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 037 (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 111 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 115 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, comprehensives, 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 115 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** 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

**ADV 220** Illustration I 3 credits

Prerequisites: ART 102 and ART 104 with a minimum C grade or divisional permission

Introduction to the concepts, techniques, and skills of the contemporary illustrator, emphasizing that good illustration – product or journalistic – is a means of communication. Assignments involve book and magazine illustration, visualization, and exercises in rendering light and shadow, plus production of comprehensive art in various media. 1 lecture / 4 studio hours

**ADV 222** Illustration II: Digital Drawing 3 credits

Prerequisites: ART 102, ART 104, DMA 115

Interdisciplinary course combining illustration with other fine art and advertising design skills to create a professional commercial art portfolio. 1 lecture / 4 studio hours

**ADV 230** History of Graphic Design 3 credits

Prerequisites: ENG 101 or permission of instructor; Internet access for web-based instruction

A survey of the history of graphic design from its origins to present day. This overview of graphic design develops visual vocabulary, provides a cultural and historical context, and instructs students in researching areas of interest to broaden their knowledge of contemporary graphic design. 3 lecture hours

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**AMT — ADVANCED MANUFACTURING TECHNOLOGY**

**AMT 101** Machine Shop Techniques I 3 credits

Introduces students to manufacturing careers, shop safety, manufacturing operations. Topics include shop safety, mechanical hardware and shop tools, sawing, grinding, layout, hole making, and thread cutting. Corresponding labs reinforce lectures with practical examples. 2 lecture / 3 laboratory hours
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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>AMT 102</td>
<td>Machine Shop Analysis Methods</td>
<td>3</td>
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<tr>
<td>Prerequisite: MAT 115</td>
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<td></td>
<td>Introduces students to the algebraic, geometric, and trigonometric concepts essential to solving problems commonly encountered in machine shop environments. Review of arithmetic followed by elements of measurement, algebra, graphing, geometry, and introductory trigonometry.</td>
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<td>3 lecture hours</td>
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<td>AMT 103</td>
<td>Blueprint Reading Basics</td>
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<tr>
<td>Prerequisite: DRA 190</td>
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<td>Introduces students to the basics of reading manufacturing prints. Topics include views, dimensions, tolerances, geometric dimensioning and tolerancing, surface finish, threads, casting, forging, and molded part prints, welding and sheet metal prints.</td>
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<tr>
<td>AMT 110</td>
<td>Machine Shop Techniques II</td>
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<td>Prerequisite: AMT 101</td>
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<td>Introduces students to the theory and practical concepts of manual machining. Topics include turning machines, vertical milling machines, grinding and abrasive machining processes. Corresponding labs reinforce lectures with practical examples which follow NIMS certification requirements.</td>
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<td>2 lecture / 3 laboratory hours</td>
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<tr>
<td>AMT 122</td>
<td>Metrology and Quality Control</td>
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<td>Prerequisite: AMT 101</td>
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<td>[DETAILS AVAILABLE FROM PROGRAM COORDINATOR / ACADEMIC DIVISION]</td>
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<tr>
<td>AMT 220</td>
<td>Material and Manufacturing Process</td>
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<td>Prerequisite: AMT 101</td>
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<td>[DETAILS AVAILABLE FROM PROGRAM COORDINATOR / ACADEMIC DIVISION]</td>
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<tr>
<td>AMT 231</td>
<td>Introduction to Computer Numerical Controlled (CNC) Machines</td>
<td>3</td>
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<tr>
<td>Prerequisites: MET 123, MET 124</td>
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<td>Introduces the theory and practical concepts of computer numerical controlled (CNC) machining equipment used in industry to manufacture extremely precise machine tool products. Topics include CNC equipment and terminology, G and M code familiarization, and machine tool safety practices. Corresponding labs reinforce lectures with practical hands-on examples which follow NIMS certification requirements.</td>
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<td>2 lecture / 3 laboratory hours</td>
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<tr>
<td>AMT 232</td>
<td>Advanced Computer Numerical Controlled (CNC) Machines</td>
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<tr>
<td>Prerequisite: AMT 231</td>
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<td>Investigates advanced theory and practical CAD/CAM (computer-aided drafting / computer-aided manufacturing) software concepts on computer numerical controlled (CNC) machining equipment used in industry to manufacture extremely precise and complicated machine tool products. Topics include CAD/CAM software (Mastercam) to produce complex machined parts, G and M code post-processing operations, and machine tool safety practices. Corresponding labs reinforce lectures with practical hands-on examples which follow NIMS certification requirements.</td>
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<td>2 lecture / 3 laboratory hours</td>
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<tr>
<td>AMT 290</td>
<td>Advanced Manufacturing Technology Internship</td>
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<tr>
<td>Prerequisite: coordinator approval</td>
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<td></td>
<td>Introduces students to work experience in a manufacturing environment.</td>
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<tr>
<td></td>
<td>100 work experience hours</td>
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<tr>
<td>AMT 291</td>
<td>Advanced Manufacturing Technology Internship</td>
<td>3</td>
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<tr>
<td>Prerequisite: AMT 290</td>
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<td>[DETAILS AVAILABLE FROM PROGRAM COORDINATOR / ACADEMIC DIVISION]</td>
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**ANT — ANTHROPOLOGY**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ANT 101</td>
<td>Anthropology</td>
<td>3</td>
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<tr>
<td>Corequisite: ENG 101 or college-level eligibility</td>
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<td>Explores anthropology – the study of humankind in all places at all times – in its &quot;four fields&quot;: 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.</td>
<td>3</td>
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<tr>
<td></td>
<td>3 lecture hours</td>
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</tbody>
</table>
ANT 222 The Anthropology of Myths, Magic and Witchcraft 3 credits

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 effects 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.

ARB 101 Beginning Arabic I 3 credits

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 102 Beginning Arabic II 3 credits

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 201 Intermediate Arabic I 3 credits

Prerequisite: ARB 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 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

ARC 102 Graphic Communication for Architecture 3 credits

Corequisite: ARC 105

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 3 credits

Prerequisite: ARC 105
Corequisite: ARC 123

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 105  Architectural Basic Design I       3 credits
Corequisite: ARC 102 or divisional permission
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 critical analysis, sketching, process drawings, and study models. Traditional and digital media tools are used as a means of communicating architectural ideas. [Fall offering] 1 lecture / 4 studio hours

ARC 122  History of Architecture       3 credits
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       5 credits
Prerequisite: ARC 105 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]

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

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

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## 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 architecture 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  
A survey of Western art from the prehistoric through the late Medieval period, with an emphasis on stylistic analysis within the historical, cultural, and global context. 3 lecture hours

### ART 122  History of Art II  
3 credits  
A survey of Western art from the Renaissance through the World War II period, with an emphasis on stylistic analysis within the historical, cultural, and global context. 3 lecture hours
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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>ART 123</td>
<td>History of Modern Art</td>
<td>3</td>
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<tr>
<td>ART 124</td>
<td>History of Non-Western Art</td>
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<tr>
<td>ART 125</td>
<td>Topics in Contemporary Art</td>
<td>3</td>
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<tr>
<td>ART 126</td>
<td>African American Art</td>
<td>3</td>
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<tr>
<td>ART 130</td>
<td>Painting I</td>
<td>3</td>
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<td>ART 141</td>
<td>Sculpture I</td>
<td>3</td>
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<tr>
<td>ART 145</td>
<td>Beginning Ceramics: Handbuilding</td>
<td>3</td>
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<tr>
<td>ART 146</td>
<td>Beginning Ceramics: Wheel-Throwing</td>
<td>3</td>
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<tr>
<td>ART 150</td>
<td>Printmaking I</td>
<td>3</td>
</tr>
<tr>
<td>ART 230</td>
<td>Painting II</td>
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**Humanities**

**ART 123 History of Modern Art**
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.

**Humanities / Diversity and Global Perspective**

**ART 124 History of Non-Western Art**
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.

**Humanities**

**ART 125 Topics in Contemporary Art**
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.

**Diversity and Global Perspective**

**ART 126 African American Art**
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.

**ART 130 Painting I**
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.

**ART 141 Sculpture I**
Prerequisite: ART 106
Introduction to sculptural practices and forms. Develops basic understanding of vocabulary of form while mastering technical skills. Acquaintance with several media, content, and organizing form and space.

**ART 145 Beginning Ceramics: Handbuilding**
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.

**ART 146 Beginning Ceramics: Wheel-Throwing**
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.

**ART 150 Printmaking I**
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.

**ART 230 Painting II**
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.
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
Continuation of ART 141 with refinement of presentation of where, when, and how the object is viewed. Concentration on a complete statement of form, space, and content. Further exploration of several media. 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

Humanities

ASL 101  American Sign Language I  3 credits
The first in a sequence of courses designed for students with little or no prior knowledge of ASL. Voiceless communication in ASL is both 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 both 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 033 or MAT 041
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
Introduction to the automobile and its operating systems. Emphasizes 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
An examination of gasoline and diesel automotive fuel systems, including fuel basics, electronic fuel injection systems, gasoline direct injection, diesel fuel delivery systems, and On-Board Diagnostics II (OBD II). Lessons focus on theory of operation, driveability diagnostic procedures, and the use of diagnostic equipment.
2 lecture / 3 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
An examination of electrical/electronic principles applied to current automotive systems. Subjects include electronic control systems, starting and charging systems, wiring diagrams, chassis wiring service, vehicle communication networks, passive restraints, electrical power management, infotainment, navigation, and electrical accessories. Diagnostic skills, testing procedures, and proper service and repair of components emphasized.
2 lecture / 3 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 and light trucks, including computer-controlled anti-lock braking systems with traction and stability control. 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

AUT 123 Internship in Automotive Technology II 1 credit
Corequisites: AUT 114, AUT 115

AUT 221 Internship in Automotive Technology III 1 credit
Corequisites: AUT 213, AUT 224

AUT 222 Internship in Automotive Technology IV 1 credit
Corequisite: AUT 225
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 211 Automotive Emissions and Driveability 3 credits
Prerequisite: AUT 112
Examines relationships between gasoline and diesel emissions and engine performance. Teachings from AUT 111 and AUT 112 applied to properly diagnose driveability concerns. Recommended repair procedures are explored to achieve the best performance and reduced emissions. Electronic engine controls examined with an emphasis on operation and emission standards. 2 lecture / 3 laboratory hours

AUT 212 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
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 gasoline and diesel engines. Involves extensive use of special tools and equipment. 2 lecture / 5 laboratory hours

AUT 223 Internship in Automotive Technology – Independent Study 1 credit
Prerequisites: AUT 114, AUT 115, AUT 122, AUT 123, AUT 211, AUT 212, AUT 213, AUT 221, AUT 222, AUT 224, AUT 225
Application of knowledge acquired from lecture and lab instruction to gain relevant, practical on-the-job experience in repairing customer vehicles in an actual automotive service facility. An experienced service employee within the business supervises the student/apprentice and works with the automotive program coordinator in developing goals and evaluating performance. 320 work experience hours

AUT 224 Manual Transmissions and Drivelines 3 credits
Prerequisites: AUT 110, AUT 111 with a minimum C grade
Study of automotive systems for torque multiplication and speed reduction includes the relationship of engine speed and vehicle speed and its effect on fuel economy. Other topics include clutch service, front and rear wheel drive applications, component replacement, differentials, diagnosis, removal and reinstallation procedures, and transmission overhaul. Involves extensive use of special tools and test equipment. 2 lecture / 3 laboratory hours
AUT 225  Automatic Transmission Service  3 credits
Prerequisites: AUT 110, AUT 111, AUT 224 with a minimum C grade
Principles of operation and proper diagnostic and repair procedures for current automatic transmissions and transaxles, including electronic computer-controlled designs. Covers basic hydraulic theory with emphasis on the use of test equipment for diagnosis and in-car service. Each student is required to disassemble, overhaul, and assemble several automatic transmissions and transaxles. 2 lecture / 3 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: FAA medical, proof of U.S. citizenship or TSA approval
Corequisite: AVI 131
Flight training required to complete the private pilot program by acquiring the aeronautical skills necessary to meet the requirements for the private pilot certificate. Consists of 45 hours of flight training. Special fee required. 1 lecture / 3 laboratory hours

AVI 114  Flight II  2 credits
Prerequisites: AVI 113 with a minimum C grade, proof of U.S. citizenship or TSA approval
Corequisite: AVI 132
Required flight training for the commercial pilot certificate, for the student who has met the requirements for the private pilot certificate in Flight I. Consists of 67 hours of flight training. Special fee required. 1 lecture / 3 laboratory hours

AVI 131  Commercial Pilot I  3 credits
Essentials to pass the Federal Aviation Administration private pilot examination. Subjects include introduction to airplane systems, airports, communications and air traffic control, weight and balance, meteorology, Federal Aviation Regulations, aeronautical charts, radio navigation, Aeronautical Information Manual, flight computer, medical factors of flight and cross-country flying. 3 lecture hours

AVI 132  Commercial Pilot II  3 credits
Prerequisites: AVI 131, successful grade on FAA private pilot computer exam – airplanes
Corequisite: AVI 113 or AVI 114
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 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 208 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 114 with a minimum C grade  
Corequisite: AVI 231 or MAT 115  
Continuation of flight training to obtain the commercial flight 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. Consists of 47 hours of flight training. Special fee required. 1 lecture / 4 laboratory hours

AVI 214 Flight IV        3 credits
Prerequisite: AVI 213 with a minimum C grade  
Students develop a high degree of proficiency in single-engine commercial maneuvers and instrument flying. All flight requirements for the single-engine commercial and instrument rating are completed, and performance meets or exceeds the current FAA instrument and commercial Practical Test Standards. Consists of 34.6 hours of flight training. 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

AVI 216 Flight V        4 credits
Prerequisites: Helicopter Commercial Certificate with Instrument Rating; FAA-approved Medical; proof of U.S. citizenship or TSA approval  
Students are expected to acquire the aeronautical skill necessary to meet requirements for the Single Engine Land and Commercial Certificate with Instrument Rating. Consists of 80 hours of flight training or the time needed to meet FAA Practical Test Standards and Airman Certification Standards. Be advised additional time may be needed to meet the minimum standards. Fee required. 1 lecture / 3 laboratory hours

AVI 217 Flight VI        1 credit
Prerequisites: Single Engine Land Commercial Pilot Instrument Rating; FAA-approved Medical; proof of U.S. citizenship or TSA approval  
An independent study course involving self-study, ground instruction, simulation, and flight training. Students develop the proficiency, knowledge, and skills to complete the required practical examination to add a multi-engine class instrument rating to their single-engine commercial certificate and instrument rating. This training and assessment consists of 16.8 hours in a multi-engine aircraft. 1 lecture / 1 laboratory hour

AVI 231 Commercial Pilot III        3 credits
Prerequisite: AVI 132  
Corequisite: MAT 115  
Complements Flight III and Flight IV courses, with basic information to pass the Federal Aviation Administration Instrument Pilot Examination. Subject areas include altitude instrument flying, instrument flight charts, IFR clearances, and IFR regulations. 3 lecture hours

AVI 233 Flight Instructor / Airplane        3 credits
Prerequisites: must have passed the FAA Commercial Pilot and Instrument Rating written tests and possess FAA Private Pilot Certificate, or permission of instructor  
Corequisite: AVI 214  
Prepares students to pass the Federal Aviation Administration FOI (Fundamentals of Instruction) and FIA (Flight Instructor / Airplane) computer examinations. Includes basic theory of learning and human behavior pertaining to flight instruction, flight instructor's responsibilities, flight training maneuvers, plus review of FARs flight planning and performance. 3 lecture hours
AVI 250  Airline Transport Pilot (ATP) Prep I      6 credits
Prerequisite: AVI 216
An independent study course involving self-study, ground instruction, use of simulation devices, and flight training. Students develop the proficiency, knowledge, and skills to complete the required day and night, VFR and IFR, cross-country hours for graduation to the ATP Prep II course. This training and assessment consists of 110 hours in single-engine aircrafts. Fee required. 2 lecture / 6 laboratory hours

AVI 251  Airline Transport Pilot (ATP) Prep II      3 credits
Prerequisite: AVI 250
An independent study course involving self-study, ground instruction, use of simulation devices, and flight training. Students develop the proficiency, knowledge, and skills to complete the required day and night, VFR and IFR, cross-country hours for graduation of the Airline Transport Pilot certificate program. This training and assessment consists of 58.5 hours in single- and multi-engine aircrafts. Fee required.

