Course Descriptions

Course descriptions appear on the following pages alphabetically by course prefix. The three-letter prefix identifies subject area; the three digits that follow identify the particular course. Generally, courses numbered 100 or lower are academic foundation courses; courses numbered from 101 to 199 are first-year offerings; and 200-level courses are second-year offerings.

Each description specifies the course’s credit value, which determines the tuition charge and the extent to which the course contributes toward the credit requirements for a degree.

Throughout the course descriptions, the indicator at left identifies approved General Education courses. (See page 136 for details.)

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All courses require college-level competence in reading, writing, and basic mathematics unless otherwise specified. Minimum proficiency is determined by one of the following: college skills placement test; completion of required academic foundations courses in reading, writing, and computation; or evidence of equivalent academic preparation. Specific skill requirements and additional course prerequisites are noted in individual course descriptions.

Prerequisites and Corequisites

Some courses require specific prerequisites or corequisites.

- A prerequisite is a course that must be completed before a student is permitted to register for the more advanced course.
- A corequisite is a course that a student must take either prior to or while enrolled in the related course.

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## General Education Electives

The development of competence in critical thinking, writing, speaking, problem-solving, and information literacy is essential to a student’s educational and career success. General Education courses provide students with the opportunity to develop these skills (see MCCC policy, page 24).

The following courses approved for the purposes of General Education at Mercer County Community College are regarded as General Education courses at many, but not all, other colleges and universities in New Jersey and other states. The Statewide Transfer Agreement guarantees transfer of all approved courses that meet General Education requirements for graduates from A.A. and A.S. programs transferring to New Jersey’s four-year public colleges and universities. Non-graduates may determine whether particular courses will meet requirements at other New Jersey colleges or universities via NJ Transfer (www.njtransfer.org). Students interested in transferring to out-of-state colleges and universities should consult the catalogs, websites, and staff of those institutions.

Students are advised to review the specific General Education requirements in their respective MCCC programs of study.

### Written and Oral Communication in English

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<th>Description</th>
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<td>Speech: Human Communication</td>
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<td>ENG 102</td>
<td>English Composition II</td>
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<tr>
<td>ENG 112</td>
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<tr>
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</tr>
<tr>
<td>MAT 201</td>
<td>Probability and Statistics for Science and Engineering</td>
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<td>MAT 205</td>
<td>Statistics for Social and Health Sciences II</td>
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<td>Linear Algebra</td>
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<td>MAT 252</td>
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### Science

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<th>Course</th>
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<td>BIO 101</td>
<td>General Biology I</td>
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<tr>
<td>BIO 102</td>
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<td>BIO 103</td>
<td>Anatomy and Physiology I</td>
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<td>BIO 104</td>
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<td>BIO 106</td>
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<tr>
<td>BIO 113</td>
<td>Biological Science Concepts</td>
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<tr>
<td>* BIO 114</td>
<td>Environmental Science Concepts</td>
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<td>* BIO 115</td>
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<td>BIO 201</td>
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<td>BIO 203</td>
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<td>BIO 204</td>
<td>Ecology</td>
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<td>BIO 208</td>
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<td>* BIO 215</td>
<td>Principles of Microbiology</td>
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<td>CHE 102</td>
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<td>CHE 105</td>
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<td>CHE 106</td>
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<td>General and Physiological Chemistry</td>
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<td>CHE 201</td>
<td>Organic Chemistry I</td>
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### Technology

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<th>Course</th>
<th>Description</th>
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<tbody>
<tr>
<td>COS 101</td>
<td>Introduction to Computer Science</td>
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<tr>
<td>COS 102</td>
<td>Computer Science I – Algorithms and Programming</td>
</tr>
<tr>
<td>DMA 144</td>
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<tr>
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<td>Computer Concepts with Applications</td>
</tr>
<tr>
<td>IST 102</td>
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</tr>
<tr>
<td>IST 109</td>
<td>Introduction to Programming</td>
</tr>
<tr>
<td>IST 140</td>
<td>The Internet and Computer Technology</td>
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</tbody>
</table>

### Social Science

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
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<tbody>
<tr>
<td>• ANT 101</td>
<td>Anthropology</td>
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<tr>
<td>ECO 103</td>
<td>Basic Economics</td>
</tr>
<tr>
<td>ECO 111</td>
<td>Macroeconomics</td>
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<td>ECO 112</td>
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<tr>
<td>• GEO 101</td>
<td>Geography</td>
</tr>
<tr>
<td>• GEO 102</td>
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</tr>
<tr>
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<td>The American Political System</td>
</tr>
<tr>
<td>POL 102</td>
<td>State and Local Government</td>
</tr>
<tr>
<td>POL 201</td>
<td>International Relations</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Introduction to Psychology</td>
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<td>PSY 206</td>
<td>Child Development</td>
</tr>
<tr>
<td>PSY 207</td>
<td>Developmental Psychology: Across the Life Span</td>
</tr>
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</tr>
<tr>
<td>SOC 107</td>
<td>Social Problems</td>
</tr>
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</table>

* does not satisfy Laboratory Science general education requirement
* course is also a Diversity and Global Perspective general education elective

Look for this indicator of approved General Education courses throughout the course descriptions on pages 138-193.
Humanities

Literature
ENG 201 Introduction to Literature: Drama
ENG 202 Introduction to Literature: Novel
• ENG 203 World Literature I
• ENG 204 World Literature II
ENG 205 American Literature I
ENG 206 American Literature II
ENG 208 Modern American Novel
ENG 211 Shakespeare
ENG 212 Introduction to Literature: Poetry
• ENG 213 African American Literature
ENG 216 Literature Into Film
• ENG 221 Women in Literature
ENG 227 English Literature I
ENG 228 English Literature II
ENG 238 American History and Literature

Aesthetic Appreciation
ART 101 Art and Culture
ART 121 History of Art I
ART 122 History of Art II
ART 123 History of Modern Art
• ART 124 History of Non-Western Art
ART 125 Topics in Contemporary Art
CMN 107 Cinema
• DAN 101 Introduction to Dance and Culture
MUS 103 Introduction to Music
• MUS 155 History of Jazz and Blues
• MUS 156 History of American Pop Music
MUS 224 Music History and Literature I
MUS 225 Music History and Literature II
PHO 110 History of Photography
THR 101 Introduction to Theatre
THR 210 Theatre History – Classical to Elizabethan
• THR 212 Central Voices in World Drama

Philosophy
PHI 102 Introduction to Philosophy
PHI 113 Logic
PHI 204 Ethics
PHI 205 Moral Choices
• PHI 210 Eastern Philosophy

Religious Studies
REL 101 Introduction to Religious Studies
• REL 102 Living World Religions

World Language
ASL all American Sign Language courses
ARB all Arabic courses
CHI all Chinese courses
FRE all French courses
GER all German courses
ITA all Italian courses
JPN all Japanese courses
LAT all Latin courses
SPA all Spanish courses

Misc. Humanities
• SPA 110 Hispanic Culture

History
All courses in the Historical Perspective list additionally qualify as Humanities general education.

Historical Perspective
HIS 101 History of Western Civilization to 1648
HIS 102 History of Western Civilization Since 1648
HIS 105 United States History to 1865
HIS 106 United States History Since 1865
• HIS 109 African American History
• HIS 112 World History to 1500
• HIS 113 World History Since 1500
• HIS 213 Twentieth-Century World History
HIS 214 The United States Since 1945
• HIS 218 History of Latin America
• HIS 221 History of American Women
• HIS 231 Women in Antiquity

Diversity and Global Perspective
ANT 101 Anthropology
ARC 141 Architecture and Culture: International
ART 124 History of Non-Western Art
ART 126 African American Art
BUS 230 Global Environment of Business
CMN 214 Issues in Intercultural Communication in the United States
CMN 215 Gender and Communication
DAN 101 Introduction to Dance and Culture
ENG 203 World Literature I
ENG 204 World Literature II
ENG 213 African American Literature
ENG 221 Women in Literature
ENG 222 Children’s Literature
ENG 232 Post-Colonial Women Writers
GEO 101 Geography
GEO 102 Cultural Geography
HIS 109 African American History
HIS 112 World History to 1500
HIS 113 World History Since 1500
HIS 213 Twentieth-Century World History
HIS 215 The Holocaust and Other Genocides
HIS 218 History of Latin America
HIS 221 History of American Women
HIS 231 Women in Antiquity
HIS 232 Women in Europe Since 1500
HOS 115 Food and Culture
MUS 155 History of Jazz and Blues
MUS 156 History of American Pop Music
PHI 210 Eastern Philosophy
POL 201 International Relations
PSY 215 Human Sexuality
PSY 221 The Psychology of Women
REL 102 Living World Religions
SOC 132 Introduction to Women’s and Gender Studies
SOC 201 Marriage and the Family
SOC 209 Racial, Ethnic, and Minority Groups
SPA 110 Hispanic Culture
THR 212 Central Voices in World Drama
WGS 132 Introduction to Women’s and Gender Studies
WGS 221 Seminar in Women’s and Gender Studies
ACC—Accounting

ACC 106 Office Accounting I 3 credits
Basic accounting course designed for non-transfer students. Emphasizes the techniques of double-entry bookkeeping: journalizing; posting; adjusting and closing entries; and financial statement preparation. 3 lecture hours

ACC 108 Hospitality Accounting 3 credits
Introductory accounting course integrating the special accounting requirements of the hospitality industry with generally accepted accounting principles. 3 lecture hours

ACC 109 Food, Beverage, and Labor Cost Control 3 credits
Prerequisite: ACC 108 with a minimum C grade
Principles and theories underlying cost control as it applies to the hospitality industry. Problem-solving using spreadsheet software is integral component of instruction. 3 lecture hours

ACC 111 Principles of Financial Accounting 4 credits
Prerequisite: MAT 027 (or MAT 037A and 037B) or equivalent proficiency
Study of the accounting cycle and how accounting data impacts business decisions. Emphasis on understanding the "why" of accounting as well as the "how." 4 lecture hours

ACC 112 Principles of Managerial Accounting 4 credits
Prerequisite: ACC 111 with a minimum C grade
Study of the uses of accounting information for managerial decision-making. Areas covered include manufacturing, merchandising, and service cost systems; cost-volume-profit analysis; and budgeting and capital investment decision-making. 4 lecture hours

ACC 201 Intermediate Accounting I 3 credits
Prerequisite: ACC 201 with a minimum C grade
Detailed study of accounting theory and practice as they relate to cash; receivables; inventories; investments; property, plant and equipment; and intangible assets. 3 lecture/1 laboratory hours

ACC 202 Intermediate Accounting II 3 credits
Prerequisite: ACC 201 with a minimum C grade
Continuation of ACC 201. Topics in the study of accounting theory and practice include liabilities, stockholder equity, cash flows, and leases. 3 lecture/1 laboratory hours

ACC 203 Federal Income Taxation 3 credits
Prerequisite: ACC 111 with a minimum C grade
Study of income taxation as it applies to small businesses and individual taxpayers. Topics include gross income, exclusions, deductions, credits, exemptions, and capital gains. Computer software is used to prepare tax returns. [Fall offering] 3 lecture hours

ACC 204 Auditing 3 credits
Prerequisite: ACC 201 with a minimum C grade
Investigation into and application of the objectives and procedures governing auditing requirements, standards, and examinations. [Spring offering] 3 lecture/1 laboratory hours

ACC 205 Office Accounting II 3 credits
Prerequisite: ACC 106 with a minimum C grade
Continuation of ACC 106. Topics include receivables and payables; merchandise inventory; plant and equipment; corporations; partnerships; and internal control. 3 lecture hours

ACC 207 Computerized Accounting 3 credits
Prerequisite: ACC 111 with a minimum C grade
Introduction to general ledger accounting on PCs. Students acquire a working knowledge of software packages currently used in industry. 2 lecture/2 laboratory hours

ACC 214 Accounting for Non-Profit Organizations 3 credits
Prerequisite: ACC 111 with a minimum C grade
Study of generally accepted accounting principles as they apply to non-profit organizations, with emphasis on governmental agencies. Additional focus includes accounting for colleges and universities as well as hospitals and health organizations. 3 lecture hours

ACC 215 Cost Accounting 3 credits
Prerequisite: ACC 112 with a minimum C grade
Examination of the accounting practices to record and control material, labor, and overhead costs. Study includes job-order, process cost and standard cost systems for manufacturing and service firms. 3 lecture/1 laboratory hours

ADV—Advertising + Graphic Design

ADV 101 Advertising Design I 3 credits
Prerequisite: DMA 105 or divisional permission
Study of the principles and concepts of layout and design as applied to a variety of advertising and graphic design assignments: ads, brochures, logos, posters, book jackets, and sales promotion material. Promotes familiarity with advertising agency and studio procedures as well as professional techniques for producing layouts, comprehensive, and finished art. [Spring and Summer offering] 1 lecture/4 studio hours

ADV 110 Typography I: Basics of Graphic Design 3 credits
Introduction to basic layout and typography as the fundamental language to graphic communication. No previous knowledge of layout and typography is presumed. Addresses the use of different typefaces to communicate visually desired effects, type forms, type indication and basic graphic design with type for layouts. 1 lecture/4 studio hours

ADV 201 Advertising Design II 3 credits
Prerequisites: ADV 101, DMA 105 or divisional permission
Study of the advanced concepts and design principles used in planning visualizations and layouts for advertising and editorial presentations using art, photography, type, and illustrations. Survey of methods for developing ideas into graphic presentations and the intangibles that provide originality and variety in a creative field using the Macintosh computer. [Fall offering] 1 lecture/4 studio hours

ADV 202 Advertising Design III: Portfolio 3 credits
Prerequisites: ADV 101, ADV 201, DMA 105 or divisional permission
Exploration and survey of a variety of methods for presenting art, design, and photography in a professional manner. Using traditional tools and the Macintosh computer, students prepare individual portfolios suitable for presentation to a client or for a job interview. [Spring offering] 1 lecture/4 studio hours

ADV 210 Typography II: Publication Design 3 credits
Advanced study of the use of type as it relates to page layout, graphic communication and publication design using Macintosh electronic publishing technology. Students use page makeup software that integrates text and graphics for a variety of projects. 1 lecture/4 studio hours
**ANT—Anthropology**

**Social Science / Diversity and Global Perspective**

**ANT 101 Anthropology**

**Corequisite:** ENG 101 or college-level eligibility

Explores anthropology—the study of humankind in all places at all times—in its “four fields”: physical anthropology (the systematic study of humans as biological organisms); archaeology (the study of human cultures through the recovery and analysis of material remains and environmental data); linguistic anthropology (the study of human language); and cultural anthropology.

**3 lecture hours**

**ANT 222 The Anthropology of Myths, Magic and Witchcraft**

**Prerequisite:** ENG 101 or college-level eligibility

Examines the supernatural belief systems and practices of various cultures. Myths, rituals, animism, witchcraft, magic, shamanism, and syncretic religions are critically analyzed to understand the integrative forces of the sacred world. From that foundation, study progresses with a cross-cultural, anthropological comparison of religion and the supernatural.

**3 lecture hours**

**ARB—Arabic**

**Note:** Students who have taken two or more years of a foreign language, and have done so in the last two years, should begin that language at the 200 level or switch to a new language. If there is doubt, placement will be determined by testing or consultation with the academic division.

**Humanities**

**ARB 101 Beginning Arabic I**

**Prerequisite:** ARB 101 with a minimum C grade, placement by exam, or permission of instructor

The first in a sequence of courses designed for students with little or no prior knowledge of Arabic. Spoken communication in Arabic is both the end goal and the means of instruction. Emphasizes the four communicative skills in a culturally authentic context. Reading and writing are assigned out of class to facilitate effective listening and speaking practice in class. Basic grammar skills are also introduced.

**3 lecture hours**

**ARB 201 Intermediate Arabic I**

**Prerequisite:** ARB 201 with a minimum C grade, placement by exam, or permission of instructor

The second in a sequence of courses designed for students with a mid to high novice level of competency in Arabic. Spoken communication in Arabic continues to be the end goal and the means of instruction. The four communicative skills of reading, writing, listening and speaking are applied to discussions and debates involving Arab culture, politics, and history. Fundamental grammar points are reviewed.

**3 lecture hours**

**ARC—Architecture**

**Humanities**

**ARB 102 Beginning Arabic II**

**Prerequisite:** ARB 101 with a minimum C grade, placement by exam, or permission of instructor

The second in a sequence of courses designed for students with little or no prior knowledge of Arabic. Spoken communication in Arabic is both the end goal and the means of instruction. Emphasizes the four communicative skills in a culturally authentic context. Reading and writing are assigned out of class to facilitate effective listening and speaking practice in class. Basic grammar skills are also introduced.

**3 lecture hours**

**ARB 202 Intermediate Arabic II**

**Prerequisite:** ARB 201 with a minimum C grade, placement by exam, or permission of instructor

The first in a sequence of courses designed for students with a mid to high novice level of competency in Arabic. Spoken communication in Arabic continues to be the end goal and the means of instruction. The four communicative skills of reading, writing, listening and speaking are applied to discussions and debates involving Arab culture, politics, and history. Fundamental grammar points are reviewed.

**3 lecture hours**

**ARC 102 Graphic Communication for Architecture**

**Corequisite:** ARC 121

A lecture/studio course aimed at developing architecture students’ graphic communication skills. Analytic and descriptive drawings of buildings, everyday objects, trees, plantings, and people are rendered using pencil, pen and ink, as well as through an introduction to digital imaging and computer-aided design software.

**1 lecture/4 laboratory hours**

**ARC 104 Computers in Architecture**

**Prerequisite:** ARC 121

Introduction to the use of the computer in architecture as a three-dimensional design/drawing tool. Students build 3-D models using parametric modeling software and manipulate three-dimensional forms, scenes, colors, textures, lighting and cameras to design effective compositions. Applicable to Windows-based computers.

**1 lecture/4 laboratory hours**

**ARC 121 Architecture Basic Design I**

**Corequisite:** ARC 121 or ARC 123

Explores fundamental principles and elements of design: form, space, composition, systems, context, imagery, as well as functional and structural organizations. Solutions to architectonic design projects explored through presentation drawings and study models. Simple presentation graphics and model-building are introduced. [Fall offering]

**1 lecture/8 studio hours**

**ARC 122 History of Architecture**

Survey of the development of architecture from ancient civilizations to 1860. Social, religious, economic, technological, and aesthetic factors are explored to understand fully their influence on the development of buildings and cities.

**3 lecture hours**

**ARC 123 Architecture Basic Design II**

**Prerequisite:** ARC 121 with a minimum C grade

Further study of the fundamental principles and elements of architectural design through a series of projects having increased complexity and depth of expression using more advanced presentation graphic techniques. Emphasis continues on the development of process drawing and model-building skills to explore design ideas. [Spring offering]

**1 lecture/8 studio hours**
ARC 124  History and Theory of Modern Architecture  3 credits
Explores the social conditions and major personalities that influenced architectural developments from the Industrial Revolution to the present.  3 lecture hours

ARC 125  Architecture and the Environment  3 credits
Introductory course exploring the various relationships between the man-made world and the natural world. Human perceptions of the physical environment are studied relative to their effects on architectural design and human behavior. Analysis of the urban environment reveals the impact of architecture on quality of life.  3 lecture hours

ARC 134  Building Construction Systems  3 credits
Corequisites: ARC 227, sophomore standing in Architecture or divisional permission
Introductory survey of general concepts of sustainable design as they relate to building construction. Includes site, structural, environmental, envelope systems, materials and building systems. Focus is primarily on low-rise wood and steel structures.  3 lecture hours

ARC 140  Field Studies in Architecture and Urban Planning: America  3 credits
Prerequisite: ENG 101 and approval of instructor
Investigation of architectural characteristics and urban planning patterns in select regions. Extended travel in groups creates an "immersion experience." Students study/draw buildings, analyze physical characteristics of different environments, and consider the built environment’s impact on quality of life. [occasional offering]  24 lecture/21 lab (overseas) hours

ARC 227  Architecture Design I  5 credits
Prerequisite: ARC 123 with a minimum C grade
Sophomore-level design course emphasizing the exploration and development of architectural design concepts and their translation into physical form. Three to four major design problems challenge the student's preconceptions about architecture and stimulate the growth of an architectural vocabulary. [Fall offering]  1 lecture/8 studio hours

ARC 228  Architecture Design II  5 credits
Prerequisite: ARC 227 with a minimum C grade
Corequisite: ARC 124
Builds on the foundation of ARC 227. More advanced design challenges help the student to sharpen design skills and to continue expanding an architectural vocabulary. [Spring offering]  1 lecture/8 studio hours

ARC 285  Special Studies in Architecture Design  3 credits
Prerequisites: ARC 228 with a minimum C grade and divisional permission
Opportunity for students who have completed regular course offerings to continue their studies at advanced levels. Individual students and faculty develop a project contract that sets forth objectives, standards of quality, evaluation guidelines, and deadlines. [occasional offering]  3 lecture hours

ARC 141  Architecture and Culture: International  3 credits
Prerequisite: ENG 101 and approval of instructor
Exploration of the history, culture, technology, and quality of life as revealed and understood through the architecture and town planning in selected regions overseas. Travel to the selected region is a major component of the course, providing the student with the opportunity to experience the subjects introduced in the lectures prior to the trip. [occasional offering]  24 lecture/21 lab (overseas) hours

ART—Fine Arts, Art History

ART 101  Art and Culture  3 credits
Introduction to major movements of Western art as they relate to cultural influences, expanding knowledge, technological change, and effects on modern society. Through studio work, students investigate the intellectual aspects of traditional drawing, painting and mixed media techniques.  2 lecture/2 studio hours

ART 102  Basic Drawing  3 credits
Examines the fundamentals of seeing line and value through studies of nature, still-life arrangements, the human figure, and concepts of perspective. Various media are used including ink, charcoal, and graphite.  1 lecture/4 studio hours

ART 103  Freehand Drawing for Architects  3 credits
A lecture/studio course for developing the architectural student's freehand drawing skills, with emphasis on analytic and descriptive drawings of buildings, everyday objects, trees, plantings and people. Media used are pencil, pen and ink, and felt tip pen.  1 lecture/4 studio hours

ART 104  Life Drawing  3 credits
Prerequisite: ART 102
Experience in drawing the human figure and developing an understanding of form, volume, structure, and anatomy. Exercises include gesture drawing and sustained poses. Various media are used.  1 lecture/4 studio hours

ART 105  Two-Dimensional Design  3 credits
Intensive investigation of such essential principles as form, line, space, color, balance, and unity in two-dimensional design. Projects are assigned in sequence leading to specific visual solutions. Various media are used.  1 lecture/4 studio hours

ART 106  Three-Dimensional Design  3 credits
An intensive investigation of the use of the formal elements of art and design according to the principles of organization in three-dimensional composition. Various media, techniques, and equipment are introduced.  1 lecture/4 studio hours

ART 121  History of Art I  3 credits
Focus on the aesthetic and historical evaluation of artists, styles, and cultures from the prehistoric period through Gothic art. Color slides are analyzed and discussed.  3 lecture hours

ART 122  History of Art II  3 credits
Survey of artists, styles, and cultures from the Renaissance through mid-19th century European and American art. Investigates the aesthetics of various movements. Color slides are analyzed and discussed.  3 lecture hours

ART 123  History of Modern Art  3 credits
Comprehensive survey of the modern period in art beginning with Manet and continuing through the varied styles, schools, and movements of the 20th century. Color slides are analyzed and discussed.  3 lecture hours

ART 124  History of Non-Western Art  3 credits
Focus on the aesthetic and historical evaluation of artists, styles, and cultures from India, China, Japan, Indonesia, Thailand, Cambodia, and pre-Columbian America. Color slides are analyzed and discussed.  3 lecture hours
ART 125  Topics in Contemporary Art  3 credits
Prerequisite: ENG 101 or divisional permission
Exploration of trends and topics in contemporary art from 1945 to the present, involving a diverse range of artists who challenge preconceived notions of the role of art in today's society. Students learn to identify, analyze, and write about art through multi-media presentations, discussions, artists' talks, and a field trip. 3 lecture hours

ART 126  African American Art  3 credits
Comprehensive survey of the aesthetic and historical evaluation of African American art, artists and culture from colonial times to the present. Includes slide analysis, discussion, and museum visits. 3 lecture hours

ART 130  Painting I  3 credits
Prerequisite: ART 102 or ART 105 or divisional permission
Examination of the relationships of materials, media, and techniques in both figurative and abstract art. The elements of color and composition are introduced and explored. At the discretion of the instructor, students are advised to work in either acrylic or oil color. 1 lecture/4 studio hours

ART 141  Sculpture I  3 credits
Introduction to modeling the human figure. Develops basic understanding of vocabulary of form while mastering technical skills, plus acquaintance with several media and with organizing form and space. 1 lecture/4 studio hours

ART 145  Beginning Ceramics: Handbuilding  3 credits
Introduction to basic clay experience, devoted to the handbuilding techniques of pinch, drape, press, slab, and coil to produce functional and sculptural ceramic objects. Introduces the technical aspects of colored slips and glazing. Stresses development of a personal appreciation of form. 1 lecture/4 studio hours

ART 146  Beginning Ceramics: Wheel-Throwing  3 credits
Introduction to basic clay experience, devoted to clay-forming techniques on the potter's wheel to produce functional and sculptural ceramic objects. Introduces the technical aspects of colored slips and glazing. Stresses development of a personal appreciation of form and function. 1 lecture/4 studio hours

ART 150  Printmaking I  3 credits
Study of the basic concepts, techniques, tools, and materials required to work in the production of surface, relief, and intaglio prints. Paper selection, preparation of ink, and operation of the presses are discussed and demonstrated. 1 lecture/4 studio hours

ART 230  Painting II  3 credits
Prerequisite: ART 130 with a minimum C grade
Training and experience in the observation and application of painting media, acrylic or oil. Involves guidance in transforming what is observed or conceived into graphic and plastic forms, including traditional challenges of painting and composition, working with light, color, weight, and dimension. 1 lecture/4 studio hours

ART 232  Advanced Painting and Drawing  3 credits
Prerequisites: ART 104, ART 230 with a minimum C grade
Intensive course designed for the advanced student, making drawing and painting a unique and personal experience. Through instructor guidance, the student develops a personalized approach to composition, color, and technique. Includes classroom critiques, outside assignments, and possible field trips. [Spring offering] 1 lecture/4 studio hours

ART 233  Watercolor Painting  3 credits
Prerequisite: ART 102 with a minimum C grade or permission of instructor
Combining technical knowledge with practice, introduces the beginning watercolor painter to the materials and techniques of the past and present. The student studies various approaches to painting with watercolor, tempura, and wash and acquires a basic understanding of the proper selection of paper, brushes, paints and equipment. 1 lecture/4 studio hours

ART 240  Raku Workshop  3 credits
Prerequisite: previous ceramics experience
Introduction to the Raku process. Students spend an intensive six-week period creating, glazing, and firing functional and sculptural ceramic objects. 1 lecture/4 studio hours

ART 241  Sculpture II  3 credits
Prerequisite: ART 141 with a minimum C grade
Continuation of ART 141 with refinement of presentation or where, when, and how the object is viewed. Concentration on a complete statement of form and space. Further exploration of several media, including clay figure and portrait modeling. 1 lecture/4 studio hours

ART 250  Printmaking II  3 credits
Prerequisite: ART 150 with a minimum C grade
Continued exploration and development of surface, relief, and intaglio techniques. 1 lecture/4 studio hours

ART 280  Special Studies in Drawing  3 credits
Prerequisites: ART 102, ART 104 with a minimum 3.0 GPA and/or divisional permission
ART 283  Special Studies in Painting  3 credits
Prerequisites: ART 232 and divisional permission
ART 284  Special Studies in Ceramics  3 credits
Prerequisites: ART 146 and divisional permission
ART 285  Special Studies in Sculpture  3 credits
Prerequisites: ART 241 and divisional permission
ART 286  Special Studies in Printmaking  3 credits
Prerequisites: ART 250 and divisional permission
Special courses in specific art forms allow students who have completed regular course offerings to continue their studies at advanced levels. Individual students and faculty develop a project contract that sets forth objectives, standards of quality, evaluation guidelines, and deadlines. [Occasional offerings]

ART 281  Special Studies in Art History  3 credits
Prerequisites: completion of 15 credits of art/architecture history with minimum 3.0 GPA, sophomore status and divisional permission
Special course in museum/gallery work for art history students who have completed regular course offerings and desire a supervised apprenticeship. Individual students and faculty develop a project contract that sets forth objectives, standards of quality, evaluation guidelines, and deadlines. [Occasional offering]

ART 291  Cooperative Education
– Visual Arts  3 credits
Integration of classroom study and lab work with specific planned period of learning through job experience. Based on an individualized learning contract, designed for Advertising Design and Digital Media Arts majors who have demonstrated advanced skill levels and for those who have potential to perform professionally in a work environment. 270 work experience hours
ASL—American Sign Language

ASL 101  American Sign Language I  3 credits  
Prerequisite: ASL 101 with a minimum C grade or permission of instructor  
The first in a sequence of courses designed for students with little or no prior knowledge of ASL. Voiceless communication in ASL is the end goal and the means of instruction. Communicative skills and basic grammar are introduced in a culturally authentic context. [satisfies foreign language requirement]  
3 lecture hours

ASL 102  American Sign Language II  3 credits  
Prerequisite: ASL 101 with a minimum C grade or permission of instructor  
The second in a sequence of courses designed for students with little or no prior knowledge of ASL. Voiceless communication in ASL is the end goal and the means of instruction. Communicative skills and basic grammar are introduced in a culturally authentic context. [satisfies foreign language requirement]  
3 lecture hours

AUT—Automotive Technology

AUT 110  Introduction to Automotive Electronics  3 credits  
Prerequisite: MAT 037 (or MAT 037A and 037B) or equivalent proficiency  
Corequisite: AUT 111  
An introduction to voltage, current and resistance, series and parallel circuits, batteries, and electronic components. Also covers wiring schematics, wire repair, and circuit troubleshooting. For automotive students.  
3 lecture/1 laboratory hours

AUT 111  Automotive Service Fundamentals  5 credits  
Corequisite: AUT 110  
Introduces theories of operation, service facility practices and current servicing procedures, with detailed attention to each individual system including diagnosis and repair. Personal safety policies in the work environment are stressed in detail.  
2 lecture/6 laboratory hours

AUT 112  Automotive Fuel Systems  3 credits  
Prerequisites: AUT 110, AUT 111 with a minimum C grade  
Examines automotive fuel systems in use today. Coverage includes fuel basics, electronic fuel injection (TBI), sequential port fuel injection, on-board diagnostics II (OBD II), and diesel fuel injection with focus on theory of operation, driveability diagnostic procedures, and use of computerized diagnostic equipment.  
2 lecture/2 laboratory hours

AUT 113  Suspension, Steering and Alignment  4 credits  
Prerequisites: AUT 110, AUT 111 with a minimum C grade  
Theory of operation and service of vehicular suspension and steering systems, with emphasis on component inspection and replacement. Addresses four-wheel alignment with lab activities using a drive-on alignment rack and computer alignment machine.  
2 lecture/4 laboratory hours

AUT 114  Automotive Electricity and Electronics  3 credits  
Prerequisites: AUT 110, AUT 111 with a minimum C grade  
How electrical/electronics principles are used in current automotive systems. Subjects include vehicle communications, starting and charging systems, wiring diagrams and manuals, chassis wiring service, passive restraints and other automotive accessories. Major emphasis is on diagnostic skills, testing procedures, and proper service and repair of components.  
2 lecture/2 laboratory hours

AUT 115  Automotive Brake Systems  4 credits  
Prerequisites: AUT 110, AUT 111 with a minimum C grade  
The principles and servicing of both disc and drum brake systems used on today's automobiles, including computer-controlled anti-lock braking systems. Emphasis on malfunction diagnosis, use of road testing techniques and visual brake inspection procedures, repair integrity, plus hydraulic theory and component machining operations.  
2 lecture/4 laboratory hours

AUT 122  Internship in Automotive Technology I  1 credit  
Prerequisites: AUT 110, AUT 111 with a minimum C grade  
Corequisites: AUT 211, AUT 212  
Application of knowledge acquired from lecture and laboratory instruction to gain relevant on-the-job experience in repairing customer vehicles in an actual automotive service facility. The apprentice is supervised by an experienced service employee who works with the program coordinator in developing goals and evaluating performance.  
300 work experience hours

AUT 121  Automotive Emissions and Driveability  3 credits  
Prerequisite: AUT 112 with a minimum C grade  
Examines the relationship of automotive emissions with engine driveability concerns. Utilizing information presented in AUT 111 and AUT 112, proper diagnosis of driveability concerns and recommended repair procedures are explored to achieve the best performance and reduced emissions. Emission control devices are examined with an emphasis on operation and emission standards.  
2 lecture/2 laboratory hours

AUT 211  Automotive Air Conditioning  3 credits  
Prerequisites: AUT 110, AUT 111 with a minimum C grade  
Examines automotive air conditioning/heating systems in use today, with topics ranging from fundamentals of refrigeration to automatic temperature control (ATC) system operation. Addresses proper diagnosis and repair of systems and components as well as environmental obligations.  
2 lecture/2 laboratory hours

AUT 213  Engine Service  4 credits  
Prerequisites: AUT 110, AUT 111 with a minimum C grade  
Diagnosis, failure analysis, and rebuilding procedures for automobile engines. Topics include engine operating principles, component measurement techniques, engine removal and installation, and service information usage for diagnosis. Each student is required to completely disassemble, diagnose, and assemble several four-cycle engines. Involves extensive use of special tools and equipment.  
2 lecture/4 laboratory hours
AVI—Aviation Technology

All flight training courses involving the use of an aircraft are taught in conjunction with Infinity Flight Group at Trenton-Mercer Airport.

