Warren
County Community College

2019
2020

COLLEGE CATALOG

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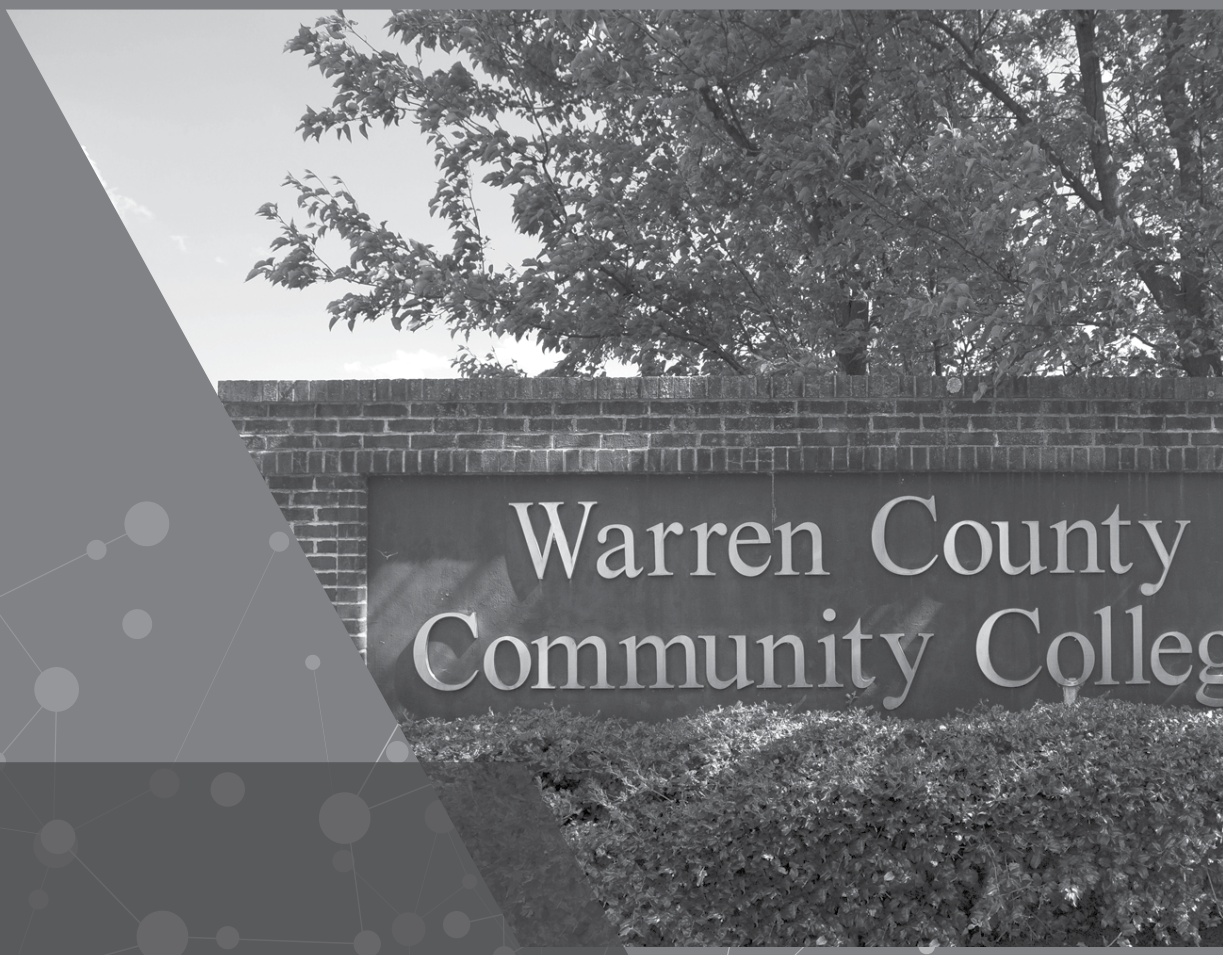
Affirmative Action and Compliance Statement

Warren County Community College is firmly committed to a policy of Equal Opportunity and Affirmative Action, and will implement this policy to assure that the benefits, services, activities, programs and employment opportunities offered at the institution are available to all persons regardless of race, creed, religion, ancestry, national origin, nationality, age, sex, affectional or sexual orientation, marital/civil union or veteran status or disability, and in accordance with state and federal laws: Title VI, Title VII, Civil Rights Act of 1964; Executive Order 11246, as amended; Title IX, Educational Amendments of 1972; section 503 and 504, Rehabilitation Act of 1973, as amended; Veteran's Assistance Act of 1972; as amended. Inquiries regarding compliance with Civil Rights Laws may be directed to Sharon Hintz, Director of Human Resources and Affirmative Action and Compliance/Title IX Officer in the Human Resources Office, (908) 835-2356.



WELCOME

WARREN COUNTY COMMUNITY COLLEGE MAINTAINS A MISSION OF BUILDING A COMMUNITY OF LEARNERS THROUGH ACCESSIBLE, QUALITY LEARNING OPPORTUNITIES DESIGNED TO MEET EDUCATIONAL GOALS AND ASPIRATIONS.

Dear Student:

Welcome to Warren County Community College. WCCC is a vibrant, caring institution dedicated to your personal goals and success. WCCC enjoys an excellent reputation for quality programs, personalized service, and a commitment to the community it serves. We are pleased that you have chosen WCCC to meet your higher education goals.

This Academic Catalog is designed as one of the reference tools that you may use to learn more about College services and student-related policies. While this Catalog is extensive, it is not exhaustive. You are encouraged to contact the appropriate College officials for further assistance. Our dedicated faculty and staff pride themselves on a personal commitment to student success, so please never hesitate to ask one of us, including the president, for assistance!

Therefore, I invite you to contact me personally or to stop by my office if I can be of any assistance in your pursuit of your academic goals at WCCC!

Sincerely,

Dr. William J. Austin,
President

Academic Year Hours of Operation

Hours of operation may be adjusted in accordance with campus programmatic and/or student needs.

Visit the College's website (www.warren.edu) for more information about evening, weekend and summer hours of operations and services.

College Accreditation

Warren County Community College is fully accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104, (267) 284-5000. The Commission on Higher Education is the regional institutional accrediting agency recognized by the U.S. Secretary of Education and Council for Higher Education Accreditation (CHEA). Accreditation was reaffirmed in 2018.

Governance

Warren County Community College Commission was established in July 1981 as the Warren County Community College Commission by the New Jersey State Board of Higher Education and the Warren County Board of Chosen Freeholders. The College was initially accredited in 1992 and re-licensed as Warren County Community College (WCCC). The College is governed by a 10-member Board of Trustees and a non-voting alumni trustee. The Board is authorized to grant Certificates and to confer the Associate in Arts, Associate in Fine Arts, Associate in Science, and Associate in Applied Science degrees. The College operates under various statutes and regulations and must meet all quality standards of public institutions of higher education. The College receives funding from the Warren County Board of Chosen Freeholders and the State of New Jersey. The remaining operational funds are derived from student tuition and fees and miscellaneous funds.

Mission Statement

Warren County Community College maintains a mission of building a community of learners through accessible and quality learning opportunities designed to meet educational goals and aspirations.

Vision Statement

Provide lifelong learning opportunities that will enhance individuals' success, strengthen commitment to the community, and reflect innovation and change.

College Motto

Education to Work: For Warren County and Society

Strategic Goals 2020

In December 2014, the Board of Trustees formally adopted a strategic plan with goals in each of the following areas:

- Outcomes Assessment and Program Review
- Developmental Education Assessment
- Enrollment and Retention
- Distance Education
- Workforce and Economic Development
- Human Resources Planning
- Facilities Planning
- Enterprise Resource Planning System Implementation

Continuing Education

The Department of Continuing Education, located at WCCC's Phillipsburg Education Center, provides career training for many health, business, and public safety professions. The Department also offers continuing education for government protective services and public safety. A variety of professional development workshops, Active Adult 55+ classes, personal enrichment and online courses, plus an extensive Summer Youth program complement a full-service institution of higher learning. Continuing Education plays a significant role in post-secondary education committed to the adult learner, providing the non-traditional student with opportunities to continue their education through courses and programs.

Career programs provide the necessary education and hands-on experience for return-to-work training, upgrading skills, or employment-enhancing opportunities. This Department also provides job search assistance, which includes career counseling, interviewing techniques, and resumé writing. Some of these programs include:

- Medical Assisting
- Certified Nursing Assistant
- Dental Assisting
- Therapeutic Massage
- Phlebotomy, Pharmacy Technician, plus other health professions
- Computer Skills for Business
- Computerized Accounting
- English as a Second Language
- Free High School Equivalency Exam Prep

Additionally, this department impacts economic development in our County by enhancing the skills of the local workforce by building strong partnering relationships with regional businesses. This is done by assessing workforce needs, assisting with training opportunities, and translating the training into increased productivity and efficiency for employers. Through the Continuing Education Department at Warren County Community College, local businesses can access a variety of training services for their current and emerging employees.

For more information on Continuing Education programs and services, visit www.warren.edu or call (908) 689-7613.

WCCC Small Business Growth Center

The Warren County Community College Small Business Growth Center is a not-for-profit entity dedicated to improving the business climate and economic development of Warren County. As a part of the College, the incubator provides support for innovative entrepreneurial activity, adds meaningful jobs, and attracts new people, ideas and capital to the County. For more information, please contact the Department of Continuing Education at (908) 689-7613.

Where to Find Us

WCCC Main Campus

Warren County Community College is conveniently located on Rt 57 West, Washington, NJ, 2.5 miles west of the intersection of Routes 57 and 31 in Washington, New Jersey.

Unless otherwise noted, all classes will be held on the WCCC main campus.

From Route 80 Eastbound

Take Route 80 east to exit 4B (Route 46). Take Route 46 to Route 31 South. Turn right onto Route 57 West. Proceed 2.5 miles, the College will be on the left.

From Route 80 Westbound

Take Exit 26 to Route 46, Hackettstown/Budd Lake. Turn left when the road comes to a "T". Follow signs to Route 57 West, toward Washington. Follow directions above.

From I-287 or I-78/US-22

(Trenton, New Brunswick, or Shore Area)

Take Route 78 West to Exit 17 (Route 31 North). Follow Route 31 North to its intersection with Route 57 in Washington, NJ. Turn left onto Route 57 West and travel approximately 2.5 miles. Turn left at Warren County Community College, just before the Warren County Technical School.

From US-22 Eastbound

Take Route 22 East to its intersection with Route 57, near Phillipsburg. Follow Route 57 East, toward Washington, approximately 9 miles. At the border of Washington, turn right at the Warren County Community College driveway, immediately past the Warren County Technical School.

PHILLIPSBURG EDUCATION CENTER

The Phillipsburg Education Center is conveniently located at 445 Marshall Street in Phillipsburg, just off Route 22. It is minutes from the toll bridge into Pennsylvania and approximately 10 miles west of the WCCC Washington campus.

From Route 31 North/South or Route 57 Westbound

Follow Route 57 West towards Phillipsburg, approximately 9 miles from Washington. Continue straight onto Route 22 West. In approximately 1 mile, take the ramp on right for Roseberry Street. Turn left onto Roseberry Street, then turn right onto Marshall Street. The Education Center will be on the right, the parking lot will be on the left.

From I-287 or I-78 West

Follow I-78 West and take Exit 3 (Route 22 West towards Phillipsburg). Follow Route 22 West for approximately 3 miles, then take the ramp on right for Roseberry Street. Turn left onto Roseberry Street, then turn right onto Marshall Street. The Education Center will be on the right, the parking lot will be on the left.

FROM PENNSYLVANIA

From Route 22 Eastbound

Follow Route 22 East into New Jersey.

At first traffic light after toll, turn right onto Bates Street. Turn left at stop sign. The Education Center is on the left and parking is on the right.

From Route 80 East or Westbound

Take Route 80 East or West to PA Route 33 South. Take Route 22 East and cross into New Jersey.

At first traffic light after toll, turn right onto Bates Street. Turn left at stop sign. The Education Center is on the left and parking is on the right.

ADMISSIONS

Admissions Policy

Admission to Warren County Community College is available to all applicants who have graduated from a recognized high school, completed a secondary school education in a home school setting, earned a secondary school completion credential, or demonstrated an ability to benefit.

The College reserves the right to require the submission of official high school transcripts in order to verify previous education and/or the completion of course prerequisites. In addition, high school transcripts may be used to satisfy proof of immunization, standardized test results, or other information as required by state or federal governments. Students wishing to transfer in college credits must submit official transcripts from their prior college(s) indicating successful completion of their coursework in accordance with College standards for their academic program.

In order for the College to report data to federal and state agencies, including the Internal Revenue Service, students are required to report social security information on the official Warren County Community College application. This information is used solely for enrollment tracking and reporting as well as the reporting of possible tax credits to benefit students or their families. Students not wishing to disclose social security data may waive this requirement by submitting a Waiver of Social Security Information form with the Office of Student Services.

Students without either a high school diploma or a GED may be admitted to WCCC but are not eligible to receive federal financial assistance. These students may be evaluated using a standardized placement examination or a similar instrument as an indicator of their "ability to benefit." If there is remediation recommended, as determined by the placement evaluation, said remediation shall be completed prior to matriculation into a program of study. Applicants who are under eighteen (18) years of age and do not have a high school diploma or a GED must provide the following in order to attend classes held at the College:

a) A signed Parental Permission Form

b) A letter of Permission from a high school principal or designee (unless the student is home-schooled)

The Academic Vice President must approve the matriculation of any student under the age of 16.

Admission to the College does not ensure enrollment into any or all courses or programs. The College reserves the right to limit enrollment in any course or program of study. Selection criteria may be established for specific degree and certificate programs.

Admission to the College does not guarantee a student's right to financial aid. The College will adhere to all federal and state statutes relating to awarding financial aid and has established policies and procedures consistent with these governmental requirements.

Admissions Process

All new students must submit an admission application. The application form is available through a link on the college's homepage at www.warren.edu. Prospective students may also visit the office of student services or call this office at (908) 835-2300 for additional information

All students admitted to Warren County Community College should consult with an Advisor in the Office of Student Services to determine if testing is necessary. The College placement test may be used to determine students' proficiency level in mathematics, English, and placement in other college level courses. Students are exempt from one or both portions of the test if they:

- have met minimum scores on the SAT test (500 Math, 480 Verbal)
- have earned credit for English composition and/or mathematics at another college or university or have earned a Bachelor's degree.
- have earned college credit for English or math through dual enrollment courses at their high school.
- have met a minimum high school GPA and minimum grades in specific high school classes.
- are pursuing the VIPER, Technical Studies program.

Placement test is suggested but not required for students not falling into the above categories. Students may opt out of taking the placement test if they so chose.

The placement test is administered on a walk-in basis throughout the year. For information, please consult the WCCC Course Schedule, the college website (www.warren.edu), or call the Instructional Support Center at (908) 835-2354.

Admission to the Nurse Education Program

Students interested in pursuing an Associate in Science Degree in Nursing must complete an additional application. Students are required to meet with the Nursing Intent Advisor in Student Services prior to application to the nursing program. The Nurse Education Program prepares students for the National Council of State Boards of Nursing Registered Nurse Licensure examination (NCLEX–RN).

Courses are offered at WCCC. Clinical sites are located at local regional hosspitals. Admission to the Nurse Education Program is highly competitive and students must fulfill special admission requirements.

Transfer credit for the Nurse Education Program will only be given for grades of "C+" or higher in science courses applicable to the Nurse Education Program. Applicants with previous college experience are required to have a minimum of a 2.5 cumulative grade point average (GPA) in all courses. Science course grades are only acceptable for a period of 5 years from course completion. Students who are currently enrolled or plan to enroll in WCCC prior to application to the Nurse Education Program must have achieved a minimum cumulative GPA of 2.5 at WCCC. Due to the competitiveness of the Nurse Education Program, meeting the minimum requirements does not guarantee admission.

The WCCC Nurse Education Program is accredited by the New Jersey Board of Nursing, 124 Halsey Street, P.O. Box 45010, Newark, NJ 07102, Ph: (973) 504-6430, www.NJConsumerAffairs.gov

WCCC Nurse Education Program has been granted full accreditation by the Accreditation Commission of Education in Nursing, Inc. (ACEN) 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, Phone: (404) 975-5000, Fax: (404) 975-5020, www.acenursing.org

Please contact the WCCC Office of Student Services at (908) 835-2300 for complete admissions information.

Admissions Advisement

Admissions advisement is available for anyone who is seeking general information about programs of study, admissions requirements, placement testing, enrollment procedures and available support services. New students must meet with an advisor to register for classes. Appointments are not necessary. Please call the Office of Student Services at (908) 835-2300 for information on hours of operation or general information.

Admission Services of Special Interest

Services to Persons with Disabilities

WCCC is committed to accommodating students' special needs, including those of a learning, psychological, or physical nature. Because of the special needs of student with disabilities, the Disability Services Coordinator is assigned specifically to work with students to coordinate any specific needs.

Students with disabilities must identify themselves, provide documentation of their disability, and request appropriate services in order to access accommodations. The documentation provided must be from a qualified professional and include suggested learning strategies as appropriate. We highly recommend that students first contact the Disability Services Coordinator prior to taking the placement test to discuss appropriate accommodations for the test. The Disability Services Coordinator, Rebecca Mellinger, is located in the office of Student Services in room 119 on the first floor and may be reached at (908) 835-2625. Documentation should be submitted four weeks prior to the beginning of the semester in order to ensure receiving accommodations from the start of the subsequent term.

Accommodations are approved and coordinated on a case-by-case basis. Continuing students who would like to receive accommodations in subsequent semesters must request them each semester; continuing students must submit a copy of their class schedule to the Student Services Office prior to the start of each semester.

All information provided to WCCC regarding the nature of the disability, and the need for academic accommodation is confidential. This information is maintained separately from academic records and is not shared with instructors or any other individual without the student's express written consent.

High School Students

Junior and senior high school students who are at least 16 years of age may be eligible to enroll part-time in WCCC courses. Written approval from a parent or guardian and written recommendation from the high school principal, guidance counselor or designee are required.

WCCC also offers Senior Option Program. The program enables high school students to attend WCCC at a free or reduced tuition rate.

Visit the high school guidance office or call the WCCC Office of Student Services at (908) 835-2300 for additional information.

All Warren County public high schools participate in the Dual Enrollment Program, which allows students to obtain college credit for advanced high school courses. Each high school designates certain courses for Dual Enrollment. To find out which courses are approved for Dual Enrollment at a Warren County high school, see that school's guidance counselor office or contact the WCCC Office of Academics at (908) 835-2322.

Unemployed Persons

WCCC works in collaboration with several NJ Department of Labor One Stop Career Centers to offer area residents a variety of opportunities. In-demand career programs are available through several federal and state employment training grant programs. Individuals should contact the local One-Stop Career center for eligibility. Additional information about Continuing Education training opportunities is available by calling (908) 689-7613.

Student Classifications

Full-time Students

A full-time student is one who is enrolled in a minimum of twelve (12) credit hours of coursework per semester.

Part-time Students

A part-time student is one who is enrolled in fewer than twelve (12) credit hours of coursework per semester.

Matriculated Students

A student enrolled in a degree program with the intent to earn a degree or certificate is considered a "matriculated" student. A student must be matriculated in an associate degree program in order to receive financial aid. Matriculated students should submit a record of high school completion, and documentation of immunization (See Immunization Requirements, page 11) to the Office of Student Services. Students who have completed an equivalency diploma must present the original diploma to the Office of Student Services, where a copy will be made for his or her records.

Students are strongly encouraged to consult with an advisor in the Office of Student Services each semester, prior to course registration, to review academic progress and the curriculum requirements that remain for their specific program of study.

Non-Matriculated Students

A student enrolled in classes but not intending to obtain a degree or certificate from WCCC is considered a "non-matriculated" student. If a student plans to complete a degree or certificate program, they must declare a major and matriculate. It is recommended that students consult with an advisor in the Office of Student Services to discuss their plans. Non-matriculated students are not eligible for financial aid.

Changing Your Major

Students may, at any time, request to declare or change a major by submitting a Request to Change/Add Major Form to the Office of Student Services. This form is available at the Office of Student Services or on the college website. Students may only receive financial aid for courses within their major. It is strongly recommended that a student meet with an advisor prior to changing majors.

Financial aid is permitted only for courses within a student's major. Students receiving financial aid are strongly advised to change their major either before a semester begins or after it ends so that the change in major does not negatively impact their semester financial aid package. For more information, please visit the Office of Financial Aid.

Transfer Students

Students who transfer to WCCC after completing credits at another accredited college or university are required to submit official academic transcripts from the institution(s) previously attended, if they wish to receive transfer credit consideration. The transcripts will be reviewed to determine placement in course work at WCCC and evaluated for transfer credit. Credits for courses in which the student has received a grade of "C" (2.0) or better at a regionally accredited college or university may be accepted for transfer. Transfer cerdits may not be accepted for certain selective admission courses (e.g. Nursing clinical courses)

Students are encouraged to submit transcripts from other institutions for transfer evaluation a minimum of three weeks prior to registration. Once the transcripts have been evaluated, the student will receive a written evaluation indicating transfer credits awarded. Please note that transcripts will only be evaluated when transcripts have been received from all institutions listed by the student on their application.

A maximum of forty-five (45) credits will be accepted for transfer toward a degree; a maximum of twenty-one (21) credits will be accepted for transfer toward a certificate or toward a joint degree program. For more information regarding advanced standing policies, see Academic Standards and Policies.

Re-admitting Students

Students who have previously applied for admission to WCCC and either did not attend or are returning after missing one or more semesters must re-apply but are not assessed an additional application fee. Re-admitted students must comply with degree requirements and policies in effect at the time of their re-admission. For further assistance, meet with an advisor in the Office of Student Services.

International Student Admissions

Warren County Community College is authorized by the U.S. Bureau of Citizenship and Immigration Services to enroll international students with F-1 visas and to issue the I-20 form necessary to obtain that visa. Foreign citizens who are attending WCCC on F-1 visas must be matriculated full-time students (enrolled in at least 12 credits of study).

Contact with the College should be initiated by the student. Currently, foreign citizens wishing to obtain an F-1 visa and enroll at WCCC must complete the admission requirements and submit required documentation before the following dates:

- Before JUNE 1 for FALL admission
- Before NOVEMBER 1 for SPRING admission

Please contact the Office of Student Services at (908) 835-2300 for the international student admissions requirements.

WCCC elects to issue F-1 visas to international students to assist those intending to reside in temporarily in the Warren County region while in the United States. WCCC reserves the right to deny the issuance of F-1 visas for students. Examples where a visa denial may occur include students who apply after the deadline date and individuals who are interested solely in distance education.

Immunization Requirements

The State of New Jersey requires that all first-time, full-time degree-seeking students submit proof of immunization against measles, mumps, rubella, and Hepatitis B or provide the necessary evidence for exemption. Students may be exempt if one of the following conditions apply:

- Medical reasons – a physician's statement must be submitted
- Religious reasons – a statement from an official of the religious organization must be submitted
- Born before 1957

If none of the above circumstances apply, the student must submit one of the following documents, specifying the type of immunization received and the date it was administered:

- Official school immunization record
- Record from any public health department
- Record signed by a physician who is licensed to practice medicine or osteopathy, or another licensed health professional who is approved by the New Jersey State Department of Health

The Nurse Education and Medical Assisting Programs have specific immunization requirements. Please check with the program directors for additional information.

For additional information regarding immunization requirements, contact the Office of Student Services at (908) 835-2300.

Chargeback Law

The NJ Chargeback Law enables students who wish to matriculate in a 60 credit degree program or a 30 credit certificate program that is not offered by their home county to student at another NJ community college paying tuition at that college's in-county rate. The county may establish deadline dates for eligibility for this program each semester. Individual courses are not eligible for chargeback consideration. The student's home county will pay a subsidy to the college that the student attends. To determine eligibility for the program, contact the Office of Academic Affairs at (908) 835-2313.

*Certain restrictions and deadlines apply which may affect a student's eligibility for a chargeback.

FINANCIAL AID

Financial Aid and Scholarships

WCCC participates in federal and state financial aid programs to help remove economic barriers that may prevent a student from attending college. While the primary responsibility for meeting the cost of education rests with students and parents, all students are invited to apply for assistance.

The Financial Aid staff is available for assistance through the application process. Students should file as early as possible so their financial aid status can be determined prior to the billing date for the semester. For assistance in completing the financial aid application, contact the Office of Financial Aid at (908) 835-2396 or finaid@warren.edu.

There are four basic types of financial assistance:

- Grants – monies that do not have to be repaid
- Scholarships – funds that are provided on the basis of certain criteria (usually academic achievement) and do not have to be repaid
- Loans – funds that have to be repaid with interest
- Work Study – a program that gives students the opportunity to earn money to help pay for educational expenses

For further information regarding the types of assistance available, see Types of Aid Available at WCCC in this section.

Student Eligibility and Requirements

WCCC encourages all students to file for financial aid, even if they think they may not qualify. Students must re-apply for assistance annually.

To receive aid from the student aid programs, students must:

- complete the FAFSA form(s) and demonstrate financial need (go to https://fafsa.ed.gov)
- have a high school diploma or a General Equivalency Development Certificate (GED), or have completed a home schooled secondary school education
- be enrolled at WCCC and matriculated in an associate degree program
- be a U.S. citizen or an eligible non-citizen
- have a Social Security number or an Alien ID number
- make Satisfactory Academic Progress (To obtain a copy of the Satisfactory Academic Progress Policy, please contact the Financial Aid Office.)
- register with the Selective Service, if required, at www.sss.gov
- DACA students may be eligible for state financial assistance. Please contact the Financial Aid Office for Details

Rights and Responsibilities

Students who accept financial aid have certain rights and responsibilities and must comply with any rules, regulations, and conditions that govern such awards. Failure to read the WCCC Student Handbook and any other publication pertaining to financial aid awards does not excuse the student from compliance.

Types of Aid Available at WCCC

Grants and Scholarships

Educational Opportunity Fund Grant (EOF) – A grant program that provides financial assistance and academic support services to students from educationally and economically disadvantaged backgrounds who attend institutions of higher education in the State of New Jersey and meet the State's full time undergraduate enrollment, NJ residency, and income eligibility requirements.

Students interested in being considered for the EOF Program must complete an EOF application and students are required to meet with the EOF Coordinator/Recruiter in Student Services prior to receiving acceptance into the program. The EOF Program provides a free 4 week summer program, where students can earn up to 6 college credits. EOF students also receive personalized academic coaching, advisement every semester enrolled, college, career readiness assessment, academic success workshops, student leadership development , and college transfer and/or career planning assistance.

Please contact Ms. Meghan Cote at (908) 835-2300 or eofp@warren.ed for more information.

Federal PELL Grant – A grant program that is based on financial need as determined through the FAFSA information

Federal Supplemental Educational Opportunity Grant (FSEOG) – A grant program that is based on exceptional financial need. The College may establish priority deadlines for FSEOG awards.

New Jersey Tuition Aid Grant (TAG) – A New Jersey grant based on financial need and awarded to students who are enrolled full-time or part-time in an eligible program. The student and parent, if applicable must have been a New Jersey resident for 12 consecutive months prior to receiving TAG funds. Undocumented citizens may be eligible for TAG. Please contact the Financial Aid Office for information.

NJ STARS – A scholarship program that provides tuition for up to five semesters, to students attending their local community college who graduated in the top 15% of their high school class. WCCC contacts eligible students during their senior year regarding eligibility.

WCCC Trustee/Foundation Scholarships – The Warren County Community College Foundation is dedicated to raising funds for WCCC scholarships. The availability of scholarships depends on the funds available each year. To donate funds with the intention of developing a scholarship, please call the Office of Foundation and Advancement (908) 835-2325.

Work Study

Federal Work Study – A campus-based program that is based on financial need, allowing students to work on campus or in the community to meet their educational expenses.

Student Loans

Student loans should be a financing option "of last resort" since a student will be required to pay back the loan with interest. Please, talk to the Finance Office at (908) 835-2328 about payment plan options if you are unable to pay your bill by the payment due date.

Federal Direct Loan – This program was created to help students pay for their education while attending school at least half-time. The federal government offers both subsidized and unsubsidized Federal Direct Loans.

A Subsidized Federal Direct Loan is based on financial need. A loan is subsidized when the government pays the interest for the student during certain periods. There is a limit to the number of semesters that a student may receive a subsidized Direct Federal Loan. Please consult the Financial Aid Office for more information.

An Unsubsidized Federal Direct Loan is not based on financial need and is available to students regardless of income. This is a more costly loan, because the government does not subsidize it.

Parent Loans

Federal PLUS Loan – The Federal government offers the Federal PLUS Loan to parents to help them pay for their child's education.

Award Notification and Acceptance

Students are considered for financial assistance once they have registered for classes and all financial aid documents have been submitted. Students may view their award status and other financial aid information on the College's Easy Access to Grants Loans Entry (EAGLE) system on www.warren.edu. Awarded financial aid is credited to a student's account each semester, with an exception of Federal Work-Study, which is paid bi-weekly to the student.

Some students may receive assistance in excess of their college costs (tuition, fees, and books). The portion that exceeds the college cost is normally disbursed to students after the tenth week of classes.

Satisfactory Academic Progress (SAP)

Federal regulations require colleges to establish a Satisfactory Academic Progress (SAP) policy that defines the academic standards a student must meet in order to continue to receive financial aid funds in subsequent semesters. The SAP policy must include both qualitative and quantitative measures, taking into account both a student's GPA and the number of credits attempted in a degree program.

Under federal rules, a student may not continue to receive financial aid if they have attempted more than 150% of the credits of their degree program (for example, if a student is in a 60 credit degree program, they may only receive financial aid for up to 90 credits).

In addition, the student may not receive financial aid if they are unable to mathematically meet the College's graduation standards (i.e., achieve at least a 2.0 GPA) within the 150% timeline.

In addition, the College is required to set additional benchmarks based on both GPA and credits earned and must monitor all students each semester to ensure that they are meeting these SAP benchmarks.

Students may lose federal financial aid if they do not meet their benchmark for the semester. Please see the WCCC Satisfactory Academic Progress (SAP) policy on the website (Admissions > Financial Aid > Student Eligibility Requirements) or contact the Financial Aid Office at (908) 835-2396 for a copy of the policy.

Financial Aid Refund and Repayment Policy

Students who withdraw from school or stop regular attendance will have their financial aid award prorated in accordance with federal and state regulations. Students are responsible for any balance due on their WCCC account due to the proration or cancellation of financial aid. Students should contact the Financial Aid Office prior to dropping or withdrawing from any classes to determine if this action could create a financial obligation to the College. For a copy of the Refund and Repayment Policy, contact the Financial Aid Office at (908) 835-2456.

Veterans' Benefits

The veterans' benefits coordinator assists students in applying for benefits, certifies enrollment, maintains student VA records, and is located in the Business Office. Veterans attending the college must report any changes in program of study or course load to the veterans benefits coordinator because changes may affect the student's educational benefits from the VA. Students should also be aware that only those courses that fulfill requirements for graduation can be certified. Education benefits may be suspended when veterans fail to maintain the minimum standards of attendance and academic progress required of all students. For more information, contact Sara McGuire at (908) 835-2327.

VA Pending Payment Compliance

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent any student's enrollment;
- Assess a late penalty fee to a student;
- Require a student to secure alternative or additional funding; or
- Deny a student access to any resources (classes, libraries, or other institutional facilities) available to tuition paying students.

However, to qualify for this provision, such students may be required to:

- Provide Chapter 33 Certificate of Eligibility (or its equivalent) or for Chapter 31, VA VR&E's contract with the school on VA Form 28-1905 by the first day of class.

  Note: Chapter 33 students can register at the VA Regional Office to use E-Benefits to get the equivalent of a Chapter 33 Certificate of Eligibility. Chapter 31 student cannot get a completed VA Form 28-1905 (or any equivalent) before the VA VR&E case-manager issues it to the school.
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

Important Phone Numbers

Office of Student Services

Financial Aid
(908) 835-2396

General Information

Federal Student Financial Assistance Program
(800) 4-FED-AID (800 433-3243)

TTY Number
(800) 730-8913
(for hearing-impaired individuals with federal student aid questions)

FAFSA on the Web
(800) 433-3243
www.fafsa.gov
https://studentaid.ed.gov/sa/fafsa

N.J. Higher Education Student Assistance Agency
Customer Care: (800) 792-8670

Veterans Educational Benefits
U.S. Department of Veteran Affairs
(888) GI-BILL-1 (888 442-4551)

VA Certifying Official at WCCC
(908) 835-2327

Frequently Requested Websites

U.S. Department of Education
https://studentaid.ed.gov/sa

IRS Educational Tax Credits
https://irs.gov/individuals/students

FSA ID and Password access
https://fsaid.ed.gov

Selective Service
https://sss.gov

NJ Higher Education Student Assistance Authority
https://njfams.hesaa.org

REGISTRATION & TUITION

MyWarren

WCCC's MyWarren system permits students to register and check grades and schedules on-line. The system allows current students to select courses and register on the Web, and to check their grades and current GPA. The system is accessible 24 hours a day. Students can register for classes during open Web time frames (see the Academic Calendar at www.warren.edu).

The Registration Schedule

Each year the College establishes a schedule for student registration. The schedule specifies registration dates for both new and current students. It also lists the dates when students may visit the Office of Student Services for personalized academic advising, as well as dates for adding or dropping courses. In addition, the schedule includes dates when tuition and fee payments are due.

Current Students

Current students who have declared a major and are enrolled in a program of study should refer to program requirements listed in this catalog and should meet with an advisor before registering on-line. Students in good standing financially and academically may register through MyWarren 24 hours a day during the Web registration period. For questions regarding registration, call the Office of Student Services at (908) 835-2300.

New and Re-admitted Students

Students who are enrolling for the first time or are returning to WCCC after at least one semester away should visit the Office of Student Services to establish their schedules and determine whether any testing or remediation is recommended. Please contact the Office of Student Services at (908) 835-2300 for additional information.

Adding/Dropping Courses

Students may register for courses at any time during the designated registration periods. Courses may be added through the first week of the semester, or equivalent time for shorter sessions. Courses may be dropped during the first two weeks of the semester (or equivalent) and are subject to refund as indicated in the College's Refund Policy (see page 19). Dropped courses do not appear on a student's transcript. In order to drop or add a course, students must complete the appropriate form in the Office of Student Services. Students are responsible for all course charges in cases where they do not complete the official course drop process.

Students receiving financial aid, including NJ Stars, should always consult with the Financial Aid staff in the Office of Student Services prior to adding, dropping, or withdrawing from classes because these actions may have an impact on their financial aid award.

Withdrawal from Courses

Students may withdraw from a course without academic penalty by completing the proper form, obtaining an advisor's signature, and submitting the form to the Office of Student Services before two-thirds of the semester has elapsed. Students who withdraw from class will receive a "W" grade.

Students who withdraw from a course after two-thirds of the semester, but before the end of the term, must obtain the instructor's signature. During this period students receive a grade of "WP"(withdraw passing) or "WF" (withdraw failing) for the course. A grade of "WF" is calculated the same as an "F"grade in determining the student's grade point average. A grade of "W" or "WP" does not affect a student's GPA. The withdrawal form must be submitted to the Office of Student Services prior to the established deadline date.

Failure to complete the official withdrawal process will result in a grade of "NF", "XF" or "F." A grade of "NF" or "XF" is calculated the same as an "F" grade in determining the student's grade point average.

For assistance, please call Student Services at (908) 835-2300. See the current semester's Academic Calendar for exact dates.

Auditing a Course

Students may register for courses on an audit basis, with the understanding that neither grades nor credits are assigned. Students who wish to audit a course must meet with an advisor; an audit cannot be completed through the on-line system. Changes from credit to audit, or from audit to credit, may not be made after the add period has ended. Tuition and fees are charged for audited courses, and prerequisites must be satisfied prior to registering to audit a class.

A nursing course may not be audited unless the student has been accepted into the Nurse Education Program. Students who are granted permission to audit a nursing course may only audit the theory portion and/or the Nursing College laboratory, pending written permission of the Director of Nursing.

The College reserves the right to limit course audits for certain courses due to enrollment demand or other circumstances.

Transcripts

A transcript is a detailed record of your academic history at WCCC issued by the Registrar. All coursework attempted at WCCC will be listed for each semester, including grades and academic status for these terms. Transferred coursework will be listed without a grade on the transcript and is not counted in WCCC grade calculations. Official transcripts are mailed or electronically submitted directly to institutions, organizations and individuals as requested, bear the College's Seal and the Registrar's signature, and sealed in a College envelope. Students may also print an unofficial transcript through MyWarren.

There is no fee for transcripts. If there is a hold on a student's records, the transcript will not be released until financial obligations to the College have been met. Transcript Request Forms are available in the Office of Student Services or on the college website (www.warren.edu/request-transcript).

Forms can be dropped off, mailed, faxed to (908) 689-5824, or emailed to registrar@warren.edu. Please contact the Office of Student Services at (908) 835-2300 with further questions.

Tuition and Fees

Tuition and fees are due at the time of registration, except during designated pre-registration periods. Students registering during pre-registration periods are required to fulfill all payment obligations by the designated due date as set by College administration. The College reserves the right to change its tuition charges and fees, or to establish additional charges, within the limits of State law, in order to maintain its programs and services (all changes subject to approval by the Board of Trustees).

2019–2020 Tuition

- Warren County residents $160.00 per credit
- Out-of-County $170.00 per credit
- Out-of-State $190.00 per credit
- Resident on a Visa $190.00 per credit
- International $240.00 per credit
- Senior Citizens
  Non-matriculating persons presenting proof of age 60 or more on the first day of class will be permitted to register and enroll in regularly scheduled credit courses without payment of any tuition charges provided that available classroom space permits, the senior citizen audits the course (i.e., earns an AU grade), and that tuition paying students constitute the minimum number required for the course. Senior citizens will be required to pay all college fees and learning material costs. The senior citizen waiver does not apply to repeated courses.

2019–2020 Fees

- General fee: $6.00 per credit
- Federal/State mandate fee: $1.00 per credit
- Technology fee: $6.00 per credit
- Laboratory fees range from $30.00 to $40.00, as applicable
- Nurse Education Lab fee: $1,800.00 per semester
- Nurse Education Pre-Admission Test fee: $45.00
- Learning materials fee: $135.00 per year
- Medical Assisting Lab fee: $100.00 per semester
- Automotive Course fee: $100.00 per course
- Photo ID replacement fee: $3.00
- Application fee: $25.00 (non-refundable)

- Drone Program fee: $100 per course
- Application fee for student applying for a visa: $175.00 (non-refundable)
- Reinstatement fee: $50.00
- Returned Check fee: $25.00 (bank charges also may apply)
- Nelnet Payment Plan fee, if applicable: $25.00
- Proctor Testing fee: $20.00
- Credit by Exam fee: $40.00
- Accuplacer Testing fee for non-WCCC applicants: $11.00

Grades and transcripts will not be released until all outstanding payments due to the College have been satisfied. In addition, students shall not be permitted to register for subsequent semesters until satisfactory payment arrangements have been made with the Business Office.

Nursing Student Insurance Requirement

Students accepted into the Nurse Education Program will be required to purchase malpractice insurance. Information is provided at the Nursing Program Orientation.

International Students

International Students in the United States under a valid visa may enroll in classes at Warren County Community College. Students who are issued an F-1 Visa through the College must comply with all INS reporting and registration requirements in order to retain their F-1 Visa. They must also comply with special enrollment deadlines established by the College. See International Student Admissions on page 11 for more details.

Payment Policy

Tuition and fees are payable upon the payment due date by cash, check, money order, or credit card. Checks and money orders can be made out to WCCC. Credit cards from VISA, Mastercard, Discover, American Express, and debit card payments are also accepted.

Course enrollment is not complete until tuition and fees are paid or financial arrangements have been made (e.g., financial aid is allocated or enrolled in a payment plan). Failure to make payment by the date indicated may result in a student's removal from all scheduled classes. Financial aid recipients are responsible for all classes that they register for and are responsible for dropping unwanted classes prior to the start of the semester to avoid any charge on their account.

A payment plan is available for fall, spring and summer semesters. Details can be obtained from the Business Office at (908) 835-2328 or email BusinessOffice@warren.edu.

Checks returned for insufficient funds that are not resolved within ten working days of receipt will cause the student to be removed from scheduled classes.

Refund Policy

Students who find it necessary to drop a course may be entitled to a refund of tuition and fees for fall and spring semesters as follows:

- A 100% tuition credit is granted to any student who completes the drop process before the semester begins
- An 80% tuition credit is granted for a drop completed before the end of the first week of the semester or equivalent for shorter terms
- A 50% tuition credit is granted for a drop completed before the end of the second week of the semester or equivalent for shorter terms
- No refund or tuition credit will be granted after the drop period has ended

Please refer to the Academic Calendar for actual dates for each semester and for summer term dates.

In order to drop or withdraw from a course, students must complete the required forms and submit them during normal business hours to the Office of Student Services. All students receiving financial aid must meet with a Financial Aid representative concerning all adds, drops, and withdrawals. For financial aid assistance, call (908)-835-2396 or email FinAid@warren.edu.

Failure to officially withdraw will result in the grade of "NF," "XF", or "F" on the student's record. The "NF", and "XF" grade are calculated the same as an "F" grade in determining the student's grade point average. A student who is removed from the College for disciplinary reasons will receive no refund of tuition or fees.