1 lecture / 3 laboratory hours

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**BCT — BUILDING CONSTRUCTION TECHNOLOGY**

BCT 101  Construction Graphics      3 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. 2 lecture / 2 laboratory hours

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.

2 lecture / 2 laboratory hours

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.

3 lecture hours

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.

3 lecture hours

BCT 232  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.

3 lecture hours

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
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.

3 lecture hours
BCT 236  Construction Project Administration and Management  3 credits
Prerequisites: BCT 232, BCT 234, 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. 3 lecture hours

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.] 3 lecture hours

BIO 101  General Biology I  4 credits
Prerequisites: high school biology or BIO 100; high school chemistry or CHE 100; MAT 038 or MAT 044 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. 3 lecture / 3 laboratory hours

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

BIO 103  Anatomy and Physiology I  4 credits
Prerequisites: proficiency in basic algebra; high school biology or BIO 100
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

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
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<th>Description</th>
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<tbody>
<tr>
<td>BIO 106</td>
<td>Human Anatomy</td>
<td>4</td>
<td>MAT 037 or MAT 042 or proficiency in basic algebra</td>
<td>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.)</td>
</tr>
<tr>
<td>BIO 113</td>
<td>Biological Science Concepts</td>
<td>3</td>
<td>MAT 037 or MAT 042 or proficiency in basic algebra</td>
<td>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.</td>
</tr>
<tr>
<td>BIO 114</td>
<td>Environmental Science Concepts</td>
<td>3</td>
<td>ENG 024 or equivalent proficiency</td>
<td>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.</td>
</tr>
<tr>
<td>BIO 115</td>
<td>Microbiological Science Concepts</td>
<td>3</td>
<td>ENG 101 or permission of instructor</td>
<td>Based on the <em>Unseen Life on Earth</em> 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.]</td>
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<tr>
<td>BIO 201</td>
<td>Microbiology</td>
<td>4</td>
<td>BIO 101 or BIO 103 with a minimum C grade or permission of course coordinator</td>
<td>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.</td>
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<tr>
<td>BIO 202</td>
<td>Woody Plants</td>
<td>4</td>
<td>BIO 101 or OHT 101 with a minimum C grade or permission of course coordinator</td>
<td>Designed for ornamental horticulture, plant science, and biology majors. The lab consists of field studies stressing sight identification of both native and ornamental species. Covers the use of keys, as time permits. [Spring offering]</td>
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<tr>
<td>BIO 203</td>
<td>Entomology</td>
<td>4</td>
<td>BIO 101 or BIO 102 with a minimum C grade or permission of course coordinator</td>
<td>Intensive survey of the orders of insects, covering comparative anatomy, life cycles, physiology and economic importance. Includes management, preservation and identification methods. [Fall offering]</td>
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</tbody>
</table>
### 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

**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

**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

**BIO 217  Pathophysiology**
3 credits

*Prerequisites:* RN licensure or BIO 103 and BIO 104 or permission of course coordinator

Study of the fundamental changes in body physiology due to disease. Covers the basics of cell biology, inflammation, mechanisms of body defense, specific body systems, and common disorders, with emphasis on disease processes, manifestations, and treatment.

3 lecture hours

**BIO 293  Honors Research in Biology I**
2 credits

*Prerequisites:* BIO 102 and CHE 102, minimum 3.0 GPA in biology and chemistry courses, and faculty approval

Under the guidance of an area sponsor in an industrial or academic environment, students participate in a biology research project. Requires a written report and oral presentation to students and faculty at the conclusion of the project period. [Fulfills a technical elective requirement in the Biology and Chemistry programs.]

5 laboratory hours per week

**BIO 294  Honors Research in Biology II**
2 credits

**BIO 295  Honors Research in Biology III**
2 credits

**BIO 296  Honors Research in Biology IV**
2 credits

**BUS — BUSINESS**

**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.
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 111  Sports Law  3 credits
Examines legal issues that impact the world of sports and sports management. Affecting professional, intercollegiate and other areas of athletics, matters explored include those involving agencies, contracts, torts, crimes, gender, disabilities, antitrust, internationalism, drugs, intellectual property, and alternative dispute resolution. 3 lecture hours

BUS 202  Customer Orientation  3 credits
Explores 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 038 or MAT 044 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

Draws together cutting-edge theory and significant achievements in the study of work motivation and leadership, equipping students for success in the business world as team leaders and members. From a workshop format incorporating practical real-world applications and examples, students learn how to design teams to function optimally with a focus on skills for effective team participation. 3 lecture hours

BUS 230  Global Environment of Business      3 credits

Prerequisite: 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

Prerequisite: 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 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 100  Introductory Chemistry  3 credits

Prerequisite: MAT 037 or MAT 042 or 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

CHE 101  General Chemistry I  4 credits

Prerequisites: high school chemistry or CHE 100; MAT 038 or MAT 044
Corequisite: ENG 101

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. 2 lecture / 1 recitation / 3 laboratory hours

CHE 102  General Chemistry II  4 credits

Prerequisite: CHE 101 with a minimum C grade or permission
Corequisite: MAT 146 or approved equivalent

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. 2 lecture / 1 recitation / 3 laboratory hours

CHE 106  Chemical Science Concepts  3 credits

Prerequisite: MAT 037 or MAT 042 or proficiency in basic algebra
Corequisite: ENG 101

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. 2 lecture / 2 laboratory hours

CHE 107  General and Physiological Chemistry  4 credits

Prerequisites: high school chemistry or CHE 100; MAT 037 or MAT 042 or equivalent

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. 2 lecture / 1 recitation / 2 laboratory hours
### Science

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<td>CHE 201</td>
<td>Organic Chemistry I</td>
<td>5</td>
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</table>

*Prerequisite: CHE 102 with a minimum C grade*

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. 3 lecture / 4 laboratory hours

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<td>CHE 202</td>
<td>Organic Chemistry II</td>
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*Prerequisite: CHE 201 with a minimum C grade*

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. 3 lecture / 4 laboratory hours

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</thead>
<tbody>
<tr>
<td>CHE 293</td>
<td>Honors Research in Chemistry I</td>
<td>2</td>
</tr>
</tbody>
</table>

*Prerequisites: BIO 102 and CHE 102, minimum 3.0 GPA in biology and chemistry courses, and faculty approval*

CHE 294 Honors Research in Chemistry II 2 credits

CHE 295 Honors Research in Chemistry III 2 credits

CHE 296 Honors Research in Chemistry IV 2 credits

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. [Fulfills a technical elective requirement in the Biology and Chemistry programs.]

5 laboratory hours per week

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### 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.

### Humanities

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHI 101</td>
<td>Beginning Chinese I</td>
<td>3</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CHI 102</td>
<td>Beginning Chinese II</td>
<td>3</td>
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</tbody>
</table>

*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
**Humanities**

**CHI 201 Intermediate Chinese I**  
*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*

**CHI 202 Intermediate Chinese II**  
*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*

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**CIS — COMPUTER INFORMATION SYSTEMS**

**CIS 105 Excel Basics**  
*Prerequisites:* ENG 033, MAT 037  
Learn how to increase productivity by designing and organizing worksheets to solve problems. Students acquire a working knowledge of Excel with emphasis on formulas, charts, data analysis, printing, managing large worksheets, and integrating Excel charts and worksheets into Word documents and PowerPoint presentations. *1 lecture / 1 laboratory hours*

**CIS 112 Introduction to PC Business Applications**  
*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**  
*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**  
*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 280 PC Applications: Project Management**  
*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*

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**CIV — CIVIL ENGINEERING TECHNOLOGY**

**CIV 101 Surveying I**  
*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

CIV 105  Introduction to Engineering       1 credit
Provides an introduction to the practice of engineering including disciplines, work environment, and competencies. Outlines project management topics such as scope, budget, schedule, effective communication, and proposal preparation. Also includes career planning topics such as resumes, interviews, internships, transferring to four-year institutions, and professional licensure. 1 lecture hour

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 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 106 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 to demonstrate various testing techniques. [Fall offering] 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 media ethical case studies. 3 lecture 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, Eisentein, Chaplin, Hitchcock, Bergman, DeSica, and Welles. 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 communicating 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
Corequisite: ENG 101
Introduction to principles and practice of audience-centered, credible, confident messages for diverse audiences. Includes a variety of presentations: special occasion, personal experience, impromptu, panel, informative, and persuasive. Special focus on communication anxiety management, organizational patterns, supporting research, visual aids, and dynamic delivery. Sustained reading, writing, and testing are also part of the course. 3 lecture hours

CMN 112 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 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 141 Introduction to Television 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 142 Introduction to Field Production 3 credits
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 143 Graphics and Effects for Video 3 credits
*Prerequisite: CMN 141 with a minimum C grade
*Corequisite: CMN 142
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 144 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 145 Acting/Directing for the Camera 3 credits
*Corequisite: ENG 101
Focuses on the application of acting and directing actors 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 146 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 147 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 148 Introduction to Editing 3 credits
Covers the art of composing space and time through the arrangement and assembly of images and sounds, including basic concepts of editing, storytelling, and emotion. Students develop their editing skills utilizing current and professional non-linear editing software and tools. 2 lecture / 2 laboratory hours

CMN 151 Introduction to Radio 3 credits
Orientation to commercial radio in the United States. Topics include historical development, ownership, management, programming, music, sales, promotion, radio journalism, 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 153 Digital Audio Production I 3 credits
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 multitracking, 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 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
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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CMN 211</td>
<td>Interpersonal Communication in Human Relations</td>
<td>3</td>
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<tr>
<td></td>
<td>Prerequisite: CMN 111 or CMN 112</td>
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<td></td>
<td>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.</td>
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<td><strong>3 lecture hours</strong></td>
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<td>CMN 214</td>
<td>Issues in Intercultural Communication in the U.S.</td>
<td>3</td>
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<td>Diversity and Global Perspective</td>
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<td></td>
<td>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.</td>
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<td><strong>3 lecture hours</strong></td>
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<tr>
<td>CMN 215</td>
<td>Communication and Gender</td>
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<tr>
<td></td>
<td>Diversity and Global Perspective</td>
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<td>Prerequisite: ENG 101 or equivalent English skills</td>
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<td></td>
<td>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.</td>
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<td><strong>3 lecture hours</strong></td>
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<tr>
<td>CMN 241</td>
<td>Applied Field Production</td>
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<td></td>
<td>Prerequisites: CMN 141, CMN 142</td>
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<td>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.</td>
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<td><strong>2 lecture / 2 laboratory hours</strong></td>
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<tr>
<td>CMN 242</td>
<td>Advanced Film Production</td>
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<td>Prerequisites: CMN 141, CMN 142, CMN 241</td>
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<td></td>
<td>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.</td>
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<td><strong>2 lecture / 2 studio hours</strong></td>
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<tr>
<td>CMN 243</td>
<td>Cinematography</td>
<td>3</td>
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<td>Prerequisites: CMN 141, CMN 142</td>
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<td>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.</td>
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<td><strong>2 lecture / 2 studio hours</strong></td>
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<tr>
<td>CMN 250</td>
<td>Announcing for Media</td>
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<td>Students explore, practice and develop announcing techniques used in broadcasting and other media applications. Practical assignments provide training for a variety of professional roles such as radio disc jockey, talk show host, podcast host, broadcast journalist, and voice-over announcer. Students produce commercials, public service announcements, interview programs, and corporate/industrial voice-overs and host a radio show.</td>
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<td><strong>2 lecture / 2 laboratory hours</strong></td>
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<tr>
<td>CMN 252</td>
<td>Applied Radio Programming and Production</td>
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<td>Prerequisites: CMN 153 and CMN 250 with a minimum C grade</td>
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<td>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 “imagers,” format demos, and an audition CD suitable for entry-level positions.</td>
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<td><strong>2 lecture / 2 studio hours</strong></td>
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<td>Course Code</td>
<td>Course Title</td>
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<tr>
<td>CMN 253</td>
<td>Digital Audio Production II</td>
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<td><strong>Prerequisite:</strong> CMN 153</td>
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<td></td>
<td>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.</td>
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<td><strong>2 lecture / 2 laboratory hours</strong></td>
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<td>CMN 254</td>
<td>Live Sound Reinforcement</td>
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<td><strong>Prerequisite:</strong> ETT 102 or permission of coordinator</td>
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<td>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.</td>
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<td><strong>2 lecture / 2 laboratory hours</strong></td>
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<tr>
<td>CMN 255</td>
<td>Sound Design for the Entertainment Industry</td>
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<td><strong>Prerequisites:</strong> CMN 153, CMN 254</td>
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<td>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.</td>
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<td><strong>1 lecture / 4 laboratory hours</strong></td>
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<tr>
<td>CMN 256</td>
<td>Digital Audio Production III</td>
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<td><strong>Prerequisite:</strong> CMN 253</td>
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<td>Continues the study of multitrack recording techniques using state-of-the-art digital audio workstations. Topics include advanced mastering techniques, digital signal processing, auto-tune, session management, techniques for real-time and processed audio plug-ins including reverb, delay, sampling, automation, MIDI sequencing, and virtual instruments. Students produce multiple multilayered recordings using live talent in a studio environment acting as a producer, engineer, mixer, and mastering engineer.</td>
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<td><strong>2 lecture / 2 laboratory hours</strong></td>
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<tr>
<td>CMN 257</td>
<td>Podcasting</td>
<td>3</td>
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<td>[DETAILS AVAILABLE FROM PROGRAM COORDINATOR / ACADEMIC DIVISION]</td>
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<tr>
<td>CMN 260</td>
<td>Convergence Newsroom</td>
<td>3</td>
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<td><strong>Prerequisite:</strong> CMN 131</td>
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<td>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.</td>
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<td><strong>2 lecture / 2 laboratory hours</strong></td>
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<tr>
<td>CMN 275</td>
<td>TV Technology and Culture</td>
<td>3</td>
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<td><strong>Prerequisite:</strong> ENG 102</td>
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<td>Critical survey of the key areas of television studies: technology and media ownership, textual analysis, and audiences. Topics include federal regulations, audience measurement, distribution and programming strategies, and cultural theory. Promotes industry networking skills through field trips, meeting with media professionals, and creating a resume/portfolio.</td>
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<td><strong>3 lecture hours</strong></td>
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<tr>
<td>CMN 285</td>
<td>Special Studies in Television Production</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Prerequisites:</strong> CMN 290, minimum 3.0 GPA, and divisional permission</td>
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<td>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]</td>
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</table>
CMN 286  Special Studies in Radio Production  3 credits  
*Prerequisites: CMN 151, CMN 153, CMN 161, CMN 250, CMN 253, 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]

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

**COS — COMPUTER SCIENCE**

**Introduction to Computer Science**  4 credits  
*Prerequisite: MAT 037 (or MAT 037A and 037B) or proficiency in basic algebra*
Introduces both majors and non-majors to the concepts and topics of computer science, including computer architecture, algorithm analysis, operating systems, and programming languages. Students develop algorithmic thinking and abstraction using a 3-D animation programming language and MATLAB, a numerical programming tool for scientists and engineers. 3 lecture / 2 laboratory hours

**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

**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. 4 lecture hours

**Computer Science II – Data Structures**  4 credits  
*Prerequisites: COS 102 or equivalent and MAT 146 or MAT 151*
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. 3 lecture / 2 laboratory hours