AVI 101 Aerospace Development 3 credits
Historical approach to U.S. and international aviation development including man's first efforts to fly, the development of aircraft, modern growth of the aerospace industry and the impact of aviation and flight on mankind. 3 lecture hours

AVI 102 Aviation Transportation 3 credits
Study of transportation systems and the aviation industry as they exist today, including applicable government organizations, controls, and regulations as well as career opportunities in aerospace. 3 lecture hours

AVI 105 Aviation Weather 3 credits
Study of the structure of the atmosphere and weather patterns. Examines weather hazards encountered by commercial pilots, including thunderstorms, turbulence, wind shear, visibility restrictions, icing, and hydroplaning. Coded weather reports, forecasts, weather charts and prognostic charts are utilized in class for flight planning and in-flight decision-making. 3 lecture hours

AVI 111 Flight Concepts 2 credits
Principles of flight and air navigation, evolution of modern aviation (civil and military), and the basic physiological difficulties experienced in flight. [occasional offering] 2 lecture hours

AVI 113 Flight I 2 credits
Prerequisites: AVI 101, AVI 110 with a minimum C grade
Study of the fundamentals of flight and the principles involved in piloting aircraft. 1 lecture/2 laboratory hours

AVI 114 Flight II 2 credits
Prerequisites: AVI 113 with a minimum C grade, proof of U.S. citizenship or TSA approval
Continuation of flight training to obtain the private pilot certificate. Special fee required. 1 lecture/3 laboratory hours

AVI 115 Flight III 3 credits
Prerequisite: AVI 114 with a minimum C grade
Continuation of flight training to obtain the commercial pilot certificate, and beginning of instrument flight training. Student completes the solo cross-country requirements and develops a high degree of proficiency in commercial and primary maneuvers. Special fee required. 1 lecture/4 laboratory hours

AVI 131 Commercial Pilot I 3 credits
Prerequisites: AVI 113, successful grade on FAA private pilot computer exam – airplanes
Basic knowledge to pass the Federal Aviation Administration commercial pilot examination. Includes multi-engine advanced performance control, advanced meteorology, advanced multi-engine airplane systems, advanced radio navigation, commercial pilot FARs, physiology of flight, environmental systems, flight planning and commercial flight maneuvers. 3 lecture hours

AVI 132 Commercial Pilot II 3 credits
Prerequisites: AVI 131, successful grade on FAA private pilot computer exam – airplanes
Continuation of flight training to obtain the commercial pilot certificate, and beginning of instrument flight training. Student completes the solo cross-country requirements and develops a high degree of proficiency in commercial and primary maneuvers. Special fee required. 1 lecture/4 laboratory hours

AVI 133 Flight IV 3 credits
Prerequisite: AVI 132 with a minimum C grade
Continuation of flight training to obtain the commercial pilot certificate, and beginning of instrument flight training. Student completes the solo cross-country requirements and develops a high degree of proficiency in commercial and primary maneuvers. Special fee required. 1 lecture/4 laboratory hours

AVI 203 Aircraft Components 3 credits
Explores basic components and systems of the aircraft including air frames, power plants, wings and empennage, plus elementary concepts of engine operating theory and construction. 3 lecture hours

AVI 205 Aviation Seminar 1 credit
Guest speakers explain their role in the industry and share insights concerning prerequisite experience, the interview process, and prospects for employment. 1 lecture hour

AVI 213 Flight III 3 credits
Prerequisite: AVI 212 with a minimum C grade
Continuation of flight training to obtain the commercial pilot certificate, and beginning of instrument flight training. Student completes the solo cross-country requirements and develops a high degree of proficiency in commercial and primary maneuvers. Special fee required. 1 lecture/4 laboratory hours

AVI 215 Aerodynamics 3 credits
Corequisite: MAT 115
Analysis of the fundamental theory and elements of applied aerodynamics provides the knowledge and background for safe and effective flying. Lab explores the basic concepts of airfoil angle of attack and lift/drag characteristics. 2 lecture/2 laboratory hours
BCT—Building Construction Technology

BCT 104 Codes for Construction and Design 3 credits
Prerequisites: BCT 110, BCT 120
An overview of regulations for design and/or construction of residences and small buildings, including their applicability and intent subject to the interpretations imposed by the State of New Jersey.

BCT 110 Building Construction Materials and Methods I 3 credits
A survey of materials and methods in building construction, emphasizing common construction systems primarily on low-rise light wood and steel structures. Addresses the fundamental processes, organization, and constraints of the construction industry. The building envelope, enclosure systems for thermal insulation, vapor retarders, air barriers, and moisture control are explored with an introduction to the general concepts of sustainable design.

BCT 112 Building Construction Materials and Methods II 3 credits
Prerequisites: BCT 110, BCT 120
Continued study of materials and methods in building construction with emphasis on concrete and steel frame structures and masonry load-bearing walls. Exterior wall cladding and curtain wall systems are examined relative to concepts of sustainable design.

BCT 120 Construction Graphics with CAD 4 credits
Corequisite: BCT 110 or divisional permission
Introduction to the interpretation of construction drawings for residential and light commercial projects, cultivating an understanding of how plans, elevations, sections, and details relate to each other. Students render basic architectural drawings by hand as well as with CAD software, and consistently practice and apply informal sketching techniques.

BCT 230 Construction Estimating 3 credits
Prerequisites: BCT 104, BCT 110, BCT 120, ENG 101 or divisional permission
Examination of the role of construction documents for producing construction job estimates, as well as the roles and responsibilities of the construction cost estimator for both residential and light commercial applications. Along with contracts and various bid types, computer estimating software applications are introduced.

BCT 232 Construction Estimating and Specifications 3 credits
Prerequisites: BCT 104, BCT 110, BCT 120, ENG 101 with a minimum C grade, or divisional permission
A detailed examination of construction documents along with methods for producing general, special, and technical sections of construction specifications. Case studies and class discussions contribute toward analysis of construction contracts and practices with regard to business law and liability, as well as contractor, architect, and engineer responsibilities. Students prepare several technical sections for a small commercial building.

BCT 234 Construction Contracts and Specifications 3 credits
Prerequisites: BCT 104, BCT 110, BCT 120, ENG 101 with a minimum C grade, or divisional permission
Introduction to the design/construction process, contract documents, organization of the construction firm, subcontractor relationships, records and reports, construction safety, and quality control. Bar chart and critical path method scheduling are introduced along with several commonly used computer applications for construction administration and management.

BIO—Biology

BIO 100 Introductory Biology 3 credits
Prerequisite: ENG 034
Corequisite: MAT 037 or MAT 042 or proficiency in basic algebra
Selected fundamental principles of biology for students who have not had high school biology or who need a review before taking other courses in biology, horticulture and the life sciences. Topics include scientific inquiry, chemistry of living organisms, techniques of observation, data gathering and analysis. [Does not fulfill any requirements for the Biology A.S. degree.]

BIO 101 General Biology I 4 credits
Prerequisites: high school biology or BIO 100; high school chemistry or CHE 100; MAT 135 or equivalent
Corequisite: ENG 101
Introduces fundamental concepts and principles of biology. Topics include biological chemistry, cell biology, metabolism and energy, cell reproduction, molecular biology, and inheritance. Investigative laboratory exercises develop skills in basic techniques and reinforce lecture material. Required for biology majors.
Science

BIO 102 General Biology II 4 credits
Prerequisite: BIO 101 with a minimum C grade
Introduces fundamental concepts, principles, and applications of biology. Topics include photosynthesis; plant structure, growth and reproduction; animal diversity, form and function; evolution; population ecology; community ecology; and ecosystem dynamics. Investigative laboratory exercises develop skills in basic techniques and reinforce lecture material. Required for biology majors. 3 lecture/3 laboratory hours

Science

BIO 103 Anatomy and Physiology I 4 credits
Prerequisite: proficiency in basic algebra
Corequisite: ENG 101
Systematic approach to the structure and function of the human body; general terminology and organization; cells and tissues; integumentary, muscular, skeletal, and nervous systems. Lab involves microscopy, the study of human anatomy via computer software and preserved specimens, and studies of physiological processes. [Does not fulfill any requirements for the Biology A.S. degree.] 3 lecture/3 laboratory hours

Science

BIO 104 Anatomy and Physiology II 4 credits
Prerequisite: BIO 103 with a minimum C grade or permission of course coordinator
Continuation of BIO 103, covering digestive, circulatory, urinary, reproductive, respiratory, and endocrine systems. Lab includes cat dissection, human anatomy study via computer software, and quantitative studies of physiological processes. [Does not fulfill any requirements for the Biology A.S. degree.] 3 lecture/3 laboratory hours

Science

BIO 106 Human Anatomy 4 credits
Prerequisite: MAT 037 (or MAT 037A and 037B)
Introduction to the human body with emphasis on terminology and body organization from the cellular level to organs systems. Topics include histology and skeletal, muscular, nervous, integumentary, digestive, respiratory, urinary, reproductive, circulatory and endocrine systems. (Designed for programs requiring a one-semester human anatomy course; does not satisfy requirements in biology or health programs.) 3 lecture/2 laboratory hours

Science

BIO 113 Biological Science Concepts 3 credits
Prerequisite: MAT 037 (or MAT 037A and 037B)
Survey of fundamental concepts, principles, and phenomena in biology. Provides a solid scientific basis on which opinions relating to issues in biology can be developed. Topics include diversity of life, cell biology, inheritance, biotechnology, and body processes. Lab exercises employ the scientific method and reinforce lecture concepts. Designed for the non-science major or as a foundational course. 2 lecture/2 laboratory hours

Science

BIO 114 Environmental Science Concepts 3 credits
Prerequisite: ENG 024 or equivalent proficiency
Exploration of the fundamental concepts of our local, regional, and global environment for the non-science major. Topics include aquatic and terrestrial ecosystems, biological and chemical principles relating to current environmental issues, basic ecological relationships which include plants and animals, ecological and technological concerns and advances as well as scientific analysis and solutions to current and future environmental problems. 3 lecture hours

Science

BIO 115 Microbiological Science Concepts 3 credits
Prerequisite: ENG 101 or permission of instructor
Based on the Unseen Life on Earth series developed in conjunction with the American Society of Microbiology. Topics include microbial cell biology, biotechnological uses of microbes, and microbial evolution and ecosystems. Also explores the control of microorganisms and relationships between microbes and higher organisms. [Meets science and technology general education requirement.] 3 lecture hours

Science

BIO 201 Microbiology 4 credits
Prerequisite: BIO 101 or BIO 103 with a minimum C grade or permission of course coordinator
Explores morphology, taxonomy, and metabolism of microbes with emphasis on fungi, protozoa, helminths, viruses and bacteria. Covers the role of microbes in nature, including biotechnology applications and medical importance; human defense mechanisms; and immunology. The lab develops techniques, reinforces certain lecture content, and introduces new material. 3 lecture/3 laboratory hours

Science

BIO 202 Woody Plants 4 credits
Prerequisite: BIO 101 or OHT 101 or permission of course coordinator
Designed for ornamental horticulture, plant science, and biology majors. The lab consists of field studies stressing identification of both native and ornamental species. Covers the use of keys, as time permits. [Spring offering] 3 lecture/3 laboratory hours

Science

BIO 203 Entomology 4 credits
Prerequisite: BIO 101 or BIO 102 or permission of course coordinator
Intensive survey of the orders of insects, covering comparative anatomy, life cycles, physiology and economic importance. Includes management, preservation and identification methods. [Fall offering] 3 lecture/3 laboratory hours

Science

BIO 204 Ecology 4 credits
Prerequisite: BIO 101 with a minimum C grade
Corequisite: BIO 102
Fundamental concepts, theoretical principles, and practical applications of modern ecology: the study of the interactions of organisms with each other and their environment. Laboratory classes of this introductory course involve field work and research projects geared towards ecological application. 3 lecture/3 laboratory hours

Science

BIO 208 Genetics 4 credits
Prerequisite: BIO 101 with a minimum C grade or permission of course coordinator
Explores gene activity at the molecular and organismal levels. Topics include inheritance, chromosome structure and function, gene mapping, genomics, prokaryotic and eukaryotic gene expression, molecular biology, and population genetics. Includes lab exercises in biotechnology, bioinformatics, and classical genetics. 3 lecture/3 laboratory hours

Science

BIO 215 Principles of Microbiology 3 credits
Prerequisites: CHE 100 and BIO 103, BIO 104 or BIO 106
Designed for funeral education students, an introduction to the morphology, taxonomy, physiology, and control of microbes. Emphasizes those microbes which cause disease in humans and presents elements of organic chemistry and biochemistry. 3 lecture hours
BUS 101  Introduction to Business  3 credits
Corequisite: ENG 101
Survey course of the American business system. Topics include forms of business ownership, financing, economic impacts, human resource management, marketing, management, accounting, the role of government, international issues, workplace ethics, legal concerns, and social responsibility.  3 lecture hours

BUS 102  Introduction to Sports Management  3 credits
Prerequisite: ENG 101 with a minimum C grade
Examination of issues impacting the world of sports and management. Topics include the complexity of leadership, group dynamics, strategic and master planning, risk management, current social issues, Title IX and their effects on professional, intercollegiate, youth and other areas of sport.  3 lecture hours

BUS 105  Business Writing  3 credits
Intense coverage of grammar, punctuation, and word usage skills. Emphasizes realistic application of current usage and style in today's work world.  3 lecture hours

BUS 107  Business Law I  3 credits
Foundation course dealing primarily with contracts: the making of contracts, contractual elements, contracts in action, discharge of contracts, and remedies. Orientation to the legal system includes examination of law history and purpose. Uniform Commercial Code applications are stressed.  3 lecture hours

BUS 108  Business Law II  3 credits
Prerequisite: BUS 107 with a minimum C grade
The law of agency and employment and labor-management relations. Regulation of business organizations: sole proprietorships, partnerships, and corporations. Addresses property law, bailments, personal property, intellectual property, real property, landlord-tenant relationships, wills, estates and trusts, and the evolving role/impact of the global business environment.  3 lecture hours

BUS 109  Personal Finance  3 credits
Prerequisite: MAT 125
Basics of budgeting, buying, income tax, investments, home ownership, and insurance along with emphasis on wills and trusts.  3 lecture hours

BUS 202  Customer Orientation  3 credits
Exposes the fundamentals of customer service, with focus on the “human” side of business and the importance of understanding and supporting those who depend on your business. Students develop core competencies necessary for providing excellent customer service, including an appreciation of diversity, developing loyalty, and dealing with customers.  3 lecture hours

BUS 205  Business Statistics I  3 credits
Prerequisite: MAT 135 or MAT 140 with a minimum C grade
Emphasis on the application of statistical inference in business and economics, with attention to descriptive statistics, probability theory, sampling distribution and inference statistics. Additionally includes testing of hypotheses and confidence intervals.  3 lecture hours

BUS 206  Business Statistics II  3 credits
Prerequisite: BUS 205 with a minimum C grade
Further testing of hypotheses and confidence intervals, plus coverage of regression analysis, chi-square, analysis of variance, and non-parametric measurements with use of several computer-based statistical packages.  3 lecture hours

BUS 209  Business Communications  3 credits
Prerequisite: ENG 101 with a minimum C grade or equivalent background
Practical strategies for developing a clear writing style: organizing ideas, choosing effective words and composing concise paragraphs that make writing clear and persuasive. Includes letters of inquiry, claim, collection, and adjustment as well as resumes and cover letters. Requires oral and written business report.  3 lecture hours

BUS 210  Principles of Management  3 credits
Prerequisite: ENG 101 with a minimum C grade
Provides a framework for managing an organization, including discussion of the key management functions of planning, organizing, staffing, influencing and controlling, with emphasis on ethics and international management issues.  3 lecture hours

BUS 211  Funeral Service Internship I  2 credits
BUS 212  Funeral Service Internship II  2 credits
BUS 213  Funeral Service Internship III  2 credits
BUS 214  Funeral Service Internship IV  2 credits
Prerequisite: eligibility determined by Director of Funeral Service Programs and is limited to students who are registered as interns with the New Jersey State Board of Mortuary Science or student trainees with the Pennsylvania State Board of Funeral Directors.
These sequential courses in the Funeral Service Preparatory program combine business cooperative education (75 percent) and professional work (25 percent) in a cooperating funeral home, where students work under the direction of a licensed funeral director for 16 hours each week. Courses are supervised by the Director of Funeral Service Programs, a field supervisor, and the sponsoring funeral director.  16 work experience/1 seminar hour per week
BUS 218 Principles of Financial Management 3 credits
Prerequisites: ACC 111; ECO 103 or ECO 111; BUS 205 or divisional permission
Principles of financial management as applied to the firm, including the role of the finance manager; analysis of financial statements and the firm’s performance; raising capital in the financial markets; the financing mix; valuation of financial assets; long-term capital budgeting; working capital management; and international business finance. [occasional offering] 3 lecture hours

BUS 225 Employee Motivation and Leadership 3 credits
Presents significant achievements in the study of leadership and work motivation, motivational and leadership methods and procedures, plus practical applications of research theory. 3 lecture hours

BUS 230 Global Environment of Business 3 credits
Prerequisites: ENG 101 with a minimum C grade
A survey course introducing the challenges confronting global business due to socio-political, economic, and cultural environments, including a discussion of ethics as it relates to these factors. Students are expected to read about topics such as political economy, cultural variation, trade theory, the international monetary system, foreign investment, and foreign exchange markets. 3 lecture hours

BUS 239 Entrepreneurship 3 credits
Prerequisites: ACC 106 or ACC 111 or permission of instructor; ENG 101 with a minimum C grade
Exposes students to the skills and resources necessary to become a successful entrepreneur. Topics include feasibility studies, cash management, business plans, pricing strategies, ethical issues, financing strategies, and financial statements. 3 lecture hours

BUS 240 Human Resource Management 3 credits
Prerequisites: ENG 101 with a minimum C grade
Examination of human resource management including determination of manpower requirements, the employment process, wage and salary administration, insurance, safety, discipline, and employee relations. Related topics include morale, research, and preparation for collective bargaining. 3 lecture hours

BUS 244 Introduction to Supply Chain Management 3 credits
Prerequisites: ACC 106 or ACC 111; ACC 205 or ACC 112; ENG 101 with a minimum C grade; IST 101, IST 102, or CIS 175; MAT 125 or advisor approved equivalent
A survey course designed to introduce students to the integrated activities of the supply chain, with emphasis on the flow of products, information, cash, and demand. Special topics include the global dimension, the role of technology, and strategic challenges. 3 lecture hours

BUS 262 International Dimensions of Management 3 credits
Prerequisite: BUS 230
Study of how management activities in a global enterprise differ from those in a purely domestic company. Emphasis on cross-cultural interaction and its effects on planning, organizing, staffing and controlling the operations of a multinational company. [occasional offering] 3 lecture hours

BUS 273 Real Estate Investment 3 credits
Prerequisite: BUS 276 or equivalent, or permission of instructor
Study of the changing nature of the real estate market from the perspective of the individual or corporate investor. Covers the government’s role in investments, income tax features, mathematics of investments, feasibility studies, and all types of analyses. [occasional offering] 3 lecture hours

BUS 274 Real Estate Brokerage 6 credits
Prerequisite: Real Estate license
Review of property interests and rights, mortgages, leases, business opportunity sales, sales and state regulations, law of agency. Also covers terminology, mortgage brokerage, real estate investments, zoning subdivision and development, tax appeals, appraisals and evaluations, urban renewal, management, civil rights law, license law, and real estate commission rules and regulations. [occasional offering] 6 lecture hours

BUS 275 Introduction to Real Estate Appraisal 3 credits
Prerequisite: Real Estate license
Practical guide to real estate appraising covers basic principles, the mathematical and technical requirements of data collection, market data, and cost and income approaches to professional appraising. Utilizes both classical and modern methods of reporting. Students prepare several classroom appraisals as well as field projects. [occasional offering] 5 lecture hours

BUS 276 Real Estate Principles 5 credits
Meets the requirements of the New Jersey Real Estate Commission for salesperson licensing for residential, commercial, or industrial properties. Covers contracts, leasing, mortgages, property management, real estate valuation, the license act, and the laws of agency. 5 lecture hours

BUS 296 International Business Practice Firm 3 credits
Prerequisites: sophomore standing and computer literacy
International business model in a simulated business firm provides opportunity to perform business functions (purchasing, accounting, marketing, human resources, etc.) and transact business with other simulated companies throughout the world. Includes decision-making, critical thinking, and team activities. 1 lecture/5 laboratory hours

BUS 299 Business Cooperative Work Experience 3 credits
Prerequisites: sophomore standing and permission of coordinator
For MCCC degree students only. Integration of classroom study with specific planned periods of learning through job experience, designed for all business students. Seminars teach job-specific skills which can be practiced on the job. Course includes employer evaluation. 1 lecture/180 work experience hours

CHE—Chemistry

CHE 100 Introductory Chemistry 3 credits
Prerequisite: proficiency in basic algebra
Selected fundamental principles of general chemistry for students who have not had high school chemistry and for those who need a review before taking other chemistry courses. [Does not include laboratory instruction and does not fulfill any requirements in the Chemistry program.] 3 lecture hours
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHE 101</td>
<td>General Chemistry I</td>
<td>4 credits</td>
<td>Basic concepts and theoretical principles of modern chemistry. Topics include stoichiometry; atomic theory and the structure of matter; periodic table; chemical bonding; kinetic-molecular theory and the states of matter; gas laws; solutions; oxidation-reduction; and acid-base systems. Lab work introduces the use of computers for data collection and analysis.</td>
</tr>
<tr>
<td>CHE 102</td>
<td>General Chemistry II</td>
<td>4 credits</td>
<td>Theoretical and practical aspects of kinetics; simple and ionic chemical equilibria; thermodynamics; spectrophotometry; electrochemistry; nuclear chemistry; and the major families of chemical elements with emphasis on the transition elements. Lab work includes qualitative cation and anion analysis plus additional computer applications for data collection and analysis.</td>
</tr>
<tr>
<td>CHE 105</td>
<td>Agricultural Chemistry</td>
<td>3 credits</td>
<td>Introductory course with emphasis on topics needed for an understanding of the basic chemistry of agriculture. Introduction to topics needed for an understanding of the basic chemistry of agriculture.</td>
</tr>
<tr>
<td>CHE 106</td>
<td>Chemical Science Concepts</td>
<td>3 credits</td>
<td>Fundamental topics in chemistry and biology are introduced utilizing forensics to explore basic science concepts. Topics include general, organic, and biochemistry, and general and molecular biology. Lab experiments integrate case-study analyses and modern instrumentation with techniques in enzymology, chromatography, microscopy, fingerprinting, DNA analysis, and serology. Prepares the student for informed engagement in society by providing scientific knowledge on which attitudes and opinions can be developed.</td>
</tr>
<tr>
<td>CHE 107</td>
<td>General and Physiological Chemistry</td>
<td>4 credits</td>
<td>Introduction to basic chemical and physical principles and their applications to life processes. Lab exercises illustrate these principles and the behavior of physiologically significant materials.</td>
</tr>
<tr>
<td>CHE 108</td>
<td>Computational Chemistry</td>
<td>1 credit</td>
<td>Designed primarily for students interested in investigating the relationships between mathematics and science, combines the quantitative and analytical aspects of general chemistry. The analysis, interpretation, and presentation of experimental data are integral to the topics explored.</td>
</tr>
<tr>
<td>CHE 201</td>
<td>Organic Chemistry I</td>
<td>5 credits</td>
<td>Theoretical principles of reaction mechanisms and the synthesis of important classes of organic compounds. Topics include stereoisomerism; alcohols; ethers; nucleophilic substitution; elimination reactions; and instrumental methods. Lab work introduces the synthesis, purification, separation and identification of organic compounds.</td>
</tr>
<tr>
<td>CHE 202</td>
<td>Organic Chemistry II</td>
<td>5 credits</td>
<td>Follows CHE 201 with increased emphasis on spectroscopy and mechanisms. Topics include aromatic compounds; electrophilic substitution reactions; carbonyl chemistry; carboxylic acid derivatives, amines, carbohydrates and proteins. Lab work includes methods of synthesis, purification, and spectroscopic identification of organic compounds.</td>
</tr>
<tr>
<td>CHE 205</td>
<td>Analytical Chemistry</td>
<td>4 credits</td>
<td>Theory and methods of quantitative chemical analysis including gravimetric, volumetric, and certain instrumental approaches. Topics considered include ion selective equilibria, oxidation and reduction, precipitation and complex formation, and optical analysis techniques.</td>
</tr>
<tr>
<td>CHE 206</td>
<td>Instrumental Analysis</td>
<td>4 credits</td>
<td>Principles and application of some instrumental methods of chemical analysis including potentiometric titrations, conductance, electrophoresis, polarography, amperometric titrations, spectrophotometry, nuclear magnetic resonance, atomic absorption, and gas and liquid chromatography.</td>
</tr>
<tr>
<td>CHE 281</td>
<td>Cooperative Education – Chemical Laboratory Technology</td>
<td>3 credits</td>
<td>Supervised work in a scientific research or testing laboratory, where students learn how the technician contributes to the overall project and how the project team collaborates to fulfill its objectives. Emphasizes the development of lab skills and safety procedures.</td>
</tr>
<tr>
<td>CHE 272</td>
<td>Cooperative Education II</td>
<td>1 credit</td>
<td>Continuation of CHE 281 with the exception that there will be no one-hour seminar each week and the student will earn one credit for a total of 90 hours of work for each course.</td>
</tr>
<tr>
<td>CHE 293</td>
<td>Honors Research in Chemistry I</td>
<td>2 credits</td>
<td>Under the guidance of an area sponsor in an industrial or academic environment, students participate in a chemistry research project. Requires a written report and oral presentation to students and faculty at the conclusion of the project period.</td>
</tr>
</tbody>
</table>
CHI—Chinese

Note: Students who have taken two or more years of a foreign language, and have done so in the last two years, should begin that language at the 200 level or switch to a new language. If there is doubt, placement will be determined by testing or consultation with the academic division.

GenEd Humanities

CHI 101 Beginning Chinese I 3 credits
The first in a sequence of courses designed for students with little or no prior knowledge of Mandarin Chinese. Spoken communication in Chinese is both the end goal and the means of instruction. Emphasizes the four communicative skills in a culturally authentic context. Reading and writing in both Pinyin and Chinese characters are assigned out of class to facilitate effective listening and speaking practice in class. Basic grammar skills are also introduced.

3 lecture hours

GenEd Humanities

CHI 102 Beginning Chinese II 3 credits
Prerequisite: CHI 101 with a minimum C grade or permission of instructor
The second in a sequence of courses designed for students with little or no prior knowledge of Mandarin Chinese. Spoken communication in Chinese is both the end goal and the means of instruction. Emphasizes the four communicative skills in a culturally authentic context. Reading and writing in both Pinyin and Chinese characters are assigned out of class to facilitate effective listening and speaking practice in class. Basic grammar skills are also introduced.

3 lecture hours

GenEd Humanities

CHI 201 Intermediate Chinese I 3 credits
Prerequisite: CHI 102 with a minimum C grade or permission of instructor
The first in a sequence of courses designed for students with a mid to high novice level of competency in Mandarin Chinese. Spoken communication in Chinese continues to be the end goal and the means of instruction. The four communicative skills of reading, writing, listening and speaking are applied to discussions and debates involving Chinese culture, politics, and history. Fundamental grammar points are reviewed.

3 lecture hours

GenEd Humanities

CHI 202 Intermediate Chinese II 3 credits
Prerequisite: CHI 201 with a minimum C grade, placement by exam, or permission of instructor
The second in a sequence of courses designed for students with a mid to high novice level of competency in Chinese. Spoken communication in Chinese continues to be the end goal and the means of instruction. The four communicative skills of reading, writing, listening and speaking are applied to discussions and debates involving Chinese culture, politics, and history. Fundamental grammar points are reviewed.

3 lecture hours

CIS—Computer Information Systems

CIS 112 Introduction to PC Business Applications 3 credits
Prerequisite: OST 111 or equivalent proficiency
Students become proficient in use of Microsoft Office – including Word, Excel, Access, and PowerPoint – to complete practical business projects.

2 lecture/2 laboratory hours

CIS 173 PC Applications: Database 3 credits
Prerequisite: IST 101 or equivalent proficiency
Students acquire a working knowledge of Access, a relational database, with emphasis on creating tables, queries, reports, and forms.

2 lecture/2 laboratory hours

CIS 175 PC Applications: Spreadsheets 3 credits
Prerequisite: IST 101 or equivalent proficiency
Students acquire a working knowledge of Excel with emphasis on formulas, charts, and managing worksheets and lists.

2 lecture/2 laboratory hours

CIS 182 PC Applications: Presentations 3 credits
Prerequisite: IST 101 or equivalent proficiency
Students use Microsoft PowerPoint software to create and customize presentations, including insertion of tables, flowcharts and organization charts. Students work with objects, lines, fills and colors, text manipulation, drawing techniques, animation and slide show effects.

2 lecture/2 laboratory hours

CIS 280 PC Applications: Project Management 3 credits
Prerequisite: IST 209
Explores frequently used tools for project management. Addresses usage of a major software package to build project plans complete with tasks and resources, to format project reports, to track actual work against the plan, and to take corrective action when things get off track.

2 lecture/2 laboratory hours

CIV—Civil Engineering Technology

CIV 101 Surveying I 3 credits
Corequisites: MAT 115 or divisional permission; ENT 116 or prior drafting experience; DRA 190
Introduces the three basic surveying tools – the tape, level, and transit/theodolite – along with proper field procedures for basic surveying. These include taking field notes, taping and EDM, leveling, bearings and azimuths, topography, and mapping – the latter including an introduction to computer-aided design.

2 lecture/3 laboratory hours

CIV 102 Surveying II 3 credits
Prerequisite: CIV 101 or permission of instructor
Application of the fundamentals and techniques achieved in elementary surveying to solve additional problems in vertical curves, horizontal curves, traversing computations and profiles. Computations include bearings and azimuths, latitudes and departures, areas, and use of the planimeter. Applies AutoCAD and land development software, plus “Total Station” survey equipment for traversing, radial stakeout, and layout of horizontal curves.

2 lecture/3 laboratory hours

CIV 103 Statics 3 credits
Prerequisites: MAT 146 with a minimum C grade; one semester of high school or college physics
Corequisite: MAT 151
Calculus-based introduction to the basic principles of engineering statics, including terminology and types of force systems, for engineering science students. Topics include the resultant force of a force system; distributed and concentrated forces; force systems in equilibrium, trusses, frames and machines; friction; centroids; and moments of inertia.