Students may file an appeal to the Special Consideration Committee requesting retroactive action on grades or charges due to special circumstances. This may include the dropping or withdrawal from courses as a result of an unplanned, prolonged and extreme medical circumstances. In this case, the student must provide signed medical documentation from a licensed physician indicating that they must withdraw from classes for medical reasons based on the professional judgement of the physician. In very rare cases, the college may consider a credit for future semesters or a refund for a graduate student.

The Committee consisting of representatives from Business, Student Services, Financial Aid and Academic Affairs offices shall review this appeal and make a recommendation to the President on this matter. The decision of the President shall be final.

Residency

In-County Resident – resident who maintains a permanent domicile in Warren County for at least 90 days prior to initial registration. Students are also eligible to receive in-county tuition rate if they fall into one or more of the following categories:

- Out-of-county residents receiving chargeback support from their home county
- Persons employed in Warren County

In-State Resident – a student who has lived in New Jersey for at least one year prior to registration. New Jersey residency is required for state financial aid.

Out-of-County Resident – an in-state resident who maintains a permanent domicile in a county other than Warren.

Out-of-State Resident – a student who maintains a permanent domicile in a state other than New Jersey or who has been a New Jersey resident for less than one year prior to registration.

Permanent Residency visas – students who are not U.S. Citizens but have Permanent Residency Visas (Green Cards) will be assessed tuition in accordance with their current address.

Resident on a visa – international students in the United States under a valid visa may enroll in classes at Warren County Community College. These students will be assessed tuition equivalent to the Out-of-State tuition rate.

Non-Resident on a Visa – students who are issued a F-1 visa through Warren County Community College will pay international student tuition and a special application fee. These students must comply with all INS reporting and registration requirements in order to retain their F-1 visa. These students also must comply with special enrollment deadlines established by the College in order to obtain their F-1 visas.

These categories apply for the determination of WCCC tuition charges. Individuals not meeting any of the above categories shall be charged tuition in accordance with applicable state and/or federal statutes. Residence requirements for purposes of awarding student financial assistance shall be determined in accordance with federal and state regulations.

Domicile

Domicile is defined as that place where a person has his or her true, fixed, permanent home and principal living establishment, and to which, whenever he or she is absent, he or she has the intention of returning. The domicile of a dependent student is assumed to be that of his or her parents or legal guardian(s) unless the student can demonstrate otherwise through utility bills, a driver's license, or other documentation. Residence established solely for the purpose of attending WCCC does not fulfill the definition of domicile. Supportive documentation may be required. Questions should be directed to the Office of Student Services at (908) 835-2300.

ACADEMIC STANDARDS & POLICIES

Instructional Support Center

The Instructional Support Center (ISC), located in Room 105 across from the WCCC library, provides academic support services for all credit and non-credit students.

The Instructional Support Center provides free tutoring services to all Warren County Community College students. The ISC is staffed with trained professional and peer tutors experienced with assisting WCCC students. Tutors are available on days and evenings by appointment or on a walk-in basis. The ICS specializes in mathematics, including statistics, and English, which includes assistance with research papers, essays for any subject, and study skills. Tutoring in all other subjects is available upon request.

For more information about the services available, visit the center in person or call (908) 835-2354, or email iscmail@warren.edu.

The HiSET® Exam gives out-of-school youth and adults the best opportunity to demonstrate their skills and knowledge and earn a state-issued high school equivalency (HSE) credential.

Any New Jersey resident, 18 years or older without an earned high school diploma is eligible to take the exam. Individuals who are 16 and 17 years old are eligible to register to take the High School Equivalency (HSE) Exam with written parental permission. For additional information on when this exam will be available at WCCC, contact Rose Lynch, Chief Examiner, at iscmail@warren.edu.

Advanced Standing

Transfer of Credit

Degree students who are transferring to WCCC after having completed credits at another college or university are required to submit official transcripts. For more information regarding transfer of credit, see Admissions: Transfer Students.

Credit-by-Examination

A maximum of 30 credits may be earned through credit-by-examination. A student earning credit-by-examination will be awarded a grade of "P". The grade carries no weight in calculation for the GPA, but the credits do count toward degree requirements. Credits by examination are not intended to transfer. In the case of failure of the examination, no grade will be recorded.

A student wishing to seek credit-by-examination must complete the appropriate paperwork in Academic Affairs. A fee may be assessed for each exam administered.

Studies Completed Outside the USA

Students who have earned college credit outside the United States can transfer those credits to Warren County Community College. All foreign educational credentials must be evaluated by World Educational Services. Visit www.wes.org for details on how to submit a transcript for evaluation. Call the Office of Student Services at (908) 835-2300 for more information.

College Degree Policy

In order to qualify to earn a degree from WCCC, the last 15 semester hours of credit must be completed at WCCC unless otherwise approved by VP of Academic Affairs.

WCCC Dual Degrees

Warren County Community College can grant dual or second degrees to students who have completed all course requirements as outlined in the College Catalog for the second degree. Students should check with the financial aid office to determine whether they are eligible to receive financial aid for a second degree.

Transfer to Other Institutions

Transfer Planning

A student who plans to transfer to a four-year college or university should consult a catalog or website of the institution to which transfer is planned to determine transfer admission requirements and process for transferring credits. The minimum required transfer grade is normally a "C." Some schools, however, require a higher cumulative quality point average of transfer students. It is the student's responsibility to be fully knowledgeable about such requirements.

Students who are interested in transferring are encouraged to visit the New Jersey Transfer site at www.njtransfer.org to determine how community college credits will transfer to New Jersey's four-year colleges and universities. The site is updated continually and students should check it regularly. (Students may also visit the New Jersey Commission on Higher Education site at www.state.nj.us/highereducation/colleges/schools_alfa.shtml for links to websites of New Jersey colleges and universities.)

Warren County Community College has formal transfer agreements with colleges and universities, both within New Jersey and out-of-state. Advisors are available in the Office of Student Services to assist students as needed.

In accordance with state law, beginning Fall 2008, students who complete an A.S. or A.A. degree at a New Jersey community college and transfer to a four-year public college in New Jersey will receive credit for the first two years of a bachelor degree program at the following institutions: Kean University, Montclair State University, New Jersey City University, New Jersey Institute of Technology, Ramapo College of New Jersey, Stockton University, Rowan University, Rutgers University, The College of New Jersey, Thomas Edison State University, and William Paterson University.

If you have questions or concerns about transferring from WCCC, contact Student Services at 908-835-2300.

Grading Scale and Policies

The following table indicates the official grade scale:

Grade	Evaluation	Quality Points
A	Superior	4.0
B+	Very Good	3.5
B	Good	3.0
C+	Above Average	2.5
C	Average	2.0
D	Below Average	1.0
F	Failing	0.0
W	Withdrawn	*
WP	Withdrawn Passing	*
WF	Withdrawn Failing	0.0
WM	Withdrawn Medical	*
WA	Withdrawn Active Military	*
XF	Failure to Officially Withdraw/Stopped Attending	0.0
NF	Failure to Officialy Withdraw/Never Attended	0.0
I	Incomplete	*
AU	Course Audited	*
P	Passing	*

* does not carry quality points

Questions regarding WCCC's grading scale or policies should be directed to the Office of Academic Affairs at (908) 835-2310.

Calculating the Quality Point Average

Sometimes called the grade point average (GPA), the quality point average (QPA) indicates the weighted average of grades attempted in credit-bearing course work. Courses taken as audit, developmental, or non-credit courses do not count for QPA calculations.

A student's QPA is calculated by multiplying the quality point value for each grade earned (see table above under Grading Scale and Policies) by that course's number of credit hours. The total number of quality points earned for all credits (not including remedial courses or grades of Audit, Incomplete, or Withdrawal) divided by the number of quality hours attempted for these courses, yields the cumulative quality point average.

Sum of All Quality Points Earned/Number of Credits Attempted = Quality Point Average

Where:

Quality points are the "points" a grade is worth (A = 4.0, B+ = 3.5, B = 3.0, etc.) multiplied by the number of credits the class is worth.

Quality hours are credits for coursework that do not receive grades of Audit, Incomplete or Withdrawal.

Credits transferred into WCCC are recorded with a TR grade. Transfer grades are not included in the student's QPA calculation. In addition, courses taken at other institutions from 1995-2004 through "sponsorship" arrangements receive an"SP"grade. These grades are treated the same as transfer credits and also are not included in the QPA calculation.

If you have further questions about the QPA calculator, contact the Office of Academic Affairs.

Repeat Grade Policy

Any credit-bearing course taken at WCCC from the Fall 1990 semester onward, in which a student received a grade of "F," "D," "WF," "NF" or "XF" may be repeated by enrolling in the same course during a future semester.

Effective January 2015, when a student repeats a course, the highest grade counts in the student's QPA. The original grade will continue to appear on the transcript marked as a repeated grade, but will not be included in QPA computations.

Standards For Withdrawal Grades (W, WP, WF)

A grade of "W" indicates official withdrawal from a course. A grade of "W" carries no quality hours and will not be computed in quality point averages.

A grade of "W" is assigned after the drop period has ended, during the first two-thirds of the semester. Students who withdraw after the first two-thirds of a semester are assigned a grade of "WP" or "WF." A grade of "WP" carries no quality hours and will not be computed in quality point averages. A grade of "WF" carries zero quality points, but will be computed in quality point average. Thus, "WF" counts as an "F."

Failure to complete the official withdrawal process will result in a grade of "NF", "XF" or "F." A grade of "NF" or "XF" is calculated the same as an "F" grade in determining the student's grade point average.

Medical Withdrawal (WM)

Students experiencing health or emergency medical problems preventing them from continuing with coursework need to submit a completed withdrawal form to the Office of Student Services. Students seeking medical withdrawals after the official withdrawal period or any tuition credit must complete a Special Considerations Form, also available in the Office of Student Services. or at www.warren.edu/forms.

All requests for medical withdrawals and tuition credit will be approved or denied based on the circumstances involved and the supporting documentation from the attending physician. Medical withdrawals should be submitted prior to the end of the semester in which the student wishes to withdraw from WCCC. Approved medical withdrawals will be recorded on the transcript as "WM".

Active Military Withdrawal (WA)

Students who are called for service with the U.S. armed forces during a semester may request a Withdrawn Active Military grade for the semester in which they begin service. Students seeking to be Withdrawn Active Military should submit a copy of official U.S. military orders along with a Special Considerations Form, available in the Office of Student Services. Whenever possible, students may be granted an extension to complete coursework. Requests to be Withdrawn Active Military should be submitted prior to the end of the semester in which the student has been ordered to report for service whenever possible. Students approved for a status of Withdrawn Active Military will have a "WA" grade posted for courses in that semester on the WCCC transcript.

Standards For Incomplete Grades (I)

A grade of "I" is defined as an inability to complete the requirements of a course due to circumstances beyond the student's control. Students must complete a Student Request for a Grade of Incomplete and Thirty-Day Course Extension form available in the Office of Academic Affairs, which must then be signed by the instructor. They must then arrange with the instructor to make up all incomplete work within four weeks after the end of the semester or session.

A grade of "I" (incomplete) that has not been converted by the end of the allotted period automatically becomes an "F." The responsibility for eliminating an "I" grade lies entirely with the student. Requests to change an "I" grade must be submitted, in writing, by the instructor to the Office of Academic Affairs.

See the Nurse Education Program Student Handbook for specific Standards for Incomplete Grades policy/procedure for the Nurse Education curriculum.

Standards For Audit Grades (AU)

A student who wishes to attend a class but does not wish to receive credit must complete all admissions requirements and prerequisites prior to enrollment. The student must state the intention to audit a course at the time of registration. The tuition and fees for auditing a course are the same as taking the course for credit. The grade "AU" is recorded for satisfactory completion of the audited course. The college reserves the right to deny a student's ability to audit any class in a selective admission program or class (examples, Nursing, Medical Assisting, Automotive Technology, English workshops).

Academic Standing

To remain in good standing, students must maintain a minimum quality point average of 2.0 for all work attempted. The minimum quality point average for the Nurse Education Program is 2.5. Any student whose cumulative quality point average (CQPA) is below 2.0 may be placed on Academic Warning.

Academic Suspension may result from the student's failure to achieve minimum academic progress. The College reserves the right to limit online registration privileges and deny permission to register for the subsequent semester. Students placed on Academic Dismissal may be denied permission to register on a permanent basis. Decisions to grant permission to register will be made by the Chief Academic Officer.

The following two programs have been designed to assist students in achieving academic success so that academic suspension can be avoided.

ACADEMIC RECOVERY: All students who receive a "D", "F", "NF", or "XF" midterm grade are encouraged to participate in the Academic Recovery Program. This program provides one-on-one assistance to help students succeed in the course(s). Through meetings with an advisor, students complete a self-analysis of their academic performance to help improve their final course grade(s).

ACADEMIC WARNING: Students with a cumulative grade point average below 2.0 at the end of each semester will be placed on Academic Warning. Students are notified via email, directing them to meet with an academic advisor prior to registering for the next semester and to participate in the "Project Success" program to improve their grades.

In addition, students who are not meeting financial aid Satisfactory Academic Standards also must meet with an advisor and develop an academic plan.

For more information, please contact Student Services at (908) 835-2300.

Academic Integrity

Warren County Community College expects students to be responsible for the content and integrity of all academic work assigned by the faculty. A violation of academic integrity occurs when students:

- knowingly represent the work of others as their own
- use or obtain unauthorized assistance in any academic work
- give fraudulent assistance to another student
- furnish false information or other misuse of College documents

In cases where violation of academic integrity is suspected, the incident must be reported to the Office of Academic Affairs. An investigation will be conducted as appropriate. Any student who is found guilty of violating the rule of academic integrity by the Chief Academic Officer (or designee) shall be considered to have failed their personal obligation to the College.

Academic Forgiveness Policy

Students who have done poorly during their initial academic experience at the College may apply for Academic Forgiveness after a period of at least two full years. Academic Forgiveness will be granted only once and only under the following conditions:

Condition 1: The student has been re-admitted to WCCC

Condition 2: The student has earned at least twelve credit hours with a 2.0 average or higher after readmission to WCCC

The student's former record will remain on the transcript. However, any courses which are academically forgiven will no longer be calculated in the QPA. The student will retain the credits for any courses in which a grade of "C" or better was earned. Note that courses where Academic Forgiveness has been granted still count in the calculation of credits attempted for purposes of calculating a student's Satisfactory Academic Progress (SAP) for financial aid eligibility. Students interested in Academic Forgiveness should contact the Office of Academic Affairs at (908) 835-2310.

Attendance

The College expects students to attend and participate in all classes. This involves sharing in class discussions and lectures, as well as interacting with other students.

Grades are based on the quality of work students complete in meeting the requirements for a particular course, as stated in the course syllabus and catalog description. Attendance, among other factors, may be an additional criterion for assigning grades. Students should realize that they are responsible for all class meetings and that work missed because of absences may affect their grades. Attendance in on-line classes is determined by the completion of assignments/tests. Students who have not completed any assignments or tests will be considered as non-attending and receive an NF grade in on-line classes.

Closing During Inclement Weather

When weather conditions are severe enough to cancel classes, check the web at www.warren.edu, for most up-to-date information. In addition, a recorded phone message will be placed at (908) 835-9222, and on several local radio stations.

WCCC also uses an emergency notification system to announce closings or delays via text messages and email. To sign up please visit www.getrave.com/login/warren.

Assignment of Grades

The syllabus distributed at the beginning of each course will contain detailed course information, including the method of assessment for each course (such as exams, presentations and/or written assignments). Each faculty member will submit mid-term and a final grades based on the grading model specified in the syllabus. Mid-term grades are used to identify students who may need additional advising or supplemental tutoring assistance. Only final grades are reported on a transcript.

Normal Academic Load

A normal schedule for a full-time student consists of 12-18 semester hours. Schedules of 19 hours or more require approval by an advisor in Student Services.

Nurse Education Program

Students admitted to the Nurse Education Program will be given a Nurse Education Student handbook which contains additional policies pertinent to that program. Students in the nursing program must abide by the policies in the Nurse Education Student handbook.

Academic Honors

Students who achieve excellence in their academic work will be awarded academic honors. A student who achieves a semester quality point average of 3.5 or above will be placed on the Academic Dean's List, and a student with a semester GPA of 3.75 or above will be designated a Collegiate Scholar.

In order to be eligible for either the Academic Dean's List or the Collegiate Scholar List in a given semester, students must carry a minimum of 12 quality hours and have previously fulfilled the basic skills requirements.

Phi Theta Kappa

The Alpha Upsilon Rho Chapter of Phi Theta Kappa is located at WCCC. Phi Theta Kappa is an international academic honor society for two-year colleges. Enrolled students are invited if they meet the minimum member requirements:

- Earned at least 12 credits at WCCC, not including remedial or transfer credits
- Earned a minimum cumulative grade point average of 3.5 at WCCC
- Credits earned could be applied towards an associate degree program

For more information, contact a chapter advisor in the Office of Student Services at (908) 835-2300.

In addition, students may earn membership in various program specific honor societies.

Graduation Requirements

To graduate from WCCC with an Associate's degree, students must earn 60 credits or more, as specifically listed in this catalog under their chosen program. To earn a credit Certificate, students must earn 30 credits or more, as specifically listed in the WCCC catalog under their chosen Certificate program.

Although students receive advisement from College advisors, students are ultimately responsible for meeting all course requirements for their chosen program, as specified in this catalog. Any request to substitute courses for those listed under the chosen program must be made by the student, in writing, to the Office of Student Services in advance of taking the requested substitute course. Courses that are not approved in advance by the Registrar may not count toward graduation.

To qualify for graduation, students in all programs must complete the required general education courses and their major program courses as listed in the WCCC catalog, with an overall grade point average of 2.0 or higher.

A minimum of 15 credits must be earned at WCCC for a degree to be awarded, unless this requirement is waived by the VP of Academics. For additional information on transfer credits from other colleges, as well as other types of credit that may count toward graduation at WCCC, see the Advanced Standing section of this catalog.

Students must complete an Application for Graduation by the date listed on the Academic Calendar each year. All financial and other obligations to the College must be satisfied before the diploma is issued.

Graduation Honors

Honors graduates will be awarded their degrees Summa Cum Laude (with the greatest praise) if their cumulative average is 3.9 or higher; Magna Cum Laude (with great praise) if their cumulative average is 3.7 to 3.89; or Cum Laude (with praise) if their cumulative average is 3.5 to 3.69. These honors will be noted on the official transcript record.

How to Apply for Graduation

Application for Graduation forms can be obtained in the Office of Student Services or the college website. The forms must be submitted to the Office of Student Services by the date indicated in the Academic Calendar.

PROGRAMS OF STUDY

The Programs

Students will find a wide variety of degree and Certificate programs at Warren County Community College. The program outlines describe the courses and the number of credits that must be taken for completion.

WCCC offers several transfer programs in liberal arts and sciences, which are affordable alternatives for the first two years of a Bachelor's degree program. With careful planning, credits earned at WCCC can be transferred to a four-year college or university.

Some programs are designed to prepare students for work immediately upon graduation. Other programs can help to prepare students who are already employed and are seeking a promotion or wish to begin a new career.

Students who are changing careers, starting a new job, or would like to develop skills and knowledge in a particular career field are encouraged to explore the Applied Science or Certificate programs. For help in deciding which program of study is best, see an advisor in the Office of Student Services.

The College recognizes that students may have many commitments that interrupt their education. The program outlines help to keep students on-track, regardless of how long they may need to complete their course of study. Advisors are available to help students bridge the gaps upon their return to WCCC.

Curriculum Requirements

Students graduating from Warren County Community College with an Associate degree must meet a common set of curriculum requirements. These requirements are designed to give students a personal framework of knowledge and insight that will be the foundation for an education at WCCC and for learning throughout life, including transfer to a four-year college or university.

Studies include a broad distribution of courses drawn from such fields as language and literature, humanities, social sciences, healthcare, mathematics, and the sciences. These studies are designed to emphasize the acquisition of knowledge, comprehension and evaluation of ideas, the ability to think constructively and creatively, and the capacity to communicate effectively. Areas of study include the following major categories:

Communications – courses designed to enhance proficiency in the English language

Mathematics and Sciences – courses designed to enhance mathematical and scientific conceptual understanding and application

Social Sciences – courses designed to promote social awareness, including understanding of social, economic, and political problems, and the responsibilities of citizenship in the independent world

Humanities – courses in literary, philosophical, foreign language, aesthetic, historical, and other humanistic studies that further the understanding and transmission of one's own and other cultures

General Education Core

The general education curriculum serves as the cornerstone of all degrees and certificates earned at the college. General education addresses the five cognitive and three affective domains that comprise the Core Competencies embedded in a WCCC education in addition to providing general education knowledge and essential skills. Its purpose is to ensure that students are competent in basic communication, quantitative reasoning, critical thinking, information literacy and computer literacy. In addition, they should demonstrate appreciation for diversity, leadership skills, and responsible citizenry.

Academic program requirements vary depending upon the degree and course of study. These requirements meet the standards prescribed by the state of New Jersey for the attainment of the Associate degree. These requirements are consistent with requirements for program accreditation and are generally transferable for additional studies toward a Bachelor degree. Students are encouraged to identify colleges to which they intend to transfer in order to carefully plan their Associate degree studies. Students must complete at least one course at a 200 level to complete an Associate degree.

Please see the following list of categories of elective courses.

Free Electives

Any course may be chosen as a free elective, except those required as part of the degree program and developmental courses.

Liberal Arts Electives

Liberal Arts electives include the following subject areas:

Humanities

Mathematics

Science

Social Science

Humanities

Courses qualifying as humanities electives fall under the following subject areas:

Fine Arts: Art, Music, Theatre

Foreign Languages

History

Literature*

Philosophy

Religion

Mathematics

Any course with a MAT prefix, excluding developmental courses

Science

Courses qualifying as science electives fall under the following subject areas:

Biology

Environmental Studies

Chemistry

Social Science

Courses qualifying as social science electives fall under the following subject areas:

Anthropology

Criminal Justice

Economics

Geography

Political Science

Psychology

Sociology

Business Electives

Courses qualifying as business electives fall under the following subject areas:

Accounting

Business

Computer Science

Economics

Graphic Design

GENERAL EDUCATION WORKSHEET (Requirements vary based on degree program)

Course & Goal Category		Explanatory Notes	Lists of Courses
1	Written and Oral Communication 6-9 cr.	Courses which prepare students to communicate effectively in speech and writing, and demonstrate proficiency in reading.	COM 105 Interpersonal Communication, COM 107 Technical Writing/Air Traffic Control, COM 143 Speech, ENG 140 English Composition I, ENG 141 English Composition II
2	Mathematics 3 cr. min.	Any college level foundations, statistics, or algebra course which builds upon a demonstrated proficiency in basic algebra that uses mathematical and/or statistical concepts and operations to interpret data accurately and solve problems.	MAT 104 Technical Math, MAT 110 Topics in Mathematics, MAT 111 Math for Business and Economics, MAT 131 College Algebra, MAT 141 Pre-Calculus, MAT 150 Elements of Statistics, MAT 151 Statistics, MAT 201 Calculus I, MAT 202 Calculus II
3	Natural Science 3-8 cr.	Any course in the biological or physical sciences.	BIO 145 Principles of Biology, 150 Contemp Issues in Human Biology, BIO 162 General Biology I, BIO 163 General Biology II, BIO 165 Environmental Studies, BIO 170 General Ecology, BIO 262 Anatomy and Physiology I, CHE 110 Introduction to Chemistry, CHE 164 General Chemistry I, PHY 111 College Physics I, UAS 201 Aerodynamics, UAS 203 Survey of Aviation Meteorology
4	Technology 3 cr.	A course that emphasizes common computer/technology skills to access, analyze, or present information, solve problems, and communicate.	CSC 102 Introduction to Technology, CSC 103 Introduction to Computers, CSC 117 Instructional Technology
5	Social Science 1-7 cr.	Any introductory course from among criminal justice studies, economics, political science, psychology, or sociology.	ANT 289 Anthropology, ECO 188 Macroeconomics, ECO 189 Microeconomics, GEO 105 Cultural Geography, POL 101 Intro to American Government, POL 115 State and Local Government, POL 201 International Relations, PSY 101 Introduction to Psychology, PSY 175 Human Growth and Development, SOC 103 Introduction to Sociology, SOC 202 Contemporary Social Problems
6	Historical Perspective 0-6 cr.	Any broad-based course or sequence of courses in Western, non-Western, American History, or World Civilization.	HIS 101 Western Civilization I, HIS 102 Western Civilization II, HIS 113 American History I, HIS 114 American History II
7	Humanities 3-10 cr.	Any broad-based course[s] in the history of or appreciation of art, music, or theater; literature; a foreign language; philosophy and/or religious studies; and/or additional broad-based history course in Western, non-Western, America, or World [Civilization] History.	ART 101 Introduction to Art Appreciation , ART 105 Art History I, ART 106 Art History II, ART 107 Modern-Contemporary Art History II, ENG 199 Literature on Film, ENG 240 American Literature I, ENG 241 American Literature II, ENG 201 British Literature I, ENG 202 British Literature II, ENG 242 Women's Literature, FOR 101 Beginning Spanish I, FOR 151 Beginning Spanish II, FOR 201 Intermediate Spanish I, FOR 251 Intermediate Spanish II, FOR 103 Beginning French I, FOR 133 Beginning French II, HIS 220 History and Culture of Eastern Civilization, HIS 225 History of Women in America, HIS 250 Twentieth Century Global History, HIS 260 History of American Immigration, MUS 191 Introduction to Music, MUS 211 World Music Cultures, PHI 101 Introduction to Philosophy, PHI 102 Ethics and Moral Problems, PHI 103 Logic and Argument, PHI 204 Comparative Religion, PHI 251 Perspectives on Death and Dying, PHI 261 Myth and Culture, THE 193 Introduction to Theatre, UAS 202 Analysis of Spatial Data and Photography, UAS 207 Introduction to 3D Printing
8	Diversity and Global Perspective 3 cr.	Any course whose primary purpose is to expose students to a multicultural society, people or views. If these global competencies are integrated into one or more general education courses, the three credits may be moved from this category to another general education category.	ANT 289 Anthropology, ART 105 Art History I, ART 106 Art History II, ART 107 Modern-Contemporary Art History II, COM 205 Intercultural Communication, GEO 105 Cultural Geography, HIS 220 History and Culture of Eastern Civilization, HIS 225 History of Women in America, HIS 250 Twentieth Century Global History, HIS 260 History of American Immigration, MUS 211 World Music Cultures, PHI 204 Comparative Religion, PHI 251 Perspectives on Death and Dying, PHI 261 Myth and Culture, POL 201 International Relations, PSY 175 Human Growth and Development, SOC 120 Racial and Ethnic Relations, SOC 211 World Music Cultures
9	Ethical Perspective	Any course which assesses, recognizes and analyzes ethical issues and situations. This ethical dimension competency is infused in many of the goals above.	This goal is infused within the goals above, especially Goals 8, 7, 5 and 1.

ACCOUNTING MANAGEMENT

Associate in Applied Science
Business Management/ Accounting Management Option

The Associate in Applied Science, Accounting Management Option is a two-year program designed to prepare students for jobs that require both management and accounting skills. The program is composed of general education courses, management courses, and a strong core of accounting coursework. The program has been designed for skill development and therefore does not transfer as easily into a baccalaureate accounting program. Students planning to pursue a Bachelor's degree in accounting should enroll in the A.A. Liberal Arts, Business Administration option.

Curriculum Requirements

General Education			Credits: 24
ENG	140	English Composition I	3
ENG	141	English Composition II	3
COM	143	Speech	3
CSC	103	Introduction to Computing	3
ECO	188	Macroeconomics	3
		G.E. Humanities Elective	3
		G.E. Social Science Elective	3
		G.E. Mathematics Elective	3

Career Courses			Credits: 36
ACC	101	Principles of Accounting I	3
ACC	102	Principles of Accounting II	3
ACC	201	Intermediate Accounting I	3
ACC	202	Intermediate Accounting II	3
ACC	251	Managerial Accounting	3
		Accounting Elective	3
BUS	120	Business Organization & Management	3
BUS	122	Business Law I	3
BUS	124	Principles of Management	3
BUS	224	Personnel Management	3
		Business Electives	6

Recommended F/T Course Sequence

First Semester			Credits: 15
ENG	140	English Composition I	3
COM	143	Speech ***or***	
COM	105	Interpersonal Communication	3
ACC	101	Principles of Accounting I	3
BUS	120	Business Organization & Management	3
CSC	103	Introduction to Computing	3

Second Semester			Credits:15
ENG	141	English Composition II	3
BUS	122	Business Law I	3
		G.E. Mathematics Elective	3
BUS	124	Principles of Management	3
ACC	102	Principles of Accounting II	3

Third Semester			Credits: 15
		G.E. Social Science Elective	3
ACC	201	Intermediate Accounting I	3
ACC	251	Managerial Accounting	3
		Accounting Elective	3
ECO	188	Macroeconomics	3

Fourth Semester			Credits: 15
ACC	202	Intermediate Accounting II	3
BUS	224	Personnel Management	3
		Business Electives	6
		G.E. Humanities Elective	3

Total Credits Needed for Degree **60**

ADDICTION COUNSELING

Associate in Science

The Associate in Science Addiction Counseling program is primarily designed to prepare students with the practical beginning skills needed to support the recovery of persons with addictive disorders. This addiction counseling program is intended to prepare students for immediate career placement in the field of Addiction Counseling.

Curriculum Requirements

Communications			Credits: 9
ENG	140	English Composition I	3
ENG	141	English Composition II	3
COM	105	Interpersonal Communications	3

Social Science			Credits: 3
PSY	101	Introduction to Psychology	3

Mathematics and Science			Credits: 9
CSC	102	Introduction to Technology	2
BIO	150	Principles of Human Biology	4
MAT	151	Statistics	3

Career Courses			Credits: 39
MED	182	Healthcare Law & Ethics	3
PSY	175	Human Growth and Development	3
PSY	212	Theories of Personality	3
PSY	245	Forensic Psychology	3
PSY	280	Abnormal Psychology	3
PSY	250	Introduction to Addictions	3
PSY	252	Assessment and Treatment	3
PSY	253	Interviewing and Counseling Skills	3
PSY	254	Advanced Counseling Skills	3
PSY	255	Addictions Counseling Externship	3
PSY	242	Multicultural Psychology	3
SOC	103	Introduction to Sociology	3
SOC	191	Introduction to Social Work	3

Recommended F/T Course Sequence

First Semester			Credits: 14
ENG	140	English Composition I	3
CSC	102	Introduction to Technology	2
COM	105	Interpersonal Communication	3
PSY	101	Introduction to Psychology	3
SOC	103	Introduction to Sociology	3

Second Semester			Credits: 16
ENG	141	English Composition II	3
BIO	150	Principles of Human Biology	4
MAT	151	Statistics	3
PSY	250	Introduction to Addictions	3
PSY	280	Abnormal Psychology	3

Third Semester			Credits: 15
MED	182	Healthcare Law & Ethics	3
PSY	245	Forensic Psychology	3
PSY	175	Human Growth and Development	3
PSY	252	Assessment and Treatment	3
PSY	253	Interviewing and Counseling Skills	3

Fourth Semester			Credits: 15
PSY	212	Theories of Personality	3
PSY	242	Multicultural Psychology	3
PSY	254	Advanced Counseling Skills	3
PSY	255	Addictions Counseling Externship	3
SOC	191	Introduction to Social Work	3

Total Credits Needed for Degree **60**

ADDICTION COUNSELING

Certificate

The Certificate in Addiction Counseling program is primarily designed for those who have been previously academically prepared with a minimum of an Associate Degree or higher. This certificate will prepare students with the practical beginning skills needed to support the recovery of persons with addictive disorders. Completion of these courses will satisfy the certification requirements and prepares students for immediate career placement in the field of Addiction Counseling.

Curriculum Requirements

Communications			Credits: 3
*ENG	140	English Composition I	3

Mathematics/Science/Technology			Credits: 3
*MAT	151	Statistics	3

Career Courses			Credits: 30
PSY	101	Introduction to Psychology	3
PSY	175	Human Growth and Development	3
PSY	280	Abnormal Psychology	3
PSY	250	Introduction to Addictions	3
PSY	252	Assessment and Treatment	3
PSY	253	Interviewing and Counseling Skills	3
PSY	254	Advanced Counseling Skills	3
PSY	255	Addictions Counseling Externship	3
PSY	242	Multicultural Psychology	3
SOC	191	Introduction to Social Work	3

*General Education Courses

Recommended F/T Course Sequence

First Semester	Credits: 18
ENG 140 English Composition I	3
MAT 151 Statistics	3
PSY 101 Introduction to Psychology	3
PSY 250 Introduction to Addictions	3
PSY 252 Assessment and Treatment	3
PSY 253 Interviewing and Counseling Skills	3

Second Semester	Credits: 18
PSY 175 Human Growth and Development	3
PSY 280 Abnormal Psychology	3
PSY 254 Advanced Counseling Skills	3
PSY 255 Addictions Counseling Externship	3
PSY 242 Multicultural Psychology	3
SOC 191 Introduction to Social Work	3
Total Credits Needed for Certificate	**36**

AUTOMOTIVE TECHNOLOGY

Associate in Applied Science

The Associate in Applied Science (A.A.S) Degree program in Automotive Technology is a two-year program designed to prepare students for careers in the automotive repair industry. The program comprises general education and career courses. It is designed to provide students with the technical, analytical, and communications skills to acquire entry level positions in the field of automotive technology.

The A.A.S in Automotive Technology can help prepare you for careers such an automotive technician, automotive service writer, or automotive industry part consultatnt at a new car dealership or automotive repair shop.

Curriculum Requirements

General Education			Credits: 20
ENG	140	English Composition I	3
COM	105	Interpersonal Communication	3
CSC	102	Introduction to Technology	2
SOC	103	Introduction to Sociology	3
		G.E. Math/Sci/Tech Elective	3
		G.E. Electives	6

Career Courses			Credits: 40
AUT	101	Engine Repair	4
AUT	102	Brake Systems	4
AUT	103	Steering/Suspension Systems	4
AUT	104	Automotive Electrical I	4
AUT	105	Automotive Engine Performance I	4
AUT	106	Manual Drive Train	4
AUT	202	Automotive Engine Performance II	4
AUT	203	Heating & AC	4
AUT	204	Automatic Transmission	4
AUT	205	Automotive Engine Performance III	4

Recommended F/T Course Sequence

First Semester			Credits: 18
AUT	102	Brake Systems	4
AUT	103	Steering and Suspension	4
AUT	104	Automotive Electrical I	4
ENG	140	English Composition I	3
SOC	103	Introduction to Sociology	3

Second Semester			Credits: 15
AUT	101	Engine Repair	4
AUT	105	Engine Performance I	4
AUT	106	Manual Drive Train	4
COM	105	Interpersonal Communication	3

Third Semester			Credits: 14
AUT	202	Engine Performance II	4
AUT	203	Heating and A/C	4
		G.E. Math/Sci/Tech Elective	3
		G.E. Elective	3

Fourth Semester			Credits: 13
AUT	204	Automatic Transmission	4
AUT	205	Engine Performance III	4
CSC	102	Introduction to Technology	2
		G.E. Elective	3

Total Credits Needed for Degree	**60**

The following courses may be waived if a student received 80% proficiency in the Warren County Technical School with approval of inspector or Coordinator. Automotive Program, AUT 101, 102, 103, 104, 105, or 106.

The following courses may be waived if a student provides documentation of ASE Certification : AUT 101, 102, 103, 104, 105, 106, 203, and 204.

Courses may be waived if credit was received for any of the above automotive courses.

Students entering the Automotive Technology program would be required to attend a mandatory orientation into the program.

BIOLOGY

Associate in Science, Biology Option

The Associate in Science Degree, Biology program prepares students for transfer to a four-year program in biological science. For those who wish to enter the job market at the Associate level, the program prepares students with scientific backgrounds to qualify for positions such as laboratory aides and technicians in related science and allied health fields.

Some programs this degree prepares you for: Biological Science; Biochemistry; Molecular Biology; Marine and Aquatic Biology; Zoology; and Animal Science.

Some career fields the previous programs can help prepare you for: Medicine; Veterinary Medicine; Animal Caregiver; Dentistry; Physical Therapy; Occupational Therapy; Podiatrist; Chiropractor; Optometrist; and Product Inspector.

Curriculum Requirements

Communications			Credits: 6
ENG	140	English Composition I	3
ENG	141	English Composition II	3

Humanities			Credits: 3
		G.E. Humanities Elective	3

Social Science			Credits: 6
PSY	101	Introduction to Psychology	3
		G.E. Social Science Elective	3

Mathematics and Sciences			Credits: 17–19
CHE	164	General Chemistry I	4
CHE	165	General Chemistry II	4
MAT	151	Statistics	3
Select two from the following: (6-8 credits)			
MAT	131	College Algebra	3
MAT	141	Precalculus	3
MAT	201	Calculus I	4
MAT	202	Calculus II	4

Program Courses			Credits: 27
BIO	162	General Biology I	4
BIO	163	General Biology II	4
BIO	170	General Ecology	4
BIO	200	Genetics	3
BIO	220	Evolutionary Biology	4
CHE	210	Organic Chemistry I	4
CHE	211	Organic Chemistry II	4

Free Elective*			Credits: 3
		Free Elective	3

Recommended F/T Course Sequence

First Semester			Credits: 14–15
ENG	140	English Composition I	3
BIO	162	General Biology I	4
MAT	131	College Algebra ***or***	
MAT	141	Precalculus ***or***	
MAT	201	Calculus I	3–4
CHE	164	General Chemistry I	4

Second Semester			Credits: 14–15
ENG	141	English Composition II	3
BIO	163	General Biology II	4
MAT	141	Precalculus ***or***	
MAT	201	Calculus I ***or***	
MAT	202	Calculus II	3–4
CHE 165		General Chemistry II	4

Third Semester			Credits: 17
BIO	170	General Ecology	4
BIO	200	Genetics	3
CHE	210	Organic Chemistry I	4
PSY	101	Introduction to Psychology	3
MAT	151	Statistics	3

Fourth Semester			Credits: 14–17*
BIO	220	Evolutionary Biology	4
CHE	211	Organic Chemistry II	4
		G.E. Humanities Elective	3
		G.E. Social Science Elective	3
		Free Elective*	0-3
Total Credits Needed for Degree			**60**

*A minimum of 60 credits is required for an Associate degree. If G.E. Math/Sci/Tech electives are taken for less than 4 credits, a free elective is required.

BUSINESS ADMINISTRATION

Associate in Science

The Associate in Science, Business Administration program is designed for students preparing to transfer to a four-year college or university to pursue a Bachelor's degree for employment in a variety of business careers, including accounting, finance, marketing, business administration, and management.

Students are required to take electives to explore different disciplines or to satisfy transfer requirements to four-year institutions. In order to assure an appropriate selection of elective courses, students are urged to meet with a career advisor before registering for courses.

Curriculum Requirements

Communications			Credits: 9
ENG	140	English Composition I	3
ENG	141	English Composition II	3
COM	143	Speech ***or***	
COM	105	Interpersonal Communication	3

Mathematics/Science/Technology			Credits: 12
CSC	102	Intro to Technology	2
		G.E. Mathematics Elective	6
		G.E. Science Elective	4

Social Science			Credits: 6
ECO	188	Macroeconomics	3
		Social Science Elective	3

Humanities			Credits: 6
		G.E. Humanities Electives	6

Total General Education Credits **33**

Required Career Courses			Credits: 18
ACC	101	Principles of Accounting I	3
ACC	102	Principles of Accounting II	3
BUS	120	Business Organization and Management	3
BUS	122	Business Law I	3
BUS	124	Principles of Marketing	3
BUS	201	Principles of Managemen	3

Free Business Elective			Credits: 9
Select three from the following:			
BUS	221	Small Business Management	3
BUS	224	Personnel Management	3
BUS	228	Principles of Finance	3
BUS	251	Introduction to Global Business	3
BUS	255	Introduction to Electronic Commerce	3

Recommended F/T Course Sequence

First Semester			Credits: 15
ENG	140	English Composition I	3
ENG	143	Speech ***or***	
COM	105	Interpersonal Communications	3
BUS	120	Business Organization and Management	3
		G.E. Mathematics Elective	3
		G.E. Social Science Elective	3

Second Semester			Credits: 15
ENG	141	English Composition II	3
ECO	188	Macroeconomics	3
BUS	122	Business Law	3
		G.E. Mathematics Elective	3
		G.E. Humanities Elective	3

Third Semester			Credits: 15
ACC	101	Accounting I	3
BUS	124	Principles of Management	3
CSC	102	Intro to Technology	2
		G.E. Lab Science Elective	4
		Free Business Elective	3

Fourth Semester			Credits: 9
ACC	102	Accounting II	3
BUS	201	Principles of Marketing	3
		G.E. Humanities Elective	3

Free Business Electives	Credits: 6

Total Credits Needed for Degree **60**

Note: The "or" option depends on availability and student preference, depending on transfer requirements.

BUSINESS MANAGEMENT

Associate in Applied Science
Business Management/ Business Management Program

The Associate in Applied Science in Business Management - Business Management Program is a two-year program designed to prepare students for management jobs. The program is composed of general education courses and a strong core of business courses that will assist the student in developing general management skills for employment in nearly any sector. The program has been designed for skill development and therefore does not transfer easily into a baccalaureate business program. Students planning to pursue a Bachelor's degree in business management should enroll in the A.A. Liberal Arts, Business Administration option.