**Fundamentals of Computer Architecture**  4 credits  
*Prerequisites: COS 102 or equivalent and MAT 146 or MAT 151*
Explores the levels of organization in digital computers: logic circuit design, integrated circuits, and assembly language coding. 3 lecture / 2 laboratory hours
<table>
<thead>
<tr>
<th>CRJ 101</th>
<th>Introduction to the Criminal Justice System</th>
<th>3 credits</th>
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</thead>
<tbody>
<tr>
<td>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.</td>
<td>3 lecture hours</td>
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<table>
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<tr>
<th>CRJ 102</th>
<th>Police in the Community</th>
<th>3 credits</th>
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<tbody>
<tr>
<td>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.</td>
<td>3 lecture hours</td>
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<thead>
<tr>
<th>CRJ 103</th>
<th>Introduction to Corrections</th>
<th>3 credits</th>
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<tbody>
<tr>
<td>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.</td>
<td>3 lecture hours</td>
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<thead>
<tr>
<th>CRJ 104</th>
<th>Introduction to Security</th>
<th>3 credits</th>
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<tbody>
<tr>
<td>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. [occasional offering]</td>
<td>3 lecture hours</td>
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<tr>
<th>CRJ 105</th>
<th>Criminology</th>
<th>3 credits</th>
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<tbody>
<tr>
<td>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.</td>
<td>3 lecture hours</td>
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<tr>
<th>CRJ 202</th>
<th>Criminal Law</th>
<th>3 credits</th>
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<tbody>
<tr>
<td>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.</td>
<td>3 lecture hours</td>
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<tr>
<th>CRJ 206</th>
<th>Police Administration</th>
<th>3 credits</th>
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<tbody>
<tr>
<td>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.</td>
<td>3 lecture hours</td>
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<tr>
<th>CRJ 207</th>
<th>Criminal Investigation</th>
<th>3 credits</th>
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<tbody>
<tr>
<td>The strategies, techniques, and methods employed in criminal investigations – at the crime scene, follow-up investigation, modus operandi, sources of information, and interrogation.</td>
<td>3 lecture hours</td>
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<thead>
<tr>
<th>CRJ 211</th>
<th>Community Corrections</th>
<th>3 credits</th>
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<tbody>
<tr>
<td>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.</td>
<td>3 lecture hours</td>
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<tr>
<th>CRJ 212</th>
<th>Juvenile Justice</th>
<th>3 credits</th>
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<tbody>
<tr>
<td>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.</td>
<td>3 lecture hours</td>
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<tr>
<th>CRJ 299</th>
<th>Cooperative Education – Criminal Justice</th>
<th>3 credits</th>
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</thead>
<tbody>
<tr>
<td>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.</td>
<td>1 lecture / 180 work experience hours</td>
<td></td>
</tr>
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</table>
CSB — COLLEGE SUCCESS FOR BUSINESS

CSB 100  College Success and Wellness for Business  2 credits
A comprehensive orientation to the college experience providing academic and personal wellness management tools geared toward students studying in business-related disciplines. Topics include general study skills, academic technology, introduction to college resources and services, an exploration of business careers, financial literacy, and general wellness. 2 lecture hours

CSW — COLLEGE SUCCESS AND WELLNESS

CSW 100  College Success and Personal Wellness  2 credits
A comprehensive orientation to the college experience providing academic and personal wellness management tools. Topics include general study skills, academic technology, introduction to college resources and services, and healthy living. 2 lecture hours

DAN — DANCE

DAN 101  Introduction to Dance and Culture  3 credits
Prerequisite: 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 isolations 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

DAN 115  Jazz Dance II  2 credits
Prerequisite: DAN 105 or permission of instructor
Study of jazz dance techniques on an intermediate level, with emphasis on syncopated rhythms and isolations of the body. [Fall and Spring offering] 1 lecture / 2 studio hours
DAN 116        Studio Dance Technique I       3 credits
DAN 117        Studio Dance Technique II      3 credits
DAN 118        Studio Dance Technique III     3 credits
DAN 119        Studio Dance Technique IV      3 credits
A sequence of courses required of all students in the dance program, provides an intensive approach to skill
development, discipline, and knowledge for mastery of the three concert dance styles: ballet, jazz, and
modern. Daily technique classes cater to specific needs and abilities. Related issues of career planning,
personal health, and ensemble work are also addressed. [Fall and Spring offering] 6 studio hours

DAN 120        Choreography I                  3 credits
Prerequisite: DAN 116 or divisional permission
Introduces several choreographic strategies used to develop an idea into a dance structured for the stage.
Students are exposed to the tools of choreography beginning with basics – time, space, and force – and then
move on to more complex issues faced by intermediate choreographers: form, style, abstraction,
compositional structures, and choreographic devices. [Spring offering] 2 lecture / 2 studio hours

DAN 285        Special Studies in Dance        3 credits
Prerequisites: DAN 101, DAN 116, DAN 117, DAN 120 and permission of program coordinator
Opportunity for students who have completed regular course offerings 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. [Fall offering] 6 studio hours

DMA — DIGITAL MEDIA ARTS

DMA 110        Digital Imaging                 3 credits
Designed to meet the needs of artists and designers in diverse fields, involves the leading professional paint
and photo retouching software. Addresses the practical and creative aspects of producing art and illustrations
and manipulating photographs and other images through a series of hands-on assignments.
1 lecture / 4 laboratory hours

DMA 115        Vector Drawing                  3 credits
Acquaints with the basics of production and use of vector graphics for use in print and illustration, web-based
media, and animation. Skill development concentrates on the use of tools and transformation options of Adobe
Illustrator, with emphasis on digital drawing for both text and graphics, use of Wacom pen tablet, key tools
within Illustrator, and production of standard industry graphics for use in print, web, and animation.
1 lecture / 4 laboratory hours

DMA 120        3-D Modeling I                  3 credits
Develops visual problem-solving abilities using computers as art and design tools. Students create and
manipulate three-dimensional forms and scenes, their colors, surface textures, lighting and cameras to design
effective compositions in virtual 3-D space. Useful for graphic arts, communications, interior design and
architectural professions, prepares students for Animation I and 3-D Modeling II. Windows-based PC
computers, scanners, and current professional software are used. 1 lecture / 4 laboratory hours

DMA 125        Pre-Production Design           3 credits
Prerequisites: ART 102, ART 105, and DMA 105 with minimum C grades or divisional permission
Corequisite or Prerequisite: ART 104
Pre-production planning and design for animation and interactive media. Without use of computers, students
learn to apply creative thinking, design principles and production processes essential to the creation of
successful animations and multimedia programs. Practical experience in concept generation, concept drawing,
storyboarding, and project organization. 1 lecture / 4 studio hours

DMA 135        Digital Narrative              3 credits
Prerequisite: DMA 115 with a minimum C grade
Exploration of narrative art, its structure and approaches as it applies to time-based graphics. Students
investigate narrative in a variety of formats – from comics to animation to film editing and various "artistic"
permutations in between – with emphasis on current digital practices. 1 lecture / 4 studio hours
DMA 140  Interactive Web Animation 3 credits
Prerequisite: DMA 144 or DMA 145
Introduction to two-dimensional animation using the professional software application Flash to create short animations for the web or television and simple web games and interfaces. Specific instruction includes how to draw and animate vector graphics, import audio, create buttons and symbols, and use Actionscripting to create nonlinear interactivity and animation. 1 lecture / 4 studio hours

DMA 144  Internet Tools and Techniques 3 credits
Introduction to the tools and techniques used to create blogs, commercial websites and Internet applications. Topics include the history of the Internet, Internet software and hardware, ethical issues surrounding privacy, accessibility and ownership on the Internet, information architecture and content strategies, and the tools used for blogging, creating web pages and rich web applications. Students research, analyze, diagram, and create Internet applications and websites. 1 lecture / 4 studio hours

DMA 145  Web Design I 3 credits
Prerequisites: DMA 110, placement in college-level English
Introduction to web design using a professional software application. Focuses on principles of design and interactivity. Students learn how to create images for the web, manage files, organize imagery using tables, style text using cascading style sheets, create animated gifs, and add interactivity using basic JavaScript behaviors. 1 lecture / 4 studio hours

DMA 210  Motion Graphics 3 credits
Prerequisite: CMN 141 or DMA 135 with a minimum C grade or divisional permission
Digital art in motion: concepts and techniques of visual storytelling emphasizing issues of pacing, continuity and dramatic structure. 2-D graphics, video and sound are combined using new media tools to explore the possibilities of new media art. Course content is applicable to the fields of 3-D animation, film and television title sequences, commercials, multimedia design and music videos. [Spring offering] 1 lecture / 4 studio hours

DMA 220  3-D Modeling II 3 credits
Prerequisite: DMA 120 with a minimum C grade or divisional permission
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. Topics include environment creation, 3-D paint, modeling for games, character models, modeling with nurbs/patches and compositing. [Fall offering] 1 lecture / 4 studio hours

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
Prerequisite: DMA 115 or ART 105 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
Prerequisite: DMA 115 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

DMA 290  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 — DRAFTING / COMPUTER-AIDED DESIGN

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. [occasionnal offering]  1 lecture / 4 laboratory 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 / 3 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
SolidWorks 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 or placement in college-level mathematics
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
## Social Science

**ECO 111 Macroeconomics**  
3 credits

*Prerequisites: ENG 101 and MAT 038 or MAT 044 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

**ECO 112 Microeconomics**  
3 credits

*Prerequisites: ENG 101 and MAT 038 or MAT 044 or MAT 140 with a minimum C grade*

Introduction to economic principles and their application to major issues of public policy: concepts of supply and demand, nature and operation of market structures, analysis of costs and revenues, theory of production, selected problems of public policy in relation to agriculture, antitrust policy, labor relations and microeconomic aspects of world trade.  
3 lecture hours

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### 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
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

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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 138  Introduction to Electronics I  4 credits  
Prerequisite or Corequisite: MAT 038 or MAT 044  
Focuses on direct current (DC) devices and circuits. Progresses from the fundamentals of electricity, Ohm's Law, Kirchoff'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  
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 145  Fiber Optics  3 credits
Prerequisites: EET 130 or EET 138; MAT 038
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. 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 219  Electronic Networks  4 credits
Prerequisite: EET 139 or EET 144
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 or EET 144
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

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

ENG — ENGLISH

Note: Initial selection of an English composition course is determined by results
of college skills placement testing. 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
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 024</td>
<td>Introduction to College Composition II</td>
<td>4</td>
<td>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</td>
</tr>
<tr>
<td>ENG 033</td>
<td>Introduction to College Reading I</td>
<td>4</td>
<td>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</td>
</tr>
<tr>
<td>ENG 034</td>
<td>Introduction to College Reading II</td>
<td>4</td>
<td>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</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
<td>Prerequisite: placement test or minimum C grade in ENG 024 and ENG 034. 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</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II</td>
<td>3</td>
<td>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</td>
</tr>
<tr>
<td>ENG 112</td>
<td>English Composition II with Speech</td>
<td>3</td>
<td>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 fulfilled through multiple in-class presentations. 3 lecture hours</td>
</tr>
<tr>
<td>ENG 131</td>
<td>Journalism I</td>
<td>3</td>
<td>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</td>
</tr>
<tr>
<td>ENG 201</td>
<td>Introduction to Literature: Drama</td>
<td>3</td>
<td>Prerequisite: minimum C grade in ENG 102 or divisional permission. Examines the evolution of staged presentations from religious ritual to secular theater, covering works from the classical Greek period to the present day. Focuses on Elizabethan theater, Restoration comedy, 19th century realism, and contemporary theater. [Spring offering - alternate semesters] 3 lecture hours</td>
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<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
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<tr>
<td>ENG 202</td>
<td>Introduction to Literature: Novel</td>
<td>3</td>
<td>Study of novels from various periods selected for their intrinsic value and as representative types of fiction. [Spring offering] 3 lecture hours</td>
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<td><strong>Prerequisite:</strong> minimum C grade in ENG 102 or divisional permission</td>
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<tr>
<td>ENG 203</td>
<td>World Literature I</td>
<td>3</td>
<td>A survey of important literary works from cultures around the world dating from ancient times through the 17th century. [Fall offering] 3 lecture hours</td>
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<td><strong>Prerequisite:</strong> minimum C grade in ENG 102 or divisional permission</td>
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<tr>
<td>ENG 204</td>
<td>World Literature II</td>
<td>3</td>
<td>A survey of important literary works from cultures around the world from the 17th century through the present day. [Spring offering] 3 lecture hours</td>
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<td><strong>Prerequisite:</strong> minimum C grade in ENG 102 or divisional permission</td>
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<tr>
<td>ENG 205</td>
<td>American Literature I</td>
<td>3</td>
<td>Introduction to and selective study of authors representing the enduring traditions and styles of American literature from the Puritan period through the Civil War. [Fall offering] 3 lecture hours</td>
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<td><strong>Prerequisite:</strong> minimum C grade in ENG 102 or divisional permission</td>
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<tr>
<td>ENG 206</td>
<td>American Literature II</td>
<td>3</td>
<td>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. [Spring offering] 3 lecture hours</td>
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<td><strong>Prerequisite:</strong> minimum C grade in ENG 102 or divisional permission</td>
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<tr>
<td>ENG 208</td>
<td>Modern American Novel</td>
<td>3</td>
<td>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. [Fall offering] 3 lecture hours</td>
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<td><strong>Prerequisite:</strong> minimum C grade in ENG 102 or divisional permission</td>
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<tr>
<td>ENG 211</td>
<td>Shakespeare</td>
<td>3</td>
<td>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. [occasional offering] 3 lecture hours</td>
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<td><strong>Prerequisite:</strong> minimum C grade in ENG 102 or divisional permission</td>
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<tr>
<td>ENG 212</td>
<td>Introduction to Literature: Poetry</td>
<td>3</td>
<td>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. [Fall offering - alternate semesters] 3 lecture hours</td>
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<td><strong>Prerequisite:</strong> minimum C grade in ENG 102 or divisional permission</td>
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<tr>
<td>ENG 213</td>
<td>African American Literature</td>
<td>3</td>
<td>minimum C grade in ENG 102 or divisional permission</td>
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<tr>
<td>ENG 215</td>
<td>Creative Writing I</td>
<td>3</td>
<td>minimum C grade in ENG 102 or divisional permission</td>
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<td>ENG 216</td>
<td>Literature Into Film</td>
<td>3</td>
<td>minimum C grade in ENG 102 or divisional permission</td>
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<tr>
<td>ENG 218</td>
<td>Creative Writing II</td>
<td>3</td>
<td>minimum C grade in ENG 102 or divisional permission</td>
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<tr>
<td>ENG 220</td>
<td>Science Fiction Literature</td>
<td>3</td>
<td>minimum C grade in ENG 102 or divisional permission</td>
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<tr>
<td>ENG 221</td>
<td>Women in Literature</td>
<td>3</td>
<td>minimum C grade in ENG 102 or divisional permission</td>
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<tr>
<td>ENG 222</td>
<td>Children’s Literature</td>
<td>3</td>
<td>minimum C grade in ENG 102 or divisional permission</td>
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<tr>
<td>ENG 227</td>
<td>English Literature I</td>
<td>3</td>
<td>minimum C grade in ENG 102 or divisional permission</td>
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## 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.  
[Spring offering - alternate semesters] 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. [occasional offering] 3 lecture hours

**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 milieus that form their work. [occasional offering] 3 lecture hours

**ENG 238**  American History and Literature  3 credits  
*Prerequisite: minimum C grade in ENG 102 or divisional permission*
[also offered as HIS 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. [occasional offering] 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. [occasional offering] 3 lecture hours

**ENG 241**  Journalism II  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

**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. [Fall offering] 3 lecture hours

## ENT — 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.

ESL 041  ESL Foundation in Speech Concepts  4 credits
Prerequisite: score of 60 or lower on ESL Accuplacer Listening Test
Corequisites: ESL 042, ESL 043
Students begin to use basic speaking and listening strategies in English as a foreign language. Activities involve markers, syllables, high-frequency words, recognition of question words, intonation, stress, pronunciation, and dialogue. Listening to audio CDs improves aural comprehension and creates discussion points for stimulating conversation and language practice. Global topics initiate speaking and listening lessons. 4 lecture hours

ESL 042  ESL Foundation in Reading Concepts  4 credits
Prerequisite: score of 60 or lower on ESL Accuplacer Reading Test
Corequisites: ESL 041, ESL 043
Introduces a foundational understanding of language form and meaning through the study of vocabulary and reading content-based text. Reading lessons are initiated with global topics. 4 lecture hours

ESL 043  ESL Foundation in Grammar Concepts  4 credits
Prerequisite: score of 60 or lower on ESL Accuplacer Language Test
Corequisites: ESL 041, ESL 042
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 051  ESL Speech Concepts I  4 credits
Prerequisite: score of 61-75 on ESL Accuplacer Listening Test or successful completion of ESL 041
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 052  ESL Reading and Critical Thinking I  4 credits
Prerequisite: score of 61-75 on ESL Accuplacer Reading Test or successful completion of ESL 042
Emphasis on increasing reading fluency and comprehension, improving vocabulary, and relying on context clues to understand texts. 4 lecture hours

ESL 053  ESL Writing Concepts I  4 credits
Prerequisite: score of 61-75 on ESL Accuplacer Language Test or successful completion of ESL 043
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 061  ESL Speech Concepts II  4 credits
Prerequisite: score of 76-88 on ESL Accuplacer Listening Test or successful completion of ESL 051
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 062  ESL Reading and Critical Thinking II  4 credits
Prerequisite: score of 76-88 on ESL Accuplacer Reading Test or successful completion of ESL 052
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 063       ESL Writing Concepts II       4 credits
Prerequisite: score of 76-88 on ESL Accuplacer Language Test or successful completion of ESL 053
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 071       ESL Speech Concepts III       4 credits
Prerequisite: score of 89-108 on ESL Accuplacer Listening Test or successful completion of ESL 061
Advanced speaking and listening. Themes of intercultural communication and global issues provide centerpiece 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 072       ESL Reading and Critical Thinking III       4 credits
Prerequisite: score of 89-108 on ESL Accuplacer Reading Test or successful completion of ESL 062
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 073       ESL Writing Concepts III       4 credits
Prerequisite: score of 89-108 on ESL Accuplacer Language Test or successful completion of ESL 063
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

ESL 080       ESL TOEFL iBT Prep Course       3 credits
Prerequisite: minimum score of 60 on TOEFL test or a minimum intermediate level of English to be determined by the ESL program coordinator
Corequisites: 06 and 07 level ESL courses at MCCC
Online course prepares ESL students for TOEFL iBT (Internet-based test). Material covered offers many opportunities to practice in the Reading, Listening, Speaking, and Writing sections of the exam. Students may repeat this course up to three times to achieve desired TOEFL iBT score. Grade of “credit” / “no credit” based on time spent online.

