

This course is an introduction to the techniques and effects used in programming games for modern games. Topics include basic 2D and 3D game graphics tools, game mathematics, colors and pixels, ray tracing, rasterizing, shader programming, surfaces, direct and global illumination, special effects, and rendering. Students will be able to create visually appealing graphical assets for video games.

Credits 4

Lecture Hours 4

Lab/Clinical/Field Study Hours 0

Prerequisites

CISM135 or CISM154 and GAME150

GAME210 : Game Animation

This course is an introduction to the 2D and 3D animation principles and techniques used in modern video games. Topics include 3D animation principles, animation fundamentals, skeletons, rigging, skinning, spline curves, collision movement, forward vs. inverse kinematics, state machines, physics, dynamics, ragdoll, animated textures/shaders, pose, facial, sprites, frame rates, parallax scrolling, and 2D visual effects animation. Students will be able to demonstrate animation knowledge using Autodesk Maya.

Credits 4

Lecture Hours 4

Lab/Clinical/Field Study Hours 0

Prerequisites

CISM135 or CISM154 and GAME150

GAME220 : Artificial Intelligence for Games

This course is an introduction to the various techniques and algorithms used for the implementation of artificial intelligence in video games. Topics will include finite state machines, randomness and probability, sensory systems, flocking, path-following and path-finding, steering behaviors, navigation mesh, behavior trees, and machine learning. Students will be able to develop artificial intelligence for game characters in games using a variety of tools and APIs available using modern game development environment.

Credits 4

Lecture Hours 4

Lab/Clinical/Field Study Hours 0

Prerequisites

CISM135 or CISM154 and GAME150

Geographic Information Systems

GIST/CRIM170 : Concepts in Terrorism & Homeland Security

Introduces students to terrorism and terrorist organizations, as well as the practices, policies and issues relevant to the security of the United States that terrorism presents. Examines federal, state and local governmental agencies that form the apparatus which provides for homeland security in the United States and their responsibilities regarding natural disasters, terrorism and other man-made catastrophes. Provides a broad-based overview of technologies, including Geographic Information Systems (GIS), used in the analysis and decision-making processes employed by our homeland security apparatus.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

GIST101 : Introduction to Geographic Information Systems

A broad-based overview of Geographic Information Systems (GIS) and their applications in the analysis and decision-making process. Students learn how maps are used to collect, analyze, display and evaluate facts and ideas for solving problems in multidisciplinary applications. These skills will help students prepare for careers in fields that use spatial data, including (but not limited to), natural and social sciences, environment, business, hospitality management, history, social work, public safety, health, real estate, criminal justice, engineering and military science. Students are required to have basic computer skills.

Credits 4

Lecture Hours 4

Lab/Clinical/Field Study Hours 0

GIST150 : Geospatial Data Collection

A broad overview of the input module of a Geographic Information System (GIS) that supports coherent outputs to spatial queries. The focus is on the operations and characteristics of land-based, airborne and satellite systems for geospatial data acquisitions for GIS databases. Students will learn the basics of GIS input data quality, understand metadata descriptions, skills to evaluate and understand multisensor data fusion, data compatibilities and types, and a systems approach for a consistent output.

Credits 4

Lecture Hours 4

Lab/Clinical/Field Study Hours 0

Prerequisites

GIST101 and MATH074

GIST201 : Digital Mapmaking

Course is designed to examine concepts and techniques related to the science and art of mapmaking, also known as cartography. Students will learn the fundamental elements of planning, creating and designing digital maps that effectively communicate spatial relationships while considering factors such as type of data, purpose of the map, audience and media. Students will critically analyze different kinds of maps and foster an understanding of the ethical issues involved in making maps.

Credits 4

Lecture Hours 4

Lab/Clinical/Field Study Hours 0

Prerequisite Courses

GIST101: Introduction to Geographic Information Systems

Geography

GEOG102 : Introduction to Cultural Geography

Introductory course using the topic approach to geography. The course is concerned with social institutions, which are commonly shared by all societies, such as language, religion, technology and agriculture as found on the continents of Africa, Australia, Europe, Asia, and North and South America. Meets General Education requirement for Diversity and Social Science.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

GEOG110 : World Geography

Systematic coverage of fundamental geographical principles and concepts with emphasis on the interaction of cultural, social, economic, political and geographic factors in shaping the development of major world regions. Meets General Education requirement for Diversity and Social Science.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

GEOG201 : Urban Geography

The principles, theories, concepts and issues of urban geography will be studied with an emphasis on the concept of place. Urban geographers are interested in the concept of place (a city) and the special situation and diffusion of cities and metropolitan areas across diverse cultural landscapes. This course will examine the site and situation factors of urban areas, the development of cities as economic, social, cultural and political centers, and the links between urban progression and environmental degradation.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

GEOG102 or GEOG110

Government

GOVT101 : Introduction to Government and Politics

Principles and processes of political science. Examination of state-society relationships with emphasis on democratic institutions in the contemporary world; comparative ideologies. Meets General Education requirement for Social Science.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

GOVT110 : American National Government

Examination of the American Federal System including the Constitution, political parties, pressure groups, elections, and the organization and functions of legislative, executive, and judicial branches of government. Meets General Education requirement for Social Science.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

GOVT111 : State and Local Government

Analysis of politics, legal structures and functions of state and local governments including their relationships to each other in federal systems.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Health and Physical Education

HPED117 : Archery I

Skills in target shooting and practical experience.

Credits 1

Lecture Hours 0

Lab/Clinical/Field Study Hours 2

HPED118 : Archery II

Skill advancement and the psychology of competition in archery. For those students who have already developed skill, but want to improve their performance through assessing their weaknesses and correcting their errors.

Credits 1

Lecture Hours 0

Lab/Clinical/Field Study Hours 2

Prerequisites

HPED117 or permission of instructor.

HPED150 : Concepts of Physical Fitness

Physical fitness through a series of lectures and laboratories. Requires mastering selected concepts concerning physical fitness and the development of individual physical fitness profiles.

Credits 1

Lecture Hours 1

Lab/Clinical/Field Study Hours 1

Health Information Technology

HIT110 : Health Informatics

Credits 4

HIT115 : Healthcare Reimbursement

Credits 3

HIT130 : Introduction to Ambulatory Coding

Credits 3

HIT134 : Basic Pathophysiology

Credits 3

HIT140 : Diagnostic & Procedural Coding I

Credits 3

HIT150 : Technical Practice Experience

Credits 1

HIT202 : Statistical Methods for Health Information

Credits 3

HIT205 : Legal & Ethical Issues in HIT

Credits 2

HIT215 : Advanced Ambulatory Coding

Credits 3

HIT220 : Professional Practice Experience

Credits 2

HIT235 : Organizational Resources, QI and PI

Credits 4

HIT240 : Diagnostic and Procedural Coding II

Credits 4

HITT101 : Introduction to Health Information

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.

Credits 3

Lecture Hours 2

Lab/Clinical/Field Study Hours 2

Prerequisites

ENGL080 and MATH074 or MATH099 with a grade of C or better or Placement test score or SAT score.

HITT132 : Basic Pharmacology

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.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

HESC110 and BIOL220 with a grade of C or better.

Health Science

HESC108 : Fundamentals of Nutrition

Introduction to human nutrition, including classes, sources and functions of nutrients; digestion, absorption and metabolism with application to normal developmental and therapeutic nutritional needs. Topics include the sources and function of the macro and micronutrients needed to promote health, well-being, and aid in disease prevention and treatment. Students will explore how cultural influences, attitudes, and behavior affect nutrition status and how to incorporate and utilize information technology and computer applications to assess and improve nutritional health.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

HESC110 : Comprehensive Medical Terminology

Study of English meanings of common basic words and phrases used in the medical field. Includes spelling, prefixes, suffixes, word roots, derivations and usage, and the meanings of common words and phrases. Supplemental topics: pathological conditions, diagnostic procedures, documentation, life span considerations, pathogenesis, and nutrition.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

HESC120 : Medical Assistant Office Procedures

Introduces the profession of clinical medical assisting including the duties of the medical assistant. Course topics include professionalism, life-long learning, medical law and ethics, multidisciplinary teamwork, safety, and communication. Concepts of accurate medical documentation with regard to patient records and other healthcare documentation are introduced. A review of the Microsoft Word and Excel products as used in Healthcare is provided. 15 classroom lecture hours, 45 laboratory skill practice and skill testing hours, Total – 60 hours

Credits 2

Lecture Hours 1

Lab/Clinical/Field Study Hours 3

Prerequisites

ENGLO80, MATH074, and HESC110 with grades of C or better

HESC130 : Medical Assistant Clinical Procedures

Course expands on topics and concepts introduced in HESC120. Content to be covered includes Patient History, Assisting with Exams, Basic Anatomy & Physiology, Microbiology, Medical Laboratory, Vital Signs, Blood and Urine Specimen Collection and Processing, Cardiovascular and Pulmonary Function Testing, Basic Pharmacology, Introduction to Medication Administration and Injections, Minor Office Surgery, and Billing, Coding, and the Electronic Medical Record. Includes an internship in which medical assisting practices will be implemented and evaluated in the in-person patient care environment. 75 classroom lecture hours, 75 laboratory skill practice and skill testing hours, 105 in-person internship hours, Total – 255 hours