Curriculum Requirements

General Education			Credits: 18
ENG	140	English Composition I	3
ENG	141	English Composition II	3
COM	143	Speech ***or***	
COM	105	Interpersonal Communication	3
		G.E. Humanities Elective	3
		G.E. Social Science Elective	3
		G.E. Mathematics Elective	3

Career Courses			Credits: 42
ACC	101	Principles of Accounting	3
ACC	102	Principles of Accounting II	3
BUS	120	Business Organization & Management	3
BUS	122	Business Law I	3
BUS	124	Principles of Management	3
BUS	224	Personnel Management	3
BUS	228	Principles of Finance	3
		Business Electives	15
CSC	103	Introduction to Computing	3
ECO	188	Macroeconomics	3

Recommended F/T Course Sequence

First Semester			Credits: 15
ENG	140	English Composition I	3
COM	143	Speech ***or***	
COM	105	Interpersonal Communication	3
ACC	101	Principles of Accounting I	3
BUS	120	Business Organization & Management	3
CSC	103	Introduction to Computing	3

Second Semester			Credits: 15
ENG	141	English Composition II	3
ACC	102	Principles of Accounting II	3
BUS	122	Business Law I	3
BUS	124	Principles of Management	3
		Business Elective	3

Third Semester			Credits: 15
ECO	188	Macroeconomics	3
		G.E. Social Science Elective	3
		Business Electives	6
		G.E. Mathematics Elective	3

Fourth Semester			Credits: 15
BUS	224	Personnel Management	3
BUS	228	Principles of Finance	3
		G.E. Humanities Elective	3
		Business Electives	6

Total Credits Needed for Degree **60**

BUSINESS MANAGEMENT

Certificate Program

The Certificate in Business Management prepares students for managerial positions in a variety of employment settings. Credits earned in this program may be applied toward the Associate in Applied Science in Business Management, Business Management Program.

Curriculum Requirements

General Education			Credits: 9
ECO	188	Macroeconomics	3
ENG	140	English Composition I	3
MAT	111	Mathematical Analysis for Business & Economics	3

Career Courses			Credits: 21
ACC	101	Principles of Accounting I	3
ACC	102	Principles of Accounting II	3
BUS	120	Business Organization & Management	3
BUS	124	Principles of Management	3
BUS	201	Principles of Marketing	3
BUS	224	Personnel Management	3
BUS	228	Principles of Finance	3

Total Credits Needed for Certificate **30**

CHEMISTRY

Associate in Science in General Science
Chemistry Option

The Associate in Science in General Science, Chemistry Option is recommended for students with an interest in chemistry or biochemistry and considering career paths involving environmental chemistry, forensics, chemical engineering or geological chemistry. This program option provides a strong foundation in chemistry and mathematics, as well as electives for students to tailor the program to meet their goals.

The objectives of this program are to prepare students to enter the second half of a prescribed program in the areas referenced above at a four-year institution and provide knowledge and skills to allow graduates to major in chemistry at a four-year college or university.

Curriculum Requirements

Communications			Credits: 6
ENG	140	English Composition I	3
ENG	141	English Composition II	3

Humanities and Social Science			Credits: 9
		G.E. Humanities Elective	3
		G.E. Social Science Elective	3
		G.E. Soc. Sci/Humanities Elective	3

Mathematics and Science			Credits: 23
MAT	141	Precalculus	3
MAT	201	Calculus I	4
CHE	164	General Chemistry I	4
CHE	165	General Chemistry II	4
BIO	162	General Biology I	4
BIO	163	General Biology II	4

Free Elective			Credits: 3
		Free Elective	3

Career Courses			Credits: 19
CHE	210	Organic Chemistry I	4
CHE	211	Organic Chemistry II	4
		G.E. Laboratory Science Elective	4
MAT	151	Statistics	3
MAT	202	Calculus II	4

Recommended F/T Course Sequence

First Semester			Credits: 14
ENG	140	English Composition I	3
CHE	164	General Chemistry I	4
BIO	162	General Biology I	4
MAT	141	Precalculus	3

Second Semester			Credits: 15
ENG	141	English Composition II	3
CHE	165	General Chemistry II	4
BIO	163	General Biology II	4
MAT	201	Calculus I	4

Third Semester			Credits: 14
CHE	210	Organic Chemistry I	4
MAT	202	Calculus II	4
		G.E. Humanities Elective	3
		G.E. Social Science Elective	3

Fourth Semester			Credits: 17
MAT	151	Statistics	3
CHE	211	Organic Chemistry II	4
		G.E. Laboratory Science Elective	4
		Free Elective	3
		G.E. Soc. Sci/Humanities Elective	3

Total Credits Needed for Degree	**60**

COMMUNICATIONS

Associate in Arts in Liberal Arts
Communications Option

The Associate in Liberal Arts Communications Option is a two-year program designed for students who intend to complete a baccalaureate degree at a four-year institution. As a Communications major, the student is prepared for a wide range of careers, including journalism, broadcasting, public relations, special events coordination and customer service. Various amounts of graduate training can lead to careers in teaching and educational administration. Communication majors are excellent candidates for positions in broadcasting, print media, and public relations. NOTE: The four-semester course sequence assumes a student's full-time enrollment, without developmental courses. It is suggested that the student meet with his/her academic advisor to discuss individual needs.

Curriculum Requirements

English			Credits: 12
COM	105	Interpersonal Communications	3
COM	143	Speech	3
ENG	140	English Composition I	3
ENG	141	English Composition II	3

Humanities			Credits: 15
HIS	101	Western Civilization I ***and***	
HIS	102	Western Civilization II	6
		or	
HIS	113*	American History I ***and***	
HIS	114	American History II	6
Humanities Electives			9
Select three from the following:			
ART	101	Introduction to Art	3
ENG	144	Creative Poetry	3
ENG	150	Creative Fiction	3
ENG	199	Literature and Film	3
ENG	201	British Literature	3
ENG	240	American Literature	3
MUS	191	Introduction to Music	3
PHI	101	Introduction to Philosophy	3
THE	193	Introduction to Theater	3

Mathematics and Science			Credits: 12-15
		G.E. Lab Science Elective	4
		G.E. Mathematics Elective	3
		G.E. Math/Sci/Tech Electives	5-8

Social Science			Credits: 6
PSY	101	Introduction to Psychology	3
SOC	103	Introduction to Sociology	3

Communications Based Electives			Credits: 6
Select two from the following:			
ART	101	Introduction to Art	3
BUS	201	Principles of Marketing	3
COM	115	Feature Writing	3
COM	120	Intro to Radio Broadcasting	3
COM	121	Business Communications	3
COM	130	Broadcasting	3
COM	210	Photojournalism	3
COM	275	Special Topics	3
COM	293	Journalism Internship	3
CSC	212	Multimedia Web Design	3
ENG	199	Literature and Film	3
GRD	121	Computer Graphics I	3
GRD	130	History of Graphic Design	3
GRD	131	Graphic Design I	3
MUS	191	Introduction to Music	3
THE	193	Introduction to Theater	3

Recommended F/T Course Sequence

First Semester			Credits: 15-17
COM	143	Speech	3
ENG	140	English Composition I	3
HIS	101*	Western Civilization I ***or***	
HIS	113	American History I	3
		G.E. Math/Sci/Tech Elective	2-4
		G.E. Lab Science Elective	4

Second Semester			Credits: 15
COM	105	Interpersonal Communications	3
ENG	141	English Composition II	3
HIS	102*	Western Civilization II ***or***	
HIS	114	American History II	3
PSY	101	Introduction to Psychology	3
		G.E. Mathematics Elective	3

Third Semester			Credits: 15-16
SOC	103	Introduction to Sociology	
		Communication Electives	6
		G.E. Humanities Electives	3
		G.E. Math/Sci/Tech Elective	3-4

Fourth Semester			Credits: 12-15
		Communication Elective	3
		G.E. Humanities Electives	6
		G.E. Diversity Elective	3
		Free Elective†	0-3
Total Credits Needed for Degree			**60**

* Western Civilization recommended.
† A minimum of 60 credits is required for an Associate degree. If G.E. Math/Sci/Tech electives are taken for less than 4 credits, a free elective is required.

COMMUNICATIONS

Certificate Program

The Certificate in Communications prepares students for a variety of employment settings and provides a strong foundation for entrance or advancement in the communications field. All courses may be applied to the Associate in Liberal Arts, Communications degree. This Certificate is also a great way for teachers to earn mandated CEUs (Continuing Education Units), and assists in enhancing employment.

Curriculum Requirements			Credits: 9
ENG	140	English Composition I	3
PSY	101	Introduction to Psychology	3
SOC	103	Introduction to Sociology ***or***	
SOC	120	Racial & Ethic Relations	3

Career Courses*			Credits: 21
COM	101	Introduction to Mass Media	3
COM	105	Interpersonal Communication	3
COM	110	Introduction to News Writing	3
COM	115	Feature Writing	3
COM	121	Business Communications	3
COM	143	Speech	3
GRD	121	Computer Graphics I	3
GRD	131	Desktop Publishing I	3
CSC	212	Multimedia for the Web	3
Total Credits Needed for Certificate			**30**

*Students must choose 7 courses from the list of 9 courses above for a total of 21 credits.

COMPUTER AND INFORMATION SCIENCES

Associate in Arts in Liberal Arts
Computer and Information Sciences Option

The Associate in Arts in Liberal Arts, Computer and Information Sciences Option is designed to parallel the first two years of a baccalaureate computer science degree program. The studies include computer programming, introductory computer architecture, mathematics, and general education courses.

Upon completion of the Associate's degree and a baccalaureate program, students will be prepared for a variety of sophisticated positions in the computer field as an applications/systems programmer, programmer/analyst, or software developer. Depending on a student's plans and available time, this program can be completed in two years of full-time study with day and evening classes or in three to five years of part-time evening study.

Curriculum Requirements

Communications			Credits: 9
ENG	140	English Composition I	3
ENG	141	English Composition II	3
COM	105	Interpersonal Communication ***or***	
COM	143	Speech	3

Mathematics, Sciences, Technology			Credits: 12
CSC	102	Introduction to Technology	2
CSC	103	Introduction to Computing	3
MAT	131	College Algebra ***or***	
MAT	141	Precalculus ***or***	
MAT	151	Statistics	3
		G.E. Lab Science Elective ***or***	
MAT	201	Calculus I	4

History			Credits: 6
HIS	101	Western Civilization I ***and***	
HIS	102	Western Civilization II ***or***	***6***
HIS	113	American History I ***and***	
HIS	114	American History II	6

Humanities	Credits: 9
G.E. Humanities Electives	9

Social Science			Credits: 6
ECO	188	Macroeconomics	3
		G.E. Social Science Elective	3

Diversity	Credits: 3
G.E. Diversity Elective	3

Career Courses			Credits: 15
CSC	121	Programming I (Python)	3
CSC	122	Programming II (Java)	3
Choose three (3) additional Career Courses from the below list:			*9*
CSC	110	Systems Analysis	
CSC	120	Data Communications	
CSC	150	Operation Systems Fundamentals: Unix/Linux	
CSC	200	Database Management Concepts	
CSC	228	Advanced Programming Techniques (Data structures – Java)	
CSC	230	Website Design & Development	
CSC	235	Advanced Web Applications	

Recommended F/T Course Sequence

First Semester			Credits: 14
ENG	140	English Composition I	3
HIS	101	Western Civilization I ***or***	
HIS	113	American History I	3
CSC	102	Introduction to Technology	2
CSC	103	Introduction to Computing	3
MAT	131	College Algebra ***or***	
MAT	141	Precalculus ***or***	
MAT	151	Statistics	3

Second Semester			Credits: 16
ENG	141	English Composition II	3
HIS	102	Western Civilization II *or*	
HIS	114	American History II	3
CSC	121	Programming I (Python)	3
		G.E. Lab Science Elective *or*	
MAT	201	Calculus I	4
		G.E. Humanities Electives	3

Third Semester			Credits: 15
COM	105	Interpersonal Communication or	
COM	143	Speech	3
CSC	122	Programming II (Java)	3
ECO	188	Macroeconomics	3
		Computer Career Electives	3
		G.E. Humanities Electives	3

Fourth Semester		Credits: 15
	Computer Career Electives	6
	G.E. Humanities Electives	3
	G.E. Social Science Elective	3
	G.E. Diversity Elective	3
Total Credits Needed for Degree		**60**

COMPUTER INFORMATION SERVICES

Associate in Applied Science in Business Management – Computer Information Services Option

The Associate in Applied Science in Business Management, Computer Information Services Option Program is a two-year program designed to prepare students for jobs that require general management skills as well as those specific to computer services. This program option is composed of general education courses, business management courses, and a strong core of computer science studies.

The program has been designed for skill development and therefore does not transfer as easily into a baccalaureate business or computer science program. Students planning to pursue a Bachelor's degree in computer science should enroll in the A.A. Liberal Arts, Computer and Information Sciences Option program.

Curriculum Requirements

General Education			Credits: 24
ENG	140	English Composition I	3
ENG	141	English Composition II	3
ECO	188	Macroeconomics	3
		G.E. Social Science Electives	6
		G.E. Electives	6
		Free Elective	3

Career Courses			Credits: 36
ACC	101	Principles of Accounting I	3
ACC	102	Principles of Accounting II	3
BUS	120	Business Organization & Management	3
BUS	122	Business Law I	3
BUS	124	Principles of Management	3
BUS	224	Personnel Management	3
		Business Elective	3
CSC	103	Introduction to Computing	3
CSC	121	Programming I	3
		Computer Science Electives	9

Recommended F/T Course Sequence

First Semester			Credits: 15
ENG	140	English Composition I	3
ACC	101	Principles of Accounting I	3
BUS	120	Business Organization & Management	3
CSC	103	Introduction to Computing	3
		G.E. Elective	3

Second Semester			Credits: 15
ENG	141	English Composition II ***or***	
COM	105	Interpersonal Communication	3
BUS	122	Business Law I	3
BUS	124	Principles of Management	3
ACC	102	Principles of Accounting II	3
		Computer Science Elective	3

Third Semester			Credits: 15
ECO	188	Macroeconomics	3
CSC	121	Programming I	3
CSC		Computer Science Elective	3
		G.E. Social Science Elective	3
		G.E. Elective	3

Fourth Semester			Credits: 15
BUS	224	Personnel Management	3
PHI	102	Ethics and Moral Problems	3
		Business Elective	3
		Computer Science Elective	3
		Free Elective	3

Total Credits Needed for Degree **60**

COMPUTER INFORMATION SYSTEMS

Certificate Program

The Certificate in Computer Information Systems prepares students for entry-level positions in programming. Credits earned in this Certificate may be applied toward the Associate in Applied Science in Business Management, Computer Information Services Option or Business Management Program.

Curriculum Requirements			Credits: 9
ECO	188	Macroeconomics	3
ENG	140	English Composition I	3
MAT	111	Mathematical Analysis for Business & Economics	3

Career Courses			Credits: 21
CSC	103	Introduction to Computing	3
CSC	110	Systems Analysis	3
CSC	120	Data Communications	3
CSC	121	Programming I	3
CSC	122	Programming II	3
CSC	140	Programming with Visual BASIC	3
CSC	228	Advanced Programming Techniques	3
Total Credits Needed for Certificate			**30**

CREATIVE WRITING

Associate of Fine Arts

The Associate in Fine Arts in Creative Writing Program is a two-year program designed to provide students with an opportunity to develop as readers and writers and prepare for advanced study in creative writing. The comprehensive core of forty-eight general education courses and specialized courses in Creative Writing will also prepare students for transfer to programs in related disciplines.

Curriculum Requirements

Communications			Credits: 6
ENG	140	English Composition I	3
ENG	141	English Composition II	3

Creative Writing Option Electives			Credits: 15
Suggested Creative Writing Option Electives:			
ART	101	Introduction to Art Appreciation	3
ENG	199	Literature on Film	3
ENG	201	British Literature I	3
ENG	202	British Literature II	3
ENG	240	American Literature I	3
ENG	241	American Literature II	3
ENG	242	Women's Literature	3
ENG	245	The Art of Drama	3
MUS	191	Introduction to Music	3
MUS	211	World Music Cultures	3
PHI	101	Introduction to Philosophy	3
PHI	261	Myth and Culture	3
THE	193	Introduction to Theatre	3
THE	195	Introduction to Acting	3

Mathematics and Science			Credits: 3-4
		G.E. Math/Sci/Tech Elective	3-4

Social Science/Humanities			Credits: 3
		G.E. Soc Sci/Humanities Elective	3

Program Courses			Credits: 18
ENG	144	Poetry Workshop	3
ENG	150	Fiction Workshop	3
ENG	151	Creative Non-Fiction Workshop	3
ENG	244	Modern American Poets	3
ENG	246	Contemporary Fiction	3
ENG	250	Advanced Creative Writing Workshop	3

Recommended F/T Course Sequence

First Semester			Credits: 15-16
ENG	140	English Composition I	3
ENG	144	Poetry Workshop	3
		G.E. Soc Sci/Humanities Elective	3
		G.E. Math/Sci/Tech Elective	3-4
		G.E. Elective	3

Second Semester			Credits: 15
ENG	141	English Composition II	3
ENG	150	Fiction Workshop	3
		Creative Writing Option Electives	6
		G.E. Elective	3

Third Semester			Credits: 15
ENG	244	Modern American Poets	3
ENG	151	Creative Non-Fiction Workshop	3
		Creative Writing Option Electives	6
		G.E. Elective	3

Fourth Semester			Credits: 15
ENG	246	Contemporary Fiction	3
ENG	250	Advanced Creative Writing Workshop	3
		Creative Writing Option Electives	9

Total Credits Needed for Degree	**60**

CRIMINAL JUSTICE

Associate in Science

The Criminal Justice Program is designed for students seeking employment in the corrections and law enforcement fields. The program is suitable for students planning to transfer to a four-year institution to pursue a baccalaureate degree in criminal justice or other related fields. It is also suitable for individuals looking for immediate employment, or those already employed in the field and seeking advancement. Graduates are eligible to seek entry-level positions in parole, probation, security, corrections, and governmental agencies, including police departments.

Criminal Justice studies include adult and juvenile adjudication systems; the role of police, courts, and corrections; criminal law, and theories pertaining to criminal behavior.

Curriculum Requirements

General Education			Credits: 9
ENG	140	English Composition I	3
ENG	141	English Composition II	3
COM	143	Speech ***or***	
COM	105	Interpersonal Communication	3

Humanities			Credits: 9
HIS	113	American History I	3
HIS	114	American History II	3
		G.E. Humanities Elective	3

Social Science			Credits: 9
POL	115	State and Local Government	3
PSY	101	Introduction to Psychology	3
SOC	103	Introduction to Sociology	3

Mathematics and Science			Credits: 9
		G.E. Laboratory Elective	4
CSC	102	Introduction to Technology	2
MAT	105	Elements of Statistics	3

Career Courses			Credits: 24
CRJ	105	Introduction to Criminal Justice	3
CRJ	120	Juvenile Delinquency	3
CRJ	130	Criminal Law	3
CRJ	160	Police and the Community	3
CRJ	180	Corrections in Today's Society	3
CRJ	225	Criminal Procedures	3
		Criminal Justice Elective*	3
		Criminal Justice Elective*	3

Recommended F/T Course Sequence

First Semester			Credits: 15
ENG	140	English Composition I	3
PSY	101	Introduction to Psychology	3
COM	143	Speech ***or***	
COM	105	Interpersonal Communications	3
CRJ	105	Introduction to Criminal Justice	3
HIS	113	American History I	3

Second Semester			Credits: 15
ENG	141	English Composition II	3
SOC	103	Introduction to Sociology	3
HIS	114	American History II	3
CRJ	120	Juvenile Delinquency	3
MAT	150	Elements of Statistics	3

Third Semester			Credits: 15
		G.E. Laboratory Science Elective	4
CRJ	130	Criminal Law	3
CRJ	160	Police and the Community	3
CSC	102	Introduction to Technology	2
POL	115	State and Local Government	3

Fourth Semester			Credits: 15
CRJ	180	Corrections in Today's Society	3
CRJ	225	Criminal Procedures	3
		Criminal Justice Elective*	3
		Criminal Justice Elective*	3
		G.E. Humanities Elective	3
Total Credits Needed for Degree			**60**

Note: Police Academy graduates may have already earned nine credits toward the degree at WCCC. Please contact the Office of Student Services at (908) 835-2300.

*Criminal Justice Elective: Choose six (6) credits from CRJ 110, CRJ 140, CRJ 170, CRJ 210, CRJ 220, CRJ 140, CRJ 245, CRJ 250 or CRJ 293.

CRIMINAL JUSTICE – CORRECTIONS

Certificate Program

The Criminal Justice – Corrections Certificate Program is recommended for students with an interest in prison or jail security and management, as well as probation or parole positions. The program integrates basic criminal justice courses with an emphasis on corrections. The program will provide a strong foundation for entrance or advancement in the corrections field.

All courses completed in WCCC's Criminal Justice – Corrections certificate program will be accepted toward completion of the Associate in Science (A.S.) Degree in Criminal Justice.

Corrections Officer Academy Graduates may have already earned nine (9) credits toward the Certificate in Criminal Justice – Corrections. Please contact the Program Coordinator for more details at (908) 835-2340.

Curriculum Requirements			Credits: 9
ENG	140	English Composition I	3
PSY	101	Introduction to Psychology	3
SOC	103	Introduction to Sociology	3

Career Courses			Credits: 21
CRJ	105	Introduction to Criminal Justice	3
CRJ	130	Criminal Law	3
CRJ	180	Corrections in Today's Society	3
CRJ	210	Probation and Parole	3
CRJ	220	Criminal Justice Organizations & Management	3
SOC	120	Racial and Ethnic Relations	3
SOC	202	Contemporary Social Issues	3
Total Credits Needed for Certificate			**30**

CRIMINAL JUSTICE – LAW ENFORCEMENT

Certificate Program

This certificate is designed for students interested in pursuing entry-level positions in law enforcement. The program will provide a strong foundation for entrance or advancement in the law enforcement field. All courses may be applied to the Associate in Science Degree in Criminal Justice.

Curriculum Requirements			Credits: 15
ENG	140	English Composition I	3
PSY	101	Introduction to Psychology	3
SOC	103	Introduction to Sociology	3
		Humanities Elective	3
		Free Elective	3

Career Courses			Credits: 15
CRJ	105	Introduction to Criminal Justice	3
CRJ	110	Criminology	3
CRJ	130	Criminal Law	3
CRJ	160	Police and Community	3
		Criminal Justice Elective	3

Total Credits Needed for Certificate **30**

ELEMENTARY AND SECONDARY EDUCATION

Associate in Arts in Liberal Arts
Elementary and Secondary Education Option

The Associate in Arts in Liberal Arts, Elementary and Secondary Education Option Program is designed for students interested in transferring to a teacher education program at the baccalaureate degree level to become certified as an elementary or secondary teacher in New Jersey.

Curriculum Requirements

Communications			Credits: 9
ENG	140	English Composition I	3
ENG	141	English Composition II	3
COM	143	Speech ***or***	
COM	105	Interpersonal Communication	3

Humanities			Credits: 18
HIS	101	Western Civilization I ***and***	
HIS	102	Western Civilization II	6
		or	
HIS	113	American History I ***and***	
HIS	114	American History II	6
		G.E. Humanities Electives	6

Social Science			Credits: 12
ECO	188	Macroeconomics	3
PSY	101	Introduction to Psychology	3
PSY	120	Child Growth and Development ***or***	
PSY	181	Child Psychology	3
SOC	120	Racial and Ethnic Relations ***or***	
SOC	202	Contemporary Social Problems	3

Mathematics and Sciences			Credits: 12-15
		G.E. Laboratory Science Electives	4
		G.E. Mathematics Electives	3
		G.E. Math/Sci/Tech Electives	5-8

Career Courses			Credits: 9
EDU	110	Foundations of Education	3
EDU	284	Educational Psychology ***or***	
PSY	284	Educational Psychology	3
		Free Elective	3

Free Electives*			Credits: 3
		Free Elective	3

Recommended F/T Course Sequence

First Semester			Credits: 15
ENG	140	English Composition I	3
HIS	101	Western Civilization I ***or***	
HIS	113	American History I	3
PSY	101	Introduction to Psychology	3
EDU	110	Foundations of Education	3
		G.E. Mathematics Elective	3

Second Semester			Credits: 14-16
ENG	141	English Composition II	3
HIS	102	Western Civilization II ***or***	
HIS	114	American History II	3
PSY	120	Child Growth and Development ***or***	
PSY	181	Child Psychology	3
		G.E. Math/Sci/Tech Elective	2-4
		G.E. Humanities Elective	3

Third Semester			Credits: 16
COM	143	Speech ***or***	
COM	105	Interpersonal Communication	3
EDU	284	Educational Psychology ***or***	
PSY	284	Educational Psychology	3
ECO	188	Macroeconomics	3
		G.E. Laboratory Science Elective	4
		G.E. Humanities Elective	3

Fourth Semester			Credits: 12-16
SOC	120	Racial and Ethnic Relations ***or***	
SOC	202	Contemporary Social Problems	3
		G.E. Math/Sci/Tech Elective	3-4
		G.E. Humanities Elective	3
		Free Elective*	0-3
		G.E. Diversity Elective	3
Total Credits Needed for Degree			**60**

*A free elective is only required if program choices do not total 60 credits.

EMERGENCY SERVICES FIRE SERVICE OPTION

Associate in Applied Science

The Associate in Applied Science in Emergency Services degree is designed to provide college-level education and training to firefighters, emergency medical service (EMS) providers (i.e., First Responders, Emergency Medical Technicians, Paramedics) as well as other emergency responders who serve at this country's first line of defense in emergency and crisis situations. Students who enroll in the Fire Service option must present proof of successful completion of a New Jersey Firefighter-I training program. Students who do not have Firefighter-I certification may substitute FST101 for this requirement.

Curriculum Requirements

Communications			Credits: 9
ENG	140	English Composition I	3
ENG	141	English Composition II	3
COM	105	Interpersonal Communications	3

Humanities			Credits: 3
		G.E. Humanities elective	3

Mathematics and Science			Credits: 5-6
		G.E. Math/Sci/Tech elective	3-4
CSC	102	Intro to Technology	2

Social Science			Credits: 9
PSY	101	Introduction to Psychology	3
POL	110	Introduction to Law	3
POL	115	State and Local Government	3

Career Courses			Credits: 16
Core Emergency Service Coursework			
EMS	100	CPR for the Healthcare Provider	1
EMS	105	First Responder	3
ESS	101	Introduction to Emergency Management	3
ESS	104	Hazardous Materials for the Emergency Responder	3
ESS	204	Management of the Large-Scale Incident	3
CRJ	140	Introduction to Terrorism	3

Fire Coursework			Credits: 9
FST	106	Firefighting Strategies and Tactics	3
FST	201	Fire Prevention Administration	3
FST	202	Fire Service Management	3

Fire Electives			Credits: 9
Select three from below:			
FST	103	Building Construction for the Fire Service	3
FST	107	Fire Service Hydraulics	3
FST	205	Fire Protection Systems	3
FST	207	Fire Investigation	3
CRJ	240	Response to Terrorism	3

Recommended F/T Course Sequence

First Semester			Credits: 15
COM	105	Interpersonal Communications	3
CSC	102	Intro to Technology	2
ENG	140	English Composition I	3
POL	110	Introduction to Law	3
EMS	100	CPR for the Healthcare Provider	1
ESS	101	Introduction to Emergency Management	3

Second Semester			Credits: 15-16
ENG	141	English Composition II	3
FST	106	Firefighting Strategies and Tactics	3
PSY	101	Introduction to Psychology	3
		Fire Elective[3]	3
		G.E. Math/Sci/Tech Elective	3-4

Third Semester			Credits: 15
CRJ	140	Introduction to Terrorism	3
FST	201	Fire Prevention Administration	3
POL	115	State and Local Government	3
		Fire Elective[3]	3
		Free Elective	3

Fourth Semester			Credits: 15
ESS	104	Hazardous Materials for the Emergency Responder	3
ESS	204	Management of the Large-Scale Incident	3
FST	202	Fire Service Management	3
		Fire Elective[1]	3
		G.E. Humanities Elective[2]	3

Total Credits Needed for Degree **60**

* Fire Academy Graduates may have already earned credits toward your degree at WCCC. Please contact the program coordinator for more details.

1 Choose 9 credits from: FST103, FST107, FST205, FST207, CRJ240 or EMS105

2 Select a course in music, fine arts, literature, foreign language, philosophy, history or religion.

ENGLISH

Associate in Arts in Liberal Arts
English Option

The Associate in Arts in Liberal Arts, English Option is a two-year program designed for students who intend to complete a baccalaureate degree at a four-year institution.

Curriculum Requirements

Communications			Credits: 9
ENG	140	English Composition I	3
ENG	141	English Composition II	3
COM	143	Speech ***or***	
COM	105	Interpersonal Communication	3

Humanities			Credits: 18
HIS	101	Western Civilization I ***and***	
HIS	102	Western Civilization II	6
		or	
HIS	113	American History I ***and***	
HIS	114	American History II	6
Humanities Electives*			9

Mathematics and Sciences			Credits: 12-15
		G.E. Mathematics Electives	3
		G.E. Laboratory Sciences Elective	4
		G.E. Math/Sci/Tech Electives	5-8

Social Science			Credits: 6
PSY	101	Introduction to Psychology	3
SOC	103	Introduction to Sociology	3

Career Courses			Credits: 12
Select four from the following:			
ENG	144	Creative Writing Poetry Workshop	3
ENG	150	Creative Writing Fiction Workshop	3
ENG	195	Legal Research and Writing I	3
ENG	196	Legal Research and Writing II	3
ENG	199	Literature on Film	3
ENG	201	British Literature I	3
ENG	202	British Literature II	3
ENG	205	Shakespeare	3
ENG	240	American Literature I	3
ENG	241	American Literature II	3
ENG	242	Women's Literature	3
ENG	244	Modern American Poets	3
ENG	245	The Art of Drama	3

G.E. Diversity Elective			Credits: 3
		Diversity Elective	3

Free Elective*			Credits: 3
		Free Elective*	3

Recommended F/T Course Sequence

First Semester			Credits: 16
ENG	140	English Composition I	3
COM	143	Speech ***or***	
COM	105	Interpersonal Communication	3
		G.E. Laboratory Science Elective	4
		G.E. Mathematics Elective	3
		G.E. Humanities Elective	3

Second Semester			Credits: 14-16
ENG	141	English Composition II	3
		G.E. Math/Sci/Tech Elective	2-4
HIS	101	Western Civilization I ***or***	
HIS	113	American History I	3
PSY	101	Introduction to Psychology	3
SOC	103	Introduction to Sociology	3

Third Semester			Credits: 12-15
HIS	102	Western Civilization II ***or***	
HIS	114	American History II	3
		G.E. Humanities Electives	3
		English Electives	6
		Free Elective*	0-3

Fourth Semester			Credits: 15-16
		G.E. Humanities Elective	3
		English Electives	6
		G.E. Diversity Elective	3
		G.E. Math/Sci/Tech Elective	3-4

Total Credits Needed for Degree	**60**

*A minimum of 60 credits is required for an Associate degree. If G.E. Math/Sci/Tech electives are taken for less than 4 credits, a free elective is required.

ENVIRONMENTAL STUDIES

Associate in Science in General Science
Biology Option – Environmental Studies Concentration

The Associate in Science in General Science - Biology Option - Environmental Studies Concentration is proposed for students seeking transfer to a four-year program in environmental studies or employment at the Associate's degree level.

Employment opportunities based on a background in environmental studies exist in a diverse number of fields. In government, industry, consulting firms, and non-profit groups students can seek careers in forest and wildlife resource management, air and water quality, conservation,

Curriculum Requirements

Communications			Credits: 6
ENG	140	English Composition I	3
ENG	141	English Composition II	3

Humanities			Credits: 3
		G.E. Humanities Elective	3

Social Science			Credits: 6
POL	115	State & Local Government	3
		G.E. Social Science Elective	3

Mathematics and Sciences			Credits: 17
BIO	162	General Biology I	4
BIO	163	General Biology II	4
MAT	151	Statistics	3
MAT	131	College Algebra*	3
MAT	141	Precalculus	3
MAT	201	Calculus*	4

Free Electives			Credits: 3
		Free Elective	3

Career Courses			Credits: 25
BIO	165	Environmental Studies	4
BIO	170	General Ecology	4
CHE	164	General Chemistry I	4
CHE	165	General Chemistry II	4
CHE	210	Organic Chemistry I	4
CHE	211	Organic Chemistry II	4
BIO	291	Environmental Studies Internship/Capstone*	1

Recommended F/T Course Sequence

First Semester			Credits: 14
ENG	140	English Composition I	3
BIO	162	General Biology I	4
MAT	131	College Algebra*	3
CHE	164	General Chemistry I	4

Second Semester			Credits: 14
ENG	141	English Composition II	3
BIO	163	General Biology II	4
CHE	165	General Chemistry II	4
MAT	141	Precalculus	3

Third Semester			Credits: 17
BIO	165	Environmental Studies	4
CHE	210	Organic Chemistry I	4
MAT	151	Statistics	3
POL	115	State & Local Government	3
		Free Elective	3

Fourth Semester			Credits: 15
BIO	170	General Ecology	4
CHE	211	Organic Chemistry II	4
BIO	291	Environmental Studies Internship ***or*** Capstone Project*	1
		G.E. Humanities Elective	3
		G.E. Social Science Elective	3

Total Credits Needed for Degree **60**

*Students may choose to take MAT 201-Calculus I (4 credits) as a substitution for MAT 131-College Algebra (3 credits) and BIO 291-Enviornmental Studies Internship or Capstone Project (1 credit).

FINE ARTS

Associate in Arts in Liberal Arts
Fine Arts Option

The Associate in Liberal Arts (A.A.) Degree, Fine Arts Option is designed to provide foundational coursework for pursuing a career in visual arts. The program is designed for transfer to a four-year or professional school for more advanced study.

Students who plan to earn a Bachelor's degree in fine arts are encouraged to contact institutions to which they would like to transfer to determine the transfer requirements. An advisor can assist in reviewing that information, selecting electives that will be most appropriate, and planning for successful transfer.

Curriculum Requirements

Communications			Credits: 9
ENG	140	English Composition I	3
ENG	141	English Composition II	3
COM	143	Speech ***or***	
COM	105	Interpersonal Communication	3

Humanities			Credits: 15
HIS	101	Western Civilization I ***and***	
HIS	102	Western Civilization II	6
		or	
HIS	113	American History I ***and***	
HIS	114	American History II	6
		G.E. Humanities Electives	9

Social Sciences			Credits: 6
		G.E. Social Science Electives	6

Mathematics and Science			Credits: 12–15
		G.E. Mathematics Elective	3
		G.E. Laboratory Science Elective	4
		G.E. Math/Sci/Tech Elective	5-8

Career Courses			Credits: 12
ART	116	2D Design	3
ART	118	Drawing	3
ART	285	3D Design	3
		Art History Elective	3

Elective Art Courses			Credits: 6
Select two from the following:			
ART	120	Life Drawing I	3
ART	121	Life Drawing II	3
ART	205	Watercolor	3
ART	207	Introduction to Color Theory	3
ART	211	Painting I	3
ART	212	Painting II	3
CSC	210	Multimedia Authoring	3
GRD	121	Computer Graphics I	3
GRD	131	Desktop Publishing	3

Recommended F/T Course Sequence

First Semester			Credits: 15
ENG	140	English Composition I	3
COM	143	Speech ***or***	
COM	105	Interpersonal Communication	3
HIS	101	Western Civilization I ***or***	
HIS	113	American History I	3
ART	116	2D Design	3
		Art History Elective	3

Second Semester			Credits: 14-16
ENG	141	English Composition II	3
HIS	102	Western Civilization II ***or***	
HIS	114	American History II	3
ART	118	Drawing	3
		G.E. Math/Sci/Tech Elective	2-4
		G.E. Social Science Elective	3

Third Semester			Credits: 15–16
		G.E. Social Science Elective	3
		Art Electives*	6
		G.E. Math/Sci/Tech Elective	3-4
		G.E. Humanities Elective	3

Fourth Semester			Credits: 16
ART	285	3D Design	3
		G.E. Humanities Elective	3
		G.E. Laboratory Science Elective	4
		G.E. Mathematics Elective	3
		G.E. Humanities Elective	3

Total Credits Needed for Degree **60**

*Recommended Art Electives: ART 105, 106, 107, 120, 205, 207, 211, 212, 220, 270, CSC 210, GRD 121 or 131

GRAPHIC DESIGN

Associate in Science

The Associate in Science Graphic Design Program is designed to prepare students for the second half of a B.F.A. Graphic Design Program at a four-year institution. Students will begin a foundation of courses in fine art, graphic design and computer graphics, while also satisfying many general education requirements and developing a portfolio for transfer purposes or even entry-level employment.

Curriculum Requirements

Communication			Credits: 9
ENG	140	English Composition I	3
ENG	141	English Composition II	3
COM	143	Speech	3

Math/Science/Tech			Credits: 9
CSC	102	Into to Technology	2
		G.E. Mathematics Elective	3
		G.E. Lab Science Elective	4

Humanities			Credits: 6
ART	105	Art History I	3
ART	106	Art History II	3

Social Science			Credits: 3
		G.E. Social Science Elective	3

Unassigned Gen Ed			Credits: 3
		G.E. Elective	3

Career Courses			Credits: 30
ART	116	2D Design	3
ART	118	Drawing ***or****	
ART	120	Life Drawing I	3
ART	207	Introduction to Color Theory	3
GRD	131	Graphic Design I	3
GRD	122	Graphic Design II	3
GRD	132	Typography I	3
ART	211	Painting I	3
ART	285	3D Design	3
GRD	130	History of Graphic Design	3

Recommended F/T Course Sequence

First Semester			Credits: 15
ENG	140	English Composition I	3
ART	116	2D Design	3
ART	207	Introduction to Color Theory	3
GRD	121	Computer Graphics I	3
		G.E. Mathematics Elective	3

Second Semester			Credits: 15
ENG	141	English Composition II	3
CSC	102	Into to Technology	2
ART	118	Drawing ***or****	
ART	120	Life Drawing I	3
GRD	130	History of Graphic Design	3
		G.E. Lab Science Elective	4

Third Semester			Credits: 15
ART	105	Art History I	3
COM	143	Speech	3
ART	211	Painting I	3
GRD	131	Graphic Design I	3
		G.E. Social Science Elective	3

Fourth Semester			Credits: 15
ART	285	3D Design	3
ART	106	Art History II	3
GRD	132	Typography I	3
GRD	122	Graphic Design II	3
		G.E. Elective	3

Total Credits Needed for Degree **60**

*The "or" option depends on availability and student preference, depending on transfer requirements.

HISTORY

Associate in Arts in Liberal Arts
History Option

The Associate in Arts in Liberal Arts, History Option is designed for students preparing to transfer to a four-year college or university to pursue a Bachelor's degree in history. This program provides a strong foundation in history, language and the humanities, preparing the student for a career in history, public history, art history, law, political science, research or education. Courses in this program focus on reading, research, written and oral communication, critical thinking and presentation skills.

Curriculum Requirements

Communications			Credits: 9
ENG	140	English Composition I	3
ENG	141	English Composition II	3
COM	143	Speech ***or***	
COM	105	Interpersonal Communication	3

Humanities			Credits: 12
HIS	101	Western Civilization I	3
HIS	102	Western Civilization II	3
		G.E. Humanities Electives	9

Mathematics and Sciences			Credits: 12-15
		G.E. Mathematics Electives	3
		G.E. Laboratory Sciences Elective	4
		G.E. Math/Sci/Tech Elective	5-8

Social Science			Credits: 9
ECO	188	Macroeconomics	3
POL	101	Introduction to American Government ***or***	
POL	201	International Relations	3
		G.E. Social Science Elective	3

Career Courses			Credits: 15
HIS	113	American History I	3
HIS	114	American History II	3
ART	105	Art History I ***or***	
ART	106	Art History II	3
		History Electives	6

Recommended F/T Course Sequence

First Semester			Credits: 14-16
ENG	140	English Composition I	3
HIS	101	Western Civilization I	3
COM	143	Speech ***or***	
COM	105	Interpersonal Communication	3
		G.E. Math/Sci/Tech Elective	2-4
		G.E. Humanities Elective	3

Second Semester			Credits: 16
ENG	141	English Composition II	3
HIS	102	Western Civilization II	3
ECO	188	Macroeconomics	3
POL	101	Introduction to American Government ***or***	
POL	201	International Relations	3
		G.E. Laboratory Science Elective	4

Third Semester			Credits: 15-16
HIS	113	American History I	3
ART	105	Art History I ***or***	
ART	106	Art History II	3
		History Elective	3
		G.E. Math/Sci/Tech Elective	3-4
		G.E. Humanities Elective	3

Fourth Semester			Credits: 12-15
HIS	114	American History II	3
		History Elective	3
		G.E. Math Elective	3
		G.E. Humanities Elective	3
		Free Elective*	0-3
Total Credits Needed for Degree			**60**

*A minimum of 60 credits is required for an Associate degree. If G.E. Math/Sci/Tech electives are taken for less than 4 credits, a free elective is required.

LIBERAL ARTS

Associate in Arts in Liberal Arts
Pre-Professional Program

The Associate in Arts in Liberal Arts Degree program is a two-year course of study that prepares students to transfer to a four-year college or university after completing the Associate's Degree at WCCC. In most circumstances, students would enter the junior year of a baccalaureate degree program in a variety of academic or professional disciplines, including education, social services, business, pre-law, or disciplines of English, mathematics, psychology, sociology, humanities, history, political science, and foreign languages.