ETT — ENTERTAINMENT TECHNOLOGY

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 various 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 commercial careers by cultivating professional work experience and industry contacts. 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 Industries 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 140  Fashion Technology 3 credits
Corequisite: FAS 110
Covers two computer software applications used in the fashion design industry to design and create apparel and accessories. Projects explore a range of fashion designing and related drawings in both vector and pixel-based applications. 1 lecture / 4 laboratory hours

FAS 150  Technical Skills for Apparel Production I 3 credits
Introduces muslin draping techniques on the dress form, flat pattern making, and garment construction on the sewing machine. Based on the scope of a student's project or level of study, additional costs for materials and supplies are required. 1 lecture / 4 laboratory hours

FAS 205  Fashion Visual Merchandising and Display 3 credits
Prerequisites: BUS 101, ENG 101, MKT 101, MKT 230
An integrated and customer-centered approach to merchandising. Covers strategic planning, product objectives and categories, industry zones, and product life cycles. Topics include pricing, positioning, placement, market research, environments, demographics, geographics, and psychographics. Emphasizes fashion forecasting with the buying-selling cycle for retail buyers. 3 lecture hours
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>FAS 220</td>
<td>History of Costume Design</td>
<td>3</td>
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<td><strong>Prerequisite:</strong> FAS 105</td>
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<td></td>
<td>Comprehensive overview of fashion history and its development as a globalized industry. A survey of chronological geographic and cultural trends that have influenced modern fashion addresses men’s and women’s clothing and accessories. <strong>3 lecture hours</strong></td>
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<tr>
<td>FAS 230</td>
<td>Fundamentals of Fashion Retail Buying and Merchandising</td>
<td>3</td>
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<td><strong>Prerequisites:</strong> FAS 105, FAS 205</td>
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<td>Covers methods of analyzing customer demand, assisting retailers with merchandising activities, product sourcing, logistics related to importing, and techniques to maximize profits. Students produce reports to evaluate sales and profitability performance as well as management strategies. <strong>3 lecture hours</strong></td>
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<td>FAS 250</td>
<td>Technical Skills for Apparel Production II</td>
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<td>Advanced sewing/draping skills are developed to produce finished garments from individually designed fashion and apparel pieces. Based on the scope of a student’s project or level of study, additional costs for materials and supplies are required. <strong>1 lecture / 4 laboratory hours</strong></td>
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<tr>
<td>FAS 260</td>
<td>Fashion Industries Capstone and Portfolio</td>
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<td><strong>Prerequisites:</strong> FAS 110, FAS 120</td>
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<td>Enables students to finalize an original, professional portfolio showcasing individual abilities and skills. Students select a target market as well as a product focus which best display their proficiencies and prepare them for further study or careers in the fashion industry. <strong>1 lecture / 4 laboratory hours</strong></td>
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<tr>
<td>FAS 265</td>
<td>Fashion Internship</td>
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<td><strong>Prerequisite:</strong> coordinator approval</td>
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<td>Provides students with the unique opportunity to gain industry experience while earning college credit. Students complete a predetermined number of hours at an approved host location offering experience not found in the traditional classroom. <strong>180 work experience hours</strong></td>
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**FIR — FIRE SCIENCE**

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>FIR 101</td>
<td>Introduction to Fire Science</td>
<td>3</td>
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<td></td>
<td>History and philosophy of fire protection and prevention involves a survey of equipment, tactics, building construction, extinguishing agents, hazardous materials, and fire department organization. <strong>3 lecture hours</strong></td>
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<tr>
<td>FIR 104</td>
<td>Building Construction</td>
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<td>Examination of building design and construction with emphasis on fire protection and life safety. Review of pertinent standards and codes. <strong>3 lecture hours</strong></td>
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<td>FIR 107</td>
<td>Fire Prevention and Code Enforcement I</td>
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<td>History, theory, and practice of fire prevention and code enforcement. Covers relevant codes, recognition of fire hazards, and implementation of an inspection program. Meets 90-hour requirement to sit for the Fire Inspector Prevention I examination leading to certification as a Fire Inspector in New Jersey. <strong>4 lecture / 2 laboratory hours</strong></td>
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<tr>
<td>FIR 201</td>
<td>Hazardous Materials</td>
<td>3</td>
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<td><strong>Prerequisite:</strong> CHE 100 or equivalent background</td>
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<td>Study of basic fire chemistry relating to the categories of hazardous materials including problems of recognition, reactivity, and health encountered by firefighters. <strong>3 lecture hours</strong></td>
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<td>FIR 202</td>
<td>Water Supply for Fire Protection</td>
<td>3</td>
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<td>Explores water supply storage and distribution as well as efficient use of water at the fire scene. <strong>3 lecture hours</strong></td>
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<tr>
<td>FIR 203</td>
<td>Fire Protection Systems</td>
<td>3</td>
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<td>Study of various automatic detection and signaling devices and systems, automatic sprinklers, standpipes, and special extinguishing installations. <strong>3 lecture hours</strong></td>
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</table>
FIR 204  Fire Fighting Tactics  3 credits
Examines pre-fire planning, fire ground organization and problem-solving, and proper utilization of manpower and equipment.  

FIR 205  Fire Department Organization  3 credits
Study of the history, methods, types, and principles of fire department organization and management. Emphasizes supervisory responsibilities and functions.  

FIR 206  Fire Investigation  3 credits
Provides the fundamental and technical knowledge needed for proper fire scene interpretations, including recognizing and conducting origin and cause, preservation of evidence and documentation, scene security, motives of the firesetter, and types of fires causes.  

FIR 208  Fire Department Safety and Health Administration  3 credits
Develops an understanding of fire service safety and risk management programs including fire service requirements, compliance with OSHA regulations, national consensus standards, and NFPA 1500.  

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.  

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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.

Humanities
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.  

3 lecture hours

Humanities
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.  

3 lecture hours
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.  3 lecture hours

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.  3 lecture hours

FUN — FUNERAL SERVICE

FUN 203  Funeral Service Principles        3 credits
Prerequisites: ENG 101 and enrollment in Funeral Service Program
Introduction to the basic services performed by the funeral director from first call to final disposition. Includes religious practices, Veterans Administration and Social Security, transportation and funeral merchandise. Emphasizes vocabulary, ethical practices and professional attitudes.  3 lecture hours

FUN 206  Introduction to Funeral Service        3 credits
Prerequisites: ENG 101 and enrollment in Funeral Service Program
Focus on terminology, the impact of grief on society, the history of funeral service, and various professional organizations. Includes variations in funeral practices due to cultural differences, reactions to death, grief and bereavement, and the impact of family structures.  3 lecture hours

FUN 215  Funeral Service Law        3 credits
Prerequisites: BUS 107 and enrollment in Funeral Service Program
Basic principles of law impacting the funeral service profession, with emphasis on common law, New Jersey statutes, rules and regulations and FTC compliance. Includes cemetery law, burial standards, rights and wrongs concerning the body and burial, and zoning restrictions.  3 lecture hours

FUN 217  Funeral Service Management        3 credits
Prerequisites: ACC 106, FUN 203, FUN 215
Business and management practices pertinent to funeral service with emphasis on small business. Particular consideration to staff organization, employer/employee relations, funeral home budget, funeral service merchandising, insurance, price determination and quotation, advertising, OSHA, and applicable federal regulations.  3 lecture hours

FUN 220  Funeral Service Laws, Rules and Regulations        1 credit
Prerequisite: FUN 215 or permission of Director of Funeral Service Programs
Laws, rules and regulations that specifically influence funeral service practice in New Jersey. Covers general licensure and intern requirements, rules for operating a funeral home, embalming procedures, general and specific rules of practice, advertising and continuing education. Compares and contrasts practices in New Jersey and Pennsylvania.  1 lecture hour

FUN 223  Funeral Service Pathology        3 credits
Prerequisite: BIO 106 (or BIO 103 and BIO 104) or permission of Director of Funeral Service Programs
Survey of the major diseases, including pathological changes related to disease processes and the effects of physical and chemical trauma on the human body. Facilitates understanding of medical terminology relevant to funeral service.  3 lecture hours
FUN 227 Restorative Art 3 credits
*Prerequisites:* BIO 106 (or BIO 103 and BIO 104); FUN 247 or permission of Director of Funeral Service Programs
Examines facial anatomy including underlying structures and facial features, restoration, color and cosmetics. Lab work develops proficiency in anatomical modeling and the practical application of cosmetics. 2 lecture / 2 laboratory hours

FUN 229 Funeral Service Counseling 3 credits
*Prerequisites:* FUN 206 and PSY 101 or permission of Director of Funeral Service Programs
Promotes an appreciation of care-giving roles in relation to grieving persons and addresses the background material, skills and procedures needed for helping situations. Situations requiring professional therapy are differentiated from those requiring referrals for more specialized counseling. 3 lecture hours

FUN 247 Principles of Embalming I 3 credits
*Prerequisites:* BIO 106 (or BIO 103 and BIO 104), ENG 101 and enrollment in Funeral Service Program
Includes review of historical background, ethical and sanitary considerations, signs and tests of death, postmortem changes and basic procedures, instruments and equipment employed in embalming with emphasis on procedures for handling infectious/contagious disease. 3 lecture hours

FUN 249 Principles of Embalming II 2 credits
*Prerequisite:* FUN 247 with a minimum C grade
Continuation of FUN 247. Topics include cavity treatment, types of embalming chemicals and their uses, causes of embalming failure, discolorations, vascular difficulties, decomposition, dehydration, edema, deformities and malformations, and radiation. 2 lecture hours

FUN 251 Embalming Lab and Practicum 3 credits
*Prerequisites:* permission of Director of Funeral Service Programs; students must be registered interns
Develops practical embalming skills, combining work experience in a funeral home (16-20 hours per week) and at the MCCC embalming facility with discussion of applications. Topics include OSHA, embalming procedures, embalming products, cavity treatment, infant embalming and special cases. 3 laboratory and/or discussion hours plus 224 hours of work experience

FUN 295 Funeral Service Field Experience 3 credits
*Prerequisites:* approval from Director of Funeral Service Programs; students must be registered interns
Combines classroom discussion with 16-20 hours per week as an intern (or student-trainee) in an approved funeral home. Topics include death certificates, permits, vital statistics compliance, computer applications, Social Security and Veterans Administration paperwork, obituary writing, government compliance and other current issues. 2 hours seminar plus 224 hours of work experience

FUN 299 NBE Preparation 1 credit
*Prerequisite or Corequisite:* required Funeral Service courses
In preparation for the Funeral Service program capstone event, the National Board Examination (NBE), students review topics covered in the curriculum through classroom discussion and practice tests. Students must take the NBE in order to graduate from the Funeral Service program(s). 1 lecture / 1 studio hour

**GAM — GAME DESIGN**

GAM 120 Game Design Theory and Culture 3 credits
Students explore the historical and cultural significance of play through human history to include today’s video game phenomenon by examining many game models across several genres. Conceptual and production processes involved in current industry game design and development are introduced, with particular emphasis on the design of creative models expressing gaming concepts. 1 lecture / 4 laboratory hours

GAM 140 Game Design I 3 credits
*Prerequisites:* ENG 101, GAM 120, or permission of instructor
Students develop fundamental skills designing computer games. Topics include environments, interfaces, rules, dynamics, play mechanics, goals, conflicts and aesthetics. Students learn to use standard industry level-building software and digital sculpting tools. Emphasis is placed on conceptual design of game play, interface, and the processes of 2-D and 3-D content creation. 1 lecture / 4 laboratory hours
GAM 145  Game Programming I  3 credits
Prerequisite: GAM 120
Analysis of an existing professional game engine contributes to an understanding of a game’s architecture and development. Working within the limits of the game engine, students design their own programming projects, modifying the logic and engine to create custom game experiences. 2 lecture / 2 laboratory hours

GAM 240  Game Design II  3 credits
Prerequisites: DMA 120, ENG 101, GAM 120, or permission of instructor
Emphasis on prototyping and level-building of game design concepts expands on the topics explored and skills developed in Game Programming I. Additional topics include content importing and configuration, mapping, lighting, physics, and scripted interaction. 1 lecture / 4 laboratory hours

GAM 245  Game Programming II  3 credits
Prerequisite: GAM 145
Builds upon the existing skills developed in GAM 145 - Game Programming I. Students expand their knowledge of the Unity3D Game Engine and C# programming language to learn higher-level programming techniques for topics such as quaternion computation, AI behaviors, pathfinding, networking, advanced collision detection, and task management for large-scale games. 1 lecture / 4 laboratory hours

GAM 260  Game Development  3 credits
Prerequisite: GAM 240
In this capstone course, students work in interdisciplinary production teams to develop computer games and modules utilizing industry-standard game engines. Coursework centers on producing scripted real-time modules, play testing, and documentation to specify game design concepts. 1 lecture / 4 laboratory hours

GEO — GEOGRAPHY

Social Science / Diversity and Global Perspective
GEO 101  Geography  3 credits
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

Social Science / Diversity and Global Perspective
GEO 102  Cultural Geography  3 credits
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.