Credits 9

Lecture Hours 5

Lab/Clinical/Field Study Hours 12

Prerequisites

HESC120 with a Grade of C or better, and AHA-BLS (CPR) certification

HESC140 : Fundamentals of Phlebotomy

Course provides students with the skills required for blood collection and the handling, transporting, and processing of blood specimens for analysis. Learning experiences include classroom instruction, laboratory practice, and clinical experiences at area healthcare facilities. Students completing all classroom and clinical requirements will be eligible to sit for the National Healthcareer Association Phlebotomy (CPT) certification examination. 15 classroom lecture hours, 45 laboratory skill practice and skill testing hours, 45 internship hours, Total – 105 hrs

Credits 3

Lecture Hours 1

Lab/Clinical/Field Study Hours 6

Prerequisites

ENGLO80, MATH074, and HESC110 with grades of C or better

History

HIST101 : Heritage of the Western World I

Study of past political, social, economic and intellectual developments in ancient, medieval and early modern times. Emphasis on historical problems and forces, which have shaped the present. Meets General Education requirement for History and Humanities.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

HIST102 : Heritage of the Western World II

Study of political, social, economic and intellectual developments from early modern times to the present. Emphasis on historical problems and forces, which have shaped the present. Meets General Education requirement for History and Humanities.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

HIST103 : U.S. History I

Social, economic and political forces from the Age of Discovery to the period of Reconstruction in 1877. Meets General Education requirement for History and Humanities.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****HIST104 : U.S. History II**

Social, economic and political forces that shaped the nation from 1870 to the present. Meets General Education requirement for History and Humanities.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****HIST110 : The African-American**

Examination of the Black American experience from the development of slavery through modern times.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****HIST117 : The Holocaust and Genocide**

Study of the causes and roots of genocide with particular attention given to the Holocaust during the Nazi regime in Germany.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****HIST135 : Selected Topics in History**

A study of the social, political and/or economic developments concerning a specific topic of historical interest. See the current course schedule for the theme being offered.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****HIST210 : Women in American History**

A survey of the social, economic, political and intellectual history of women from pre-Colonial times to the present. Within a chronological context, the course pays particular attention to women activists and political contributions. Meets the General Education requirement for History and Diversity.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****Prerequisites**

ENGL101 or permission of instructor.

HIST220 : African American History

This course is designed to introduce students to the major themes, issues, and debates in African American history from its African origins until today. It will survey the formation of the African American Identity and culture, demographic and migration patterns, contributions of African Americans to the larger culture and in-depth analysis of the struggle for freedom and equality. Meets General Education requirement for History and Diversity.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****Prerequisites**

ENGL101 or permission of instructor

Hospitality

BUSN/HOSP205 : Human Resources Management

Studies the internal problems of management related to the administration of staffing, interviewing, selection, labor relations, promotion and separation policies, and expatriate training, roles and responsibilities.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****Prerequisites**

BUSN222, formerly BUSN120 (may be taken concurrently), or with permission of instructor.

HOSP100 : Orientation to Hospitality and Tourism

Provides a basic overview of the hospitality and tourism industries. Hotels, restaurants, casinos, clubs, travel agencies and cruise ships will be discussed. Career opportunities within both industries will be explored.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****HOSP132 : Food Service Sanitation**

Examines the causes and prevention of foodborne illness outbreaks. Includes methods of safe food handling, receiving, preparation, service, food allergens and food safety regulations and standards. Students must complete the National Restaurant Association's ServSafe Food Protection Manager Certification Examination.

Credits 1**Lecture Hours 1****Lab/Clinical/Field Study Hours 0****HOSP134 : Restaurant Operations**

Covers restaurant operations from concept to service delivery. Topics include site selection, kitchen design, purchasing, storage, menu design, food/labor costs and service standards.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****Prerequisites**

HOSP100, HOSP132, or permission of instructor.

HOSP135 : Food Fundamentals

Examines culinary operations as they relate to front-of-the-house personnel. Includes product identification, appropriate choice of cooking method, nutritional information and its application. Students will acquire skills in recipe writing, designing appropriate menu items and cultural associations with food. Focus is placed on kitchen organization and flow.

Credits 3**Lecture Hours 2****Lab/Clinical/Field Study Hours 2****Prerequisites**

Successful completion of sanitation certification or HOSP132 (may be taken concurrently)

HOSP200 : Hotel Operations

Covers hotel operations from a daily operation including the operational strategy to address guest needs. Yield management concepts, housekeeping and security measures are also discussed. All aspects of this course are supported by a computer-based property management system actually used in the industry. This course will be offered once per year.

Credits 4**Lecture Hours 4****Lab/Clinical/Field Study Hours 0****Prerequisites**

HOSP100 (may be taken concurrently) or permission of instructor.

HOSP215 : Beverage Operations: Wine, Beer and Spirits

Provides a basic understanding of the bar and beverage business. Focuses on the products, equipment, consumer preferences, and regulations for responsible alcohol service.

Emphasizes pairing food and alcoholic beverages. Students must complete the TIPS (Training for Intervention Procedures.) Certification Examination.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****Semester Offered**

Spring

HOSP225 : Hospitality Law

Rights and responsibilities that the law grants to, or imposes upon, the hotel industry and illustrates the possible consequences of failure to satisfy legal obligations. Court cases will be utilized. Casino and travel law and their effects on operations will be included. This course will be offered once per year.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****Prerequisites**

HOSP100 or permission of instructor.

HOSP250 : Catering and Events Planning

Examines the social and economic impact of catering and events planning, including trends and their effects. Styles of catering operations, event coordination, and quality service standards will be addressed. The importance of risk management and crisis management in catering and events planning will be emphasized.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****Semester Offered**

Fall

HOSP265 : Hospitality Sales and Marketing

Examines all aspects of hospitality sales and marketing techniques: developing a marketing plan, effective sales techniques, advertising and public relations efforts, and generational marketing trends as they pertain to the hospitality industry. The increased role of hospitality technology to improve hospitality sales will also be addressed. This course will be offered once per year.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****Prerequisites**

HOSP100 (may be taken concurrently) or permission of instructor.

HOSP295 : Internship in Hospitality Management

Designed to give students the opportunity to apply formal education to an actual work situation in the hospitality field under the supervision of the course instructor and the sponsoring Agency/Entity supervisor. In addition to the 135-hour field experience, students attend classroom sessions on a schedule determined by the course instructor.

Credits 4**Lecture Hours 1****Lab/Clinical/Field Study Hours 9****Prerequisites**

All required hospitality program courses must be completed.

HOSP299 : Seminar in Hospitality Management

Problem identification and development of solutions through group assignments and specific case studies of area hotels. Current industry trends will be highlighted by guest speakers. This course will be offered once a year.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****Prerequisites**

ENGL101, ENGL102, COMM120, HOSP100, HOSP132, HOSP134, HOSP200, HOSP205 and HOSP250 HOSP265; or permission of instructor.

Human Services

HSRV/EDUC126 : Introduction to Special Services

Interdisciplinary survey of current research, practice and trends in the identification of children and adults with developmental disabilities and other special needs. The services required to support quality education, training and development through the life span will be described. Intended for students interested in the fields of special education and human services for the developmentally disabled.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****Prerequisites**

CDCC/PSYC110 or HSRV115 or PSYC135 or permission of instructor.

Semester Offered

Spring

HSRV115 : Introduction to Social Work and Human Services

Introduces students to the history, practice and values of the social work profession. The course provides an overview of the American social welfare system and the roles and skills utilized in human service areas of practice in which social workers and other human service workers are involved. Students will become aware of private and public agencies in the community to facilitate an understanding of jobs in the social welfare system.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

HSRV116 : Social Agency Skills and Processes

Introduces primary skills used in social agencies by human service workers to help clients and to bring about social change. These include interviewing and problem-solving counseling, data collection and assessment skills, case planning and management skills, referral skills, documentation skills, and social change skills. Emphasis is placed on connecting these helping skills to the conceptual frameworks and guiding principles of the social work and human services professions upon which they are based. These topics conform to Topics C201-Introduction to Counseling and C202-Introduction to Techniques and Approaches as approved by the Addictions Professional Certification Board of N. J., Inc.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

HSRV141 : Assessment Skills in Addiction Counseling

Provides knowledge and skills used in the assessment of addiction. Topics include the pharmacology of addiction, the initial interviewing process, biopsychosocial assessment and differential diagnosis, and diagnostic summaries of chemical addictions and compulsive gambling. These topics conform to Domain I of the CADC coursework as prescribed by the Addiction Professionals Certification Board of N.J., Inc.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

HSRV142 : Counseling Skills in Addiction Counseling

Examines the theory and practice of counseling in the addiction counseling field. Individual, family and group approaches as well as the topic of crisis intervention are covered. These topics conform to Topics C203 through C209, Domain II of the CADC coursework as prescribed by the Addiction Professionals Certification Board of N.J., Inc.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisite Courses

HSRV116: Social Agency Skills and Processes

Semester Offered

Fall

HSRV143 : Case Management with Addicted Populations

Focuses on the referral, consultation, and documentation skills in case management with addicted populations. The special needs of and approaches to case management with HIV clients are studied. These topics conform to Domain III of the CADC coursework as prescribed by the Addiction Professionals Certification Board of N.J., Inc.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Semester Offered

Spring

HSRV144 : Client Education with Addicted Populations

Provides students with the knowledge and skills to give information concerning addiction to clients, their families and significant others. The course also prepares students to provide education about addiction to colleagues and community organizations. These topics conform to Domain IV of the CADC course work as prescribed by the Addiction Professionals Certification Board of N.J., Inc.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

HSRV141 or permission of instructor.

