



Rowan College
at
BURLINGTON COUNTY

CATALOG ADDENDUM

SPRING 2018 *through* SUMMER 2018

2017-2018 Catalog Addendum

The current Rowan College at Burlington County catalog pertains to the 2017-2018 academic year. This addendum is intended to supplement rather than replace the 2017-2018 catalog. It should be used in combination with the current 2017-2018 catalog as an aid to reference the approved changes during the fall 2017 term.

All information in this addendum is effective January 1, 2018 unless otherwise noted.

All addendum items, and any additional curriculum updates will be integrated into the 2018-2019 college catalog.

While every effort has been made to ensure the accuracy of the information in the catalog, Rowan College at Burlington County reserves the right to alter its degree requirements, regulations, procedures, and course offerings.

Changes to text in the 2017-2018 catalog addendum are indicated in bolded text.

SUMMARY OF FEES*

Fees are Subject to Change

Miscellaneous Fees

Application Fee	\$20.00
Credit by Exam Fee	\$25.00 PCH
Course fees for designated courses	Contact Test Center
Facilities fee	\$8.00 PCH to support capital and facilities needs at the college
General Fee	\$13.50 PCH
International Student application fee	\$100.00
Late Payment Fee	\$50.00
Late Registration Fee	\$40.00
Reinstatement Fee	\$75.00
Replacement of Student ID Card	\$20.00
Replacement of Parking Sticker**	\$10.00
Returned Check Fee	\$35.00
Schedule Change	\$20.00
Student Activity Fee	\$4.00 PCH
Supplemental Fee	\$2.00 PCH
Technology Fee	\$11.00 PCH

PCH: Per Credit Hour As of Fall 2017*

***for 3rd active parking permit.*

2017-2018 Academic Calendar

FALL 2017

Early Online Registration Begins <i>without Service Fee Begins</i>	April 17
Early Registration <i>without Service Fee Begins</i>	May 1
Registration <i>with Service Fee Begins</i>	August 1
Day & Evening Classes Begin	August 30
Holiday, Labor Day – College Closed**	September 4
Last Day to Add	September 6
Last Day to Drop	September 13
Holiday, Thanksgiving – College Closed**	November 22 – November 26
Classes Resume	November 27
Exam Week	December 12 – December 18
Holidays – College Closed**	December 23 – January 01

SPRING 2018*

Registration <i>without Service Fee</i>	November 13 – December 18
Opening Day of Registration -TENTATIVE-	
Registration <i>with Service Fee</i>	December 19 – January 18
Spring Intersession.....	January 2 – January 12
Holiday, Martin Luther King, Jr. Day - College Closed**	January 15
Day & Evening Classes Begin	January 19
Last day to add	January 25
Last day to drop	February 1
Spring Break - no classes, college open with full services on weekdays**	March 12 – March 16
Classes Resume	March 19
Holiday – College Closed.....	March 30
Exam week	May 7 – May 12
Commencement -TENTATIVE-	May 19

SUMMER 2018***

Summer Classes Begin -TENTATIVE-	May 14
Holiday, Memorial Day – College Closed**	May 29
Holiday, Independence Day – College Closed**	July 4
Last Day of Summer Classes -TENTATIVE-	August 23

* **Payment arrangements must be made seven (7) calendar days from the day of registration***

* The dates reference only the traditional 15-week semester; see Academic Calendar for specific term deadlines and information.

** Online services available.

*** See Academic Calendar online (rcbc.edu/academic-calendar) for exact summer semester/term deadlines and information.

Calendars are subject to change without notice. Rowan College at Burlington County also offers special classes and semesters in term lengths. Visit rcbc.edu for current dates and payment/refund deadlines.

Grading System

The following grades are used on the student's permanent record (transcript) for all courses in which the student is enrolled after the initial registration and at the end of the schedule adjustment period (Drop/Add period):

A, B+, B, C+, C, D, F, PS, I, X, AU, W, AW, NA, SR and ST.

Grades remain on a student's permanent record. They may only be changed by the course instructor following approval by the appropriate Division Dean. Extraordinary circumstances will be handled on a case by case basis.

Grades for Developmental Courses*

Developmental courses (those with numerical designations of less than 100) do not count toward graduation and are not computed into a student's grade point average (GPA). Although no grade points are assigned, developmental courses count toward enrollment status (i.e. full-time, half-time, etc.). I and X contracts may be arranged with the instructor of the course.