Humanities
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. 3 lecture hours
### Humanities

**GER 102 Beginning German II**

- **Credits:** 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.
- **3 lecture hours**

**GER 201 Intermediate German I**

- **Credits:** 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.
- **3 lecture hours**

**GER 202 Intermediate German II**

- **Credits:** 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.
- **3 lecture hours**

### HIS — HISTORY

**HIS 101 History of Western Civilization to 1648**

- **Credits:** 3 credits
- [not recommended for students who have taken HIS 112] 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.
- **3 lecture hours**

**HIS 102 History of Western Civilization Since 1648**

- **Credits:** 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.
- **3 lecture hours**

**HIS 105 United States History to 1865**

- **Credits:** 3 credits
- Surveys American history to 1865 with emphasis on general concepts and processes. Examines colonial settlement and society, revolution and nation building, the market revolution and Jacksonian democracy, gender, slavery, and the Civil War.
- **3 lecture hours**

**HIS 106 United States History Since 1865**

- **Credits:** 3 credits
- Surveys American history since 1865 with emphasis on general concepts and processes. Examines Reconstruction, the Gilded Age, Progressivism, World Wars, the New Deal, the Cold War, civil rights, gender, social class, and 21st century issues.
- **3 lecture hours**
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<td>HIS 107</td>
<td>The Civil War</td>
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<td>Examines slavery, sectionalism, the meaning of</td>
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<td>Union, racism, and the triumph of Industrial</td>
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<td>Capitalism. Assesses these issues from social,</td>
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<td>cultural, economic, and political perspectives</td>
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<td>to determine the causes, course, and effects of</td>
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<td>the American Civil War. 3 lecture hours</td>
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<td>HIS 109</td>
<td>African American History</td>
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<tr>
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<td>Studies the history of the African American from</td>
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<td>the beginnings in the 15th century to the present.</td>
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<td>Special emphasis on the investigation and analysis</td>
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<td>of the historic sources of the problems that</td>
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<td>African Americans confront in America today.</td>
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<tr>
<td>HIS 110</td>
<td>Film and History</td>
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<td>An analytical and topical study of 20th century</td>
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<td>American social, cultural, economic, and political</td>
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<td>history as represented in film. 3 lecture hours</td>
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<tr>
<td>HIS 112</td>
<td>World History to 1500</td>
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<td></td>
<td>101] Survey of world history from pre-history to</td>
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<td>and Oceania. Examines interactions among</td>
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<td>peoples of different societies including ancient</td>
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<td>Egypt and Nubia, India, classical Greece and</td>
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<td>Rome, the Islamic states, Han China, early Korea</td>
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<td>and Japan, and Andean and Mesoamerican societies.</td>
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<td>HIS 113</td>
<td>World History Since 1500</td>
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<td>102] Survey of world history from 1500 to the</td>
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<td>present, examining the development of societies</td>
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<td>in Asia, Europe, Africa, the Americas, and</td>
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<td>Oceania. Charts the development of individual</td>
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<td>societies in the Modern Age by focusing on</td>
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<td>interactions among diverse cultures and the</td>
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<td>industrialization/technology, nationalism and</td>
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<td>colonization/decolonization. 3 lecture hours</td>
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<td>HIS 122</td>
<td>American Sports History</td>
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<td>Examines sports' prominence in American life</td>
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<td>since the mid-19th century. Focuses on sports as</td>
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<td>a reflection of our social, political and</td>
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<td>economic make-up and on sports' ability to</td>
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<td>affect and shape our institutions. Particular</td>
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<td>ethnicity, gender, community, technology, and</td>
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<td>commercialization and the media. 3 lecture hours</td>
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<td>HIS 207</td>
<td>American Constitutional History</td>
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<td>Study of the Constitution's place in American</td>
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<td>history with emphasis on presidential authority,</td>
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<td>the evolution of Federalism, and the status of</td>
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<td>civil liberty, past and present. 3 lecture hours</td>
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<td>HIS 210</td>
<td>History of American Popular Culture</td>
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<td>Explores social, economic, and political</td>
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<td>literature, and fads that shape, influence, and</td>
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<td>respond to cultural trends. 3 lecture hours</td>
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<td>HIS 213</td>
<td>Twentieth-Century World History</td>
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<td>Corequisite: ENG 101</td>
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<td>Study of world history from the age of</td>
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<td>imperialism through the modern era. Focuses on</td>
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<td>the World Wars, the Cold War, colonization and</td>
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<td>gender, race and ethnicity, religion, class,</td>
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<td>technology, poverty, terrorism, cultural</td>
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<td>history, and other global issues. 3 lecture hours</td>
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HIS 214 The United States Since 1945  
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  
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  
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  
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  
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  
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  
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  
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  
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
### Diversity and Global Perspective

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<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>HIS 232</td>
<td>Women in Europe Since 1500</td>
<td>3</td>
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</table>

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.  

### HIS 235 Early Modern Europe

*Corequisite: ENG 101*

Introductory survey of European history between 1500 and 1800, including the Renaissance, Reformation, Scientific Revolution, Europe’s encounters with non-European societies, and the development of absolutism. National developments are examined and placed in a broad, comparative context. Emphasis on primary sources to provide a deeper appreciation for events and people of the period.  

### HIS 238 American History and Literature

*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.  

### HOS — HOSPITALITY

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>HOS 100</td>
<td>Hospitality Success Skills</td>
<td>1</td>
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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.  

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<th>Course Code</th>
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<tr>
<td>HOS 101</td>
<td>Food Preparation I</td>
<td>3</td>
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*Corequisites: HOS 111, HOS 118*

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.  

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<th>Course Code</th>
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<tr>
<td>HOS 102</td>
<td>Food Preparation II</td>
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*Prerequisites: HOS 101 and HOS 118 or equivalent proficiency*

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.  

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<tr>
<td>HOS 103</td>
<td>Protocol for International Travel</td>
<td>3</td>
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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.  

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<tr>
<td>HOS 104</td>
<td>Hotel Management and Lodging Operations</td>
<td>3</td>
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</tbody>
</table>

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.  

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HOS 109  Advanced Culinary Arts  3 credits
Prerequisites: HOS 101 and HOS 118 or equivalent proficiency
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.
1 lecture / 4 laboratory hours

HOS 110  Breakfast / Pantry  2 credits
Prerequisites: HOS 101, HOS 118
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.
1 lecture / 3 laboratory hours

HOS 111  Culinary Math  1 credit
Prerequisite: MAT 037 (or MAT 037A and 037B)
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. 1 lecture hour

HOS 115  Food and Culture  3 credits
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. 2 lecture / 2 laboratory hours

HOS 116  Techniques of Healthy Cooking  3 credits
Prerequisites: HOS 101, HOS 118
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.
1 lecture / 4 laboratory hours

HOS 118  Sanitation and Safety in Food Service Operations  2 credits
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. 2 lecture hours

HOS 120  Introduction to the Hospitality Industry  3 credits
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. 3 lecture hours

HOS 123  Introduction to Travel and Tourism  3 credits
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. 3 lecture hours

HOS 185  Table Service  2 credits
Corequisite: HOS 118
Focus on dining room operations including all aspects of service including dining room systems, merchandising, and customer service. Lab hours in the dining room, where students serve customers in one of the student-run restaurants, reinforce classroom discussion. 1 lecture / 3 laboratory hours

HOS 203  Hospitality Purchasing  3 credits
Prerequisite: HOS 111
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. 3 lecture hours
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOS 204</td>
<td>Hospitality Marketing</td>
<td>3</td>
<td>Addresses marketing plans, market research, market segmentation, positioning, consumer behavior, advertising, promotion, pricing theory, and hospitality group sales. 3 lecture hours</td>
</tr>
<tr>
<td>HOS 208</td>
<td>Hospitality Law</td>
<td>3</td>
<td>Introduction to hospitality law, its effect on hospitality management, and the legal principles that govern the hospitality industry. 3 lecture hours</td>
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<tr>
<td>HOS 210</td>
<td>Applied Kitchen Skills – Cafe</td>
<td>3</td>
<td>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</td>
</tr>
</tbody>
</table>
| HOS 217     | Professional Baking I                    | 3       | 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       | 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       | 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       | Prerequisites: HOS 101, HOS 111, HOS 118  
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       | 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       | Prerequisite: 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    | Prerequisite: HOS 109  
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 |
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HOS 245</td>
<td>Chocolates and Confections / Retail Bakeshop</td>
<td>3</td>
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<td></td>
<td><em>Prerequisite:</em> HOS 217</td>
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<td>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. <em>1 lecture / 4 laboratory hours</em></td>
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<td>HOS 246</td>
<td>Artisanal Breads</td>
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<td><em>Prerequisites:</em> HOS 218, HOS 219</td>
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<td></td>
<td>An in-depth study and practice of Artisan bread baking. Old World techniques are applied with an emphasis on levians, poolish, and sponge bread methods. <em>1 lecture / 3 laboratory hours</em></td>
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<td>HOS 247</td>
<td>Restaurant Desserts</td>
<td>3</td>
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<td></td>
<td><em>Prerequisite:</em> HOS 218</td>
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<td></td>
<td>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. <em>1 lecture / 4 laboratory hours</em></td>
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<tr>
<td>HOS 249</td>
<td>Advanced Pastry</td>
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<td></td>
<td><em>Prerequisite:</em> HOS 218</td>
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<tr>
<td></td>
<td>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. <em>1 lecture / 3 laboratory hours</em></td>
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<tr>
<td>HOS 255</td>
<td>Garde Manger</td>
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<td></td>
<td><em>Prerequisites:</em> HOS 101, HOS 118</td>
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<td></td>
<td>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. <em>1 lecture / 3 laboratory hours</em></td>
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<td>HOS 267</td>
<td>Event Planning</td>
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<td><em>Corequisite:</em> ACC 111</td>
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<td>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. <em>3 lecture hours</em></td>
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<tr>
<td>HOS 287</td>
<td>Hotel / Restaurant Management Internship</td>
<td>1</td>
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<td></td>
<td><em>Prerequisites:</em> minimum GPA of 2.0 or permission of program coordinator; eligibility usually limited to students who have completed their second semester or with permission of the HRIM coordinator</td>
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<td></td>
<td>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. <em>240 internship hours</em></td>
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<tr>
<td>HOS 289</td>
<td>Culinary / Pastry Arts Internship</td>
<td>1</td>
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<td></td>
<td><em>Prerequisites:</em> minimum GPA of 2.0 or permission of program coordinator; eligibility usually limited to students who have completed their second semester or with permission of the HRIM coordinator</td>
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<td></td>
<td>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. <em>400 internship hours</em></td>
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### HPE — HEALTH / PHYSICAL EDUCATION

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HPE 091</td>
<td>Introduction to Health Careers</td>
<td>2</td>
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<td></td>
<td><em>Prerequisite: ENG 034</em></td>
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<td></td>
<td>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.</td>
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<td></td>
<td><em>2 lecture hours</em></td>
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<tr>
<td>HPE 101</td>
<td>Basic Concepts of Nutrition</td>
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<td></td>
<td><em>Prerequisites: MAT 033 and ENG 024 or equivalent</em></td>
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<td>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.</td>
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<td><em>3 lecture hours</em></td>
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<td>HPE 105</td>
<td>First Aid, CPR and AED</td>
<td>3</td>
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<td>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.</td>
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<td></td>
<td><em>2 lecture / 2 laboratory hours</em></td>
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<tr>
<td>HPE 110</td>
<td>Concepts of Health and Fitness</td>
<td>2</td>
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<td><em>Prerequisite: ENG 033 or equivalent</em></td>
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<td></td>
<td>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.</td>
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<td><em>1 lecture / 2 laboratory hours</em></td>
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<tr>
<td>HPE 111</td>
<td>Living with Health</td>
<td>3</td>
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<td><em>Prerequisite: ENG 034 or college-level proficiency in reading</em></td>
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<td>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.</td>
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<td><em>3 lecture hours</em></td>
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<tr>
<td>HPE 113</td>
<td>Medical Terminology</td>
<td>3</td>
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<td><em>Prerequisite: ENG 101 placement</em></td>
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<td>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.</td>
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<td><em>3 lecture hours</em></td>
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<tr>
<td>HPE 134</td>
<td>Prevention, Assessment and Care of Athletic Injuries</td>
<td>3</td>
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<td><em>Prerequisites: BIO 103, ENG 101 and HPE 110 or HPE 111</em></td>
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<td>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.</td>
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<td><em>3 lecture hours</em></td>
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<tr>
<td>HPE 151</td>
<td>Introduction to Exercise Science</td>
<td>1</td>
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<td>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.</td>
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<td><em>1 lecture hour</em></td>
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<td>HPE 164</td>
<td>Principles of Coaching</td>
<td>3</td>
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<td>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.</td>
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<td><em>3 lecture hours</em></td>
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<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
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<tr>
<td>HPE 171</td>
<td>Personal Fitness</td>
<td>1</td>
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<td>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.</td>
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<td>1 lecture hour</td>
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<tr>
<td>HPE 225</td>
<td>Beginning Tennis</td>
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<td>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.</td>
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<td>2 laboratory hours</td>
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<tr>
<td>HPE 226</td>
<td>Intermediate and Advanced Tennis</td>
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<td></td>
<td>Prerequisite: HPE 225 or permission of instructor</td>
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<td>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 volley, drop volley, offensive lob, defensive lob, and slice serves. Additionally covers footwork and strategy.</td>
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<td>2 laboratory hours</td>
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<tr>
<td>HPE 241</td>
<td>Applied Exercise Physiology</td>
<td>3</td>
</tr>
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<td>Prerequisites: BIO 103, ENG 101</td>
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<td>Addresses anatomical, biomechanical, and physiological effects of physical activity on the human body as well as methods of assessment and how to design and implement exercise programs for individuals and groups. Lab activities include practical applications of theoretical concepts.</td>
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<td>2 lecture / 2 laboratory hours</td>
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<tr>
<td>HPE 242</td>
<td>Exercise Measurement and Prescription</td>
<td>3</td>
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<td>Prerequisites: BIO 103, BIO 104, HPE 241</td>
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<td>Emphasizes development of the protocol knowledge and skills necessary for appropriate assessments and exercise prescriptions which cater to the physical fitness needs of generally healthy populations, those with medical protocol considerations, and athletic populations.</td>
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<td>2 lecture / 3 laboratory hours</td>
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<tr>
<td>HPE 243</td>
<td>Exercise Science Field Experience</td>
<td>3</td>
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<td>Prerequisites: BIO 103, BIO 104, ENG 101, HPE 242</td>
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<td>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 setting, each student functions and contributes as a staff member for 225 hours.</td>
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**HRA — HEATING, REFRIGERATION AND AIR CONDITIONING**

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HRA 101</td>
<td>Principles of Refrigeration / Air Conditioning I</td>
<td>2</td>
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<tr>
<td></td>
<td>Corequisite: MAT 037 (or MAT 037A and 037B) or equivalent proficiency</td>
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<td>Fundamental principles of pressure and temperature relationships, heat transfer, and heating and cooling concepts. Specific topics include leak detection, types of refrigerants, piping materials, and connections.</td>
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<td>[Fall offering] 1 lecture / 2 laboratory hours</td>
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<tr>
<td>HRA 102</td>
<td>Principles of Refrigeration / Air Conditioning II</td>
<td>2</td>
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<tr>
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<td>Prerequisite: HRA 101</td>
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<tr>
<td></td>
<td>Fundamental operating principles of compressors, condensers, and evaporators. Specific topics include types of metering devices, general accessory configuration, and procedures for charging and evaluating systems.</td>
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<td>[Fall offering] 1 lecture / 2 laboratory hours</td>
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<tr>
<td>HRA 103</td>
<td>Refrigeration / Air Conditioning Electrical Controls</td>
<td>4</td>
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<td>Prerequisites: EET 130, HRA 102</td>
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<td>Examines types and application of various electromechanical devices such as motors, contractors, overload devices, thermostats, controls, and relays as well as various types of test and metering equipment.</td>
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<td>2 lecture / 4 laboratory hours</td>
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</table>
HRA 104  Domestic Heating and Air Conditioning Systems        4 credits
Prerequisite: HRA 103
Operating fundamentals for the diagnosis and repair of various domestic heating and cooling units including window and central units, refrigerators, freezers, gas furnaces, and heat pumps. 2 lecture / 4 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 configurations, 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 operation, 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 transferability of credits.