Semester Offered

Fall

HSRV145 : Professional Issues in Addiction Counseling

Sociocultural and growth issues related to professional effectiveness will be studied. Topics include legal and ethical responsibilities, cultural competency, personal and professional growth, the use of supervision and consultation, and community involvement. These topics conform to Domain V of the CADC course work as prescribed by the Addiction Professionals Certification Board of N.J., Inc.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Semester Offered

Spring

HSRV215 : Internship in Human Services

Designed to give student the opportunity to apply formal education to an actual work situation in the Human Services field under the supervision of the course instructor and the sponsoring Agency/Entity supervisor. In addition to the 135-hour field experience, students attend classroom sessions on a schedule determined by the course instructor.

Credits 4

Lecture Hours 1

Lab/Clinical/Field Study Hours 9

Prerequisites

HSRV115 and HSRV116 with a grade of C or better

Humanities

HUMT201 : Introduction to Humanities I

Reflections on the creative spirit of humanity in response to enduring questions as seen through the arts, history, literature, science, technology and philosophy from the earliest times to the Renaissance. Meets General Education Requirement for Humanities.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisite Courses

ENGL101: Composition I

HUMT202 : Introduction to Humanities II

Reflections on the creative spirit of humanity in response to enduring questions as seen through the arts, history, literature, science, technology and philosophy from the Renaissance to modern times. Meets General Education Requirement for Humanities.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisite Courses

ENGL101: Composition I

Italian

ITAL111 : Elementary Italian I

Introduction to Italian language and culture for students with little or no knowledge of the Italian language. Instruction in listening, speaking, reading and writing skills to enable students to interact in everyday situations at a basic level. Focus on grammar, vocabulary and pronunciation, as well as customs and culture. Instruction will include practice in both oral and written communication.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

ITAL112 : Elementary Italian II

Continuation of ITAL111-Elementary Italian I, emphasizing listening, speaking, reading and writing, including a basic knowledge of grammar, vocabulary and pronunciation. Instruction will focus on conversational practice with the purpose of enabling students to interact in everyday situations at a high basic level. Meets the General Education requirement for Humanities.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

ITAL111 or permission of instructor.

Mathematics

MATH073 : Introduction to Algebra I—Prealgebra

First of two courses designed for students who need remediation in some areas of arithmetic and beginning algebra as demonstrated by the results of the Placement Test. Concentration is on developing reasoning and problem-solving skills while emphasizing powers and roots of whole numbers, significant digits, order of operations, integers, fractions, first degree linear equations, percents and their applications, polynomials and an introduction to SI units, ratio, proportion and factor analysis. Does not meet General Education requirement for Mathematics.

Credits 4

Lecture Hours 4

Lab/Clinical/Field Study Hours 0

Prerequisites

Placement Test score

MATH074 : Introduction to Algebra II

Second of two courses designed for students who need remediation in some areas of arithmetic and beginning algebra as demonstrated by their results on the Placement Test. Concentration is on developing reasoning and problem skills. Major topics include exponents, factoring of polynomials, graphing, rational expressions, systems of equations in two variables, radicals and quadratic equations and their applications. Does not meet General Education requirement for Mathematics.

Credits 4

Lecture Hours 4

Lab/Clinical/Field Study Hours 0

Prerequisites

MATH073 with a grade of C or better or Placement Test score

MATH099 : Accelerated Elementary Algebra

This course is a self-paced course designed for students to work at their own pace with supplemental instruction and group lectures. This course is designed for students who need remediation in some areas of arithmetic and beginning algebra as demonstrated by placement test score. The concentration is on developing reasoning and problem-solving skills while emphasizing: powers, significant digits, order of operations, integers, fractions, first degree linear equations, percents and their applications, polynomials, ratio, proportion, exponents, factoring of polynomials, graphing, rational expressions, radicals, and quadratic equations and their applications. Completion is equivalent to completing both MATH073 and MATH074. Does not meet General Education requirement for Mathematics.

Credits 4

Lecture Hours 4

Lab/Clinical/Field Study Hours 0

Prerequisites

Placement Test score

MATH121 : Applications of Mathematics

One-semester course that is intended for students who are not mathematics or science majors. Concepts are introduced through examples with a strong emphasis on practical applications. Topics of study include critical thinking skills, sets, logic, systems of numeration, geometry, mathematical systems, consumer mathematics, probability, statistics, and graph theory. Students will be required to work with a calculator and a computer software program. Meets General Education requirement for Mathematics.

Credits 4

Lecture Hours 4

Lab/Clinical/Field Study Hours 0

Prerequisites

MATH073 or MATH099 with a grade of C or better or Placement Test score or SAT score (ESLN092 and ESLN100 may be taken concurrently with permission of instructor).

MATH122 : College Algebra

Includes properties of real numbers, equations, inequalities, linear functions, polynomial and rational functions, exponential and logarithmic functions, inverse functions, analyzing graphs of functions, systems of equations and complex numbers. Meets General Education requirement for Mathematics.

Credits 4

Lecture Hours 4

Lab/Clinical/Field Study Hours 0

Prerequisites

MATH074 or MATH099 with a grade of C or better or Placement Test score or SAT score (ESLN092 and ESLN100 may be taken concurrently with permission of instructor).

MATH150 : Precalculus

Includes equations and inequalities, relations, linear functions, polynomial and rational functions, exponential and logarithmic functions, trigonometric functions, inverse trigonometric functions, trigonometric identities and equations, applications of trigonometry, systems of equations and complex numbers. Students will be required to work with a graphing calculator and a mathematical software program. Meets General Education requirement for Mathematics.

Credits 4

Lecture Hours 4

Lab/Clinical/Field Study Hours 0

Prerequisites

MATH074 or MATH099 with a grade of C or better or Placement Test score or SAT score. (ESLN092 and ESLN100 may be taken concurrently with permission of instructor).

MATH152 : Linear Algebra

Includes linear equations and matrices, linear dependence and independence, determinants, dimension and basis of a vector space, linear transformations, inner product and cross product, orthogonality, eigenvalues and eigenvectors. Students will be required to work with a graphing calculator and a computer software program. Meets General Education requirement for Mathematics.

Credits 4

Lecture Hours 4

Lab/Clinical/Field Study Hours 0

Prerequisites

MATH155 with a C or better or Placement Test score or SAT score

MATH153 : Discrete Mathematics

Students study concepts and techniques that are fundamental to mathematics and computer science. Selected topics are explored in depth from areas of set theory, logic, Boolean algebra, number systems, combinatorics, graph theory, complexity of algorithms and data structure and representation.

Credits 4

Lecture Hours 4

Lab/Clinical/Field Study Hours 0

Prerequisites

MATH122 or MATH150 with a C or better or Placement Test score or SAT score

MATH155 : Calculus I

Topics of study include properties of functions and their graphs, properties and applications of limits, techniques of differentiation, applications of differentiation, techniques of integration, applications of integration, differentiation and integration of logarithmic and exponential functions, differentiation and integration of trigonometric and inverse trigonometric functions, applied optimization, differentials, and hyperbolic functions. Meets the General Education requirement for Mathematics.

Credits 4**Lecture Hours 4****Lab/Clinical/Field Study Hours 0****Prerequisites**

MATH150 or equivalent with a grade of C or better; or Placement Test score or SAT score

MATH156 : Calculus II

Topics of study include applications of integration, integration techniques, indeterminate forms, improper integrals, sequences, series, conics, parametric equations and polar coordinates. Students will be required to work with a graphing calculator and a mathematical software program. Meets the General Education requirement for Mathematics.

Credits 4**Lecture Hours 4****Lab/Clinical/Field Study Hours 0****Prerequisites**

MATH155 or equivalent with a grade of C or better

MATH220 : Statistical Methods

Includes frequency distributions and graphs, data description, counting techniques, probability, discrete probability distributions, the normal distribution, confidence intervals and sample size, hypothesis testing, analysis of variance, correlation and regression. Students will be required to work with a graphing calculator and a computer software program. Meets General Education requirement for Mathematics.

Credits 4**Lecture Hours 4****Lab/Clinical/Field Study Hours 0****Prerequisites**

MATH073 or MATH099 with a grade of C or better or Placement Test score or SAT score. (ESLN092 and ESLN100 may be taken concurrently with permission of instructor).

MATH255 : Calculus III

Topics of study include vectors in the plane, analytic geometry three-dimensional space, vectors in three-dimensional space, differentiation and integration of vector-valued functions, functions of several variables, Lagrange multipliers, multiple integration, applications of multiple integrals, Jacobians, vector analysis, Green's Theorem, Divergence Theorem, and Stoke's Theorem. Students will be required to work with a graphing calculator and a mathematical software program. Meets the General Education requirement for Mathematics.

Credits 4**Lecture Hours 4****Lab/Clinical/Field Study Hours 0****Prerequisites**

MATH156 or equivalent with a grade of C or better

Semester Offered

Fall

MATH256 : Differential Equations

Topics of study include first and higher order equations, phase portraits and stability, numerical methods, initial-value and boundary value problems. Students will be required to work with a graphing calculator and a computer software program.