3 lecture hours

CIV 104 Applied Mechanics 3 credits
Prerequisite: MAT 115 or divisional permission
Introduction to the basic principles of engineering mechanics for study of applied technology. Topics include terminology, types of force systems, determination of the resultant force of force systems, analysis of coplanar force systems in equilibrium, centroids, and moments of inertia and friction. [Spring offering]

3 lecture hours

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CIV 106  Mechanics  3 credits  
**Prerequisite: MAT 115 or divisional permission**  
Introduction to the basic principles of engineering mechanics, including terminology and types of force systems, for engineering technology students. Topics include the resultant force of a force system, distributed and concentrated forces, force systems in equilibrium, trusses, frames and machines, friction, centroids, and moments of inertia.  
3 lecture hours

CIV 106  Mechanics  3 credits  
**Prerequisite: MAT 115 or divisional permission**  
Introduction to the basic principles of engineering mechanics, including terminology and types of force systems, for engineering technology students. Topics include the resultant force of a force system, distributed and concentrated forces, force systems in equilibrium, trusses, frames and machines, friction, centroids, and moments of inertia.  
3 lecture hours

CIV 216  Highway Engineering  3 credits  
**Prerequisites: MAT 115 and ENT 116**  
**Corequisites: CIV 102, DRA 190, or divisional permission**  
Explores the planning, design, construction, and characteristics of highways and city streets, including layout, traffic requirements, safety and control, drainage, subgrade structure, base courses, and surface pavements. Problems to be solved include geometric design, traffic volume, channelization, and hydrology. Lab projects involve roadway designing. [Spring offering]  
2 lecture/2 laboratory hours

CIV 218  Evidence and Procedures for Boundary Location  3 credits  
**Prerequisites: CIV 101, CIV 102**  
Topics include evidence and procedures for boundary control, legal research techniques, writing legal descriptions, real estate law, and boundaries which include adjacent and riparian boundaries, with particular reference to New Jersey surveying history and state laws.  
3 lecture hours

CIV 220  CAD Applications in Civil/Surveying Technology  3 credits  
**Prerequisite: CIV 102**  
Use of civil and surveying software within the AutoCAD drafting package. Projects involve topographic maps, areas and volumes of cross-sections, plan and profile of highways, subdivisions, digitizing, horizontal and special curve problems, coordinate computations in traversing, intersections and transformations.  
2 lecture/3 laboratory hours

CIV 223  Fluid Mechanics  4 credits  
**Prerequisite: MAT 115**  
Introduction to the field of fluid mechanics. Topics include the properties of fluids, buoyancy, basic fluid power, closed pipe flow, open channel flow, forces due to fluids in motion, flow measuring devices, and the energy balances of fluid systems. Lab experiments (requiring written reports) on non-compressible fluids illustrate the theoretical concepts. [Fall offering]  
3 lecture/3 laboratory hours

CIV 224  Soil Mechanics  3 credits  
**Prerequisite: MAT 115**  
Study of the characteristics and performance of soils: volumetry and gravimetry, moisture-density relations, consistency, identification and classification, ground water, capillary action, permeability, frost action, shear strength, stress distribution, earth pressure, and soil sampling and exploration. Individual and group reports are required for lab tests.  
2 lecture/2 laboratory hours

CIV 227  Structural Steel Design  3 credits  
**Corequisite: CIV 229**  
Application of basic principles of material mechanics to the analysis and design of structural steel members that occur most commonly in bridge and building construction. Requires thorough knowledge of the American Institute of Steel Construction Code as well as orderly computational procedures. Lab work involves the design of a building. [Fall offering]  
2 lecture/3 laboratory hours

CIV 228  Reinforced Concrete Design  3 credits  
**Prerequisite: CIV 227**  
Examines the design of basic reinforced concrete structural members including rectangular beams, slabs, columns, footings, and retaining walls. Requires thorough knowledge of the ACI Standard Code. Covers field inspection procedures. Lab projects involve designing, mixing, and evaluating concrete cylinders and beams, adhering to alternate design and strength design approaches. [Spring offering]  
2 lecture/3 laboratory hours

CIV 229  Mechanics of Materials  4 credits  
**Prerequisite: CIV 100 with a minimum C grade**  
With an introduction to engineering materials and their mechanical properties, examines strains that occur in elastic bodies subjected to direct and combined stresses, shear and bending moment diagrams, deflections of beams, and stresses due to torsion. Lab testing involves various materials such as cast iron, steel, brass, aluminum, and wood to determine their physical properties and demonstrate various testing techniques.  
3 lecture/3 laboratory hours

CIV 230  Mechanics of Solids  4 credits  
**Prerequisites: CIV 103 and MAT 151 with a minimum C grade**  
Calculus-based introduction to engineering materials and their mechanical properties, examining strains that occur in elastic bodies subjected to direct and combined stresses, shear and bending moment diagrams, deflections of beams, and stresses due to torsion. Lab testing involves various materials such as cast iron, steel, brass, aluminum, and wood to determine their physical properties and demonstrate various testing techniques.  
3 lecture/3 laboratory hours

CIV 237  Mechanics of Materials Fundamentals  4 credits  
**Prerequisite: CIV 104 with a minimum C grade**  
Study of the fundamental concepts of stress and strain of elastic bodies when subjected to axial or bending loads. Analyzes shear and bending moment diagrams, considers compression members, and introduces principles of torsion. The lab introduces various testing procedures to determine the physical properties of such materials as steel, aluminum, brass, cast iron, and wood. [Fall offering]  
3 lecture/3 laboratory hours

CIV 281  Cooperative Education I – Civil Engineering Technology  2 credits  
Relevant experiences to complement classroom instruction with practical on-the-job application of engineering practices in local industry for constructional/civil engineering students. Additional expenses for travel, clothing, and equipment may be incurred.  
1 lecture/90 work experience hours

CIV 282  Cooperative Education II – Civil Engineering Technology  1 credit  
Continuation of CIV 281. Students may also enroll in CIV 281 concurrently.  
90 work experience hours

CMN—Communication

CMN 101  Mass Media  3 credits  
**Corequisite: ENG 101**  
Survey of the growth and development of books, newspapers, magazines, film, radio, television, cable, the Internet, and new media delivery systems. Analysis of the mass media’s impact on society and individuals, and whether the media effectively fulfill their functions as deliverers of information, persuasion, entertainment, and culture.  
3 lecture hours
CMN 102 Media Issues and Ethics 3 credits
Prerequisite: ENG 101 with a minimum C grade
An examination of current issues and ethical dilemmas in mass media such as sensationalism, press censorship, violence, political coverage, rights of privacy, and photo manipulation. The implications of recent developments in mass media and current regulation of broadcast and cable media are discussed. Students read, evaluate, and analyze ethical case studies. 3 lecture hours

CMN 103 Cinema 3 credits
Study of artistic achievement in the film medium from the point of view of the director (author). Classic and contemporary feature films are viewed, analyzed, and discussed, including the works of such directors as Griffith, Eisenstein, Chaplin, Hitchcock, Bergman, DeSica, and Welles. 3 lecture hours

CMN 104 Screenwriting 3 credits
Prerequisites or Corequisites: ENG 101; ENG 102
Aimed at the conception, planning, and writing of screenplays. Through a series of writing exercises, scenes, short scripts, and treatments, the student is expected to complete a 20-page short film script. The basics of character development, narrative, structure, texture, genre, and the ability to visualize in writing are explored. 2 lecture/2 laboratory hours

CMN 105 Acting/Directing for the Camera 3 credits
Corequisite: ENG 101
Focuses on the application of acting and directing for single-camera film production. This hands-on course addresses the aesthetics, theory, and practice of camera placement, shot execution, and the many aspects of directing the actor. 2 lecture/2 laboratory hours

CMN 106 Digital Audio Production I 3 credits
Prerequisite: CMN 153 Digital Audio Production I 3 credits
Students practice and develop audio production techniques used in broadcasting and other commercial applications. The theory of audio fundamentals combines with lab exploration of digital editing, digital multi-tracking, digital music creation, and the many aspects of direct sound production. Students produce, write, and direct 15-minute interview/demonstration programs. 2 lecture/2 studio hours

CMN 107 Cinema 3 credits
Study of artistic achievement in the film medium from the point of view of the director (author). Classic and contemporary feature films are viewed, analyzed, and discussed, including the works of such directors as Griffith, Eisenstein, Chaplin, Hitchcock, Bergman, DeSica, and Welles. 3 lecture hours

CMN 108 Journalism I 3 credits
Corequisite: ENG 101
Introduction to the news media with particular emphasis on the newspaper and newswriting, the history of the press, and controversial issues facing the press. Active participation with the student paper, The College Voice, is integral. 3 lecture hours

CMN 109 Introduction to TV Production 3 credits
Basic theory and operation of TV production equipment including camera, switcher, character generator, prompter, audio console, and lighting. Following study of studio procedure, students plan, produce, write, and direct several short video productions. 2 lecture/2 studio hours

CMN 110 Film Theory and Criticism 3 credits
A study of the fundamental elements, characteristics, and processes of communication, including communication in a multicultural society, interpersonal, intrapersonal, as well as small group contexts. Oral presentation experiences are heavily integrated throughout the course with a focus on public speaking design and delivery. 3 lecture hours

CMN 111 Speech: Human Communication 3 credits
Prerequisite: eligibility for placement in ENG 101
Exploration of the fundamental elements, characteristics, and processes of communication, including communication in a multicultural society, interpersonal, intrapersonal, as well as small group contexts. Oral presentation experiences are heavily integrated throughout the course with a focus on public speaking design and delivery. 3 lecture hours

CMN 112 Public Speaking 3 credits
Prerequisite: eligibility for placement in ENG 101
Theory and practice of strategic, confident, and credible public speaking. Involves a variety of oral presentation experiences, including special occasion, personal experience, panel/group discussion, impromptu, informative and persuasive speaking. Focus on anxiety management, speech design, communication ethics, diverse audiences, and dynamic delivery. 3 lecture hours

CMN 113 Journalism I 3 credits
Corequisite: ENG 101
Introduction to the news media with particular emphasis on the newspaper and newswriting, the history of the press, and controversial issues facing the press. Active participation with the student paper, The College Voice, is integral. 3 lecture hours

CMN 114 Introduction to Media 3 credits
Prerequisites or Corequisites: ENG 101; ENG 102
Extensive exploration of current social media technologies, utilizing the Mac platform, for storytelling and narrative purposes. With emphasis on usability, management and distribution, topics include multimedia development and design; the media elements of text, graphics, sound and video; and trends in emerging hardware and software. Multimedia projects demonstrate technical understanding and coherent narratives. 2 lecture/2 laboratory hours

CMN 115 Introduction to Story 3 credits
Aimed at the analysis, deconstruction, and construction of story. Analyzing a series of films, television shows, graphic novels, video games and transmedia properties, students explore the basics of character development, narrative, arc, structure, and genre. 2 lecture/2 laboratory hours

CMN 116 Digital Audio Production II 3 credits
Prerequisite: CMN 153 Digital Audio Production I 3 credits
Techniques for using graphics and visual effects to enhance video productions through the use of digital imaging and compositing software. A variety of multimedia production projects reinforces proper file management and image compression techniques. 2 lecture/2 laboratory hours

CMN 117 Introduction to Radio 3 credits
Prerequisites: CMN 101, ENG 101
Orientation to commercial radio in the United States. Topical coverage will include programming, music, sales, promotion, the role of the average listener, and the role of the DJ. Other topics include commercial copy writing, audience measurement, the ethics of broadcasting, and government regulation. Students learn the hands-on technical skills necessary to operate both analog and digital consoles and audio editing software. Production projects include newscasts, commercials, and music programs. 2 lecture/2 studio hours

CMN 118 Digital Audio Production III 3 credits
Prerequisite: CMN 151 with a minimum C grade
Students practice and develop audio production techniques used in broadcasting and other commercial applications. Theory of audio fundamentals combines with lab exploration of digital editing, digital multi-tracking, digital music creation, synchronizing audio with video. Students write and/or produce commercials, documentaries and short soundtracks for video and other entertainment venues. 2 lecture/2 studio hours

CMN 119 Screenwriting 3 credits
Prerequisites: ENG 101, ENG 102
Aimed at the conception, planning, and writing of screenplays. Through a series of writing exercises, scenes, short scripts, and treatments, the student is expected to complete a 20-page short film script. The basics of character development, narrative, structure, texture, genre, and the ability to visualize in writing are explored. 2 lecture/2 laboratory hours

CMN 120 Introduction to Media 3 credits
Prerequisites or Corequisites: ENG 101; ENG 102
Extensive exploration of current social media technologies, utilizing the Mac platform, for storytelling and narrative purposes. With emphasis on usability, management and distribution, topics include multimedia development and design; the media elements of text, graphics, sound and video; and trends in emerging hardware and software. Multimedia projects demonstrate technical understanding and coherent narratives. 2 lecture/2 laboratory hours

CMN 121 Writing for Media 3 credits
Prerequisites or Corequisites: ENG 101; ENG 102
Writing for the mass media such as sensationalism, press censorship, violence, political coverage, rights of privacy, and photo manipulation. The implications of recent developments in mass media and current regulation of broadcast and cable media are discussed. Students read, evaluate, and analyze ethical case studies. 3 lecture hours

CMN 122 Organizational Communication 3 credits
Prerequisite: ENG 101
Study of the knowledge, skills, sensitivity, and values associated with the variety of communications within and between organizations. An exploration of various methods, channels, and audiences of organizational communication in the corporate world. 3 lecture hours

CMN 123 Public Relations 3 credits
Prerequisite: ENG 101 with a minimum C grade
Comprehensive study of public relations including identifying and reaching internal and external publics, dealing with print and electronic media, advertising, printing, direct mail, and preparing a public relations plan and budget. Also involves the writing of news releases, public service announcements, and advertising copy. [occasional offering] 3 lecture hours

CMN 124 Intermediate TV Production 3 credits
Prerequisite: CMN 141 with a minimum C grade
Production of programming with complete formats such as news, interview, music, drama, and fashion. Students plan, produce, write, and direct 15-minute interview/demonstration programs. 2 lecture/2 studio hours

CMN 125 Public Relations 3 credits
Prerequisite: ENG 101 with a minimum C grade
Comprehensive study of public relations including identifying and reaching internal and external publics, dealing with print and electronic media, advertising, printing, direct mail, and preparing a public relations plan and budget. Also involves the writing of news releases, public service announcements, and advertising copy. [occasional offering] 3 lecture hours

CMN 126 Social Media Technologies 3 credits
Extensive exploration of current social media technologies, utilizing the Mac platform, for storytelling and narrative purposes. With emphasis on usability, management and distribution, topics include multimedia development and design; the media elements of text, graphics, sound and video; and trends in emerging hardware and software. Multimedia projects demonstrate technical understanding and coherent narratives. 2 lecture/2 laboratory hours

CMN 127 Digital Audio Production II 3 credits
Prerequisite: CMN 153 Digital Audio Production I 3 credits
Techniques for using graphics and visual effects to enhance video productions through the use of digital imaging and compositing software. A variety of multimedia production projects reinforces proper file management and image compression techniques. 2 lecture/2 laboratory hours

CMN 128 Digital Audio Production III 3 credits
Prerequisite: CMN 151 with a minimum C grade
Students practice and develop audio production techniques used in broadcasting and other commercial applications. Theory of audio fundamentals combines with lab exploration of digital editing, digital multi-tracking, digital music creation, synchronizing audio with video. Students write and/or produce commercials, documentaries and short soundtracks for video and other entertainment venues. 2 lecture/2 studio hours

CMN 129 Digital Audio Production IV 3 credits
Prerequisite: CMN 153 Digital Audio Production I 3 credits
Techniques for using graphics and visual effects to enhance video productions through the use of digital imaging and compositing software. A variety of multimedia production projects reinforces proper file management and image compression techniques. 2 lecture/2 laboratory hours

CMN 130 Digital Audio Production V 3 credits
Prerequisite: CMN 151 with a minimum C grade
Students practice and develop audio production techniques used in broadcasting and other commercial applications. Theory of audio fundamentals combines with lab exploration of digital editing, digital multi-tracking, digital music creation, synchronizing audio with video. Students write and/or produce commercials, documentaries and short soundtracks for video and other entertainment venues. 2 lecture/2 studio hours

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COURSES

CMN 161 Writing for Media 3 credits
Prerequisite: ENG 101
Overview of written formats commonly used in radio and television. Writing assignments include 30- and 60-second radio and television commercials, broadcast news copy, interviews, public service announcements, and dramatic teleplays. 3 lecture hours

CMN 201 Persuasion and Propaganda 3 credits
Prerequisite: CMN 111 or CMN 112
 Inquiry into the forces of persuasion and propaganda as they exist in a technological society and how they influence beliefs, attitudes and actions. 3 lecture hours

CMN 211 Interpersonal Communication in Human Relations 3 credits
Prerequisite: CMN 111 or CMN 112
Combining theory and practice, examines the nature and skills of interpersonal communication. Emphasizes the uniqueness of interpersonal communication as opposed to other forms of human communication. 3 lecture hours

CMN 212 Oral Interpretation 3 credits
Prerequisite: CMN 111 or CMN 112
Corequisite: ENG 102
Introduction to the process of illustrating the relationship between literature, interpreter, and audience through performance production. Students analyze, interpret and value the contextual, structural, historical and cultural intent of traditional and non-traditional literary forms and design a variety of related individual and collaborative performances. Additional focus on communicative competence, audience analysis, anxiety management tools, group work, constructive critique, and vocal variety technique. 3 lecture hours

CMN 214 Issues in Intercultural Communication in the U.S. 3 credits
Examines communication that bridges diverse cultures, values and realities. Explores racial, sexual, and class identities and the impact of privilege on the ability to relate to others. Develops effective communication skills for addressing obstacles to global citizenship. 3 lecture hours

CMN 215 Communication and Gender 3 credits
Prerequisite: ENG 101 or equivalent English skills
Critically analyzes issues of gender and communication. Examines theoretical perspectives used to explain gender phenomena, gender socialization, male and female interactions and stereotypes, with an emphasis on improving communication skills. 3 lecture hours

CMN 216 Writing for Media I 3 credits
Prerequisite: ENG 101
Overview of written formats commonly used in radio and television. Writing assignments include 30- and 60-second radio and television commercials, broadcast news copy, interviews, public service announcements, and dramatic teleplays. 3 lecture hours

CMN 218 Creative Writing 3 credits
Prerequisite: ENG 101
Addresses the various kinds of newswriting (straight news, features, interpretative, editorial), editing, and the techniques of reporting (interviewing; surveys; coverage of events, meetings, speeches). Actual newspaper production aspects including layout, photojournalism, and graphics are experienced through practical work on the student paper, The College Voice. 3 lecture hours

CMN 241 Applied Field Production for Video 3 credits
Prerequisites: CMN 141, CMN 142, CMN 143
with a minimum C grade
Develops practical skills and knowledge of video production while executing a project for a community client in a professional atmosphere. Pre-production, production, and post-production activities center around the realities of client expectations, professional deadlines, and working together as one production unit. Advanced post-production techniques are implemented utilizing professional-level software and applications. 2 lecture/2 laboratory hours

CMN 242 Advanced Film Production 3 credits
Prerequisites: CMN 141, CMN 142, CMN 143, CMN 241
Advanced television students enhance knowledge and skills while writing, editing, producing and marketing a short film or documentary. Students apply pre-production, production, and post-production skills with the goal of competing in a television program film festival. 2 lecture/2 studio hours

CMN 243 Cinematography 3 credits
Prerequisites: CMN 141, CMN 142
Covers directing, lighting, and camera work through lecture and text materials. Includes an overview of cinematic production with attention to the art of lighting and cinematography. Additionally introduces steadicam camera technique, camera lens systems, cinema lighting techniques, and hi-definition image acquisition. 2 lecture/2 studio hours

CMN 245 Digital Audio Production II 3 credits
Prerequisite: CMN 253
An overview of multitrack recording techniques using state-of-the-art digital audio workstations. Topics include mastering techniques, digital signal processing, auto-tune, session management, and techniques for real-time and processed audio plug-ins including reverb, delay, sampling, automation, MIDI sequencing, and virtual instruments. Students produce multilayered recordings using live talent in a studio environment. 2 lecture/2 laboratory hours

CMN 250 Announcing for Radio and Electronic Media 3 credits
Prerequisite: CMN 151 with a minimum C grade or permission of course coordinator
Students explore, practice and develop announcing techniques used in broadcasting and other commercial applications. Practical assignments provide training for a variety of professional roles such as radio disc jockeys, broadcast journalists, voice-over announcers, and voice actors. Students produce commercials, public service announcements, interview programs, and corporate/industrial voice-overs and simulate the on-air sound of various radio station formats. 2 lecture/2 laboratory hours

CMN 252 Applied Radio Programming and Production 3 credits
Prerequisites: CMN 153 and CMN 250 with a minimum C grade
Study of the development and nature of current radio formats, programming philosophies, and group ownership. Students analyze and critique current radio formats and create a commercially-viable format of their own. Students apply advanced production techniques to produce station “imagery,” format demos, and an audition CD suitable for entry-level positions. 2 lecture/2 studio hours

CMN 253 Digital Audio Production I 3 credits
Prerequisite: CMN 153
An overview of multitrack recording techniques using state-of-the-art digital audio workstations. Topics include mastering techniques, digital signal processing, auto-tune, session management, and techniques for real-time and processed audio plug-ins including reverb, delay, sampling, automation, MIDI sequencing, and virtual instruments. Students produce multilayered recordings using live talent in a studio environment. 2 lecture/2 laboratory hours
CMN 254  Live Sound Reinforcement  3 credits
Prerequisite: ETT 102 or permission of coordinator
Basic principles of the behavior of sound in various environments, with emphasis on signal flow, acoustics, sound reinforcement setups and installation, signal processing, as well as microphone selection and placement. Includes setting up sound systems and mixing live music. Topics include microphones, recording equipment, control consoles, reproduction techniques, amplification, distribution, loudspeaker systems, frequency response, decibels, and dynamic range.  2 lecture/2 laboratory hours

CMN 255  Sound Design for the Entertainment Industry  3 credits
Prerequisites: CMN 153, CMN 254 Examines audio production techniques, technologies, and aesthetics related to the development of a compelling soundtrack for theatre, television, radio or the Internet. Through training in all phases of digital sound recording, editing and mixing, students work with location and field recording equipment and use advanced editing and mixing techniques associated with digital audio workstations.  1 lecture/4 laboratory hours

CMN 260  Convergence Newsroom  3 credits
Prerequisite: CMN 131
A multimedia capstone course in convergence media. Students complete all elements of online and print news including writing a variety of journalistic articles, taking photographs, making and editing video footage, designing info graphics, learning the fundamentals of marketing and preparing all content for both online and print formats.  2 lecture/2 laboratory hours

CMN 274  Radio/TV Management  3 credits
Prerequisites: CMN 101, CMN 141, CMN 151 with a minimum C grade
Study of the functions of middle and upper managers of radio, television, and cable operations. As individuals and as members of a management team, students solve case studies of typical problems faced by general managers, program directors, news directors, promotions directors, and sales managers in broadcast and cable companies.  [Spring offering]  3 lecture hours

CMN 285  Special Studies in Television Production  3 credits
Prerequisites: CMN 242, CMN 290, minimum 3.0 GPA, and divisional permission
Opportunity for students who have completed all regular television writing and production courses to continue their studies at an advanced level. Individual students and faculty develop a project contract that sets forth objectives, standards of quality, evaluation guidelines, and deadlines.  [Occasional offering]  3 lecture hours

CMN 286  Special Studies in Radio Production  3 credits
Prerequisites: CMN 161, CMN 252, minimum 3.0 GPA, and divisional permission
Opportunity for students who have completed all regular radio writing and production courses to continue their studies at an advanced level. Individual students and faculty develop a project contract that sets forth objectives, standards of quality, evaluation guidelines, and deadlines.  [Occasional offering]  1 lecture hour

CMN 287  Special Studies in Communication  3 credits
Prerequisites: second-year standing as a Communication program major at MCCC and permission of the program coordinator; minimum 3.0 GPA
Opportunity for students who have completed all regular communication and communication writing courses to continue their studies at an advanced level. Individual students and faculty develop a project contract that sets forth objectives, standards of quality, evaluation guidelines, and deadlines.

CMN 290  Internship: Communications  3 credits
Prerequisites: second-year standing and coordinator approval
Work experience at a radio station, TV station, cable system, industrial or instructional TV facility, or other allied business.  1 lecture/180 work experience hours

COL—College Success

Applicability of these credits toward degree requirements is limited. Consult an academic advisor.

COL 100  Strategies for Academic Success  3 credits
Develops the skills necessary for academic success in college. Lecture topics are reinforced during computer laboratory hours, with attention to critical thinking, information literacy, communication, and technology skills woven throughout. Designed primarily for first semester students but open to all.  3 lecture hours

COL 101  Skills for College Success I  1 credit
Develops the skills and knowledge necessary for success in college. Course activities guide students in academic and career goal setting, navigating college resources, time management, and other student skills. Technology and critical thinking skills are infused throughout the course.  1 lecture hour

COL 102  College Study Skills  1 credit
Introduces basic study techniques including understanding and identifying learning styles and applying time management principles for study success. Course activities are designed to help students improve concentration, memorization and listening skills, lecture and textbook note-taking ability, critical reading strategies, and test-taking strategies using SQ3R and other study methods.  1 lecture hour

COS—Computer Science

Prerequisite: MAT 037 or MAT 037A and 037B

COS 101  Introduction to Computer Science  4 credits
Prerequisite: COS 102 Computer Science I – Algorithms and Programming
Introduces both majors and non-majors to programming and to the concepts and topics of computer science, including computer architecture, algorithm analysis, operating systems, and programming languages. Students develop algorithmic thinking and abstraction through program design and language structures using a 3-D animation programming language.  3 lecture/2 laboratory hours

COS 102  Computer Science I – Algorithms and Programming  4 credits
Prerequisite: COS 101, IST 107, IST 108, IST 109, or IST 123 Corequisite: MAT 146 or higher
Algorithm design and object-oriented programming in the Java language. Topics include data representation, input/output, control structures, exception handling, classes, methods, inheritance, polymorphism, encapsulation, overloading and dynamic memory.  3 lecture/2 laboratory hours

COS 204  Discrete Mathematical Structures  4 credits
Prerequisite: MAT 151 or equivalent
Primarily intended for Computer Science majors, covers wide variety of topics serving as the mathematical framework for the design and analysis of algorithms. Topics include induction and recursion, relations, functions, sets, propositional logic, Boolean algebra, grammars, permutations and combinations, and finite state machines.  [Spring offering]  4 lecture hours
COS 210  Computer Science II – Data Structures  4 credits

Prerequisite: COS 102

Study of advanced programming topics focused on logical structures of data as well as the design, implementation and analysis of algorithms operating on these structures. Topics include linked lists, stacks, trees, queues, graphs and analysis of efficiency. Also covers searching, sorting and hashing techniques. [Spring offering]  3 lecture/2 laboratory hours

COS 231  Fundamentals of Computer Architecture  4 credits

Prerequisite: COS 102 or equivalent

Explores the levels of organization in digital computers: logic circuit design, integrated circuits, and assembly language coding.

3 lecture/2 laboratory hours

CRJ—Criminal Justice

CRJ 101  Introduction to the Criminal Justice System  3 credits

Overview of the systems of criminal justice in the United States, including a survey of the agencies for the administration of justice and the relationships among them.

3 lecture hours

CRJ 102  Police in the Community  3 credits

Study of the relationship between the police and the public they serve with particular emphasis on ethical standards, human relations, civil rights, and community service.

3 lecture hours

CRJ 103  Introduction to Corrections  3 credits

Study of the relationship between the correction officer and the prisoner including the history of corrections, the rights of the confined, parole and work release, and the philosophies of rehabilitation and punishment.

3 lecture hours

CRJ 104  Introduction to Security  3 credits

Introduction to the historical, philosophical, and legal bases of the security field. Examines all aspects of private security systems and functions, including the technology of security and the role of security in different organizational settings. [Fall offering]  3 lecture hours

CRJ 105  Criminology  3 credits

In-depth analysis and evaluation of criminal behavior including street crime, organized crime, and occupational crime. Students learn to investigate, categorize, and describe the theories of criminality and social control.

3 lecture hours

CRJ 202  Criminal Law  3 credits

Examines the evolution and development of criminal laws as well as the nature of crime, basic principles of criminal law, plus defenses and court presentations.

3 lecture hours

CRJ 206  Police Administration  3 credits

Examines the contemporary law enforcement agency and its functions, structure, and operational techniques; implications of generalized and specialized units; development of resources by time and area of function; analysis of line, staff, and auxiliary functions; and current issues facing today’s police agencies.

3 lecture hours

CRJ 207  Criminal Investigation  3 credits

The strategies, techniques, and methods employed in criminal investigations – at the crime scene, follow-up investigation, modus operandi, sources of information, and interrogation.

3 lecture hours

CRJ 211  Community Corrections  3 credits

Examines the major types of community-based correctional alternatives such as fines, community service, drug courts, probation, day reporting centers, halfway houses, parole, and other intermediate sanctions. Covers correctional law and management, controversies, political pressures, and emerging trends.

3 lecture hours

CRJ 212  Juvenile Justice  3 credits

Overview of the major issues in the field of juvenile justice, including causes of delinquency and the development of modern treatment methods. Emphasis on the delinquent's relationships with family, school, peers, and the juvenile justice system.

3 lecture hours

CRJ 299  Cooperative Education – Criminal Justice  3 credits

Prerequisites: sophomore status; CRJ 101; CRJ 206 or CRJ 103; divisional permission

Exposure to the philosophy, goals, and daily operations of a criminal justice agency. Through supervised work, the student experiences the roles of criminal justice employees and evaluates their responsibilities. Designed for the student interested in the realistic application of criminal justice theory to the justice system.

1 lecture/180 work experience hours

DAN—Dance

DAN 101  Introduction to Dance and Culture  3 credits

Prerequisites: ENG 101 or permission of instructor

Introductory study of dance as an art form, investigating the impact of gender, politics, religion, and culture on how dance is perceived. Develops a fuller appreciation of how dance has been used over the course of human history in western and non-western cultures to communicate human needs and to express what words cannot communicate. [Fall and Spring offering]  3 lecture hours

DAN 102  Ballet I  2 credits

Introduces traditional or classic ballet terminology, forms, and techniques. Emphasizes body alignment and physical skill needed for proper classical ballet movements. [Spring offering]  1 lecture/2 studio hours

DAN 103  Modern Dance I  2 credits

Introduces the techniques and motor skills of modern dance, including basic body skills, placement, alignment, and continuity. [Fall offering]  1 lecture/2 studio hours

DAN 105  Jazz Dance I  2 credits

Fundamentals of jazz dance techniques with emphasis on syncopated rhythms and rotations of the body. [Fall and Spring offering]  1 lecture/2 studio hours

DAN 112  Ballet II  2 credits

Prerequisite: DAN 102 or permission of instructor

Study of ballet technique on an intermediate level. [Spring offering]  1 lecture/2 studio hours

DAN 113  Modern Dance II  2 credits

Prerequisite: DAN 103

Study of modern dance techniques on an intermediate level, and an introduction to repertory. [Fall offering]  1 lecture/2 studio hours
### DMA—Digital Media Arts

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMA 105</td>
<td>Introduction to Computer Art</td>
<td>3</td>
<td>Introduction to the use of the computer as an art and design tool. Emphasizes fundamental color computer graphics skills.</td>
</tr>
<tr>
<td>DMA 110</td>
<td>Digital Imaging</td>
<td>3</td>
<td>Designed to meet the needs of artists and designers, and three-dimensional environments.</td>
</tr>
<tr>
<td>DMA 120</td>
<td>3-D Modeling I</td>
<td>3</td>
<td>Develops visual problem-solving abilities using computers and design tools.</td>
</tr>
<tr>
<td>DMA 125</td>
<td>Pre-Production Design</td>
<td>3</td>
<td>Pre-production planning and design for animation and interactive media.</td>
</tr>
<tr>
<td>DMA 135</td>
<td>Digital Narrative</td>
<td>3</td>
<td>Exploration of narrative art, its structure and approaches as it applies to time-based graphics.</td>
</tr>
<tr>
<td>DMA 140</td>
<td>Interactive Web Animation</td>
<td>3</td>
<td>Introduction to two-dimensional animation using the professional software application Flash to create short animations.</td>
</tr>
<tr>
<td>DMA 145</td>
<td>Web Design I</td>
<td>3</td>
<td>Introduction to Web design using a professional software application.</td>
</tr>
<tr>
<td>DMA 210</td>
<td>Motion Graphics</td>
<td>3</td>
<td>Digital art in motion: concepts and techniques of visual storytelling emphasizing issues of pacing, continuity and dramatic structure.</td>
</tr>
<tr>
<td>DMA 220</td>
<td>3-D Modeling II</td>
<td>3</td>
<td>Covers advanced concepts and materials of 3-D modeling and virtual scene creation for those who wish to explore 3-D modeling and illustration in depth.</td>
</tr>
</tbody>
</table>
DMA 224  Rigging for Animation and Games  3 credits  
Prerequisite: DMA 120 with a minimum C grade  
Corequisite: DMA 225  
Character rigging and design techniques for gaming, broadcast and feature film industries. Topics include node-based hierarchies, forward and inverse kinematics, constraints, user interfaces, skinning, and melscripting. Utilizing both PC and Mac computers with professional digital content creation software, students design and construct armatures for different object types.  
1 lecture/4 studio hours

DMA 225  Computer Animation I  3 credits  
Prerequisites: DMA 120 and DMA 135 
with a minimum C grade or divisional permission  
Using 3-D animation software and video interface, students produce special effects and character animations from storyboard to output. Windows-based personal computers and current professional software are used. [Fall offering]  
1 lecture/4 studio hours

DMA 226  Computer Animation II  3 credits  
Prerequisite: DMA 225 with a minimum C grade or divisional permission  
Advanced 3-D character animation and special effects involving character animation, inverse kinematics, and particle systems. Students produce a recording of their work and develop presentation skills. Windows-based personal computers and current professional software are used. [Spring offering]  
1 lecture/4 studio hours

DMA 245  Web Design II  3 credits  
Prerequisite: DMA 145 with a minimum C grade or divisional permission  
Intermediate skills in Web design using a professional software application. Focuses on principles of organization, interface design and usability. Students learn how to create a site map, design navigational systems, integrate Flash and video content, batch process images, create templates, insert forms, design pages using XHTML cascading style sheets, and add advanced interactivity using JavaScript.  
1 lecture/4 studio hours

DMA 246  Web Design III: Advanced Project  3 credits  
Prerequisites: DMA 110 and DMA 245 
with a minimum C grade or divisional permission  
Develops practical skills and knowledge of Web design while executing a project for a community client in a professional atmosphere. Visual design, information architecture, and Web production are all based on client goals, messages, and deadlines outlined during the project definition phase. Advanced Web design techniques are implemented utilizing professional-level software and applications. [Spring offering]  
1 lecture/4 studio hours

DMA 247  Web Application Development  3 credits  
Prerequisite: DMA 245  
Builds upon previous Web development knowledge by introducing concepts of server-side programming and database integration. Emphasizes use of server space and client-side processing to enhance the collation and delivery of information to the viewer. Programming languages covered include PHP, MySQL and JavaScript (jQuery library).  
1 lecture/4 studio hours

DMA 250  Digital Portfolio Seminar  3 credits  
Prerequisites: DMA 245 or DMA 211 or DMA 225 or PHO 203 or CMN 241 or CMN 250 with a minimum C grade or divisional permission  
Introduction to the culture, technologies, history, and theories of new media. Advanced digital media arts students explore topics in digital media while developing a digital portfolio to present their work.  
1 lecture/4 studio hours

DMA 275  Interdisciplinary Studio  3 credits  
Prerequisites: ART 105, DMA 105 
with a minimum C grade or divisional permission  
Students explore the possibilities and implications of combining digital and traditional tools and techniques in the service of personal expression as fine art. Focuses on exploring each individual's aesthetic expression and the development of individual style. A variety of techniques, software, and theoretical issues are presented. Students are expected to create a series of pieces for exhibition, with emphasis on the printed output. [occasional offering]  
1 lecture/4 studio hours

DMA 285  Special Studies in Digital Media Arts  3 credits  
Prerequisites: DMA 226 or DMA 245 and divisional permission  
Special courses in specific art forms allow students who have completed regular course offerings to continue their studies at advanced levels. Individual students and faculty develop a project contract that sets forth objectives, standards of quality, evaluation guidelines, and deadlines. [occasional offering]  
1 lecture/4 studio hours