IST 033  Tech Studio                             2 credits
Prerequisite: instructor or advisor permission
An introductory hands-on computer technology course for students who have had little or no exposure to computers. Topics include the basics of operating systems, the Internet, word processing, multi-media, the cloud, programming, and e-mail. Students develop file management skills and work with web-based applications. 1 lecture / 2 laboratory hours

IST 101  Computer Concepts with Applications     3 credits
Prerequisite: ENG 033
Corequisite: MAT 037 (or MAT 037A and 037B)
Software Requirements: Office 2016 or Office 365 (free from MCCC), MyITLab, Alice (free from www.alice.org); Hardware Requirements: latest operating system for PCs, desktops, and Mac computers; Mac users may experience some compatibility issues with MyITLab Grader Projects
Addresses computer literacy involving hardware, software (Microsoft Word, Excel, and PowerPoint as well as programming using object-oriented Alice software), networking, databases, information literacy, and ethical aspects of technology. Students learn to develop APA research papers based on current information technology topics. Lab time includes exposure to popular operating systems, web searching, and cloud-based software. 2 lecture / 2 laboratory hours

IST 102  Computer Concepts with Programming      3 credits
Prerequisites: ENG 034; MAT 037 (or MAT 037A and 037B) or equivalent proficiency
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 108  Introduction to Programming with Mobile Application Development  4 credits
Prerequisite: MAT 037 or MAT 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, texting, 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 to create apps on the iOS platform. 3 lecture / 2 laboratory hours
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>IST 222</td>
<td>PL/SQL Programming</td>
<td>3</td>
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<td></td>
<td><strong>Prerequisites:</strong> IST 123, IST 262</td>
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<td></td>
<td>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. <strong>2 lecture / 2 laboratory hours</strong></td>
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<tr>
<td>IST 244</td>
<td>Web Application Development</td>
<td>4</td>
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<td><strong>Prerequisites:</strong> IST 108, IST 109, IST 144; or COS 101, COS 102; or DMA 145 or equivalent</td>
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<td>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. <strong>3 lecture / 2 laboratory hours</strong></td>
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<tr>
<td>IST 250</td>
<td>Decision Support Using MS Excel</td>
<td>4</td>
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<td><strong>Prerequisites:</strong> IST 102, IST 109, IST 123</td>
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<td>Techniques for building complete Excel-based decision support systems in a highly accessible manner. Topics include referencing and names, functions and formulas, charts, pivot tables, macros, programming structures, building user interfaces, and VBA for optimization and simulation. The extended functionality topics include statistical analysis, the Solver and modeling, simulation, and working with large datasets. <strong>3 lecture / 2 laboratory hours</strong></td>
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<tr>
<td>IST 251</td>
<td>Management of Computer Technology</td>
<td>3</td>
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<td><strong>Prerequisite:</strong> completion of 30 credits toward Information Systems or Information Technology degree program</td>
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<td>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. <strong>2 lecture / 2 laboratory hours</strong></td>
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<tr>
<td>IST 253</td>
<td>Database Concepts</td>
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<td><strong>Prerequisite:</strong> IST 102 or IST 109</td>
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<td></td>
<td>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. <strong>2 lecture / 2 laboratory hours</strong></td>
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<tr>
<td>IST 256</td>
<td>Systems Analysis</td>
<td>3</td>
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<td>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. <strong>2 lecture / 2 laboratory hours</strong></td>
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<tr>
<td>IST 259</td>
<td>Project Management</td>
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<td>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. <strong>3 lecture / 2 laboratory hours</strong></td>
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<td>IST 260</td>
<td>SQL Server Database Design</td>
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<td>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. <strong>3 lecture / 2 laboratory hours</strong></td>
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<tr>
<td>IST 261</td>
<td>SQL Server System Administration</td>
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<td><strong>Prerequisite:</strong> IST 260</td>
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<td>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. <strong>3 lecture / 2 laboratory hours</strong></td>
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<tr>
<td>IST 262</td>
<td>Oracle SQL</td>
<td>4</td>
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<td><strong>Prerequisite:</strong> IST 109</td>
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<td>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. <strong>3 lecture / 2 laboratory hours</strong></td>
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</tbody>
</table>
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 265  Database Cloud Computing Concept      3 credits
Prerequisites: IST 109, IST 253
Corequisite: IST 262
Teaches database deployment using cloud platforms to program and administer databases in a variety of cloud computing scenarios while managing the platform for scalability, troubleshooting performance issues, and implementing strong security. 2 lecture / 2 laboratory hours

IST 268  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

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.

Humanities

ITA 101  Beginning Italian I        3 credits
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. 3 lecture hours

ITA 102  Beginning Italian II        3 credits
Prerequisite: ITA 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 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. 3 lecture hours

ITA 201  Intermediate Italian I        3 credits
Prerequisite: ITA 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 Italian. Spoken communication in Italian 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 Italian culture, politics, and history. Fundamental grammar points are reviewed. 3 lecture hours
### Humanities

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ITA 202</td>
<td>Intermediate Italian II</td>
<td>3</td>
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<tr>
<td>Prerequisite: ITA 201 with a minimum C grade or permission of instructor</td>
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<td></td>
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<tr>
<td>The second in a sequence of courses designed for students with a mid to high novice level of competency in Italian. Spoken communication in Italian 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 Italian culture, politics, and history. Fundamental grammar points are reviewed. 3 lecture hours</td>
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</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.*

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<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>JPN 101</td>
<td>Beginning Japanese I</td>
<td>3</td>
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<tr>
<td>The first in a sequence of courses designed for students with little or no prior knowledge of Japanese. Spoken communication in Japanese 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</td>
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<tr>
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<tbody>
<tr>
<td>JPN 102</td>
<td>Beginning Japanese II</td>
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<tr>
<td>Prerequisite: JPN 101 with a minimum C grade or permission of instructor</td>
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<tr>
<td>The second in a sequence of courses designed for students with little or no prior knowledge of Japanese. Spoken communication in Japanese 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</td>
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### LAS — LIBERAL ARTS STUDIES

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<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>LAS 101</td>
<td>Introduction to Liberal Arts Studies</td>
<td>1</td>
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<tr>
<td>Introduction to reading and inquiry in the social sciences and humanities. By exploring a common book-length reading, students build interdisciplinary knowledge and skill in critical reading and response, including discussion, interpretation, and writing. For first-year Liberal Arts majors needing one credit for full-time status; often paired with CSW 100. 1 lecture hour</td>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>LAS 201</td>
<td>Liberal Arts Special Topics</td>
<td>1</td>
</tr>
<tr>
<td>Investigation of a specialized liberal arts topic chosen by individual instructors, allowing students to delve into a focused interest. Recommended for second-year students who need one credit and wish to engage in close study. Upcoming topics available in the Liberal Arts Division office each semester before class registration begins. 1 lecture hour</td>
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</tbody>
</table>
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**

**Humanities**

**LAT 101** Beginning Latin I (3 credits)
The first in a sequence of courses designed for students with little or no prior knowledge of Latin. Reading comprehension of literary and scholarly texts in Latin being the end goal, emphasizes the communicative skills of reading and writing based on culturally authentic texts. Grammar is thoroughly introduced and analyzed. Some spoken communication in Latin is practiced. *3 lecture hours*

**LAT 102** Beginning Latin II (3 credits)
Prerequisite: LAT 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 Latin. Reading comprehension of literary and scholarly texts in Latin being the end goal, emphasizes the communicative skills of reading and writing based on culturally authentic texts. Grammar is thoroughly introduced and analyzed. Some spoken communication in Latin is practiced. *3 lecture hours*

**Humanities**

**LAT 201** Intermediate Latin I (3 credits)
Prerequisite: LAT 102 with a minimum C grade or permission of instructor
Designed for students with a mid to high novice level of reading competency in classical Latin. Reading comprehension of literary and scholarly texts in Latin continues to be the end goal. With Latin being the language of instruction for at least half of class time, some conversation is practiced. *3 lecture hours*

**LEG — LEGAL STUDIES**

**LEG 129** Role of the Paralegal (3 credits)
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. *3 lecture hours*

**LEG 130** Civil Litigation I (3 credits)
Study of the law of torts designed to acquaint the paralegal with the various forms of tort actions encountered in the law office. *3 lecture hours*

**LEG 132** Civil Litigation II (3 credits)
Prerequisite: ENG 101 with a minimum C grade
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. *3 lecture hours*

**LEG 133** Legal Research and Writing (3 credits)
Prerequisite: ENG 101
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. *3 lecture hours*

**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 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 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

LEG 255 Legal Ethics 3 credits
Prerequisite: LEG 129
A legal technology enhanced capstone course with a focus on advanced legal research and writing. Covers legal ethics rules on professionalism, UPL, confidentiality, client funds, solicitation of cases, competence, and case conflicts. Applying CIRAC/IRAC analysis principles, students research the law and Model Rules and prepare an analysis of legal ethics issues.
3 lecture hours

LEG 256 Career Development for Law and Justice Professionals 1 credit
Students prepare essential documents for the job market correlating to their major (Criminal Justice A.S. degree or Paralegal Studies A.A.S.) including resumes, cover letters, and professional emails. Students learn networking skills, job search strategies, and interviewing techniques.
1 lecture hour

LEG 257 Law Office Management and Technology 3 credits
Prerequisite: LEG 129
Focus on the role of the law office manager and their ethical, administrative, and practical responsibilities. Exploration of various applications for legal technology in the law office.
3 lecture hours

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.
3 lecture hours

LIB 103 Introduction to Academic Research 1 credit
Prerequisite: eligibility for placement in ENG 101
Basic principles of scholarly research and inquiry. Focuses on information literacy skills needed for developing effective search processes and critical evaluation of academic resources, plus the ethical use of information. Students are introduced to multi-disciplinary resources including periodical databases, books, e-books, multimedia, reference sources, and web-based information.
1 lecture / 1 laboratory hours
### MAT — MATHEMATICS

**Note:** Students should check mathematics course recommendations 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](http://www.njtransfer.org).

Initial selection of a mathematics course is determined by results of college skills placement testing. 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.

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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
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</table>
| MAT 033     | Pre-Algebra  | 4       | 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.]

4 lecture hours

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<th>Course Code</th>
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| MAT 037     | Beginning Algebra | 4       | Foundation mathematics course designed for students with experience in algebra but who need to strengthen their mastery of the fundamentals. Topics include linear equations, linear inequalities, absolute value equations, absolute value inequalities, exponents, polynomials, factoring, and quadratic equations. Those who complete this course may register for MAT 115, MAT 120, or MAT 125. [Foundation course does not fulfill mathematics elective requirement.]

4 lecture hours

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</table>
| MAT 038     | Intermediate Algebra for STEM | 4       | Developmental mathematics course designed for students needing an introduction to intermediate algebra. Topics include graphing linear equations in two variables, systems of two linear equations, rational expressions and equations, radicals and rational exponents, and linear and quadratic functions. Those who complete this course with a grade of C or better may register for MAT 146. [Foundation course does not fulfill mathematics elective requirement.]

4 lecture hours

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| MAT 041     | Foundation Math I | 3       | Developmental mathematics course designed for students needing a review of basic arithmetic, including an introduction to algebra. Topics include whole numbers, fractions, decimals, percentages, and integer operations. Students work through the material in self-paced mastery-based modules in a lab setting. [Foundation course does not fulfill mathematics elective requirement.]

6 laboratory hours

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<th>Credits</th>
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</table>
| MAT 042     | Foundation Math for Non-STEM | 3       | Foundation mathematics course designed for students with experience in algebra but who need to strengthen their mastery of the fundamentals. Topics include linear equations, linear inequalities, absolute value equations, absolute value inequalities, exponents, polynomials, factoring, and quadratic equations. Those who complete this course may register for MAT 115, MAT 120, or MAT 125. [Foundation course does not fulfill mathematics elective requirement.]

6 laboratory hours

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<th>Description</th>
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</table>
| MAT 044     | Foundation Math for STEM | 3       | Developmental mathematics course designed for students needing an introduction to intermediate algebra. Topics include graphing linear equations in two variables, systems of two linear equations, rational expressions and equations, radicals and rational exponents, and linear and quadratic functions. Those who complete this course with a grade of C or better may register for MAT 146. [Foundation course does not fulfill mathematics elective requirement.]

6 laboratory hours
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<tr>
<th>Course Code</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>MAT 115</td>
<td>MAT 115 Algebra and Trigonometry I</td>
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<td>Prerequisite: MAT 037 (or MAT 037A and 037B) or MAT 042 or appropriate placement test score</td>
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<td>Primarily for students majoring in engineering technology related programs. Algebraic topics discussed include systems of linear equations, determinants, factoring, trigonometric functions and their graphs, radian measure, solutions of triangles, and application problems. <strong>3 lecture hours</strong></td>
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<tr>
<td>MAT 116</td>
<td>MAT 116 Algebra and Trigonometry II</td>
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<td>Prerequisite: MAT 115 with a minimum C grade or permission of the Mathematics department</td>
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<td></td>
<td>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. <strong>3 lecture hours</strong></td>
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<tr>
<td>MAT 120</td>
<td>MAT 120 Mathematics for Liberal Arts</td>
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<td></td>
<td>Prerequisite: MAT 037 (or MAT 037A and 037B) or MAT 042 or appropriate placement test score</td>
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<td>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. <strong>3 lecture hours</strong></td>
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<tr>
<td>MAT 125</td>
<td>MAT 125 Elementary Statistics I</td>
<td>3</td>
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<tr>
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<td>Prerequisite: MAT 037 (or MAT 037A and 037B) or MAT 042 with a minimum C grade or appropriate placement test score</td>
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<td>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. <strong>3 lecture hours</strong></td>
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<tr>
<td>MAT 126</td>
<td>MAT 126 Elementary Statistics II</td>
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<td>Prerequisite: MAT 125 with a minimum C grade or consultation with course coordinator / Mathematics chairperson</td>
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<td>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. <strong>3 lecture hours</strong></td>
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<tr>
<td>MAT 140</td>
<td>MAT 140 Applied College Algebra</td>
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<td>Prerequisite: MAT 037 (or MAT 037A and 037B) or MAT 042 with a minimum C grade or appropriate placement test score</td>
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<td>Designed for students majoring is 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. <strong>3 lecture / 1 laboratory hours</strong></td>
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<tr>
<td>MAT 146</td>
<td>MAT 146 Pre-Calculus</td>
<td>4</td>
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<td></td>
<td>Prerequisite: MAT 038 or MAT 044 with a minimum C grade or appropriate College Level Math placement test score</td>
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<td>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] <strong>4 lecture hours</strong></td>
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<tr>
<td>Course Code</td>
<td>Course Name</td>
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<tr>
<td>MAT 149</td>
<td>Calculus</td>
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</table>
| Prerequisite: MAT 146 with a minimum C grade or appropriate College Level Math placement test score  
Application-based topics include the fundamental techniques of differentiation and integration of algebraic, trigonometric, exponential and logarithmic functions. Study focuses on optimization, maxima-minima and marginal analysis for differentiation and includes substitution method among other specific integration techniques. Not intended as a prerequisite for MAT 152. 4 lecture hours |
| MAT 151    | Calculus I for the Mathematical and Physical Sciences           | 4       |
| Prerequisite: 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 |
| MAT 152    | Calculus II for the Mathematical and Physical Sciences          | 4       |
| Prerequisite: 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 |
| MAT 200    | Statistics for Social and Health Sciences I                    | 3       |
| Prerequisite: MAT 038 or MAT 044 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 |
| MAT 201    | Probability and Statistics for Science and Engineering         | 4       |
| 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       |
| 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 nonparametric statistics. [Spring offering] 3 lecture hours |
Mathematics  

**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 251 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 Stoke's 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*

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**MET — MECHANICAL ENGINEERING TECHNOLOGY**

**MET 122 Industrial Measurements**  
3 credits  
*Prerequisites: completion of all developmental mathematics and English courses*  
Introduces measurement and dimensioning concepts used in industrial manufacturing environments. Topics include shop mathematics, shop safety practices, measuring devices, and a basic understanding of shop drawing techniques including geometric dimensioning and tolerancing (GD&T). Corresponding labs reinforce lectures with practical examples which follow NIMS certification requirements.  
*2 lecture / 3 laboratory hours*

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**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 conception, 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

Except as noted, enrollment in MLT courses is limited to students who have completed all basic skill requirements and who have received full acceptance into the professional phase of the program. 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 200 Clinical Chemistry 4 credits
Prerequisite: permission of program coordinator
Principles and theory of chemical analysis performed on clinical specimens. In-depth study examines specimen processing, analysis, test interpretation, and quality control procedures used in routine manual and automated clinical chemistry testing. Laboratory exercises involve bench techniques, dilutions, and test procedures. Group presentations highlight various chemistry analyzers. 3 lecture / 2 laboratory hours

MLT 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

MLT 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

MLT 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

MLT 215 Clinical Practice 10 credits
Prerequisites: MLT 112, MLT 200, MLT 207, MLT 212, MLT 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

MOA — MEDICAL OFFICE ASSISTANT

MOA 101 Medical Ethics and Office Procedures 3 credits
Prerequisite: ENG 101
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
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MOA 103</td>
<td>Medical Billing and Coding Procedures</td>
<td>3</td>
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<td><em>Prerequisite: ENG 101</em></td>
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</table>

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*

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### MUS — MUSIC

#### Appreciation and History

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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>MUS 103</td>
<td>Introduction to Music</td>
<td>3</td>
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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*

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<tbody>
<tr>
<td>MUS 155</td>
<td>History of Jazz and Blues</td>
<td>3</td>
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</table>

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*

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<tbody>
<tr>
<td>MUS 156</td>
<td>History of American Pop Music</td>
<td>3</td>
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</table>

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*

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<tr>
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<tbody>
<tr>
<td>MUS 224</td>
<td>Music History and Literature I – Antiquity Through Baroque</td>
<td>3</td>
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<td><em>Prerequisites: MUS 103 and MUS 105 or equivalent experience</em></td>
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</tbody>
</table>

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*

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<tbody>
<tr>
<td>MUS 225</td>
<td>Music History and Literature II – Baroque Through Modern</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em>Prerequisites: MUS 103 and MUS 105 or equivalent experience</em></td>
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</tbody>
</table>