Curriculum Requirements

Communications			Credits: 9
ENG	140	English Composition I	3
ENG	141	English Composition II	3
COM	143	Speech ***or***	
COM	105	Interpersonal Communication	3

Humanities			Credits: 15
HIS	101	Western Civilization I ***and***	
HIS	102	Western Civilization II	6
		or	
HIS	113	American History I ***and***	
HIS	114	American History II	6
		G.E. Humanities Electives	9

Social Science			Credits: 6
ECO	188	Macroeconomics	3
		G.E. Social Science Elective	3

Mathematics and Sciences			Credits: 12-15
		G.E. Lab Science Elective	4
		G.E. Mathematics Elective	3
		G.E. Math/Sci/Tech Electives	5-8

Electives			Credits: 18
		Liberal Arts Electives	12
		Free Elective	3
		Diversity Elective	3

Recommended F/T Course Sequence

First Semester			Credits: 15
ENG	140	English Composition I	3
HIS	101	Western Civilization I ***or***	
HIS	113	American History I	3
COM	143	Speech ***or***	
COM	105	Interpersonal Communication	3
		G.E. Mathematics Elective	3
		Liberal Arts Elective	3

Second Semester			Credits: 16
ENG	141	English Composition II	3
HIS	102	Western Civilization II ***or***	
HIS	114	American History II	3
ECO	188	Macroeconomics	3
		G.E. Humanities Elective	3
		G.E. Lab Science Elective	4

Third Semester			Credits: 14-16
		G.E. Humanities Electives	6
		Liberal Arts Electives	3
		G.E. Social Science Elective	3
		G.E. Math/Sci/Tech Electives	2-4

Fourth Semester			Credits: 12-15
		G.E. Math/Sci/Tech Electives	3-4
		G.E. Diversity Elective	3
		Liberal Arts Electives	6
		Free Elective*	0-3
Total Credits Needed for Degree			**60**

*A minimum of 60 credits is required for an Associate degree. If G.E. Math/Sci/Tech electives are taken for less than 4 credits, a free elective is required.

MEDICAL ASSISTING

Associate in Applied Science

The Associates in Applied Science, Medical Assisting Option is designed to provide college-level education and preparation to students who wish to enter the field of Medical Assisting. This degree program is an extension of the career-track certificate offered through the continuing education department. Graduates of the A.A.S. degree program are also issued a certificate in Medical Assisting. Upon completion of the program, students are eligible to sit for the CMA examination, offered through the American Association of Medical Assistants.

This medical assisting degree program prepares students for positions as medical assistants in physician's offices and other outpatient, ambulatory care facilities. The A.A.S. in Medical Assisting is a terminal degree; however, general education courses may be transferred to a 4-year institution. Students may choose to continue in the field of Nursing, Health and Hospital Care Administration, or a variety of other allied health care programs.

Curriculum Requirements

Communications			Credits: 6
ENG	140	English Composition I	3
ENG	141	English Composition II ***or***	
COM	105	Interpersonal Communication	3

Humanities			Credits: 3
		Humanities Elective	3

Social Science			Credits: 6
PSY	101	Introduction to Psychology	3
PSY	175	Human Growth & Development	3

Mathematics and Science			Credits: 7
MAT	111	Math Analysis for Business and Economics ***or***	
MAT	151	Statistics	3
CHE	110	Introduction to Chemistry	4

Career Courses*			Credits: 38
BIO	264	Microbiology	4
MED	176	Intro to Anatomy/Phys/Pathology	3
MED	177	Medical Terminology	3
MED	178	Pharmacology & Medication Administration	3
MED	179	Therapeutic Communications	3
MED	180	Medical Office Laboratory	3
MED	181	Clinical Assisting	3
MED	182	Healthcare Law & Ethics	3
MED	185	Insurance/Coding/Managed Care	3
MED	186	Medical Office Procedures	3
MED	187	Computerized Office Procedures	3
MED	224	Clinical Externship Practicum	3
MED	189	Capstone CMA Prep	1

Recommended F/T Course Sequence Credits

Summer Semester			Credits: 4
CHE	110	Introduction to Chemistry	4

First Semester			Credits: 18
ENG	140	English Composition I	3
MED	176	Anatomy/Physiology/Pathology	3
MED	177	Medical Terminology	3
MED	182	Healthcare Law & Ethics	3
MED	187	Computerized Office Procedures	3
MED	185	Insurance/Coding/Managed Care	3

Second Semester			Credits: 16
MED	179	Therapeutic Communications	3
MED	186	Medical Office Procedures	3
MED	178	Pharmacology & Medication Administration	3
MED	180	Medical Office Laboratory	3
MED	181	Clinical Assisting	3
MED	189	Capstone CMA Prep	1

Third Semester			Credits: 6
MED	224	Clinical Externship Practicum	3
PSY	101	Introduction to Psychology	3

Fourth Semester			Credits: 16
BIO	264	Microbiology	4
ENG	141	English Composition II ***or***	
COM	105	Interpersonal Communication	3
MAT	111	Math Analysis for Business and Economics ***or***	
MAT	151	Statistics	3
PSY	175	Human Growth & Development	3
		Humanities Elective	3

Total Credits Needed for Degree **60**

*Career courses meet at the Phillipsburg Campus, 445 Marshall Street, Phillipsburg, NJ 08865

NURSE EDUCATION

Associate in Science in Nursing

The WCCC Nurse Education Program is an integral part of its parent institution and therefore is committed to the mission of building a community of learners through the provision of accessible, quality learning opportunities designed to meet personal goals and aspirations. The Associate in Science Degree Program in Nurse Education prepares students for the National Council of State Boards of Nursing Registered Nurse Licensure examination (NCLEX-RN). Admission to the Nurse Education Program is highly competitive and students must fulfill special admission requirements. The Nurse Education Program reserves the right to cancel courses due to insufficient enrollment, or lack of qualified faculty or affiliated agencies. Moreover, WCCC reserves the right to schedule classes at any time, including evenings and weekends. No student will be registered who has an outstanding obligation to WCCC. Please contact the Warren County Community College Office of Student Services at (908) 835-2300 for complete admission information.

WCCC Nurse Education Program has been granted full accreditation from the New Jersey Board of Nursing, 124 Halsey Street, 6th Floor, Newark, NJ 07102; Phone: (973) 504-6430; www.NJConsumerAffairs.gov, and from Accreditation Commission for Education in Nursing, Inc. (ACEN) (formerly National League for Nursing Accreditation Commission – NLNAC) 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, Phone: (404) 975-5000. Fax: (404) 975-5020, www.acenursing.org.

Curriculum Requirements

Communications			Credits: 6
ENG	140	English Composition I	3
ENG	141	English Composition II	3

Social Science			Credits: 6
PSY	101	Introduction to Psychology	3
PSY	175	Human Growth & Development	3

Sciences			Credits: 16
BIO	262	Anatomy & Physiology I*	4
BIO	262	Anatomy & Physiology II*	4
BIO	264	Microbiology	4
CHE	110	Introductory Chemistry*	4

Nursing Courses			Credits: 32
Year One – Fall			
NSG	101	Nursing I	6
NSG	101	Nursing II	1
Year One – Spring			
NSG	103	Nursing III	8
Year Two – Fall			
NSG	204	Nursing IV	8
Year Two – Spring			
NSG	205	Nursing V	7
NSG	206	Nursing VI	2

Recommended F/T Course Sequence

Year One – Summer			Credits: 4
CHE	110	Introductory Chemistry	4

Year One – Fall			Credits: 17
ENG	140	English Composition I	3
BIO	262	Anatomy & Physiology I	4
PSY	101	Introduction to Psychology	3
NSG	101	Nursing I	6
NSG	102	Nursing II	1

Year One – Spring			Credits: 15
BIO	263	Anatomy & Physiology II	4
ENG	141	English Composition II	3
NSG	103	Nursing III	8

Year Two – Summer			Credits: 4
BIO	264	Microbiology	4

Year Two – Fall			Credits: 11
NSG	204	Nursing IV	8
PSY	175	Human Growth & Development	3

Year Two – Spring			Credits: 9
NSG	205	Nursing V	7
NSG	206	Nursing VI	2

Total Credits Needed for Degree	**60**

Please note that course fees are charged on a semester basis as detailed in the "Registration and Tuition" section of this catalog.

*A grade of "C+" or higher is required in all Nursing courses.

OCCUPATIONAL THERAPY ASSISTANT

Associate in Science (Joint Program with Rutgers University)

This joint program prepares Occupational Therapy Assistants (OTA) as professional practitioners who will contribute to the health and wellbeing of individuals by enabling participate in meaningful occupations and adaption to challenging life circumstances. Graduates of the OTA program will be eligible to sit for the national Certified Occupational Therapy Assistant (COTA) examination. Once licensed, COTAs can pursue entry-level positions in healthcare, education, and community settings, and work under the supervision of an occupational therapist (OT). In these settings the COTA works with individual who are challenged by disability, trauma, and/or the aging process to develop, restore, or enhance their occupational performance and participation. Students complete a minimum of 16 credits at WCCC before applying to Rutgers for the professional phase of the OTA Program.

Speak with an advisor in the Office of Student Services for more information.

Curriculum Requirements

General Education (WCCC)[1]			Credits: 32
ENG	102	English Composition I	3
ENG	141	English Composition II	3
PHI	102	Ethics and Moral Problems	3
PSY	101	Introduction to Psychology	3
PSY	175	Human Growth & Development	3
SOC	103	Introduction to Sociology	3
SOC	120	Racial and Ethnic Relations	3
BIO	262	Anatomy & Physiology I	4
BIO	263	Anatomy & Physiology II	4
MAT	131	College Algebra or	
MAT	151	Statistics	3

Career Courses (Rutgers)[1]			Credits: 42
OCTH	1010	Occupational Therapy Foundations	3
OCTH	1019	Level I Fieldwork 1A	1
OCTH	1020	Occupational Performance: Skills & Client Factors	3
OCTH	1029	Level I Fieldwork 1B	1
OCTH	1031	Conditions Impacting Occupation, Participation, and Health I	2
OCTH	1032	Conditions Impacting Occupation, Participation, and Health II	2
OCTH	1039	Level I Fieldwork 1C	1
OCTH	1040	Occupational Performance: Therapeutic Applications	3
OCTH	1051	Principles and Practice I	2
OCTH	1052	Principles and Practice II	3
OCTH	1053	Principles and Practice III	2
OCTH	1071	Professional Seminar I	1
OCTH	2082	Professional Seminar II	2
OCTH	2019	Level II Fieldwork: Adult	5
OCTH	2029	Level II Fieldwork: Child/Adolescent	5
PSRT	1102	Communication Techniques	3
PSRT	1103	Group Dynamics	3

Recommended F/T Course Sequence

First Semester			Credits: 16
ENG	140	English Composition I	3
PSY	101	Introduction to Psychology	3
BIO	262	Anatomy & Physiology I	4
MAT	131	College Algebra ***or***	
MAT	151	Statistics	3
PHI	102	Ethics and Moral Problems	3

Second Semester			Credits: 16
ENG	141	English Composition II	3
BIO	263	Anatomy & Physiology II	4
SOC	103	Introduction to Sociology	3
PSY	175	Human Growth & Development	3
SOC	120	Racial and Ethnic Relations	3

Third Semester[2]			Credits: 12
OCTH	1010	Occupational Therapy Foundations	3
PSRT	1102	Communication Techniques	3
OCTH	1020	Occupational Performance: Skills and Client Factors	3
OCTH	1031	Conditions Impacting Occupation, Participation, and Health I	2
OCTH	1019	Level 1 Fieldwork 1A	1

Fourth Semester[2]			Credits: 12
PSRT	1103	Group Dynamics	3
OCTH	1051	Principles and Practice I	2
OCTH	1052	Principles and Practice II	3
OCTH	1040	Occupational Performance: Therapeutic Applications	3
OCTH	1029	Level 1 Fieldwork 1B	1

Summer One[2]			Credits: 6
OCTH	1032	Conditions Impacting Occupation, Participation, and Health II	2
OCTH	1629	Principles and Practice III	2
OCTH	1081	Professional Seminar I	1
OCTH	1039	Level I Fieldwork 1C	1

Fifth Semester[2]			Credits: 11
OCTH	2019	Level II Fieldwork: Adult/Older Adult	5
OCTH	2029	Level II Fieldwork: Child/Adolescent	5
OCTH	2082	Professional Seminar II	1

Total Credits Needed for Degree **74**

[1]Students must complete 16 credits before applying to Rutgers professional phase. Admission to WCCC and completion of the prerequisite courses therein does not guarantee admission to the Rutgers OTA professional curriculum. All admission decision to the professional phase of the OTA program at

[2]Please note that these are sample sequences only, and actual course sequences may be affected by course availability.

PHYSICAL THERAPY ASSISTANT

Associate in Applied Science
(Joint Program with Union County College)

The Physical Therapist Assistant Program is an accredited course of study composed of specialized courses in physical therapy, planned clinical training and general education. The General Education courses will be taught by WCCC faculty on the WCCC campus, while the Physical Therapist Assistant courses will be taught by the Union County College (UCC) faculty and academic specialists, at UCC's Plainfield campus, in accordance with requirements established for the degree. Students successfully completing the degree program will be granted the Associate in Applied Science Degree by UCC and are eligible to take the state licensure examination.

Curriculum Requirements

General Education (WCCC)[2]			Credits: 25
ENG	140	English Composition I[1]	3
BIO	262	Anatomy & Physiology I[1]	4
MAT	131	College Algebra[1]	3
PSY	101	Introduction to Psychology[1]	3
PSY	175	Human Growth and Development[1]	3
CSC	102	Introduction to Technology	3ENG
141		English Composition II	3
BIO	263	Anatomy & Physiology II	3

Career Courses (Union County College)[2]			Credits: 45
PTA	115	Functional Anatomy	3
PTA	130	Physical Therapy Procedures I	6
PTA	251	Independent Living for the Disabled	2
PTA	140	Physical Therapy Procedures II	3
PTA	217	Clinical Seminar and Practice I	7
PTA	220	Physical Therapy Procedures III	6
PTA	221	Physical Therapy Procedures IV	4
PTA	223	Clinical Seminar	2
PTA	224	Clinical Practice II	12

Recommended F/T Course Sequence Credits[3]

First Semester at WCCC[3]			Credits: 13
ENG	140	English Composition I[1]	3
BIO	262	Anatomy & Physiology I[1]	4
MAT	131	College Algebra[1]	3
PSY	101	Introduction to Psychology[1]	3

Second Semester at WCCC[3]			Credits: 12
PSY	175	Human Growth and Development[1]	3
CSC	102	Introduction to Technology	3
ENG	141	English Composition II	3
BIO	263	Anatomy & Physiology II	3

Semesters at UCC[3]			Credits: 45
PTA	115	Functional Anatomy	3
PTA	130	Physical Therapy Procedures I	6
PTA	251	Independent Living for the Disabled	2
PTA	140	Physical Therapy Procedures II	3
PTA	217	Clinical Seminar and Practice I	7
PTA	220	Physical Therapy Procedures III	6
PTA	221	Physical Therapy Procedures IV	4
PTA	223	Clinical Seminar	2
PTA	224	Clinical Practice II	12

Total Credits Needed for Degree **70**

[1]Prerequisite courses must be passed with a grade of "C" or higher.

[2]Students must complete 25 credits at WCCC before applying to Union County College for the professional phase. Admission to WCCC and completion of the prerequisite courses therein does not guarantee admission to the UCC Physical Therapy Assistant professional curriculum. All admission decisions to the professional phase of the PTA program at UCC are made by an Admissions Committee designated by UCC.

[3]These are sample sequences only, and actual course sequences may be affected by course availability. UCC course sequence to be determined by UCC.

PRE-LAW

Associate in Arts in Liberal Arts
Pre-Law Option

The Associate in Arts in Liberal Arts, Pre-Law Option Program allows students to explore general concepts of business law, the American Court system and our political structure. Students are encouraged to develop legal research and writing skills. This program affords liberal arts students an opportunity to explore the legal field to ascertain whether they wish to pursue degrees, graduate studies, and career choices relating to law.

Curriculum Requirements

Communications			Credits: 9
ENG	140	English Composition I	3
ENG	141	English Composition II	3
COM	143	Speech ***or***	
COM	105	Interpersonal Communication	3

Humanities			Credits: 18
HIS	101	Western Civilization I	3
HIS	102	Western Civilization II	3
HIS	113	American History I	3
HIS	114	American History II	3
		G.E. Humanities Electives	6

Social Science			Credits: 6
ECO	188	Macroeconomics	3
		G.E. Social Science Elective	3

Mathematics and Science			Credits: 12-15
		G.E. Mathematics Electives	3
		G.E. Laboratory Science Electives*	4
		G.E. Math/Sci/Tech Elective	5-8

Diversity Elective			Credits: 3
		G.E. Diversity Elective	3

Free Elective			Credits: 3
		Free Elective†	3

Career Courses			Credits: 12
LST	195	Legal Research & Writing I	3
HIS	113	American History I	3
HIS	114	American History II	3
POL	101	Introduction to American Government ***or***	
POL	110	Introduction to Law	3

Recommended F/T Course Sequence

First Semester			Credits: 15
ENG	140	English Composition I	3
HIS	101	Western Civilization I	3
COM	143	Speech ***or***	
COM	105	Interpersonal Communication	3
POL	101	Introduction to American Government ***or***	
POL	110	Introduction to Law	3
		G.E. Mathematics Elective	3

Second Semester			Credits: 15
ENG	141	English Composition II	3
HIS	102	Western Civilization II	3
ECO	188	Macroeconomics	3
LST	195	Legal Research and Writing I	3
		G.E. Social Science Elective	3

Third Semester			Credits: 15-17
HIS	113	American History I	3
		G.E. Laboratory Science Elective	4
		G.E. Math/Sci/Tech Elective	2-4
		G.E. Humanities Elective	6

Fourth Semester			Credits: 12-16
HIS	114	American History II	3
		G.E. Humanities Electives	3
		G.E. Math/Sci/Tech Elective	3-4
		G.E. Diversity Elective	3
		Free Elective†	0-3
Total Credits Needed for Degree			**60**

*General Biology I and II are recommended.

†A minimum of 60 credits is required for an Associate degree. If G.E. Math/Sci/Tech electives are taken for less than 4 credits, a free elective is required.

PSYCHOSOCIAL REHABILITATION AND TREATMENT

Associate in Science (Joint Program with Rutgers University)

This joint degree program prepares students for a career assisting individuals with psychiatric disabilities in a variety of community settings that provide social, vocational, residential, and case management services. Students complete their General Education courses at WCCC before applying to Rutgers University for completion of their associate degree.

For more information, speak with an advisor in the Office of Student Services at (908) 835-2300.

Curriculum Requirements

General Education[1]

ENG	140	English Composition I	3
ENG	141	English Composition II	3
COM	105	Interpersonal Communication ***or***	
COM	143	Speech	3
CSC	102	Introduction to Technology	2
MAT	131	College Algebra	3
PSY	101	Introduction to Psychology	3
BIO	150	Principles of Human Biology	4
SOC	103	Introduction to Sociology	3
PSY	183	Social Psychology	3
PHI	101	Introduction to Philosophy	3
Total WCCC Credits			**30**

Career Courses[2]

PSRT	1101	Intro to Principles of Psychosocial Rehabilitation	3
PSRT	1102	Communication Techniques for Interviewing and Counseling	3
PSRT	1103	Group Interventions for People with Disabilities	3
PSRT	1204	Clinical Principles in Psychosocial Rehabilitation	3
PSRT	1019	Clinical Practice in PSR 1	6
PSRT	2121	Community Resource Management	3
PSRT	2019	Clinical Practicum in PSR II	6
PSRT	2231	Emerging Topics in Psychological Rehabilitation	3
Total Rutgers Credits			**30**

Recommended F/T Course Sequence

First Semester — Credits: 14

ENG	140	English Composition I	3
COM	105	Interpersonal Communications ***or***	
COM	143	Speech	3
CSC	102	Introduction to Technology	2
SOC	103	Introduction to Sociology	3
PSY	101	Introduction to Psychology	3

Second Semester — Credits: 16

ENG	141	English Composition II	3
MAT	131	College Algebra	3
BIO	150	Principles of Human Biology	4
PSY	183	Social Psychology	3
PHI	101	Introduction to Philosophy	3

Third Semester — Credits: 12

PSRT	1101	Intro to Principles of Psychosocial Rehabilitation	3
PSRT	1102	Communication Techniques for Interviewing and Counseling	3
PSRT	1103	Introduction to Group Activities	3
PSRT	1204	Clinical Principles in Psychosocial Rehabilitation	3

Fourth Semester — Credits: 12

PSRT	1019	Clinical Practice in PSR 1	6
PSRT	2121	Community Resource Management	3
PSRT	2231	Emerging Topics in Psychological Rehabilitation	3

Fifth Semester — Credits: 6

PSRT	2019	Clinical Practicum in PSR II	6
Total Credits Needed for Degree			**60**

Note: These are sample sequences only, and actual course sequences may be affected by course availability.

[1]Students apply to Rutgers-SHP during their last semester at WCCC and must have a GPA of 2.5 or higher.

[2]Courses are web-based or meet at Rutgers SHP Campus 675 Hoes Lane West, Piscataway, NJ, in the day & evening. Rutgers tuition rates apply. Practicums are available within the student's community.

SCIENCE

Associate in Science
General Science Program

The Associate in Science Degree in General Science Program is recommended for students who are interested in science but are unsure which concentration they would like to pursue. The A.S. in General Science is recommended for students who have identified a specific four-year college program and need to fulfill prerequisites to enroll in a four-year transfer program.

Curriculum Requirements

Communications			Credits: 6
ENG	140	English Composition I	3
ENG	141	English composition II	3

Humanities			Credits: 3
		G.E. Humanities Elective	3

Social Science			Credits: 6
PSY	101	Introduction to Psychology	3
		G.E. Social Science Elective	3

Mathematics and Sciences			Credits: 25-27
CHE	164	General Chemistry I	4
CHE	165	General Chemistry II	4
MAT	151	Statistics	3
BIO	162	General Biology I	4
BIO	163	General Biology II	4
Select two from the following:			6–8
MAT	131	College Algebra	3
MAT	141	Precalculus	3
MAT	201	Calculus I	4
MAT	202	Calculus II	4

Career Courses			Credits: 16
CHE	210	Organic Chemistry I	4
CHE	211	Organic Chemistry II	4
		Biology Science Elective**	8
****Choice of either:***			
BIO	262	Anatomy & Physiology I	4
BIO	263	Anatomy & Physiology II	4
Or two of the six below:			***4–8***
BIO	165	Environmental Studies	4
BIO	170	Ecology	4
BIO	200	Genetics	3
BIO	210	Comparative Anatomy	4
BIO	220	Evolutionary Biology	4
BIO	264	Microbiology	4

Free Electives			Credits: 6
		Free Electives†	6

Recommended F/T Course Sequence

First Semester			Credits: 14–15
ENG	140	English Composition I	3
BIO	162	General Biology I	4
CHE	164	General Chemistry I	4
MAT		College Algebra ***or*** Precalculus ***or*** Calculus I	3-4

Second Semester			Credits: 17–18
ENG	141	English Composition II	3
BIO	163	General Biology II	4
CHE	165	General Chemistry II	4
MAT		Precalculus ***or*** Calculus I ***or*** Calculus II	3-4
PSY	101	Introduction to Psychology	3

Third Semester			Credits: 14
CHE	210	Organic Chemistry I	4
MAT	151	Statistics	3
		Biology Science Elective*	4
		Free Elective	3

Fourth Semester			Credits: 14-17
CHE	211	Organic Chemistry II	4
		Biology Science Elective*	4
		G.E. Social Science Elective	3
		G.E. Humanities Elective	3
		Free Elective†	0-3
Total Credits Needed for Degree			**60**

*BIO 262 Anatomy & Physiology I and BIO 263 Anatomy & Physiology II or two of the three following courses: BIO 165 Environmental Studies, BIO 170 Ecology, and BIO 264 Microbiology

†The second fee elective is only required if a student has not earned 60 college credits. If the first two math courses listed above are only 3 credit math courses, then the additional free elective will be required to reach 60 credits.

SMALL BUSINESS MANAGEMENT

Associate in Applied Science in Business Management
Small Business Management Option

The Associate in Applied Science (A.A.S.) Degree, Small Business Management Option is a two-year program designed to prepare students for small business management careers in a variety of business fields.

Curriculum Requirements

Communications			Credits: 9
ENG	140	English Composition I	3
ENG	141	English Composition II	3
COM	143	Speech ***or***	
COM	105	Interpersonal Communication	3

Humanities			Credits: 3
		G.E. Humanities Elective	3

Social Science			Credits: 6
ECO	188	Macroeconomics	3
		G.E. Social Science Electives	3

Mathematics/Science			Credits: 3
		G.E. Mathematics Elective	3

Career Courses			Credits: 39
ACC	101	Principles of Accounting I	3
ACC	102	Principles of Accounting II	3
BUS	120	Business Organization and Management	3
BUS	122	Business Law I	3
BUS	124	Principles of Management	3
BUS	201	Principles of Marketing	3
BUS	221	Small Business Management	3
BUS	224	Personnel Management	3
BUS	228	Principles of Finance	3
		Business Electives	9
CSC	103	Introduction to Computing	3

Recommended F/T Course Sequence

First Semester			Credits: 15
ENG	140	English Composition I	3
COM	143	Speech ***or***	
COM	105	Interpersonal Communication	3
ACC	101	Principles of Accounting I	3
BUS	120	Business Organization & Management	3
CSC	103	Introduction to Computing	3

Second Semester			Credits: 15
ENG	141	English Composition II	3
BUS	122	Business Law I	3
BUS	124	Principles of Management	3
ACC	102	Principles of Accounting II	3
		Business Elective	3

Third Semester			Credits: 15
BUS	201	Principles of Marketing	3
ECO	188	Macroeconomics	3
		Business Elective	3
		G.E. Social Science Elective	3
		G.E. Humanities Elective	3

Fourth Semester			Credits: 15
BUS	221	Small Business Management	3
BUS	224	Personnel Management	3
BUS	228	Principles of Finance	3
		Business Elective	3
		G.E. Mathematics Elective	3

Total Credits Needed for Degree **60**

SMALL BUSINESS MANAGEMENT

Certificate Program

The Certificate in Small Business Management prepares the students for entry-level positions in business. All credits earned may be applied toward an Associate in Applied Science in Business Management degree in either the Business Management Program or the Small Business Management Option.

Curriculum Requirements			Credits: 9
ECO	188	Macroeconomics	3
ENG	140	English Composition I	3
MAT	111	Mathematical Analysis for Business & Economics	3

Career Courses			Credits: 21
ACC	101	Principles of Accounting I	3
ACC	102	Principles of Accounting II	3
BUS	120	Business Organization & Management	3
BUS	124	Principles of Management	3
BUS	201	Principles of Marketing	3
BUS	221	Small Business Management	3
BUS	228	Principles of Finance	3
Total Credits for Certificate Needed			**30**

SOCIAL SCIENCE

Associate in Arts in Liberal Arts
Social Science Option

The Associate in Arts in Liberal Arts, Social Science Option enables students to concentrate studies in areas of sociology, psychology, social work, economics, history, or political science.

This program is designed to prepare students for transfer to colleges and universities to earn a baccalaureate degree in any of the social science fields, including psychology and social work.

Curriculum Requirements

Communications			Credits: 9
ENG	140	English Composition I	3
ENG	141	English Composition II	3
COM	143	Speech ***or***	
COM	105	Interpersonal Communication	3

Humanities			Credits: 18
HIS	101	Western Civilization I ***and***	
HIS	102	Western Civilization II	6
		or	
HIS	113	American History I ***and***	
HIS	114	American History II	6
		G.E. Humanities Electives	9

Social Science			Credits: 6
PSY	101	Introduction to Psychology	3
SOC	103	Introduction to Sociology	3

Mathematics and Science			Credits: 12-15
		G.E. Laboratory Science Electives	4
		G.E. Mathematics Elective	3
		G.E. Math/Sci/Tech Elective	5-8

Diversity Elective			Credits: 3
		G.E. Diversity Elective	3

Free Elective			Credits: 3
		Free Elective†	3

Career Courses			Credits: 15
		Social Science Electives*	15

Recommended F/T Course Sequence

First Semester			Credits: 15
ENG	140	English Composition I	3
HIS	101	Western Civilization I ***or***	
HIS	113	American History I	3
COM	143	Speech ***or***	
COM	105	Interpersonal Communication	3
SOC	103	Introduction to Sociology	3
		G.E. Mathematics Elective	3

Second Semester			Credits: 14-16
ENG	141	English Composition II	3
HIS	102	Western Civilization II ***or***	
HIS	114	American History II	3
PSY	101	Introduction to Psychology	3
		G.E. Humanities Elective	3
		G.E. Math/Sci/Tech Elective	2-4

Third Semester			Credits: 16
		Laboratory Science Elective	4
		G.E Humanities Electives	6
		Social Science Electives*	6

Fourth Semester			Credits: 12-16
		Social Science Elective	6
		G.E. Diversity Elective	3
		G.E. Math/Sci/Tech Elective	3-4
		Free Elective†	0-3
Total Credits Needed for Degree			**60**

*Social Science electives can only be from the following courses prefixed by ANT, CRJ, ECO, POL, PSY, or SOC.

†A minimum of 60 credits is required for an Associate degree. If G.E. Math/Sci/Tech electives are taken for less than 4 credits, a free elective is required.

TECHNICAL STUDIES

Associate in Applied Science

This program is designed for students who are enrolled in or graduated from an approved corporate, industrial, military training program. Students choose a concentration in Automotive Technology, Business, Computer Science, Criminal Justice, or Food and Beverage Management. Interested students must meet with an advisor in Student Services to verify appropriate previous learning before being permitted to enter the program.

Curriculum Requirements			Credits: 26
ENG	140	English Composition I	3
ENG	141	English Composition II	3
COM	143	Speech I ***or***	
COM	121	Business Communications	3
CSC	103	Introduction to Computing	3
MAT		G.E. Math Elective (4 credits)	4
		G.E. Laboratory Science Elective	4
PSY	101	Introduction to Psychology ***or***	
SOC	103	Introduction to Sociology	3
		G.E. Humanities Elective	3

Career Courses			Credits: 34
		Technical Studies Credit[1] ***or***	
		Technical Elective	16
		Technical Concentration[2]	15
BUS/CSC	511	Internship/Co-op	3

Recommended F/T Course Sequence

First Semester			Credits: 17
ENG	140	English Composition I	3
CSC	103	Introduction to Computing	3
MAT		G.E. Math Elective	4
		Technical Studies Credit[1]	4
		Technical Concentration[2]	3

Second Semester			Credits: 14
ENG	141	English Composition II	3
		G.E. Laboratory Science Elective	4
		Technical Studies Credit[1]	4
		Technical Concentration[2]	3

Third Semester			Credits: 13
COM	143	Speech ***or***	
COM	121	Business Communications	3
		Technical Sudies Credit[1] ***or***	
		Technical Elective	4
PSY	101	Introduction to Psychology ***or***	
SOC	103	Introduction to Sociology	3
		Technical Concentration[2]	3

Fourth Semester			Credits: 16
		Technical Studies Credit[1] ***or***	
		Technical Elective	4
		Technical Concentration[2]	6
BUS/CSC	293	Internship/Co-op	3
		G.E. Humanities Elective	3
Total Credits Needed for Degree			**60**

**Individuals without sufficient technical training experience must select up to 4 sequential courses in one of the Concentrations listed below to satisfy the Technical Studies credit requirements.

[1] 3-16 Technical Studies credits may be earned for corporate, industrial, or military training programs after review by faculty assessor of related program.

[2] Select from one of the following concentrations: Business, Computer Science (courses must be approved by appropriate faculty advisor)

UNMANNED AERIAL SYSTEMS (DRONE TECHNOLOGY)

Associate in Applied Science

The Associate in Applied Science Unmanned Aerial Systems degree is primarily designed and intended to prepare students for a fast growing industry with many civilian applications, including agriculture, wetlands maintenance, brownfields remediation, monitoring environment and wildlife, search and rescue, border security, fire mapping, surveying structures after natural disasters, transportation & construction maintenance, real estate photograph, police surveillance, motion pictures, news media video and other industries.

Curriculum Requirements

Communications			Credits: 6
ENG	140	English Composition I	3
COM	107	Technical Writing & Communication/ Air Traffic Control	3

Mathematics-Science-Technology			Credits: 9
MAT	104	Technical Math	3
UAS	201	Aerodynamics	3
UAS	203	Survey of Aviation Meteorology	3

Humanities or Social Science			Credits: 6
UAS	202	Analysis of Spatial Data & Photography	3
UAS	207	Introduction to 3D Printing	3

Career Courses			Credits: 39
UAS	101	Unmanned Aircraft Systems	3
UAS	102	National Airspace System/ UAS standards, Regulation & Law	3
UAS	103	UAS Flight Simulation	3
UAS	104	Survey of Sectional Aeronautical Charts	3
UAS	105	Remote Pilot Operations	3
UAS	106	Unmanned Aircraft Systems Safety & Security	3
UAS	108	UAS Maintenance and Repair	3
UAS	109	Crew Resource Management for UAS	3
UAS	110	Introduction to DC 7 AC Circuits & Electronics	3
UAS	204	Introduction to Geographic Information Systems	3
UAS	205	Embedded Computing Systems	3
UAS	208	Advanced UAS Systems, Operation and Performance	3
UAS	209	UAS Remote Sensing & Analysis	3
UAS	210	Unmanned Aerial Systems Capstone	3

Recommended F/T Course Sequence

First Semester			Credits 15
ENG	140	English Composition I	3
MAT	104	Technical Math	3
UAS	101	Unmanned Aircraft Systems	3
UAS	102	National Airspace System/ UAS standards, Regulation & Law	3
UAS	103	UAS Flight Simulation	3

Second Semester			Credits 12
COM	107	Technical Writing & Communication/ Air Traffic Control	3
UAS	104	Survey of Sectional Aeronautical Charts	3
UAS	105	Remote Pilot Operations	3
UAS	106	Unmanned Aircraft Systems Safety & Security	3

Third Semester			Credits 18
UAS	108	UAS Maintenance and Repair	3
UAS	109	Crew Resource Management for UAS	3
UAS	110	Introduction to DC 7 AC Circuits & Electronics	3
UAS	201	Aerodynamics	3
UAS	202	Analysis of Spatial Data & Photography	3
UAS	207	Introduction to 3D Printing	3

Fourth Semester			Credits 15
UAS	203	Survey of Aviation Meteorology	3
UAS	204	Introduction to Geographic Information Systems	3
UAS	205	Embedded Computing Systems	3
or			
UAS	208	Advanced UAS Systems, Operation and Performance	3
UAS	209	UAS Remote Sensing & Analysis	3
UAS	210	Unmanned Aerial Systems Capstone	3

Total Credits Needed for Degree **60**

DRONE PILOT

Certificate

The Certificate in Drone Pilot program is designed to train students to become a commercial drone pilot. Upon completion of the program, students will be prepared to both pass the FAA Aeronautical Knowledge Test for a Remote Pilot Certificate and gain the knowledge needed to excel in high traffic airways. Students will be educated as pilots and technicians to operate small unmanned aerial vehicles (sUAS (drones) .55 lbs to less than 55 lbs). At a minimum, students will train on simulation software, and at the WCCC "Droneport" on DJI's Phantom 3 SE, Phantom 4 Pro, Mavic Pro, Inspire as well as Yuneec Typhoon 4 Pro and Yuneec Tornado.

Components of the program include: the Mechanics of Unmanned Systems; Principles of Flight; Private Pilot Theory; Advanced Unmanned Aerial Systems Operations; Payloads and Sensors; Aviation Safety Management Systems; Air Traffic Control Systems. Students are instructed in the theory, functions, and regulations regarding small unmanned aerial systems.

Curriculum Requirements

Communications			Credits: 3
ENG 140 English Composition			

Mathematics-Science-Technology			Credits: 3
MAT 102 Technical Math			

Career Courses			Credits: 24
UAS	201	Aerodynamics	3
UAS	111	National Airspace System/UAS standards, Regulation & Law	3
UAS	103	UAS Flight Simulation	3
UAS	105	Remote Pilot Operations & Flight	3
UAS	106	Unmanned Aircraft Systems Safety and Security	3
UAS	204	Introduction to Geographic Information Systems	3
UAS	208	Advanced UAS Systems, Operation and Performance	3
UAS	209	UAS Remote Sensing & Analysis	3

Recommended F/T Course Sequence

First Semester			Credits: 15
ENG	140	English Composition I	3
MAT	102	Technical Math	3
UAS	201	Aerodynamics	3
UAS	111	National Airspace System/UAS standards, Regulation & Law	3
UAS	103	UAS Flight Simulation	3

Second Semester			Credits: 15
UAS	105	Remote Pilot Operations	3
UAS	106	Unmanned Aircraft Systems Safety and Security	3
UAS	204	Introduction to Geographic Information Systems	3
UAS	208	Advanced UAS Systems, Operation and Performance	3
UAS	209	UAS Remote Sensing & Analysis	3

Total Credits Needed for Certificate **30**

DRONE REPAIR AND MAINTENANCE

Certificate

The Certificate in Drone Repair and Maintenance is primarily designed and intended to prepare students to repair and maintain unmanned aerial systems. The small Unmanned Aircraft Systems (sUAS) certificate will concentrate on the maintenance and repair of the components of unmanned aircraft systems to include: unmanned aerial vehicles (UAVs), ground control stations (GCSs), battery maintenance, understanding the function of data links or the communication/guidance system between vehicle and satellites (line of sight), and a basic understanding of computer networks and their functionality within UAS. Courses are designed to create a skilled UAS Maintenance Technician with a broad understanding of commonly used UAS platforms at the functional level.

Curriculum Requirement

Communications			Credits: 3
ENG	140	English Composition I	3

Mathematics-Science-Technology			Credits: 3
MAT	102	Technical Math	3

Career Courses			Credits: 24
UAS	101	Unmanned Aircraft Systems	3
UAS	108	UAS Maintenance and Repair	3
UAS	105	Remote Pilot Operations	3
UAS	110	Introduction to DC 7 AC Circuits & Electronics	3
UAS	201	Aerodynamics	3
UAS	205	Unmanned Aerial Systems Operations/Maintenance	3
UAS	208	Advanced UAS Systems, Operation and Performance	3
UAS	209	UAS Remote Sensing & Analysis	3

Recommended F/T Course Sequence

First Semester			Credits: 15
ENG	140	English Composition I	3
MAT	102	Technical Math	3
UAS	101	Unmanned Aircraft Systems	3
UAS	108	UAS Maintenance and Repair	3
UAS	110	Introduction to DC 7 AC Circuits & Electronics	3

Second Semester			Credits: 15
UAS	105	Remote Pilot Operations	3
UAS	201	Aerodynamics	3
UAS	205	Embedded Computing	3
UAS	208	Advanced UAS Systems, Operation and Performance	3
UAS	209	UAS Remote Sensing & Analysis	3

Total Credits Needed for Certificate **30**

DISTANCE LEARNING

Distance Education credit courses are courses that rely on technology to deliver course content when the learner and instructor are not in the same place at the same time. Distance Education courses may be synchronous (in real time; simultaneous) or asynchronous. Distance education is distinct from hybrid courses, where the instructor and students have a regular meeting schedule (usually once a week) but rely on technology to deliver a portion of the course content. Students access distance education courses through software available on the college's web

In addition, in accordance with Federal Regulations, the College has established procedures to protect student privacy and prevent any academic misconduct. These are as follows:

a) Students and instructors are only permitted access to classes for which they are enrolled.

b) Users must submit both a unique user ID and a password in order to access their distance education classes.

c) Instructors or academic administrators can monitor student use and disable a user's access to a class in the case of any suspected violation of academic policies or procedures.

d) An instructor may specify in-person assessment(s) for distance education or hybrid courses, as long as these requirements are made clear in the section syllabus. All in-person assessments must be proctored by the instructor or an authorized college representative. No additional fees shall be charged to students for the proctoring of distance education or hybrid course assessments.

WCCC verifies that a student is actively attending a distance education course prior to the disbursement of federal financial aid. Because distance education courses do not include face-to-face contact between a professor and a student, it is necessary for the college to establish standards for determining attendance for purposes of financial aid disbursement. Attendance in on-line class shall be defined as active participation in course assignments, including the completion of papers, on-line postings and exams. Merely logging into an on-line educational system does not constitute attendance.

Students enrolled in a distance education class who have not completed a single course assignment/exam for the class, shall receive an NF grade (Failure to Withdraw/ Never Attended). Students who have stopped actively participating in the class prior to the end of the semester shall be awarded an XF grade (Failure to Withdraw/ Stopped Attending) and have a "last date of attendance" (or LDA) date recorded by the instructor. This LDA shall reflect the date the student's last assignment or exam was received by the instructor.

Any instructor or administrator concerned about the sharing, tampering or access to usernames, passwords, or distance education courses by unauthorized individuals shall report concerns immediately to the Vice President of Academic Affairs or his/her designee. This includes concerns regarding possible student fraud, plagiarism and/or other conduct specifically prohibited by college policy.

To see if Distance Learning is right for you, take the Distance Learning Survey by visiting www.warren.edu and selecting the 'Distance Education' Quicklink. Selecting Current Students and click on Distance Learning. Students who are self-directed and highly motivated are most likely to succeed in online courses. Orientation training is offered at the beginning of each semester to assist students using the on-line software.