DRA 132  Architectural Computer Drafting  3 credits  
Prerequisites: BCT 110, BCT 120, DRA 190 
or divisional permission  
Using architectural software, students produce professional drawings; compile contract documents; and date, store and retrieve information on both two- and three-dimensional projects. Involves creation of walls, doors, windows and roofs as well as implementation of symbols for structural, electrical, mechanical, plumbing, furnishing, and site work.  
2 lecture/2 laboratory hours

DRA 190  Introduction to Computer-Aided Drafting  2 credits  
Introduction to the use of the computer as a drafting tool. Includes concepts, terminology, and basic commands necessary to prepare drawings using CAD software. Requires basic knowledge of the computer keyboard.  
1 lecture/2 laboratory hours

DRA 191  Introduction to Building Information Modeling  2 credits  
Introduction to the use of the computer using building information modeling software. Topics include basic terminology and concepts of modeling, geometry, and the basic commands necessary to prepare a building model and several drawings.  
1 lecture/2 laboratory hours

DRA 216  Heating, Refrigeration and Air Conditioning Drafting  3 credits  
Prerequisites: ENT 116 or permission of instructor, HRA 102  
Study of the aspects of drawing needed by a drafter in order to prepare finished drawings for the installation of heating, refrigeration, and air conditioning systems. Intended primarily for students in the Heating, Refrigeration and Air Conditioning program. [occasional offering]  
1 lecture/4 laboratory hours

DRA—Drafting / Computer-Aided Design

DRA 280  Digital Media Arts Internship  3 credits  
Prerequisite: coordinator approval  
Work experience at participating animation studios, advertising agencies, design firms, and film and video effects houses.  
1 lecture/180 work experience hours
DRA 217  Structural Steel  
Design and Drafting  
3 credits  
Prerequisites: ABT 120, DRA 190  
Corequisite: CIV 237  
Examines the problems common to structural design of steel and similar materials relative to the architectural frame of a structure. Relies heavily on the principles of mechanics and mechanics of materials fundamentals. Requires familiarity with general steel design codes and the preparation of structural drawings.  
2 lecture/2 laboratory hours

DRA 218  3-D Modeling / 3-D Printing  
3 credits  
Prerequisite: MET 122 or advisor permission  
An introduction to 3-D solids modeling and printing software. Students build a prototype model using Solid-Works software and print a 3-D model to explore the basic size and look of a product or machine part. Orthographic drawings with dimensions are also produced for part building using traditional machining techniques.  
2 lecture/2 laboratory hours

DRA 238  Advanced Computer-Aided Design  
3 credits  
Prerequisite: DRA 190  
Advanced computer drafting course using CAD software. Includes a review of basic command options, display options, hatching and sectioning, text, and dimensioning. Introduces 3-D drawing and surface modeling.  
2 lecture/2 laboratory hours

DRA 248  Advanced Building Information Modeling  
3 credits  
Prerequisite: DRA 191 with a minimum C grade  
Advanced computer-aided design and drafting using BIM software. Students build intelligent 3-D models of designs using parametric, feature-based modeling software. After refinement, 2-D drawings are created from the 3-D model.  
2 lecture/2 laboratory hours

DRA 251  Solids Modeling  
3 credits  
Prerequisite: DRA 238 with a minimum C grade  
An introduction to solids modeling and rendering software. Students explore the capabilities and potentials of computer software used to construct solids models then render the resulting image.  
2 lecture/2 laboratory hours

ECO—Economics  

ECO 103  Basic Economics  
3 credits  
Prerequisites: ENG 101 and MAT 037  
(or MAT 037A and 037B) with a minimum C grade  
Basic economics concepts enable students to better understand, analyze, and discuss current economic events and problems. Includes demand, supply and prices, measures of gross domestic product, the circular flow of income, market structures, government fiscal policy, monetary policy, the national banking system, and international trade.  
3 lecture hours

ECO 111  Macroeconomics  
3 credits  
Prerequisites: ENG 101 and MAT 135 or MAT 140  
with a minimum C grade  
Analysis of the determinants of aggregate income, output, employment and price level under various market conditions. Includes national income and product account, consumption and investment theory, government stabilization via fiscal and monetary policy, macroeconomic impact of international trade and finance, and inflation/unemployment trade-off controversies.  
3 lecture hours

EDU—Education  

EDU 102  Introduction to Exceptional Children  
3 credits  
Introduction to the field of special education and to exceptionality. Inclusion, an approach to teaching students with special needs in general education, is emphasized. Topics include historical overview, legislation, consideration of specific disabilities, instructional techniques and equipment, as well as teaching gifted students and non-native speakers.  
3 lecture hours

3 credits  
Introduction to American education and the teaching/learning process for future educators. Topics include history and philosophy of education, curriculum, teaching strategies, school law, diversity, technology and recent trends. Students are involved in creative activities, research, and analysis of current literature. Requires 25 hours of field observation in an educational setting.  
3 lecture hours

EDU 120  Introduction to Early Childhood Education  
3 credits  
Emphasizes the needs of young children in conjunction with appropriate care and educational programs. Topics include environment, developmentally appropriate practices, emerging literacy, cognitive development, learning through play, and school/home relationships. Observation and/or participation in a childcare setting are required.  
3 lecture hours

EDU 130  Infant/Toddler Social and Emotional Well-Being  
3 credits  
Designed for students interested in a career in a childcare or nursery school environment. A component of the New Jersey Infant/Toddler Credential, the course supports practitioners working with infants and toddlers to strengthen their capacity as caregivers of the very young.  
3 lecture hours

EDU 131  Supervised Field Experience in Infant/Toddler Settings  
3 credits  
Prerequisite or Corequisite: EDU 130  
A companion course to EDU 130, designed for students interested in a career in a childcare or nursery school environment. Student field experiences critically evaluated by both students and teachers serve as a forum for discussion. A component of the New Jersey Infant/Toddler Credential, the course supports practitioners working with infants and toddlers to strengthen their capacity as caregivers of the very young.  
2 lecture/60 practicum hours

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EDU 210 Education Field Experience 6 credits
Prerequisites: minimum C grade in EDU 109 and SOC 104, or minimum C grade in EDU 102 and EDU 201, and divisional permission
Corequisite: EDU 211
Internship of 15-20 hours per week in a New Jersey school approved by the coordinator of the Education / Special Education Assistant program. The student performs the duties of an education assistant under the supervision of cooperating teachers. Assignments to schools are made on the basis of the student’s interests and occupational goals; arrangements must be made during the preceding semester. [Spring offering] 4 days per week

EDU 211 Education Seminar 3 credits
Prerequisites: minimum C grade in EDU 109 and SOC 104, or minimum C grade in EDU 102 and EDU 201, or divisional permission
Corequisite: EDU 210
Examines the correlation between educational theory and practice. Students engage in research with professional journals, demonstration classes illustrating varied methods and materials, teaching units, and observation visits to area schools. [Spring offering] 3 lecture hours

EDU 214 Curriculum and Methods for Early Childhood 3 credits
Prerequisite: EDU 120
Exposes students to a variety of methods for the planning and implementation of quality instruction in an early childhood setting. Students study strategies for creating positive learning environments while developing curricula for various subjects and learning styles. 3 lecture hours

EET—Electronics Engineering Technology

EET 130 Fundamentals of Electronics 3 credits
Prerequisite or Corequisite: MAT 037 (or MAT 037A and 037B)
Introduction to DC and AC circuits, electromagnetic devices, electronic components, and analog and digital circuits. For non-electronics majors. 2 lecture/2 laboratory hours

EET 132 Electronic Devices and Circuits 4 credits
Prerequisite: EET 130
Covers discrete solid state devices (diodes, BJTs, FETs) and circuits in which they are used: power supplies, amplifiers, and switches. Study involves analog as well as digital devices and circuits. 3 lecture/3 laboratory hours

EET 138 Introduction to Electronics I 4 credits
Prerequisite or Corequisite: MAT 135
Focuses on direct current (DC) devices and circuits. Progresses from the fundamentals of electricity, Ohm’s Law, Kirchhoff’s Law, series and parallel circuits to the study of resistors, capacitors, inductors, batteries, transistors, and diodes as they pertain to DC circuits. 3 lecture/3 laboratory hours

EET 139 Introduction to Electronics II 4 credits
Prerequisite: EET 138 or equivalent
Continuation of EET 138. Covers the basics of AC circuits and devices including resistors, capacitors, inductors and semiconductors. Introduces fundamental waveforms such as sine waves and pulses and their behavior in solid state circuits. 3 lecture/3 laboratory hours

EET 140 Electronic Construction 2 credits
Prerequisite or Corequisite: EET 130 or EET 138
Teaches the use of hand tools, drilling and other metalworking methods as well as correct soldering and repair techniques. Students apply these skills to chassis construction and wiring, and also gain experience in working with printed circuit boards. 1 lecture/3 laboratory hours

EET 141 Electrical Wiring and Cabling 3 credits
Prerequisite: EET 130
Focus on electrical wiring techniques starting with 120/240 volts. Instruction for adding connectors to and installing coax, CAT5/6, and fiber optic cables emphasizes the codes and standards to be followed along with the correct tools to be used. Class time allots equally between lectures reinforced by hands-on practice. 2 lecture/2 laboratory hours

EET 143 Advanced Electronic Construction 3 credits
Prerequisites: EET 130, EET 140
Extends the teachings of EET 140 (i.e., printed circuit boards and chassis fabrication), with focus on manual skills required of technicians in the workplace. More complex projects are built, some of which may involve surface mount technology. 2 lecture/3 laboratory hours

EET 214 Communications Electronics 4 credits
Prerequisite: EET 219
Study of information transmission and reception involving both digital and analog systems. Topics include AM, FM, noise, spectra, receivers, transmitters, lines and cables, and antennas. 3 lecture/3 laboratory hours

EET 215 Fiber Optics 4 credits
Prerequisite: EET 130 or EET 138 or MAT 135 or equivalent
A study of fiber optics as it pertains to the communications process. Topics include the physics and behavior of light in a fiber. Skills learned include connectorization of fiber and the use of the special tools and test equipment required. Successful completion of this course can lead to FOA certification. 3 lecture/2 laboratory hours

EET 219 Electronic Networks 4 credits
Prerequisite: EET 139
Analysis and design considerations for electronic circuits, including power supplies using semiconductor diodes and zener diodes, and Class A amplifiers using bipolar and FET transistors. 3 lecture/3 laboratory hours

EET 230 Linear Integrated Circuits 4 credits
Prerequisite: EET 219 or EET 131
Covers the basic building blocks of linear systems, such as inverting and non-inverting amplifiers, comparators, and filters. 3 lecture/3 laboratory hours

EET 251 Digital Circuit Fundamentals 4 credits
Prerequisite: EET 130 or EET 139
Introduces the basic theory, concepts and devices behind digital circuitry and computers, including gates, registers, flip-flops, counters, decoders and encoders, half- and full-adders, and clocks. The electrical characteristics, limitations, and connections of digital integrated circuit packages are explored. Corresponding labs reinforce lecture materials through practical examples. 3 lecture/3 laboratory hours
ENG—English

Note: Initial selection of an English composition course is determined by results of college skills placement testing (see page 8). Applicability of credits for courses below the 100 level toward degree requirements is limited. Consult an academic advisor.

ENG 023 Introduction to College Composition I 4 credits
First-level developmental course designed to help students write 400- to 650-word essays on topics in various academic disciplines. Students are guided in developing a writing process that improves essay development, coherence, grammar, and punctuation. Prepares students for Introduction to College Composition II, a second-level foundation course. 4 lecture hours

ENG 024 Introduction to College Composition II 4 credits
Prerequisite: ENG 023 or placement test
Second-level developmental course. Students write 400- to 750 word essays about concepts in various academic disciplines. Focus is on developing a writing process that helps student writers to form positions and analyze and evaluate their own and other writers’ ideas. Students also improve their sentence and essay structure, tone, and overall coherence. 4 lecture hours

ENG 033 Introduction to College Reading I 4 credits
Prerequisite: placement test
Intended to help students become better readers and thinkers who take ownership of their learning. Students read, analyze, discuss, and write on the material presented in the course. Introduction to intermediate college-level readings (both fiction and non-fiction) builds comprehension and study skills to succeed in college-level courses. 4 lecture hours

ENG 034 Introduction to College Reading II 4 credits
Prerequisite: ENG 033 or placement test
Intended to help students become better readers and thinkers who take ownership of their learning. Exposed to the beginning principles of critical reading and thinking, students analyze text to identify facts, fallacies, claims, premises, and arguments. Students are expected to take notes, improve vocabulary, and independently interpret text. 4 lecture hours

ENG 036 Composition and Reading Brush-Up 2 credits
Prerequisites: Accuplacer scores of 61-87 Sentence Sense, 61-82 Reading, 5 Writeplacer; or instructor recommendation
Intended for students who narrowly miss the ENG 101 Accuplacer cut scores. Students who narrowly miss passing ENG 024 or 034 may also be recommended by their instructor. With intensive focus on core skills necessary for ENG 101 and other 100-level courses, students read, analyze, and write argument-based essays. 2 lecture hours

ENG 101 English Composition I 3 credits
Prerequisite: ENG 024 or minimum C grade in ENG 023
College-level composition course designed to assist students in writing 750- to 1500-word essays on topics in various academic disciplines. Focuses on development and support of ideas, essay structure, critical thinking, analysis of readings, and other aspects of writing. Students are introduced to research techniques and documentation. 3 lecture hours

ENG 102 English Composition II 3 credits
Prerequisite: ENG 101 with a minimum C grade
Second-level composition course designed to assist students in writing 1500- to 3000-word essays, including a formally documented research paper. Readings introduce students to literature and the analysis of concepts, language, and formal elements. 3 lecture hours

ENG 112 English Composition II with Speech 3 credits
Prerequisite: ENG 101 with a minimum C grade
A variation on standard ENG 102, differing with its focus on the interpretation, analysis and creation of a broad spectrum of workplace documents rather than on literature. Construction of a lengthy, well-supported research paper and accompanying PowerPoint presentation is central. Speech component is filled through multiple in-class presentations. 3 lecture hours

EET 263 Digital Technology – Introduction to Microprocessors and Assembly Language 4 credits
Prerequisite: EET 251
Introduces the operation of a simple computer at the physical (electrical) level using gates, registers, and other basic circuits introduced in the prerequisite course. Students gain experience building and programming a simple computer. Covers memory, basic microprocessor architecture, assembly language programming, and analog-to-digital as well as digital-to-analog converters. 3 lecture/3 laboratory hours

EET 266 Programmable Logic Controllers 4 credits
Prerequisite: EET 251
Introduces the theory and practical concepts of programmable logic controllers and their applications within industrial or manufacturing environments. Topics include PLC components, digital logic, ladder logic design, and software programming. Corresponding labs reinforce lectures with practical hands-on programming of Allen-Bradley PLC units using RSLogix software. 3 lecture/3 laboratory hours
COURSES

ENG 204  World Literature II  3 credits
Prerequisite: minimum C grade in ENG 102 or divisional permission
A survey of important literary works from cultures around the world from the 17th century through the present. 3 lecture hours

ENG 205  American Literature I  3 credits
Prerequisite: minimum C grade in ENG 102 or divisional permission
Introduction to and selective study of authors representing the enduring traditions and styles of American literature from the Puritan period through the Civil War. 3 lecture hours

ENG 206  American Literature II  3 credits
Prerequisite: minimum C grade in ENG 102 or divisional permission
Survey of American literature from 1865 to the present, including authors whose work represents the traditions and styles of American literature. Short stories, novels, poetry, and essays cover topics such as regionalism, realism, naturalism, modernism, and postmodernism. 3 lecture hours

ENG 208  Modern American Novel  3 credits
Prerequisite: minimum C grade in ENG 102 or divisional permission
Traces the triumph of prose realism over Naturalism and the recurrent forms and techniques of the contemporary novel in the American idiom. Emphasizes the novel as the dominant modern American literary art form, as a social document, and as a portrait of time and place. 3 lecture hours

ENG 211  Shakespeare  3 credits
Prerequisite: minimum C grade in ENG 102 or divisional permission
A survey of Shakespeare's tragedies, comedies, and histories – a body of work whose characters, themes, and language influence and permeate literature worldwide, and is essential to cultural literacy. 3 lecture hours

ENG 212  Introduction to Literature: Poetry  3 credits
Prerequisite: minimum C grade in ENG 102 or divisional permission
Explores poetry as imagery, figurative language, allusion, tone, rhythm, meter, rhyme and stanza form. Students read major English and American poetry as well as verse from a variety of cultures to provide background for reading poems more incisively. 3 lecture hours

ENG 213  African American Literature  3 credits
Prerequisite: minimum C grade in ENG 102 or divisional permission
A survey of literary works by writers of the African Diaspora produced in the Americas from the 18th century to the present. Proceeds chronologically, starting with African-born producers of the literature, oral and written, continuing with the folk tradition, moving through the slave narratives, the Harlem Renaissance, the Black Arts Movement and ending with contemporary works and the immigrant experiences. 3 lecture hours

ENG 215  Creative Writing I  3 credits
Prerequisite: minimum C grade in ENG 102 or divisional permission
Develops writing skills in various genres, such as fiction, poetry, and essay. Recognized models in literary modes are analyzed for craftsmanship. Through workshop framework, students benefit from peer and instructor criticism and are encouraged to find individual voice under instructor guidance. [not a Literature elective] 3 lecture hours

ENG 216  Literature Into Film  3 credits
Prerequisite: minimum C grade in ENG 102 or divisional permission
Focuses on the marriage of two art forms – literature and film – and pays particular attention to how the medium affects the writer and the writer the medium. Examines selected novels, short stories, plays, essays and/or memoirs as original works and as each evolves into film. 3 lecture hours

ENG 218  Creative Writing II  3 credits
Prerequisite: minimum C grade in ENG 102 or divisional permission
Promotes continuing development of creative writing skills; analyzes recognized models by major modern writers. Through workshop framework, peers and instructor critique student work. Students are encouraged to hone their writing voices under instructor guidance. [not a Literature elective] 3 lecture hours

ENG 220  Science Fiction Literature  3 credits
Prerequisite: minimum C grade in ENG 102 or divisional permission
Explores science fiction through a study of genre elements and the challenges these genres present. By examining a diverse selection of speculative literature, participants better appreciate and interpret such works and how they both reflect and change our culture. 3 lecture hours

ENG 221  Women in Literature  3 credits
Prerequisite: minimum C grade in ENG 102 or divisional permission
A discussion-based course that explores literature by women writers. Texts cover a variety of authors and genres as well as themes, issues and theories concerning the production of gender in literary works. Further develops the literary analysis and academic writing skills acquired in ENG 102. 3 lecture hours

ENG 222  Children's Literature  3 credits
Prerequisite: minimum C grade in ENG 102 or divisional permission
Critical evaluation of the various genres of literature written for children. Examines ancient folk tales like Aesop's Fables, modern picture books such as those by Maurice Sendak, and classic fiction such as the masterpieces of Lewis Carroll and Mark Twain. 3 lecture hours

ENG 227  English Literature I  3 credits
Prerequisite: minimum C grade in ENG 102 or divisional permission
Survey of representative English literature from the Middle English period through the Neo classical period. Particular attention to the works of Chaucer, Shakespeare, Milton, Donne, Dryden and Pope. 3 lecture hours
Humanities

ENG 228 English Literature II 3 credits
Prerequisite: minimum C grade in ENG 102 or divisional permission
Survey of representative English literature from the Romantic and Victorian periods up to the present. 3 lecture hours

ENG 231 Literature of AIDS: Confronting Catastrophe 3 credits
Prerequisite: minimum C grade in ENG 102 or divisional permission
Close readings of the stories and poems emerging from AIDS-affected writers, with widely representative writing emphasizing the work of gay authors. Examines divergent responses to the widespread societal denial of AIDS. 3 lecture hours

Diversity and Global Perspective

ENG 232 Post-Colonial Women Writers 3 credits
Prerequisite: minimum C grade in ENG 102 or divisional permission
Examines works written in English by women of color in Asia, Africa, the Americas, and Australia. Explores contributions of the writer to the body of modern world literature – poetry, fiction, drama – along with aspects of the writers’ politics and the social milieu that form their work. 3 lecture hours

ENG 239 Literature of War and Conflict 3 credits
Prerequisite: minimum C grade in ENG 102 or divisional permission
Surveys literary responses to war and conflict with particular focus on the psychological effects of warfare. Examines multiple genres, cultures, eras and viewpoints, but primary focus may rest on a particular era or conflict. May include texts by Homer, Sun Tzu, Stephen Ambrose, Oppenheimer, Hemingway, Tim O’Brien, and Elie Wiesel. 3 lecture hours

ENG 256 Fantasy Literature 3 credits
Prerequisite: minimum C grade in ENG 102 or divisional permission
Explores fantasy literature through a study of genre elements and the challenge this genre presents to readers of mainstream literature. By examining works written in and translated to English, participants better appreciate and interpret such works and how they represent an increasingly important sub-section of literary expression. 3 lecture hours

Engineering Technology

ENT 116 Engineering Graphics 2 credits
Corequisites: ENG 033 and MAT 033 or equivalent proficiency
Broad-based course in basic graphic concepts of engineering drawing, including such topics as orthographic projection, sectioning, isometric drawing, and dimensioning. 1 lecture/2 laboratory hours

ESL—English as a Second Language

Note: Initial selection of an ESL course is determined by results of ESL placement testing (see page 8).

ESL 090 Introduction to ESL Grammar, Reading, and Speech 4 credits
Prerequisite: score of 55 or lower on ESL Accuplacer
Introduces students to basic grammar connected in an American cultural context. Provides learners with useful and meaningful skills to apply beginning grammar necessary to communicate verbally and in writing. 4 lecture hours

ESL 011 ESL Speech Concepts I 4 credits
Prerequisite: score of 56-75 on ESL Accuplacer or successful completion of ESL 090
Develops speaking and listening skills for high-beginner students. Emphasis on expanding vocabulary, accent reduction, and gaining fluency and confidence using English spontaneously. Idioms, grammatical forms, morphology, phonology and etymology stressed. 4 lecture hours

ESL 013 ESL Reading and Critical Thinking I 4 credits
Prerequisite: score of 56-75 on ESL Accuplacer or successful completion of ESL 090
Emphasis on increasing reading fluency and comprehension, improving vocabulary, and relying on context clues to understand texts. 4 lecture hours

ESL 014 ESL Writing Concepts I 4 credits
Prerequisite: score of 56-75 on ESL Accuplacer or successful completion of ESL 090
Emphasis on orienting students to basic sentence patterns and types, writing topical paragraphs, and organizing one-page essays. Critical reading and application of grammar stressed. 4 lecture hours

ERG—Energy

ENG 228 English Literature II 3 credits
An introduction to electrical energy generation and its impact on the environment and society. Various energy alternatives such as solar, wind, geothermal, ocean and fuel cells are examined, along with the positive and negative aspects of each. 3 lecture hours

ERG 111 Alternative Energy Sources 3 credits
Prerequisite: placement in college-level math and English
Introduction to the analysis of energy use in buildings, the basic principles of insulation and weatherization, and the tools needed to conduct an energy audit. Topics include heat transfer through the building envelope as well as applicable codes and regulations for residential and light commercial building construction. 2 lecture/2 laboratory hours

ERG 112 Energy Audit and Weatherization 3 credits
Prerequisite: placement in college-level math and English
Introduction to the solar PV industry. Covers system types and efficiencies, solar site evaluation, differences between grid intertie and off-grid systems and associated components. Students use materials and tools common in solar panel installation. Safety on the job is emphasized. 2 lecture/2 laboratory hours

ERG 113 Solar Installation Technology 3 credits
Prerequisite: placement in college-level math and English
Introduction to the solar PV industry. Covers system types and efficiencies, solar site evaluation, differences between grid intertie and off-grid systems and associated components. Students use materials and tools common in solar panel installation. Safety on the job is emphasized. 2 lecture/2 laboratory hours

ERG 114 Alternative Energy Sources 3 credits
Prerequisite: placement in college-level math and English
Introduction to electrical energy generation and its impact on the environment and society. Various energy alternatives such as solar, wind, geothermal, ocean and fuel cells are examined, along with the positive and negative aspects of each. 3 lecture hours

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ESL—English as a Second Language

Note: Initial selection of an ESL course is determined by results of ESL placement testing (see page 8).

ESL 090 Introduction to ESL Grammar, Reading, and Speech 4 credits
Prerequisite: score of 55 or lower on ESL Accuplacer
Introduces students to basic grammar connected in an American cultural context. Provides learners with useful and meaningful skills to apply beginning grammar necessary to communicate verbally and in writing. 4 lecture hours

ESL 011 ESL Speech Concepts I 4 credits
Prerequisite: score of 56-75 on ESL Accuplacer or successful completion of ESL 090
Develops speaking and listening skills for high-beginner students. Emphasis on expanding vocabulary, accent reduction, and gaining fluency and confidence using English spontaneously. Idioms, grammatical forms, morphology, phonology and etymology stressed. 4 lecture hours

ESL 013 ESL Reading and Critical Thinking I 4 credits
Prerequisite: score of 56-75 on ESL Accuplacer or successful completion of ESL 090
Emphasis on increasing reading fluency and comprehension, improving vocabulary, and relying on context clues to understand texts. 4 lecture hours

ESL 014 ESL Writing Concepts I 4 credits
Prerequisite: score of 56-75 on ESL Accuplacer or successful completion of ESL 090
Emphasis on orienting students to basic sentence patterns and types, writing topical paragraphs, and organizing one-page essays. Critical reading and application of grammar stressed. 4 lecture hours
ESL 021 ESL Speech Concepts II 4 credits
Prerequisite: score of 76-99 on ESL Accuplacer or successful completion of ESL 011
Spontaneous oral English for intermediate-level students. Reinforces ability to speak and listen effectively in a second language with stress on building fluency and vocabulary, accent reduction, word syntax, idioms, grammatical forms, morphology, phonology, and etymology. 4 lecture hours

ESL 022 ESL Reading and Critical Thinking II 4 credits
Prerequisite: score of 76-99 on ESL Accuplacer or successful completion of ESL 013
Emphasis on developing and using academic and idiomatic vocabulary through reading narrative, expository and argumentative essays as well as longer readings. Exposure to critical analysis and interpretation of English texts. 4 lecture hours

ESL 023 ESL Writing Concepts II 4 credits
Prerequisite: score of 76-99 on ESL Accuplacer or successful completion of ESL 014
Sentence patterns, sentence sequences, and the development of a paragraph are emphasized. The student learns to correct errors in grammar and punctuation to produce standard English sentences which support a topic. Outstanding performance in this course may qualify the student to enroll in ENG 101, English Composition I. 4 lecture hours

ESL 032 ESL Speech Concepts III 4 credits
Prerequisite: score of 100-110 on ESL Accuplacer or successful completion of ESL 021
Advanced speaking and listening. Themes of intercultural communication and global issues provide centerpieces of conversations and interactions. Developing higher skills in verbal and non-verbal communication, colloquial and idiomatic expressions and fluency, students present formal speeches, critiques, and feedback. 4 lecture hours

ESL 033 ESL Reading and Critical Thinking III 4 credits
Prerequisite: score of 100-110 on ESL Accuplacer or successful completion of ESL 022
Further reinforces and refines reading skills, comprehension, vocabulary expansion and enhancing oral presentation and interpretation techniques as well as analytical thinking skills. 4 lecture hours

ESL 034 ESL Writing Concepts III 4 credits
Prerequisite: score of 100-110 on ESL Accuplacer or successful completion of ESL 023
Stresses spontaneous, fluent, and idiomatic writing. Includes practice in various forms of writing, from personal to more formal, using various source materials ranging from magazines to works of fiction. Students who successfully complete this course qualify to enroll in ENG 101, English Composition I. 4 lecture hours

ETT 102 Introduction to the Entertainment Industry 3 credits
Prerequisite: eligibility for placement in ENG 101
An introduction to terminology, working methods, processes, equipment, and facilities for various entertainment industry venues with a particular emphasis on theatre and music technology and production. Laboratory work includes an introduction to lighting programs and digital audio production software. Related current events and career opportunities are discussed. Attendance at several applicable events is required. 2 lecture/2 laboratory hours

ETT 200 Technical Production 1 credit
Prerequisites: ETT 102, THR 102, and prior advisor approval
Supervised laboratory in the technical areas of production including planning, construction, and running of productions. Emphasizes careful pre-planning and appropriate safety procedures along with follow-up critiques and evaluation of the work done. Graded on pass-fail basis. 90 hours minimum

ETT 205 Arts and Entertainment Management 3 credits
Prerequisite: ETT 102 with a minimum C grade
An introduction to common issues and best practices in the management of arts and entertainment organizations. Students gain a basic understanding of business requirements and challenges in producing entertainment. Topics include common management structures in not-for-profit and for-profit arts and entertainment organizations, marketing, public relations, fundraising, budgeting, and human resources. Legal concerns addressed include contracts, copyright, licensing, and royalties. 3 lecture hours

ETT 290 Entertainment Technology Internship 2 credits
Prerequisites: ETT 200 and prior advisor approval
Work experience at a professional scenery fabrication shop, rental/supply house, off-Broadway theater, or any entertainment-related organization. Serves to bridge the student's academic and professional skills. Students observe and participate in the daily activities of the internship site. Each student, supervised by faculty and a manager at the internship site, creates a portfolio and keeps a log/journal to be shared in group seminars. Graded on pass-fail basis. 1 class hour every other week. 190 Internship hours

FAS—Fashion

FAS 105 Fashion: The Global Marketplace 3 credits
Prerequisite: placement in college-level English
An overview of the fashion industry beginning with a historical perspective that covers both domestic and international influences. Integrates creative fashion concepts with business concepts commonly used in general marketing. Topics include international sourcing and trade, and retailing. 3 lecture hours

FAS 110 Introduction to Fashion Drawing 3 credits
Prerequisite: ART 102
Coordinated with Fashion Design I, develops techniques, skills, and knowledge needed to produce fashion drawings that are clear, accurate, realistic, and attractive. Vocabulary of various clothing styles and details are introduced. 1 lecture/4 laboratory hours

FAS 120 Introduction to Fashion Design I 3 credits
Corequisite: FAS 130
Coordinated with Introduction to Fashion Drawing, emphasizes development of color stories, concepts and fabrications. Study includes exploration of visual sensitivity, mastering fashion terminology, developing original design concepts, as well as storyboard compiling and design research. 1 lecture/4 laboratory hours

FAS 130 Introduction to Textiles for Fashion 3 credits
Prerequisite or Corequisite: ENG 101
Explores how textiles are produced and how appropriate performance characteristics are incorporated into materials and products. Students make informed decisions regarding materials and products to communicate effectively with team members in the workplace, suppliers, contractors and buyers. Careers in the global textile industry are discussed. 3 lecture hours
### FAS—Fashion Studies

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<tbody>
<tr>
<td>FAS 140</td>
<td>Computerized Fashion Drawing</td>
<td>3 credits</td>
<td>Corequisite: FAS 110</td>
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<td>FAS 150</td>
<td>Technical Skills for Apparel Production I</td>
<td>3 credits</td>
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<tr>
<td>FAS 205</td>
<td>Fashion Merchandising</td>
<td>3 credits</td>
<td>Prerequisites: BLIS 101, ENG 101, MKT 101, MKT 230</td>
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<td>FAS 220</td>
<td>History of Costume Design</td>
<td>3 credits</td>
<td>Prerequisite: FAS 105</td>
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<td>FAS 230</td>
<td>Fundamentals of Fashion Buying</td>
<td>3 credits</td>
<td>Prerequisites: FAS 105, FAS 205</td>
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<td>FAS 250</td>
<td>Technical Skills for Apparel Production II</td>
<td>3 credits</td>
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<td>FAS 260</td>
<td>Fashion Design II: Portfolio</td>
<td>3 credits</td>
<td>Prerequisites: FAS 110, FAS 120</td>
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<td>FAS 265</td>
<td>Fashion Internship</td>
<td>3 credits</td>
<td>Prerequisite: coordinator approval</td>
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<td>FAS 267</td>
<td>Fashion Administration</td>
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<td>FAS 268</td>
<td>Fashion Entrepreneurship</td>
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<td>FAS 269</td>
<td>Fashion Law</td>
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### FIR—Fire Science

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<tr>
<td>FIR 101</td>
<td>Introduction to Fire Science</td>
<td>3 credits</td>
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<td>FIR 104</td>
<td>Building Construction</td>
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<td>FIR 107</td>
<td>Fire Prevention and Code Enforcement I</td>
<td>5 credits</td>
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<td>FIR 201</td>
<td>Hazardous Materials</td>
<td>3 credits</td>
<td>Prerequisite: CHE 100 or equivalent background</td>
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<td>FIR 202</td>
<td>Water Supply for Fire Protection</td>
<td>3 credits</td>
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<td>FIR 203</td>
<td>Fire Protection Systems</td>
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<td>FIR 204</td>
<td>Fire Fighting Tactics</td>
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<td>FIR 205</td>
<td>Fire Department Organization</td>
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<td>FIR 206</td>
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<td>FIR 208</td>
<td>Fire Department Safety and Health Administration</td>
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FIR 209  Fire Prevention and Code Enforcement II  3 credits
Prerequisite: FIR 107
Examines duties of the fire official, legal aspects, and coordination with other governmental agencies. Topics include fire code administration, principles of personnel management, records management, variances, penalties, and enforcement procedures. Approved by the New Jersey Bureau of Fire Safety toward Fire Official certification pursuant to the Uniform Fire Safety Act.