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

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<th>Course Code</th>
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<tbody>
<tr>
<td>MUS 105</td>
<td>Fundamentals of Music Theory</td>
<td>3</td>
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</table>

Offers the student with no prior musical training an introduction to the basics of music theory. Topics include notation of pitch and rhythm, scale structure, key signatures in major and minor keys, plus chord construction and voice leading.  
*[Fall offering]*  
*2 lecture / 2 laboratory 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. [Spring offering] 2 lecture / 2 laboratory hours

MUS 128  Music Theory II  3 credits
Prerequisite: MUS 127
Corequisite: MUS 168
Completion of the diatonic system. Harmonic principles and procedures introduced in MUS 127 are expanded
to include application to the supertonic, leading tone, mediant and submediant harmonies in both triad and
seventh chord form. Introduces more advanced part-writing, as well as harmonic and structural analysis of 18th
and 19th century repertoire. Reinforced through aural skills training and keyboard harmony. [Fall offering]
2 lecture / 2 laboratory 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 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

College Chorus

MUS 174 Chorus I 1 credit
MUS 175 Chorus II 1 credit
MUS 274 Chorus III 1 credit
MUS 275 Chorus IV 1 credit
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 170 Chamber Ensemble I 1 credit
MUS 171 Chamber Ensemble II 1 credit
MUS 270 Chamber Ensemble III 1 credit
MUS 271 Chamber Ensemble IV 1 credit
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

Orchestra

MUS 182 Orchestra I 1 credit
MUS 183 Orchestra II 1 credit
MUS 282 Orchestra III 1 credit
MUS 283 Orchestra IV 1 credit
Prerequisite: prior orchestral instrument playing experience
Opportunity to explore, through rehearsal and performance, orchestral repertoire from a variety of historical
periods. The student is trained in proper phrasing, articulation, and dynamics as well as learning how to play
within a large group. Course culminates in a final public concert performance. 3 class hours

Individual Instruction

MUS 109 Applied Music I 1 credit
MUS 110 Applied Music II 1 credit
MUS 209 Applied Music III 1 credit
MUS 210 Applied Music IV 1 credit
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 178 Jazz Band I 1 credit
Prerequisites: ability to play a jazz band instrument and to read music notation
MUS 179 Jazz Band II 1 credit
MUS 278 Jazz Band III 1 credit
Prerequisite: MUS 120 with a minimum C grade
MUS 279  Jazz Band IV  1 credit
Prerequisite: MUS 219 with a minimum C grade
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
(MUS 151 and MUS 152 need not be taken in sequence.)
Introductory-level course emphasizing use of the Mixolydian mode and the blues scale as applied to the dominant 7th family chords. Explores the twelve-bar blues and related forms as vehicles for improvisation 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
(MUS 152 may be taken before MUS 151.)
Introductory-level course presenting the conceptual and practical rudiments of the jazz language by focusing on two modes, Ionian and Dorian, as they apply to the major and minor families of chords, respectively. Emphasizes Latino idioms and rhythms. 1 lecture / 2 laboratory hours

MUS 223  Jazz Keyboard Harmony and Improvisation  1 credit
Prerequisite: MUS 221
Introductory course presenting the fundamentals of jazz harmony, chord progressions, scales, and tools for improvisation at the keyboard. 2 laboratory hours

Music Production and Business

MUS 123  Music Business  3 credits
Overview of the music industry including copyright law, publishing, contracts, management, licensing, and merchandising. Students gain an overall understanding of the people, technologies, and laws that affect all aspects of the music business, culminating in a discussion of career opportunities. 3 lecture hours

MUS 235  Music Composition in the Virtual Studio  3 credits
Prerequisites: CMN 253, MUS 127
Strategies for writing, recording, and producing music in the context of an integrated MIDI/digital audio production environment. Topics include MIDI data entry, recording live sound sources, editing, plug-ins, mixing, mastering, digital music production, and generating .wav and .mp3 files. Assignments include creative projects and listening/discussion of relevant “popular” and “art” music. 2 lecture / 2 laboratory hours

Advanced Studies

MUS 285  Special Studies in Instrumental Music  3 credits
Prerequisites: MUS 128 and MUS 204 and/or permission of music faculty
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
**NET — NETWORKING TECHNOLOGY**

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

**NET 102**  
**Introduction to PC Hardware and Software**  
3 credits  
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 103**  
**IT Essentials**  
3 credits  
*Prerequisite: basic computer literacy*  
A continuation of NET 102. Students learn advanced concepts regarding the installation, configuration, diagnosis, and troubleshooting of microcomputer hardware components and operating systems. Includes coverage of terminology and concepts that will assist students preparing for the Server+ Certification exam.  
*2 lecture / 3 laboratory hours*

**NET 104**  
**Fundamentals of Computer Networks**  
3 credits  
*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, modern 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**  
3 credits  
*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 122**  
**Windows Server Operating System Administration**  
3 credits  
*Prerequisites: NET 102 or A+ Certification; NET 120 or permission of program coordinator*  
Students learn to install and configure the Windows server network OS, including overall administration, advanced file system concerns, and active directory services. Covers routing, remote access, network security, fault tolerance, and server and network resource optimization. Introduces application servers and troubleshooting in a network environment. Hands-on exercises reinforce Microsoft certification exam objectives.  
*2 lecture / 2 laboratory hours*

**NET 124**  
**Network Infrastructure Administration**  
3 credits  
*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**  
3 credits  
*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 components 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 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, multilayer 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 244  Network Defense and Countermeasures  3 credits  
Prerequisite: NET 104 or Network+ Certification
Examines current risks and threats combined with structured safeguarding of an organization’s critical electronic assets. Provides a foundation for those new to information security as well as those responsible for protecting network services, devices, traffic, and data. Broad-based, in-depth coverage prepares students for further study in other specialized security fields. Hands-on activities reinforce certification exam objectives.  2 lecture / 2 laboratory hours

NET 245  Ethical Hacking  3 credits  
Prerequisites: NET 102, NET 104
Combines an ethical hacking methodology with the hands-on application of security tools to better help students secure their systems. Students are introduced to common countermeasures that effectively reduce and/or mitigate attacks, including penetration testing, reconnaissance/open source intelligence gathering, scanning, enumeration, exploitation, and post-exploitation. Hands-on activities reinforce certification exam objectives.  2 lecture / 2 laboratory hours
### NRS — NURSING

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<tr>
<th>Course Code</th>
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<th>Credits</th>
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<tbody>
<tr>
<td>NRS 111</td>
<td>Clinical Reasoning in Nursing Practice</td>
<td>1</td>
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<tr>
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<td><strong>Prerequisite:</strong> formal admission into the Nursing program or current NJ Licensed Practical Nurse (LPN) license</td>
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<td><strong>Corequisite:</strong> NRS 112 or current LPN license</td>
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<td>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. <strong>1 lecture hour</strong></td>
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<tr>
<td>NRS 112</td>
<td>Concepts of Nursing Practice I</td>
<td>6</td>
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<tr>
<td></td>
<td><strong>Prerequisite:</strong> formal admission into the Nursing program</td>
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<td></td>
<td><strong>Corequisite:</strong> NRS 111</td>
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<td>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. <strong>3 lecture / 3 college laboratory / 6 clinical hours</strong></td>
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<tr>
<td>NRS 125</td>
<td>Concepts of Nursing Practice II</td>
<td>8</td>
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<tr>
<td></td>
<td><strong>Prerequisites:</strong> BIO 104 with a minimum C+ grade, NRS 111, NRS 112</td>
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<td>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. <strong>3 lecture / 3 college laboratory / 12 clinical hours</strong></td>
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<tr>
<td>NRS 225</td>
<td>Concepts of Nursing Practice III</td>
<td>8</td>
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<tr>
<td></td>
<td><strong>Prerequisites:</strong> BIO 201 with a minimum C+ grade, NRS 125</td>
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<td>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. <strong>3 lecture / 3 college laboratory / 12 clinical hours</strong></td>
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<tr>
<td>NRS 235</td>
<td>Concepts of Nursing Practice IV</td>
<td>8</td>
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<tr>
<td></td>
<td><strong>Prerequisite:</strong> NRS 225</td>
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<td>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. <strong>3 lecture / 3 college laboratory / 12 clinical hours</strong></td>
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### NSG — NURSING: COOPERATIVE PROGRAM

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

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>NSG 131</td>
<td>Concepts of Nursing I</td>
<td>6</td>
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<td></td>
<td><strong>Corequisites:</strong> BIO 103, PSY 101</td>
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<td></td>
<td>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. <strong>60 theory / 120 clinical hours</strong></td>
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<tr>
<td>NSG 133</td>
<td>Concepts of Nursing III</td>
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<td></td>
<td><strong>Prerequisites:</strong> BIO 104, NSG 134, NSG 135, PSY 207</td>
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<td>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. <strong>30 lecture / 60 clinical hours</strong></td>
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<td>Course Code</td>
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<tr>
<td>NSG 135</td>
<td>Concepts of Nursing II</td>
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<td>Prerequisite: NSG 131 with a minimum C grade</td>
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<td>Corequisite: BIO 104 or NSG 134</td>
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<td></td>
<td>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. <strong>60 theory / 180 clinical hours</strong></td>
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<td>NSG 136</td>
<td>LPN Transition: Nursing Through the Life Span</td>
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<td>Prerequisites: BIO 103, BIO 104, ENG 101, PSY 101, PSY 207, NSG 137, NUR 151</td>
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<td>Corequisite: BIO 201</td>
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<td>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. <strong>5 lecture / 180 clinical hours</strong></td>
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<tr>
<td>NSG 137</td>
<td>Physical Assessment</td>
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<td>Prerequisite: formal admission into the Nursing program</td>
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<td>Corequisites: BIO 103, PSY 101</td>
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<td>Provides the knowledge and skills necessary to perform a comprehensive adult health assessment. Through discussion as well as laboratory and individual practice, all body systems are assessed. Emphasizes interviewing, obtaining a complete health history, performing a physical assessment, and systematic documentation of findings. <strong>2 lecture / 2 laboratory hours</strong></td>
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<td>NSG 232</td>
<td>Concepts of Nursing V</td>
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<td>Prerequisites: BIO 201, ENG 101, NSG 133, PSY 207</td>
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<td>Develops knowledge and skills to care for clients – individuals and groups – with multiple needs requiring complex interventions. Explores complex client problems, resulting in alteration of homeostatic mechanisms. Expands leadership and management skills. Clinical learning experiences are provided in a variety of settings including critical care areas. <strong>6 lecture / 180 clinical hours</strong></td>
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<tr>
<td>NSG 234</td>
<td>Concepts of Nursing IV</td>
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<td></td>
<td>Prerequisites: ENG 101, NSG 133, PSY 207</td>
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<td>Corequisite: BIO 201</td>
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<td>Prepares the student to use the nursing process in caring for clients across the life span. Emphasizes health promotion, illness prevention, and rehabilitation. Further explores the concept of leadership and management. Offers learning experiences in a variety of settings including pediatric facilities. <strong>5 lecture / 180 clinical hours</strong></td>
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<tr>
<td>NUR 151</td>
<td>Pharmacology in Nursing</td>
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<td>Prerequisite: Nursing program first year completion, or permission of instructor</td>
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<td>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. <strong>3 lecture hours</strong></td>
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<td>NUR 215</td>
<td>Precepted Clinical Experience</td>
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<td>Prerequisites: Nursing program first year completion, and externship acceptance</td>
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<td>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. <strong>0.5 seminar hours / 40 clinical days</strong></td>
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### OHT — ORNAMENTAL HORTICULTURE

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<tr>
<th>Course Code</th>
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<tr>
<td>OHT 101</td>
<td>Plant Science</td>
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<td>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</td>
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<th>Course Code</th>
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<tr>
<td>OHT 102</td>
<td>Ornamental Horticulture</td>
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<td></td>
<td>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</td>
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<th>Course Code</th>
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<tr>
<td>OHT 108</td>
<td>Soil and Plant Nutrition</td>
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<td>Prerequisite: CHE 100 or equivalent with a minimum C grade or permission of program coordinator</td>
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<td>Explores the origins, composition, and properties of soils. Addresses physical and chemical properties including ion exchange and pH effects, soil organic matter, soil-water relationships, the nature of and reasons for soil nutrient deficiencies, composition, and the use of fertilizers and other soil adjuvants. Lab work involves representative New Jersey soils to illustrate basic soil behavior. [Spring offering] 3 lecture / 3 laboratory hours</td>
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<tr>
<td>OHT 121</td>
<td>Herbaceous Plants</td>
<td>3</td>
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<td>Prerequisite: BIO 101 or OHT 101 with a minimum C grade or permission of program coordinator</td>
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<td>Study of cultivated, ornamental herbaceous plant species including annuals, perennials, bulbs, herbs, and grasses. Emphasizes identification, use, color, height, and season of bloom. Special topics include planning a herbaceous garden, insect pests, diseases, and propagation. [Fall offering] 2 lecture / 2 laboratory hours</td>
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<tr>
<td>OHT 201</td>
<td>Basic Landscaping and Planning I</td>
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<td>Prerequisite: OHT 201 with a minimum C grade</td>
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<td>Principles and technology of landscape design. Covers the practical and aesthetic aspects of planning the residential landscape, involving both materials and methods. Emphasizes design and graphics skills. [Fall offering] 2 lecture / 3 laboratory hours</td>
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<tbody>
<tr>
<td>OHT 202</td>
<td>Basic Landscaping and Planning II</td>
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<td></td>
<td>Prerequisite: OHT 201 with a minimum C grade</td>
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<td></td>
<td>Continuation of OHT 201. Emphasizes practical projects for residential areas and public common spaces. [Spring offering] 2 lecture / 3 laboratory hours</td>
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<tr>
<td>OHT 204</td>
<td>Plant Diseases</td>
<td>3</td>
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<td>Prerequisite: OHT 101 or permission of program coordinator</td>
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<td></td>
<td>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</td>
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<tr>
<td>OHT 207</td>
<td>Floral Design I</td>
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<td>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</td>
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<th>Course Code</th>
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<tr>
<td>OHT 212</td>
<td>Landscape Construction</td>
<td>3</td>
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<td>Prerequisite: OHT 102 or permission of program coordinator</td>
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<td>Introduces students to the implementation and maintenance of landscape projects. Dominant areas of study include bidding and estimating; hardscape installation and maintenance; and advanced landscaping skills and techniques. Advanced skills covered include lighting, drainage, irrigation, planting and pruning. 2 lecture / 2 laboratory hours</td>
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OHT 214  Floral Design II  3 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] 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, seeding 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] 175 work experience hours

OHT 292  Ornamental Horticulture Cooperative Education II  1 credit
Prerequisite: OHT 291
Continuation of OHT 291. [Spring, Summer, Fall offering] 85 work experience hours
**OST — OFFICE SYSTEMS TECHNOLOGY**

**OST 109**  
Keyboarding for Computer Users  
1 credit  
*Prerequisite: computer literacy*  
Students use computers to learn the touch method of keyboarding. Fast-paced course designed for those familiar with computers but who need to develop keyboarding skills to improve their productivity.  
2 lecture / 2 laboratory hours (5 weeks)

**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**

**PHI 102**  
Introduction to Philosophy  
3 credits  
*Humanities*  
A study of the basic problems and methods of philosophical inquiry. Topics include theories about knowledge, reality, human nature, ethics, religion and science, with consideration of the thought of such major thinkers as Plato, Aristotle, Descartes, Hume, Kant, Nietzsche, and Sartre.  
3 lecture hours

**PHI 112**  
Critical Thinking  
3 credits  
*Humanities*  
Theory and practice of critical thinking through examples drawn from science, business, politics, media, literature, and art. Students apply logical techniques and attitudes of analysis and communication for constructive assessment, ethical reasoning and creative problem-solving by evaluating definitions, facts, arguments, causes, rhetoric, differences, and plans while avoiding common errors and biases.  
3 lecture hours

**PHI 113**  
Logic  
3 credits  
*Humanities*  
An introduction to the principles and methods of correct reasoning. A problem-solving approach to the nature and scope of different kinds of logic, identifying and evaluating arguments and fallacies, and crafting well-formed arguments.  
3 lecture hours