Credits 4**Lecture Hours 4****Lab/Clinical/Field Study Hours 0****Prerequisites**

MATH255 with a grade of C or better

Semester Offered

Spring

Music

MUSC100 : Music Appreciation

Study of musical elements, eras, forms, and intelligent and discriminating listening combined with a series of creative activities for solo and group expression in some musical form through the use of voice, or instrumentation and/or electronic recording devices. Meets General Education requirement for Humanities.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0**

Nursing

NUPN101 : Concepts in Practical Nursing 1

This course introduces the client, healthcare, and nursing topics, revealing the foundations of practical nursing. Explored are the bio-psycho-social needs common to all human beings, health promotion maintenance, and restoration, emphasizing the needs of the aged. The QSEN competencies that support quality and safety in practice are presented and built upon in subsequent courses. Nursing skills and professional behaviors are introduced in the supervised clinical laboratory and later practiced in clinical settings.

Credits 8

Lecture Hours 4

Lab/Clinical/Field Study Hours 12

Prerequisite Courses

BIOL220: Human Anatomy and Physiology I

ENGL101: Composition I

PSYC101: General Psychology

NUPN102 : Concepts in Practical Nursing 2

[This course builds on Practical Nursing I developing clinical decision-making and caring interventions for patients with various medical-surgical conditions. A family-centered approach is integrated into caring for childbearing women, newborns, and children, highlighting normal growth and development and common pediatric disorders. The QSEN competencies are used throughout the course to enhance the students' knowledge of, attitudes, care of, and skills in providing quality and safe patient health care in various clinical settings.](#)

Credits 8

Lecture Hours 4

Lab/Clinical/Field Study Hours 12

Prerequisites

Completion of NUPN101 with a grade of C or better.

NUPN103 : Concepts in Practical Nursing 3

The final phase of the Practical Nursing program concentrates on complex adult health conditions and diseases. The course emphasizes mental health disorders, patient psychological needs, and the communication skills necessary to provide safe, quality patient care. The student builds on the QSEN competencies acquired from the previous courses to implement care, develop leadership skills, and function as part of the interprofessional health care team in multiple clinical settings.

Credits 8

Lecture Hours 4

Lab/Clinical/Field Study Hours 12

Prerequisites

Completion of NUPN102 with a grade of C or better.

NURS109 : LPN Transition Course

Bridges the LPN into the second semester of nursing. Successful completion enables the LPN to receive an additional eight credits (for NURS110-Nursing I course). The LPN student is introduced to the role of the RN, emphasizing the nursing process and physical assessment, along with medical-surgical nursing concepts specific to the adult.

Credits 1

Lecture Hours 1

Lab/Clinical/Field Study Hours 0

Prerequisites

Current NJ LPN License and acceptance into the LPN advanced placement program; completion of all prerequisites for NURS112

NURS110 : Nursing I

Introduction to nursing as a profession. Focuses on Bio-Psycho-Social needs common to all human beings: health promotion, maintenance and restoration. Fundamental nursing skills required to deliver safe and therapeutic nursing care are taught in supervised laboratory and clinical settings. Emphasis is placed on principles of biological and social sciences applicable to nursing care, the nursing process, and the needs of the aged.

Credits 8

Lecture Hours 4

Lab/Clinical/Field Study Hours 12

Prerequisites

Completion of Nursing prerequisites and admission to the Nursing Program

Semester Offered

Fall

NURS112 : Nursing II

Introduction to Medical-Surgical Nursing utilizing and building upon concepts and skills learned and practiced in NURS110-Nursing I. Emphasis upon the application of the nursing process to the care of the adult client. Incorporated will be mental health and rehabilitation concepts related to the care of the adult medical-surgical patient.

Credits 8

Lecture Hours 4

Lab/Clinical/Field Study Hours 12

Prerequisites

Completion of BIOL221 and NURS110 with grades of C or better.

Semester Offered

Spring

NURS200 : Nursing III

Builds upon concepts and skills learned in NURS112-Nursing II to assist adults to health. Specific concepts of family will be introduced as well as major mental health issues. Additional acute and chronic health problems will be addressed. Delegation, patient education and outcome attainment while caring for patient groups will be emphasized.

Credits 9**Lecture Hours 5****Lab/Clinical/Field Study Hours 12****Prerequisites**

Completion of BIOL250 and NURS112 with grades of C or better.

Corequisite Courses

[NURS204: Nursing Management](#)

Semester Offered

Fall

NURS204 : Nursing Management

Beginning elements of management of care for groups of patients in health care settings by building upon communication techniques, collaborative skills, planning delivery of care and healthcare economics.

Credits 1**Lecture Hours 1****Lab/Clinical/Field Study Hours 0****Prerequisites**

NURS112.

Corequisites

NURS200. Open to RN's and LPN's with permission of instructor.

Semester Offered

Fall

NURS206 : Nursing IV

Focuses on the childbearing and childrearing family and community. Includes the family's adaptation to the normal antepartal, intrapartal and postpartal periods; continues with the growth and development of the child from conception through adolescence. Content includes the family's adaptation to the complications of pregnancy, the high-risk infant and the child with special needs. Emphasis is upon the nursing process to meet the individual needs of the childbearing and childrearing families in both the community and the hospital. This course stresses application of the nursing process to help families prevent illness and/or regain health. Included in the classroom experience is an introduction to care of groups of patients in the community. Included in the clinical experience is a medical-surgical rotation introducing students to more independence when caring for small groups of adult patients.

Credits 9**Lecture Hours 4****Lab/Clinical/Field Study Hours 15****Prerequisites**

Completion of NURS200 with grade of C or better.

Corequisites

NURS208

Semester Offered

Spring

NURS208 : Nursing Trends and Issues

Assists the senior student to embark upon a career in nursing; become a contributing member within the discipline of nursing; and understand the political, economic, social and cultural influences upon nursing and health care.

Credits 1**Lecture Hours 1****Lab/Clinical/Field Study Hours 0****Prerequisite Courses**

NURS200: Nursing III

NURS204: Nursing Management

Corequisite Courses

[NURS206: Nursing IV](#)

Semester Offered

Spring

Office Systems Technology

OSTM101 : Keyboarding

Development of basic keyboarding skills by the touch method for the input of data. Taught on personal computers. OSTM101 is not recommended for OSTM majors and credit will not be given for both OSTM101 and OSTM110.

Credits 1**Lecture Hours 1****Lab/Clinical/Field Study Hours 0****OSTM110 : Keyboarding and Document Production I**

Development of keyboarding skills by the touch method using personal computers. Business applications include letters, tabulations, rough drafts and business forms.

Development of the ability to type at a minimum rate of 25 words per minute for three minutes with a maximum of four errors. Credit will not be given for both OSTM101 and OSTM110.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****OSTM125 : Notetaking**

Notetaking is a shorthand system that is based primarily on the alphabet. The focus is on concentration on applying the principles, or rules, of Speedwriting Shorthand for taking notes, building speed and transcribing dictation and the development of good writing and study habits. (2006)

Credits 2**Lecture Hours 2****Lab/Clinical/Field Study Hours 0**

OSTM126 : Office Automation

Emphasizes advanced word processing, spread-sheets and database applications utilized in today's electronic office. PowerPoint, graphing, calendars and integration of all functions covered in CISM125-Introduction to Computers will be expanded upon. Students will be given business situations and will creatively use their computer knowledge and skills.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****Prerequisite Courses**

CISM125: Introduction to Computers

Semester Offered

Spring

OSTM141 : Word Processing I

Study of word processing concepts, terminology and procedures. Completion of projects and practical applications. Includes basic document editing and formatting functions, searching, replacing, copying, moving text between documents and merging documents.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****Prerequisites**

OSTM110. May be taken concurrently or waived with permission of instructor.

OSTM142 : Word Processing II

A study of advanced word processing features. The program includes word processing and its many applications including tables, mail merge, forms, master documents, macros and XML. Completion of projects and practical applications.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****Prerequisites**

OSTM141 or permission of instructor.

OSTM160 : Computer Applications for Small Business

Course explores the use of PC applications for information retrieval and problem-solving for small business.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****Prerequisite Courses**

CISM125: Introduction to Computers

OSTM210 : Keyboarding and Document Production II

Development of professional-level skill in the preparation of business letters, tabulations, financial statements and legal papers. Development of ability to type at a minimum rate of 35 words a minute for five minutes with a maximum of three errors. Includes instruction on the proper use of dictation transcribing equipment.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****Prerequisites**

OSTM110 or permission of instructor.