FIR 211  Fire Investigation II  3 credits
Prerequisite: FIR 206
Provides advanced technical knowledge on rule of law, fire scene analysis, fire behavior, evidence collection and preservation, scene documentation, case preparation and courtroom testimony.

FRE—French

Note: Students who have taken two or more years of a foreign language, and have done so in the last two years, should begin that language at the 200 level or switch to a new language. If there is doubt, placement will be determined by testing or consultation with the academic division.

FRE 101  Beginning French I  3 credits
The first in a sequence of courses designed for students with little or no prior knowledge of French. Spoken communication in French is both the end goal and the means of instruction. Emphasizes the four communicative skills in a culturally authentic context. Reading and writing are assigned out of class to facilitate effective listening and speaking practice in class. Basic grammar skills are also introduced.

FRE 102  Beginning French II  3 credits
Prerequisite: FRE 101 with a minimum C grade, placement by exam, or permission of instructor
The second in a sequence of courses designed for students with little or no prior knowledge of French. Spoken communication in French is both the end goal and the means of instruction. Emphasizes the four communicative skills in a culturally authentic context. Reading and writing are assigned out of class to facilitate effective listening and speaking practice in class. Basic grammar skills are also introduced.

FRE 201  Intermediate French I  3 credits
Prerequisite: FRE 102 with a minimum C grade, placement by exam, or permission of instructor
The first in a sequence of courses designed for students with a mid to high novice level of competency in French. Spoken communication in French continues to be the end goal and the means of instruction. The four communicative skills of reading, writing, listening and speaking are applied to discussions and debates involving Francophone culture, politics, and history. Fundamental grammar points are reviewed.

FRE 202  Intermediate French II  3 credits
Prerequisite: FRE 201 with a minimum C grade, placement by exam, or permission of instructor
The second in a sequence of courses designed for students with a mid to high novice level of competency in French. Spoken communication in French continues to be the end goal and the means of instruction. The four communicative skills of reading, writing, listening and speaking are applied to discussions and debates involving Francophone culture, politics, and history. Fundamental grammar points are reviewed.
GEO—Geography

GEO 101 Geography 3 credits
Prerequisite: MATH 100 or equivalent.
Surveys the main concepts of geography, including types of climate, topography, transportation and mapping. The current issues of environmental protection and city planning are studied with emphasis on the United States and political and economic factors.
3 lecture hours

GEO 102 Cultural Geography 3 credits
Prerequisite: GEO 101
Surveys the cultural geography of people living in significant regions such as India, China, Japan, Europe, Canada, Africa, and Latin America. A study of the geography, history, art, and way of life of people in various nations leads to an appreciation of their cultural heritage and achievements.
3 lecture hours
GER—German

Note: Students who have taken two or more years of a foreign language, and have done so in the last two years, should begin that language at the 200 level or switch to a new language. If there is doubt, placement will be determined by testing or consultation with the academic division.

**COURSES**

- **GER 101 Beginning German I**
  - 3 credits
  - The first in a sequence of courses designed for students with little or no prior knowledge of German. Spoken communication in German is both the end goal and the means of instruction. Emphasizes the four communicative skills in a culturally authentic context. Reading and writing are assigned out of class to facilitate effective listening and speaking practice in class. Basic grammar skills are also introduced.

- **GER 102 Beginning German II**
  - 3 credits
  - Prerequisite: GER 101 with a minimum C grade, placement by exam, or permission of instructor
  - The second in a sequence of courses designed for students with little or no prior knowledge of German. Spoken communication in German is both the end goal and the means of instruction. Emphasizes the four communicative skills in a culturally authentic context. Reading and writing are assigned out of class to facilitate effective listening and speaking practice in class. Basic grammar skills are also introduced.

- **GER 201 Intermediate German I**
  - 3 credits
  - Prerequisite: GER 102 with a minimum C grade, placement by exam, or permission of instructor
  - The first in a sequence of courses designed for students with a mid to high novice level of competency in German. Spoken communication in German continues to be the end goal and the means of instruction. The four communicative skills of reading, writing, listening and speaking are applied to discussions and debates involving German culture, politics, and history. Fundamental grammar points are reviewed.

- **GER 202 Intermediate German II**
  - 3 credits
  - Prerequisite: GER 201 with a minimum C grade, placement by exam, or permission of instructor
  - The second in a sequence of courses designed for students with a mid to high novice level of competency in German. Spoken communication in German continues to be the end goal and the means of instruction. The four communicative skills of reading, writing, listening and speaking are applied to discussions and debates involving German culture, politics, and history. Fundamental grammar points are reviewed.

**HIS—History**

- **HIS 101 History of Western Civilization to 1648**
  - 3 credits
  - [not recommended for students who have taken HIS 111]
  - Introduction to the political, social, cultural, and economic events that distinguished Western civilization to 1648. Major topics include ancient Near Eastern civilizations, Greece and Rome, the Middle Ages, and the Renaissance and Reformation. Examination of highlight works, including literary and visual sources.

- **HIS 102 History of Western Civilization Since 1648**
  - 3 credits
  - [not recommended for students who have taken HIS 113]
  - Introduction to the political, social, cultural, and economic events that have distinguished Western civilization since 1648. Major topics include Absolutism, the Scientific Revolution, the Enlightenment, the French Revolution, Industrialization, Nationalism, World Wars I and II, and recent trends. Examination of highlight works, including literary and visual sources.

- **HIS 103 World History Since 1500**
  - 3 credits
  - [not recommended for students who have taken HIS 112]
  - Survey of world history from pre-history to 1500, examining the development of ancient societies in Asia, Europe, Africa, the Americas, and Oceania. Examines the relationships between peoples of different societies, including ancient Egypt and Nubia, India, classical Greece and Rome, the Islamic states, Han China, early Korea and Japan, and Andean and Mesoamerican societies.

- **HIS 104 World History to 1500**
  - 3 credits
  - Survey of world history from pre-history to 1500, examining the development of ancient societies in Asia, Europe, Africa, the Americas, and Oceania. Examines the relationships between peoples of different societies, including ancient Egypt and Nubia, India, classical Greece and Rome, the Islamic states, Han China, early Korea and Japan, and Andean and Mesoamerican societies.
HIS 122 American Sports History 3 credits
Examines sports’ prominence in American life since the mid-19th century. Focuses on sports as a reflection of our social, political, and economic make-up and on sports’ ability to affect and shape our institutions. Particular attention is given to social class, race and ethnicity, gender, community, technology, and commercialization and the media. 3 lecture hours

HIS 207 American Constitutional History 3 credits
Study of the Constitution’s place in American history with emphasis on presidential authority, judicial interpretation, constitutional crises, the evolution of Federalism, and the status of civil liberty, past and present. 3 lecture hours

HIS 210 History of American Popular Culture 3 credits
Explores social, economic, and political contexts through examination of the films, sports, television, music, print media, literature, and fads that shape, influence, and respond to cultural trends. 3 lecture hours

HIS 213 Twentieth-Century World History 3 credits
Corequisite: ENG 101
Study of world history from the age of imperialism through the modern era. Focuses on the World Wars, the Cold War, colonization and decolonization, political ideologies, genocides, gender, race and ethnicity, religion, class, technology, poverty, terrorism, cultural history, and other global issues. 3 lecture hours

HIS 214 The United States Since 1945 3 credits
Intensive study of American history since World War II examines World War II, the Cold War at home and abroad, the Civil Rights movement, Vietnam, social upheavals and new forms of cultural expression during the 1960s, gender and class, technology, and 21st century issues. 3 lecture hours

HIS 215 The Holocaust and Other Genocides 3 credits
Prerequisite: HIS 102 or HIS 113 recommended
Analyzes the Holocaust and other genocides of the 20th and 21st centuries from an historical perspective. Specific topics include anti-Semitism in Europe, Nazism, the Final Solution, Armenian nationalism, the Khmer Rouge, and African genocides. Texts, testimonies, films, and other resources contribute to understanding events and responses. Particular attention is given to universal themes including prejudice, racism, evil, and moral responsibility. 3 lecture hours

HIS 218 History of Latin America 3 credits
Survey of Latin America from pre-Columbian origins to current times. Topics include Indian civilizations, discovery and conquest, colonial rule, independence movements, as well as 19th century and current issues and events. 3 lecture hours

HIS 220 History of Daily Life in the Modern Western World 3 credits
Examines the continuities and changes in daily life among ordinary people from the 17th century to the present. Although seemingly powerless for much of this period, certain social categories such as peasants, slaves, poor workers, and women played significant roles in the development of the modern world. This course explores those roles by studying the social and cultural aspects of daily life as revealed through a variety of primary sources and secondary studies. 3 lecture hours

HIS 221 History of American Women 3 credits
Studies the role and lives of outstanding women in selected historical periods, focusing on composite historical forces that shaped their lives. Current research in anthropology, psychology, and sociology supplements the historical content. [occasional offering] 3 lecture hours

HIS 225 History of England 3 credits
Survey from the earliest period to the present with emphasis on significant aspects of the Celtic, Roman, and Anglo-Saxon heritage, medieval and renaissance England, and English achievements in recent centuries in government, social reform, and culture. [occasional offering] 3 lecture hours

HIS 226 History of New Jersey 3 credits
Surveys New Jersey history from the pre-colonial era to the present, with special emphasis on race, gender, ethnicity, social class, and the state’s meaningful place in the larger story of American history. [occasional offering] 3 lecture hours

HIS 230 Special Topics in History 3 credits
Prerequisite: ENG 101 or permission of instructor
In-depth and specialized variable studies of some of the major individuals and cultural forces in U.S. and world history. Content may vary each time the course is offered. [occasional offering] 3 lecture hours

HIS 231 Women in Antiquity 3 credits
Examines the legal, social, and cultural roles and status of women in the Ancient Near East, Egypt, Greece, and Rome through review of ancient literature, legal and economic texts, art, and archaeology, supplemented with scholarly commentaries. 3 lecture hours

HIS 232 Women in Europe Since 1500 3 credits
Examines, through a variety of sources, the history of women in Western society since 1500. Through close readings and critical discussion of literature, legal and economic texts, art, as well as scholarly commentary, a deeper appreciation of the legal, social, and cultural roles and status of women in Europe from the Reformation to the present is developed. While focusing mostly on the historical conditions of women, this course also explores the history of gender and sexuality. 3 lecture hours

HIS 233 American History and Literature 3 credits
Prerequisite: ENG 102 with a minimum C grade
[also offered as ENG 238] An interdisciplinary examination of American literature and society with special emphasis on contemporary perspectives and the historical context in which texts were written. Focuses on American history and literature since 1865, covering such topics as gender, race, ethnicity and immigration, social class, the West, war, and popular culture. 3 lecture hours

HIS 234 American History and Literature 3 credits
Prerequisite: ENG 102 with a minimum C grade
[also offered as ENG 239] An interdisciplinary examination of American literature and society with special emphasis on contemporary perspectives and the historical context in which texts were written. Focuses on American history and literature since 1865, covering such topics as gender, race, ethnicity and immigration, social class, the West, war, and popular culture. 3 lecture hours

HIS 235 American History and Literature 3 credits
Prerequisite: ENG 102 with a minimum C grade
[also offered as ENG 236] An interdisciplinary examination of American literature and society with special emphasis on contemporary perspectives and the historical context in which texts were written. Focuses on American history and literature since 1865, covering such topics as gender, race, ethnicity and immigration, social class, the West, war, and popular culture. 3 lecture hours

HOS—Hospitality

HOS 100 Hospitality Success Skills 1 credit
Introduces skills necessary to be successful in the hospitality program and the hospitality industry. Emphasizes career options and how to make the most of the educational experience through self management, internship opportunities, and effective study habits. Additional topics include customer service, history and trends of the hospitality industry, and the role of cultural diversity. 1 lecture hour
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOS 101</td>
<td>Food Preparation I</td>
<td>3</td>
<td>Corequisite: HOS 111</td>
</tr>
<tr>
<td></td>
<td>Introduction to the principles, skills, and techniques associated with the culinary arts, involving various cooking methods including classic and modern techniques. Identification of various kitchen staples, food products, and equipment used within the commercial food operation. Hands-on activities require the preparation of a wide variety of recipes. Chef whites required.</td>
<td></td>
<td>1 lecture/4 laboratory hours</td>
</tr>
<tr>
<td>HOS 102</td>
<td>Food Preparation II</td>
<td>3</td>
<td>Prerequisites: HOS 101 and HOS 118 or equivalent proficiency</td>
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<tr>
<td></td>
<td>Refines culinary skills in quantity food preparation through operation of a student-run restaurant. Includes kitchen and dining room organization and operations; menu development and design; management of service and culinary personnel; service standards; serving the general public; merchandising and sales promotion; and banquet management. Chef whites required.</td>
<td></td>
<td>1 lecture/4 laboratory hours</td>
</tr>
<tr>
<td>HOS 103</td>
<td>Protocol for International Travel</td>
<td>3</td>
<td>Prerequisites: HOS 101 and HOS 118 or equivalent proficiency</td>
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<tr>
<td></td>
<td>Develops awareness of other cultures as needed for international travel. Covers itinerary preparation, currency exchange, passports and visas, health and safety hazards, plus proper use of English and cultural interpretations of gestures.</td>
<td></td>
<td>3 lecture hours</td>
</tr>
<tr>
<td>HOS 104</td>
<td>Hotel Management and Lodging Operations</td>
<td>3</td>
<td>Prerequisites: HOS 101 and HOS 118 or equivalent proficiency</td>
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<tr>
<td></td>
<td>Preliminary study of operations and management in the lodging industry with special emphasis on front desk operations and management, housekeeping, corporate structure, staffing, sales, security, and accounting.</td>
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<td>3 lecture hours</td>
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<tr>
<td>HOS 109</td>
<td>Advanced Culinary Arts</td>
<td>3</td>
<td>Prerequisites: HOS 101 and HOS 118 or equivalent proficiency</td>
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<tr>
<td></td>
<td>Comprehensive review of current culinary arts practices, including advanced professional culinary skills, recipes, techniques, and use of ingredients. Involves practice of a wide variety of classical and modern cooking techniques as well as basic and advanced sanitation measures in kitchen operations.</td>
<td></td>
<td>3 lecture hours</td>
</tr>
<tr>
<td>HOS 110</td>
<td>Breakfast / Pantry</td>
<td>2</td>
<td>Prerequisites: HOS 101, HOS 118, HOS 217</td>
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<tr>
<td></td>
<td>Covers basic breakfast preparation, presentation, and merchandising techniques for some basic baked goods, breakfast proteins, as well as garnishes. Practical laboratory experience involves preparing and serving meals. Use, safety, care, and storage of hand tools – including cook's and vegetable knives – are emphasized.</td>
<td></td>
<td>1 lecture/4 laboratory hours</td>
</tr>
<tr>
<td>HOS 111</td>
<td>Culinary Math</td>
<td>1</td>
<td>Prerequisite: MAT 037 (or MAT 037A and 037B)</td>
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<tr>
<td></td>
<td>Focus on key mathematic concepts related to culinary arts. Students demonstrate a working knowledge of topics including calculating yield percent, determining portion costs, periodic food costs, 'selling price' determinations, weights and measures, changing recipe yields, and converting between metric and U.S. measurements.</td>
<td></td>
<td>1 lecture hour</td>
</tr>
<tr>
<td>HOS 115</td>
<td>Food and Culture</td>
<td>3</td>
<td>Prerequisite: HOS 111</td>
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<td></td>
<td>Applying a global perspective of the symbolic, social, political, and economic role of food in different cultures, examines the geographical and historical conditions that give rise to various regional cuisines. Lectures, demonstrations, and hands-on participation reveal how institutions and organizations influence food habits and beliefs.</td>
<td></td>
<td>2 lecture/2 laboratory hours</td>
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<tr>
<td>HOS 116</td>
<td>Techniques of Healthy Cooking</td>
<td>3</td>
<td>Prerequisites: HOS 101, HOS 118</td>
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<tr>
<td></td>
<td>Study of nutritional guidelines for selecting, preparing and cooking a wide variety of food products, including desserts. Cooking techniques include sautéing, roasting, steaming and grilling. Healthful menu planning applies “tricks of the trade” techniques to trim calories and fats. Chef whites required.</td>
<td></td>
<td>1 lecture/4 laboratory hours</td>
</tr>
<tr>
<td>HOS 118</td>
<td>Sanitation and Safety in Food Service Operations</td>
<td>2</td>
<td>Prerequisites: HOS 101, HOS 118 or equivalent proficiency</td>
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<tr>
<td></td>
<td>Laws and principles governing safe food service, from purchasing, receiving, preparing, serving, and storing to re-heating food products. Prepares students to take the National Restaurant Association Education Foundation certification exam as part of the course.</td>
<td></td>
<td>2 lecture hours</td>
</tr>
<tr>
<td>HOS 120</td>
<td>Introduction to the Hospitality Industry</td>
<td>3</td>
<td>Prerequisites: HOS 101, HOS 118 or equivalent proficiency</td>
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<td></td>
<td>Close-up view of the lodging, food service, travel and tourism fields, with introduction to hospitality management, marketing, guest services, hospitality law, human relations and allied hospitality fields.</td>
<td></td>
<td>3 lecture hours</td>
</tr>
<tr>
<td>HOS 123</td>
<td>Introduction to Travel and Tourism</td>
<td>3</td>
<td>Prerequisites: HOS 101, HOS 118 or equivalent proficiency</td>
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<tr>
<td></td>
<td>Develops skills in constructing itineraries; domestic and international ticketing; handling hotel, motel, and resort reservations; arranging cruises, tours, and car rentals; addressing customer and immigration issues. Emphasizes the responsibilities, professional behavior and ethics required for success.</td>
<td></td>
<td>3 lecture hours</td>
</tr>
<tr>
<td>HOS 124</td>
<td>Computerized Reservations</td>
<td>3</td>
<td>Prerequisite: computer literacy</td>
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<tr>
<td></td>
<td>Provides an understanding of the various facets of travel/tourism reservations with an emphasis on developing skills in utilizing automated reservation systems. Students work with simulated system software widely used in the industry.</td>
<td></td>
<td>3 lecture hours</td>
</tr>
<tr>
<td>HOS 126</td>
<td>Table Service</td>
<td>2</td>
<td>Corequisite: HOS 111</td>
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<tr>
<td></td>
<td>Focus on dining room operations including all aspects of merchandising and customer service. Students can earn a certification for safe alcohol service through the National Restaurant Association. Lab hours in the dining room reinforce classroom discussion.</td>
<td></td>
<td>2 lecture/2 laboratory hours</td>
</tr>
<tr>
<td>HOS 203</td>
<td>Hospitality Purchasing</td>
<td>3</td>
<td>Prerequisites: HOS 111</td>
</tr>
<tr>
<td></td>
<td>Accepted practices for receiving, storing and issuing food and nonfood products within the hospitality industry. Covers purchasing major equipment, small wares, tableware, textiles, and vendor services.</td>
<td></td>
<td>3 lecture hours</td>
</tr>
<tr>
<td>HOS 204</td>
<td>Hospitality Marketing</td>
<td>3</td>
<td>Prerequisites: HOS 111</td>
</tr>
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<td></td>
<td>Addresses marketing plans, market research, market segmentation, positioning, consumer behavior, advertising, promotion, pricing theory, and hospitality group sales.</td>
<td></td>
<td>3 lecture hours</td>
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<tr>
<td>HOS 205</td>
<td>Menu Planning/Costing and Design</td>
<td>2</td>
<td>Prerequisites: HOS 111</td>
</tr>
<tr>
<td></td>
<td>Applicable to a wide variety of food service operations, covers pricing strategies and support systems, ordering, conversion of recipes from small to large quantities, physical types of menus, marketing strategies, and food preferences of the public. Special emphasis on the planning of nutritional menus.</td>
<td></td>
<td>2 lecture hours</td>
</tr>
</tbody>
</table>

**GenEd Diversity and Global Perspective**

- **HOS 115** Food and Culture - 3 credits
- **HOS 116** Techniques of Healthy Cooking - 3 credits
- **HOS 118** Sanitation and Safety in Food Service Operations - 2 credits
- **HOS 120** Introduction to the Hospitality Industry - 3 credits
- **HOS 123** Introduction to Travel and Tourism - 3 credits
- **HOS 124** Computerized Reservations - 3 credits
HOS 207 Grilling, Barbecuing, and Smoking 3 credits
Introduction to the principles, techniques and skills necessary to prepare outdoor meals. Students prepare a wide variety of foods using grilling, barbecuing, and smoking cooking techniques.
1 lecture/4 laboratory hours

HOS 208 Hospitality Law 3 credits
Introduction to hospitality law, its effect on hospitality management, and the legal principles that govern the hospitality industry.
3 lecture hours

HOS 209 Garde Manger 3 credits
Prerequisites: HOS 101 and HOS 118 with a minimum C grade
Addresses basic and advanced garde manger and charcuterie techniques such as the preparation and serving of hot and cold hors d’oeuvres, aspics, pates, mousses, terrines, and cold dishes along with advanced techniques for the planning and arrangement of buffets. Covers table arrangement and planning, creation of model nonedible food displays, as well as manipulation of specialized tools to produce decorative buffet items and showpieces such as ice sculptures, pastillage, marzipan, and fondant.
1 lecture/4 laboratory hours

HOS 210 Applied Kitchen Skills – Cafe 3 credits
Prerequisites: HOS 102, HOS 217
An advanced course in pantry and deli preparation and organization. Developing speed skills with quantity production while following industry guidelines for sanitation and safety, students demonstrate proper plate presentation, including seasonal production, in a dining room pantry.
1 lecture/4 laboratory hours

HOS 211 Professional Baking I 3 credits
Prerequisite: MAT 037 (or MAT 037A and 037B)
Corequisite: HOS 111
Fundamental principles and procedures for preparing baked goods, pastries, and desserts. Promotes the understanding of baking formulas in bakeshop production planning and ability to produce high-quality items through the development of manual skills. Stresses the use of equipment and supplies in a safe and sanitary manner. Chef whites required.
1 lecture/4 laboratory hours

HOS 218 Professional Baking II 3 credits
Prerequisites: HOS 111, HOS 118, HOS 217
Intermediate principles and procedures for preparing baked goods, specialty cakes, pastries and pies. Emphasizes producing quality items through the development of manual skills, knowledge of ingredients and proper use of advanced bakery formulas. Stresses use of high-quality ingredients, equipment, advanced manual skills, and safe and sanitary bakeshop practices.
1 lecture/4 laboratory hours

HOS 219 Professional Baking III 2 credits
Prerequisites: HOS 118, HOS 217
Advanced principles and procedures for preparing baked goods, specialty cakes, pastries and pies, and other specialty desserts. Emphasizes producing high-quality items.
1 lecture/3 laboratory hours

HOS 230 Experimental Kitchen 2 credits
Prerequisites: HOS 101, HOS 111, HOS 118, MAT 120
Covers tastes and flavors (sweet, salt, bitter, sour, and umami). Students explore culinary herbs and spices, salts, peppers, oils, vinegars, essences, fragrances, oleoresins, concentrates, freeze dried fruit and vegetable products, and other flavor carriers used in cooking and culinary research and development. Includes a hands-on lab application of techniques learned.
1 lecture/3 laboratory hours

HOS 231 Meat, Poultry and Fish Fabrication 1 credit
Prerequisites: HOS 101, HOS 118
Addresses the fundamentals of purchasing specifications; receiving, handling, and storing meat and seafood; plus techniques for fabricating cuts for professional kitchens.
2 laboratory hours

HOS 235 American Regional Cuisine 2 credits
Prerequisites: HOS 102, HOS 109
Prepare, taste, serve, and evaluate traditional regional dishes of America. Study and practices emphasize ingredients, flavor profiles, preparations, and techniques representative of cuisines of the United States.
1 lecture/3 laboratory hours

HOS 240 Classical Cuisine / Advanced International 2 credits
Prerequisites: HOS 102, HOS 115
Students demonstrate a working knowledge in their approach to flavor profiles by applying cooking methods practiced by each ethnic group visited. Traditional preparation and plate presentation is emphasized utilizing both classic and modern approaches.
1 lecture/3 laboratory hours

HOS 245 Chocolates and Confections / Retail Bakeshop 3 credits
Prerequisites: HOS 218, HOS 219
The essentials for creating sculptures, forming simple centerpieces, and preparing chocolates and other confections with soft, hard, and liquid centers. Along with merchandising concepts, traditional and contemporary production practices are explored for products including pastillage, nougatine, and assorted sugar and chocolate decorative pieces.
1 lecture/4 laboratory hours

HOS 246 Artisanal Breads 2 credits
Prerequisites: HOS 218, HOS 219
An in-depth study and practice of Artisan bread baking. Old World techniques are applied with an emphasis on levains, poolish, and sponge bread methods.
1 lecture/3 laboratory hours

HOS 247 Restaurant Desserts 3 credits
Prerequisite: HOS 218
How to produce and merchandise restaurant-style desserts. Along with an emphasis on dessert menu planning, production techniques are practiced involving plate-up, garnish, and component style desserts.
1 lecture/4 laboratory hours

HOS 248 Advanced Pastry 3 credits
Prerequisite: HOS 218, HOS 219
Integrates training in baking and pastry arts, academic studies, and field experience using fundamental baking and pastry techniques, topics of contemporary significance, food science, aesthetics, and sensory perception as frameworks. Building on previous baking and pastry classes, students research recipes, produce them for consumption, evaluate them, and cost them. Additional assignments include short essays, a detailed project, menu development, and service demonstrations.
1 lecture/4 laboratory hours

HOS 250 Pastry Arts Practicum 2 credits
Prerequisites: HOS 247, HOS 248
Corequisite: HOS 111
Focus on practical skill sets – including those related to presentation, sanitation, and overall quality – required for pastry arts involving breads, quick breads, sweet dough, cookies, cake decorating, puff pastry, and pie production. Guidelines applied for the final exam match those of the nationally recognized Skills USA competition.
1 lecture/2 laboratory hours
HOS 251  Culinary Arts Practicum  2 credits
Prerequisites: HOS 210; HOS 235 or HOS 240
Encompasses hot and cold food preparation and presentation utilizing a market basket format. Students demonstrate knowledge and skills through production of a four-course menu in a practical exam. Guidelines applied for this practical course match those of the nationally recognized Skills USA competition.  1 lecture/2 laboratory hours

HOS 267  Event Planning  3 credits
Prerequisite: HOS 204
Corequisite: ACC 108 or ACC 111
Examines the various aspects required in planning and implementing meetings, expositions, conventions, and other events large and small. Along with methods and strategies for overall project management and organization, special emphasis addresses budgeting, promotion, and designing the event environment.  3 lecture hours

HOS 290  Internship in Hotel, Restaurant, and Institution Management  2 credits
Prerequisites: minimum GPA of 2.0 or permission of program coordinator; eligibility usually limited to students in final semester before graduation
Supervised field experience in the operation and management of various departments or functional areas at selected hotels, restaurants, and institutions. Focus on leadership skills, human relations development, service in the hospitality industry, and reducing turnover with teamwork.  1 lecture/240 internship hours

HOS 291  Culinary Internship  2 credits
Prerequisites: HOS 109 or HOS 219, sophomore status, and permission of program coordinator; eligibility generally limited to students who have completed 30 credits
Consists of two components: a supervised field experience working in various kitchen or pastry positions in a commercial kitchen; and classroom exercises and activities involving development of human relations, teamwork, and leadership skills. Service in the hospitality industry as well as culinary career opportunities are additionally addressed.  1 lecture hour/400 internship hours

HPE—Health / Physical Education

HPE 091  Introduction to Health Careers  2 credits
Prerequisite: ENG 034
Designed for any student interested in a career in the health professions. Provides an introduction to the educational pathways, roles, and responsibilities of health care providers, and an overview of a variety of health professions, plus opportunities to actually observe additional career options in the health care field.  2 lecture hours

HPE 101  Basic Concepts of Nutrition  3 credits
Prerequisites: MAT 033 and ENG 024 or equivalent
Study of the fundamental concepts of nutrition with emphasis on the relationships of nutrients to health. Topics include basic diet constituents, principles of body function, considerations for various age groups, dietary regulations, myths, food patterns, weight control, and food safety.  3 lecture hours

HPE 105  First Aid, CPR and AED  3 credits
Prepares rescuers and lay responders with the knowledge and hands-on skills necessary to safely minimize the consequences of injury and illness and help sustain life in an emergency until medical help arrives. Successful candidates earn Basic Life Saving Healthcare Provider CPR/AED and Heartsaver First Aid Certifications through the American Heart Association.  2 lecture/2 laboratory hours

HPE 110  Concepts of Health and Fitness  2 credits
Prerequisite: ENG 033 or equivalent
Through lectures and laboratories, essential knowledge and skills in health and all dimensions of wellness are explored. Through self-assessments, students develop a wellness profile and program designed to achieve and/or maintain optimal lifelong health and wellness. Physical activity is required.  1 lecture/2 laboratory hours

HPE 111  Living with Health  3 credits
Prerequisite: ENG 034 or college-level proficiency in reading
Through self-assessments and critical thinking, students optimize their physical, psychological, social, intellectual and environmental well-being. Topics include health determinants, disease, disability, consumer education, health literacy, infectious and chronic diseases, aging, diversity, immediate and long-term effects of lifestyle choices including fitness, diet, stress management, destructive behaviors, dependency, and sexuality.  3 lecture hours

HPE 113  Medical Terminology  3 credits
Prerequisite: ENG 101 placement
Basic medical terms with an emphasis on general organizational principles. Topics include the use of prefixes, suffixes, and roots to convey meaning. Exercises provide practice with vocabulary, pronunciation, and report writing. Appropriate for students in nursing, allied health, and medical office assistant programs.  3 lecture hours

HPE 134  Prevention, Assessment and Care of Athletic Injuries  3 credits
Prerequisites: BIO 103, ENG 101 and HPE 110 or HPE 111
The art and science of athletic training with emphasis on relating theory and practice. Topics include terminology; injury prevention; and the causes, symptoms, and care of common sports injuries.  3 lecture hours

HPE 151  Introduction to Exercise Science  1 credit
A series of lectures, guest presentations, and student-initiated field interviews introduces the history and future of exercise science; the wide range of related careers; current issues in health, wellness, and fitness; and various professional and certifying organizations.  1 lecture hour

HPE 163  Principles of Coaching  2 credits
How to plan, organize, and direct a team sports program. Includes facilities, regulations, legal issues, safety, equipment, staffing, strategy, and public relations. Suitable for volunteers working in youth programs and students contemplating further study in sports and leisure services.  2 lecture hours

HPE 171  Personal Fitness  1 credit
Assists in the development of a personal fitness program including weight and cardiovascular fitness equipment. Emphasizes strength, flexibility, cardiovascular, and weight control. A medical history is required; a physical exam may be required. Full-time students who complete this course may use the Fitness Center free of charge.  1 lecture hour

HPE 175  Health Through Stress Management  1 credit
Examines the nature of stress, factors that predispose one to stress, reactions to stress, and positive techniques to help control stress.  1 lecture hour

HPE 211  Swimming (Co-Ed)  1 credit
Provides basic instruction in swimming skills, with opportunity to obtain both American Red Cross Beginners and Intermediate certifications.  2 laboratory hours
HPE 220  Team Sports I  1 credit
Fundamental skills, basic strategies, and knowledge of rules
and playing courtesies developed for selected team sports
including basketball, football, soccer, softball, and volleyball.
  2 laboratory hours

HPE 225  Beginning Tennis  1 credit
Introduces new players to the following strokes and grips:
forehand, backhand, serve, volley, lob, and overhead smash.
Additionally addresses rules, scoring, tennis etiquette, and
tennis vocabulary. Utilization of videotapes, practice drills,
and game situations develop skills.  2 laboratory hours

HPE 226  Intermediate and Advanced Tennis  1 credit
Prerequisite: HPE 225 or permission of instructor
For students who have received formal instruction (such as
HPE 225), have played competitively, or who have been playing
for two or three years and can rally consistently with an
opponent. Skills presented include the slice, drop shot, half vol-
ley, drop volley, offensive lob, defensive lob, and slice serves.
Additionally covers footwork and strategy.  2 laboratory hours

HPE 241  Applied Exercise Physiology  3 credits
Prerequisites: BIO 103, ENG 101
Addresses anatomical, biomechanical, and physiological ef-
effects of physical activity on the human body as well as meth-
ods of assessment and how to design and implement exercise
programs for individuals and groups. Lab activities include
practical applications of theoretical concepts.  2 lecture/2 labora-
tory hours

HPE 242  Exercise Measurement
and Prescription  3 credits
Prerequisites: BIO 103, BIO 104, HPE 241
Emphasizes development of the protocol knowledge and
skills necessary for appropriate assessments and exercise pre-
scriptions which cater to the physical fitness needs of gener-
ally healthy populations, those with medical protocol consider-
ations, and athletic populations.  2 lecture/3 laboratory hours

HPE 243  Exercise Science Field Experience  3 credits
Prerequisites: BIO 103, BIO 104, ENG 101, HPE 242
Provides essential experiences and networking opportunities
in an exercise science setting suitable to student interests.
Emphasizes career planning and the application of anatomy
and physiology, basic nutrition, exercise measurements and
prescription, exercise physiology, program management and
promotion, and safety. Upon approval of their supervised set-
ing, each student functions and contributes as a staff mem-
ber for 225 hours.