**PHI 204**  
Ethics  
3 credits  
*Prerequisite: ENG 101*  
An examination of the basic methods and problems of ethics. Consideration of the nature of moral terms, reasoning and action; conceptions of the good life and of right and wrong; free will; and major ethical approaches, including the theories of Aristotle, Kant, Mill, and others.  
3 lecture hours
PHI 205  Moral Choices  3 credits
Prerequisite: ENG 101
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

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  Black & White Film Photography I  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 103  Digital Photography I  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

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 103 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  Photography II  3 credits
Prerequisite: PHO 101 or PHO 103 with a minimum C grade
Intermediate-level course in film and digital still photography. Covers medium- and large-format film cameras, full-frame DSLR cameras, archival printing methods in both film and digital labs, photo retouching software, film-scanning, and exploring concepts through images. 1 lecture / 4 laboratory 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 038 or MAT 044
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 038 or MAT 044
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 115 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

PHY 293  Honors Research in Physics I 2 credits
Prerequisites: PHY 101 or PHY 115; divisional permission
PHY 294  Honors Research in Physics II 2 credits
PHY 295  Honors Research in Physics III 2 credits
PHY 296  Honors Research in Physics IV 2 credits
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.] 5 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,
attrition, 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
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 210</td>
<td>Abnormal Psychology</td>
<td>3</td>
<td><strong>Prerequisite:</strong> PSY 101 with a minimum C grade&lt;br&gt;Discusses the question:</td>
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<td>What is abnormal behavior and when does this behavior become a diagnosable</td>
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<td></td>
<td>disorder? History of psychological disorders and early treatments are</td>
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<td>examined along with the current classifications of psychological disorders</td>
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<td>as defined by the American Psychological Association. Theories of causation,</td>
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<td></td>
<td>prevalence, and treatments are also explored.</td>
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<tr>
<td>PSY 215</td>
<td>Human Sexuality</td>
<td>3</td>
<td><strong>Prerequisite:</strong> PSY 101 with a minimum C grade&lt;br&gt;Describes the anatomy and</td>
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<td>physiology of the human reproductive system and the physiology of human</td>
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<td>sexual functioning. Emphasizes human sexuality as reflecting the psychological</td>
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<td>makeup of the individual. Stresses the importance of cultural influences on</td>
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<td>an individual’s behavior, along with interpersonal relationship factors.</td>
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<tr>
<td>PSY 221</td>
<td>The Psychology of Women</td>
<td>3</td>
<td><strong>Prerequisite:</strong> PSY 101 with a minimum C grade&lt;br&gt;Exploration of the</td>
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<td>psychological, biological, and cultural factors influencing the lives of</td>
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<td>women. Critical analysis of differences and similarities between men and</td>
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<td>women, gender roles, and the effect of gender on contemporary issues in</td>
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<td>psychology including physical and emotional health, academic and occupational</td>
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<td>achievement, relationships, sexual intimacy, violence, and aging.</td>
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<td>3 lecture hours</td>
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<tr>
<td>PSY 230</td>
<td>Special Studies in Psychology</td>
<td>3</td>
<td><strong>Prerequisites:</strong> ENG 102 and PSY 101 with a minimum C grade or permission</td>
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<td></td>
<td>of instructor&lt;br&gt;Consists of special courses in psychology which cater to</td>
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<td>needs expressed by the student and the broader general community.</td>
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<td>Taking advantage of particular faculty expertise, the course is offered on</td>
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<td>occasion in response to specific demand. 3 lecture hours</td>
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</tbody>
</table>

**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.

Note: COURSES ARE INTERRUPTED for either four weeks (for PTA 201, 210, 211 and 227) or five weeks (for PTA 213, 216 and 237) for a Clinical Education Course as indicated within the semester. Class times have been adjusted accordingly.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTA 101</td>
<td>Introduction to PTA</td>
<td>1</td>
<td><strong>Prerequisite:</strong> ENG 101&lt;br&gt;Open to all students interested in physical</td>
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<tr>
<td></td>
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<td>therapy as a potential career. Provides an overview of the healthcare system</td>
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<td>and the specific roles of physical medicine and rehabilitation professionals.</td>
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<td></td>
<td>Topics include medical terminology, documentation, and communication skills.</td>
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<td>1 lecture hour</td>
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<tr>
<td>PTA 105</td>
<td>Kinesiology</td>
<td>3</td>
<td><strong>Prerequisite:</strong> BIO 103 with a minimum C+ grade completed within the past</td>
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<td>five years&lt;br&gt;Open to all students interested in physical therapy as a career</td>
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<td>or in the study of human movement; required for Physical Therapist Assistant</td>
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<td>majors. Introduces the concepts of locomotion, forces, levers, and biomechanics.</td>
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<td>Topics include origins, insertions, innervations, and actions of the prime</td>
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<td>movers of the musculoskeletal system. 3 lecture hours</td>
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<tr>
<td>PTA 107</td>
<td>Therapeutic Measurement</td>
<td>2</td>
<td><strong>Prerequisites:</strong> BIO 104 with a minimum C+ grade completed within the past</td>
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<tr>
<td></td>
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<td>five years; PTA 105&lt;br&gt;Corequisite: PTA 201&lt;br&gt;Addresses bony landmarks,</td>
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<td>muscle length, measurement of joint range of motion and muscle strength.</td>
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<td></td>
<td>Medical documentation is introduced. Students develop their skills through</td>
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<td>practice with each other. Competencies evaluated throughout the course. 1</td>
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<td>lecture / 2 laboratory hours</td>
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<td>Course Code</td>
<td>Course Title</td>
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<tr>
<td>PTA 112</td>
<td>Pathology for PTAs</td>
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<td></td>
<td>Prerequisites: BIO 104 with a minimum C+ grade completed within the past five years; PTA 105</td>
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<td></td>
<td>Covers the essential nature of diseases, abnormalities of structure, and function characteristic of diseases.</td>
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<td>3 lecture hours</td>
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<tr>
<td>PTA 201</td>
<td>Therapeutic Exercise</td>
<td>2</td>
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<td></td>
<td>Prerequisite: PTA 105</td>
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<td>Corequisite: PTA 107</td>
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<td></td>
<td>Review and discussion of treatment interventions correlating with therapy goals. Topics include interpreting a physical therapy initial evaluation, stretching, strengthening, joint mobilization, massage, aerobic exercise, exercise parameters and progression. Students develop skills through practice with each other using patient scenarios to promote clinical decision-making. Competencies evaluated throughout the course.</td>
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<td></td>
<td>1 lecture / 2 laboratory hours</td>
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<tr>
<td>PTA 205</td>
<td>Motor Development</td>
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<td></td>
<td>Prerequisites: PTA 210, PTA 211</td>
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<td></td>
<td>Corequisite: PTA 213</td>
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<td></td>
<td>Introduces developmental milestones, lifespan motor development, motor control, motor learning, recovery of function, neuroplasticity, reflexes and reactions, adaptive equipment, and various treatment approaches for neurological impairments.</td>
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<td>1 lecture hour</td>
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<tr>
<td>PTA 210</td>
<td>PTA Techniques</td>
<td>4</td>
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<td></td>
<td>Prerequisites: PTA 105, PTA 107</td>
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<td></td>
<td>Corequisite: PTA 211</td>
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<td></td>
<td>Addresses patient care and handling, including patient positioning and bed mobility, vital signs, transfers and gait, aseptic techniques, wound care, pharmacology, edema management, wheelchair use, body mechanics, and cardiac and pulmonary interventions. Students develop their skills through practice with each other. Competencies evaluated throughout the course.</td>
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<td></td>
<td>3 lecture / 2 laboratory hours</td>
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<tr>
<td>PTA 211</td>
<td>Physical Agents</td>
<td>4</td>
<td></td>
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<td></td>
<td>Prerequisites: PTA 107; MAT 115 or MAT 140 or PTA program approved</td>
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<td>MAT equivalent with a minimum C grade (C+ if taken during or after Spring 2020)</td>
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<td>Study of biophysical agents and therapeutic modalities in physical therapy practice. Lab and lecture activities develop problem-solving and critical thinking in the use of electrical stimulation, therapeutic heat, cold, traction, and hydrotherapy for therapeutic interventions. Competencies evaluated throughout the course.</td>
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<td></td>
<td>3 lecture / 3 laboratory hours</td>
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<tr>
<td>PTA 213</td>
<td>PTA Therapy Clinic</td>
<td>3</td>
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<tr>
<td></td>
<td>Prerequisites: PTA 210, PTA 211</td>
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<td></td>
<td>Corequisite: PTA 205</td>
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<td>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.</td>
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<td>3 lecture / 3 laboratory hours</td>
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<tr>
<td>PTA 216</td>
<td>Orthopedics in PTA</td>
<td>2</td>
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<td></td>
<td>Prerequisites: PTA 210, PTA 211</td>
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<td></td>
<td>Corequisite: PTA 205</td>
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<td></td>
<td>A study of orthopedic conditions and their underlying pathology. Emphasis on physical therapy interventions utilized in the rehabilitation of specified conditions.</td>
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<td>2 lecture / laboratory hours</td>
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<tr>
<td>PTA 224</td>
<td>PTA Clinical Education I</td>
<td>3</td>
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<td></td>
<td>Prerequisites: PTA 210, PTA 211</td>
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<td>Supervised full-time 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.</td>
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<td>40 hours per week for 4 weeks = 160 clinical hours</td>
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</table>
PTA 227  PTA Seminar  
Prerequisite: PTA 107  
Corequisite: PTA 210  
Overview of the healthcare system and the specific roles of professionals in healthcare fields. Topics include medical terminology, psychosocial aspects of disability, medical documentation, professional growth and development, evidence-based practice, and communication skills.  

3 lecture hours

PTA 235  PTA Clinical Education II  
Prerequisites: PTA 213, PTA 224  
Supervised full-time clinical experience allows students to apply and practice skills learned in other classes and learn to become an integral part of a physical therapy department.  

40 hours per week for 5 weeks = 200 clinical hours

PTA 237  PTA Professional Development  
Prerequisite: PTA 227  
Explores teaching, learning and communication styles, the development of an in-service presentation, and professional tools students will need following graduation. Includes observing the fabrication of prosthetics and witnessing physical therapy in an urban-based rehabilitation setting to be able to teach future patients more effectively.  

3 lecture hours

PTA 240  PTA Clinical Education III  
Prerequisite: PTA 235  
Supervised full-time clinical experience allows students to practice all of the techniques and procedures taught in the program, performing all that is normally expected of a physical therapist assistant.  

40 hours per week for 6 weeks = 240 clinical hours

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 102  Introduction to Radiography and Patient Care  
Prerequisite: formal acceptance into professional phase of Radiography program  
Corequisites: RAD 119, RAD 127  
An introduction to radiography including accreditation requirements, professional organizations, professional ethics, legal responsibilities, and patient care.  

1 lecture / 2 laboratory hours

RAD 117  Radiation Protection and Biology  
Prerequisites: RAD 120, RAD 128  
Corequisite: RAD 207  
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.  
[Summer offering]  

2 lecture hours

RAD 119  Principles of Imaging Science I  
Prerequisite: formal acceptance into professional phase of Radiography program  
Corequisites: RAD 102, RAD 127  
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  
Prerequisites: RAD 102, RAD 119, RAD 127  
Corequisite: 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
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>RAD 127</td>
<td>Radiographic Procedures I</td>
<td>6</td>
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<tr>
<td></td>
<td><strong>Prerequisite:</strong> formal acceptance into professional phase of Radiography program</td>
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<tr>
<td></td>
<td><strong>Corequisites:</strong> RAD 102, RAD 119</td>
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<td></td>
<td>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]</td>
<td>3 lecture / 3 laboratory / 210 clinical hours</td>
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<tr>
<td>RAD 128</td>
<td>Radiographic Procedures II</td>
<td>6</td>
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<tr>
<td></td>
<td><strong>Prerequisites:</strong> RAD 102, RAD 119, RAD 127</td>
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<td><strong>Corequisite:</strong> RAD 120</td>
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<td></td>
<td>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]</td>
<td>2 lecture / 3 laboratory / 225 clinical hours</td>
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<tr>
<td>RAD 207</td>
<td>Clinical Experience</td>
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<tr>
<td></td>
<td><strong>Prerequisites:</strong> RAD 120, RAD 128</td>
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<td><strong>Corequisite:</strong> RAD 117</td>
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<td>Students participate in clinical education at an affiliate hospital, performing radiographic procedures in accordance with the clinical competency evaluation process. Radiographic procedures range from routine to complex and are performed on all populations, pediatric through geriatric. Students conduct radiographic image analysis. [Summer offering]</td>
<td>225 clinical hours</td>
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<tr>
<td>RAD 217</td>
<td>Advanced Imaging Modalities</td>
<td>3</td>
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<td></td>
<td><strong>Prerequisites:</strong> RAD 117, RAD 207</td>
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<td></td>
<td><strong>Corequisite:</strong> RAD 228</td>
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<td>Presents an overview of special radiographic procedures and advanced imaging and therapeutic technologies. [Fall offering]</td>
<td>3 lecture hours</td>
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<tr>
<td>RAD 224</td>
<td>Introduction to Pathology</td>
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<td></td>
<td><strong>Prerequisites:</strong> RAD 217, RAD 228</td>
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<td><strong>Corequisites:</strong> RAD 232, RAD 240</td>
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<td>Survey of the disease process and pathological conditions. Includes an in-depth study of diseases commonly demonstrated radiographically. [Spring offering]</td>
<td>2 lecture hours</td>
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<td>RAD 228</td>
<td>Radiographic Procedures III</td>
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<td></td>
<td><strong>Prerequisites:</strong> RAD 117, RAD 207</td>
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<td></td>
<td><strong>Corequisite:</strong> RAD 217</td>
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<td>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]</td>
<td>2 lecture / 3 laboratory / 340 clinical hours</td>
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<tr>
<td>RAD 232</td>
<td>Imaging Equipment and Radiography Seminar</td>
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<td></td>
<td><strong>Prerequisites:</strong> RAD 117, RAD 207</td>
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<td></td>
<td><strong>Corequisites:</strong> RAD 224, RAD 240</td>
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<td>Evaluation of radiographic equipment in tandem with quality control standards to ensure optimal diagnostic images. Includes discussion of state, federal and non-governmental requirements. The seminar focuses on professional development and helps students prepare for the A.R.R.T. examination. [Spring offering]</td>
<td>3 lecture / 2 laboratory hours</td>
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<tr>
<td>RAD 240</td>
<td>Advanced Clinical Experience I</td>
<td>3</td>
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<tr>
<td></td>
<td><strong>Prerequisites:</strong> RAD 217, RAD 228</td>
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<td></td>
<td><strong>Corequisites:</strong> RAD 224, RAD 232</td>
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<td>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]</td>
<td>340 clinical hours</td>
</tr>
</tbody>
</table>
RAD 242  Advanced Clinical Experience II      2 credits
Prerequisites: RAD 224, RAD 232, 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] 225 clinical hours

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, Buddhist, 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 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 132  Introduction to Women’s and Gender Studies      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
Social Science / Diversity and Global Perspective

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 209  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 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

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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.

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SPA — SPANISH

SPA 101  Beginning Spanish I  3 credits
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. 3 lecture hours

SPA 102  Beginning Spanish II  3 credits
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. 3 lecture hours
### Humanities / Diversity and Global Perspective

#### SPA 110  Hispanic Culture  3 credits
A survey course that explores the culture, nation, language, geography, and power within a region or regions of the Spanish-speaking world; topic to be determined by instructor based on expertise or, in the case of study abroad, based on the country or region of travel. Concepts are treated synchronically, diachronically, and politically. [Taught in English; does not fulfill foreign language requirement.]

3 lecture hours

#### SPA 121  Spanish for Health Providers I  3 credits
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. 3 lecture hours

#### SPA 122  Spanish for Health Providers II  3 credits
Prerequisite: SPA 101 or SPA 121
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. 3 lecture hours

#### SPA 151  Intermediate Spanish I  3 credits
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. 3 lecture hours

#### SPA 152  Intermediate Spanish II  3 credits
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. 3 lecture hours

#### SPA 251  Advanced Spanish I  3 credits
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. 3 lecture hours

#### SPA 252  Advanced Spanish II  3 credits
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. 3 lecture hours
SST — SECURITY SYSTEMS TECHNOLOGY

**SST 200**  Physical Security Product Technologies  3 credits  
*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.  
2 lecture / 2 laboratory hours

**SST 210**  Security Project Management  3 credits  
*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.  
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
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 studio 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’oile, 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