Semester Offered

Spring

OSTM230 : Administrative Office Procedures

Capstone course that profiles a study of the office professional. Interpersonal communications, channeling information, processing written communications and administrative responsibilities are explored through job-related projects and simulated office experiences.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****Prerequisite Courses**

OSTM110: Keyboarding and Document Production I

Semester Offered

Spring

OSTM261 : Records and Information Management

Introduction to the basic principles of alphabetic, numeric, geographic and subject methods of classifying and storing records. Planning, organizing and controlling the creations, protection, use, storage and disposition of records.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****Semester Offered**

Fall

OSTM262 : Business Presentations Using Multimedia

Development and use of multimedia, which includes integrating text, graphics, animation, video and sound. Business presentation for training and marketing will be explored.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****Prerequisite Courses**

CISM125: Introduction to Computers

Semester Offered

Fall

OSTM263 : Publishing for Business

Provides instruction utilizing Microsoft Publisher for designing business publications. It will also introduce Adobe Acrobat for formatting in Portable Document Format (PDF) to engage success when providing documents.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****Prerequisite Courses**

CISM125: Introduction to Computers

Semester Offered

Spring

OSTM280 : OST Cooperative Education

Designed to provide students with on-the-job training and practice in a career setting through a faculty approved work site with a minimum of 90 hours. The purpose of the course is to apply the principles and theories taught in the educational environment with real-life projects in a professional work setting. Students will secure a position at an approved site prior to the start of the course and complete required hours and assignments by the end of the course. Each student will secure co-op that is consistent with his or her professional goals.

Credits 2

Lecture Hours 0

Lab/Clinical/Field Study Hours 6

Prerequisites

OSTM141, OSTM230 (may be taken concurrently)

Philosophy

PHIL/BIOL104 : Bioethics: Realities of the New Millennium

Deals with the controversial biological issues of today: animal welfare, bioengineering, death and dying, issues concerning the unborn to the aged, etc. Focus is on student opinions and in-depth discussions. Of particular interest to students in Allied Health. May be used as a liberal arts or free elective.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

PHIL/RELG111 : World Systems of Ethics

Examines ethical systems in use around the world and their application to ethical issues of the day. Ethical analysis is applied to Asian, African, European, Mid-Eastern and American ethical dilemmas using the dominant ethical thought of each culture. Meets the General Education requirement for Diversity and Humanities.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

PHIL101 : Introduction to Logic

The study of how to evaluate deductive and inductive arguments using various techniques including qualitative and quantitative analytical models. Topics include the vocabulary of logic, formal patterns of reasoning, language and semantics in argument, informal fallacies and ordinary problems of reasoning in everyday life. Increases one's ability to understand, analyze, evaluate and construct arguments. Meets General Education requirement for Humanities.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

PHIL102 : Introduction to Philosophy

Introduction to philosophical thinking with emphasis on the acquisition of methodologies designed to apply to concepts of morality, knowledge, reality, ethics, logic and social/political philosophy. Basic problems and applications of philosophy are examined through the study of multicultural and multidiscipline works of classical and modern thinkers/philosophers. Meets General Education requirement for Humanities.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

PHIL105 : World Myths and Legends

The study of the myths, legends and beliefs of diverse cultures including Greece and Rome, the Middle East, Far East and Pacific Islands, Africa, Northern Europe, British Isles and the Americas. Emphasis will be placed upon the transformation of the myths through time and the impact on culture formation. Meets General Education requirement for Diversity and Humanities.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

PHIL106 : Introduction to Social and Political Philosophy

Examines the introduction of social and political philosophies in their ideal normative constructions including variations and interpretations throughout history. Analysis and constructive criticism will be applied to both historical and "post-modern" concepts and applications. Emphasis will be given to Western concepts with comparison to the understandings of selected world cultures. Meets the General Education requirement for Diversity and Humanities.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

PHIL110 : Introduction to Ethics

Introduction to the study of the meaning of human conduct with emphasis on the critical analysis of the principal ethical theories. Basic problems and applications of philosophical ethics and how they relate to the problems of the individual and community are examined through the study of multicultural and multidiscipline works of classical and modern thinkers/philosophers. Meets General Education requirement for Humanities.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

ENGL101 or PHIL101

PHIL115 : Philosophy in Literature

Philosophical concepts and methods will be extracted from the reading of selected fiction. Plot, characters and style of writing will be analyzed to find examples of how a philosophical view is dramatized in the fiction. Following the framework of PHIL102- Introduction to Philosophy, the basic branches of philosophy and some of the standard issues in these branches will be analyzed and constructively criticized. Meets General Education requirement for Humanities.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Physics

PHYS100 : Conceptual Physics

This is a one semester, non-mathematical physics course designed for non-science majors. Topics include scientific method, Newton's laws, motion, energy, momentum, rotational motion, gravitation, fluids, heat, electrostatics, DC circuits, sound, light and properties of waves. Laboratory utilizes computers for data acquisition and analysis. Meets General Education requirement for Science.

Credits 4

Lecture Hours 3

Lab/Clinical/Field Study Hours 3

Prerequisites

ENGL080 and MATH073 with grades of C or better or Placement test score or SAT score.

Corequisites

PHYS100L

PHYS102 : Fundamentals of Astronomy

Surveys fundamental concepts of the science of astronomy and the history of studying the universe; places special emphasis on observation, with many labs involving direct viewing of the sky—sometimes with unaided eye from the student's chosen location, sometimes with telescopes at Atlantic Cape or other, darker sites; aims to develop in students a basic understanding of the principles of science in general and astronomy in particular, and have them achieve a proficiency in being able to locate a wide range of specific astronomical objects in the sky. Meets the General Education requirement for Science.

Credits 4

Lecture Hours 3

Lab/Clinical/Field Study Hours 3

Prerequisites

ENGL080 and MATH074 or MATH099 with grades of C or better or Placement test score or SAT score.

PHYS105 : Basic Physics

Includes measurement, motion, vectors, Newton's laws and equilibrium, work and energy, simple machines, rotational motion and rotational equilibrium, fluids, heat, waves, electricity, magnetism, and AC and DC circuits. Laboratory utilizes computers for data acquisition and analysis. Meets General Education requirement for Science.

Credits 4

Lecture Hours 3

Lab/Clinical/Field Study Hours 3

Prerequisites

ENGL080 and MATH074 or MATH099 with grades of C or better or Placement test score or SAT score.

PHYS125 : College Physics I

Algebra/trigonometry-based. Topics include measurement, kinematics in one and two dimensions, Newton's laws, energy, momentum, rotational kinematics and dynamics, and temperature and heat. Laboratory utilizes computers for data acquisition and analysis. Meets General Education requirement for Science.

Credits 4

Lecture Hours 3

Lab/Clinical/Field Study Hours 3

Prerequisites

MATH122 or MATH150 (either may be taken concurrently)

PHYS126 : College Physics II

Algebra/trigonometry-based. Topics include simple harmonic motion, wave phenomena, interference phenomena, electricity, magnetism, simple AC and DC circuits, light and optics. Laboratory utilizes computers for data acquisition and analysis. Meets General Education requirement for Science.

Credits 4

Lecture Hours 3

Lab/Clinical/Field Study Hours 3

Prerequisites

PHYS125 with a C or better

PHYS225 : General Physics I

Calculus-based. Topics include measurement, kinematics in one and two dimensions, Newton's laws, energy, momentum, rotational kinematics and dynamics, equilibrium, and temperature and heat. Laboratory utilizes computers for data acquisition and analysis. Meets General Education requirement for Science.

Credits 4

Lecture Hours 3

Lab/Clinical/Field Study Hours 3

Prerequisites

MATH155 (may be taken concurrently)

PHYS226 : General Physics II

Calculus-based. Topics include simple harmonic motion, wave motion, sound, interference phenomena, electricity and magnetism, AC and DC circuits and electromagnetic waves. Modern Physics is a running theme. Laboratory utilizes computers for data acquisition and analysis. Meets General Education requirement for Science.

Credits 4

Lecture Hours 3

Lab/Clinical/Field Study Hours 3

Prerequisites

PHYS225 with a C or better and MATH156 (MATH156 may be taken concurrently)

PHYS228 : General Physics III

This is a one-semester course which introduces the student to thermodynamics, fluids and optics. The course covers fluid mechanics, conduction of heat, kinetic theory of gasses, the laws of thermodynamics, the nature of light, geometric optics, interference and diffraction. This subject matter will be covered in an introductory manner so as to prepare the student to revisit these topics in more depth in future undergraduate and graduate physics courses. Includes laboratory.

Credits 4

Lecture Hours 3

Lab/Clinical/Field Study Hours 3

Prerequisites

PHYS226 with a C or better and MATH156 (MATH156 may be taken concurrently)

PHYS230 : Introduction to Modern Physics

This is a one-semester course which introduces the student to modern physics. The course covers Maxwell's equations, relativistic mechanics, wave and quantum properties of photons and electrons, the Schrodinger equation, atomic structure, nuclear physics, and elementary particle physics. This subject matter will be covered in an introductory manner so as to prepare the student to revisit these topics in more depth in future undergraduate and graduate physics courses. Includes laboratory.

Credits 4**Lecture Hours 3****Lab/Clinical/Field Study Hours 3****Prerequisites**

PHYS228 with a C or better and MATH156

Psychology

ANTH/PSYC303 : Cross-Cultural Psychology

An examination of the ways in which non-Western people and cultures view psychology. The course will introduce students to the field of cross-cultural psychology, and will examine the impact of culture on human behaviors, thoughts and emotions. Finally, the course will examine cultural views on physical and mental health, psychological disorders and treatments.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****Prerequisite Courses**

PSYC101: General Psychology

Prerequisites

To enroll in this course, student must be in the Advanced and Continuous Studies, A.S. degree program.