COURSE DESCRIPTIONS

ABBREVIATION CODES:

LEC.....lecture hours

LAB.....laboratory, studio, or other non-lecture hours

Lab fee .....any additional fee for a specific course

Prerequisite.....any course(s) that must be completed before the course requiring it

Corequisite .....any course(s) that may be taken during or before the same semester as the course requiring it

ACCOUNTING

ACC 101 Principles of Accounting I **3 cr.**

LEC/LAB 3 hrs.
Prerequisite: MAT 050 or appropriate placement test score

This course addresses the fundamentals of accounting theory and practice: double entry, journals and ledgers, control accounts and subsidiary ledgers, financial statements, inventory costing, accounting for notes, accruals and deferrals, and adjusting and closing entries and accounting for payroll and current liabilities. This course utilizes the computer to record accounting information and prepares financial statements.

ACC 102 Principles of Accounting II **3 cr.**

LEC/LAB 3 hrs.
Prerequisite: ACC 101

A continuation of ACC 101. This course addresses partnership and corporation accounting, debt and stock investments, bonds and long-term liabilities, cash flow statements, financial statement analysis and managerial accounting. This course utilizes the computer to record accounting information, prepare financial statements, and perform spreadsheet analysis.

ACC 201 Intermediate Accounting I **3 cr.**

LEC 3 hrs.
Prerequisite: ACC 102

This course provides an "in depth" study of financial accounting. The course critically examines the principles governing the valuation of assets and their application to balance sheet problems, as well as the concept of matching revenue and costs.

ACC 202 Intermediate Accounting II **3 cr.**

LEC 3 hrs.
Prerequisite: ACC 201

This course is a continuation of Intermediate Accounting I. It builds on the conceptual framework introduced in Principles of Accounting and explains and evaluates accounting procedures in detail. Long-term investments; acquisition, depreciation and retirement of plant assets; intangible assets; bonds; leases; corporate capital; stock rights and warrants; treasury stock; and future/present value concepts.

ACC 204 Income Tax Accounting **3 cr.**

LEC 3 hrs.
Prerequisite: ACC 102

The provisions of the Internal Revenue Code are examined in relation to small business taxes and the individual taxpayer.

ACC 206 Cost Accounting **3 cr.**

LEC 3 hrs.
Prerequisite: ACC 102

Reviews cost concepts and procedures related to job cost systems, process cost systems, and standard costs.

ACC 251 Managerial Accounting **3 cr.**

LEC 3 hrs.
Prerequisite: ACC 102

This course will enable students to analyze and interpret both historical and estimated data used by management for decision making, to plan future operations and develop overall business strategies.

ADDICTION COUNSELING

PSY 250 Introduction to Addiction **3 cr.**

LEC 3 hrs.
Prerequisite: PSY 101 or SOC 103 or CRJ 105
Corequisite: ENG 140

This course presents the major concepts, principles, and processes of addiction following the biopsychosocial model. It focuses on assessment and DSM-5 criteria for substance use disorders and their relationship to other mental health disorders. Treatment intervention approaches inclusive of individual, group, and family modalities are explored following current research and trends in substance abuse programs.

PSY 252 Assessment and Treatment of Addictions 3 cr.

LEC 3 hrs.
Prerequisite: PSY 250, PSY 280
Corequisite: PSY 253

The purpose of this course is to introduce students to various theoretical practices, following a biopsychosocial approach to addictions counseling. Introductory level assessment, diagnosis and treatment planning as well as prevention will be covered.

PSY 253 Interviewing and Counseling Skills 3 cr.

LEC 3 hrs.
Prerequisite: PSY 250, PSY 280
Corequisite: PSY 252

This course introduces and provides foundational education in core counseling skills inclusive of therapeutic listening and empathy to client concern conceptualization, and crisis management with these skills being culturally inclusive. It is appropriate for those who will work in a variety of settings. It is experiential and aimed at helping to develop a strong counseling foundation to be effective therapeutic agents for clients.

PSY 254 Advanced Counseling Skills 3 cr.

LEC 3 hrs.
Prerequisite: PSY 250, PSY 252, PSY 253, PSY 280
Corequisite: PSY 255

This course provides a comprehensive overview of the major theories of the counseling professions inclusive of ethical/legal issues, consultation, supervision, outcomes research across the life span. Exploration of the population demographics counselors' work with regarding naturally and synthetically manufactured drugs and the impact on the individual, community and nation will be explored. It is appropriate for those who will work in addictions settings.

PSY 255 Addictions Counseling Externship 3 cr.

LEC 3 hrs.
Prerequisite: PSY 250, PSY 252, PSY 253
Corequisite: PSY 254

This 300-hour externship provides a hands-on approach to education and is taken in conjunction with PSY 254 Advanced Counseling Skills. The student is assigned to a particular area of addiction treatment to observe modalities used within a clinical framework. The student reports to the faculty advisor as well as facility supervisor. In addition to the 20 hours per week of field study clinical hours, students will report weekly to the instructor for reflection and students will practice preparing treatment planning documents.

ANTHROPOLOGY

ANT 289 Anthropology 3 cr.

LEC 3 hrs.

This course concentrates on the study of anthropology as defined by its sub-fields. These fields include physical/biological anthropology; archeology; cultural anthropology and linguistics. It emphasizes the study of people—both past and present—as well as the study of the physical world prior to and after the emergence of hominids (including modern humans).

ART

ART 101 Introduction to Art Appreciation 3 cr.

LEC 3 hrs.

This course provides students with an overview of the visual arts through art history, analyzing paintings, sculpture, photography, film, and advertising in relation to the culture that produced them. Visits to museums and galleries, slides, and film studies provide students with the opportunity for further examination of the visual arts.

ART 105 Art History I 3 cr.

LEC 3 hrs.; Supplies to be determined.

This course surveys the evolution of fine art, architecture and other pertinent visual artistic expression from the Neolithic period through the Fourteenth Century, including Western and non-European civilizations.

ART 106 Art History II 3 cr.

LEC 3 hrs.; Supplies to be determined.

This course surveys the history of art from the Fourteenth through the Twentieth Centuries. Emphasis is placed on the development of all forms of visual art found in Western and non-Western cultures. Relevant aesthetic theories that support and interpret modern art are also studied.

ART 107 Modern-Contemporary Art History II 3 cr.

LEC 3 hrs.

This course surveys the history of art from the nineteenth to the Twenty-first centuries. Emphasis is placed on the development of all forms of visual art found in Western and non-Western cultures. Relevant aesthetic theories which support media techniques and uses of design applying a variety of tools and procedures.

ART 116 2D Design **3 cr.**

LEC 2 hrs.; LAB 2 hrs.

Prerequisite: ART 201

This studio course introduces students to basic concepts of two dimensional design. Students examine the vocabulary, history, media techniques and uses of design applying a variety of tools and procedures.

ART 118 Drawing **3 cr.**

LEC 2 hrs.; LAB 2 hrs.; Supplies to be determined.
Students must be 18 years or older to register.

This course introduces the student to basic drawing concepts using a variety of materials and media. The course examines the work of professional artists and old master drawings using slides and discussion to encourage the exploration of a wide range of genres and styles related to drawing as an art form.

ART 120 Life Drawing I **3 cr.**

LEC 2 hrs.; LAB 2 hrs.; Supplies to be determined.
Students must be 18 years or older to register.

This studio course provides students with practical working experience in drawing the human figure. Discussion and lecture regarding fine art and aesthetic theory are followed by drawing from a live model.

ART 220 Life Drawing II **3 cr.**

LEC 2 hrs.; LAB 2 hrs.; Supplies to be determined.
Prerequisite: ART 120
Students must be 18 years or older to register.

This studio course is a continuation of ART 120, using live models to develop an advanced understanding of form and to acquire skills fundamental for the exploration of the visual arts.

ART 205 Watercolor **3 cr.**

LEC 2 hrs.; LAB 2 hrs.; Supplies to be determined.

This course is designed to provide a survey of transparent and opaque watercolor techniques and materials. It explores how watercolor techniques may be used to solve traditional compositional problems while maintaining the individual style of the student.

ART 207 Introduction to Color Theory **3 cr.**

LEC 2 hrs.; LAB 2 hrs.; Supplies to be determined.

Through study and experimentation, students develop an understanding of the expressive and compositional qualities of color and its role in the creation of works of art and design.

ART 211 Painting I **3 cr.**

LEC 2 hrs.; LAB 2 hrs.; Supplies to be determined.
Students must be 18 years or older to register.

This foundation course in oil painting emphasizes projects that enables students to understand and become proficient in the use of oil painting. Students are encouraged to express their own ideas and develop their own visual language.

ART 212 Painting II **3 cr.**

LEC 2 hrs.; LAB 2 hrs.; Supplies to be determined.
Prerequisite: ART 211
Students must be 18 years or older to register.

This advanced course in oil painting emphasizes exercises that enable students to understand and become proficient in the use of oil paints. Students are encouraged to express their own ideas and develop their own visual language. (Note: Acrylic paint may be substituted for oil paint.)

ART 270 American Comic Book Art History and Design **3 cr.**

LEC 3 hrs.

This class will provide an introduction to the history of the art of American comic books and graphic novels and to the methodologies of the new academic discipline of Comics Studies. Students will be exposed to a spectrum of comic art forms with a focus on the superhero comic book, the graphic novel, and a semester long project developing their own comic characters and origin stories.

ART 285 3D Design **3 cr.**

LEC 2 hrs.; LAB 2 hrs.
Prerequisite: ART 116, ART 201

This studio course introduces students to basic concepts of three dimensional design. Students examine the vocabulary, history, media techniques and uses of design applying a variety of tools and procedures.

AUTOMOTIVE

AUT 101 Engine Repair — 4 cr.

LEC 3 hrs.; LAB 3 hrs.; LAB fee: $100
Corequisite: MAT 050

This course is designed to introduce the student to engine construction, diagnosis, and repair/rebuilding procedures. The student will learn the basic construction and operation of a four stroke engine, types, classifications, and ratings. Components, hardware, and service tools that are part of the short block assembly and valve train will be discussed. Engine sub systems; cooling lubrication, starting, fuel, and emissions will be included within engine repair. Engine overhaul procedures and common engine mechanical repairs will be taught during this phase. An engine teardown, measurement, analysis, and reassembly will be a requirement of the course. Diagnosis and troubleshooting engine mechanical problems will be covered in this phase.

AUT 102 Brake Systems — 4 cr.

LEC 3 hrs.; LAB 3 hrs.; LAB fee: $100

The brake course prepares the student to diagnose and repair brake systems in the automotive field. This course builds upon the essential laws of physics, motion, forces, hydraulics, thermodynamics, and chemical reactions, and how these principles apply to the operation of the automotive brake system. The course will cover the energy conversion of motion changed to heat energy (when brakes are applied,) the effects of weight and speed on braking and stopping distance, thermal expansion, friction, force, and coefficient of friction, as they apply to braking systems. The course covers the fundamentals and service of disc/drum brakes; including, how they operate, brake-fluid properties, diagnosis, component replacement/repair/adjustment, disc/drum machining, power-assist units, and the fabrication (double flaring) of brake lines. The student will learn strategy-based diagnostic routines for interpreting and verifying customer concerns and proper operation. Through the inspection, testing, or measurement of component(s) operation, the student will learn to apply this knowledge to determine needed repair(s) and to implement the repair(s).

AUT 103 Steering/Suspension Systems — 4 cr.

LEC 3 hrs.; LAB 3 hrs.; LAB fee: $100
Prerequisite: AUT 100
Corequisite: MAT 050

This course is designed to teach the principles of automotive steering/suspension systems and wheel alignment. Basic tire construction, ratings, repairs, dismounting and mounting procedures are covered. Static and dynamic wheel balancing procedures will finish the tire segment. This program will cover fundamentals of short/long-arm, and strut suspension which includes the components that are individually part of the suspension systems and how they operate. Various steering linkage systems, components, operation, differences between manual and power steering and how they apply to steering, suspensions, and four wheel alignment will be discussed. The basics of two and four wheel alignment and the related geometry will be taught to the students during the wheel alignment segment of the course.

Students will learn strategy-based diagnostic routines, in order to interpret and verify customer concerns and to perform tests to determine the causes of problems. Students will perform hands on repairs related to tires, steering and suspension components as well as actual wheel alignments.

AUT 104 Automotive Electrical — 4 cr.

LEC 3 hrs.; LAB 3 hrs.; LAB fee: $100
Corequisite: MAT 050

This ASE certified course is a basic automotive electrical course designed to cover the theory of electricity. The course will cover the basic applied electrical principles, basic component operation such as bulbs, relays, diodes, magnetism, and test equipment, moving toward chemical development of electricity (the battery) and the development of electromagnetism in its applied use in the starting and charging of systems.

AUT 105 Automotive Engine Performance I — 4 cr.

LEC 3 hrs.; LAB 3 hrs.; LAB fee: $100
Prerequisite: AUT 104, MAT 050 or
appropriate placement test score

This ASE certified based course is an introduction to the basic interrelationship of the engine, ignition, fuel, and exhaust systems that is called, engine performance. This course will cover the basics of the ignition system, basic engine operation, basic fuel and its delivery. The byproduct of their united functions which is exhaust and emissions will be discussed. Basic diagnostics and maintenance of these systems will be taught.

AUT 106 Manual Drive Trains **4 cr.**

LEC 3 hrs.; LAB 3 hrs.; LAB fee: $100
Prerequisite: AUT 103

This course covers the manual drive train and the components that are individually part of it. Covered are front wheel, rear wheel drive, four wheel drive, and all wheel drive transmissions systems. The power delivery to the wheels through the clutch, transmission, differential and drive shafts are part of this course. Theory, noise diagnostics and overhaul procedures will be covered within this phase. Constant velocity axels and drive shaft overhaul will be covered as well. Included within this module will be a section on diagnostics, noise, and vibration causes and repairs.

AUT 202 Automotive Engine Performance II **4 cr.**

LEC 3 hrs.; LAB 3 hrs.; LAB fee: $100
Prerequisite: AUT 105

This course will build on the introduction of engine performance by expanding each of the sections for more in depth coverage of the new systems on an automobile. Course coverage will include various electronic ignition systems, fuel injection systems, and computer controls that affect emissions. An introduction to OBD 1 and OBD 2 systems will also be covered. Diagnostics and repair of these systems with computer-based technology will enhance this course.

AUT 203 Heating & A/C **4 cr.**

LEC 3 hrs.; LAB 3 hrs.; LAB fee: $100
Prerequisite: AUT 106

This course is designed to introduce the student to the basic theories and principles of refrigeration and their applications in the automotive air conditioning and heating system. The student will study the basic theories and principles of refrigerant, safety and environmental concerns, and the related tools and equipment needed to service these systems. The student will learn the associated electrical system controls and operations that allow air delivery, filtration, and temperature control into the automobile. The cooling system in relation to the heating system of the automobile will be covered. The student will perform related hands-on tasks to recharge, evacuate, purge, and diagnose heating and A/C problems. Included in this course will be the information and test for handling automotive refrigerant.

AUT 204 Automotive Transmission **4 cr.**

LEC 3 hrs.; LAB 3 hrs.; LAB fee: $100
Prerequisite: AUT 106

This course is an introduction to automatic transmissions and transaxles. Applying the previously learned information from Manual Drive Trains, Automatic Transmissions will cover the hydraulic principles and the components, fluid transfer, circuitry, and testing will be part of this course. Pressure testing and overhauling a transmission will be a requirement. Electronic transmission shifting, lock-up, and diagnostics through a scanner will be covered.

AUT 205 Automotive Engine Performance III **4 cr.**

LEC 3 hrs.; LAB 3 hrs.; LAB fee: $100
Prerequisite: AUT 202

This course will take the information provided in Engine Performance I and II and relate them to advanced engine performance diagnostics. Students will develop a diagnostic process with the use of test equipment to prepare them to be emission repair technicians. Following a New Jersey approved curriculum for emission repairs, the student should be able to take the New Jersey emission repair technician certification test. The balance of the course will be practicing the requirements of the New Jersey inspector license with the goal of obtaining the New Jersey inspector certificate.

AUT 206 Automotive Technology Internship **3 cr.**

Approval of Professor

This course provides an opportunity for students to apply what they have learned. The student is assigned to a particular area in the automotive technology/repair sector and must complete guided work at their assigned site. The student reports to both the site coordinator and the faculty advisor.

BIOLOGY

BIO 145 Principles of Biology **4 cr.**

LEC 3 hrs.; LAB 3 hrs.; LAB fee: $40
Corequisite: ENG 042, MAT 050

Provides a basic introduction to the study of biological science. Designed to develop an understanding of fundamental principles of the living world. Recommended for non-science majors as part of a sequence with BIO 150. May be taken as a hybrid with on-campus lab or as traditional on-campus course with lab.

BIO 150 Principles of Human Biology **4 cr.**

LEC 3 hrs.; LAB 3 hrs.; LAB fee: $40
Corequisite: ENG 042, MAT 050

Provides an introduction to the study of the structure and functions of the human body. Designed to develop an appreciation for the body as it relates to health and disease and to emphasize the body as it relates to everyday living experiences. Recommended for non-science majors as part of a sequence with BIO 145. May also be taken as an elective to prepare students to take BIO 262. May be taken as a hybrid with on-campus lab or as traditional on-campus course with lab.

BIO 162 General Biology I **4 cr.**

LEC 3 hrs. LAB 3 hrs. LAB fee: $40
Corequisite: ENG 042, MAT 050

Takes a molecular approach to provide a fundamental introduction to the study of living organisms. Introduces the scientific method, biomolecular and cellular organization, cellular metabolism, heredity, and genetics. Includes lecture and laboratory experience. Required for biology option science majors.

BIO 163 General Biology II **4 cr.**

LEC 3 hrs.; LAB 3 hrs.; LAB fee: $40
Prerequisite: BIO 162

A continuation of BIO 162. Introduces evolution. Presents an evolutionary-based, systematic study of the diversity microbes, fungi, plants, animals and animal behavior. Includes lecture, laboratory and field experience. Required for biology option science majors.

BIO 165 Environmental Studies **4 cr.**

LEC 3 hrs.; LAB 3 hrs.; LAB fee: $40

Increases awareness of natural principles that relate to current environmental issues. Offers insight on population, renewable resources, energy, pollution and sustainability. Includes lecture, discussion, laboratory and field experience. Recommended for science majors and as a science elective.

BIO 170 General Ecology **4 cr.**

LEC 3 hrs.; LAB 3 hrs.; LAB fee: $40
Corequisite: ENG 042, MAT 050

Introduces basic ecological principles describing relations between living organisms and their environment. Field sampling techniques, data analysis and reporting. Includes both aquatic and terrestrial ecosystems. Includes lecture, laboratory and field experience. Required for biology majors.

BIO 200 Genetics **3 cr.**

LEC 3 hrs.
Prerequisite: C or better in BIO 162

This course includes a study of the principles of Mendelian genetics and theories of heritability including the chemical nature, location, organization, and transfer of the information encoded in nucleic acids. Aspects of population and medical genetics are reviewed. Assignments enforce the scientific method. Required for biology option science majors. This course does not transfer as a laboratory science.

BIO 210 Comparative Anatomy **4 cr.**

LEC 3 hrs.; LAB 3 hrs.; LAB fee: $40
Prerequisite: C or better in BIO 163

Considers animal evolution based on comparative anatomy and physiology of ancestral and derived animals. Reviews animal form and function and addresses evolutionary development within organ systems. Culminates with behavioral and ecological significance of form and function. Includes laboratory dissection, experimentation and field experience in a manner that enforces the scientific method. Recommended for biology option science majors.

BIO 220 Evolutionary Biology **4 cr.**

LEC 3 hrs.; LAB 3 hrs.; LAB fee: $40
Prerequisite: BIO 170 or 200 with C or higher

This fourth semester course utilizes a seminar format to integrate other core biology courses based on the concept of evolution. Laboratory and field experience is evaluated quantitatively to enforce seminar topics. Required for biology option science majors.

BIO 262 Anatomy and Physiology I **4 cr.**

LEC 3 hrs.; LAB 3 hrs.; LAB fee: $40
Corequisite: ENG 042, High School Biology
and/or Chemistry or college equivalent, MAT 050 or appropriate placement test score

Provides a systems approach to the study of the normal structure and function of the human body. Emphasis on biochemistry, cytology, histology, and the integumentary, skeletal, muscular and nervous systems. Laboratory exercises designed to reinforce content. Required of nursing intent majors. Recommended for science majors.

BIO 263 Anatomy and Physiology II **4 cr.**

LEC 3 hrs.; LAB 3 hrs.; LAB fee: $40
Prerequisite: BIO 262

Provides a continuation of BIO 262, Anatomy and Physiology I. Emphasis on the senses, autonomic nervous, endocrine, cardiovascular, lymphatic, digestive, respiratory, urinary, and reproductive systems. Laboratory exercises designed to reinforce content. Required of nursing intent majors. Recommended for science majors.

BIO 264 Microbiology **4 cr.**

LEC 3 hrs.; LAB 3 hrs.; LAB fee: $40
Prerequisite: BIO 162 or BIO 262

Provides a study of biological concepts relating to microorganisms. Includes the morphology, anatomy, physiology, growth, metabolism, nutrition, control and identification of various microbes. Lab exercises include staining procedures, media preparation, pure culture techniques and culture identification. Required of nursing intent majors. Recommended for science majors. Should be taken after A&P or General Biology and Introduction to Chemistry or General Chemistry have been successfully completed.

BIO 291 Environmental Studies Internship/ Capstone Project **1 cr.**

This 45 contact hour course is designed to allow students to work outside of the classroom, under the direction of a faculty advisor. Students are expected to make connections between their academic studies to real world applications through an environmentally focused internship or a capstone project.

BUSINESS

BUS 120 Business Organization and Management **3 cr.**

LEC 3 hrs.
Corequisite: ENG 042 or appropriate placement test score

This course provides an introductory study of business, focusing on historical beginnings, types of business ownership, problems of production, transportation, promotion, research, marketing and their inter-relationships. Principles of organization and management, as well as the functions of modern business are also examined.

BUS 122 Business Law I **3 cr.**

LEC 3 hrs.
Prerequisite: ENG 041 , ENG 042 or appropriate placement test score

This course introduces legal rights and liabilities, sources of law and the judicial system, and principles of law applied to business transactions, with particular reference to contracts, property, and sales.

BUS 123 Business Law II **3 cr.**

LEC 3 hrs.
Prerequisite: BUS 122 or LST 140

This course presents principles of law as they pertain to negotiable instruments under the Uniform Commercial Code, guarantee insurance contracts, insurance, principle and agency relationships, and creditors' rights.

BUS 124 Principles of Management **3 cr.**

LEC 3 hrs.
Corequisite: ENG 042 or appropriate placement test score

This course provides students with current business management concepts and applications. It focuses on the elements of managerial processes fundamental to various types of enterprises, and theses of research and concepts related to management.

BUS 201 Principles of Marketing **3 cr.**

LEC 3 hrs.
Corequisite: ENG 042 or appropriate placement test score

This course examines marketing functions and institutions involved in the commercial distribution of various classes of goods from producer to consumer. Pricing, channels, consumer motivations, advertising and promotion, logistics, and statistical methodology are studied to provide a comprehensive marketing overview.

BUS 202 Principles of Advertising **3 cr.**

LEC 3 hrs.
Prerequisite: BUS 120
Corequisite: ENG 140

This course provides an overview of advertising from an integrated marketing communications perspective. It creates a clear understanding of traditional advertising and shows how other key elements within the marketing communications mix (e.g., personal selling, public relations and social media) can be integrated. Attention is given to key subjects such as market research, media planning, creative strategies, advertising agency practices, and competitive positioning, and how each influences the effectiveness of an advertising campaign. A primary goal of the course is to shift the perceptual focus of students from an audience to creators of integrated marketing communication strategies for businesses.

BUS 203 Social Media Marketing **3 cr.**

LEC 3 hrs.
Prerequisite: BUS 120
Corequisite: ENG 140

This course is designed to build students' social media marketing skills by utilizing projects that give students hands on experience implementing social media marketing strategies. Topics include integrating different social media technologies into a marketing plan, creating social media marketing campaigns, and applying appropriate social media tools. Upon completion, students should be able to use social media technologies to create and improve marketing efforts for businesses.

BUS 204 Digital Analytics **3 cr.**

LEC 3 hrs.
Prerequisite: BUS 120
Corequisite: ENG 140

This course will provide students with a solid foundation and working knowledge of digital analytic strategies and tactics. Students will learn about leading digital analytic tools available on the market, how to gather data, how to turn data into insights, and how to present and communicate data-driven information to clients and executives. Students will review digital analytics for websites, apps, social media, communication, content marketing, and various digital marketing channels. Students will also learn how to turn data into insights and actions through data visualization and presentations.

BUS 221 Small Business Management **3 cr.**

LEC 3 hrs.
Corequisite: ENG 042 or appropriate placement test score

This course introduces the students to the principles of small business management and the functions of planning, organizing, financing, staffing, marketing, and directing a small business.

BUS 224 Personnel Management **3 cr.**

LEC 3 hrs.

This course focuses on problems, issues, policies and practices related to managing people working in an organization. It also focuses on the problems and issues of daily human resource work. It requires students to make decisions that will optimize the human resource function.

BUS 228 Principles of Finance **3 cr.**

LEC 3 hrs.
Prerequisite: ACC 102
This course examines the fundamental principles of financial management, planning, and control. It studies management of funds, including capital budgeting, financial analysis, and cash flow analysis.

BUS 251 Introduction to Global Business **3 cr.**

LEC 3 hrs.
Corequisite: ENG 041, 042, MAT 050 or appropriate placement test score, BUS 120

This course will introduce students to the issues of international business and is designed to provide them with an opportunity to identify and analyze cultural, political, ethical, and communication differences and their impact on the conduct of international business. The course will include topics such as the foreign exchange market, trade and investment, and the strategies that businesses use to enter and compete in specific foreign markets.

BUS 252 Global Business Study Abroad Tour **3 cr.**

LEC 1 hrs.
Prerequisite: ENG 140, MAT 050 or appropriate placement test score
Corequisite: BUS 120

This course will introduce students to the issues of international business in foreign countries and is designed to provide students with an opportunity to identify, observe and analyze cultural and/or communication differences and their impact on the conduct of international business. Students will travel overseas as a group, tour local businesses and learn from business owners and managers about accounting, commerce and trade in an international market. The tour is arranged in collaboration with EF College Study Tours.

BUS 253 Business Practice Firm **3 cr.**

LEC: 3
Prerequisite: ENG 140, MAT 054 or appropriate placement score
Corequisite: BUS 120

The Business Practice Firm is a simulated business that conducts all operations necessary to run a business (marketing, accounting, human resources, purchasing) within a closed network. Students are assessed on job performance, work habits, application of accounting knowledge, interpersonal skills and productivity through the use of written performance evaluation, individualized learning plan and other projects as required by the course. All documentation and procedures mimics the 'real' world and students are engaged in simulated business transactions with other firms, both locally and internationally.

BUS 255 Introduction to Electronic Commerce **3 cr.**

LEC 3 hrs.
Corequisite: ENG 041, ENG 042 or appropriate placement test score

This course examines how electronic commerce technologies and applications impact on various types of business processes and organizations.

BUS 293 Co-operative Education **3 cr.**

Prerequisite: Approval of Professor

The Co-operative Work Experience program provides business management students with the opportunity to integrate classroom learning with practical work experience. Individualized programs are structured based on student learning objectives.

CHEMISTRY

CHE 110 Introductory Chemistry **4 cr.**

LEC 3 hrs.; LAB 3 hrs.; LAB fee: $40
Corequisite: ENG 042, MAT 051 or appropriate placement test score.

Introduces the fundamental laws and theories of chemistry. Emphasis on chemical calculations and problem solving involving the metric system, conversion factors, and chemical reactions. Includes the study of atomic structure, chemical bonding, use of the periodic table, solutions, introductory organic chemistry, and biochemistry. Recommended for allied health and non-science majors.

CHE 164 General Chemistry I **4 cr.**

LEC 3 hrs.; LAB 3 hrs.; LAB fee: $40
Prerequisite: CHE 110 or high school chemistry or another acceptable college level chemistry course Corequisite: ENG 042, MAT 051 or appropriate placement test score.

Introduces the basic concepts and theoretical principles of modern chemistry. Emphasis on stoichiometry, atomic theory, properties of matter, periodic table, chemical bonding, kinetic-molecular theory, states of matter, gas laws, solutions, oxidation-reduction, and acid base systems. Recommended for science majors.

CHE 165 General Chemistry II **4 cr.**

LEC 3 hrs.; LAB 3 hrs.; LAB fee: $40
Prerequisite: CHE 164

A continuation of CHE 164 General Chemistry I. Topics include gas laws, solutions, oxidation-reduction, acid-base systems, chemical equilibrium, kinetics, thermodynamics, electrochemistry, radiochemistry, and an introduction to organic chemistry. Recommended for science majors.

CHE 210 Organic Chemistry I **4 cr.**

LEC 3 hrs.; LAB 3 hrs.; LAB fee: $40
Prerequisite: CHE 165

A study of the preparation, properties, and reactions of organic compounds. Emphasis is on the study of the properties and characteristics of functional groups, reaction mechanisms, and stereochemistry. The laboratory involves basic techniques and methods of synthesis, isolation, purification, identification of organic compounds, and proper documentation of data. Recommended for science majors.

CHE 211 Organic Chemistry II **4 cr.**

LEC 3 hrs.; LAB 3 hrs.; LAB fee: $40
Prerequisite: CHE 210

A continuation of CHE 210 Organic Chemistry I. Involves the study of the properties, characteristics, and reaction mechanisms of carbonyl-containing compounds, alcohols, ethers, alkyl halides, amines, phenols, carbohydrates, and proteins. Emphasis on the identification of organic compounds using instrumental techniques such as IR, NMR, uv, and chromatography. Laboratory work includes methods of synthesis, isolation, purification, identification of organic compounds, and proper documentation of data. Recommended for science majors.

COMMUNICATIONS

COM 101 Introduction to Mass Media **3 cr.**

LEC 3 hrs.
Corequisite: ENG 041 or appropriate placement test score

This course surveys the characteristics and histories of mass media, such as newspapers, radio, television, and computers. Emphasis is placed on the effects of media forms on their respective cultures.

COM 105 Interpersonal Communication **3 cr.**

LEC 3 hrs.

This course introduces fundamental precepts of small group and one-on-one communication. An emphasis is placed on the application of relative theories/ strategies to train students to become better listeners, speakers, conflict managers, and decision-makers. Knowledge and skills are gained through lecture, role-play, discussion, interviews, and other interactive classroom exercises.

COM 107 Technical Writing & Communication/ Air Traffic Control **3 cr.**

LEC 3 hrs.

This course will enable students to develop technical writing skills with particular attention to reporting on scientific and technical material. There will be a strong focus on the principles of technical exposition, the study of language uses, writing samples, and the principles of various technical reports, including abstracts, proposals, and manuals. Airport operations data related to air traffic control will be collected, analyzed and described within these technical reports. Students will examine and produce documents necessary to make decisions and take action, such as letters, memorandums, reports, proposals, e-mail, and other technical documents.

COM 110 Introduction to News Writing **3 cr.**

LEC 3 hrs.
Prerequisite: ENG 041, ENG 042 or appropriate placement test score

Media Writing: Students will be introduced to fundamental print and broadcast journalism, advertising, marketing, public relations, and social media. Emphasis will be on creating a professional portfolio and publication of original work in traditional and online formats.

COM 115 Feature Writing **3 cr.**

LEC 3 hrs.
Prerequisite: ENG 041 or appropriate placement test score
Corequisite: ENG 140

This course examines the principles of good feature writing via the various forms employed by newspapers and magazines. Participants will develop and hone abilities necessary for successful feature article writing, including interviewing, researching, and revision skills. Through lecture, discussions, group critique, and guest speakers, students will learn how to write publishable articles and work toward career opportunities.

COM 120 Introduction to Radio Broadcasting **3 cr.**

LEC 3 hrs
Corequisite: COM 110 and COM 101

This course provides the skills necessary to write, produce, and implement the elements necessary to create an event on radio. Students will learn about writing for radio news and entertainment. In addition, students will understand the depth and breadth of producing a public audio broadcast. Participants will understand the competencies needed for the audio work necessary to produce a radio program.

COM 121 Business Communications **3 cr.**

LEC 3 hrs.
Prerequisite: ENG 041, ENG 042 or appropriate placement test score

This course focuses on organizational communication in small and large business and industry. Its goal is to identify and analyze the concepts that apply to internal and external business communications, recognize and describe the extent that the business world relies on communication, and comprehend and critique the ways in which corporations communicate and form their decisions. Student communication is promoted through lectures, exercises, group research and analysis, and on-line discussion. A group service learning project analyzing data, writing a proposal, and preparing a formal presentation of a non-profit organization's internal and external communication plan is a large part of this course.

COM 130 Introduction to Broadcasting **3 cr.**

LEC 3 hrs.
Corequisite: COM 101, COM 110

This course gives the students the skills necessary to write, produce, and implement the procedures necessary to create an event on television. Students will learn about writing for broadcast news and entertainment. In addition, participants will understand the depth and breadth of producing a taped broadcast that will be available.

COM 143 Speech **3 cr.**

LEC 3 hrs.
Corequisite: ENG 041 or appropriate placement test score

This course provides an opportunity to learn and utilize basic communication skills, examines interpersonal communication, and studies semantics, group interaction, and non-verbal communications.

COM 205 Intercultural Communication **3 cr.**

LEC 3 hrs.
Prerequisite: COM 105

This course is designed to allow the student to explore how culture and ethnicity effect and affect the process of human interaction. Students will learn through lecture, guest speakers, research, discussion and group exercise about the intricacies of verbal and non-verbal communication in various cultures and their sub-cultures. The course will deal with the challenges of communication in a culturally diverse society and offer techniques for improving communication between members of different cultures.

COM 210 Photojournalism **3 cr.**

This course allows the participant to explore how photographs influence the written word. Students will learn through hands on experience how to take a photograph, write an article and create a magazine. Students will study and appreciate the history and intricacies of photojournalism. The course will also address the economic, legal and ethical challenges of a photographer and journalist in today's society. A digital camera is required.

COM 293 Journalism Internship **3 cr.**

Prerequisite: COM 110 and approval of professor

This course gives students the opportunity to apply the skills learned in COM 110 at newspapers, magazines, or public relations companies to earn experience and college credit.

COMPUTER SCIENCE

CSC 102 Introduction to Technology **2 credits**

LEC 2 hrs.
Corequisite: MAT 054 or appropriate placement

Students will utilize word processing, spreadsheet, and presentation software applications commonly used in business environments. Students will develop skills to integrate efficient workflow methods and prepare professional business communication and presentation materials.

CSC 103 Introduction to Computing **3 cr.**

LEC 2 hrs.; LAB 2 hrs.
Corequisite: ENG 042, MAT 050 or appropriate placement test score

This course addresses the capabilities and limitations of computer hardware and software, and social implications of computer technology. Students learn common applications software.

CSC 110 Systems Analysis **3 cr.**

LEC 2 hrs.; LAB 2 hrs.
Prerequisite: CSC 103.

This course provides an analysis of data processing systems, and design of computer applications, including input, output, files, and system processing controls.

CSC 115 Web Development I **3 cr.**

LEC 2 hrs.; LAB 2 hrs.

This course introduces the student to all aspects of the Internet: its history, how to connect to it, for what and how it is used, using it to conduct business, and its future. Applications will include mail, the World Wide Web, online services, databases, searching, FTP, Telnet, and HTML.

CSC 117 Instructional Technology **3 cr.**

LEC 2 hrs.; LAB 2 hrs.

This course provides students interested in instructional technology or those planning to enter the field of education with an overview and exposure to classroom technology. Computer assisted instruction, interactive video, multimedia, telecommunications, and distance learning will be explored, as well as curriculum development applications required for effective use of these technologies.

CSC 120 Data Communications **3 cr.**

LEC 2 hrs.; LAB 2 hrs.

This course covers the fundamentals of data communications: history; current uses; hardware, software and protocols; networks (LANs, WANs, VANs) and their design; trends; and issues.

CSC 121 Programming I **3 cr.**

LEC 2 hrs.; LAB 2 hrs.
Corequisite: CSC 103

This course provides an introduction to programming, including representation of data and instructions, data-type expressions, assignment, sequencing, arrays, procedures and functions, parameters, techniques of problem solving and algorithm expression, stepwise refinement, and modular programming style.

CSC 122 Programming II **3 cr.**

LEC 2 hrs.; LAB 2 hrs.
Prerequisite: CSC 121.

This course addresses computer applications, standard algorithms, programming methodology, and applications. Files and records, pointer data types, elementary sorting and searching, and information storage and retrieval are covered.

CSC 140 Programming with Visual Basic **3 cr.**

LEC 2 hrs.; LAB 2 hrs.
Prerequisite: CSC 103 or equivalent course or approval of professor

This course introduces the student to the concept of object-oriented, event-driven programming. This course teaches the elements of traditional BASIC programming. Programming and modularization are combined by subdividing programs into a series of smaller, more manageable tasks for separate programming. Visual Basic is taught in a Windows environment.

CSC 150 Operating Systems Fundamentals: UNIX 3 cr.

LEC 2 hrs.; LAB 2 hrs.
Prerequisite: CSC 103 or approval of professor

In this course, students are introduced to standard operating system features (file, device, process managers, editors, mail systems, command language, utilities) using the UNIX operating system.

CSC 160 Networking Essentials 1 cr.

LEC 1 hr.

This one credit course provides a basic foundation in network concepts and terminology. Its main focus is how data moves across networks. Topics include packet switching, protocols, IP addressing, OSI layers, TCP/IP, and permissions. Students test server software and IP addressing.

CSC 200 Database Management Concepts 3 cr.

LEC 2 hrs.; LAB 2 hrs.
Prerequisite: CSC 103 or CSC 112

This course focuses on database design, implementation and administration and covers the methods and procedures used in the design and development of relational databases. Topics include database development, database design, query and report processing, principles of security, introduction to user interface design, macros, and the basics of Web/database connectivity. Students use a popular microcomputer relational database management system.

CSC 212 Multimedia for the Web 3 cr.

LEC 2 hrs.; LAB 2 hrs.
Prerequisite: GRD 121

This course focuses on the concept of multimedia specifically for Web delivery. Students learn to develop and create Shockwave Flash content and upload files for real-time evaluation. Bandwidth and browser limitations challenge students to create content that has immediate impact and appeal, while effectively communicating the desired message. Incorporating user interaction through scripting and navigation elements is a major focus. Use of other image and sound editing software is included.

CSC 228 Advanced Programming Techniques 3 cr.

LEC 2 hrs.; LAB 2 hrs.
Prerequisite: CSC 122

This course examines text processing, formatting, data structures such as stacks and queues, processing of list structures, and recursion. Programming stresses the development of substantial structured programs.

CSC 230 Web Development II 3 cr.

LEC 2 hrs.; LAB 2 hrs.
Prerequisite: CSC 115

This course teaches the student all aspects of developing a site on the World Wide Web. Students build a website on two platforms (PC, UNIX), including the design of a home page. The technical aspects of implementing a Web server. Web page applications, languages, design methodology, and theory are studied.

CSC 235 Advanced Web Development 3 cr.

LEC 2 hrs.; LAB 2 hrs.
Prerequisite: CSC 230

This course focuses on JavaScript and CGI programming methods. Students learn practical and sophisticated JavaScript routines that they can easily add to their Web pages. Topics include JavaScript basics, functions, window and browser manipulation, Web page security, form validation, and form processing. CGI program interaction with Web servers, and parsing and debugging are also presented.

CSC 293 Computer Science Internship 3 cr.

Prerequisite: Approval of professor

This course provides students with opportunities to learn about careers in computer science and to integrate classroom learning with a hands-on work experience.

CRIMINAL JUSTICE

CRJ 105 Introduction to Criminal Justice 3 cr.

LEC 3 hrs.
Corequisite: ENG 042 or appropriate placement score

This course surveys the adult adjudication system from commission of the crime to the re-entry of an incarcerated offender into the community. The course provides an in-depth overview of police, courts and corrections, history, current problems, and future challenges.

CRJ 107 Forensic Science 4 cr.

LEC 3 hrs.; LAB 3 hrs.; LAB fee: $40
Prerequisite: CRJ 105 or CRJ 110

This course reviews the fundamental techniques used in the analysis and evaluation of physical evidence, including micro-techniques, and special subjects of topical interest. Physical properties, organic and inorganic analysis as well as toxicology are explored. A laboratory is included. This course fulfills the science requirement for Criminal Justice majors only.

CRJ 110 Criminology **3 cr.**

LEC 3 hrs.
Corequisite: ENG 042 or appropriate placement test score

This course examines the nature and causes of crime and criminal behavior, characteristics of offenders, and measurement of crime. Specific areas of crime, using various theories of criminality, are discussed.

CRJ 120 Juvenile Delinquency **3 cr.**

LEC 3 hrs.
Corequisite: ENG 042 or appropriate placement test score

This course reviews prominent theories relating to the causes of juvenile delinquency in the U.S. The course surveys the history of the juvenile justice system and explores, in-depth, how the system functions today, including its processes and effectiveness.

CRJ 130 Criminal Law **3 cr.**

LEC 3 hrs.
Prerequisite: CRJ 105 or CRJ 110 or LST 190

This course outlines the intricacies of the administration of criminal justice, the elements of common criminal status, the Federal Constitution and its impact on state criminal laws, and legal rules governing police practices and procedures.

CRJ 140 Introduction to Terrorism **3 cr.**

LEC 3 hrs.