HPE 250  First Aid  2 credits
Designed to present a basic study of safety and accidents,
and instruction in the application of emergency first aid. This course
meets the certification requirements for standard First Aid and
CPR as offered by the American Red Cross.  2 lecture hours

HPE 253  CPR for the Professional  1 credit
American Red Cross CPR for police, fire personnel, health
care providers, safety officers, lifeguards, EMTs, paramed-
ics, and other rescue personnel. Successful completion
earns the American Red Cross CPR For The Professional
Rescuer certification.  1 lecture hour

HRA—Heating, Refrigeration
and Air Conditioning

HRA 101  Principles of Refrigeration / Air Conditioning I  2 credits
Corequisite: MAT 037 (or MAT 037A and 037B)
or equivalent proficiency
Fundamental principles of pressure and temperature rela-
tionships, heat transfer, and heating and cooling concepts.
Specific topics include leak detection, types of refrigerants,
piping materials, and connections.  [Fall offering]
  1 lecture/2 laboratory hours

HRA 102  Principles of Refrigeration / Air Conditioning II  2 credits
Prerequisite: HRA 101;
Corequisite: EET 130 or equivalent
Fundamental operating principles of compressors, condens-
ers, and evaporators. Specific topics include types of meter-
ing devices, general accessory configuration, and procedures
for charging and evaluating systems.  [Fall offering]
  1 lecture/2 laboratory hours

HRA 103  Refrigeration / Air Conditioning Electrical Controls  4 credits
Prerequisites: EET 130, HRA 102
Examines types and application of various electromechani-
cal devices such as motors, contractors, overload devices,
thermostats, controls, and relays as well as various types of
test and metering equipment.  2 lecture/4 laboratory hours

HRA 104  Domestic Heating and
Air Conditioning Systems  4 credits
Prerequisite: HRA 103
Operating fundamentals for the diagnosis and repair of vari-
ous domestic heating and cooling units including window
and central units, refrigerators, freezers, gas furnaces, and
heat pumps.  2 lecture/4 laboratory hours

HRA 201  Concepts of Heating and Cooling  4 credits
Prerequisites: MAT 037 (or MAT 037A and 037B)
or equivalent proficiency, HRA 102
Addresses computations involving the use and size of vari-
ous heating and cooling systems, principles of heating, flow
and energy, heat pump systems, and air distribution.  [Fall offering]
  3 lecture/3 laboratory hours

HRA 202  Light Commercial Systems I  2 credits
Prerequisites: EET 130, HRA 103, HRA 104
Corequisite: HRA 203
Explores electrical and mechanical component configura-
tions, including wiring and controls, for light commercial
systems.  1 lecture/2 laboratory hours

HRA 203  Light Commercial Systems II  2 credits
Prerequisites: EET 130, HRA 104
Corequisite: HRA 202
Study of electromechanical light commercial system opera-
tion, diagnosis and repair, including piping configurations,
defrost systems, pressure switches, and pressure regulators.
  1 lecture/2 laboratory hours

HRA 205  Heavy Commercial Systems  4 credits
Prerequisite: HRA 104
Operation, maintenance, diagnosis, and repair of heavy
commercial systems including electrical controls, mechanical
components, and electrical circuitry.  [Fall offering]
  1 lecture/4 laboratory hours
IST—Information Systems Technology

Note: Students should consult their academic advisor and the college or university to which they intend to transfer regarding information technology course requirements. The receiving institution always makes the final decision concerning transferrability of credits.

IST 033  Tech Studio  2 credits
Prerequisite: instructor or advisor permission
An introductory computer technology course for students who have had little or no exposure to computers. Topics include the basics of Windows, the Internet, word processing, multimedia, and e-mail. Students create a Web-based ePortfolio to showcase their coursework. 1 lecture/2 laboratory hours


IST 101  Computer Concepts with Applications  3 credits
Prerequisite: reading proficiency
Corequisite: MAT 037 (or MAT 037A and 037B)
A computer literacy course that addresses hardware, software, networking, databases, information literacy, and ethics issues. Lab time includes exposure to a popular PC operating system, Web searching, as well as word processing, database, spreadsheet, and presentation software applications. 2 lecture/2 laboratory hours

IST 102  Computer Concepts with Programming  3 credits
Prerequisites: ENG 034; MAT 037 (or MAT 037A and 037B)
An introduction to computer literacy including a programming laboratory. Lectures cover the Internet; software; system components; peripherals; communications; databases; security, ethics, and privacy; programming languages; and enterprise computing. The laboratory covers forms, menus, decisions, loops, arrays, searching, the user interface, and database programming with Java. 2 lecture/2 laboratory hours

IST 107  Introduction to C/C++ Programming  3 credits
Prerequisites: proficiency in basic algebra, MAT 037 (or MAT 037A and 037B)
By programming to solve problems in C/C++, students gain an appreciation for the role that computers and programs play in today's society. Topics include programming in a traditional environment, variables, methods, decisions, repetition, arrays, and object-oriented programming. Extensive laboratory exercises reinforce lecture concepts. 1 lecture/4 laboratory hours

IST 108  Introduction to Programming with Mobile Application Development  4 credits
Prerequisite: MAT 037 or 042, or proficiency in basic algebra
Introduces computing and programming concepts, and explores mobile and Web technologies. Topics include variables, decision-making, iteration, lists, functions, decomposition, event-driven programming, databases, client-server computing, Web services, platforms, programming languages, animation, textng, and geolocation. Students learn by creating Android mobile applications using App Inventor, a visual programming language. 3 lecture/2 laboratory hours

IST 109  Introduction to Programming  3 credits
Prerequisites: proficiency in basic algebra, MAT 037 (or MAT 037A and 037B)
Introduces fundamental programming structure, tools and documentation, including how to design interfaces and develop Task Object Event (TOE) and Object Properties and Settings charts, hierarchy charts, pseudocode, and flowcharts. Problem-solving techniques and program design using logic control structures of sequence, selection, iteration, arrays, and sequential files are emphasized in laboratory exercises using VB.NET. 2 lecture/2 laboratory hours

IST 123  Programming in Visual Basic.NET  3 credits
Prerequisite: IST 109
Overview of Visual Basic.NET language to create event-driven programming applications to be run in a Windows environment. Develops object-oriented solutions for a variety of problems in personal and business computing. 2 lecture/2 laboratory hours

IST 140  The Internet and Computer Technology  3 credits
Prerequisite: computer literacy
Introduction to Internet technology and the use of the World Wide Web as a tool. Topics include Internet and Web history, client-server networks, Web browsers, search engines and queries, multimedia, electronic commerce, social networking utilities, electronic mail, and computer security. Students design a Web page using HTML. 2 lecture/2 laboratory hours

IST 144  Website Development  4 credits
Introduces website development skills. Thorough examination of Hypertext Markup Language (HTML) includes navigations, tables, Cascading Style Sheets (CSS), images, audios, videos, and forms. Students learn the latest Web design and development technologies including HTML5, CSS3, JavaScript, and jQuery. 3 lecture/2 laboratory hours

IST 208  Android Application Development  4 credits
Prerequisite: COS 102 or equivalent
Teaches how to develop applications for Android devices using Java programming language along with the Android SDK. Students learn how to apply Java and object-oriented technology to mobile application development. Doing real projects within the Eclipse integrated development environment further advances practical programming knowledge and skills. 3 lecture/2 laboratory hours

IST 209  Project Management Concepts  3 credits
Cultivates strategies to orchestrate carefully designed action plans to complete projects successfully, often incorporating complex, dynamic and changing requirements. Explores the management of technology, people, and change to achieve goals, reach targets, and deliver the project on time and within budget. 2 lecture/2 laboratory hours

IST 218  iOS Application Development  4 credits
Prerequisite: COS 102 or equivalent
Introduces the tools and skills needed to create apps for iPhone and iPad. Students learn the Swift programming language and use it with Xcode 6 to create apps on the iOS 8 platform. 3 lecture/2 laboratory hours

IST 222  PL/SQL Programming  3 credits
Prerequisites: IST 123, IST 262
Incorporates programming, problem solving, programming logic, and design techniques. Students acquire advanced programming skills such as accessing and updating data in a relational database and developing applications using PL/SQL. 2 lecture/2 laboratory hours

COURSES

IST 033  Technology
**IST 244** Web Application Development 4 credits  
Prerequisite: DMA 245 or IST 144 or equivalent  
Introduction to server-side programming and database integration contributes to the creation of dynamic and interactive Web applications. Primary programming languages and technologies covered include ASP.NET, C#, SQL Server, and MVC (Models, Views and Controllers) programming model.  
3 lecture/2 laboratory hours

**IST 251** Management of Computer Technology 3 credits  
Prerequisite: completion of 30 credits toward Information Systems or Information Technology degree program.  
Explores solutions to the challenges facing a typical computer technology manager, including project life-cycles, security, access, end-user computing, project planning, scheduling, staffing, employee development, and external threats to private computers.  
2 lecture/2 laboratory hours

**IST 253** Database Concepts 3 credits  
Prerequisite: IST 102 or IST 109  
Covers relational database technology and how to apply it in solving basic and advanced database problems and cases. Provides the foundation for the advanced study of individual database management systems, electronic commerce, and enterprise computing.  
2 lecture/2 laboratory hours

**IST 256** Systems Analysis 3 credits  
An introduction to systems analysis and design, including analyzing the business case, requirements modeling, and development strategies. Additionally covers output and user interface design, data design, systems architecture and implementation, and systems operation, support, and security.  
2 lecture/2 laboratory hours

**IST 259** Project Management 4 credits  
How to select, initiate, operate, and control all types of projects, including how to manage risks and uncertainties. Equips students with the quantitative skills, knowledge of organizational issues, and insights into human behavior that are needed for effective project management.  
3 lecture/2 laboratory hours

**IST 260** SQL Server Database Design 4 credits  
Covers user-defined functions and constraints, database methodologies including OLAP (Online Analytical Processing) and OLTP (Online Transaction Processing) issues, and SQL Server. Additionally covers the relational database model, normalization issues, and ensuring data integrity through the use of views, triggers, and stored procedures.  
3 lecture/2 laboratory hours

**IST 261** SQL Server System Administration 4 credits  
Prerequisite: IST 260  
Covers the concepts and skills required for support of SQL Server and Microsoft Certified Database Administration (MCDBA) certification: backing up and restoring databases, setting up and managing users, managing database security, managing the replication environment, tuning the database system, and troubleshooting any problems that arise.  
3 lecture/2 laboratory hours

**IST 262** Oracle SQL 4 credits  
Prerequisite: IST 109  
Introduces Oracle services, including writing SQL statements, creating databases, manipulating data and tables, working with log files, and performing general database administration. Assists students with preparing for series of examinations leading to the Oracle Certified Associate (OCA) Certificate.  
3 lecture/2 laboratory hours

**IST 263** Database Administration I 4 credits  
Prerequisite: IST 262  
Addresses Oracle Database software installation along with new database creation and administration. Students configure the database to support an application, create users, define storage structures, set up security, design a backup and recovery strategy, and monitor the database to ensure its smooth operation.  
3 lecture/2 laboratory hours

**IST 264** Database Administration II 4 credits  
Prerequisite: IST 263  
Combines training, experience, and testing to ensure a strong foundation and expertise in the industry’s most advanced database management system. Focus includes an Oracle database configuration for multilingual applications, the Oracle Recovery Management and Flashback technology, and database performance monitoring tools.  
3 lecture/2 laboratory hours

**IST 298** Information Systems Cooperative Education 2 credits  
Prerequisite: final course for degree in Information Technology. Integration of classroom study with specific planned period of learning through job experience. Based on individualized learning contract.  
180 work experience hours

**IST 281** Information Systems Cooperative Education I 1 credit

**IST 282** Information Systems Cooperative Education II 1 credit

**IST 283** Information Systems Cooperative Education III 1 credit  
Prerequisite: IST 298  
Continuation of IST 298. The student earns one credit for a minimum of 90 hours of work experience for each course.  
90 work experience hours

**ITA—Italian**

Note: Students who have taken two or more years of a foreign language, and have done so in the last two years, should begin that language at the 200 level or switch to a new language. If there is doubt, placement will be determined by testing or consultation with the academic division.

<table>
<thead>
<tr>
<th>GenEd</th>
<th>Humanities</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITA 101</td>
<td>Beginning Italian I 3 credits</td>
</tr>
<tr>
<td></td>
<td>The first in a sequence of courses designed for students with little or no prior knowledge of Italian. Spoken communication in Italian is both the end goal and the means of instruction. Emphasizes the four communicative skills in a culturally authentic context. Reading and writing are assigned out of class to facilitate effective listening and speaking practice in class. Basic grammar skills are also introduced.</td>
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<tr>
<td>ITA 102</td>
<td>Beginning Italian II 3 credits</td>
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<tr>
<td></td>
<td>The second in a sequence of courses designed for students with little or no prior knowledge of Italian. Spoken communication in Italian is both the end goal and the means of instruction. Emphasizes the four communicative skills in a culturally authentic context. Reading and writing are assigned out of class to facilitate effective listening and speaking practice in class. Basic grammar skills are also introduced.</td>
</tr>
</tbody>
</table>
JPN—Japanese

Note: Students who have taken two or more years of a foreign language, and have done so in the last two years, should begin that language at the 200 level or switch to a new language. If there is doubt, placement will be determined by testing or consultation with the academic division.

LAT—Latin

Note: Students who have taken two or more years of a foreign language, and have done so in the last two years, should begin that language at the 200 level or switch to a new language. If there is doubt, placement will be determined by testing or consultation with the academic division.

LEG—Legal Studies

Study of the relationship among paralegals, attorneys, and clients particularly as it relates to law office economics, legal ethics, and confidentiality. Stages in a civil lawsuit and a criminal prosecution are examined; legal interviewing, investigation, and an orientation to legal research are stressed.

Study of the law of torts designed to acquaint the paralegal with the various forms of tort actions encountered in the law office.

Overview of the litigation process covering the pleadings of cases from initial complaint through ultimate judgment, with emphasis on tasks performed by paralegals. Addresses medical terminology and rules of evidence.

Study of basic skills often required in the general practice of law. Utilizing computer-assisted legal research, includes an introduction to several common kinds of legal writing with an emphasis on that which the paralegal encounters on a day-to-day basis in a law office.
**LIB—Library Technology**

**LIB 101 The Library / Media Center: an Introduction** 3 credits

Corequisite: ENG 101

Explores the range of materials and services available in libraries for lifelong learning along with the operation and organization of libraries and information centers. Provides practical experience in using basic resources and new technologies.

**LIB 103 Library Skills** 1 credit

Survey course on library and information services and resources, both in print and non-print format. Emphasizes research strategies to locate and access information for class discussions, projects, reports, term papers, and lifelong information needs. Topics include the online catalog, reference sources, Web-based and micro-formatted resources, print indexes, and library equipment.

**COURSES**

**MAT—Mathematics**

**MAT 033 Pre-Algebra** 4 credits

Developmental mathematics course designed for students needing a review of basic arithmetic, including an introduction to algebra. Topics include operations with whole numbers, decimals, fractions, percents, ratio and proportion, signed numbers, and an introduction to algebraic equations. [Foundation course does not fulfill mathematics elective requirement.]

**MAT 037 Beginning Algebra** 4 credits

Developmental mathematics course designed for students needing a review of basic arithmetic, including an introduction to algebra. Topics include operations with whole numbers, decimals, fractions, percents, ratio and proportion, signed numbers, and an introduction to algebraic equations. [Foundation course does not fulfill mathematics elective requirement.]

**MAT 041 Foundation Math I** 3 credits

Developmental mathematics course designed for students needing an introduction to algebra. Topics include inequalities, linear models and graphing, exponents, and polynomials. Students work through the material in mastery-based modules in a lab setting. Those who complete this course may register for MAT 115, MAT 120, MAT 125, or MAT 140. [Foundation course does not fulfill mathematics elective requirement.]

**MAT 042 Foundation Math II** 3 credits

Prerequisite: MAT 041

Developmental mathematics course designed for students needing an introduction to algebra. Topics include inequalities, linear models and graphing, exponents, and polynomials. Students work through the material in mastery-based modules in a lab setting. Those who complete this course may register for MAT 115, MAT 120, MAT 125, or MAT 140. [Foundation course does not fulfill mathematics elective requirement.]

**MAT 043 Foundation Math III** 1 credit

Prerequisite: MAT 042

Developmental mathematics course designed for students needing additional topics in algebra. Students work through the material – operations on rational and radical expressions, systems of equations, and linear models – in mastery-based modules in a lab setting. Those who complete this course may register for MAT 135 or MAT 140. [Foundation course does not fulfill mathematics elective requirement.]

**LEG 143 Family Law** 3 credits

Survey of procedures and pleadings in domestic relations including the preparation of divorce complaints, answers, counterclaims, motions, disclosure statements, and property settlement agreements. Includes issues of custody, visitation rights, child support and maintenance, adoptions and name changes. [Spring offering] 3 lecture hours

**LEG 201 Commercial Law** 3 credits

Prerequisite: BUS 107

Explores the basics of New Jersey collection practices and the major types of federal bankruptcy filings. 3 lecture hours

**LEG 206 New Jersey Real Estate Transactions** 3 credits

Examines the mechanics of real estate transactions in New Jersey, including deed and mortgage preparation, closing statements, R.E.S.P.A. forms, plus title policies and searches. [Fall offering] 3 lecture hours

**LEG 208 Wills and Probate** 3 credits

Survey of basic wills and basic probate practice, including interviewing for and preparation of a will, procedures involved in probate, New Jersey state inheritance tax, and federal estate tax. [Fall offering] 3 lecture hours

**LEG 212 Field Experience – Paralegal** 3 credits

Prerequisites: sophomore status and permission of instructor; eligibility generally limited to students in final semester prior to graduation

Students work in a New Jersey law office or other approved legal site, supervised by practicing attorneys and graded on ability to apply learning in practical situations. Includes seminar meeting one day per week. 1 lecture/210 work experience hours

**LEG 232 Civil Litigation III** 3 credits

Prerequisite: LEG 132 with a minimum C grade

Advanced litigation course stressing the preparation of a wide range of pleadings involved in a civil lawsuit. One-third of class time involves extensive practical litigation exercises and applications in a lab setting. 2 lecture/2 laboratory hours

**Note:** Students should check mathematics course requirements with the college or university to which they intend to transfer. The receiving institution always makes the final decision concerning transferability of credits. Information about mathematics course equivalencies among New Jersey institutions is available at www.njtransfer.org

**Initial selection of a mathematics course is determined by results of college skills placement testing (see page 8). Students who have completed math courses at another college must present transcripts and course outlines or syllabi. Consult mathematics faculty for advice.**

**Applicability of credits for courses below the 100 level toward degree requirements is limited. Consult an academic advisor. All prerequisite courses must be passed with a minimum C grade before enrolling in any subsequent mathematics course.**

**MAT 042 Foundation Math II** 3 credits

Prerequisite: MAT 041

Developmental mathematics course designed for students needing an introduction to algebra. Topics include operations with whole numbers, decimals, fractions, percents, ratio and proportion, signed numbers, and an introduction to algebraic equations. [Foundation course does not fulfill mathematics elective requirement.]

**MAT 043 Foundation Math III** 1 credit

Prerequisite: MAT 042

Developmental mathematics course designed for students needing additional topics in algebra. Students work through the material – operations on rational and radical expressions, systems of equations, and linear models – in mastery-based modules in a lab setting. Those who complete this course may register for MAT 135 or MAT 140. [Foundation course does not fulfill mathematics elective requirement.] 2 laboratory hours
### COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 115</td>
<td>Algebra and Trigonometry I</td>
<td>3</td>
<td>MAT 037 (or MAT 037A and 037B) or MAT 042 with a minimum C grade or appropriate placement test score. (Primarily for students majoring in engineering technology related programs. Algebraic topics discussed include systems of linear equations, determinants, factorizing, trigonometric functions and their graphs, radian measure, solutions of triangles, and application problems.) 3 lecture hours</td>
</tr>
<tr>
<td>MAT 116</td>
<td>Algebra and Trigonometry II</td>
<td>3</td>
<td>MAT 115 with a minimum C grade or permission of the Mathematics Department. Continuation of MAT 115. Topics include complex numbers, logarithmic and exponential functions, solving systems of nonlinear equations, trigonometric identities and equations, inverse trigonometric functions, and analytic geometry. 3 lecture hours</td>
</tr>
<tr>
<td>MAT 120</td>
<td>Mathematics for Liberal Arts</td>
<td>3</td>
<td>MAT 037 (or MAT 037A and 037B) or MAT 042 with a minimum C grade or appropriate placement test score. (Primarily for students in non-scientific/non-technical majors, emphasizes mathematical systems, reasoning, and mathematical structures. Includes sets, symbolic logic, numeration systems, number systems in other bases, growth models, and geometric structures.) 3 lecture hours</td>
</tr>
<tr>
<td>MAT 125</td>
<td>Elementary Statistics I</td>
<td>3</td>
<td>MAT 037 (or MAT 037A and 037B) or MAT 042 with a minimum C grade or appropriate placement test score. A basic introduction to statistical concepts and methods. Topics include descriptive statistics, basic probability concepts, discrete and normal probability distributions, hypothesis testing and confidence intervals with one sample mean and one sample proportion, as well as regression and correlation. Studies include the use of statistical software. 3 lecture hours</td>
</tr>
<tr>
<td>MAT 126</td>
<td>Elementary Statistics II</td>
<td>3</td>
<td>MAT 125. Continuation of MAT 125. Topics include random sampling, experimental and observational studies, fundamentals of probability, confidence intervals and hypothesis testing on two populations and two proportions, F and Chi-Square distributions, analysis of variance, and basic nonparametric tests. Studies include the use of statistical software. 3 lecture hours</td>
</tr>
<tr>
<td>MAT 135</td>
<td>Intermediate Algebra with Applications</td>
<td>4</td>
<td>MAT 037 (or MAT 037A and 037B) or MAT 043 with a minimum C grade or appropriate placement test score. Topics include function notation; linear, quadratic, and absolute value functions and equations; rational expressions and equations; rational exponents and equations; radicals and radical equations; graphing of linear, quadratic, and polynomial functions; and inequalities. [grade of B- or better is strongly recommended to proceed to MAT 146] 4 lecture hours</td>
</tr>
<tr>
<td>MAT 140</td>
<td>Applied College Algebra</td>
<td>4</td>
<td>MAT 037 (or MAT 037A and 037B) or MAT 042 with a minimum C grade or appropriate placement test score. Designed for students majoring in disciplines involving less intensive math, for which a more conceptual understanding of college algebra is appropriate. Employing extensive examples from a variety of fields, topics include the study of linear, exponential, logarithmic, polynomial and rational functions. Not intended as preparation for Pre-Calculus or Calculus. 3 lecture hours</td>
</tr>
<tr>
<td>MAT 146</td>
<td>Pre-Calculus</td>
<td>4</td>
<td>MAT 135 with a minimum C grade or appropriate College Level Math placement test score. In-depth study of polynomial, rational, exponential, logarithmic, trigonometric and inverse trigonometric functions, equations, and identities; systems of equations including matrices; extensive use of graphing calculators. [grade of B- or better is strongly recommended to proceed to MAT 151] 4 lecture hours</td>
</tr>
<tr>
<td>MAT 149</td>
<td>Calculus for Social Sciences or Business</td>
<td>4</td>
<td>MAT 146 with a minimum C grade or appropriate College Level Math placement test score. Designed for students of business and the social sciences. Application-based topics include the fundamental techniques of differentiation and integration of algebraic, exponential and logarithmic functions, elementary differential equations, maxima-minima, functions of several variables, Lagrange multipliers, and double integration. 4 lecture hours</td>
</tr>
<tr>
<td>MAT 151</td>
<td>Calculus I for the Mathematical and Physical Sciences</td>
<td>4</td>
<td>MAT 146 with a minimum C grade or appropriate College Level Math placement test score. First course in the standard integrated calculus sequence. Topics include differentiation of algebraic, exponential, logarithmic, trigonometric, hyperbolic, and inverse trigonometric functions. Applications include curve sketching, related rates, maxima, minima, and approximations as well as integration and applications of the definite integral. 4 lecture hours</td>
</tr>
<tr>
<td>MAT 152</td>
<td>Calculus II for the Mathematical and Physical Sciences</td>
<td>4</td>
<td>MAT 151 with a minimum C grade and consultation with mathematics faculty member Continuation of MAT 151. Topics include techniques of integration, areas, volumes, arc length, surface area, improper integrals, Simpson’s Rule, infinite sequences, MacLaurin and Taylor series, differentiation of polar and parametric equations, conic sections in rectangular and polar form, and rotation of axes. 4 lecture hours</td>
</tr>
<tr>
<td>MAT 153</td>
<td>Statistics for Social and Health Sciences I</td>
<td>3</td>
<td>MAT 135 with a minimum C grade or appropriate College Level Math placement test score or permission of department. An applied statistics course for the social sciences, nursing, etc. Topics include data production and access, one-variable data analysis, correlation and regression, normal and binomial distributions, sampling distributions, estimation and tests of hypotheses for a single sample. MINITAB statistical software is used to calculate statistics and generate graphs. 3 lecture hours</td>
</tr>
</tbody>
</table>
ABT 104

Introduces the theory and practical concepts of manual machining, primarily focused on using the vertical mill for milling operations to manufacture flat or angled part assemblies. Topics include shop mathematics, machine tool safety practices, measuring devices, and an understanding of vertical mill components. Corresponding labs apply practical hands-on examples which follow NIMS certification requirements.

2 lecture/3 laboratory hours

MAT 201 Probability and Statistics for Science and Engineering 4 credits

Prerequisite: MAT 151 or MAT 149 with a minimum C grade or permission of department
Calculus-based course designed for engineers, computer scientists and science majors. Topics include one variable data analysis, sample regression analysis, probability, discrete and continuous distributions, random samples, confidence intervals and hypothesis testing, contingency tables, as well as one factor and factorial experimental design.

4 lecture hours

MAT 205 Statistics for Social and Health Sciences II 3 credits

Prerequisites: MAT 200 with a minimum C grade or permission of department
Second-semester course in an academic year sequence for social sciences, humanities, nursing and related fields. Employs statistical software for studies of probability, inference for two parameters, inference for regression and correlation, analysis of variance, analysis of categorical data, and non-parametric statistics. [Spring offering]

3 lecture hours

MAT 208 Linear Algebra 4 credits

Prerequisite: MAT 151 with a minimum C grade and consultation with mathematics faculty member
An introduction to linear algebra topics including linear equations and matrices, determinants, independence and basis, vector spaces and subspaces, the four fundamental subspaces, orthogonality, linear transformations and eigenvalues and eigenvectors. Applications of linear algebra are included.

4 lecture hours

MAT 215 Calculus III 4 credits

Prerequisite: MAT 152 with a minimum C grade and consultation with mathematics faculty member
Continuation of MAT 152. Includes parametric equations, vectors, solid analytic geometry, partial derivatives, multiple integrals, and topics in vector calculus including Green's theorem and Stokes' theorem.

4 lecture hours

MAT 252 Differential Equations 4 credits

Prerequisite: MAT 152 with a minimum C grade and consultation with mathematics faculty member
Topics include solutions of ordinary differential equations, solving linear differential equations of higher order using differential operators, methods of undetermined coefficients and variation of parameters. Strong emphasis on solving differential equations using the Laplace transform, Cauchy-Euler equation, infinite series, and matrix methods. Applications to geometry and physical science are discussed.

4 lecture hours

MAT 201  Probability and Statistics for Science and Engineering 4 credits

Prerequisite: MAT 151 or MAT 149 with a minimum C grade or permission of department
Calculus-based course designed for engineers, computer scientists and science majors. Topics include one variable data analysis, sample regression analysis, probability, discrete and continuous distributions, random samples, confidence intervals and hypothesis testing, contingency tables, as well as one factor and factorial experimental design.

4 lecture hours

MAT 205  Statistics for Social and Health Sciences II 3 credits

Prerequisites: MAT 200 with a minimum C grade or permission of department
Second-semester course in an academic year sequence for social sciences, humanities, nursing and related fields. Employs statistical software for studies of probability, inference for two parameters, inference for regression and correlation, analysis of variance, analysis of categorical data, and non-parametric statistics. [Spring offering]

3 lecture hours

MAT 208  Linear Algebra 4 credits

Prerequisite: MAT 151 with a minimum C grade and consultation with mathematics faculty member
An introduction to linear algebra topics including linear equations and matrices, determinants, independence and basis, vector spaces and subspaces, the four fundamental subspaces, orthogonality, linear transformations and eigenvalues and eigenvectors. Applications of linear algebra are included.

4 lecture hours

MAT 215  Calculus III 4 credits

Prerequisite: MAT 152 with a minimum C grade and consultation with mathematics faculty member
Continuation of MAT 152. Includes parametric equations, vectors, solid analytic geometry, partial derivatives, multiple integrals, and topics in vector calculus including Green’s theorem and Stokes’ theorem.

4 lecture hours

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Prerequisite: MAT 152 with a minimum C grade and consultation with mathematics faculty member
Topics include solutions of ordinary differential equations, solving linear differential equations of higher order using differential operators, methods of undetermined coefficients and variation of parameters. Strong emphasis on solving differential equations using the Laplace transform, Cauchy-Euler equation, infinite series, and matrix methods. Applications to geometry and physical science are discussed.

4 lecture hours

MET 123  Machine Shop Techniques I 3 credits

Prerequisites: EET 140, MET 122
Introduces the theory and practical concepts of manual machining, primarily focused on using the lathe for turning operations to manufacture cylindrical part assemblies. Topics include shop mathematics, machine tool safety practices, measuring devices, and an understanding of lathe components. Corresponding labs apply practical hands-on examples which follow NIMS certification requirements.

2 lecture/3 laboratory hours

MET 124  Machine Shop Techniques II 3 credits

Prerequisite: MET 123
Introduces the theory and practical concepts of manual machining, primarily focused on using the vertical mill for milling operations to manufacture flat or angled part assemblies. Topics include shop mathematics, machine tool safety practices, measuring devices, and an understanding of vertical mill components. Corresponding labs reinforce lectures with practical hands-on examples which follow NIMS certification requirements.

2 lecture/3 laboratory hours

MKT—Marketing

MKT 101  Principles of Marketing 3 credits

Prerequisite: ENG 101 with a minimum C grade
A study of the process of planning and executing the concept, pricing, promotion, and distribution of ideas, goods, and services that satisfy individual and organizational objectives.

3 lecture hours

MKT 106  Introduction to Sports Marketing 3 credits

Prerequisite: ENG 101 with a minimum C grade
Exploration of the comprehensive nature of sports marketing from a strategic marketing perspective. Examination of basic and detailed concepts covers such areas as sponsorships, branding, promotions, public relations, licensing, and consumer research and behavior, including their effects on professional, intercollegiate and other areas of sport.

3 lecture hours

MKT 230  Principles of Retailing 3 credits

Prerequisite: MKT 101
Introduction to the field of retailing. Issues include establishment of a store, store location, layout, organization and planning, buying, merchandising, promotion, credit, control and personnel.

3 lecture hours

MLT—Medical Laboratory Technology

The minimum passing grade for all MLT courses is C.

MLT 112  Introduction to Medical Laboratory Technology 3 credits

Prerequisite: permission of program coordinator
Basic principles, techniques, and vocabulary applicable to medical laboratory technology. Topics include lab safety, specimen collection and transport, phlebotomy, urinalysis, immunology/serology, and computer technology as well as an overview of the four major laboratory disciplines of hematology/coagulation, immunohematology, chemistry, and microbiology. The laboratory component develops laboratory skills related to the lecture topics.

2 lecture/3 laboratory hours

MLT 112  Introduction to Medical Laboratory Technology 3 credits

Prerequisite: permission of program coordinator
Basic principles, techniques, and vocabulary applicable to medical laboratory technology. Topics include lab safety, specimen collection and transport, phlebotomy, urinalysis, immunology/serology, and computer technology as well as an overview of the four major laboratory disciplines of hematology/coagulation, immunohematology, chemistry, and microbiology. The laboratory component develops laboratory skills related to the lecture topics.