EDUC/PSYC110 : Child Development: Theory and Practice

Principles and theories of the development of the child from birth through adolescence. Intellectual, psychosocial and physical development will be studied with an emphasis on the role of family and care-giving adults in the optimal growth and development of the child. In addition to the lecture, students must be available for a three-hour-per-week practicum with a children's group. (Placements usually occur during the day; early childhood employees may use their workplace as the placement.) Meets General Education requirement for Social Science.

Credits 4**Lecture Hours 3****Lab/Clinical/Field Study Hours 3****PSYC/EDUC213 : Educational Psychology**

Teaching-learning process is examined through a study of the major psychological theories of learning, motivation and maturation. These psychological principles are applied to practices of classroom instruction that consider the developmental stage, abilities and learning styles of the learner.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****Prerequisites**

PSYC101 or CDCC/PSYC110 or PSYC135 with grade of C or better

PSYC/EDUC226 : Psychology of Exceptionality

Survey of the major categories and types of exceptionality (e.g. mental retardation, learning disabilities, giftedness). Topics include characteristics, causes, identification/assessment, educational remediation approaches and transition to adulthood.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****Prerequisites**

PSYC101 or EDUC/PSYC110 or PSYC135 with a grade of C or better

PSYC/SOCL204 : Social Psychology

Examines the social environment and its relationship to students and their behavior. Topics include social roles, group process and aggression.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****Prerequisites**

PSYC101 or SOCL101 with a grade of C or better

PSYC/SOCL207 : Introduction to Gerontology

Examines the physiological, psychological and social aspects of aging. Topics include cognitive and personality adaptations, sensory and other health changes, and social and community relationships.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****Prerequisites**

PSYC101 or PSYC135 or SOCL101

PSYC101 : General Psychology

Survey of selected major topics within the field of psychology. Topics include stress, psychotherapy, testing, emotions, drives and motives, and memory and learning. Emphasis will be placed on the psychobiological processes that influence behavior.

Meets General Education requirement for Social Science.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****PSYC135 : Child Psychology**

Topical examination of the psychological factors that influence life from conception through adolescence. A special emphasis is placed on the psychobiological and social processes governing human behavior. Meets General Education requirement for Social Science.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0**

PSYC140 : Principles of Guidance for Parents and Teachers

Considers the role of adults as parents and teachers in the experience of the developing child. Theoretical examination of the dynamics of the child-adult relationship from infancy through adolescence will be coupled with practical strategies for promoting positive development through each stage.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

PSYC212 : Personality and Adjustment

In-depth study of select personality theories and the dynamics of adjustment mechanisms. Emphasis is placed on motivation and stress in personal development; disturbances in behavior and their resolution; social forces in personal development; and fostering mental health.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

PSYC101 with a grade of C or better

PSYC214 : Abnormal Psychology

Particular behavioral traits are evaluated positively and negatively with respect to the individual and social functioning. Study of methods, concepts, principles and findings of deviant behaviors and experiences.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

PSYC101 with a grade of C or better

PSYC225 : Human Development

Course provides a critical examination of concepts and changes that occur throughout the human lifespan. There is an emphasis upon biological, cultural, intergenerational, social, and other systemic experiences and influences upon personal and social development.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

PSYC101 with a grade of C or better

PSYC230 : Psychology of Adulthood

Topical examination of the psychological factors that influence life from young adulthood through old age. Special emphasis is placed on the psychobiological factors of the aging process.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

PSYC101 with a grade of C or better

PSYC301 : Psychology of Gender

An examination of the ways in which psychologists think about and study the construct of gender. Topics discussed will include development and change of gender across the lifespan, the idea of gender over time within the field of psychology, and psychological perspectives on gender seen through the lens of society, culture, history and biology.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisite Courses

PSYC101: General Psychology

MATH220: Statistical Methods

Prerequisites

To enroll in this course, student must be in the Advanced and Continuous Studies, A.S. degree program.

Radiologic Technology

RADX101 : Patient Care in Radiologic Sciences I

Introduction to the nursing skills a radiographer needs to perform imaging examinations. Fundamental knowledge of infection control, safe movement and handling procedures, clinical assessment and history taking skills, proper handling of patient apparatus and aseptic technique used during surgical procedures. Emphasis on ethically responsible and professional care on the part of radiographer in the acute care environment – this course incorporates patient care competency required by ARRT.

Credits 2

Lecture Hours 1

Lab/Clinical/Field Study Hours 3

Prerequisites

Program Acceptance and Hospital Orientation

Corequisites

RADX102, RADX103, RADX104

Semester Offered

Fall

RADX102 : Radiographic Procedures I

This course will cover anatomy and positioning for routine and trauma radiographic procedures of the chest, abdomen, upper limb and humerus/shoulder girdle. Course content will include patient preparation, radiation protection, clinical indications, exposure factors and image evaluation. This course includes laboratory competency required for clinical I.

Credits 3

Lecture Hours 2

Lab/Clinical/Field Study Hours 3

Prerequisites

Program Acceptance and Hospital Orientation

Corequisites

RADX101, RADX103, RADX104

Semester Offered

Fall

RADX103 : Principles of Imaging I

This course is an introduction to the fundamental skills needed to produce diagnostic radiographic images and factors that govern the image production process. Common factors that determine the radiation exposure necessary to create an image and the effect of dose to the patient will be discussed. Students actively apply knowledge gained to make logical decisions on what makes a quality radiographic image. Hands-on content provides a basis for analyzing radiographic images as well as the importance of imaging standards. Radiographic images will be used to analyze factors that can affect image quality.

Credits 2**Lecture Hours 1****Lab/Clinical/Field Study Hours 3****Prerequisites**

Program Acceptance and Hospital Orientation

Corequisites

RADX101, RADX102, RADX104

Semester Offered

Fall

RADX104 : Clinical Radiography I

This course focuses on the radiographic procedures of the thorax, abdomen and upper extremity. Clinical education in radiography is performed at affiliate medical center or imaging center and designed to provide hands-on patient care, patient assessment and performance of imaging procedures in a competency-based format. Under the supervision of licensed technologist and interaction with radiologists, students become competent in equipment manipulation and operation, imaging procedures, radiation protection, medical and legal principles, charting and image evaluation.

Credits 2**Lecture Hours 0****Lab/Clinical/Field Study Hours 16****Prerequisites**

Program Acceptance and Hospital Orientation

Corequisites

RADX101, RADX102, RADX103

Semester Offered

Fall

RADX105 : Radiographic Procedures II

This course covers anatomy and positioning for routine and trauma radiographic procedures of the lower limb, femur and pelvic girdle, vertebral column, bony thorax, urinary system and special radiographic and fluoroscopic procedures.

Credits 3**Lecture Hours 2****Lab/Clinical/Field Study Hours 3****Prerequisite Courses**

RADX104: Clinical Radiography I

Corequisites

RADX106, RADX107, RADX108, RADX109

Semester Offered

Spring

RADX106 : Principles of Imaging II

This course is an introduction to the fundamental topics vital to the production of quality radiographic images. Topics include scatter control, beam restriction and grids. Image receptors, processing and display techniques will be covered. Exposure technique selection, including automatic exposure control and anatomically programmed radiography will be presented. Students will be presented with images for evaluation and explore outcomes assessment. Students will be introduced to the basics of fluoroscopy and dynamic imaging.

Credits 2**Lecture Hours 1****Lab/Clinical/Field Study Hours 3****Prerequisite Courses**

RADX104: Clinical Radiography I

Corequisites

RADX105, RADX107, RADX108, RADX109

Semester Offered

Spring

RADX107 : Patient Care in Radiologic Sciences II

Building on the concepts and skills learned in RADX101, additional nursing skills as well as communication, pharmacology contrast administration and venipuncture will be introduced. This course also includes common law, ethical theories and moral principles that radiographers need to function as a professional healthcare provider along with healthcare administration, accreditation process and how they impact patient care.

Credits 2**Lecture Hours 1****Lab/Clinical/Field Study Hours 3****Prerequisite Courses**

RADX104: Clinical Radiography I

Corequisites

RADX105, RADX106, RADX108, RADX109

Semester Offered

Spring

RADX108 : Radiologic Physics

Course topics include standard units of measurement and mechanics, fundamentals of atomic structure, principles of electricity and electromagnetism as it relates to the x-ray circuit and equipment and the nature and characteristics of radiation, x-ray production and the fundamentals of photon interactions with matter. Concept practice session included in this course include but are not limited to atomic theory, electromagnetic spectrum, x-ray circuit, and radioactivity and radioactive decay.

Credits 2**Lecture Hours 2****Lab/Clinical/Field Study Hours 0****Prerequisite Courses**

RADX104: Clinical Radiography I

Corequisites

RADX105, RADX106, RADX107, RADX109

Semester Offered

Spring

RADX109 : Clinical Radiography II

This course focuses on the radiographic procedures of the lower extremity, pelvic girdle and vertebral column. Students will experience hands-on instruction on the use of general and mobile radiographic equipment, while continuing to demonstrate previously mastered skills. The application of theoretical principles of body size measurement and trauma positioning will be practiced under the indirect supervision of staff technologist at affiliated medical and imaging centers.

Credits 2**Lecture Hours 0****Lab/Clinical/Field Study Hours 16****Prerequisite Courses**

RADX104: Clinical Radiography I

Corequisites

RADX105, RADX106, RADX107, RADX108

Semester Offered

Spring

RADX201 : Clinical Radiography III

This course focuses on learning the daily functions of an imaging department and on improving patient assessment and positioning skills. Students will demonstrate previously mastered skills under direct supervision and apply theoretical principles during hands-on instruction by staff technologists.