<i>Credit Course Grade</i>	<i>Explanation</i>	<i>Grade Points Per Credit Hour</i>
A	Mastery of essential elements and related concepts, plus demonstrated excellence or originality.	4
B+	Mastery of essential elements and related concepts, showing higher level understanding.	3.5
B	Mastery of essential elements and related concepts.	3
C+	Above average knowledge of essential elements and related concepts.	2.5
C	Acceptable knowledge of essential elements and related concepts.	2
D	Minimal knowledge of related concepts.	1
F	Unsatisfactory progress. This grade may also be assigned in cases of academic misconduct, such as cheating or plagiarism.	
I	Temporarily Incomplete. At the discretion of the instructor, a grade of "I" may be assigned when the student cannot complete the requirements of the course during the semester. The grade of "I" is given only by mutual agreement between the faculty member and the student and requires completion of an "I" contract form. The student must complete all grade requirements satisfactorily within 30 calendar days of the onset of the following semester or term. If this condition is not met, the "I" will automatically become the grade assigned in the "I" contract form.	
X	Extended Incomplete. The grade of "X" is awarded to allow the student additional time to master the content of the course. The grade of "X" is to be awarded only when the student shows that he/she is making satisfactory progress. This grade is given only upon mutual agreement between the faculty member and the student and requires completion of the "X" contract form. Students receiving a grade of "X" must register and pay to retake the course. If the course is not repeated, the "X" will become an "F". Grades of "X" must be made up within the next 12 months that the student is enrolled at the college.	
PS	Pass. The student met the objectives of the course with a grade of 80% or better. This is a non-numerical grade that is not calculated into the student's GPA; credits will be applied towards graduation requirements.	
AU	A grade of audit is awarded to a student for a course that they registered for, but do not wish to accrue credit or grade points.	
ST	Designation for students in college-level courses who stopped attending before sufficient evaluations were completed. ST may be assigned in lieu of "F" grade. Instructors will include last date of attendance.	
W	Denotes withdrawal from a course or courses. Any student who withdraws must complete a withdrawal form, stating the reason(s) for withdrawal, within the established semester/term withdraw deadlines. Students may withdraw up to the ninth week of classes in a semester or up to an equivalent time in a given semester or term. The Withdraw Form must be initiated by the student and submitted to the Office of the Registrar in order for the withdrawal to be considered official. Students who fail to withdraw according to established procedures will receive a failing grade for all courses in which they are registered.	
AW	Denotes an administrative withdrawal due to exceptional circumstances.	
NA	Indicates that a student enrolled but never attended a course.	

ESL and Developmental Course Grade

A*	Outstanding: The student has done clearly superior work.
B*	Advanced comprehension of course objectives.
C*	Pass: The student has achieved the objectives of the course and is ready to proceed to the next level.
F*	Unsatisfactory: The student has done unsatisfactory work during the semester.
SR	Designation for students in Developmental courses who stopped attending before sufficient evaluations were completed. SR may be assigned in lieu of "F" grade. Instructors will include last date of attendance.

Final grades for all RCBC courses will be provided electronically at rcbc.edu under the listing for WebAdvisor

Cancer Registry Management



Associate of Applied Science, (AAS.MCR)

This program prepares students for a career in the field of Cancer Registry Management. Cancer registration is an important and fundamental tool in cancer control. A cancer registry has been defined as a system for the collection, storage, analysis, and interpretation of data on persons with cancer, within a healthcare facility or group of healthcare facilities.

Certified Tumor Registrars (CTR) are data information specialists that capture a complete history, diagnosis, treatment, and health status for every cancer patient in the U.S. The data provide essential information to researchers, healthcare providers, and public health officials to better monitor and advance cancer treatments, conduct research, and improve cancer prevention and screening programs. Registrars work closely with physicians, administrators, researchers, and healthcare planners to provide support for cancer program development, ensure compliance of reporting standards, and serve as a valuable resource for cancer information with the ultimate goal of preventing and controlling cancer.

Students interested in this program should attend a HIT/Cancer Registry Management information session and visit the HIT website at rbc.edu/hit. The Cancer Registry Management program applies selective admission standards. Therefore admission to the College does not guarantee admission to the program. Students must apply to the program and meet all admission standards prior to taking program level courses (see program brochure). Interested applicants are encouraged to review the standards of the program prior to applying for admission. A criminal history background check is required.