This course provides an introduction to the ideology, policies, procedures, and practices of a terrorist or a terrorist group, including methods utilized for training, funding and gathering intelligence, the operational phase of a terrorist attack, and the process of target selection. This course provides historical context for understanding international and domestic terrorism, the emerging trends and the institutional and behavioral responses to terrorism.

CRJ 160 Police and the Community **3 cr.**

LEC 3 hrs.
Prerequisite: CRJ 105 or CRJ 110

This course explores the concepts and ethics of the police profession and how these impact on public service. It contrasts positive and negative relationships between the police and the public and explores historic and innovative approaches to improving police, and community relations.

CRJ 170 Criminal Investigation **3 cr.**

LEC 3 hrs.
Prerequisite: CRJ 105 or CRJ 110
Corequisite: ENG 140

This course focuses on the analysis of problems encountered by investigators. Students identify the methods of searching for truth and relevant information, and learn investigative processes, techniques, and approaches to solving crimes.

CRJ 180 Corrections in Today's Society **3 cr.**

LEC 3 hrs.
Prerequisite: CRJ 105 or CRJ 110

This course covers the history of punishment and how it has evolved into our present day corrections system. Students compare the punitive theories of punishment with the rehabilitative theories of correction. The course explores jail and prison systems, probation, parole, and community work-release programs.

CRJ 210 Probation and Parole **3 cr.**

LEC 3 hrs.
Prerequisite: CRJ 105 or CRJ 110

This course surveys the history, philosophy, practice, and theories in the field of probation and parole. Methods for dealing with offenders in the community, such as residential treatment, restitution, and intermediate punishments, are examined.

CRJ 220 Criminal Justice Organizations and Management **3 cr.**

LEC 3 hrs.
Prerequisite: CRJ 105

This course is designed to integrate criminal justice systems and management principles. Issues relevant throughout the criminal justice system and management topics as they relate to the police, courts, and corrections are examined.

CRJ 225 Criminal Procedure **3 cr.**

LEC 3 hrs.
Prerequisite: CRJ 130

This course provides a survey of the United States Constitution, Constitutional Rights of the accused, probable cause, street encounters, legal requirements and procedures of lawful arrest, landmark Supreme Court decisions, the Rules of Evidence and legal requirements of searching, investigative and interviewing/interrogation concepts and the marking and tagging of evidence.

CRJ 240 Terrorism Responses **3 cr.**

LEC 3 hrs.
Prerequisite: CRJ 140

This course discusses the philosophical, political and religious roots of terrorist activities around the world and the national, regional, and global effects of terrorism. The course will then focus on the national and international responses and defenses to terrorism, and the strategic approaches for combating terrorism.

CRJ 245 Forensic Psychology **3 cr.**

Prerequisites: ENG 140, CRJ 105

This course is designed for both criminal justice and psychology students to explore the fundamentals of forensic psychology as it pertains to criminal law. Students will gain an appreciation for the diversity and complexity of this subject as well as understand basic methods of profiling, jury selection, interrogation, insanity defenses, interviewing children and predicting violent behavior using risk assessments. Students will also examine workplace law, sentencing and the controversial topic of the death penalty.

CRJ 250 Current Issues in Criminal Justice/Capstone Experience **3 cr.**

LEC 3 hrs.
Prerequisite: CRJ 130
Corequisite: ENG 141

This capstone course will integrate the theories, principles and knowledge obtained throughout the criminal justice program into practical applications. The students will demonstrate their abilities to assess the impact of their educational experiences on their professional competence and values, critical thinking and problem solving, communication, information utilization, and collaboration skills. Ethical, political and social issues that impact criminal justice will also be examined.

CRJ 293 Criminal Justice Internship **3 cr.**

Prerequisites: CRJ 105, CRJ 110 and approval of a faculty advisor
Corequisite: ENG 041, ENG 402 and approval of a faculty advisor

This course provides a hands-on approach to education. The student is assigned to a particular area of the criminal justice community (police, prosecution, or corrections) and must complete at least 135 hours of guided fieldwork at their assigned site. The student reports to both the site coordinator and the faculty advisor.

ECONOMICS

ECO 188 Macroeconomics **3 cr.**

LEC 3 hrs.
Corequisite: ENG 041, ENG 042, MAT 051 or appropriate placement test score

This course covers topics such as the nature of economic problems and concepts, institutional framework; supply, demand, and the market mechanism; national income accounting; determination of output and employment levels; consumption, saving and investment behavior; business cycles; inflation and unemployment; monetary and fiscal institutions; and theory.

ECO 189 Microeconomics **3 cr.**

LEC 3 hrs.
Corequisite: ENG 041, ENG 042, MAT 051 or appropriate placement test score

This course studies supply, demand, and the price system; theory of consumer behavior and the firm; cost and production analysis; output and price determination; current economic problems; and international economics.

EDUCATION

EDU 110 Foundations of Education **3 cr.**

LEC 3 hrs.
Corequisite: ENG 041, ENG 042 or appropriate placement test score

This course provides an overview of the historical, political, social, and economic foundations of education. Students explore curriculum, current issues in education, and the role of the teacher. The course requires a 20-hour observation component in a public school setting.

EDU 120 Introduction to Exceptional Student Education **3 cr.**

LEC 3 hrs.
Corequisite: PSY 101

This course provides an overview of the field of special education including the historical background, legislation, programs, curriculum, and practices. Major categories and types of exceptionality are examined including giftedness and non-native speakers as well as family involvement and instructional techniques to use with the exceptional population.

EDU 210 Curriculum Design **3 cr.**

LEC 3 hrs.
Prerequisite: EDU 110

This course focuses on the concepts, practices and elements involved in the design of a curriculum and includes use of the New Jersey Core Curriculum Content Standards. Students will examine underlying philosophies of curriculum, instructional materials, tests and alternative assessments to prepare, plan and deliver lessons. The course requires a 5-hour observation component in a public school setting.

EDU 284 Educational Psychology **3 cr.**

LEC 3 hrs.
Prerequisite: PSY 101
Corequisite: ENG 140
Credit will be given for either EDU 284 or PSY 284.

This course surveys the principles of psychology as applied to the classroom and emphasizes how learning processes are affected by environment, and experimental and developmental factors.

EMERGENCY MEDICAL SERVICES

EMS 100 CPR for the Healthcare Provider **1 cr.**

LEC 1 hr.

This program is designed to teach techniques for basic airway management, cardiopulmonary resuscitation (CPR), and management of foreign-body airway obstruction for the adult, child, and infant. The student also becomes familiar with the automated external defibrillator (AED), and becomes proficient in its use. This program meets the requirements of the American Heart Association's Basic Life Support for Healthcare Providers. This program is taught by a certified CPR instructor. Upon successful completion of this program, students receive a course completion card from the instructor's training affiliate.

EMS 105 First Responder **3 cr.**

LEC 3 hrs.

This program will train students to provide emergency care to victims experiencing a medical or traumatic injury. Specifically, this program will teach the techniques for advanced first aid, basic airway management, cardiopulmonary resuscitation (CPR), and management of foreign-body airway obstruction for adult, child, and infant. The student will also become familiar with the automated external defibrillator (AED), and will become proficient in its use.

EMERGENCY SERVICES

ESS 101 Introduction to Emergency Management **3 cr.**

LEC 3 hrs.

Emergency management provides a structure for anticipating and responding to emergency incidents. Emergency management involves emergency service agencies as well as participants from government and private sectors. Emergency management activities are divided into phases before, during, and after emergency events. Introduction to Emergency Management presents a broad overview of the emergency management system in use at the local, state, and federal levels. This course reinforces the importance of event pre-planning and exercise as well as an integrated, multi-jurisdictional approach to managing emergencies. This course will enable the student to formulate the elements of an integrated teamwork system and devise specific actions for improving their own contributions to the emergency management system. The development and implementation of the National Response Plan (NRP) will also be covered.

ESS 104 Hazardous Materials for the Emergency Responder **3 cr.**

LEC 3 hrs.
Prerequisite: BIO 150 or CHE 110 or PHY 110

This course provides insight to the chemistry relating to the categories of hazardous materials. This course will also address problems of recognition, reactivity, and health encountered by responders. Emphasis will be placed on the common types of hazardous material responses for rural and suburban responders. The need for a unified command structure will also be reviewed, and individual agency responsibilities will be addressed.

ESS 204 Management of the Large-Scale Incident 3 cr.

LEC 3 hrs.
Prerequisite: ESS 101

This course will provide the student with an introduction to the management of large-scale emergency incidents including response to fire incidents, emergency medical incidents, structural collapse, weapons of mass destruction/ terrorist attacks, and other events that put a strain on the emergency response system. This course is designed around the National Incident Management System (NIMS) as recommended by the US Department of Homeland Security. Areas to be covered include NIMS overview, structure, and staffing; effective resource management; event/incident planning; and logistics and finance. The course will also provide procedures for the effective management of structural and high-rise fires, emergency medical incidents, structural collapse, weapons of mass destruction/ terrorist attacks, and other large-scale incidents. The National Response Plan (NRP) and the integration of NIMS into the NRP will also be discussed. The student will learn the theory behind NIMS, as well as practical applications based on scenarios developed by the instructor and actual events over the past decade.

ENGLISH

ENG 041 Basic Writing 3 eq. cr.

LEC 3 hrs.; LAB 1 hr.

This course reviews basic writing skills. Content will include grammatical rules and effective paragraph and essay writing. The course is designed to review writing and prepare the student for success in English Composition I (ENG 140). Completion of this course with a C or better satisfies the placement test requirements in writing.

ENG 042 Critical Reading 3 eq. cr.

LEC 3 hrs.; LAB 1 hr.

This course will prepare students to read and think critically in college courses across the curriculum. Through a systematic, comprehensive program of instruction and guided practice, students will learn to recognize text structures, develop strategies for reading difficult texts, increase vocabulary, and respond critically to what they have read.

ENG 140 English Composition I 3 cr.

LEC 3 hrs.
Prerequisite: ENG 041, ENG 042 or appropriate placement test score

This course helps students to develop essay-writing skills using various types of rhetoric. It requires successful completion of formal essays and literate prose on demand and emphasizes the writing of a research paper. The course uses selected readings and discussion topics as catalysts for writing.

ENG 141 English Composition II 3 cr.

LEC 3 hrs.
Prerequisite: ENG 140

This course helps students to further develop writing skills. It concentrates on literary analysis as a means of acquiring an understanding of short stories, poems, and plays, and introduces the student to formal literary criticism. The course requires successful completion of formal essays and literate prose on demand and emphasizes the development of a research paper.

ENG 144 Creative Writing Poetry Workshop 3 cr.

LEC 3 hrs.
Corequisite: ENG 140

This course develops students' ability to create well-crafted poetry in a variety of styles and forms. The workshop approach emphasizes revision, peer review, and portfolio assessment.

ENG 150 Creative Writing Fiction Workshop 3 cr.

LEC 3 hrs.
Corequisite: ENG 140

This course develops the students' ability to create well-wrought narrative prose/fiction. The workshop approach emphasizes process of writing (short fiction/ novel), peer review, and portfolio assessment.

ENG 151 Creative Nonfiction Workshop 3 cr.

Prerequisite: ENG 141 or permission of the instructor

Students will draw from personal experience and create original personal essays, memoirs, prose poems, and/or literary journals. This workshop stresses extensive peer review and portfolio assessment.

ENG 199 Literature on Film 3 cr.

LEC 3 hrs.
Corequisite: ENG 141

This course uses films, videos, and tapes extensively throughout this visual introduction to literature. Analysis of literature, media techniques, and literary criticism are included.

ENG 201 British Literature I **3 cr.**

LEC 3 hrs.
Corequisite: ENG 141

This course focuses upon major literary figures, excluding Shakespeare, up to and including Eighteenth Century writers. Students continue to develop skills in analyzing literature, using the library for literary research, writing critical papers, and contributing to seminar-type discussions.

ENG 202 British Literature II **3 cr.**

LEC 3 hrs.
Corequisite: ENG 141

This course focuses upon major literary figures of the nineteenth and twentieth centuries. Students continue to develop skills in analyzing literature, using the WCCC library for literary research, writing critical papers, and contributing to seminar-type discussions.

ENG 205 Shakespeare **3 cr.**

LEC 3 hrs.
Corequisite: ENG 141

This course reviews Shakespeare's major comedies and tragedies, with an emphasis on intellectual backgrounds and theatrical conventions.

ENG 240 American Literature I **3 cr.**

LEC 3 hrs.
Corequisite: ENG 141

This course focuses on the works of major authors from the seventeenth through the late-nineteenth centuries. Students will also examine significant movements of early American literary history. Authors whose works will be studied include Bradstreet, Wheatley, Irving, Emerson, Hawthorne, Poe, Thoreau, Whitman, Dickinson, and Twain. This course will culminate with an extended evaluation of *Adventures of Huckleberry Finn*.

ENG 241 American Literature II **3 cr.**

LEC 3 hrs.
Corequisite: ENG 141

This course focuses on the works of major authors from the late-nineteenth century to the recent past. Students will also examine significant movements of American literature in the twentieth century, beginning with Naturalism and progressing to Post-Modernism. Authors whose works will be studied include Bierce, Chopin, London, Stevens, Frost, Eliot, Fitzgerald, Hemingway, Steinbeck, Faulkner, Miller, Hughes, O'Connor, and Carver.

ENG 242 Women's Literature **3 cr.**

LEC 3 hrs.
Corequisite: ENG 141

This course provides a survey of issues related to women and gender as presented in women's literature. The course addresses Western female authors from the Middle Ages to the Twentieth Century. Emphasis is placed on in-depth critical analysis of the literature, and writing from research.

ENG 244 Modern American Poets **3 cr.**

LEC 3 hrs.
Corequisite: ENG 141

The emphasis of the course will be on reading and discussing twentieth century American poetry and examining the pleasures found therein. The course focuses on textual analyses of the poems.

ENG 245 The Art of Drama **3 cr.**

LEC 3 hrs.
Corequisite: ENG 141

This course provides a survey of dramatic literature from The Golden Age of Greece to the present. The focus is on approaches to play analysis; different genres of plays, styles of production, and the importance of plot, action, character, language, sound and movement to the overall effect of a play. Emphasis is placed on critical analysis of plays, writing critical papers, and seminar-type discussion.

ENG 246 Contemporary Fiction **3 cr.**

Corequisite: ENG 141

A comprehensive study of contemporary world fiction from the 1960's to present. Attention will also be given to existential and postmodern writings of the 40's and 50's. Students will be required to explore the themes and forms of fiction through the study of primary and secondary texts about the literary, cultural and philosophic movements of the post WWII era.

ENG 250 Advanced Creative Writing Workshop **3 cr.**

LEC 3 hrs.
Prerequisite: ENG 144 and ENG 150

This workshop is designed to allow students to build on skills acquired in both the Poetry Writing Workshop (ENG 144) and the Fiction Writing Workshop (ENG 150). This course places an emphasis on creating a portfolio of original work for publication and/or for admission to a B.F.A./B.A. in a Creative Writing program.

ENGLISH AS A SECOND LANGUAGE

ESL 035 ESL for College Prep **3 eq. cr.**

LEC 3 hours.; LAB 1 hr.

This is a comprehensive course for intermediate and advanced non-native speakers of English, focusing on correcting common errors of English usage. The goal of the course is for students to learn effective verbal and written communication skills. The course will include an intensive review of grammatical structures and reading and writing skills. Placement in this course is based on test scores and/or self-referred. Successful completion of the course depends on both course work and a standardized exit exam. Eligible students will be placed accordingly in either developmental or college-level English courses.

FIRE SERVICE

FST 101 Introduction to Fire Science **3 cr.**

LEC 3 hrs.

This course provides an overview to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection/service; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics. Successful completion of a state certified firefighter 1 program will meet requirements for Introduction to Fire Science.

FST 103 Building Construction for the Fire Service **3 cr.**

LEC 3 hrs.
Prerequisite: FST 101

This course introduces basic construction principles and the special characteristics of wood and ordinary construction as they concern the fire service. Primary emphasis is on improving the fire officer's ability to ensure firefighter safety by recognizing common causes and indicators of failure and other hazards relating to building construction. Course material enables the fire officer to better predict the overall reaction of a building to fire conditions.

FST 106 Firefighting Strategies and Tactics **3 cr.**

LEC 3 hrs.
Prerequisite: FST 101

This course provides an in-depth analysis of the principles of fire control through utilization of personnel, equipment, and extinguishing agents on the fire ground. Specific topics include company officer leadership, safety, pre-fire planning, size-up, fire behavior, building construction, firefighting strategy and tactics, engine company and truck company operations, hazardous materials, and tactical exercises.

FST 107 Fire Service Hydraulics **3 cr.**

LEC 3 hrs.
Prerequisite: FST 101

This course provides a foundation of theoretical knowledge in order to understand the principles of the use of water in fire protection. This course will apply hydraulic principles to analyze and to solve water supply problems. The student will become familiar with the properties, principles, and concepts of fluids.

FST 110 Physics of Fire Dynamics **4 cr.**

LEC 3 hrs.; LAB 3 hrs.
Prerequisite: FST 101

This course explores the theories and fundamentals of "how" and "why" fires start, spread, and are controlled. The physics of combustion, stages of fire, and flow and dynamics of smoke will also be addressed. The student will be introduced to fire analysis, computer modeling of fire situations, and fire safety design in structures.

FST 201 Fire Prevention Administration **3 cr.**

LEC 3 hrs.
Prerequisite: FST 101

This course provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, and identification and correction of fire hazards. This class will also explore the relationship of fire prevention to built-in fire protection systems, as well as fire and life-safety education.

FST 202 Fire Service Management **3 cr.**

LEC 3 hrs.
Prerequisite: FST 101

This course introduces the student to the principles of personnel management through the use of effective leadership techniques. Topics include the overview of the fire service as an organization and the officer's role in it; interpersonal communications; personality typing; skill development; leadership techniques; group dynamics, and principles of fire company management.

FST 205 Fire Protection Systems **3 cr.**

LEC 3 hrs.
Prerequisite: FST 101

This course serves as an introduction to fire detection and suppression systems. The course provides information relating to the features of design and operation of fire detection and alarm systems, heat and smoke control systems, and special protection and sprinkler systems. Water supply for fire protection and portable fire extinguishers will also be discussed.

FST 207 Fire Investigation **3 cr.**

LEC 3 hrs.
Prerequisite: FST 101

This course is intended to provide the student with the fundamental and technical knowledge needed for proper fire scene interpretations. This course will address conducting and recognizing origin and cause, documentation and preservation of evidence, scene security, motives of the fire setter, and types of fire causes.

FOREIGN LANGUAGES

FOR 101 Beginning Spanish I **3 cr.**

LEC 3 hrs.
Corequisite: ENG 041 or appropriate placement test score

This course provides an introduction to understanding and speaking Spanish. Basic grammatical structures and elementary readings reinforce listening and oral skills.

FOR 103 Beginning French I **3 cr.**

LEC 3 hrs.
Corequisite: ENG 041 or appropriate placement test score

This course provides an introduction to understanding and speaking French. Basic grammatical structures and elementary readings reinforce listening and oral skills.

FOR 133 Beginning French II **3 cr.**

LEC 3 hrs.
Prerequisite: FOR 103

This course is a continuation of French I, with emphasis on the development of proficiency in speaking, reading, and writing in French.

FOR 151 Beginning Spanish II **3 cr.**

LEC 3 hrs.
Prerequisite: FOR 101

This course is a continued study of grammatical structures, with emphasis on the subjunctive mood, and cultural readings.

FOR 201 Intermediate Spanish I **3 cr.**

LEC 3 hrs.
Prerequisite: FOR 151

This course provides an expansion of language skills, with emphasis on conversation, composition, and a thorough grammatical review.

FOR 251 Intermediate Spanish II **3 cr.**

LEC 3 hrs.
Prerequisite: FOR 201

This course emphasizes conversation based on literature and grammar review. Materials give a glimpse of Spanish and Latin American life, thought, and culture.

GEOGRAPHY

GEO 105 Cultural Geography **3 cr.**

LEC 3 hrs.

This course examines the way in which the environment influences and impacts the development and evolution of human culture. The interaction of geography with cultural, economic, political and social factors will be examined.

GRAPHIC DESIGN

GRD 121 Computer Graphics I **3 cr.**

LEC 2 hrs.; LAB 2 hrs.

This course introduces students to the hardware, software, and terminology related to the field of Computer Graphics. Students learn to develop creative visual solutions with both vector and raster applications (Adobe Illustrator and Photoshop). Design, layout and creative use of typography, as well as understanding the technical aspects of the various file formats, are covered.

GRD 122 Graphic Design II **3 cr.**

LEC 2 hrs.; LAB 2 hrs.
Prerequisite: GRD 121

This course is a continuation of GRD 121 and introduces real-world projects that challenge the students both creatively and technically. Projects incorporate both raster and vector graphics in order to help students understand the strengths and limitations of each. Following guidelines, communicating ideas, and developing portfolio-quality artwork are stressed.

GRD 123 Web Media Design **3 cr.**

LEC 2 hrs.; LAB 2 hrs.
Corequisite: GRD 121

Created for both designers and web programmers, this course teaches students how to choose file formats, optimize images for both color and size reduction and incorporate them into Web pages for cross-platform, and browser compatibility. Students learn how to turn a composite layout into table elements complete with JavaScript rollovers. Developing unique interface designs with consistent navigation and functionality is stressed. Standard image editing software and Web-specific applications are utilized.

GRD 130 History of Graphic Design **3 cr.**

LEC 3 hrs.

This lecture course will provide an overview of the influence of graphic and visual communication throughout history, focusing on significant movements, trends, and advertising philosophies. Major players, studios, firms as well as identifiable brands and icons from modern culture will be explored.

GRD 131 Graphic Design I **3 cr.**

LEC 2 hrs.; LAB 2 hrs.

This course introduces students to page layout software (QuarkXPress) and teaches solid typesetting, layout and design skills for print-based media, such as brochures, newsletters and other business stationery. Managing imported graphics and fonts is covered, as well as basic pre-press issues such as producing color separations, maintaining image resolution and sending files for output. Other image creation software may be introduced.

GRD 132 Typography **3 cr.**

LEC 2 hrs.; LAB 2 hrs.

This course introduces terminology, concepts, and formal application of typographical elements used in signage, advertising, packaging, and all forms of communication media. Students will identify, categorize, and modify typefaces, and utilize appropriate combinations of type for effective design and communication purposes.

GRD 151 3D Modeling and Animation **3 cr.**

LEC 2 hrs.; LAB 2 hrs.
Prerequisite: GRD 121 or approval of Professor

Students learn the concepts and techniques of three-dimensional modeling and animation for video graphics. Discusses traditional animation technique as it applies to 3-D computer graphics. Students are introduced to modeling animation software.

GRD 210 Multimedia Authoring **3 cr.**

LEC 2 hrs.; LAB 2 hrs.

This course introduces students to the world of 2D animation and multimedia. Students learn time-based animation that incorporates text, graphics, sound and movement. Traditional and modern animation techniques such as keyframe animation, tweening, and onion skinning will be covered.

HEALTH AND PHYSICAL EDUCATION

HPE 129 Health and Physical Education **2 cr.**

LAB 4 hrs; LAB fee: $50

This course studies and practices the principles of physical fitness. The development and application of personal fitness programs is emphasized. Students determine individual levels of cardiovascular fitness, muscular strength, body composition and stress.

HISTORY

HIS 101 Western Civilization I **3 cr.**

LEC 3 hrs.

This course surveys Western civilization from its beginnings to 1648. Major topics include: ancient civilizations, Greece and Rome, the Middle Ages, the Renaissance, and the Reformation.

HIS 102 Western Civilization II **3 cr.**

LEC 3 hrs.

This course summarizes Western civilization from 1648 to the present. Major topics include: the Scientific Revolution, the Enlightenment, the French Revolution, Nineteenth Century industrialization, and modern democracy and dictatorship.

HIS 113 American History I **3 cr.**

LEC 3 hrs.

This course is a comprehensive survey of American history beginning with European settlement of the Americas and concluding with the events of the Civil War. Political, economic, cultural, and intellectual developments will be addressed.

HIS 114 American History II **3 cr.**

LEC 3 hrs.

This course is a comprehensive survey of American history from 1865 to the present. The course examines basic issues of conflict and change over time and an emphasis is placed on political, economic, diplomatic, cultural and intellectual developments.

HIS 210 African/American History **3 cr.**

LEC 3 hrs.

The historical experience of African Americans has generally been overlooked and marginalized in the dominant historical narrative. The content of this course spans one hundred thirty years from the end of the Reconstruction to the present day and aims to write into the historical context of all Americans and African Americans, their contributions to shaping this nation and their distinct struggles and experiences.

HIS 220 History and Culture of Asian Civilizations **3 cr.**

LEC 3 hrs.

This course focuses on the development of modern India, China and Japan. The course presents a cultural and historical survey of: India from Sixteen Century Islamic Mughal period to the present; China from the Eighteen Century decline of the Ch'ing Dynasty to the present; and Japan from the Tokugawa Shogunate in the Seventeen Century to the present. The underlying philosophical principles, major personalities, and events that shaped these societies are examined.

HIS 225 History of Women in America **3 cr.**

LEC 3 hrs.

This course provides an introductory survey of women's changing role throughout American history, from Colonial times through the present. An emphasis is placed on the significance of key political changes, such as the American Revolution, the struggle over slavery, and the suffrage movement, as well as emergence of modern feminist thought in the Twentieth Century.

HIS 230 World War II **3 cr.**

This course is an in depth study of the history of World War Two. Major emphasis will be given to the causes of World War Two beginning with its roots in the aftermath of World War One, the social, political and, economic forces that led to the rise of totalitarianism, fascism and militarism in Italy, Germany and, Japan, the Holocaust and the Allied response to it, outbreak of World War Two, the United States in World War Two, the home fronts and Allied victory. In order to understand World War Two as the global historical event it was, we will examine it through a global prism to give a balanced presentation of both the European and Pacific theaters and the connections between them.

HIS 250 Twentieth Century Global History **3 cr.**

LEC 3 hrs.

This course explores the ideas and events of the twentieth century. An emphasis is placed on the evolution of belief systems such as Communism and Fascism. Additional attention is paid to the emergence, escalation, and impact of the Cold War in global relations since 1945.

HIS 260 History of American Immigration **3 cr.**

LEC 3 hrs.

This course centers on tracing the changing partners of American immigration and immigration policy. The course addresses the historical conflicts of assimilation and inclusion of racial and ethnic minorities into the American mainstream, both socially and politically.

INTERNSHIP

INT 291 Internship **1 cr.**

Prerequisite: Approval of Vice President of Academics

This one-credit course provides students with the opportunity to learn about careers in, and the operations of, public-and private-sector organizations, while receiving specialized training and work experience related to the students' career goals.

INT 292 Internship **2 cr.**

Prerequisite: Approval of Vice President of Academics

This two-credit course provides students with the opportunity to learn about careers in, and the operations of, public-and private-sector organizations, while receiving specialized training and work experience related to the students' career goals.

INT 293 Internship **3 cr.**

Prerequisite: Approval of Vice President of Academics

This three-credit course provides students with the opportunity to learn about careers in, and the operations of, public-and private-sector organizations, while receiving specialized training and work experience related to the students' career goals.

LAW

LST 195 Legal Research and Writing I **3 cr.**

LEC 3 hrs.
Prerequisite: ENG 041, ENG 042 or appropriate placement test score

This course surveys basic legal research techniques; examines judicial decisions, statutes, administrative regulations, digests, encyclopedias, and other publications. It emphasizes legal writing and terminology, including legal forms and document formatting.

MATHEMATICS

MAT 052 Intermediate Algebra **3 eq. cr.**

LEC 4 hrs.
Prerequisite: MAT 051 or appropriate placement test score

This course is designed to prepare the student for college-level mathematics (MAT 131) and Statistics (MAT 151). It provides the second of two sequential courses for students requiring College Algebra (MAT 131) or Statistics (MAT 151). This course serves students as an intermediate/review of basic elementary algebra skills covering the general topics of properties of real numbers, polynomials, rational expressions, linear equations, factoring quadratics, graphing methods, logarithmic, and exponential functions.

MAT 053 Introductory and Intermediate Algebra **7 cr.**

LEC 8 hrs.
Prerequisite: MAT 051 or appropriate placement test score

This course is designed to prepare the student for college-level mathematics (MAT 131) and Statistics (MAT 151). It provides both the first and second of two sequential courses for students requiring College Algebra (MAT 131) and Statistics (MAT 151). This course serves students as an introductory and intermediate review of basic elementary algebra skills covering the general topics of properties of real numbers, number theory, equation solving, inequalities, polynomials, rational expressions, linear equations, factoring quadratics, graphing methods, radical notation, logarithmic, and exponential functions.

MAT 054 Basic Algebra **3 eq. cr.**

LEC 4 hrs.; Course fee: $40
Prerequisite: appropriate placement test score
Corequisite: none

This course prepares students for selected college level mathematics courses (MAT 110, MAT 111, and MAT 150). This course serves students as an introductory review of basic arithmetic and elementary algebra skills covering the general topics of whole numbers, fractions and decimals, rational numbers, number theory, equation solving, inequalities, and use of exponents.

MAT 104 Technical Math **3 cr.**

LEC 3 hrs.
This course covers topics selected from arithmetic, algebra, and geometry with applications. This course is intended for students in career/technical fields who need to apply mathematical concepts in their chosen programs. This course will meet the needs of specific Associate in Applied Science programs such as Automotive Technology, Food and Beverage Management and other degrees when applicable. Topics including ratios and proportions, metric measures, geometry, and practical algebra are covered with emphasis upon their application to students' career programs.

MAT 110 Topics of Mathematics **3 cr.**

LEC 3 hrs.

This is a survey course that satisfies the mathematics requirement for only certain programs. Topics include: problem solving, logic, numeration systems and number theory, geometry, combinatorics and probability, and apportionment and voting.

MAT 111 Mathematical Analysis for Business and Economics **3 cr.**

LEC 3 hrs.
Prerequisite: MAT 051 or appropriate placement test score

This course covers mathematical topics that are used in business and economics with an emphasis on applications. Areas of study include: bank services, payroll, mathematics of buying and selling, simple and compound interest, business and consumer loans, taxes and insurance, depreciation, and financial statements.

MAT 131 College Algebra **3 cr.**

LEC 3 hrs.
Prerequisite: MAT 052 or appropriate placement test score

This course covers topics such as sets, functions, analytic geometry, polynomials, graphing techniques, inverse functions, exponential functions, and logarithmic functions. The use of technology, such as computers and graphing calculators (TI-89), is required.

MAT 141 Precalculus **3 cr.**

LEC 3 hrs.
Prerequisite: MAT 131 with a grade of C or better

This course covers trigonometric properties and identities, inverse trigonometric functions, theory of equations and matrices, limits, vectors, conic sections, and advanced problem solving. The use of technology, such as computers and graphing calculators (TI-89), is required.

MAT 150 Elements of Statistics **3 cr.**

LEC 3 hrs.
Prerequisite: MAT 054 or appropriate placement test score
Corequisite: none

This course is designed to give students a basic overview of what statistics are and how they are used. Students will study the vocabulary of statistics, and then focus on calculating and interpreting statistics. This course will prepare students to use statistics that they will encounter in their lives. Study will include sampling; experiments and observational studies; summarizing and displaying data; bell-shaped curves; plots, graphs, and pictures; relationships between variables; reporting trends; probability; confidence intervals; hypothesis testing; and case studies.

MAT 151 Statistics **3 cr.**

LEC 3 hrs.
Prerequisite: MAT 052 or appropriate placement test score

This course is an introduction to quantitative analysis involving descriptive and inferential statistics. Topics include: data value summary, probability, discrete and continuous distributions, random sampling, and hypothesis testing. The use of advanced (TI-89) scientific graphing calculators is required. Microsoft Excel will be used throughout this course.

MAT 201 Calculus I **4 cr.**

LEC 4 hrs.
Prerequisite: MAT 141

The course introduces the fundamentals of differential and integral calculus. Topics include: limits and their properties; differentiation; applications of differentiation; integration; and logarithmic, exponential, and other transcendental functions. The use of advanced (TI-89) scientific graphing calculators is required.

MAT 202 Calculus II **4 cr.**

LEC 4 hrs.
Prerequisite: MAT 201

This course continues the study of Calculus (MAT 201). Topics include: applications of integration; integration techniques; infinite series; and conics, parametric equations, and polar coordinates. The use of advanced (TI-89) scientific graphing calculators is required.

MAT 261 Calculus III **4 cr.**

LEC 4 hrs.
Prerequisite: MAT 202 with grade C or higher

This course continues the study of calculus (MAT 201 and MAT 202). This is the third semester of calculus. Topics include: vectors, vector-valued functions, vector calculus, curves in space, functions of several variables, partial differentiation, directional derivatives, gradients, multiple integrals, line integrals, Green's Theorem, Divergence Theorem, and Stoke's Theorem. Applications will be studied throughout the course. Problems are considered from a variety of points of view, including graphical, numerical, verbal, and visual. The use of advanced graphing calculators (TI-89) is required.

MEDICAL ASSISTING

MED 176 Anatomy, Physiology, Pathology **3 cr.**

LEC 3.5 hrs.; Course fee: $100
Prerequisite: Admission into the Medical Assisting Program
Corequisite: MED 177

This course is an introduction to the parts and functions of the human body and its fluctuating health states. Focus is on the fundamentals of the various body systems and the principles of the disease process involved.

MED 177 Medical Terminology **3 cr.**

LEC 3.5 hrs
Prerequisite: Admission into the Medical Assisting Program
Corequisite: MED 176

This course reviews the structure and use of medical words. Students will be able to build a professional vocabulary based on an understanding of prefixes, suffixes, word roots, and combining forms. Learn how to spell, define and pronounce medical terms and how to use a medical dictionary.

MED 178 Pharmacology and Medication Administration **3 cr.**

LEC 3.5 hrs
Prerequisite: MED 176, MED 177, MED 179, MED 182, MED 185, MED 186, MED 187
Corequisite: MED 180, MED 181

This course introduces common medications, their uses, side effects, and dosages. It will also cover AMA standards for dispensing and administering medications.

MED 179 Therapeutic Communications **3 cr.**

LEC 3.5 hrs.
Prerequisite: Admission into the Medical Assisting Program
Corequisite: MED 186

This course is designed to focus on the professional relationship between health care professionals and the clients they serve. Emphasis is placed on developing a solid understanding of self and others in order to help clients with their different needs and the use of appropriate therapeutic responses necessary for specific populations.

MED 180 Medical Office Laboratory **3 cr.**

LEC 3.5 hrs.
Prerequisite: MED 176, MED 177, MED 179, MED 182, MED 185, MED 186, MED 187
Corequisite: MED 181

This course will introduce the student to the purpose, collection/procedural techniques and recording of diagnostic laboratory procedures commonly performed in the medical office

MED 181 Clinical Assisting **3 cr.**

LEC 3.5 hrs.; Course fee: $100
Prerequisite: MED 176, MED 177, MED 179, MED 182, MED 185, MED 186, MED 187
Corequisite: MED 180

This course includes instruction in the clinical procedures commonly performed in an outpatient, ambulatory care medical facility/physician's office.

MED 182 Health Care Law and Ethics **3 cr.**

LEC 3.5 hrs.
Prerequisite: Admission into the Medical Assisting Program

This course introduces the student to the legal and ethical aspects of the medical office and provides a foundation which is intended to aid in preventing malpractice litigation and to inform and alert employees in the health care delivery system of their legal and ethical obligations and rights, and those of the physician and patient.

MED 185 Insurance/Coding/Billing **3 cr.**

LEC 3.5 hrs.
Prerequisite: MED 176, MED 177
Corequisite: MED 186

This course will enable students to become proficient with the use of ICD-9 and CPT coding in the medical office environment and will orient the students into managed care networks and recognize their influence on medical office billing and management.

MED 186 Medical Office Procedures **3 cr.**

LEC 3.5 hrs.; Course fee: $100
Prerequisite: MED 176, MED 177
Corequisite: MED 185

This course provides the student with the necessary skills to work in an administrative capacity in an outpatient medical office and/or ambulatory care setting. Emphasis on medical ethics and proper record keeping will enable the student to be prepared for office management.

MED 187 Computerized Office Procedures **3 cr.**

LEC 3.5 hrs.
Prerequisite: Admission into the Medical Assisting Program
Corequisite: MED 176, MED 177

This course introduces students to the typing fundamentals necessary for medical record and report format typing, using medical transcription techniques and the dictation machine. Students are introduced to the use of Electronic Medical Records (EMR), using the *Spring Charts* software, and the Medisoft billing software, which include a full range of functionalities that allow members of the health care delivery team to store, access, and use patient medical information for patient management and claims processing.

MED 224 Externship Practicum **3 cr.**

Course fee: $100
Prerequisite: Completion of all MED courses

The 160-hour externship practicum takes place in an outpatient/ambulatory care environment. Students gain hands-on experience performing all clinical and administrative competencies, as required by the AAMA. Assignments are made by the institution and rotations are completed without remuneration.

MED 289 Capstone CMA Prep

LEC 1 hr./hybrid format
Prerequisite: MED 176, 177, 178, 179, 182, 186, 187
Corequisite: 180, 181, 186

Students are evaluated for final psychomotor and affective domain skill competency and proficiency. This course also prepares students for the National Certified Medical Assistant Examination, offered through the American Association of Medical Assistants and prepares students for clinical externship. Students will review all of the Medical Assisting Education Review Board's (MAERB) Cognitive, Psychomotor and Affective Domain competencies through computerized practice and final examinations authored and delivered by the National Healthcare Association.

MUSIC

MUS 191 Introduction to Music **3 cr.**

LEC 3 hrs.

This course provides a critical examination of the structural and expressive elements of music, from the 1600s to the present, which leads the listener to a greater appreciation of music.

MUS 195 Fundamentals of Music Theory **3 cr.**

LEC 3 hrs.
Prerequisite: ENG 042, MAT 050 or appropriate placement test score

This course provides the basic elements and concepts of music, including the writing and interpreting of musical symbols, and constructing scales, intervals, and triads. Students are trained in the skills of musicianship using ear training, sight singing, and dictation.

MUS 211 World Music Cultures **3 cr.**

LEC 3 hrs.

Credit will be given for either MUS 211 or SOC 211.

This course focuses on folk, tribal and classical music traditions of non-Western cultures. Connections between regions, countries, musical styles, instruments, and dance are established through an introduction to the diversity of the ways in which music is made and played throughout the world.

NURSE EDUCATION

NSG 101 Nursing I **6 cr.**

LEC 2 hrs., LAB 3 hrs., CLINICAL 9 hrs.
Prerequisite: Admission to the Nurse Education Program, BIO 262, CHE 110, CSC 112, ENG 140, PSY 101
Corequisite: NSG 102
Course fee: $1,800

This course introduces students to the profession of nursing, health care delivery systems, critical thinking, and concepts basic to nursing. An additional focus of the course is promotion, restoration, and maintenance of health. The nursing process is introduced with a focus on assessment of basic human needs across the lifespan. Students will administer care to clients with stable alterations in human functions in a variety of health care settings.

NSG 102 Nursing II **1 cr.**

LAB 3 hrs.
Prerequisite: Admission to the Nurse Education Program, CHE 110, CSC 112
Corequisite: BIO 262, ENG 140, PSY 101, NSG 101

This course focuses on assessing a client's health status via a nursing health history and a physical examination that is conducted in a systematic and effective manner.

NSG 103 Nursing III **8 cr.**

LEC 4 hrs., CLINICAL 12 hrs.
Prerequisite: NSG 101, NSG 102
Corequisite: BIO 263, ENG 141
Course fee: $1,800

This course introduces students to the concepts and theories of nursing care of special clients: men, older adults, and peri-operative, and behavioral health clients. Care of individuals and families who have needs related to fluids and electrolytes, oxygenation, and circulation, and mental illness are included. Management of pain is incorporated within the course, along with the cultural implications of practice. An additional focus of the course is the application of the nursing process for clients with mild to moderate alterations in human functions.

NSG 204 Nursing IV **8 cr.**

LEC 4 hrs., LAB 3 hrs., CLINICAL 12 hrs.
Prerequisite: NSG 204, NSG 103, ENG 141, BIO 263, BIO 264, PSY 175
Corequisite: NSG 206; Humanities Elective
Course fee: $1,800

This course introduces students to the concepts and theories of nursing care of special groups. The focus of this course is on the expectant family, children, and women across the life span with needs related to gender, age, and life events. In the laboratory component of this course, students are practicing nursing skills and must demonstrate proficiency in all clinical competencies. Students are also assigned to various clinical sites, where they receive supervised training in the healthcare setting.

NSG 205 Nursing V **7 cr.**

LEC 3 hrs., LAB 3 hrs., CLINICAL 12 hrs.
Prerequisite: NSG 204, NSG 103, ENG 141, BIO 263, BIO 264, PSY 175
Corequisite: NSG 206; Humanities Elective
Course fee: $1,800

This course introduces students to the care of clients in a variety of settings having moderate to severe deviations in health and behavioral health clients across the life span with needs related to gender, age, and life events. In the laboratory component of this course, students are practicing nursing skills and must demonstrate proficiency in all clinical competencies. Students are also assigned to various clinical sites, where they receive supervised training in the healthcare setting.

NSG 206 Nursing VI **2 cr.**

LEC 1 hr.
Prerequisite: NSG 204
Corequisite: NSG 205, PSY 175

This course provides the theoretical framework upon which the concepts of leadership, delegation, management, and the ethical/legal parameters of nursing care are based. Additionally, students prepare for successful outcomes on the NCLEX-RN licensure examination.