Credits 3**Lecture Hours 0****Lab/Clinical/Field Study Hours 24****Prerequisite Courses**

RADX109: Clinical Radiography II

Semester Offered

Summer

RADX202 : Radiographic Procedures III

This course will cover anatomy and positioning for routine and trauma radiographic procedures of the cranium and special radiographic procedures. The fundamental practice of radiation protection, patient preparation and image evaluation are important part of imaging exams and are part of course content. This course includes Introduction to Advanced Modalities Seminar (IAMS), laboratory competency required for RADX206, Clinical IV. The IAMS will provide an overview of imaging modalities and patient treatment.

Credits 2**Lecture Hours 1****Lab/Clinical/Field Study Hours 3****Prerequisite Courses**

RADX201: Clinical Radiography III

Corequisites

RADX203, RADX204, RADX206

Semester Offered

Fall

RADX203 : Principles of Imaging III

Content imparts an understanding of the components, principles and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving and retrieval are discussed. Principles of digital system quality assurance and maintenance are presented.

Credits 2**Lecture Hours 1****Lab/Clinical/Field Study Hours 3****Prerequisite Courses**

RADX201: Clinical Radiography III

Corequisites

RADX202, RADX204, RADX206

Semester Offered

Fall

RADX204 : Radiation Biology and Protection

This course offers a study of the biological effects of ionizing radiation and radiation protection to ensure the safe use of x-rays in diagnostic imaging. Radiation effects on molecules, cells, living tissue and the body as a whole are presented. Factors affecting biological response, including acute and chronic effects of radiation. Radiation health and safety requirements of federal regulatory agencies, accreditation agencies and health organization are incorporated.

Credits 2**Lecture Hours 2****Lab/Clinical/Field Study Hours 0****Prerequisite Courses**

RADX201: Clinical Radiography III

Corequisites

RADX202, RADX203, RADX206

Semester Offered

Fall

RADX206 : Clinical Radiography IV

This course focuses on assisting and learning to perform radiographic procedures of the head and gastrointestinal system. Student will continue to demonstrate previously mastered skills under indirect supervision. Application of theoretical principles, demonstrated in co-requisites, will be performed in affiliate medical center or imaging center. Students, along with supervising technologists, will provide hands on patient care, patient assessment and perform imaging procedures. Evaluation of radiographic images and methods to correct errors will be emphasized.

Credits 3**Lecture Hours 0****Lab/Clinical/Field Study Hours 24****Prerequisite Courses**

RADX201: Clinical Radiography III

Corequisites

RADX202, RADX203, RADX204

Semester Offered

Fall

RADX207 : Clinical Radiography V

This course focuses on assisting and performing examinations in all radiographic categories. Previously mastered skills in thorax, abdomen, spine, upper and lower extremity, fluoroscopy, pediatric and trauma examinations will be evaluated for Terminal Competency. Application of theoretical principles, demonstrated in class, will be performed in affiliate medical center or imaging center. This course is designed to provide patient care, patient assessment and performance of imaging procedures in a competency-based format. Pathology and disease as they relate to radiographic examinations will be emphasized.

Credits 4

Lecture Hours 0

Lab/Clinical/Field Study Hours 32

Prerequisite Courses

RADX206: Clinical Radiography IV

Corequisites

RADX208

Semester Offered

Spring

RADX208 : Radiographic Pathology

This course explores the pathological appearance of common diseases in diagnostic imaging modalities. Presented will be basic information on the pathogenesis, signs and symptoms, diagnosis and prognosis of diseases. Discussion will include image analysis to help student correlate clinical symptoms to radiographic characteristics of common pathologies.

Credits 2

Lecture Hours 2

Lab/Clinical/Field Study Hours 0

Prerequisite Courses

RADX206: Clinical Radiography IV

Corequisite Courses

[RADX207: Clinical Radiography V](#)

Semester Offered

Spring

Religion

PHIL/RELG111 : World Systems of Ethics

Examines ethical systems in use around the world and their application to ethical issues of the day. Ethical analysis is applied to Asian, African, European, Mid-Eastern and American ethical dilemmas using the dominant ethical thought of each culture. Meets the General Education requirement for Diversity and Humanities.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

RELG110 : World Religions

Introduction to the major religions of the world with an emphasis on their origins and essential ideas. Included are oral religions, Hinduism, Buddhism, Jainism, Sikhism, Taoism, Confucianism, Shinto, Judaism, Christianity, Islam and several extant alternative paths. The study is accomplished through key characteristics and patterns of religions including worldview community, central myths, ritual, ethics, emotional experiences, material expression, and sacredness. Meets General Education requirement for Diversity and Humanities.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Sign Language

SGNL101 : American Sign Language

Introduction to American Sign Language (ASL) is for students with little or no knowledge of ASL. Students will develop beginning-level ASL communication skills-comprehensive and expression with vocabulary and grammar-that will enable them to interact in everyday situations at a basic level. American Deaf culture and history will be introduced.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

ENGL070 with a grade of C or better or placement into ENGL080 or ENGL101

SGNL102 : American Sign Language II

Beginning ASL II builds on what students have learned in Beginning ASL. Emphasis is on the development and refinement of comprehension, production, and interpersonal skills. Additional information about the Deaf community and Deaf culture will be studied. The use of signing space, non-manual signals, fingerspelling and continued vocabulary development will all be taught in context through narratives, dialogues and ASL literature. The course will be taught in ASL only, without usage of English.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

SGNL101 with a grade of C or better.

Sociology

SOCL/CRIM206 : Juvenile Justice

Studies theoretical and applied concepts of prevention; treatment and control of juvenile delinquency; and recent legislative and philosophical decisions.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

For SOCL206 the prerequisite is PSYC101 or SOCL101. For CRIM206 the prerequisite is CRIM101 or PSYC101.

Semester Offered

Fall

SOCL/PSYC204 : Social Psychology

Examines the social environment and its relationship to students and their behavior. Topics include social roles, group process and aggression.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

PSYC101 or SOCL101 with a grade of C or better

SOCL/PSYC207 : Introduction to Gerontology

Examines the physiological, psychological and social aspects of aging. Topics include cognitive and personality adaptations, sensory and other health changes, and social and community relationships.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

PSYC101 or PSYC135 or SOCL101

SOCL101 : Principles of Sociology

Primary concepts, terminology and methods of investigation used in sociology. Includes analysis of social stratification, various types of groups, social class, social change, deviancy, population growth and development of human resources. Meets General Education requirement for Diversity and Social Science.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

SOCL120 : Sociology of Gender

Explores the social construction of gender, traditional and post-modern gender roles, impact of changing expectations for men and women in social settings such as family, work, political arenas, women's and men's social activist movements and the psychosocial effects of inequality of the sexes in American and globally.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisite Courses

SOCL101: Principles of Sociology

SOCL200 : Contemporary Social Problems

Examination of contemporary social problems such as the operation of bureaucracy, family disorganization, poverty, and social deviances of drug addiction, alcoholism and suicide. Also examines minority group conflicts in a pluralistic society with implications for community action and social planning.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisite Courses

SOCL101: Principles of Sociology

SOCL202 : Marriage and the Family

Nature and functions of the family from a sociology perspective. Courtship and marriage systems in the United States, the dynamics of pair interaction before and after marriage, influence of the family in individual social development and family interaction.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

SOCL101 or permission of instructor.

SOCL203 : Social Inequality and Intergroup Relations

Focus on sociological theories and concepts to describe and explain interactions between groups in our multicultural society. Exploration of social, political, and economic dynamics inherent in conditions of social inequality within a framework that incorporates concepts and consequences of race, immigration status, social class, gender, age, religion, different ability, and sexuality. Analysis of the myriad challenges faced by our society as our American culture continues to diversify through changing ideologies, immigration, and globalization.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisite Courses

SOCL101: Principles of Sociology

SOCL221 : Environmental Sociology: Nature, Culture, and Society

Course explores historical, cross-cultural and contemporary beliefs and practices of people in relationship to the natural environment as well as some current debates in our own society about environmental challenges. As part of the course, students will explore the nature-society relationship in the southern shore region of New Jersey (or other ecological region) and the cultural beliefs and actions in relation to important local ecological systems - seashore, pinelands, farmlands and urban-suburban green space (or alternate regional ecological system).

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisite Courses

SOCL101: Principles of Sociology

Spanish

SPAN111 : Elementary Spanish I

Introduces Spanish language and culture to students with little or no background in Spanish. It emphasizes the development of listening and speaking skills including recognizing basic word and sentence sound patterns and communicative functions in Spanish. It also introduces basic reading and writing skills. Short writing assignments will reflect basic grammatical understanding of Spanish verbs. Activities will give students practice using the language in everyday situations. Classroom activities will also present students with information about the culture of Spanish-speaking countries as well as Latin-American traditions assimilated in the American culture.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

SPAN112 : Elementary Spanish II

Broadens students' basic skills in reading, writing, listening and speaking introduced in SPAN111-Elementary Spanish I. Reading and writing activities will encourage longer writing pieces with grammatical applications of the different tenses in the indicative mood. Oral activities will reinforce appropriate intonation patterns of Spanish. Readings and conversation activities will continue presenting students with customs and traditions from Spanish-speaking countries as well as Latin-American cultural characteristics assimilated in the American culture. Meets General Education requirement for Humanities.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

SPAN111 or permission of instructor.