Graduates of this program should be able to:

- Demonstrate skills in relation to Data Collection (case finding; abstracting; and follow-up, survivorship & outcomes), Data Quality Assurance, Analysis and Data Usage, Operations & Management, Cancer Committee and Conference, and Activities Unique to Centralized Registries;
- Have knowledge and skills required to be competent in all registry tasks necessary for an entry level cancer registrar position and attain the technical knowledge appropriate for entry level on the CTR examination;
- Demonstrate oral and written communication skills necessary to interact with other health care professionals;
- Model professionalism including; demonstrate a good work ethic and participate in personal and professional growth opportunities.

**The Rowan College at Burlington County
Cancer Registry management is Accredited by the
Formal Education Program Review Committee (FEPRC)
of the National Cancer Registrars Association (NCRA),
1330 Braddock Place, Suite 520, Alexandria, VA 22314.
(703) 299-6640**

General Education Courses †	Credits
Written & Oral Communications (ENG 101 and SPE 102 required)	6
Mathematics (MTH 107 required)	3
Social Science (PSY 101 required)	3
Natural Science (BIO 110/111 required)	4
Additional General Education Requirements (BIO 114 and CIS 161 required)	6
Total	22

† See General Education Requirements on page 52.

Program Courses	Credits
BIO 115 Fundamentals of Anatomy & Physiology II Lab	1
ENG 106 Business Communications	3
HIT 103 Legal Aspects of Health Information	3
HIT 105 Medical Terminology	2
HIT 115 Pathophysiology	3
HIT 117 Pharmacology	3
HIT 224 Healthcare Information Systems	3
MCR 101 Cancer Registry Structure & Mgmt.	3
MCR 104 Cancer Registry Operations	3
MCR 111 Cancer Disease Coding and Staging	3
MCR 114 Oncology Treatment and Coding	3
MCR 201 Abstracting Methods	3
MCR 204 Follow Up, Data Quality, & Utilization	3
MCR 211 Multiple Primary Histology & Hematopoietics	3
MCR 220 Cancer Registry Clinical I	2
MCR 221 Cancer Registry Clinical II	2
Total	43

Total Required for Degree 65

Cancer Registry Management



Certificate, (CRT.MCR) §

This program prepares students for a career in the field of Cancer Registry Management. Cancer registration is an important and fundamental tool in cancer control. A cancer registry has been defined as a system for the collection, storage, analysis, and interpretation of data on persons with cancer, within a healthcare facility or group of healthcare facilities.

Certified Tumor Registrars (CTR) are data information specialists that capture a complete history, diagnosis, treatment, and health status for every cancer patient in the U.S. The Cancer Registry Management Program curriculum was designed so that:

- a student who is a credentialed registered health information technician (RHIT) and possesses an A.A.S. degree can take the cancer registry courses and receive a certificate upon completion.
- a student who possesses an A.A.S. degree and completes the five (5) prerequisite courses: Medical Terminology, Anatomy & Physiology I & II Lecture and Lab, Pathology, and Pharmacology can take the cancer registry courses and receive a certificate upon completion.

The program will consist of nine courses including lectures, hands on activity and 160-180 hours of clinical.

Graduates of this program should be able to:

- Demonstrate skills in relation to Data Collection (case finding; abstracting; and follow-up, survivorship & outcomes), Data Quality Assurance, Analysis and Data Usage, Operations & Management, Cancer Committee and Conference, and Activities Unique to Centralized Registries;
- Have knowledge and skills required to be competent in all registry tasks necessary for an entry level cancer registrar position and attain the technical knowledge appropriate for entry level on the CTR examination;
- Demonstrate oral and written communication skills necessary to interact with other health care professionals;
- Model professionalism including; demonstrate a good work ethic and participate in personal and professional growth opportunities.

General Education Courses †	Credits
Written Communication (ENG 101 required)	3
Social Science (PSY 101)	3
Total	6

† See General Education Requirements on page 52.

Program Courses	Credits
MCR 101 Cancer Registry Structure & Management	3
MCR 104 Cancer Registry Operations	3
MCR 111 Cancer Registry Disease Coding & Staging	3
MCR 114 Oncology and Coding	3
MCR 201 Abstracting Methods	3
MCR 204 Follow Up Data Quality & Utilization	3
MCR 211 Multiple Primary and Hematopoietics	3
MCR 220 Cancer Registry Clinical I	2
MCR 221 Cancer Registry Clinical II	2
Total	25

Total Required for Degree 31

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§ This certificate is NOT eligible for Financial Aid.