2 lecture/3 laboratory hours
MUS 103  Introduction to Music 3 credits
Enhances the student's knowledge and enjoyment of a variety of music styles and historical contexts through listening and discussion. Requires attendance at live concerts. No prior musical training necessary. 3 lecture hours

MUS 127  Music Theory I 3 credits
Prerequisite: MUS 105 or permission of department
Corequisite: MUS 167
Topics include more advanced chord construction, figured bass, harmonic analysis, the principles and procedures of four-part writing emphasizing the primary triads and their inversions, as well as non-harmonic tones. Reinforced through ear training and sight singing. [Fall offering] 2 lecture/2 laboratory hours

MUS 155  History of Jazz and Blues 3 credits
Study of the evolution of jazz and blues from their origins in West African music and dance to their development as major 20th century art forms. Examines the significant stylistic phases of jazz from early blues and ragtime through swing and be-bop to avant garde and fusion. Also explores the impact of the African American tradition on contemporary rock and pop music. 3 lecture hours

MUS 167  Musicianship I 1 credit
Corequisite: MUS 127
Progressive exercises in sight singing, ear training in the form of melodic, rhythmic and harmonic dictation, as well as the practice of keyboard harmony. Emphasis on diatonic materials and the primary triads. Coordinated with conceptual materials presented in MUS 127. 2 laboratory hours

MUS 156  History of American Pop Music 3 credits
Analytical and historical survey of American popular music with an emphasis on the period from 1950 to the present. Students develop an understanding of the cultural, social, technological, and musical forces shaping each decade covered. Students apply critical analysis to musical styles, instrumentation, and song structure in addition to issues of race, ethnicity, social class, and gender as formative factors influencing its evolution. 3 lecture hours

MUS 224  Music History and Literature I – Antiquity Through Baroque 3 credits
Prerequisites: MUS 103 and MUS 105 or equivalent experience
Study of the evolution of Western European music from its ideological and practical origins in ancient Greece and Rome through the Medieval, Renaissance, and Baroque periods, in the context of sociohistorical forces and events affecting its development. Basic music theory background desirable. 3 lecture hours

MUS 225  Music History and Literature II – Baroque Through Modern 3 credits
Prerequisites: MUS 103 and MUS 105 or equivalent experience
Continued study of the evolution of Western European music from the classical period, with its roots in the Enlightenment and culmination in Romanticism, through its variegated manifestations in the 20th century. Basic music theory background desirable. 3 lecture hours

Music Theory

MUS 200  Clinical Chemistry 4 credits
Prerequisite: MUS 112 or permission of instructor
Basic principles and theory of biochemical and analytical tests and procedures used in the analysis of clinical specimens. Emphasizes the correlation of specimen processing as well as analysis of test results and quality control data in routine manual and automated clinical chemistry procedures. 4 lecture hours

MUS 207  Clinical Immunohematology 4 credits
Prerequisite: permission of program coordinator
Basic theory and concepts of antigen-antibody reactions as they pertain to blood cell transfusions. Blood group antigens and the genetics of their inheritance are examined along with principles of immunology. Methods are introduced for performing blood grouping, compatibility testing, and component selection. The laboratory component develops technical skills through hands-on experience in blood bank procedures. 3 lecture/3 laboratory hours

MUS 212  Clinical Hematology 4 credits
Prerequisite: permission of program coordinator
Study of blood cells in bone marrow, peripheral blood, and body fluids. Normal and abnormal blood cell maturation, physiology, and morphology are examined along with coagulation, another branch of hematology, involving hemostasis (the stopping of blood flow). The laboratory component develops technical skills used to perform hematology and coagulation lab tests. 3 lecture/3 laboratory hours

MUS 214  Clinical Microbiology 6 credits
Prerequisite: permission of program coordinator
Principles and methods used in diagnostic microbiology. Test procedures routinely applied in medical bacteriology, parasitology, mycology, and virology are covered with an emphasis on the isolation, identification, and antimicrobial susceptibility testing of pathogenic microorganisms. Immunologic and molecular methods used for infection agent identification are also covered. 5 lecture/3 laboratory hours

MUS 215  Clinical Practice 10 credits
Prerequisites: MUS 112, MUS 200, MUS 207, MUS 212, MUS 214, or permission of program coordinator
Clinical practice at an affiliated facility under the direction and supervision of laboratory educators. Students conduct routine analytical procedures, develop laboratory skills, apply knowledge of testing principles, and demonstrate acquired laboratory competencies. Includes presentation of a laboratory case study correlating test results with clinical condition. 560 clinical hours
MUS 168  Musicianship II  1 credit
Prerequisites: MUS 127, MUS 167
Corequisite: MUS 128
Continuation of studies begun in MUS 167 with more advanced exercises in sight singing, ear training and keyboard harmony as well as expanded use of the diatonic system including all diatonic triads. Coordinated with conceptual materials presented in MUS 128.
2 laboratory hours

MUS 227  Music Theory III  3 credits
Prerequisite: MUS 128
Corequisite: MUS 267
Study of chromatic harmony especially as used in modulation. Students recognize and compose harmonic progressions involving secondary dominants, diminished seventh chords, as well as altered and borrowed chords, correlated with exercises in ear training, sight-singing, and keyboard harmony. Also includes harmonic and formal analysis of 18th and 19th century repertoire. [Spring offering]
2 lecture/2 laboratory hours

MUS 267  Musicianship III  1 credit
Prerequisites: MUS 128, MUS 168
Corequisite: MUS 227
Further studies in sight singing, ear training, and keyboard harmony building upon skills acquired in MUS 167 and MUS 168. Introduces chromatic materials including modulation to the dominant and to the relative major and minor. Coordinated with conceptual materials presented in MUS 227.
2 laboratory hours

Piano Class

MUS 121  Piano Class I  1 credit
Fundamentals of piano playing, covers music reading, chords, various accompaniment styles, coordination of both hands, and sight-reading skills. Group instruction is given via an electro-piano lab. College pianos are available for practice. No prior piano instruction necessary.
2 laboratory hours

MUS 122  Piano Class II  1 credit
Prerequisite: MUS 121
Continuation of playing skills and activities initiated in MUS 121.
2 laboratory hours

MUS 221  Piano Class III  1 credit
Prerequisite: MUS 122
Continuation of MUS 122. Explores various periods of keyboard literature as well as increasingly difficult technical skills, sight reading, and transposing.
2 laboratory hours

MUS 222  Piano Class IV  1 credit
Prerequisite: MUS 221
Continuation of MUS 221.
2 laboratory hours

Guitar Class

MUS 142  Guitar Class I  1 credit
Opportunity to learn to play the guitar; no previous experience necessary. Covers basic chords, song accompaniment, music reading, and pertinent music forms. Some acoustic guitars are available for student use in class.
1 lecture/1 laboratory hour

MUS 101  Chorus I  2 credits
Prerequisites: MUS 102, MUS 201
Opportunity to sing choral repertoire in a variety of genres from all periods of music history. Rehearsals culminate in one or two public performances each semester. Some prior singing experience required.
3 class hours

Chamber Ensemble

MUS 111  Chamber Ensemble I  2 credits
Prerequisite: MUS 119
Opportunity to explore, through rehearsal and performance, traditional chamber music repertoire drawn from a variety of historical periods. The student is trained in the proper phrasing, articulation, and dynamics specific to each style. Open to players of all appropriate instruments.
3 class hours

Individual Instruction

MUS 109  Applied Music I  1 credit
Prerequisites: MUS 108, MUS 208
Private lessons on keyboard, voice, or band/orchestral instrument with a member of the artist-teacher staff. Special fee required.
one-half hour per week

Jazz Studies

MUS 119  Jazz Band I  2 credits
Prerequisites: ability to play a jazz band instrument and to read music notation
MUS 120  Jazz Band II  2 credits
Prerequisite: MUS 120 with a minimum C grade
MUS 219  Jazz Band III  2 credits
Prerequisite: MUS 219 with a minimum C grade
MUS 220  Jazz Band IV  2 credits
Opportunity to explore classic jazz literature through rehearsal and performance. Repertoire is selected from standards of the swing era, to be-bop, to contemporary funk and fusion with an emphasis on proper articulation, groove, and dynamics specific to each style.
3 class hours

MUS 151  Jazz Improvisation I – Blues  2 credits
Prerequisites: ability to play an instrument and to read musical notation
Opportunity to explore classic jazz literature through rehearsal and performance. Repertoire is selected from standards of the swing era, to be-bop, to contemporary funk and fusion with an emphasis on swing and funk rhythms.
1 lecture/2 laboratory hours

MUS 152  Jazz Improvisation II – Modal  2 credits
Prerequisites: ability to play an instrument and to read musical notation
Opportunity to explore classic jazz literature through rehearsal and performance. Repertoire is selected from standards of the swing era, to be-bop, to contemporary funk and fusion with an emphasis on swing and funk rhythms.
1 lecture/2 laboratory hours


### Basic Computer Literacy

**NET 102** Introduction to PC Hardware and Software

*Prerequisite:* NET 103 recommended

Students learn to install, configure, diagnose, and troubleshoot microcomputer hardware components and various operating systems. Includes an introduction to local area networks, the identification and installation of memory, preventative maintenance, plus coverage of terminology and concepts that will assist students preparing for the A+ Certification exams.

*2 lecture/3 laboratory hours*

**NET 104** Fundamentals of Computer Networks

*Prerequisite:* basic computer literacy

Fundamentals of data communications theory, network management, connectivity, the OSI model, and internetworking protocols and standards. Covers topologies, architectures, operating systems, security, LAN/WAN components, modem implementation, LAN troubleshooting and support resources, fault tolerance, network adapters, and client-server environments. Assists students preparing for the Network+ Certification exam.

*2 lecture/2 laboratory hours*

**NET 120** Windows Desktop Operating System Administration

*Prerequisite:* basic computer literacy

Students learn to install the Windows desktop OS: create users/groups; administer file/print resources; manage hardware; optimize performance and reliability; configure desktops using control panel, registry, system policies; and configure network protocols and services. Covers resource auditing, data storage management, network monitoring, and security, plus introduction to DNS and Active Directory. Hands-on exercises reinforce Microsoft certification exam objectives.

*2 lecture/2 laboratory hours*

**NET 124** Network Infrastructure Administration

*Prerequisite:* NET 122

Windows-based focus includes implementing TCP/IP for cross-platform and Internet connectivity, WINS and DNS to resolve hosts on local and remote networks, DHCP to manage address configuration, RAS including dial-up connectivity and virtual private networks, and Internet connection sharing with NAT. Covers securing network communications with certificates, IP security, authentication, and encryption. Hands-on exercises reinforce Microsoft certification exam objectives.

*2 lecture/2 laboratory hours*

**NET 126** Network Directory Services Administration

*Prerequisite:* NET 122

Students plan, configure, and administer a directory services infrastructure. Includes DNS configuration, administering user environments with group policy, remote OS deployment using RIS, and centrally managing users, groups, shared folders, and network resources. Covers implementing and troubleshooting security as well as monitoring and optimizing directory services performance. Hands-on exercises reinforce Microsoft certification exam objectives.

*2 lecture/2 laboratory hours*
NET 130  Routing and Switching Essentials  3 credits
Prerequisite: NET 104 or Network+ Certification
Study of the concepts and commands required to configure switches and routers in multiprotocol internetworks. Identifies solutions for small to medium-sized businesses, with procedures to configure multirouter, multigroup internetworks using LAN/WAN interfaces for common routed protocols. Also covers installation, configuration, and troubleshooting essentials required by technicians to install and maintain these devices. Hands-on exercises reinforce Cisco certification exam objectives.  2 lecture/2 laboratory hours

NET 212  Linux  3 credits
Prerequisites: NET 102 or A+ Certification; NET 104 or Network+ Certification
Study of current hardware and software techniques of two operating system environments: Linux and AS/400. Major concentration is on Linux with an introduction to AS/400. Hands-on lab projects reinforce selected Linux lecture topics.  2 lecture/2 laboratory hours

NET 214  Mastering Linux  3 credits
Prerequisite: NET 212 or permission of course coordinator
In-depth study of the Linux operating system, designed for anyone who has had an introduction to Linux and desires to expand their knowledge and skills. Includes an introduction to writing shell scripts plus attention to system utilities, text processing, and system administrator responsibilities.  2 lecture/2 laboratory hours

NET 230  Scaling Networks  3 credits
Prerequisite: NET 130
Study of the concepts and commands required to use routing and switching technologies together, including recommended campus network design methodologies. Topics include Layer 2 switching technologies including Spanning Tree, VLAN, frame tagging, and protocols; and Layer 3 routing services including inter-VLAN routing, multi-layer switching, Hot Standby Routing Protocol (HSRP), and IP multicast. Hands-on exercises reinforce Cisco certification exam objectives.  2 lecture/2 laboratory hours

NET 239  Connecting Networks  3 credits
Prerequisite: NET 130
Covers the technology and terminology required to use routing and switching technologies together in a wide area network (WAN) infrastructure, including advanced IP addressing techniques, NAT, PAT, DHCP, PPP, ISDN, DDR, frame relay, and an introduction to optical networking. Hands-on exercises reinforce Cisco certification exam objectives.  2 lecture/2 laboratory hours

NET 240  Network Security  3 credits
Prerequisite or Corequisite: NET 130; NET 244 recommended
Explores security design considerations for enterprise networks through the evaluation of existing and planned technical environments, including identifying security risks and defining security baselines. Topics include controlling resource access using various security techniques. Hands-on exercises reinforce certification exam objectives.  2 lecture/2 laboratory hours

NET 242  Directory Services
Infrastructure Design  3 credits
Prerequisites: NET 124, NET 126
Analyzes requirements related to the design of a directory services infrastructure, including connectivity and access, security, performance, and end user support. Topics include assessment of the impact on existing systems and processes, creating a forest model and schema modification plan, and defining and naming domains. Hands-on exercises reinforce Microsoft certification exam objectives.  2 lecture/2 laboratory hours

NET 244  Network Defense and Countermeasures  3 credits
Prerequisite: NET 104 or Network+ Certification
Examines the second five domains covered in the International Information Systems Security Certification Consortium's Common Body of Knowledge, including capturing/analyzing Internet protocol traffic, exploiting protocol weaknesses, packet filtering, password policies, file integrity, securing perimeter routers, firewalls, intrusion detection systems, and "denial of service" strategies. Topics reinforce CISSP/CCIE certification exam objectives.  2 lecture/2 laboratory hours

NET 288  MS Exchange Server  3 credits
Prerequisites: NET 124, NET 126
Promotes the skills necessary to administer the Microsoft Exchange Server, involving messaging components, architecture, installation, and management of the Exchange environment. Hands-on exercises reinforce Microsoft certification exam objectives.  2 lecture/2 laboratory hours

NRS—Nursing

NRS 111  Clinical Reasoning in Nursing Practice  1 credit
Prerequisite: formal admission into the Nursing program or current NJ Licensed Practical Nurse (LPN) license
Corequisite: NRS 112 or current LPN license
Introduces the skill of clinical reasoning as it applies to nursing practice and clinical decision-making. Clinical reasoning builds on the skills of critical thinking to move the student to engaged, practical reasoning that complements the scientific reasoning represented in the nursing process. This course introduces critical thinking skills and strategies and forms the basis for the clinical reasoning processes applied throughout all nursing courses.  1 lecture hour

NRS 112  Concepts of Nursing Practice I  6 credits
Prerequisite: formal admission into the Nursing program
Corequisite: NRS 111
Introduces the student to the fundamental concepts of nursing practice and the application of the concepts with a focus on wellness and health promotion across the lifespan. The application of knowledge and skills occurs in the nursing laboratories and a variety of clinical settings.  3 lecture/3 college laboratory/6 clinical hours

NRS 120  Alterations in Health I  3 credits
Prerequisite: NRS 110
This five-week course presents a continuation of the concepts, knowledge, and skills introduced in NRS 110 with an emphasis on the concepts of oxygenation and perfusion across the life span. The course examines the nursing needs of patients who demonstrate alterations in ventilation, diffusion, and tissue perfusion. Includes selected clinical experiences in area health care agencies.  3 lecture/3 college laboratory/14 clinical hours

NRS 121  Alterations in Health II  3 credits
Prerequisite: NRS 110
This five-week course presents a continuation of the concepts, knowledge, and skills introduced in NRS 110 with an emphasis on the concept of safety and the protective environment. Alterations in mobility, skin integrity, and immunity are examined. Concepts pertaining to the care of the operative patient are also considered. Includes selected clinical experiences in area health care agencies.  3 lecture/3 college laboratory/14 clinical hours
NRS 122  Concepts of Mental Health Nursing  2 credits
Prerequisite: NRS 110
This five-week course continues the alterations in health conceptual framework with an emphasis on mental health nursing, including concepts of self, family, stress, and coping. Includes selected clinical experiences in area mental health agencies. 3 lecture/9 clinical hours

NRS 125  Concepts of Nursing Practice II  8 credits
Prerequisites: BIO 104 with a minimum C+ grade, NRS 111, NRS 112
Builds on the first semester courses to further refine the concepts of nursing practice with application to the care of diverse clients with uncomplicated acute and chronic conditions across the lifespan. Application of knowledge and skills occurs in the nursing laboratories and a variety of clinical settings. 3 lecture/3 college laboratory/12 clinical hours

NRS 220  Alterations in Health III  3 credits
Prerequisites: NRS 110, NRS 120, NRS 121
This five-week course presents the concepts of cellular regulation and metabolism while caring for the patient across the life span. Alterations in endocrine function, digestion, absorption, bowel elimination, and cell growth are examined. Includes selected clinical experiences in area health care agencies. 3 lecture/3 college laboratory/14 clinical hours

NRS 221  Alterations in Health IV  3 credits
Prerequisites: NRS 110, NRS 120, NRS 121
This five-week course presents the concepts of mobility and safety while caring for the patient across the life span, with an emphasis on care for the aging patient. Alterations in neurosensory and central/peripheral nervous systems are also examined. Includes selected clinical experiences in area health care agencies. 3 lecture/3 college laboratory/14 clinical hours

NRS 222  Concepts of Maternal and Family Nursing  2 credits
Prerequisites: NRS 110, NRS 120, NRS 121
This five-week course presents the concepts of maternal/family nursing, emphasizing the needs of the childbearing and child-caring family. Includes selected clinical experiences in area health care agencies. 3 lecture/9 clinical hours

NRS 225  Concepts of Nursing Practice III  8 credits
Prerequisites: BIO 201 with a minimum C+ grade, NRS 125
Builds on the previous nursing courses to further refine and apply the concepts of nursing practice in the care of diverse clients with complicated acute and chronic conditions across the lifespan. Application of knowledge and skills occurs in the nursing laboratories and a variety of clinical settings. 3 lecture/3 college laboratory/12 clinical hours

NRS 230  Alterations in Health V  3 credits
Prerequisites: NRS 110, NRS 120, NRS 121, NRS 122, NRS 220, NRS 221, NRS 222
This five-week course is a continuation of the alterations in health conceptual framework with an emphasis on the concepts of elimination, oxygenation, and perfusion. The concepts of shock and multisystem organ failure are also examined. Includes selected clinical experiences in area health care agencies. 3 lecture/3 college laboratory/14 clinical hours

NRS 231  Alterations in Health VI  3 credits
Prerequisites: NRS 110, NRS 120, NRS 121, NRS 122, NRS 220, NRS 221, NRS 222
This five-week course is a continuation of the alterations in health conceptual framework with an emphasis on the concepts of safety, intracranial regulation, sensory perception, and tissue integrity. Includes selected clinical experiences in area health care agencies and simulations. 3 lecture/3 college laboratory/14 clinical hours

NRS 235  Concepts of Nursing Practice IV  8 credits
Prerequisite: NRS 225
Builds on all previous nursing courses to further refine and apply the concepts of nursing practice in the care of diverse client populations with acute and chronic complex conditions across the lifespan. Application of knowledge and skills occurs in the nursing laboratories and a variety of clinical settings. 3 lecture/3 college laboratory/12 clinical hours

NRS 240  Transition to Practice  4 credits
Prerequisites: NRS 110, NRS 120, NRS 121, NRS 220, NRS 221, NRS 230, NRS 231
This five-week course prepares the student to enter the workforce, with an emphasis on strategies for professional practice and career development. In a weekly seminar setting, students actively participate in presenting select topics in leadership theory. Through a precepted clinical experience, time management and coordination of care principles and concepts are integrated in planning for the care of patients in selected clinical settings within area health care agencies. 3 lecture/135 clinical hours

NSG—Nursing: Cooperative Program

All NSG courses are based with and taught at St. Francis Medical Center School of Nursing.

NSG 131  Concepts of Nursing I  6 credits
Corequisites: BIO 103, PSY 101
Introduction to concepts and procedures of nursing practice. Fundamental skills are developed and applied within the framework of the nursing process to meet the physiological, social, and psychological needs of clients. Clinical experiences focus on alterations in health of the adult client with acute and chronic medical-surgical conditions. 60 theory/120 clinical hours

NSG 133  Concepts of Nursing III  3 credits
Prerequisites: BIO 104, NSG 134, NSG 135, PSY 207
Assists students in the use of the nursing process when caring for the client experiencing mental health problems. Emphasizes client care during all phases of mental health disorders, from prevention through rehabilitation. Explores concepts of groups. Provides experiences in a variety of mental health settings. 30 lecture/60 clinical hours

NSG 135  Concepts of Nursing II  7 credits
Prerequisite: NSG 131 with a minimum C grade
Corequisite: BIO 104 or NSG 134
Prepares students to use the nursing process in caring for clients experiencing common physiological alterations. Introduces concepts of leadership and management. Builds on previous learning to develop additional skills. Provides clinical experience in a variety of settings. 60 theory/180 clinical hours

NSG 136  LPN Transition: Nursing Through the Life Span  9 credits
Prerequisites: BIO 103, BIO 104, ENG 101, PSY 101, PSY 207, NSG 137, NUR 151
Corequisite: BIO 201
Designed to assist in the transition from licensed practical nurse to registered nurse. Building on previous learning while introducing new knowledge and skills that pertain to the registered nurse role, prepares for the final two nursing courses in the curriculum. Emphasizes use of the nursing process in meeting the self-care deficits of clients and families through the life span. 5 lecture/180 clinical hours
NUR—Nursing

NUR 151  Pharmacology in Nursing  3 credits
Prerequisite: Nursing program first year completion, or permission of instructor
Theoretical approach to pharmacology, expanding basic concepts of drug knowledge required to administer medication safely. Emphasizes pharmacology as an integrated science requiring up-to-date information consistent with current nursing responsibilities, technology, and practice. Drug therapies affecting body systems are a major consideration.

NUR 215  Precepted Clinical Experience  2 credits
Prerequisites: Nursing program first year completion, and externship acceptance
Supervised clinical experience in conjunction with externship at an approved local healthcare facility. Designed to strengthen and broaden the competencies of second-year nursing students and enhance their knowledge of the role of the RN. Participants must be accepted into the facility's externship program. Includes periodic on-campus seminars. 0.5 seminar hours/40 clinical days

OHT—Ornamental Horticulture

OHT 101  Plant Science  3 credits
Introduction to the field of plant science. Topics include basic botany and plant physiology; plant growth; leaves, roots, fruits, stems, and flowers; cells; plant reproduction; genetics; and the plant kingdoms. [Fall offering] 2 lecture/2 laboratory hours

OHT 102  Ornamental Horticulture  3 credits
Examines plant propagation, plant pests, landscape establishment and maintenance, greenhouse management, principles of landscape design, and fruit and vegetable production. [May be taken independently of OHT 101.] [Spring offering] 2 lecture/2 laboratory hours

OHT 201  Basic Landscaping and Planning I  3 credits
Continuation of OHT 201. Emphasizes practical projects for residential areas and public common spaces. [Spring offering] 2 lecture/3 laboratory hours

OHT 202  Basic Landscaping and Planning II  3 credits
Prerequisite: OHT 201 with a minimum C grade Continuation of OHT 201. Emphasizes practical projects for residential areas and public common spaces. [Spring offering] 2 lecture/3 laboratory hours

OHT 204  Plant Diseases  3 credits
Prerequisite: OHT 201 or permission of program coordinator
Introduction to the history, economic importance, symptoms, causal agents and management of plant diseases. Lab exercises include the isolation, culture, and identification of plant pathogens. [Fall offering] 2 lecture/2 laboratory hours

OHT 207  Floral Design I  3 credits
Basic principles and elements of design as applied to floral arranging. Emphasizes the primary types of arrangements, flower and greens identification, history of floral design, and an introduction to the floral industry. [Fall offering] 2 lecture/2 laboratory hours

OHT 208  Floral Design II  2 credits
Prerequisite: OHT 207 or permission of program coordinator
Emphasis on the commercial rate of production and pricing for corsage, funeral, and bridal work. Includes complete study of floral decorations for formal and informal occasions; advanced color theory and use of textures in designs; creative thinking with designs and containers; and further exploration of the floral industry. [Spring offering] 1 lecture/3 laboratory hours

OHT 212  Landscape Construction  3 credits
Prerequisite: OHT 102 or permission of program coordinator
Introduces students to the implementation and maintenance of landscape projects. Dominant areas of study include bidding and estimating; landscape installation and maintenance; and advanced landscaping skills and techniques. Advanced skills covered include lighting, drainage, irrigation, planting and pruning. 2 lecture/2 laboratory hours
OHT 219  Plant Propagation  3 credits  
**Prerequisite:** OHT 101 or permission of program coordinator
Principles and techniques involved in the selection, propagation, and growth of garden flowers, greenhouse crops, woody plants, turfgrass, and plants for interior landscape. [Fall offering]  2 lecture/2 laboratory hours

OHT 223  Topics in Horticulture: Gardening  1 credit  
Explores topics in gardening, including triumphs and pitfalls of growing annuals, perennials, bulbs, fruits, vegetables and woody plants. Involves fieldwork. [Summer offering]  2 laboratory hours

OHT 224  Topics in Horticulture: Landscaping  1 credit  
**Prerequisite:** OHT 201
Application of computer programs to enhance design presentation skills. [Occasional offering]  2 laboratory hours

OHT 226  Interior Landscape Design  3 credits  
**Prerequisite:** OHT 101 or OHT 102
or permission of program coordinator
Emphasizes the key ornamental aspects, cultural requirements, and uses of each species covered. Specific topics include indoor landscaping, propagation, terrariums, and environmental requirements. Involves both taxonomic and common nomenclature. [Spring offering]  2 lecture/2 laboratory hours

OHT 231  Turfgrass Management I  3 credits  
**Prerequisite:** OHT 101 or OHT 102
or permission of program coordinator
How to establish and maintain turfgrass for residential and commercial applications. Includes identification and use of cultivars, seed and sodding, insects and pests, fertilization, and irrigation methods. [Spring offering]  2 lecture/2 laboratory hours

OHT 232  Nursery Management I  3 credits  
**Prerequisite:** OHT 101 or OHT 102
or permission of program coordinator
Examines nursery operations and mechanics. Topics include planting and transplanting trees and shrubs, fertilization, pest control, irrigation, pruning, propagation techniques, business operations, and employee management. Lab exercises and a field study of local businesses reinforce material. [Spring offering]  2 lecture/2 laboratory hours

OHT 241  Equipment and Integrated Pest Management  3 credits  
**Prerequisite:** OHT 102 or permission of program coordinator
Review of the equipment and procedures used in horticultural settings with an emphasis on pest management. Topics include theories of and strategies for integrated pest management, pest identification, application of pesticides, calibration of equipment, and equipment operation. [Spring offering]  2 lecture/2 laboratory hours

OHT 291  Ornamental Horticulture Cooperative Education I  3 credits  
Required capstone experience for Ornamental Horticulture degree and certificate candidates. In approved positions related to their specializations, students work for cooperating employers. Includes performance reviews by faculty observers, employer evaluations of proficiencies, periodic seminars, and a final assessment. [Spring, Summer, Fall offering]  270 work experience hours

OHT 292  Ornamental Horticulture Cooperative Education II  1 credit  
**Prerequisite:** OHT 291
Continuation of OHT 291. [Spring, Summer, Fall offering]  90 work experience hours

OST—Office Systems Technology

OST 102  Introduction to Medical Insurance and Billing  3 credits  
Covers health insurance claim processing as well as the medical billing cycle. Includes all aspects of medical insurance including plan options, carrier requirements, state and federal regulations, abstracting relevant information from source documents, and accurate completion of claim forms.  3 lecture hours

OST 105  Medical Insurance Coding and Billing  3 credits  
**Prerequisites:** OST 102, HPE 113 or equivalent proficiency
Extensive coverage of CPT and ICD-9-CM coding procedures. Students learn to abstract information from the patient record and combine it with reimbursement and coding guidelines to optimize physician payment.  2 lecture/2 laboratory hours

OST 106  Medical Office Transcription  3 credits  
**Prerequisites:** OST 111, OST 219
or equivalent keyboarding and word processing skills; HPE 113 or equivalent medical terminology background
Introduction to medical transcription and to Electronic Health Records (using Spring Charts) through medical center work simulations. Exposure to a variety of dictated medical documents including chart notes, history and physical reports, consultations, office procedure notes, x-ray reports, progress notes, and letters. Includes a review of medical terminology as well as specific typing rules for medical documents.  2 lecture/2 laboratory hours

OST 107  Procedures, Law, and Ethics for the Medical Office  3 credits  
**Prerequisite:** OST 111 or equivalent keyboarding skills
Focuses on administrative skills necessary for work in a medical office. Includes communicating with patients, telephone management, organizing and maintaining records, coordinating appointments, and legal and ethical issues. Students use medical management software for scheduling and records management.  3 lecture hours

OST 111  Computer Keyboarding with Word Processing Applications  3 credits  
Develops basic keyboarding skills. Students learn the keyboard and basics of word processing including proper formatting procedures for letters, memos, reports, and tables. Skill goal is 30 to 45 words per minute for three minutes with three or fewer errors.  2 lecture/2 laboratory hours

OST 112  Advanced Keyboarding Applications  3 credits  
**Prerequisite:** OST 111 with a minimum C grade
Advanced keyboarding applications including various letter styles and notations, comprehensive reports and tables, and business statements and forms. Skill goal is 45 to 58 words per minute for five minutes with five or fewer errors. Proofreading and editing skills are also addressed.  2 lecture/2 laboratory hours

OST 219  Word Processing Concepts and Applications  3 credits  
**Prerequisite:** OST 111 with a minimum C grade
or equivalent keyboarding proficiency
Students develop proficiency in a wide range of word processing functions using Microsoft Word software. Covers generic concepts pertinent to all word processing software, as well as correct document formatting.  2 lecture/2 laboratory hours
PBH—Public Health

PBH 101 Principles of Public Health 3 credits
Prerequisite: placement in college-level English
A broad overview of public health including historical perspectives, communicable disease, epidemiology, health policy, environmental health, emergency preparedness, as well as social, cultural, and behavioral aspects of health across the life span. Additional topics present an introduction to public health infrastructure, delivery of local, state and national services, and core competencies for public health professionals. 3 lecture hours

PHI—Philosophy

GENED Humanities
PHI 205 Moral Choices 3 credits
Examines contemporary moral issues such as abortion, euthanasia, capital punishment, affirmative action, pornography, hate speech, gay rights, corporate responsibility, world hunger, global consumption, war, and terrorism. Stresses the critical application of moral theory, principles, and methods. 3 lecture hours

PHI 209 Business Ethics 3 credits
Ethical concepts applied to business and government. Case studies and analysis of selected moral issues include the ethics of the marketplace, consumerism, the environment, advertising, job discrimination, distributive justice and world poverty. [occasional offering] 3 lecture hours

GENED Humanities / Diversity and Global Perspective
PHI 210 Eastern Philosophy 3 credits
Prerequisite: ENG 101 or permission of instructor
Introduction to the major philosophical traditions of India, China and other non-Western traditions. Concentrating on the core issues of epistemology, metaphysics and ethics, study involves such major thinkers as Shankara, Ramanuja, Laozi and Confucius. Topics include indigenous and colonial influences as well as critical comparison with Western philosophies. 3 lecture hours

PHO—Photography

PHO 101 Introduction to Photography 3 credits
Foundation course in photography emphasizes basic techniques for the still film camera and darkroom. The development of creative visual expression is strongly encouraged. Students purchase a manually-controlled film camera and other appropriate materials. 1 lecture/4 studio hours

PHO 102 Intermediate Photography 3 credits
Prerequisite: PHO 101 with a minimum C grade
Building upon PHO 101, students learn more advanced black-and-white film processing and darkroom techniques. Medium-format cameras provided for student use. 2 lecture/3 laboratory hours

PHO 103 Introduction to Digital Photography 3 credits
Introductory course for students having basic computer knowledge and interested in gaining knowledge of digital imaging tools and techniques, and improving their creativity. Topics include Photoshop, digital retouching, digital cameras, inkjet printing, resolution, and scanning. 2 lecture/3 laboratory hours

GENED Humanities
PHO 110 History of Photography 3 credits
Historical survey of the growth of photographic art and technique from camera obscura to the present, emphasizing aesthetics, applications, and social impact. Includes the relationship of photography to the other arts and the effects of changing technology on the photographic image. [Spring offering] 3 lecture hours

PHO 202 Studio Photography 3 credits
Prerequisite or Corequisite: PHO 102 or PHO 203 with a minimum C grade
Use digital or film cameras of any format to create portraits, still-life, and product shots. Topics include lighting, composition, technique, and studio equipment. 1 lecture/4 studio hours
PHO 203 Digital Photography 3 credits
Prerequisite: DMA 110 or PHO 103 with a minimum C grade
Digital still photography including scanning, color matching, editing, retouching and printing using archival workflow practices. Students present their work in group critique.
1 lecture/4 laboratory hours

PHO 206 Alternative Photographic Processes 3 credits
Explores the methods of historical and non-traditional photographic image making. Techniques explored include Cyanotype, Van Dyke, and Gum Bichromate. Students learn to make duplicate negatives through traditional and digital techniques.
1 lecture/4 studio hours

PHO 215 Large Format Field Photography 3 credits
Prerequisite: PHO 102 with a minimum C grade or portfolio review
Students explore the mechanics and aesthetic potential of the large-format camera while shooting during class field trips, and enhance darkroom skills while working with large-format negatives. 4x5 field and rail cameras provided.
1 lecture/4 studio hours

PHO 251 Documentary Photography 3 credits
Prerequisite or Corequisite: PHO 103 or PHO 203 with a minimum C grade
Emphasizes techniques and issues of long- and short-term location assignment shooting. Students are afforded opportunities to gain practical experience covering news, features and sports events for The College Voice and to work with journalism students. A photographic essay is developed throughout the semester.
1 lecture/4 studio hours

PHO 285 Special Studies in Photography 3 credits
Prerequisites: PHO 102 or PHO 203 with a minimum C grade and coordinator approval
Advanced topics in both traditional and digital photography. Course material is tailored to satisfy special requests by students and to share the specialized talents of the college faculty. [occasional offering]
1 lecture/4 studio hours

PHO 290 Photography Internship 3 credits
Prerequisite: coordinator approval.
Work experience from participating photographic studios, labs, and galleries.
1 lecture/180 laboratory hours

PHY—Physics

PHY 101 College Physics I 4 credits
Corequisite: MAT 115
The first of a two-semester non-calculus sequence intended for engineering technology and related majors. Topics include mechanics, heat, sound, and properties of matter. [Students who have not taken high school physics may wish to take PHY 111 as a preparatory course.]
3 lecture/3 laboratory hours

PHY 102 College Physics II 4 credits
Prerequisites: PHY 101 and MAT 115 with a minimum C grade or approved equivalent
The second of a two-semester non-calculus sequence. Topics include electricity and magnetism, optics, atomic physics, and nuclear physics.
3 lecture/3 laboratory hours

