



Rowan College  
at  
BURLINGTON COUNTY



# CATALOG

FALL 2016 THROUGH SUMMER 2017

# What is "3+1"? So MUCH MORE than 4!

**3+1 IS A PROGRAM THAT MAKES GETTING YOUR BACHELOR'S DEGREE EVEN EASIER BY STAYING AT RCBC FOR ONE MORE YEAR.**

## WHAT ARE THE BENEFITS?

*3+1 was featured by Money Magazine as one of the top college affordability initiatives in the nation.*

Students get:

- MORE savings! Get two degrees for one unbelievable price.
- MORE prepared to enter the workforce without high college debt.
- MORE high-quality education from experienced RCBC and Rowan University faculty.
- MORE convenience with seamless transfer to Rowan University – one of the top 100 universities in the nation.

## SEAMLESSLY OBTAIN YOUR ASSOCIATE AND BACHELOR'S DEGREES.

*Available Programs Spring 2017:*

- Criminal Justice (Law and Justice)
- Liberal Studies
- Biology

*Available Programs Fall 2017:*

- Nursing
- Psychology
- General Studies

## TAKE 75% OF YOUR COURSES WITH ROWAN COLLEGE AT BURLINGTON COUNTY.

*How does it work?*

- Complete your associate degree and then take your junior year courses with RCBC.
- Pay RCBC's lowest-in-the-state tuition and fees and save about \$75,000.
- Get consistent instruction from high-quality RCBC faculty who hold advanced degrees.
- Have access to continued support from a variety of RCBC's student services.

## FINISH YOUR DEGREE WITH ROWAN UNIVERSITY.



*How does it work?*

- Transfer seamlessly to Rowan University where all of your credits will be accepted.
- Complete your senior year bachelor's degree courses with Rowan University.

For more information,  
please visit: [rcbc.edu/3plus1](http://rcbc.edu/3plus1)



Rowan College  
at  
BURLINGTON COUNTY



# Rowan College at BURLINGTON COUNTY

**900 College Circle  
Mount Laurel, New Jersey 08054  
(856) 222-9311  
rbc.edu**

A public community college accredited by the Middle States Commission on Higher Education and approved by the State of New Jersey.

The college is approved under Title 38, U.S. Code, for veterans' education.

Rowan College at Burlington County (RCBC) is a designated Servicemembers Opportunity College.

The statements, provisions, policies and fees listed in this catalog are not to be regarded as binding between the student and Rowan College at Burlington County. The college reserves all rights to change at any time any of the provisions, programs, courses, schedules, tuitions or fees as may be warranted by economic considerations, enrollments, and/or other circumstances requiring such administrative action.

Each student is held individually responsible for knowledge of the information contained in this catalog as well as the Student Handbook. Failure to read and comply with college guidelines, requirements and regulations will not exempt the student from responsibility.

## **CATALOG FALL 2016 - SUMMER 2017**

Rowan College at Burlington County transforms lives by delivering innovative, high-quality and affordable educational experiences in an accessible and diverse environment.



# 2016-2017 Academic Calendar

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## FALL 2016

Early online registration without fee.....	March 28 – April 10
Early registration without service fee .....	April 11 – August 1
Registration with service fee begins* .....	August 3 – August 30
Last Day for 100% Refund for Fall 2016 .....	August 30
Day and Evening Classes Begin .....	August 31
Labor Day Holiday – college closed*** .....	September 5
Thanksgiving Holidays – college closed*** .....	November 23 - 27
Classes resume.....	November 28
Exam week.....	December 13 – December 19
Holidays – college closed*** .....	December 26 – December 31

## SPRING 2017

Early online registration without fee.....	October 24 – November 6
Early registration without service fee .....	November 7 – November 29
Registration with service fee begins* .....	November 30 – January 19
Spring Intersession .....	January 3 – January 13
Holiday, Martin Luther King, Jr. Day – college closed*** .....	January 16
Day & Evening Classes Begin .....	January 20
Spring break – no classes, college open with full services on weekdays.....	March 12 - March 18
Holiday – college closed*** .....	April 14
Exam week.....	May 8 - 14
Graduation (Saturday) .....	May 20

## SUMMER 2017

First Summer classes begin .....	May 22
Holiday, Memorial Day – college closed .....	May 29
Holiday, Independence Day – college closed.....	July 4
Final Summer Classes.....	August 29

\*Payment due for course and fees at the time of registration.