NEW and UPDATED Course Descriptions

Each description includes a key indicating the weekly hours assigned to lecture, laboratory or studio and clinical activities for the course. For example, 3/2/1 means the course involves 3 hours of lecture per week, 2 hours of lab or studio per week, and 1 hour clinical per week.

Certain courses are offered only once or twice a year or on a 15-week format only. Please check course descriptions and semester brochures. Some courses require a course or materials fee.

ALTERNATIVE ENERGY

ALT 141 Energy Investment Analysis 3 cr.

This course includes: interest, simple payback and life-cycle cost analysis; time value of money; cash flow equivalence; cost-benefit analysis; effects of tax credits, depreciation, inflation and/or escalating fuel costs on energy investments; and cost estimating procedures. The emphasis will be on analysis of energy investments using worksheets and Life-Cycle Cost Analysis (LCCA) software to consider total cost-benefits over the life of an investment and cost estimation procedures.

Prerequisite: ALT 110 or SST 110

3/0/0 FA/SP

ALT 215 Solar Photovoltaic Systems II 3 cr.

This course follows Solar Photovoltaics Systems I. Topics include PV system sizing principles, PV system electrical design, PV system mechanical design, and performance analysis, maintenance, and troubleshooting. At the end of this second course, the student should have the necessary knowledge to pass the "NABCEP Photovoltaic Associate" exam (North American Board of Certified Energy Practitioners).

Prerequisite: ALT 115, ALT 116

Corequisite: ALT 216

3/0/0 FA/SP

ALT 216 Solar Photovoltaic Systems II Laboratory 1 cr.

This course will instruct students in the hands-on aspects of solar photovoltaic (PV) system installation. Topics include PV design review, solar project management, site safety, electrical and mechanical component installation, the completion process, maintenance, and troubleshooting. Students must dress in construction-type shoes and appropriate attire to perform class activities outdoors. This course will help prepare students for the NABCEP (North American Board of Certified Electrical Practitioners) PV Associate and PV Installation Professional certification exams.

Prerequisites: ALT 115, ALT 116

Corequisite: ALT 215

3/0/0 FA/SP Course fee charged

BIOLOGY

THIS COURSE IS NEW:

BIO 335 Advanced Genetics 4 cr.

This course will provide an in-depth background in all areas of Mendelian, molecular, population and evolutionary genetics. The students will learn how to use genetic tools in dissecting complex biological pathways, developmental processes and regulatory systems. Discussion of landmark genetic experiments will constitute the basis of an inquiry-based approach that will delineate the dynamic nature of modern genetics. The laboratory exercises are designed to put special emphasis on molecular biology techniques and the use of bioinformatics.

Prerequisite: BIO 204

3/1/0 FA/SP

CHEMISTRY

CHE 115 General Chemistry I 3 cr.

This course is a systematic study of fundamental principles and concepts including: dimensional analysis; atomic structure; periodicity; chemical bonding; thermochemical equations; stoichiometry of chemical reactions; the liquid, solid, and gaseous states; and solution chemistry.

Prerequisite: High school chemistry or CHE 107 and CHE 108; MTH 012 or equivalent algebra skills

3/0/0 FA/SP/SU

COMPUTER INFORMATION SYSTEMS

CIS 138 Introduction to Operating Systems 4 cr.

This course introduces students to the basics of modern operating systems. Students learn concepts, commands and operations, in popular Operating systems, such as Microsoft Windows and Linux operating systems. It emphasizes skills in the following areas: operations and commands, accessing and installing application software, managing files and folders, controlling and configuring printers and other hardware, controlling and configuring the user environment, security configuration, troubleshooting and disaster recovery.

Recommended Prerequisite:

Prior microcomputer experience

3/2/0 FA/SP Course fee charged

CONSTRUCTION MANAGEMENT

CON 103 Statics and Strengths of Material 3 cr.

This course focuses on the fundamental principles of structural design. It emphasizes analysis of structures to determine internal and external forces; the design of members and connections based allowable tension, compression, bending and shearing stresses; analysis of trusses; and the computerized study of forces as represented by vectors.