PHILOSOPHY

PHI 101 Introduction to Philosophy **3 cr.**

LEC 3 hrs.
Corequisite: ENG 041, ENG 042 or appropriate placement test score

This course introduces philosophical analysis by examining recurrent philosophic problems. It emphasizes the meaning of truth, mind and body, free will and determination, belief in God, the status of law, and the nature of reality.

PHI 102 Ethics and Moral Problems **3 cr.**

LEC 3 hrs
Corequisite: ENG 041, ENG 042 or appropriate placement test score

This course provides a theoretical and practical study of personal and social attitudes and ethical issues, with emphasis on human evil and goodness, freedom and responsibility, choice, and happiness.

PHI 103 Logic and Argument **3 cr.**

LEC 3 hrs.
Corequisite: ENG 041, ENG 042 or appropriate placement test score

This course introduces the logic of persuasion and proof through the examination of the principles of rational argument. The course covers the nature of inference, validity and soundness; types of formal and informal reasoning; truth, meaning, and definition; and fallacies. An emphasis is placed on critical thinking in a college environment.

PHI 204 Comparative Religion **3 cr.**

LEC 3 hrs
Corequisite: ENG 041, ENG 042 or appropriate placement test score

This course presents a comprehensive review of the major tenets of the world's great religions and examines their influences on humankind.

PHI 251 Perspectives on Death and Dying **3 cr.**

LEC 3 hrs
Corequisite: ENG 041, ENG 042 or appropriate placement test score

This course provides an approach to death and dying in the context of life and living. Students develop their personal perspectives with respect to their own dying and death and that of the people around them.

PHI 261 Myth and Culture **3 cr.**

LEC 3 hrs
Corequisite: ENG 041, ENG 042 or appropriate placement test score

This course examines the structures of the religious imagination and its sacred stories and how they shape our sense of self and society. Themes covered include Creation, Sacred Trees, the Sun and Moon, the Hero, the Trickster, the Warrior, Goddesses, the Lovers, the Healer, the Teacher, and the End of the World. Greek mythology and examples from ancient and contemporary culture are used. Projects of making mandalas, masks, drawings, poems and dream accounts are included.

PHYSICS

PHY 111 College Physics I **4 cr.**

LEC 3 hrs.; LAB 3 hrs.; LAB fee: $40
Prerequisite: ENG 042, MAT 052 or appropriate placement test score

This is the first semester of a two-semester applied science physics course covering Newton's laws, vectors, particle kinematics, dynamics, the gas laws, the conservation of energy, fluid mechanics, and thermodynamics.

PHY 112 College Physics II **4 cr.**

LEC 3 hrs.; LAB 3 hrs.; LAB fee: $40
Prerequisite: PHY 111

This course covers the essentials of direct current circuitry, resistance and conductance, capacitance, inductance, electric and magnetic fields, the magnetic properties of materials, electromagnetic waves, spectroscopy, and optics.

PHY 211 General Physics I **4 cr.**

LEC 3 hrs; LAB 3 hrs; LAB fee: $40
Prerequisite: MAT 201, ENG 042 or appropriate placement test score

This course presents the first semester of a calculus-based physics course covering Newton's laws, vectors, particle kinematics, dynamics, the gas laws, the conservation of energy, fluid mechanics, and thermodynamics.

PHY 212 General Physics II **4 cr.**

LEC 3 hrs; LAB 3 hrs; LAB fee: $40
Prerequisite: PHY 211, MAT 201
Corequisite: MAT 202

This course presents the second semester of a calculus-based physics course and introduces the concepts of electricity and magnetism. Major topical discussions include electric fields, direct current circuits, magnetic fields, and alternating current circuits.

POLITICAL SCIENCE

POL 101 Introduction to American Government **3 cr.**

LEC 3 hrs.

This course examines the development, structure, and organization of federal, state, and local levels of the American federal union. Topics include the Congress, the Presidency, political parties, political groups, and constitutional liberties.

POL 110 Introduction to Law **3 cr.**

LEC 3 hrs.
Credit will be given for either POL 110 or LST 110

This course provides an examination of the historical basis and the current structure of the American legal system, including the legislative, judicial and executive functions. The course also provides introduction to the substantive and procedural aspects of law, including contracts and business, real and personal property, torts and negligence, criminal law, family law, and wills and estates. Ethical responsibilities are stressed.

POL 115 State and Local Government **3 cr.**

LEC 3 hrs.
Corequisite: ENG 041, ENG 042 or appropriate placement test score

This is an introductory course in the theory and practice of state and local government. Special emphasis is placed on the administration of selected New Jersey government agencies, with an overview of contemporary political problems and skills necessary for entering the administrative and paralegal areas of government.

POL 201 International Relations **3 cr.**

LEC 3 hrs.
Corequisite: ENG 041, ENG 042 or appropriate placement test score

This course examines the state system and basic principles that regulate international relations, including ideology, self-interest, nationalism, power, and the use of force. It studies the search for peace and security through international law and international organization, with reference to traditional concepts and current issues.

PSYCHOLOGY

PSY 101 Introduction to Psychology **3 cr.**

LEC 3 hrs.
Corequisite: ENG 042 or appropriate placement test score

This course provides a study of the nature and behavior of humans. The course presents major concepts, principles, and processes concerned with human functioning, both as individuals and as social beings.

PSY 120 Child Growth and Development **3 cr.**

LEC 3 hrs.
Prerequisite: ENG 041, ENG 042 or appropriate placement test score
Corequisite: ENG 140

This course studies the growth and development of children from birth to age eight. This course also examines major theories related to physical/motor development and develops strategies for promoting and enhancing development of the young child.

PSY 175 Human Growth and Development 3 cr.

LEC 3 hrs.
Prerequisite: PSY 101
Corequisite: ENG 140

This course provides an overview of human development from conception to death. Special attention is given to the effects of psychological and social factors on development.

PSY 181 Child Psychology **3 cr.**

LEC 3 hrs.
Prerequisite: PSY 101
Corequisite: ENG 140

This course studies normal prenatal to middle childhood development and the inter-relationships among various aspects of biological, cognitive, personality, and social factors.

PSY 183 Social Psychology **3 cr.**

LEC 3 hrs.
Prerequisite: PSY 101
Corequisite: ENG 140

This course studies the role of cultural values, status, relationships, and social institutions in the shaping of individual personality, public opinion, and collective behavior.

PSY 212 Theories of Personality **3 cr.**

LEC 3 hrs.
Prerequisite: PSY 101
Corequisite: ENG 140

This course surveys current personality theories and their historical development, emphasizing the structure, development, and analysis of the organized behavior of the individual.

PSY 220 Human Sexuality **3 cr.**

LEC 3 hrs

An examination of sexual development, with a view towards patterns that are self-actualizing. Some of the areas of study are relationships, marriage, functions of the anatomy involved in reproduction and sexuality, pregnancy and childbirth, birth control, STI's, HIV, and sexuality through the life cycle.

PSY 230 Psychology of Aging **3 cr.**

LEC 3 hrs.
Prerequisite: PSY 101
Corequisite: ENG 140

This course covers a continuum of adult development from age eighteen to death. A multidisciplinary approach that addresses the biological, psychological and sociological forces responsible for aging is utilized. The primary focus of the course is the interplay between the individual and the environment. The interplay of age, cohort, gender, race/ethnicity, socioeconomic status, and culture are emphasized and integrated throughout the course.

PSY 242 Multicultural Psychology **3 cr.**

LEC 3 hrs.
Prerequisite: PSY 101, ENG 140

This course satisfies the Diversity and Global Perspective requirement.

This course will provide students with an understanding of major theoretical perspectives on the experience and social construction of cultural differences. Topics of exploration includes differences in worldviews, communication, racial and cultural identity development, immigration, as well as gender, sexuality, age and ability from a psychological perspective. This course provides students with a foundation for understanding the origins and maintenance of various cultures within the United States, while also including global cultural comparisons.

PSY 245 Forensic Psychology **3 cr.**

Prerequisites: ENG 140, PSY 101

This course is designed for both criminal justice and psychology students to explore the fundamentals of forensic psychology as it pertains to criminal law. Students will gain an appreciation for the diversity and complexity of this subject as well as understand basic methods of profiling, jury selection, interrogation, insanity defenses, interviewing children and predicting violent behavior using risk assessments. Students will also examine workplace law, sentencing and the controversial topic of the death penalty.

Note: PSY 250-255 are listed under Addictions

PSY 270 Special Topics in Psychology **3 cr.**

LEC 3 hrs.
Prerequisite: ENG 140, PSY 101

This course is designed to permit students to enroll in a psychology course that studies a specific topic or problem in a discipline. Since topics may change, students should consult the course offering schedule each semester. Adolescent and forensic psychology are examples of the course topics.

PSY 280 Abnormal Psychology **3 cr.**

LEC 3 hrs.
Prerequisite: PSY 101
Corequisite: ENG 140

This course covers the classification, psychodynamics, treatment, and prognosis of mental disorders. The characteristics of these disorders, their etiology, and various approaches to treatment and remediation are emphasized.

PSY 281 Adolescent Psychology **3 cr.**

LEC 3 hrs.
Prerequisite: PSY 101

This course focuses on the scientific study of the biological, psychological, cognitive, personality, and social changes that occur during adolescence; includes the effects of heredity and culture, major theories, moral development, gender role issues, sexuality, and family relationship issues.

PSY 282 Psychology of Women **3 cr.**

LEC 3 hrs.
Prerequisite: PSY 101
Corequisite: ENG 140

This course analyses sex roles and sex typing for both women and men, as well as the personality development, physiology and sexuality of women. It reviews traditional and alternative theoretical and therapeutic models relative to women.

PSY 284 Educational Psychology **3 cr.**

LEC 3 hrs.
Prerequisite: PSY 101
Corequisite: ENG 140
Credit will be given for either PSY 284 or EDU 284.

This course surveys the principles of psychology as applied to the classroom and emphasizes how learning processes are affected by environment, experimental, and developmental factors.

PSY 290 Health Psychology **3 cr.**

LEC 3 hrs.
Prerequisite: PSY 101
Corequisite: ENG 140

This course uses an experimental approach to the nature of physical and mental health. Students discuss major concepts, principles, and hands-on experiences that can be used for physical and mental well being.

PSY 299 Introduction to Psychosocial Rehabilitation **3 cr.**

LEC 3 hrs.

This course enables students to identify the methods by which individuals with severe mental illness are helped in psychiatric and treatment settings. Classroom lectures and discussions provide students with opportunities to explore concepts unique to psychiatric rehabilitation, including its history, philosophy and values. Students begin to conceptualize psychiatric rehabilitation as a set of innovative modalities designed to restore the individual to his/her maximum level of functioning.

SOCIOLOGY

SOC 103 Introduction to Sociology **3 cr.**

LEC 3 hrs.

This course covers basic principles and fundamental sociological concepts; interaction patterns of individuals, groups, cultures, and societies; social changes; and social problems.

SOC 110 Sociology of Education **3 cr.**

LEC 3 hrs.

This course provides a sociological study of education, providing an overview of the relationship between the school and society. Students analyze the role of the contemporary school, its structure and evolving function. Topics in this course include the school as an agent of social change, the role of teachers, multiculturalism, human developmental stages, domains of learning, the historical social role of education, and the role of the school in character or values education.

SOC 120 Racial and Ethnic Relations **3 cr.**

LEC 3 hrs.

This course provides a review of the historical experiences of racial and ethnic groups in American society. It provides analysis of the social, political and economic situations of minority groups up to the present.

SOC 186 Marriage and the Family **3 cr.**

LEC 3 hrs.

This course presents a sociological examination of the traditional and changing institutions of marriage and the family in contemporary society.

SOC 191 Introduction to Social Work **3 cr.**

LEC 3 hrs.

This course provides a historical overview of the societal patterns of dealing with human problems, from ancient to modern times, as reflections of changing values, institutions, and philosophy.

SOC 202 Contemporary Social Problems **3 cr.**

LEC 3 hrs.
Prerequisite: SOC 103

This course examines selected social problems, such as poverty, ethnic relations, population growth, and pollution from a macrosociological point of view. It emphasizes how sociological insights can trigger revelation value judgments about social structure.

SOC 211 World Music Cultures **3 cr.**

LEC 3 hrs.
Corequisite: ENG 140
Credit will be given for either SOC 211 or MUS 211

This course focuses on folk, tribal and classical music traditions of non-Western cultures. Connections between regions, countries, musical styles, instruments, and dance are established through an introduction to the diversity of the ways in which music is made and played throughout the world.

SOC 275 Victim Advocacy **3 cr.**

Prerequisite: 6 credits received in Social Science courses

This course is designed for Social Science majors who wish to obtain a certificate to become a Victim Advocate. The course explains the roles and responsibilities of an advocate and volunteer in a crisis center. This course also teaches students how to properly work with clients following procedure and protocol and trains them in how to address client issues.

SOC 293 Social Science Internship **3 cr.**

Prerequisite: Approval of Advisor

The Social Science Internship program provides social science students the opportunity to integrate classroom learning with practical work experience. The internship of 135+ hours is with local organizations or non-profit agencies, with or without compensation. This course is open to matriculated students and provides academic credit for career work.

THEATRE

THE 193 Introduction to Theatre **3 cr.**

LEC 3 hrs.

This course explores the elements that contribute to a live theatre performance, including the theatre's history and the structure of drama. Students examine sets, costumes, and lighting, as well as the roles of the people who make the theatre come alive.

THE 194 Introduction to Acting **3 cr.**

LEC 2 hrs.; LAB 2 hrs.

This course provides an eclectic approach to the art of acting. It is recommended for beginning and intermediate actors and provides a basic technique through observational exercises, improvisation, and fundamental scene work.

UAS/DRONE TECHNOLOGY

UAS 101 Unmanned Aircraft Systems **3 cr.**

LEC 3 hrs.; Fee: $100

Students will be introduced to unmanned aircraft systems (UAS), including UAS types, system operations, current legal and ethical issues, the flight authorization process, safety of flight, sense and avoid technologies, sensors and payloads, human factors, and UAS simulator operation.

UAS 102 National Airspace Systems/ UAS Standards Regulations & Law **3 cr.**

LEC 3 hrs.; Fee: $100

Students will be introduced to the history of aerospace, opportunities in the field of unmanned aircraft systems, fundamentals of flight, navigation, communication, and Federal Aviation Regulations. They will perform a comprehensive examination of the U.S. national air traffic control system and how it affects aviation in general, pilots and safety in particular. This course covers the air traffic control system (en route, terminal, and Flight Service Stations), air traffic control personnel, training, duties and facilities, and will provide students with an overview of the many constitutional and other legal considerations relevant to the development, manufacture, and use of Unmanned Aerial Systems ("UAS").

UAS 103 Flight Simulation **3 cr.**

LEC 3 hrs.; Fee: $100
Corequisite: UAS 101

This course covers the techniques and best practices required to safely and successfully utilize and operate drones for commercial purposes. Every aspect of flight operations is covered, from equipment, preflight planning and legal compliance to operational procedures, flight training, and data collection. Students work through the entire mission cycle, starting with legal compliance, planning, and then pre and post flight operations. Students will gain hands-on experience using the drone flight simulators in the Edward and Ellen Smith Drone Lab. In-class simulation training is to prepare them for an outdoor real flight experience at the Smith Drone Port.

UAS 104 Survey of Sectional Aeronautical Charts **3 cr.**

LEC 3 hrs.; Fee: $100

This course is designed to provide the basis for Air Traffic Control. The student will learn the language of air traffic controllers, and will become familiar with the operating principles of navigational equipment pertinent to pilots and controllers. Overview of the history of air traffic control, air traffic control tower procedures, radar systems, radar separation, radio communications and techniques, flight plan clearances, traffic management and emergency procedures and priority handling will be covered. This knowledge will be gained by an intensive study of FAA Sectional Charts & Airports.

UAS 105 Remote Pilot Operations **3 cr.**

LEC 3 hrs.; Fee: $100
Corequisite: UAS 101

This course offers in-depth preparation for students to take the FAA Remote Pilot Aeronautical Knowledge test. Topics will include regulations, airspace and requirements, weather, loading and performance, and small unmanned aircraft operations. Students acquire actual experience of operating in the National Airspace System (NAS) through a series of unmanned flights at the Droneport. FAA Remote Pilot Certificate must be completed during this course at student expense.

UAS 106 Unmanned Aircraft Systems Safety & Security **3 cr.**

LEC 3 hrs.; Fee: $100

This course addresses safety issues inherent in sUAS aviation operations, including human factors, maintenance and design factors, lost links, "flyaways," GPS signal loss, and weather implications. It examines numerous case studies involving accidents or incidents to assist students in identifying potential risks and hazards in the small UAS aviation industry.

UAS 108 UAS Maintenance and Repair **3 cr.**

LEC 3 hrs.; Fee: $100
Corequisite: UAS 101

This course is a study of the materials and their properties utilized in aircraft structures and power plants. The basic processes involved in the design, testing, and utilization of such materials in unmanned vehicles will be discussed. This course will concentrate on the proper maintenance and repair of the components of unmanned aerial systems (UAS). Students will develop knowledge in operator maintenance, composites, battery systems & maintenance, communication and instrumentation systems, rigging and assembly, and troubleshooting of UAS and their respective components. This course prepares students with the knowledge to determine and identify the technical problems associated with UAS.

UAS 109 Crew Resource Management for UAS **3 cr.**

LEC 3 hrs.; Fee: $100
Corequisite: UAS 101

This course augments the student's ability to understand the emotional and logical gaps in communication in the present-day aviation crew environment by developing a better understanding of the student's relational style and personality traits in himself/herself and others. It also provides pilots and other aviation professionals with an in-depth knowledge of human performance capabilities and limitations and their relationship with aircraft systems operation. Students will explore automation and human errors, human sensory capabilities and limitations, supervisory control and Crew Resource Management (CRM) through interactive discussion and scenario based analysis as it relates to UAS operations and the challenge of optimizing the human/machine interface and accompanying flight operations while maintaining situational awareness when dealing with UAS automated systems.

UAS 110 Introduction to DC & AC Circuits and Electronics **3 cr.**

LEC 3 hrs.; Fee: $100
Corequisite: UAS 101 Unmanned Aircraft

Introduction to direct and alternating current (DC/AC) circuits, power, three phase and test equipment. This course introduces the physical foundations of electricity and electronics, with a focus on drones, emphasizing a hands-on application of theory. Engineering ethics, technology related careers and the effect of technological changes on modern society will also be dis-cussed. Students will assemble specific UAS projects.

UAS 201 Aerodynamics **3 cr.**

LEC 3 hrs.; Fee: $100
Prerequisite: UAS 101
Corequisite: UAS 105

As an introduction to aerodynamics and through the use of the scientific method of inquiry, this class develops the equations relating mass, momentum, and energy, and includes airfoil and wing analysis, potential flow, irrotational vs. rotational flow, turbulence and vortex dominated flows. Students study the complexities of flight dynamics of fixed wing and quad copter aerodynamics, including controls, stability and stalls. From basic flight principles to air movement over the airframe, weight, drag and wake turbulence, students gain a better appreciation of aerodynamics, and gain a higher expectation for flight operations.

UAS 202 Analysis of Spatial Data and Photography **3 cr.**

LEC 3 hrs.; Fee: $100
Prerequisite: UAS 101

This course is an introduction to using drones for spatial data development and digital imaging and is designed to give the student the ability to photograph both stills and videos from drones. Emphasis is placed on safety, equipment selection, flying, and using drones for commercial purposes. This course provides a basic overview of remote sensing and helps students develop an appreciation of the principles of black/white and color photography. The course highlights the importance and different aspects of aerial photography and videography, aerial ground control and land mapping, visual image interpretation, thermal radiation principles associated with thermal sensing, and digital image processing and classification. Students will use a camera-equipped drone to capture still and video imagery, and will use Adobe Photoshop and related tools to process and enhance captured imagery. The course provides insight into the use of drones in multiple disciplines and careers.

UAS 203 Survey of Aviation Meteorology **3 cr.**

LEC 3 hrs.; Fee: $100

This course places special emphasis on interpretation of meteorology phenomena affecting aircraft; basic concepts of aviation meteorology, temperature, pressure, moisture, stability, clouds, air masses, fronts, thunderstorms, icing and fog. Using the scientific method of inquiry, students will explore various weather patterns and conditions that affect aviation. The course covers analysis and use of weather data for flight planning and safe flying, and interpretation of weather maps, reports and forecasts.

UAS 204 Introduction to Geographical Information Systems 3 cr.

LEC 3 hrs.; Fee: $100
Prerequisite: UAS 101
Corequisite: Part 107 Pilot's License for Small Unmanned Aircraft

Unmanned Aerial Systems (UAS) are developing and many government and non-government agencies are considering acquiring such systems. The acquisition of a system is the easy part of the entire process of running a UAS. Emergent information is becoming available on the geospatial utilization of a UAS. Students will confront realistic problem scenarios that incorporate such skills and concepts as the definition of acquisition system needs, data formats and types, analysis methods, and how spatial accuracy requirements emerge. Students will learn how to develop maps using the DataMapper INFLIGHT or Pix4D tools. UAS selection, project and data planning and specifications such as accuracy requirements and mission planning, software selection and data processing will be experienced.

UAS 205 Embedded Computing Systems 3 cr.

LEC 3 hrs.; Fee: $100

This course covers the computational devices serving as the cognitive control center of the Unmanned Aerial Systems (UAS). Students learn about embedded processing devices and operating systems, micro-controllers, ARM processors, embedded Linux operating systems (Jessie, Debian), Linux commands and their use in drone applications, operation and control. Programming within Linux using the languages C and Python are covered. Accessing general purpose input-output (GPIO) thru Linux to attach and control various sensors and actuators are described.

UAS 207 Introduction to 3D Printing 3 cr.

LEC 3 hrs.; Fee: $100
Prerequisite: 3D printing is a method of creation that requires basic computer skills.

In this course, students will develop an appreciation for the art of 3D design. Students will discover for themselves the potential and limitations of 3D printing through a build-intensive design project. This course is designed for anyone who ever wanted to prototype an invention, create a work of art, customize a product or just make something. Course team projects will be focused on 3D design of Unmanned Aerial System (UAS) or UAS related components, using solids modeling tools.

UAS 208 Advanced UAS Systems, Operation, and Performance 3 cr.

LEC 3 hrs.; Fee: $100
Prerequisite: UAS 101, UAS 106
Corequisite: UAS 105, UAS 204, UAS 209

This course is designed for the certification of Unmanned Aerial Pilots, providing students with in-depth knowledge of flight training, regulations, operational risk management and procedures inherent to the technician, mission manager, and pilot. Each of these topics include first-hand investigation via extensive equipment use, research, and inquiry. This course consists of lecture, simulator instruction, and live flight operation specific to numerous unmanned aerial systems (UAS). Topics in UAS include: UAS aerodynamic theory, operations theories and techniques, platform categories, sensors and payloads, technical documents and processes of automation. Students will design and participate in flight operations on various UAS platforms. During flight operations students will develop knowledge in operator maintenance, composites, battery systems, communication and instrumentation systems, rigging and assembly, and troubleshooting of UAS and their respective components. This course prepares students with the knowledge to determine and identify the technical problems encountered with regular UAS operations.

UAS 209 Remote Sensing and Analysis 3 cr.

LEC 3 hrs.; Fee: $100
Prerequisite: UAS 101
Corequisite: UAS 202

This course will provide students a foundational understanding encompassing all elements of an unmanned aerial system (UAS). Students will be provided the knowledge and necessary skill set to support UAS applications. Students learn the foundations of remote sensing and data analysis; acquiring knowledge of the characteristics of various sensors and remote sensing applications applicable to civil unmanned aerial system (UAS) operations. Emphasis is placed on data acquisition and processing.

UAS 210 Unmanned Aerial Systems Capstone Project 3 cr.

LEC 3 hrs.; Fee: $100
Prerequisite: UAS 101 , UAS 105 , UAS 106 , UAS 109, UAS 202, UAS 209 UAS

This is a capstone course involving analysis, synthesis, and integration of academic experiences to ensure career readiness. Students participate in teams in the Edward & Eileen Smith Drone Technology Lab, during which they operate a simulated sUAS Consulting Firm. This course examines contemporary issues in the industry including aviation, environmental concerns, technology advances, aviation safety and security, labor issues, ethical issues, liability, legal and economic issues in a practical setting through the team decision-making processes required to operate the simulated firm. Meets three hours each week.

STUDENT SERVICES

Academic Advisement

Academic advisement is a critical part of the educational experience at WCCC. Academic advisors assist students with questions concerning career choice, selecting a major, finding a transfer college, selecting course work, determining how to complete graduation requirements, attempting an appropriate credit load, discovering helpful study routines, changing career goals, adding/dropping courses, career-building and more.

Advisors provide career direction and development, program of study selection and transfer planning for attending a four-year institution are also available in the Office of Student Services. See the *Career Planning and Transfer Planning* sections for more detail. Students can schedule an appointment by calling (908) 835-2300.

Educational Opportunity Fund (EOF)

The Warren County Community College EOF is a state-funded program that provides additional financial and academic assistance to students who meet certain educational and economic criteria. Financial assistance consists of grant money each semester the student is enrolled. Academic assistance consists of advisement, assistance with registration, and monitoring of academic performance to determine appropriate counseling and support services to ensure academic success. In addition, students participate in career preparation activities and receive college transfer assistance.

To qualify, applicants must:

- Have earned a high school diploma or GED
- Be a first generation college student
- Have resided in New Jersey for at least one year
- Demonstrate financial eligibility as evaluated by the New Jersey State Eligibility Index (NJEI)

To apply, applicants must complete a WCCC application as well as a FAFSA. Please visit Student Services to speak with the EOF Coordinator or call (908) 835-2305 to set up an appointment.

Computer Facilities

Warren County Community College offers wireless technology throughout its campus facilities. In addition, all classrooms are equipped with either Smartboard or computer technology. The Library provides computing and printing needs for students and a help desk is available for students (support@warren.edu). Students are provided accounts for access to webmail and distance learning technology (E-Learning). Please contact the IT office for additional information at (908) 835-2320.

Tutoring

The Instructional Support Center provides free tutoring services to all Warren County Community College students. The ISC is staffed with trained professional and peer tutors experienced in assisting WCCC students. Tutors are available day and evening by appointment for Mathematics, Science, Accounting and English (which includes assistance with research papers, essays study skills). Tutoring in all other subjects is available upon request. For more information about the services available, visit the ISC site, call (908) 835-2354, or visit Room 105 across from the WCCC Library.

Services for Students with Disabilities

WCCC is committed to accommodating students' special needs, including those of a learning, psychological, or physical nature.

To request accommodations, written documentation of the disability must be submitted for review to the Office of Student Services. Documentation must include professional evaluation and diagnosis of the disability, description of how the disability affects the student's ability to learn and suggested learning strategies that may assist you in compensating for the disability.

Documentation should be submitted several weeks prior to enrollment in order to allow sufficient time for the College to arrange accommodations.

Examples of classroom accommodations may include adapted testing/assignments, class notes, readers, interpreters and audiotaping. The College does not provide equipment, aids, or individually prescribed devices for personal use. Referrals to external agencies may be provided for securing this assistance.

All information provided to WCCC regarding the nature of a disability, and the need for academic accommodation is confidential. This information is maintained separate from academic records and is not shared with instructors or any other individual without the student's written consent. For further assistance, contact Rebecca Mellinger, Disability Coordinator, (908) 835-2625, or see her in the Office of Student Services, Room 119, First Floor.

Student Activities

All students are invited to take an active role in college life and activities. A variety of extra-curricular programs are available for WCCC students. WCCC encourages students to form new academic, career, cultural, and social clubs. See the WCCC Student Handbook, available in the Office of Student Services and online, for more information.

Career Planning

An important function of a college education is to prepare students to build a purposeful and satisfying career plan. Through the Office of Student Services, WCCC provides a wide variety of career planning and job-search assistance, including:

- Personal career advising to assist in identifying career options and making appropriate college major choices
- Career resources, including books and computer programs that provide helpful information about careers, job hunting, resume writing, and many related topics. Computers are available to conduct self-directed Internet research on colleges, careers, jobs, financial aid and scholarship programs.
- Career interest surveys to help identify possible career paths
- Small-group workshops on all phases of career development and job search
- Job listings, updated on a daily basis

Students are encouraged to schedule an appointment with a career advisor by visiting the Office of Student Services or calling (908) 835-2300.

WCCC Statement of Rights and Responsibilities

The primary responsibility of the College community is to create conditions that provide beneficial educational experiences and an atmosphere of mutual respect for the rights and opinions of individuals or groups as long as such expression does not infringe upon the rights of others. The purpose of the statement is to list the provisions necessary to secure and respect conditions conducive to the freedom to learn.

WCCC Standards of Academic Conduct

A. Students are expected to attend every class meeting.

B. Students are expected to be prepared for every class meeting and to make up any missed assignments.

C. Students are obligated to extend to one another and to faculty respect and courtesy as members of the College community.

D. Students have an obligation to conduct their academic activities honestly and conscientiously. They should:

1. Follow the content and procedures as outlined in the course syllabus.
2. Receive grades based on fair, unbiased evaluation instruments without regard to race, color, sex, sexual orientation, religion, age, disability, or material status.
3. Submit work on time as determined by the instructor.
4. Give appropriate recognition by name for their contributions to published materials.
5. Respect the confidentiality of information regarding other students that is contained in any college record. Such information shall not be released, except by the College Registrar or with student's consent, or as otherwise required by law.
6. Refrain from reference during examination or other academic evaluative process to other individuals or materials not authorized by the instructor.

In addition, they shall not:

7. Possess, purchase, sell, or use any materials intended to be part or the whole of an examination or other evaluation process unless otherwise authorized to do so by the instructor.
8. Act as substitutes for other students in any evaluative process.
9. Avail themselves of any aid in any manner expressly prohibited by the instructor in the research preparation, creating, writing, or performing of work to be submitted for academic credit or evaluation.
10. Aid other students in a manner expressly prohibited by the instructor in the research, preparation, creating, writing, or performing of work to be submitted for academic credit or evaluation.
11. Present as their own academic work ideas or work of another person without proper acknowledgement of sources.

Violation of these rules can lead to a failure for a course and/or expulsion from the College.

WCCC Standards of Community Conduct

The following standards and regulations are designed to protect the rights, privileges and property of all individuals associated with the College. Misconduct in any of these categories is subject to disciplinary action.

A. Any and all laws of the State of New Jersey, County of Warren, and Township of Washington that provide for the protection of persons; for the protection of personal, real or public property, or provide for the regulation of motor vehicles, shall apply and be in effect on College property and such laws shall be properly enforced.

B. Students who violate the law may incur penalties prescribed by civil authorities, but College authority is never used merely to duplicate the function of general laws. Only where the interest of the College as an academic community is distinctly and clearly involved will the authority of the College be asserted.

C. The campus shall regularly be open and available for use by the public daily, including designated hours during the weekend.

1. No one will be permitted into any classroom, office, library, building or campus grounds before opening time or after closing time without proper authorization.
2. No unauthorized vehicles will be permitted on the campus after closing.
3. The schedule and regulation shall be in effect unless special conditions shall exist. Notice of the special conditions and scheduled changes shall be given by the President or his designated agent.

D. Use, possession, manufacture, distribution or sale of illegal or controlled substances (as defined by federal, state and local statutes) on College property or at college sponsored events is prohibited.

E. Possession, use or distribution of alcoholic and intoxicating beverages on College property is prohibited. Use of such beverages outside of the law at College events on and off campus is prohibited. See the College Substance Abuse Policy for greater specificity.

F. Gambling on College property as defined in the State Criminal Code shall be prohibited and enforced in accordance with state law.

G. Use, possession or concealment of any firearms, fireworks, explosives, dangerous chemicals or any other material or weapon considered deadly or dangerous on College property is prohibited.

H. Endangering or infringing upon the personal safety, personal rights or personal property of any member of the campus community is prohibited.

I. Threatening, intimidating, coercing or using physical force in a manner which causes another member of the campus community to be injured or fearful of physical harm is prohibited, including assault, battery and sexual offenses.

J. Any form of intimidation or harassment toward any member of the College community is prohibited.

K. Slandering or libeling another member of the College community is prohibited.

L. Displaying indecent or obscene conduct (in violation of federal, state and local statutes) to another member of the College community is prohibited.

M. Willful defacement, destruction or misuse of public and private properties is prohibited.

N. Theft, larceny or embezzlement of public and private property, including issuance of bad checks is prohibited.

O. Interfering with regular College operations including, but not limited to, teaching and classroom activities, administration, meetings and public discussions, disciplinary procedures, College activities, and fire, police or emergency services is prohibited.

P. Dishonesty such as cheating, plagiarism or otherwise intentionally furnishing false information to the College is prohibited.

Q. Unauthorized use of computers, or computer services and time is prohibited.

R. Forging, altering or misusing any college document or instrument of identification is prohibited.

S. Using the College name for soliciting funds or other activities without prior permission is prohibited.

T. Operating a vehicle in a reckless fashion on College property is prohibited. All traffic or vehicle regulations shall be strictly enforced by the College.

U. Violating the College standards of conduct while participating as a student at off-campus sites or at events where the student is representing the College or engaging in any behavior or practice that is determined by college faculty, staff or auxiliary staff to be injurious or hazardous to other persons is subject to involuntary withdrawal from the program and disciplinary action.

V. Failure to comply with direction of College officials when those officials are acting in performance of their duties and are requesting the student behave in accordance with college policies and regulations.

W. Any type of cyber-harassment, including electronic stalking, bullying, and/or sexual exploitation.

X. Student organizations are collectively responsible for any action committed by members on behalf of their organization that violate College policy. Disciplinary action against student organizations is separate from actions taken against individuals. Facts of an incident may necessitate action against both a student organization and the individual members of that organization who were found to have violated College policy.

Y. Obstructing the free flow of pedestrian or vehicular traffic on or adjacent to College premises or at College events is prohibited.

Z. Students are required to comply with the reasonable and lawful directions of College officials and College security.

AA. Making, attempting to make, or transmitting an audio or video recording of private, nonpublic conversations and/or meetings on College premises without the knowledge and consent of all participants subject to such recordings. This provision does not extend to the recording of public events or discussions, or to recordings made for law enforcement purposes.

BB. Violating other published College regulations or policies.

Student Grievance and Disciplinary Procedures

The WCCC Statement of Rights and Responsibilities is an outline of the minimum expectations necessary to maintain a quality learning environment. It is expected that whenever a disagreement arises, both parties will attempt to resolve their differences informally before recourse to the grievance procedures. The following is the exclusive procedure for all student grievances:

Academic Appeal Procedures

If a grievance is academic in nature, involving conduct within the classroom or pertaining directly to the learning experience (for example, complaints about instructors, courses, grades or requirements), the following steps must be taken:

A. If a complaint is of a sexual, discriminatory or harassment nature, it must be immediately referred to Human Resources. It will follow the procedures specified in Board policy 201.2.

B. As related to all other academic complaints, the student should make every possible effort to resolve an academic complaint by discussing it with the instructor or other people directly concerned.

C. Complaints not settled between the student and instructor shall be forwarded in writing to the appropriate Vice President or designee within thirty (30) calendar days of the close of the semester in which the issue is reported. For credit bearing programs, the appropriate Vice President is the Vice President of Academic Affairs. For continuing education programs, the appropriate Vice President is the Vice President of Corporate and Continuing Education. "Close of the semester" shall mean the date the grade was submitted for the course.

D. The Vice President will consult the instructor before giving the student an informal judgment or may advise the student on an alternate strategy to handle the matter. The Vice President will respond to the student within seven (7) working days. A "working day" is a day the College is open for regular business.

E. Complaints not resolved between the student and the Vice President shall be submitted in writing to the President within fourteen (14) working days after decision by the appropriate Vice President is delivered. The President will meet with the student to review the complaint and write a response within four weeks of the date the complaint is received by the President. The President will review the matter and render a final decision. The decision will be in written form and will become part of the student's record, as appropriate.

Non-Academic Conduct Grievance

If a grievance is non-academic (all matters that are not related directly and specifically to academic concerns) and cannot be resolved informally between the parties involved, the grievant may request that the Vice President of Student Services take action to resolve the matter.

In developing responsible student conduct, disciplinary proceedings play a substantially secondary role to informal resolution including counseling, guidance and admonition. At the same time, the College has a duty and the corollary disciplinary powers to protect its educational purpose through the setting of standards of scholarship and conduct for its students and through regulation of the use of College facilities. In the exceptional circumstances when the preferred means fail to resolve problems of student conduct, procedural safe guards are provided to protect the student from unfair imposition of serious penalty. In all situations, procedural fair play requires that the student be informed of the nature of the charges against him/her and that he/ she be given a fair opportunity to refute them.

The Vice President of Student Services has responsibility for non-academic discipline of students enrolled at the College. The Vice President is authorized to take disciplinary action when a student violates the College Standards of Community Conduct, standards that govern acceptable behavior while present on College-owned facilities and properties or at College-sponsored events.

Any member of the College community who observes a student in such violation is to inform the Vice President and submit a written statement. The Vice President will initiate an informal investigation of the reported violation, in which case the facts regarding the student's conduct will be reviewed, resolution of the problem determined and a decision rendered. If a student is found to have committed an offence, appropriate disciplinary measures will be imposed by the Vice President. The student will be informed in writing of the charges and related evidence, the decision rendered, and the right to a formal hearing before the Student Review Hearing Board.

A. Non-Academic Disciplinary Sanctions:

Any of the following measures can be imposed on a student for violation(s) of the College Standards of Community Conduct, depending on the severity of the violation. Notices of disciplinary action taken will be filed in the student's records.

The notice will be removed when the terms of the sanction are fulfilled, or at the end of the semester following the ruling. In cases where the decision involves separation from the College, the Vice President of Finance and Operations and the President will be notified and the notification will be filed permanently in the student's records.

1. ***Reprimand:*** The student will receive verbal or written notice of infractions of specified standards of conduct and warning that future misconduct will result in more severe disciplinary actions.
2. ***Restitution:*** The student will be held accountable for College property that he/she has damaged or destroyed, removed and not returned.
3. ***Probation:*** The student will be subject to a time period of restrictions after which institutional authorities will determine if his/her behavior had improved. During this time, the student will not be permitted to represent the College in any activity or run for or hold any office in a student group or organization. Additional restrictions or conditions may also be imposed. Notification will be sent to appropriate College offices.

4. ***Withdrawal:*** The student will be given the opportunity to withdraw from the institution and no entry will be made in his/her official records other than 'withdrawal'. He/she may return to school at the end of the time period as specified in writing.

5. ***Temporary Interim Suspension:*** The student will be suspended immediately and temporarily pending hearing. Temporary interim suspension shall become immediately effective without prior notice whenever there is evidence that the continued presence of the student on the College campus poses a substantial threat to him/herself or others or to the stability and continuance of normal College functions. A student suspended on a temporary interim basis shall be given an opportunity to appear personally before the Vice President of Student Services or a designee within five school days from the effective date of the temporary interim suspension. A hearing shall then be held on the following issues only:

   - The reliability of the information concerning the student's conduct, including the matter of his/her identity.
   - Whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on the College campus poses a substantial threat to him/herself or to others or to the stability and continuance of normal College functions.

6. ***Suspension:*** The student will be dismissed from the College for a specified period not to exceed one year. Suspension can result in expulsion if terms of the suspension are violated.

7. ***Expulsion:*** Permanent dismissal of the student from the College.

8. ***Other Disciplinary Sanctions:*** Other sanctions may be imposed instead of /or in addition to a. to e., including work or counseling.

B. Student Review Hearing Procedures for Non- Academic Matters:

The purpose of the Student Review Hearing Board is to assist WCCC institutional authorities to arrive at a decision and resolution regarding student behavior that has been reported to be in violation of WCCC Standards of Community Conduct.

After receipt of written decision from the Vice President of Student Services regarding the matter, the student may choose to exercise the right to a review hearing. To do so, he/she must submit a written request to the Vice President of Student Services within seven school days from the date that the Vice President issued his/her written decision. The Vice President shall forward to the student within three school days of receipt of the student's request, a written statement that includes the charged infraction and related evidence, time and place of the hearing, and rights of the student to representation. A student has the option to select to have a hearing before a review board.

The Student Review Hearing Board will consist of seven members including three faculty, two students and two administrators, appointed by the Vice President of Academics. The Review Board will assume responsibility for its procedural operation that will include appointing a chair and secretary. The Review Board will execute the proceedings insuring fairness, truth, justice and due process. The Board will render a judgment in writing to the Vice President of Academics for final action.

The following structure will be used in these proceedings:

1. A hearing must be held no sooner than (14) fourteen days or later than thirty days after the request has been received. The Vice President shall notify all parties of the time/place for the hearing and will provide all parties with a copy of the written charge.

2. The hearing is meant to be a non-adversarial proceeding. Parties to the hearing may invite witnesses, advisors and/or personal legal counsel to be present. It is important to note that review hearings are informal in nature and aimed at providing due process. Review hearings are not to be construed as court proceedings. Legal advisors may not participate in the hearing except to advise their clients.

3. Having heard evidence and asked questions, the Review Board will meet in closed session to render a decision. The decision will be based only on the evidence presented in the hearing. A majority vote by the board is required to render a decision.

4. Review Board decisions must be provided in writing to the Vice President of Finance and Campus Operations. The Vice President of Finance and Campus Operations will direct the Vice President of Student Services to notify the student and other parties in writing of the Review Board's decision within ten days of the hearing date. If the decision involves suspension or dismissal from the College, the President will be notified.