SPAN201 : Intermediate Spanish I

Provides a low intermediate introduction to reading, writing, listening and speaking in Spanish. Reading and writing activities will emphasize appropriate application of punctuation rules, particularly the usage of accent marks. Extensive writing assignments will require grammatical understanding of verbs in the indicative mood. The course will also introduce basic verb conjugations in the subjective mood. Oral activities will give students practice of the intonation patterns in conversations, debates, and long reading passages. Class activities will engage students in small research projects on topics related to Spanish-speaking countries as well as Latin-American groups living in the United States.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

SPAN112 or two years of secondary school Spanish or permission of instructor.

SPAN202 : Intermediate Spanish II

Emphasizes high intermediate reading, writing, listening and speaking skills in Spanish. Reading and writing activities will encourage accurate application of grammatical rules. Writing assignments will require grammatical understanding of Spanish verb conjugations in the indicative, the subjunctive and the conditional mood. Writing activities will also target editing, critical thinking and analysis. Oral activities will continue to develop appropriate intonation patterns in Spanish. Students will begin reading, discussing and analyzing Latin American and Spanish literature.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

SPAN201 or two years of secondary school Spanish or permission of instructor.

Semester Offered

Spring

Study Abroad

SABR110 : Global Cuisines & Culture: Study Abroad

In today's increasingly interconnected world, it is important for students to expand their perspectives over their immediate horizons and seek a meaningful appreciation of our global neighborhood. This course provides students with an experiential opportunity to gain those perspectives through the study of the host country's gastronomy customs and traditions. Students will develop skills to help them progress from passive tourist to an engaged, globally aware *traveler*. Students will be engaged in 135 hours of first-hand practical experiences in the hospitality, travel, and tourism industries of the host country. Students will learn how to travel well and gain the experiences that will be invaluable in their personal and professional lives. Lessons in country will include lectures and tours on the language, religion, and customs of the host country along with lessons in cooking their traditional and regional cuisines. Meets General Education requirement for Diversity.

Credits 3

Lecture Hours 1

Lab/Clinical/Field Study Hours 6

Prerequisites

ENGL080 with a grade of C or better or placement into ENGL101.

Technical Communication

TCOM125 : Technical Communication

This course introduces principles, techniques and skills needed to write effective documents in the technical, scientific and service industries. Emphasis will be on organizing information, creating process explanations and instructions, writing formal and informal reports, generating proposals and feasibility studies, technical research and writing for the web.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisite Courses

ENGL101: Composition I

CISM125: Introduction to Computers

TCOM127 : Web Technologies

This course explores emerging web technologies and introduces students to the principles of web page design. Topics include forms of online communication, techniques for effective research, and societal impacts of web technologies. Students will construct Web pages using industry standard tools, and explore the latest business and social networking technologies.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Semester Offered

Fall

Television, Radio, and Film

TVRF/ARTS124 (formerly TVRF/COMM130) : Visual Communication

This course will use a diverse range of approaches to visual analysis including theories, concepts and semiotics to gain a deeper understanding of images in contemporary culture. Examples from art, advertising, film and multimedia will be explored and analyzed.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

Completion of ENGL080 with a grade of C or better or Placement into ENGL101.

Semester Offered

Spring

TVRF/AVIT263 : Aerial Video Production

This course is designed for the remote aircraft pilot interested in learning to use a small-unmanned aircraft for professional photography and videography. Topics include but are not limited to visual sensors, flying techniques, pre and post processing, and flight planning. Students will create a product portfolio containing samples of their work. This course requires 15 hours of fieldwork.

Credits 1

Lecture Hours 1

Lab/Clinical/Field Study Hours 1

Prerequisites

FAA Remote Pilot Certificate with a Small UAS Rating.

TVRF103 : Digital Video Production I

This course introduces students to the principles and techniques of digital video production. Students work in production teams to produce professional level programs. Students gain experience in all phases of production including conception of ideas, scripting, directing and operation of equipment to produce various types of programs.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

ENGL070 with a grade of C or better or Placement into ENGL080.

Semester Offered

Fall

TVRF180 : Audio Production I

This course introduces students to the principles and techniques of digital audio. Students will plan and produce several audio clips that will be used by the College's radio station. This course also introduces students to the organization and structure of a radio station and examines the history and current state of radio.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

ENGL070 with a grade of C or better or Placement into ENGL080.

Semester Offered

Fall

TVRF203 : Digital Video Production II

This course introduces students to the advanced principles and techniques of digital video production. Students work in production teams to produce professional level content. Students gain experience in all phases of production including conception of ideas, scripting, directing, and operation of camera light and sound to produce various types of video content.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisite Courses

TVRF103: Digital Video Production I

Semester Offered

Spring

TVRF240 : Introduction to Film Production

This course is an introduction to filmmaking. The emphasis is upon the understanding and application of basic concepts of filmmaking. Students will study production concepts and techniques in both existing films/ videos and in their own work. The course will focus on the following areas: film analysis, storyboarding/ scripting, equipment operation, composition, lighting, pre-production and post-production. Underlying all is a practical approach to the material.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****Prerequisites**

ARTS105

TVRF280 : Audio Production II

This course introduces students to the advanced principles and techniques of digital audio production. Students work in production teams to produce professional level content. Students gain experience in all phases of production including conception of ideas, scripting, directing and operation of audio devices to produce various types of audio content.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****Prerequisite Courses**

TVRF180: Audio Production I

Semester Offered

Spring

TVRF290 : Media Studies Portfolio

Designed to grant students the opportunity to develop a product portfolio documenting aspects of their academic career. Students will design and develop an electronic portfolio including examples of their best work from program courses and will be required to complete a capstone project. The project objectives will be based on the student's major course of study.

Credits 1**Lecture Hours 1****Lab/Clinical/Field Study Hours 0****Prerequisites**

Permission of Dean, STEM Education

TVRF295 : Media Studies Cooperative Education

The cooperative education course is designed to provide students with on-the-job training and practice in career settings through a faculty approved work site. The purpose of the course is to apply the principles and theories taught in the educational environment with real-life projects in a professional work setting. Students will secure a position at an approved site prior to the start of the course and complete required hours and assignments by the end of the course. Each student will secure co-op that is consistent with his or her professional goals.

Credits 3**Lecture Hours 0****Lab/Clinical/Field Study Hours 9****Prerequisites**

Permission of Dean, STEM Education

Theater

THEA100 : Theater Production

Practical training in technical elements of theater as they relate to specific Atlantic Cape theater productions. Students select a task and work under the supervision of the creative arts department. May be repeated for a total of four credits.

Credits 1**Lecture Hours 0****Lab/Clinical/Field Study Hours 3****Semester Offered**

Fall

THEA110 : Introduction to Theater

Survey of Theater Arts, the study of theater, its origins, development as literature and performance, and cultural impact, from the classical period to the present. The study of the diverse elements of theater includes selected dramatic literature and the workings of theater from script to stage, and the critical assessment of theater. Meets General Education requirement for Humanities.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****THEA111 : Acting I**

Theory and practice of basic acting techniques through lecture and individual and group practice.

Credits 3**Lecture Hours 2****Lab/Clinical/Field Study Hours 2****THEA112 : Acting II**

Theory and practice of advanced acting techniques through lecture and individual and group practice.

Credits 3**Lecture Hours 2****Lab/Clinical/Field Study Hours 2****Prerequisites**

THEA111 or permission of instructor.

THEA208 : The Art and Craft of Playwriting

Provides students with an introductory understanding of the art and craft of playwriting, the basic concepts of storytelling and the terminology used with the three-act structure. Through a series of writing exercises, students will write a play. Emphasis will be on effective exposition, conflict, plot development and character development within the three-act structure.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****Prerequisite Courses**

THEA110: Introduction to Theater

THEA210 : Play Production I

Theoretical and practical introduction to the technical aspects of theater production. Types of staging, scenic styles, fundamentals of scene design and stage lighting studied. Students are required to be involved in the semester's dramatic production.

Credits 3**Lecture Hours 3****Lab/Clinical/Field Study Hours 0****Semester Offered**

Spring

THEA211 : Play Production II

Advanced theoretical and practical experience in technical theater; stage-managing, lighting design and staging leadership responsibility will be required. A natural continuation of THEA210-Play Production I and will be scheduled at the same time.

Credits 3

Lecture Hours 3

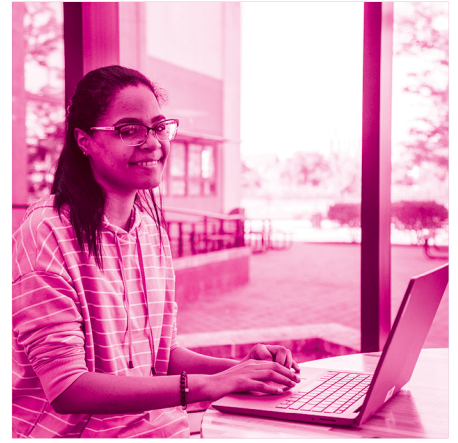
Lab/Clinical/Field Study Hours 0

Prerequisites

THEA210 or permission of instructor.

Semester Offered

Spring



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