Prerequisite: MTH 130

2/2/0 FA/SP/SU Course fee charged

DIAGNOSTIC MEDICAL SONOGRAPHY

THIS COURSE IS NOW III, NOT II: DMS 240 Clinical Practicum III 4 cr.

This course is designed to increase the student's confidence and competency within their ultrasonic skills in a diagnostic environment and may include scanning in campus laboratories, private offices, hospital rotations, and outpatient radiology centers. Includes experience in abdominal, pelvic, obstetrical, small parts, and vascular scanning.

Prerequisite: DMS 230

Corequisite: DMS 225

0/0/32 FA/SP/SU Course fee charged

NEW and UPDATED Course Descriptions

ENGLISH

THIS COURSE IS NEW:

ENG 060 Academic Literacy 6 cr.*

This course is an integrated and accelerated model for developmental reading and writing. It is designed for those students who demonstrate a need for review and improvement of fundamental skills in reading and writing. Standard English usage and correct mechanics are emphasized, along with a process approach for developing unified and coherent paragraphs and essays. Students also strengthen comprehension and critical thinking skills through extensive reading on a variety of topics.

**Credits do not apply toward graduation.*

Prerequisite: Placement based on assessment and recommendation of an academic advisor.

6/0/0 FA/SP/SU

FASHION DESIGN

THIS COURSE IS UPDATED.

FAD 135 Introduction to Textiles 3 cr.

This course introduces textile materials and processes pertinent to apparel design and development and emphasizes textiles currently used in the apparel industry. It focuses on fibers, yarns and textile structures and textile styling and advances in technology.

3/0/0

HEALTH INFORMATION TECHNOLOGY

HIT 117 Pharmacology 3 cr.

This course provides a framework of thinking for healthcare professionals, laying a foundation of knowledge about drug treatment. It focuses on a general understanding of the actions and reasons for use of various groups of pharmacologic agents. It discusses medications according to major drug classifications and body systems. It develops critical thinking through the use of relevant case studies and actual chart analysis.

Prerequisite or Corequisite: BIO 114

3/0/0

MATHEMATICS

THIS COURSE IS NOW QUANTITATIVE, NOT QUADRATIC:

MTH 141 Elementary Quantitative Methods for Management 3 cr.

This course satisfies the mathematics requirement for business and social science majors in transfer programs. It focuses on linear, quadratic, exponential and logarithmic functions and their graphs; matrices; linear systems; and linear programming, including simplex method.

Prerequisite: MTH 012 or equivalent skills

3/0/0

NURSING

NUR 301 Comprehensive Health Assessment 3 cr.

This course builds upon fundamental knowledge and skills of health assessment. In utilizing a systematic approach, the student will develop a holistic approach in assessing the patient throughout the lifespan. Upon completion, the student will show competency in obtaining a thorough health history and becoming efficient in the physical skills of inspection, palpation, percussion, and auscultation. Differences between normal and abnormal findings will be explored and appropriate documentation of findings will be stressed. Students will also be exposed to the cultural differences in health and will incorporate evidence based approaches to assessment.

Prerequisite: NUR 119 or NUR 130

Corequisite: NUR 130

2/2/0

NUR 302 Pathophysiology 3 cr.

This course uses a system based life span approach to discriminate between normal physiologic function and pathophysiologic processes. The course relates manifestation of disease, risks factors for disease and the principles of illness and injury to therapeutic nursing interventions and outcomes.

Prerequisite or Corequisite: BIO 114/115 (or BIO 212/213), BIO 155/156 (or BIO 221/222)

3/0/0

NUR 303 Pharmacology for Nursing 3 cr.

This course will enhance current knowledge of a broad spectrum of pharmacologic agents. Emphasis is on the administration of drugs using QSEN competencies for safe, effective, and therapeutic drug therapy. Drug classifications studied are about safe drug administration, nursing implications and effects and precautions, drug interactions, and the potential for toxicity. Pharmacologic considerations that involve, but are not limited to, the legal, ethical, age, cultural, and risk for dependence are discussed in the current context of our time.

Prerequisite or Corequisite: BIO 155/156 (OR BIO-221/222)

3/0/0 Course fee charged

UPDATED Personnel

ADMINISTRATIVE STAFF

MONTALTO, KAREN

Dean of Health Sciences

B.S.N, Ohio State University

M.S.N, University of Pennsylvania

Ph.D., Widener University