The Review Board's decision will be final unless within seven (7) school days after receipt of the decision, either party files a letter with the Vice President, requesting an appeal of the Board's decision. Appeal of the Board's decision will be reviewed by the President, whose decision will be final

Alcohol and Substance Abuse

Warren County Community College will make every effort to provide a learning environment that is free of the problems associated with the unauthorized use and abuse of alcohol and other controlled and dangerous substances. The College recognizes the dangers posed by the abuse of alcoholic beverages, prescription and illegal drugs and will follow and enforce all state and federal law governing possession, use and sale of alcoholic beverages, prescription and illegal drugs.

A. Students and employees are prohibited from bringing onto the campus or using alcohol, offering or selling prescription or illegal drugs on campus or during any college activity. An exception to the alcohol possession and use rule can be applied by direction of the President or designee in specific circumstances and in designated campus areas. Permission shall be received in writing from the President or designee in advance of any event.

B. The Vice President of Student Services and Director of Human Resources shall provide appropriate material to be distributed to all students and employees explaining state and federal laws on the use, possession and sale of alcohol, prescription and illegal drugs on and off campus, at college activities and prepare educational programs on alcohol and drug abuse.

C. Students who violate state or federal law or the College alcohol or drug policy on campus or at college activities off campus are subject to prosecution by local state and federal officials and are subject to discipline under the Student Grievance and Disciplinary Procedure and, where appropriate, referred to counseling.

D. Employees who violate state or federal law or the College alcohol and drug policy while on campus or at college activities off campus are subject to prosecution by local, state and/ or federal officials and are subject to discipline under collective bargaining agreements, campus policies and where appropriate reference to counseling.

E. The Vice President of Student Services and Director of Human Resources shall provide professional referral services for counseling and assistance programs for students and employees with alcohol and drug problems.

F. All employees directly engaged in performance of work pursuant to the provisions of a federal grant or federal contract in excess of $100,000 and students who are Pell Grant recipients must notify the College within five days of any criminal drug statute conviction for violation occurring on or off College premises while conducting college business or activities. The College shall, within ten days after receiving such notice, inform the federal agency providing the grant of such conviction within 30 days following the notification of the conviction. Appropriate disciplinary action shall be taken against such employee or students. Employee or students may be required at their own expense to participate satisfactorily in a substance abuse assistance or rehabilitation program.

Family Educational Rights and Privacy Act

Warren County Community College maintains a policy of strict adherence to FERPA. Also commonly referred to as The Buckley Amendment, this legislation addresses the privacy rights of students with regard to their student records. For a detailed description of this important policy, contact the Office of Student Services at (908) 835-2300.

Crime Awareness/Campus Security Act and Right-To-Know

Consistent with the Federal Crime Awareness/Campus Security Act and current Student-Right-To-Know regulations, The Board of Trustees has adopted several policies regarding the reporting of crimes, crime prevention, and the availability of information. Information regarding Right-to-Know data and other mandated informative releases are made available to students after the 10th day of the semester and are posted on the college's website.

Campus Emergencies

Security personnel are available at the main entrance of the campus. In the case of an emergency, please contact Security immediately. To contact campus security in the event of an emergency call (908) 835-9222 ext. 0. In addition, there are emergency phones in all of the College's parking lots that connect directly with Security.

If you provide assistance to anyone on campus in an emergency situation, you must inform Security or the Campus Operations Office.

Anti-Harassment Policy

The College maintains a strict policy prohibiting harassment or discrimination based on sex, race, age, color, national origin, ancestry, religion, creed, physical or mental disability, marital status, civil union status, veteran status, sexual orientation, gender, gender identity, genetic characteristics or information, and any other basis protected by applicable federal, state or local law. All such harassment is prohibited. The College's anti-harassment policy applies to all employees, students, executives, officers, Trustees, Foundation Directors, independent contractors, visitors to the College and third parties.

The College's anti-harassment policy applies throughout the campus, exterior locations, on-line and to all college activities. If harassment occurs by someone not employed by or enrolled at the College, the procedures in this policy should be followed as if the harasser were an employee of the College. If such is the case, the College will strive to be sensitive to such concerns. Nobody at Warren County Community College should feel obligated to tolerate harassment in any form. Warren County Community College will act to eliminate harassment in the workplace and on the campus. Persons who engage in prohibited harassment are subject to disciplinary action, up to and including possible termination. Anyone who has witnessed or is a victim of alleged harassment should immediately report the matter to supervisor/manager or Human Resources in accordance with the Complaint Procedure for issues of possible discrimination or harassment (see below).

The College recognizes that as an academic institution devoted to the pursuit of academic learning, there may be instances where exposure to sensitive topics relating to the above protected characteristics may occur, such as in art, sociology, history and other classes. The College maintains an open-door policy with respect to student and faculty concerns relating to such topics and strives to fulfill its academic mission in a professional manner.

No Sexual Harassment

All persons are prohibited from engaging in sexual harassment at Warren County Community College. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and exposure to visual, verbal or physical conduct of a sexual nature. Sexual harassment also exists when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or enrollment, (2) submission to or rejection of such conduct by an individual is used as the basis for decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile, or offensive workplace or campus environment.

The following examples are a partial list of the types of conduct that may constitute sexual harassment (depending on the circumstances):

- Unwelcome/unwanted sexual advances
- Propositions or requests for sexual favors
- Repeated unwelcome requests for date;
- Off-color jokes or innuendos; obscene, lewd or suggestive language; or sexually oriented or explicit remarks (including questions, comments or gossip about sexual conduct, experiences, prowess or deficiencies)
- Derogatory comments based on gender
- Inappropriate or sexually suggestive touching, such as grabbing, groping, fondling, kissing, brushing up against another's body, stroking someone's hair, or rubbing or massaging someone's neck or shoulder;
- Other sexually suggestive gestures or physical movements
- Posting, displaying or distributing any sexually oriented, sexually explicit or demeaning materials (such as posters, calendars, videos, photographs, graffiti, cartoons, figurines, e-mails, etc.)

- Standing too close, leering, staring or stalking
- Other verbal or physical conduct that is of sexual nature or that is based on gender

Prohibited sexual harassment also includes any effort by a person in authority to use his or her position or authority to control, influence, or affect the career, academic status, grades, salary, employment, or terms and conditions of employment of an employee or student in exchange for sexual favors.

It is unlawful for males to sexually harass females or other males, and for females to sexually harass males or other females. Sexual harassment is prohibited whether it involves a co-worker, student, instructor, supervisor, manager, trustee or by persons doing business with or for the College.

Report All Forms of Discrimination or Harassment

Everyone has a responsibility to maintain a workplace and campus free of any form of discrimination or harassment. Anyone who believes he or she has witnessed or is being subjected to discrimination or harassment on campus or at a College activity should immediately report the matter to a supervisor/manager or Human Resources in accordance with the Complaint Procedure below, or in any other manner reasonably calculated to inform College management.

Complaint Procedure – Discrimination or Harassment

Maintaining a harassment-free workplace and campus requires the cooperation of all individuals. It is very important for all persons to report to the College any workplace or campus conduct they believe is improper regardless of the identity of the alleged harasser or who the harassment is directed at.

To encourage persons to bring forward any concerns they may have about possible discrimination or harassment, the College prohibits retaliation against anyone who makes such a complaint or who is involved in the investigation of such a complaint. Persons who believe they have suffered or witnessed retaliation must report the matter immediately to a supervisor/manager or Human Resources. Anyone who engages in retaliation is subject to disciplinary action, up to and including possible termination.

The College's complaint procedure provides for an immediate, thorough and objective investigation of any discrimination or harassment claim, appropriate disciplinary action against one found to have engaged in prohibited harassment and appropriate remedial action.

Persons who believe they have been harassed or discriminated against in the workplace or on campus, including by persons doing business with or for the College, should provide a written or oral complaint to Human Resources as soon as possible. The complaint should include details of the alleged incident(s), names of individuals involved, and the names of any witnesses. Supervisors and managers must immediately refer all harassment complaints to Human Resources.

Investigation Procedure

All complaints of possible discrimination and/or harassment will be treated seriously and promptly investigated, even if the alleged victim expresses a desire that the College not investigate. That is the law. The investigation will be as confidential as possible, consistent with the need to conduct an investigation. The College will immediately undertake or direct an effective, thorough and objective investigation of the discrimination and/or harassment allegations.

All complaints of harassment and discrimination should be promptly reported to Human Resources for investigation or referral to the President, Board of Trustees Chairperson or Vice Chairperson, as outlined below.

- Complaints of harassment against the President, will be referred by Human Resources to the Board of Trustees Chairperson and Vice Chairperson for investigation with qualified outside counsel.
- Complaints of harassment against a Board of Trustees member, will be referred by Human Resources to the President. The President will report the complaint to the Board of Trustees Chairperson or Vice Chairperson (in the event of conflict) for investigation with qualified outside counsel.
- Complaints of harassment against a College Official or Human Resources Official, will be referred by a manager/supervisor to the President for investigation with qualified outside counsel.
- All other complaints of harassment will be referred by a manager/supervisor to Human Resources for investigation.

All investigations shall be conducted as soon as is practicable, and reported for appropriate action, if any, pursuant to applicable personnel policies and student conduct codes. The investigator shall interview the complainant, the person alleged to have engaged in a violation of this policy and any other persons who witnessed the alleged conduct or similar conduct forming the basis of the complaint. The investigator shall make written factual findings and credibility assessments, and then forward a report to the College attorney or Chairperson of the Board of Trustees (or Vice-Chairperson in the event of conflict) or President for legal counsel and evaluative assessment.

A special emergency session of the Board may be convened to determine appropriate disciplinary and remedial action, if any, subject to applicable notice, personnel policies, procedures and regulations. All investigative materials are deemed confidential and are not subject to disclosure, except as otherwise required by law.

The investigation will be completed and a determination regarding the allegations will be made and communicated to the person who complained and the accused party.

Disciplinary or Other Remedial Action Where Discrimination or Harassment is Found.

If the College determines that discrimination or harassment has occurred, the College will take effective remedial action commensurate with the circumstances. Appropriate action may be taken to deter any future wrongful conduct, as well as future monitoring of any individuals alleged to have violated the policy.

If a complaint of discrimination or harassment is substantiated, appropriate disciplinary action, up to and including termination, will be taken. Whatever action is taken against the accused party will be communicated to the person who complained.

False Claims of Harassment or Discrimination

Anyone who makes an intentionally false claim of harassment or discrimination will be disciplined according to College policy, up to and including termination.

No Retaliation

The College will not tolerate retaliation against any individual because he or she has made a good faith complaint of harassment or discrimination to the College or has filed a charge, testified, assisted, or participated in any manner in an investigation, proceeding, hearing or litigation under federal or state discrimination statutes or at other hearings regarding protected civil rights. The College also prohibits retaliation against someone closely related to or associated with the person exercising such rights. Examples of retaliation may include, but are not limited to, hostile conduct toward an individual who participated in protected activity. Such conduct includes, but is not limited to, verbal or body language which is threatening or expresses or suggests disapproval or hostility; failure to cooperate in workplace procedures; or sudden unfounded disciplinary action not based on actual job or academic performance. If anyone is unclear as to what kind of activity may be prohibited retaliation, contact Human Resources immediately for more information.

The College's Complaint Procedures provides for an immediate, thorough and objective investigation of any claim of unlawful retaliation because of opposition to alleged discrimination or participation in a proceeding regarding alleged employment discrimination. If anyone believes that they have been retaliated against because of their opposition to a practice they reasonably believe to be discriminatory or because of their participation in a hearing or proceeding regarding alleged unlawful discrimination, that individual should provide a written or oral complaint to Human Resources as soon as possible. The complaint should be as detailed as possible, including the names of individuals involved, the names of any witnesses, and any documentary evidence.

All complaints of prohibited retaliation which are reported to management will be investigated. The College will immediately undertake and direct an effective, thorough and objective investigation of the retaliation allegations. The investigation will be as confidential as possible, consistent with the need to conduct an investigation. The investigation will be completed and a determination regarding the alleged retaliation will be made and communicated to the person who complains and to the person(s) accused of retaliation.

If the College determines that an individual has suffered adverse action in retaliation for opposition to alleged discrimination or participation in a proceeding related to alleged discrimination, the College will take effective remedial action appropriate to the circumstances. The College will also take action to deter any future retaliation. If a complaint of unlawful retaliation is substantiated, appropriate disciplinary action, up to and including termination, will be taken. Whatever action is taken against the person responsible for the retaliation will be communicated to the person who complained.

Sexual Assault/Sexual Violence

As an extension of the Sexual Harassment Policy, and the Student Code of Conduct, WCCC has adopted policies and procedures for maintaining an environment free from sexual assault or violence. WCCC is committed to ending all forms of interpersonal violence. These policies cover topics of sexual assault, domestic violence, dating violence, and stalking in accordance with the Violence Against Women Act of 2013. Sexual assault, domestic violence, dating violence, and stalking are crimes and can be reported to the police by calling the WCCC Security Department at 908-835-2455 or 911.

Title IX of the Educational Amendments of 1972 prohibits discrimination based on sex. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by this federal law. The WCCC Anti-Harassment Policy (Policy # 201.1) prohibits sexual harassment or sexual violence and provides reporting procedures. WCCC offers support to victims of interpersonal violence, including assisting victims in accessing resources on and off campus.

When incidents of sexual harassment and/or sexual violence, domestic violence, stalking, and dating violence occur and are reported to campus security authorities, WCCC will take immediate and effective steps to end sexual harassment and sexual violence, including but not limited to contacting the police. In addition, retaliation against individuals who report sexual harassment and/or sexual violence and/or who participate in college conduct hearings will not be tolerated and will be addressed through the College's judicial process. Retaliation includes, but is not limited to: intimidation, threats, coercion, and/or discrimination perpetrated directly, indirectly, and/or through third parties, which involves any type of media, social media, texting, emails, and/or other electronic communications, etc.

Unaccompanied Children Policy

Children, age 14 and under, who are not enrolled in a WCCC program may not be left unattended on the grounds, in automobiles, or in any facility owned, leased or used by the College. Children may not be taken into classrooms or laboratories when instruction is in session unless they are enrolled in the course, or receive special permission from the instructor. In the event children are found to be unsupervised on College grounds, parents or guardians will be contacted regarding the situation.

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M.S.M. Thomas Edison State College

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B.A. Mansfield University of Pennsylvania

Tracy DiTolla, Teaching Administrator & Academic Advisor
B.A. William Paterson University
M.A. Montclair University
M.F.A. Montclair University

Ashley Fox, Financial Aid Associate
B.F.A. Chatam University
M.F.A. Chatam University

Rebecca Mellinger, Academic Advisor/Disabilities Coordinator
B.A. Centenary College
M.A. Centenary College

John Peppas, Teaching Administrator & Academic Advisor
B.F.A. New York Institute of Technology
M.B.A. Fairleigh Dickenson University

Dr. Anthony Perone, Teaching Administrator & Academic Advisor
D.C. Life University

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A.O.S. Culinary Institute of America

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Lisa Stoll, Library Coordinator
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B.A. Thomas Edison College
M.L.I.S. Drexel University
M.S. Walden University

Instructional Support Center

Rosemarie Lynch, Coordinator of the Instructional Support Center
A.A. Warren County Community College
B.A. Centenary College
M.A. Centenary College

Office of Continuing Education

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B.S. Centenary College
M.A. Centenary College

Dianne Czar, Allied Health Coordinator/Instructor
R.N. St. Luke's School of Nursing

Karen Boyle, Administrative Assistant

Barbara McFarlane, Administrative Assistant
A.A. Warren County Community College

Information Technology

ERGOS Technology

Office of Finance & Operations

Barbara Pratt, Vice President of Finance & Operations
B.A. Bucknell University
M.P.A. Pennsylvania State University

Eileen Barto, Purchasing Technician

Nikki Dadarria, Research Associate
B.A. East Stroudsburg University
M.A. Lehigh University

Michele Guarriello, Accounts Payable Technician

Dennis Florentine, Dean of Administration
B.S. University of Tampa
M.A. Centenary College

Sharon Hintz, Director of Human Resources, Affirmative Action and Title IV Compliance Officer
B.S. Glassboro State College

Marie Jones, Campus Operations Assistant

Melinda Marinelli, Student Accounts Manager
A.A.S. Warren County Community College

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A.S. Centenary College
B.S. Centenary College

Melvin Warren, Public Safety Coordinator
A.S. Warren County Community College
A.A.S. Thomas Edison State University
B.A. Thomas Edison State University

Mohamed Elnagar, Custodian

Joshua Padilla, Custodian

INSTRUCTORS

Full-Time Instructors

Lori Antonelli

Professor of Education
B.A. Binghamton University
M.S. St. John's University
Ed.D. St. John's University

Dr. Antonelli, whose doctoral dissertation is entitled *Organizational and SES Predictors of School Effectiveness and Student Achievement*, has taught at a number of institutions, including Monmouth University, Essex County College, and Raritan Valley Community College. Dr. Antonelli has taught in both public and parochial schools in New York and New Jersey for 10 years from grade levels four through eight. She holds a standard (K-8) certificate and a supervisor's certificate in New Jersey, as well as teaching certificates in New York and Pennsylvania. She is coordinator of the Outcomes Assessment/Program Review process at WCCC as well as the advisor of the Future Educators Club. Through the club and her classes she works in partnership with various non-profit agencies, such as NORWESCAP and Big Brothers/Big Sisters to provide service and goods. Dr. Antonelli is a member of several professional organizations, including the National Association for the Education of Young Children (NAEYC).

Ralston G. Bartholomew, Jr.

Assistant Professor of Biology
A.G.E., Northampton Community College
B.S. East Stroudsburg University
M.S. East Stroudsburg University

Professor Bartholomew has worked as a senior biologist in lake and wetland restoration in northern New Jersey. His educational experience includes teaching and assisting for the Nazareth Area School District, East Stroudsburg University, and West Virginia University. Additional experience includes serving as an environmental interpreter and ranger with the Pennsylvania Bureau of State Parks.

Brian Bradford

Professor of English
B.A. James Madison University
M.F.A. Fairleigh Dickinson University

Brian Bradford teaches Composition/Rhetoric, Literature, Creative Writing and Film as a Narrative Art Form at WCCC. In his 20 year tenure, he has actively served on a wide variety of college committees and initiatives. Professor Bradford was a Co-Chair on the Middle States Steering Committee and has served on 9 MSACHE Accreditation Teams. He was also responsible, in large order, for developing the current Outcomes Assessment and Program Review model, and in working to re-codify the General Education curriculum at the College. A winner of the Henfield Transatlantic Review Award for Fiction, his work has appeared in prestigious small press publications. His first novel, *Greetings From Gravipause* (Jaded Ibis Press), is scheduled to be released in October 2015. Bradford is a faculty adviser to Ars Poetica, the student art and literary magazine. He has co-authored and developed the AFA in Creative Writing degree program at the college as well as the A.A. in Liberal Arts-English option.

Marilyn Brooks-Lewis

Assistant Professor of Accounting/Business Studies
A.S. University of Technology (formerly the College of Arts, Science & Technology)
B.S. University of the West Indies
M.B.A. Rutgers University

Professor Brooks-Lewis has been an educator of accounting and business for many years in Jamaica, West Indies and the United States and has taught at the College of Arts, Science & Technology, Jamaica, Lincoln Technical (the Cittone Institute), and Union County College. She is a member of the Institute of Management Accountants (IMA), the Teachers of Accounting at Two-Year Colleges (TACTYC), the National Society of Accountants (NSA), and the National Education Association (NEA). Professor Brooks-Lewis has presented at the UCC Technology and TACTYC Conferences. She has also worked as an examiner with the Caribbean Examination Council.

Tracy DiTolla

Teaching Administrator of Art and Advisement
B.A. William Paterson University
M.A. Montclair State University
M.F.A. Montclair State University

Tracy DiTolla has been teaching art and art history at various institutions including Warren County Community College for several years. She is a professional artist who has exhibited extensively throughout New York and New Jersey and has been highlighted on Discover Jersey Arts as artist of the month. Professor DiTolla has worked in the art field for decades in many areas including managing art galleries, curating exhibitions, and organizing art festivals.

Kerry L. Frabizio

Assistant Professor of English
B.A. Arcadia University
M.A. Arcadia University
M.Ed. Concordia University

Professor Frabizio has taught English and music courses at WCCC since 2005 and joined the English department as a full-time instructor in 2008. Over the last ten years she has developed and facilitated a program of advanced literature discussion groups for gifted and talented students in Bucks County, Pennsylvania. She has also taught at Arcadia University.

Jennifer Harrison

Associate Professor of Social Sciences
A.A. Warren County Community College
B.A. Thomas Edison State College
M.A. Thomas Edison State College
Graduate Certificate, OLT Thomas Edison State College
Ph.D. Capella University

An alumna of WCCC, Professor Harrison joined the full time faculty in Fall 2010. She began her career at WCCC as an adjunct professor. Previously, Professor Harrison taught the Child Development Accreditation program for Hunterdon County Poly Tech. In addition, Professor Harrison completed a Graduate Certificate in Online Learning and Teaching in Education from Thomas Edison State College while earning her Masters in Liberal Arts Studies. Her thesis is titled, "Healing the Child: How Writing and Art Help Victims of Child Abuse." Professor Harrison resides in Warren County and is an active member of her community. She is passionate about educating her students and encouraging them to become successful members of society.

Karen Hillyer

Associate Professor of Communications
B.A. Montclair State University
M.Ed. Rutgers University
M.S. Walden University

Professor Hillyer created the Communications Option at WCCC. She is the advisor to the student newspaper, The Campus Racket, and is the Service Learning Coordinator. She has taught at Centenary College, Raritan Valley Community College and Thomas Edison State College. As a community volunteer, Professor Hillyer is a past President of Warren County Habitat for Humanity.

Alois Himsl

Associate Professor of Chemistry
A.A. Northampton Community College
B.S. East Stroudsburg University
Teaching Certification, Secondary Education in Chemistry, East Stroudsburg University
M.S. Lehigh University
Ph.D. Lehigh University

Dr. Himsl has extensive experience in various disciplines of chemistry, especially organic, analytical, environmental and biochemistry. He has taught Chemistry courses for several years at East Stroudsburg University, Muhlenberg College and Northampton Community College. In the government sector, Dr. Himsl served as an environmental chemist in the organic chemistry and toxicology division and chief/team leader of the hazardous waste characterization branch of the Department of Defense and the United States Army Center for Health Promotion and Preventive Medicine in Landstuhl, Germany.

Richard Homa

Associate Professor of Graphic and Web Design
B.A. Moravian College
M.S. Lehigh University

Professor Homa began teaching computer graphics at Warren County Community College in 1997 and has been a full-time instructor since 2000. He has over ten years of industry experience as an artist and graphic designer. He has served as a consultant, software support specialist and trainer on the Mac platform. In addition to further developing the WCCC Graphic & Web Design curriculum, Professor Homa partners with and advises various departments on design and marketing projects. He also coordinates and maintains all of the hardware and software in the College's Mac Lab.

Susan Howey

Professor of Mathematics
B.S. Millersville University of Pennsylvania
M.Ed. Millersville University of Pennsylvania

Professor Howey has more than 20 years of experience in teaching mathematics, with more than 10 of those years at Warren County Community College. She holds a permanent teaching certificate in mathematics, having started her career as a high school math teacher. Professor Howey is co-author of several technology guides on the use of graphing calculators and has conducted workshops for high school teachers and community college mathematics faculty on the uses of TI-89 graphic calculator.

She is interested in bringing new opportunities in mathematics for WCCC's students, including new courses in Topics of Mathematics and Calculus III and higher levels of mathematics. She is an active member of the Mathematical Association of Two-Year Colleges in New Jersey and the National Council of Teachers of Mathematics.

Lori Podstupka King

Assistant Professor of History
B.S. State University of New York College at Oswego
M.A. State University of New York at Albany

Professor King holds a B.S. in Secondary Education, an M.A. in History, a Permanent Teaching License in New York State and a Standard Teaching Certificate in New Jersey. She began her teaching career as a social studies teacher for the New York City Board of Education where she worked extensively with the New York City Writing Project and with the American Social History Project. She has taught both traditional and on-line courses in history and English at Sussex County Community College and Centenary College.

Anna G. Massimo

Instructor of Biology
M.D., Varna Medical University
Nephrology and Hemodialysis Fellow, Sheba Medical Center

Dr. Massimo served as a physician specializing in nephrology and hemodialysis for four years at Regional Hospital in Russe, Bulgaria. She served seven years as a senior scientist in Reproductive Toxicology for Huntington Life Sciences, and later as Medical Consultant for Met Alliance in Washington, NJ. Dr. Massimo developed and implemented a new method of biological fluid collection for scientific purposes (published in Teratology Journal) and remains a member of the Mid-Atlantic Society of Toxicology.

John A. Peppas

Teaching Administrator of Business and Communications
B.F.A. New York Institute of Technology
M.B.A. Fairleigh Dickinson University

Professor Peppas began his teaching career at WCCC as an adjunct professor in 2012 before becoming a full-time lecturer in 2015. Prior to joining the WCCC faculty, Professor Peppas spent 34 years in the communications industry working for NY Telephone, GE, AT&T, and Bell Communications Research. During this time his responsibilities included Computer Graphics Supervisor, Corporate TV Producer, Executive Staff Manager, Community Relations Manager, Corporate Brand Manager, Advertising Director, and Marketing Director.

In addition to a BFA and MBA, Professor Peppas also has a Certificate in Corporate Community Relations from Boston College, Certificate in International Studies from Wroxton College (England) and certificates of study from The Wharton School for Implementing Strategy and Managing Organizational Change.

Professor Peppas served as President of the Board of Trustees for A+ for Kids (Princeton, NJ), Communities In School NJ (Newark, NJ) and served as Trustee for the Old Barracks Museum in Trenton. He has won several awards including a silver and bronze Telly award for corporate video production and received the Patriotic Service Award from the U.S. Department of the Treasury. Professor Peppas was also a member of the business research organization, The Conference Board where he served on the Council for Corporate Contributions.

Anthony Perone

Teaching Administrator Biology
D.C., Life University

Dr. Perone graduated from Life University, School of Chiropractic in 1992. He has twenty years clinical experience that he brings to his classroom teaching. His patients ranged from pediatric to geriatric, presenting with diverse injuries and medical conditions. Dr. Perone has taught Anatomy and Physiology, Microbiology, Human Biology, and Principles of Biology at WCCC since 2010. He has also taught Anatomy, Physiology, and Pathology, Medical Terminology, and Medical Office Procedures in the WCCC Medical Assisting Program since 2015. He taught Anatomy and Physiology at Northampton Community College for five years. He has been active in his community as a coach in the throwing events of track and field, shot put and discus. He has served as a volunteer, board member, Vice President and President of Kiwanis International in Norristown, Pa, and the Richmond Lions Club; also Vice President of the Pen Argyl Salvation Army Advisory Board. Dr. Perone served in the United States Coast Guard Reserve, Station Sandy Hook for six years.

Joseph T. Phillips IV

Professor of Mathematics
B.E. Stevens Institute of Technology
M.A. Montclair University
Ph.D. Capella University

Dr. Phillips is the author of Radicals: A Monstrous Approach and The Jealousy Game, published in the New Jersey National Council of Teachers of Math. Professor Phillips is a member of the National Council of Teachers of Mathematics and the Mathematics Association of America. He has written a computerized version of the basic skills testing program at WCCC.

Debra Schrek

Teaching Administrator
A.A.S. County College of Morris
B.S.N. Excelsior College
M.S.N. Excelsior College

Professor Schrek has been an RN for over 30 years and has worked in a variety of clinical and educational settings. Areas of practice include emergency department/trauma, flight nursing, pre-hospital nursing, critical care/cardiology, medical/surgical, patient education, pediatrics, geriatrics, and occupational health nursing. She has taught as an adjunct clinical instructor for practical nursing and associate degree programs. Her educational experiences also include Advanced Cardiac Life Support (ACLS) instructor. She is certified in Emergency Nursing.

Sarah Terry

Teaching Administrator of Mathematics and Economics
B.S. University of Southern Maine
M.S. University of Notre Dame

Professor Terry began teaching at WCCC as an adjunct instructor in 2011 and became a full-time instructor in 2013. As a graduate student at the University of Notre Dame, she did extensive research on the de-industrialization of the Midwest and its effect on labor markets. She collaborated with University of Notre Dame Faculty to produce a documentary, “Climbing the Down Escalator,” which was based largely on her research. Professor Terry teaches developmental mathematics courses, Business Math and Economics. She is passionate about teaching math in a fun and approachable way.

Lisa Troy

Associate Professor of Mathematics
B.A. Mathematics, Mansfield University
M.Ed. Adult Education, Pennsylvania State University

Professor Troy was employed as a statistician and logistician prior to beginning her career as an instructor in 2003. She instructs several courses, specializing in statistics. Professor Troy is involved in creating learning community environments for first year students as well as restructuring the Foundation of Success, freshman experience course. She presented outcomes and ideas pertaining to her learning community work at the 2010 On Course National Conference with Professor Frabizio. She is an active member of the National Council of Teacher of Mathematics Association of Two Year Colleges of New Jersey.

William J. (BJ) Ward

Professor of English
B.A. Richard Stockton College of New Jersey
M.A. Syracuse University

BJ Ward is the author of *Jackleg Opera: Collected Poems 1990-2013* (10 Poetry Series/North Atlantic Books), recipient of the 2014 Paterson Award for Literary Excellence. His poems have been featured on National Public Radio's "The Writer's Almanac," New Jersey Network's "State of the Arts," and the web site *Poetry Daily*, as well as in publications such as *Poetry, American Poetry Review, TriQuarterly, Green Mountains Review, Painted Bride Quarterly, The Sun, The Literary Review,* and *The Normal School*, among others. His essays have appeared in *The New York Times, Inside Jersey, The Worcester Review,* and *Teaching Artist Journal.* He is the recipient of a Pushcart Prize and two Distinguished Artist Fellowships from the NJ State Council on the Arts. In a piece entitled "10 Dynamic Jersey Artists Not Named Springsteen," *The Star-Ledger* called Ward a "master teacher" and cited him as "making a difference," noting his poetry's "music and physicality." He helped to establish the Creative Writing degree program at WCCC.

Nancy Wilson-Soga
Professor of Psychology
R.N. Cameron University
B.S. Cameron University
M.S. Long Island University
Ph.D. Walden University

Dr. Wilson-Soga has taught at a number of colleges, including Fairleigh Dickinson University and Essex County College. She owns a legal nurse consulting firm and has conducted mediation sessions for over 14 years through the New York State Court System. Aside from legal nursing, Dr. Wilson-Soga directed a mental health agency focused on the aging adult. She has authored publications on mentorship in the legal nurse field and is an associate editor of the AALNC Principles and Practice of Legal Nurse Consulting, 2nd edition. She was twice awarded Who's Who Among America's Teachers and recipient of NISOD Teaching Excellence Award.

Senior Adjunct Faculty

Michael Brandolino
MAPM University of Denver
B.A. Thomas Edison State University A.S. Mercer County College

Michael joined the adjunct staff in 2013

Nellie Creager
B.S. Shippenburg University
M. S Ed. NJ City University

Nellie joined the adjunct staff in 2008

Mark L. Francis J.D.
Senior Adjunct Instructor of Legal Studies, Criminal Justice, Political Science and Business
B.S. San Diego State University
J.D. Golden Gate University

Mark joined the adjunct staff in 2010

Amy Goffinet
Senior Adjunct Instructor for Criminal Justice
B.A. DeSales University
M.P.A. Centenary College

Amy joined the adjunct staff in 2003

Sarah Henley
Senior Adjunct Instructor of English
B.S. Elizabethtown College
MLitt/MFA Mary Baldwin University

Sarah joined the adjunct staff in 2009

John Hughes
Senior Adjunct Instructor of English
B.A. Trenton State College
M.A. Drew University

John joined the adjunct staff in 2005

William Lorenzo
Senior Adjunct Professor of History
B.S. St. Peter's University
M.A. Goddard College

William joined the adjunct staff in 2004

Cynthia Mutterperl
Senior Adjunct Instructor of Humanities
B.A. Thomas Edison State University
M.A. Thomas Edison State University

Cynthia joined the adjunct staff in 2010

William Murphy
Senior Adjunct Instructor of Mathematics
M.A. Education Kean University
B.S. Math Education with a minor in History from Seton Hall University

William joined the adjunct staff in 2013

Simone Patterson
Senior Adjunct Instructor of English
B.S. Hampton University
M.S. Long Island University Ed.D. Walden University

Simone joined the adjunct staff in 2009

Allan Piechowski
B.S. Villanova University
M.S. Rutgers University
Ph.D. Rutgers University

Allan joined the adjunct staff in 2010

Gina Rosseland
Senior Adjunct Instructor of History
A.S. County College of Morris
B.A. Centenary College
M.A. East Stroudsburg University

Gina joined the adjunct staff in 2008

David Rothblat
Senior Adjunct Instructor of Biology
B.S. Ursinus College
Ph.D. Drexel University

David joined the adjunct staff in 2014

Imran Qasir
M.S. Rutgers University
B.S. New York University

Imran joined the adjunct staff in 2017

Ryan Scacci
Senior Adjunct Instructor of Philosophy, Psychology and Music
A.A. Warren County Community College
B.A. Burlington College
M.A. Union Institute and University Ph.D. Union Institute and University

Ryan joined the adjunct staff in 2007

Alessandre Singher LPC, LCADC, CAACD, CCJP
Senior Adjunct Instructor of Psychology and Addictions
A.S. Degree Raritan Valley Community College
B.S. Degree Hunter College
M.S. Walden University Ph.D. Walden University

Alessandre joined the adjunct staff in 2015

Therese Steinhardt, MSN
Senior Adjunct Professor Psychology and Nursing
M.S.N. Gwynedd Mercy College
B.S. East Stroudsburg University
A.A.S. Northampton County College

Therese joined the adjunct staff in 2009

Alexander Taran
MSME New Jersey Institute ofTechnology
MSME National University of Radio Electronics

Alex joined the adjunct staff in 2008

Mary Beth Tarantino
Senior Adjunct Instructor of Biology & Chemistry
B.S. Georgian Court College
M.Ed. University of Florida Ed.S. University of Florida

Mary Beth joined the adjunct staff in 2008

Corey Tierney
B.S. Rutgers University
J.D. Widener University Law School

Corey joined the adjunct staff in 2016

Constance Vandever
B.A. DeSales University
MBA DeSales University

Constance joined the adjunct staff in 2016

WCCC FOUNDATION

WE SERVE TO CULTIVATE SUSTAINABLE CHARITABLE RESOURCES, SECURE PHILANTHROPIC GRANTS, SUPPORT CAPITAL NEEDS, AND PROVIDE EDUCATIONAL OPPORTUNITIES IN ORDER TO CONTRIBUTE TO THE HEALTH AND VITALITY OF OUR DIVERSE COMMUNITY OF LEARNERS.

Since 1983 the WCCC Foundation has set its goals to support the Warren County college community through fundraising, grants, and community support. Because of the efforts of a unique group of community and business leaders who serve as Foundation Directors, students have been able to realize their dreams of successful careers and continuing education.

The Foundation relies on several major events a year for its funding efforts. Public participation is key to its success. Some of those major events are: Hall of Fame Recognition Dinner, and Comedy Night. A Scholarship Dinner is also a highlight of the year.

To learn about the events, lend support, or make a donation, please contact samir@warren.edu or visit wchalloffame.edu. Your participation and support is greatly appreciated.

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The WCCC Foundation Office can be reached at (908) 835-2325 or samir@warren.edu

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St. Luke's Warren Hospital, WCCC Graduate

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Clinical Mentor North Warren Medical Assoc., WCCC Graduate

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WCCC Graduate

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Program Director/WCCC Instructor

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Allied Health Coordinator, WCCC

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Director of Staff Development Hunterdon Medical Center

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Mary Guglielmo RN
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Newton and Hackettstown Med Centers

Jamie Kovalsky, RN
School Nurse Harmony Township
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Hunterdon Medical Center

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Executive Director of Nurse Education, WCCC

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Health Sciences
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Vice President of Academics, WCCC

Mark Van Deursen BSN, RN
Interventional Cardiology Hunterdon Healthcare WCCC
Alumnae Class of 2007

Kathleen Vnenchak, MSN, RN
Nurse Educator
Morristown Medical Center

Nancy Wilson-Soga PhD, RN
Professor, WCCC

Carol B. Young, RN
Maternal/Newborn St. Luke's Warren
Alumnae class of 2016

Public Annual Notification

Warren County Community College is committed to environments for all students, employees and visitors that are free from discrimination and harassment. In accordance with State and Federal law, Warren County Community College does not discriminate and prohibits discrimination on the basis of the following protected classes and/or characteristics, in all of its programs and activities, including but not limited to employment, promotion, admissions, and access to all career and technical programs: race; creed; color; sex; gender; pregnancy; gender identity or expression; national origin; nationality; age; ancestry; marital status, domestic partnership, or civil union status; religion; affectional or sexual orientation; atypical hereditary cellular or blood trait; genetic information; liability for military service; protected veteran status; mental or physical disability (including perceived disability, AIDS and HIV-related illnesses); harassment (related to any of the forgoing categories); retaliation for filing a complaint of, or participating in an investigation of discrimination; and any other category protected by law.

The following employees have been designated to handle inquiries as indicated:

Complaints

Sharon Hintz, Director of Human Resources

Equal Employment Opportunity/Affirmative Action Officer/Title IX Coordinator

Warren County Community College, room 119

(908) 835-2356

hintz@warren.edu

All complaints of discrimination, including those concerning Title IX, Section 504, and the ADA should be directed to Sharon Hintz.

Student Accommodation Requests

Ms. Rebecca Mellinger, Coordinator of Services for Students with Disabilities

Warren County Community College, Office of Student Services, room 119

(908) 835-2625

rmellinger@warren.edu

All requests for accommodations from Warren County Community College students, pursuant to Section 504 or the ADA, should be directed to Rebecca Mellinger, the Coordinator of Services for Students with Disabilities.

Employee, Guest, and Visitor Accommodation Requests

Jeremy Beeler, Vice President of Student Services/Section 504 Administrator and ADA Coordinator.

Warren County Community College, Office of Student Services, room 119

(908) 835-2307

jbeeler@warren.edu

All requests for accommodations from Warren County Community College employees, guests, and visitors, pursuant to Section 504 or the ADA, should be directed to Jeremy Beeler, Vice President of Student Services/Section 504 Administrator and ADA Coordinator. All disability matters and complaints, other than student accommodation requests, also may be directed to Jeremy Beeler, Vice President of Student Services/Section 504 Administrator and ADA Coordinator.

ACADEMIC CALENDAR • Fall 2019

	Fall 2019 semester standard	September/October 2019 PowerPack*
Last day for 100% refund	Tuesday, September 3, 2019	Friday, September 13, 2019
Classes begin	Wednesday, September 4, 2019	Friday, September 13, 2019
Last day to add classes/ Last day for 80% refund	Tuesday, September 10, 2019	Tuesday, September 17, 2019 (drop only, no add after course begins)
Last day for 50% refund	Tuesday, September 17, 2019	Thursday, September 19, 2019
Mid-Term grades due	Friday, October 25, 2019	Not applicable
Last withdrawal day for a "W"	Friday, November 8, 2019	Tuesday, October 22, 2019
Last withdrawal day for a WP/WF	Wednesday, December 11, 2019	Friday, October 25, 2019
Classes end	Thursday, December 19, 2019	Sunday, October 27, 2019
Final grades due	Thursday, January 2, 2020	Monday, November 4, 2019

Labor Day: College closed - Monday, September 2, 2019

Fall Faculty/Staff In-Service: Monday, October 14, 2019; No day or evening classes

Thanksgiving Holiday: No Classes Thursday November 28th & Friday, November 29, 2019; and College offices closed Thursday, November 28 through Sunday, December 1, 2019

Winter Recess: College closed - Monday, December 23, 2019 through Wednesday, January 1, 2020

*October and April PowerPack dates are for 3 credit courses that meet over 3 weekends. Fall PowerPack dates: Sept. 13, 14, 15; Oct. 4, 5, 6; Oct. 25, 26, 27. Dates will be adjusted for any 2 credit or 4 contact-hour courses. Please consult the Office of Academics for details.

	Spring 2020 semester standard	Spring 2020 PowerPack*
Last day for 100% refund	Tuesday, January 21, 2020	Friday, April 3, 2020
Classes begin	Wednesday, January 22, 2020	Friday, April 3, 2020
Last day to add classes/ Last day for 80% refund	Tuesday, January 28, 2020	Tuesday, April 7, 2020 (drop only, no add after course begins)
Last day for 50% refund	Tuesday, February 4, 2020	Thursday, April 9, 2020
Mid-Term grades due	Friday, March 13, 2020	Not applicable
Last withdrawal day for a "W"	Friday, April 3, 2020	Tuesday, April 21, 2020
Last withdrawal day for a WP/WF	Thursday, May 7, 2020	Friday, April 24, 2020
Classes end	Thursday, May 14, 2020	Sunday, April 26, 2020
Final grades due	Friday, May 22, 2020	Monday, May 4, 2020

Easter Weekend: No Power Pack Fri/Sat/Sun April 10, 11, 12, 2020

Dr. Martin Luther King, Jr. Day: College Closed – Monday, January 20, 2020

Spring Faculty/Staff In-Service: Friday, March 13, 2020

Spring Break: No Classes, Monday, March 16, 2020-Friday, March 20, 2020

Commencement: Saturday, May 16, 2020

www.warren.edu

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