PHY 109 Fundamentals of Physics 3 credits
Prerequisite: MAT 135
An introduction to the fundamental principles underlying science and technology – of physics. Intended for the health fields, life sciences, and other areas requiring basic physics literacy. Topics of emphasis include Newtonian mechanics, work and energy, electricity and magnetism, electromagnetic waves, optics, as well as atomic and nuclear physics.
2 lecture/2 laboratory hours

PHY 111 Physical Science Concepts 3 credits
Prerequisite: proficiency in basic algebra
Survey of fundamental concepts in the physical sciences for students not majoring in science or engineering. Covers a broad range of topics in the fields of chemistry, physics, and astronomy such as measurement, motion, forces (gravitational, electromagnetic, nuclear), light, sound, atomic structure, molecular structure, crystal structure, nuclear structure, and various technological applications. Lab exercises support and supplement the lecture topics.
2 lecture/2 laboratory hours

PHY 115 University Physics I 4 credits
Prerequisites: MAT 146 with a minimum C grade; one semester of high school or college physics
Corequisite: MAT 151
The first course in a calculus-based physics sequence intended for students majoring in physics, engineering science, computer science, mathematics, and other technical areas. Topics include kinematics, dynamics, statics, energy, momentum, oscillations, gravity, as well as solid and liquid materials. The laws of physics are investigated and applied to problem solving.
3 lecture/3 laboratory hours

PHY 121 The Universe 3 credits
Prerequisite: MAT 135
Introduces students to the world beyond Earth with a survey of modern astrophysics. Study encompasses three dominant sections: stellar astronomy, planets and life, and galaxies and cosmology. Laboratory data analysis requires algebra. Offered at off-site locations only.
2 lecture/2 laboratory hours

PHY 215 University Physics II 4 credits
Prerequisites: PHY 115 and MAT 151 with a minimum C grade
The second course in a calculus-based physics sequence intended for students majoring in physics, engineering science, computer science, mathematics, and other technical areas. Topics include electricity, magnetism, circuits, electromagnetic fields, as well as electromagnetic waves. The laws of physics are investigated and applied to problem solving.
3 lecture/3 laboratory hours

PHY 225 University Physics III 4 credits
Prerequisite: PHY 215 with a minimum C grade
The third course in a calculus-based physics sequence intended for students majoring in physics, engineering science, computer science, mathematics, and other technical areas. Topics include thermodynamics, gases, optics, as well as modern physics. The laws of physics are investigated and applied to problem solving.
3 lecture/3 laboratory hours
Under the guidance of an area sponsor in an industrial or academic environment, students participate in a physics research project. Requires a written report and oral presentation to students and faculty at the conclusion of the project period. [May be applied toward fulfilling Science elective requirements in the Physics program or other program upon program coordinator’s approval.] 6 laboratory hours per week

### POL—Political Science

**POL 101** *The American Political System* 3 credits

Introduction to the basic structures of the United States national government and political processes with a view toward helping the student better understand current issues and policies. Topics include the Constitution, national-state relations and powers, the legislative and judicial processes, elections, and the activities of interest groups. 3 lecture hours

**POL 102** *State and Local Government* 3 credits

Analysis of the structure and processes of state and local groups, parties and candidates. Examination of current events and trends in modern politics further enhances awareness of the nature, strengths and weaknesses of government. 3 lecture hours

**POL 201** *International Relations* 3 credits

A broad-based survey of international relations using a variety of theoretical perspectives that allow students to better understand and analyze current and past international behavior. Concepts include balance of power, economic interaction, diplomacy, the role of international organizations, leadership styles, and public policymaking in the international context. 3 lecture hours

**POL 203** *Law and Society* 3 credits

Explains the interaction of American law and society and the influence of legal doctrine and thought on broad trends in society with an emphasis on the role of the Supreme Court in American life. Examines recent major Supreme Court decisions. [Occasional offering] 3 lecture hours

**POL 205** *Constitutional Law* 3 credits

Introduces the principles of U.S. constitutional law including the constitutional basis for the federal system: powers of national government; the rights against national and state government; and the process of judicial review and the role of constitutional interpretation. 3 lecture hours

### PSY—Psychology

**PSY 101** *Introduction to Psychology* 3 credits

The scientific study of human nature – facts, principles, and theories concerning the mental, emotional, neurological, and social dimensions of human experience. Topics include consciousness, learning, thinking, memory, brain structure and function, motivation and emotion, development, personality, mental illness and its treatment, relationships, and social influence. 3 lecture hours

**PSY 201** *Educational Psychology* 3 credits

*Prerequisite: PSY 101 with a minimum C grade*

An in-depth study of fundamental concepts and principles with broad applicability to classroom practice, supporting the preparation and continuing development of educational and human-service professionals. Topics include student development, student diversity, learning, cognitive processes, motivation, and instructional and assessment strategies. 3 lecture hours

**PSY 204** *Social Psychology* 3 credits

*Prerequisite: PSY 101 with a minimum C grade*

Studies the behavior and development of the individual in society, the function of social attitudes, and the emergence of social awareness. Topics include socialization and identity, person perception, attraction, attribution, theory, conformity and obedience, and attitudes and prejudices. 3 lecture hours

**PSY 206** *Child Development* 3 credits

*Prerequisite: PSY 101 with a minimum C grade*

Studies the physical, mental, emotional, and social development of the individual from conception through adolescence. Topics include motor and language development, attachment, temperament, gender and identity development, intelligence, prosocial and aggressive behavior, play, and family influences on development. 3 lecture hours

**PSY 207** *Developmental Psychology: Across the Life Span* 3 credits

*Prerequisite: PSY 101 with a minimum C grade*

Studies the physical, mental, emotional and social development of the individual throughout the life span. Students learn to evaluate major theories and methods of study in developmental psychology, to identify the opportunities and dangers inherent at each phase of life, and to understand the factors that influence developmental processes. 3 lecture hours

**PSY 208** *Theories of Personality* 3 credits

*Prerequisite: PSY 101 with a minimum C grade*

Defines and assesses human personality within the context of current scientific advances as well as seminal historical perspectives. Examines the impact of individual psychological differences in predicting various life outcomes. 3 lecture hours

**PSY 215** *Human Sexuality* 3 credits

*Prerequisite: PSY 101 with a minimum C grade*

Describes the anatomy and physiology of the human reproductive system and the physiology of human sexual functioning. Emphasizes human sexuality as reflecting the psychological makeup of the individual. Stresses the importance of cultural influences on an individual's behavior, along with interpersonal relationship factors. 3 lecture hours

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PSY 221  The Psychology of Women  3 credits  
**Prerequisite:** PSY 101 with a minimum C grade  
Exploration of the psychological, biological, and cultural factors influencing the lives of women. Critical analysis of differences and similarities between men and women, gender roles, and the effect of gender on contemporary issues in psychology including physical and emotional health, academic and occupational achievement, relationships, sexual intimacy, violence, and aging.  
3 lecture hours

PSY 230  Special Studies in Psychology  3 credits  
**Prerequisites:** ENG 102 and PSY 101 with a minimum C grade or permission of instructor  
Consists of special courses in psychology which cater to needs expressed by the student and the broader general community. Taking advantage of particular faculty expertise, the course is offered on occasion in response to specific demand.  
3 lecture hours

**PTA—Physical Therapist Assistant**

Except as noted, enrollment in PTA courses is limited to students who have completed all basic skill requirements and who have received full acceptance into the program. PTA majors are required to earn a minimum grade of C+ in PTA courses.

PTA 101  Introduction to PTA  1 credit  
**Prerequisite:** ENG 101  
Open to all students interested in physical therapy as a career and required for Physical Therapist Assistant majors. Provides an overview of the health care system and the specific roles of physical medicine and rehabilitation professionals. Topics include medical terminology, documentation, and communication skills.  
1 lecture hour

PTA 105  Kinesiology  3 credits  
**Prerequisite:** BIO 103 with a minimum C+ grade completed within the past five years  
Open to all students interested in physical therapy as a career or in the study of human movement; required for Physical Therapist Assistant majors. Introduces the concepts of locomotion, forces, levers, and biomechanics. Topics include origins, insertions, innervations, and actions of the prime movers of the musculoskeletal system.  
3 lecture hours

PTA 107  Therapeutic Measurement  2 credits  
**Prerequisites:** BIO 104 with a minimum C+ grade completed within the past five years; PTA 101, PTA 105  
Laboratory practice of measurement skills for joint range of motion (ROM), muscle length, and muscle strength. Includes volumetric, circumferential and postural assessments; manual muscle tests; and range of motion measurements using a goniometer. Competencies evaluated throughout the course.  
1 lecture/2 laboratory hours

PTA 112  Pathology for PTAs  3 credits  
**Prerequisites:** BIO 104 with a minimum C+ grade completed within the past five years; ENG 102, PTA 101, PTA 105  
Required for Physical Therapist Assistant majors. Covers the essential nature of diseases and abnormalities of structure and function characteristic of diseases.  
3 lecture hours

PTA 205  Motor Development  1 credit  
**Prerequisites:** PTA 101, PTA 105, PTA 112  
Corequisite: PTA 213  
Introduces developmental milestones for normal human motor development. Topics include hereditary, congenital, and acquired disorders with special emphasis on abnormalities of structure and function that impact human motor development.  
1 lecture hour

PTA 210  PTA Techniques and Modalities  4 credits  
**Prerequisites:** PTA 107, PTA 112; MAT 115 or MAT 140 or PTA program approved MAT equivalent with a minimum C grade  
Study of physical agents and therapeutic modalities in physical therapy practice. Lab and lecture activities develop problem-solving and critical thinking skills for the use of electrical stimulation, heat, cold, traction, and hydrotherapy for therapeutic interventions. Competencies evaluated throughout the course.  
3 lecture/2 laboratory hours

PTA 211  Physical Agents  4 credits  
**Prerequisites:** PTA 107 and PTA 112; MAT 115 or MAT 140 or PTA program approved MAT equivalent with a minimum C grade  
Study of physical agents and therapeutic modalities in physical therapy practice. Lab and lecture activities develop problem-solving and critical thinking skills for the use of electrical stimulation, heat, cold, traction, and hydrotherapy for therapeutic interventions. Competencies evaluated throughout the course.  
3 lecture/3 laboratory hours

PTA 213  PTA Therapy Clinic  3 credits  
**Prerequisites:** PTA 210, PTA 211  
Corequisite: PTA 205  
Therapeutic interventions for conditions arising from cerebral vascular accidents, traumatic brain injury, spinal cord injury, amputations, joint replacement, cardiac disease, and neurologic dysfunction. Emphasizes activities to promote optimal functional outcomes. Lab develops decision-making skills involving assistive devices, orthotics and prosthetics. Competencies evaluated throughout the course.  
3 lecture/3 laboratory hours

PTA 216  Orthopedics in PTA  2 credits  
**Prerequisites:** PTA 107, PTA 112, PTA 210  
A study of orthopedic conditions and their underlying pathology. Emphasis on physical therapy interventions utilized in the rehabilitation of specified conditions. Required course for all PTA majors.  
2 lecture/laboratory hours

PTA 224  PTA Clinical Education I  3 credits  
**Prerequisites:** PTA 107, PTA 112  
Corequisite: PTA 226  
Supervised clinical instruction to observe the clinic environment and PT/PTA interactions; develop professional deportment and communication; refine measurement and time management skills; and learn about patient chart information. Experiences are shared with classmates and faculty in PTA Seminar I (PTA 226).  
40 hours per week for 4 weeks = 160 clinical hours

PTA 226  PTA Seminar I  2 credits  
**Prerequisites:** PTA 107, PTA 112  
Corequisite: PTA 224  
Review and discussion of clinical experiences using a case study approach. Topics include documentation, professional growth and development, quality assurance concepts, and negotiation skills for employment opportunities.  
3 lecture hours
COURSES

RAD—Radiography

Enrollment in radiography courses is limited to students who have completed all basic skill requirements and who have received full acceptance into the program. The minimum passing grade for all RAD courses is C.

RAD 107 Introduction to Radiography 1 credit
Prerequisites: MAT 037 (or MAT 037A and 037B), ENG 024, ENG 034
Corequisites: RAD 119, RAD 127, BIO 103, MAT elective
Introduction to radiography including accreditation requirements, professional organizations, professional ethics, legal responsibilities, patient care, elementary radiation protection, and darkroom technique. [Fall offering] 1 lecture hour

RAD 114 Radiation Protection 2 credits
Prerequisites: RAD 107, RAD 119, RAD 127
Corequisites: BIO 104, RAD 120, RAD 128
Explores principles of radiation biology and radiation protection, including the production of X-rays, the interaction of radiation and matter, radiation units, and methods to protect the radiographer and patient. [Spring offering] 2 lecture hours

RAD 119 Principles of Imaging Science I 2 credits
Prerequisites: MAT 037 (or MAT 037A and 037B), ENG 024, ENG 034
Corequisites: RAD 107, RAD 127, BIO 103, MAT elective
Examines fundamental principles of radiation physics including the atom, electromagnetic radiation, X-ray tube components, and X-ray production. Presents imaging science principles including the primary factors of technique formation and the art of film critique, with clinical application of these principles. [Fall offering] 2 lecture hours

RAD 120 Principles of Imaging Science II 3 credits
Prerequisites: RAD 107, RAD 119, RAD 127
Corequisites: BIO 104, RAD 114, RAD 128
Examines image production factors that control and contribute to the radiographic image, including density, contrast and recorded detail. Presents the radiation physics principles of electricity, magnetism and X-ray circuitry. The laboratory component demonstrates the clinical application of image production and evaluation. [Spring offering] 2 lecture/2 laboratory hours

RAD 127 Radiographic Procedures I 6 credits
Prerequisites: MAT 037 (or MAT 037A and 037B), ENG 024, ENG 034
Corequisites: RAD 107, RAD 119, BIO 103, MAT elective
Study of standard radiographic positioning and related medical terminology of the chest, abdomen, and upper and lower extremities. Involves laboratory simulation and evaluation. Students acquire clinical experiences at an affiliate hospital sufficient to demonstrate competency in a specified number and variety of radiographic procedures. [Fall offering] 3 lecture/3 laboratory/24 clinical days

RAD 128 Radiographic Procedures II 6 credits
Prerequisites: RAD 107, RAD 119, RAD 127
Corequisites: BIO 104 or RAD 114, RAD 120
Continuation of RAD 127, with standard radiographic positioning and related medical terminology of the bony thorax, pelvic girdle, upper femora, and vertebral column. Involves laboratory simulation and evaluation. Students acquire clinical experiences at an affiliate hospital sufficient to demonstrate competency in a specified number and variety of radiographic procedures beyond those demonstrated the previous semester. [Spring offering] 2 lecture/3 laboratory/28 clinical days

RAD 206 Clinical Practicum 3 credits
Prerequisites: RAD 114, RAD 120, RAD 128
Students participate in clinical education at an affiliate hospital, performing procedures in accordance with the clinical competency evaluation process. Radiographic procedures are performed on a variety of patient types. [Summer offering] 42 clinical days

RAD 216 Advanced Imaging Modalities and Special Procedures 3 credits
Prerequisite: RAD 206
Corequisite: RAD 228
Presents the principles of fluoroscopy and tomography, with an overview of special radiographic procedures and advanced imaging techniques including computerized tomography and magnetic resonance imaging. [Fall offering] 3 lecture hours

RAD 220 Quality Assurance and Radiography Seminar 4 credits
Prerequisites: RAD 216, RAD 228
Corequisites: RAD 224, RAD 240
Evaluation of radiographic systems to ensure consistent quality of diagnostic images. Includes discussion of state, federal and nongovernmental requirements. Introduces computer applications used in medical facilities and helps students prepare for the A.R.R.T. examination. [Spring offering] 3 lecture/2 laboratory hours

RAD 224 Introduction to Pathology 2 credits
Prerequisites: RAD 216, RAD 228
Corequisites: RAD 220, RAD 240
Survey of the disease process and pathological conditions. Includes an in-depth study of diseases commonly demonstrated radiographically. [Spring offering] 2 lecture hours
COURSES

RAD 228 Radiographic Procedures III 7 credits
Prerequisite: RAD 206
Corequisite: RAD 216
Continuation of RAD 128. Study of standard radiographic positioning and related medical terminology of the urinary system, alimentary canal, biliary system and cranium. Involves laboratory simulation and evaluation. Students acquire correlated clinical experience and continue the clinical competency evaluation process at an affiliate hospital. [Fall offering] 2 lecture/3 laboratory/42 clinical days

RAD 240 Advanced Clinical Experience I 3 credits
Prerequisites: RAD 216, RAD 228
Corequisites: RAD 220, RAD 224
Offers advanced clinical experience in all aspects of radiologic technology in cooperation with area hospitals. Students acquire clinical experiences and proficiencies sufficient to demonstrate competency in a specified number and variety of diagnostic radiographic procedures. [Spring offering] 42 clinical days

RAD 242 Advanced Clinical Experience II 2 credits
Prerequisite: RAD 240
Continuation of RAD 240. In cooperation with area hospitals, students enhance proficiency in all aspects of radiologic technology by performing diagnostic radiographic examinations on a variety of patients. In this final phase of the clinical competency process, remaining competency evaluations test student ability with respect to skills expected of entry-level radiographers. [Summer offering] 28 clinical days

REL—Religious Studies

REL 101 Introduction to Religious Studies 3 credits
An introduction to the study of religions, focusing on the nature of religious beliefs and practices, such as sacred power, myths, texts, art and rituals, the problem of evil, and the relationship between cultures, ethics and religions. 3 lecture hours

REL 102 Living World Religions 3 credits
A comparative study of the world's major religions, through a critical exploration of the essential teachings and cultural context of Hinduism, Buddhism, Judaism, Christianity, Islam, Daoism, Confucianism among others, including pre- and post-colonial African and American traditions. 3 lecture hours

SOC—Sociology

SOC 101 Introduction to Sociology 3 credits
Corequisite: ENG 101 or college-level eligibility
An introduction to the sociological analysis of society and culture, including the origin and design of political, economic, and social institutions such as religion, the family, class and caste, education, values, norms, roles, and sociocultural change. Students learn to analyze, evaluate, and critique social structures. 3 lecture hours

SOC 102 Racial, Ethnic and Minority Groups 3 credits
Prerequisite: SOC 101 or SOC 107 with a minimum C grade
Explores the sociological dynamics of dominant/minority group relations in contemporary U.S. society. Students examine the social construction of race and ethnicity in America as well as the reasons for immigration; patterns of inter-group contact; and the struggles associated with assimilation, acculturation, and other models of dominant/minority group interactions. 3 lecture hours

SOC 104 Sociology of Education 3 credits
Corequisite: ENG 101 or college-level eligibility
Overview of the relationship between the school and society. Topics include the school as an agent of social change, the role of teachers, multiculturalism, human development stages, domains of learning, and the socio-historical role of education. 3 lecture hours

SOC 107 Social Problems 3 credits
Corequisite: ENG 101 or college-level eligibility
An introduction to sociological theory and methods, with background on the nature, causes of, and possible solutions to major social problems facing large, complex societies. Possible topics discussed include poverty and inequality, drug addiction, crime, health care, racial and minority group issues, and environmental concerns. 3 lecture hours

SOC 201 Marriage and the Family 3 credits
Prerequisite: SOC 101 or SOC 107 with a minimum C grade
Analyzes and evaluates the family as an institution that reflects cultural values, norms and ideals. Topics include gendering, pre-marital sex norms, mate selection, family roles, child rearing, and family structures. 3 lecture hours

SOC 207 Social Problems 3 credits
Corequisite: ENG 101 or college-level eligibility
[also offered as WGS 132] An introduction to major theories and ideas developed within feminism and the field of gender studies. Specific topics include theoretical explanations of gender; representations of gender; economic, social, and political implications of gender constructs; and cross-cultural perspectives on gender. Texts, films, and other resources contribute toward an understanding of these issues. 3 lecture hours

SOC 214 Sociology of Drug Use and Behavior 3 credits
Prerequisite: SOC 101 or SOC 107 with a minimum C grade
Analysis of the political, economic, and cultural ramifications of drugs in American society within a global context. Specific topics include constructing drug use and the user as a social problem and the implications for social policy and social control (legislation, prevention, and treatment). 3 lecture hours

SOC 230 Special Studies in Sociology 3 credits
Prerequisites: SOC 101 or SOC 107 with a minimum C grade; ENG 102 or divisional permission
Consists of special courses in sociology which cater to needs expressed by the student and the broader community. Taking advantage of particular faculty expertise, the course is offered on occasion in response to specific demand. 3 lecture hours
SPA—Spanish

Note: Students who have taken two or more years of a foreign language, and have done so in the last two years, should begin that language at the 200 level or switch to a new language. If there is doubt, placement will be determined by testing or consultation with the academic division.

- **Humanities**
  - SPA 101 Beginning Spanish I
    - Credits: 3
    - Prerequisite: placement by exam or permission of instructor [not open to students who received a C- or better in high school Spanish] The first in a sequence of courses designed for students with little or no prior knowledge of Spanish. Spoken communication in Spanish is both the end goal and the means of instruction. Emphasizes the four communicative skills in a culturally authentic context. Reading and writing are assigned out of class to facilitate effective listening and speaking practice in class. Basic grammar skills are also introduced.
  - Time: 3 lecture hours

- **Humanities**
  - SPA 102 Beginning Spanish II
    - Credits: 3
    - Prerequisite: SPA 101 with a minimum C grade, placement by exam, or permission of instructor [not open to students who have passed two or more years of high school Spanish] The second in a sequence of courses designed for students with little or no prior knowledge of Spanish. Spoken communication in Spanish is both the end goal and the means of instruction. Emphasizes the four communicative skills in an authentic language context. Reading, writing, and grammar study are assigned out of class to facilitate effective listening and speaking practice in class.
    - Time: 3 lecture hours

- **Humanities / Diversity and Global Perspective**
  - SPA 110 Hispanic Culture
    - Credits: 3
    - Survey of the history, ethnic character, way of life, music, art, literature, linguistic background, and other distinctive features of Spain and Latin America. Study of the unity and diversity among Hispanic countries as well as Hispanic influence in the United States. [Taught in English; does not fulfill foreign language requirement.]
  - Time: 3 lecture hours

SPA 121 Spanish for Health Providers I
The first in a sequence of courses designed for healthcare students and professionals with little or no prior knowledge of Spanish. Spoken communication in Spanish is both the end goal and the means of instruction. Emphasizes listening, speaking, reading, and writing Spanish within the context of providing healthcare, medicine, and well-being. Reading and writing are assigned out of class to facilitate effective listening and speaking practice in class. Basic grammar is also introduced.
  - Time: 3 lecture hours

SPA 122 Spanish for Health Providers II
The second in a sequence of courses designed for healthcare students and professionals with little or no prior knowledge of Spanish. Spoken communication in Spanish continues as both the end goal and the means of instruction. Builds on listening, speaking, reading, and writing Spanish within the context of providing healthcare, medicine, and well-being. Reading and writing are assigned out of class to facilitate effective listening and speaking practice in class. Basic grammar is also introduced.
  - Time: 3 lecture hours

SPA 151 Intermediate Spanish I
Prerequisite: SPA 102 with a minimum C grade, placement by exam, or permission of instructor. The first third (five weeks) of the semester is dedicated to a review of beginner-level grammar and vocabulary. The class then transitions to short readings and guided discussions which apply the reviewed language to topics of Hispanic culture, politics, and history. Spanish communication is the means and end goal of instruction.
  - Credits: 3
  - Time: 3 lecture hours

SPA 152 Intermediate Spanish II
Prerequisite: SPA 151 with a minimum C grade, placement by exam, or permission of instructor. Continuation of SPA 151. Previously learned grammar is reviewed and applied – typically in the present tense – to discussions and debates of topics in Hispanic culture, politics, and history. Spanish reading, writing, listening and speaking are the means and end goal of instruction.
  - Credits: 3
  - Time: 3 lecture hours

SPA 251 Advanced Spanish I
Prerequisite: SPA 152 or permission of instructor. A conversation course which covers a variety of topics related to Hispanic culture through the reading and interpretation of texts including examples of authentic Hispanic literature. Taught entirely in Spanish, this course additionally develops speaking and writing skills, builds vocabulary, and stimulates debate, conversation, and class discussion.
  - Credits: 3
  - Time: 3 lecture hours

SPA 252 Advanced Spanish II
Prerequisite: SPA 152 or permission of instructor. A grammar course taught conversationally in Spanish and within the context of topics related to Hispanic culture and society, including some reading from authentic Hispanic literature. Involves vocabulary building, but mainly emphasizes review and oral practice of grammatical constructions to improve the non-native student's oral and written communication skills.
  - Credits: 3
  - Time: 3 lecture hours

SST—Security Systems Technology

SST 200 Physical Security Product Technologies
Prerequisites: NET 103 and NET 104 or equivalent experience. Addresses the operation and integration of physical security products and technologies including IP-based video surveillance equipment, analytics software, and physical security information management (PSIM), how to satisfy the needs of end user customers by reducing operating costs, and how these technologies keep assets safe around the world.
  - Credits: 3
  - Time: 2 lecture/2 laboratory hours

SST 210 Security Project Management
Prerequisite: SST 200. Examines the role of the security project manager, including the concepts and tools of professional project management. Topics include managing costs, assuring quality, and controlling all aspects of projects throughout the lifecycle, plus fundamental factors affecting a given project, such as stakeholder influence, cash flow, and risk management.
  - Credits: 3
  - Time: 2 lecture/2 laboratory hours
### SST 220  Systems Integration:  
A Business Blueprint  
3 credits  
**Prerequisite:** SST 200  
Students learn to build a security solution which combines equipment, engineering and service, analyze the attributes of products and services, assess customer needs, align organizational strategy to leverage the most powerful features and strengths of products and services, and create a system to meet a client need or solve a client problem.  
2 lecture/2 laboratory hours

### SST 230  Security Sales:  
The Consultative Approach  
3 credits  
**Prerequisite:** SST 200  
An introduction to the sales process, focusing on security solutions. Students learn how to organize the sales effort; assess customer needs and present security solutions; organize constituencies to develop, design, and implement security systems solutions; assess return on security investment; manage the customer experience; and maintain consultative, profitable customer relationships.  
2 lecture/2 laboratory hours

### STA—Study Abroad

#### STA 101  Study Abroad Seminar  
1 credit  
**Prerequisite:** prior approval to travel abroad  
**Corequisite:** Study Abroad course(s)  
A complement to a student’s study abroad experience. Students are challenged to reflect on their exposure to culturally diverse people, examine multicultural experiences, and draw connections between study abroad and future endeavors, with the goal of articulating this significance to potential employers and other audiences. Students construct an e-portfolio to catalog their work.  
1 lecture hour

### SUS—Sustainability

#### SUS 101  Introduction to Sustainability  
3 credits  
**Prerequisites:** ENG 024, ENG 034  
Examination of the fundamental concepts and principles supporting long-term preservation and availability of natural resources and ecological balance. Factors of sustainability explored include global population growth and consumption, climate change, energy, ecosystems, and community design.  
3 lecture hours

### SWK—Social Work

#### SWK 110  Introduction to Human Services  
3 credits  
**Corequisite:** ENG 101 or college-level eligibility  
Overview of human service and social work practice and problem areas, requiring a supervised 45-hour (minimum) volunteer experience within a social service agency and including study of and experience with social development in diverse environments using human service models to understand individual, population, community, and ecosystems organization.  
3 lecture/45 practicum hours

### THR—Theatre

#### THR 101  Introduction to Theatre  
3 credits  
Beginning study of the theatre as an art form, examines how a dramatic text is transformed into a stage production. Students read and analyze plays to understand theatre production practices – historical as well as current – and dramatic theory. Requires attending current theatre productions. [Fall and Spring offering]  
3 lecture hours

#### THR 102  Stagecraft  
3 credits  
Introduction to the skills and practice of technical theatre. Studies include elementary carpentry and set construction, scene painting, shop procedures, lighting, cost efficiency, and safety. Students work on college theatre productions. [Fall and Spring offering]  
2 lecture/2 laboratory hours

#### THR 104  Fundamentals of Acting  
3 credits  
Introductory course for both actors and non-actors, examines the history and theory of acting with emphasis on Stanislavski and 20th century methods. Students participate in breathing, relaxation, and centering exercises, theatre games, and improvisational work to develop basic acting skills. Study includes the fundamentals of text analysis, group rehearsal dynamics, and verbal evaluation of other acting work. The class concludes with a public performance. [Fall and Spring offering]  
2 lecture/2 laboratory hours

#### THR 105  Acting II: Principles of Characterization  
3 credits  
**Prerequisite:** THR 104  
Continuation of the skills developed in THR 104. Focuses on the actor’s movement and voice skills to support character work. Students utilize Michael Chekhov’s Acting Technique, mask work, and improvisation to broaden basic acting skills. Attendance at dance, chorus, and theatre productions is required. [Spring offering]  
2 lecture/2 studio hours

#### THR 107  Dramatic Writing for Stage and Screen  
3 credits  
**Prerequisite:** ENG 101 or divisional permission  
Works of master playwrights and screenwriters are read and discussed. In-class writing exercises, “sense memory” prompts, and strategies for developing dynamic character-based storytelling for the stage are covered during first half of course. Students then adapt and expand this work to create a 20-minute screenplay.  
2 lecture/2 laboratory hours

#### THR 150  Scenic Techniques for the Entertainment Industry  
3 credits  
**Prerequisites:** ETT 102, THR 102 with a minimum C grade  
Through a variety of projects, students are introduced to fundamental techniques and materials used in scenic art. Explores color theory, various media, proper preparation of surfaces, different painting techniques, Pissaro shapes, cartooning backdrops, trompe l’oeil, and teamwork. Examines ways these techniques and materials are used in the theatre and other entertainment industries including film, television, theme parks, and casinos. [occasional offering]  
2 lecture/2 laboratory hours
THR 152 Lighting Technology 3 credits
Prerequisite: ETT 102
Introduction to stage lighting and to the aesthetics of scenic lighting as a visual art. Involves hanging, alignment, focusing, maintenance, and operation of various types of stage lighting fixtures. Students are required to work as a lighting technician at approved venues. 2 lecture/2 laboratory hours

THR 207 Scene Study I 3 credits
Combines literary and theatrical skills. Students analyze scenes from plays, screenplays, and non-dramatic literature to discover how theatre artists use character, setting, circumstance, and dialogue when transforming text into performance. The interaction of writers, actors, and directors in developing and presenting scenes in performance is also observed. The class concludes with a public performance. [Fall offering] 3 lecture hours

THR 210 Theatre History: Classical to Elizabethan 3 credits
A study of the evolution of theatre from classical Greek and Roman traditions through the Elizabethan period. Emphasis on the play in performance reflecting the changing physical theatre, as well as the social, political, and artistic currents of each period. [Spring offering] 3 lecture hours

THR 212 Central Voices in World Drama 3 credits
Prerequisite: ENG 102 or divisional permission
Introduces students to important dramatic texts and examines them beyond the page as blueprints for performance. Emphasizes playwriting conventions, elements, styles, trends, and movements to chart changing dramaturgy and production practices in the world. Some playwrights include Christopher Marlowe, Henry David Hwang, Tennessee Williams, Bertolt Brecht, Amiri Baraka, Arthur Miller, Caryl Churchill, and Wole Soyinka. [Fall offering] 3 lecture hours

THR 217 Theatre Workshop 3 credits
Prerequisites: THR 104 and THR 105 and/or permission of instructor
A practical study of theatrical production by intensive script study and supervised technical projects which culminates in performances for a live audience. Students apply techniques they have learned in prior acting and technical classes to the research, rehearsal and performance of a role in a fully realized theatrical production. [Spring offering] 1 lecture/5 laboratory hours

THR 252 Lighting Design 3 credits
Prerequisites: ETT 102, THR 152 with a minimum C grade
Fundamentals of lighting design. Analysis of a script for lighting and development of a workable design concept. Through this concept and an evaluation of the performers' spatial relationships in the production, students generate light plots and the associated paperwork common to a production. Students are required to work as a lighting designer at approved venues. 2 lecture/2 laboratory hours

VPA—Visual and Performing Arts

VPA 228 Artistic Collaboration Workshop 3 credits
Prerequisite: ENG 101
Open to actors, dancers, musicians, media professionals, and fine artists. Alternates between generating new performance work and examining the history of collaboration among established artists of different disciplines in Modernist and Postmodernist movements. Students work with the materials of their specific craft while taking inspiration from the other artistic movements. Participants must attend all sessions, and all assignments require rehearsals outside of class time. [Fall offering] 2 lecture/2 laboratory hours

WGS—Women's and Gender Studies

WGS 132 Introduction to Women's and Gender Studies 3 credits
Corequisite: ENG 101 or college-level eligibility
Also offered as SOC 132 An introduction to major theories and ideas developed within feminism and the field of gender studies. Specific topics include theoretical explanations of gender; representations of gender; economic, social, and political implications of gender constructs; and cross-cultural perspectives on gender. Texts, films, and other resources contribute toward an understanding of these issues. 3 lecture hours

WGS 221 Seminar in Women's and Gender Studies 3 credits
Prerequisites: ENG 102 with a minimum C grade; 9 credits of electives as listed in the Women’s and Gender Studies guidelines
An in-depth interdisciplinary exploration of the contributions of the social sciences, the behavioral sciences, literature, and the arts to the study of gender in society. Specific topics include feminist theories, feminist methodologies, and women and gender issues in relation to culture, politics, and the economy. Texts, films, and other resources contribute toward an understanding of these issues. 3 lecture hours