\*\*The above ending dates are only for the traditional 5-week Summer session.

\*\*\*Online services available.

Calendars are subject to change without notice. Rowan College at Burlington County also offers special classes and semesters in other configurations. Visit [rcbc.edu](http://rcbc.edu) for current dates and payment/refund deadlines.



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# The College at a Glance

## What does RCBC offer?

Extensive academic programs and support services are available to Rowan College at Burlington County students. Among the academic programs for 2016-2017 are the following:

**Transfer options** — Associate of Arts (A.A.) and Associate of Science (A.S.) degrees. Designed for transfer to a four-year institution.

**Career programs** — Associate of Applied Science (A.A.S.) degree. Designed for immediate employment of the student upon graduation. In some cases the student may transfer to a four-year institution.

**Certificate programs** — Career-oriented programs of study. For other non-credit and Community Enrichment programs visit the college website at [rcbc.edu](http://rcbc.edu).

## What does it cost to attend RCBC?

Tuition and fees for Burlington County residents are exceptionally affordable. For current tuition details please see page 17.

## Is financial aid available?

Yes. RCBC students may take advantage of a wide range of state and federal aid programs, as well as locally-sponsored scholarships. Most aid programs are need-based, while some are based on academic achievement and/or potential.

## Can Veteran education benefits be used at RCBC?

Veteran educational benefits are approved for use in any of the credit programs. See page 30 for further details.

## What are RCBC’s admission requirements?

Rowan College at Burlington County is an open-admission institution. Anyone who feels he/she can benefit from a college education may enroll at RCBC. For further details, including information on the enrollment of non-high school graduates, see page 11.

The CEEB college code for  
Rowan College at Burlington County is 2180.



**Rowan College**  
at  
**BURLINGTON COUNTY**

Rowan College at Burlington County does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, or veteran status.

Visit [rcbc.edu/hr](http://rcbc.edu/hr) for more details.

# Areas of Interest and Corresponding Academic Majors

Below you will find a listing of areas of interest and the major(s) that would fulfill your needs. To learn more about the major(s), turn to the page listed.

Accounting	Accounting	AS.ACC	74	Construction	Construction Mgmt.	AS.CON	101
	Accounting	CRT.ACC	76	Criminal Justice	Criminal Justice	AS.CRJ	102
	Accounting Technology	AAS.ACC	75		Disaster Preparedness	SPC.DPC	70
Advertising Graphics	Graphic Design and Digital Media	AAS.GDD	121	Culinary	Cooking & Baking	SPC.FCB	70
Agriculture	Agriculture Business Tech.	AAS.AGB	77		Culinary Arts	AAS.CUL	103
Air Pollution	Environmental Science	AS.ENV	114		Culinary Arts	AS.CUL	104
American Sign Language	American Sign Language	AS.ASL/DEA	80		Food Service Mgmt. Tech.	AAS.FSM	118
	American Sign Language/Interpreter Education	AAS.ASL/IE	81		Food Service & Hospitality Management	SPC.FSM	73
Art	Art	AA.ART	82	Cybersecurity	Information Assurance & Cybersecurity	AAS.IAC	128
	Art	AFA.ART	83	Dental Hygiene	Dental Hygiene	AAS.DHY	105
	Graphic Design and Digital Media	AAS.GDD	121	Diagnostic Medical Sonography	Diagnostic Med. Sonography	AAS.DMS	106
AutoCAD	Computer Aided Drafting Design Technology	AAS.CAD	96	Drafting	Computer Aided Drafting Design Technology	AAS.CAD	96
Biochemistry	Biology	AS.BIO	84	Education	Education (Arts)	AA.EDU	107
	Chemistry – Pre-Med Option	AS.CPM	94		Education (Science)	AS.EDU	108
Biology	Biology	AS.BIO	84	Electronics	Electronics Engineering Tech.	AAS.EET	109
	Biotechnology	AS.BIT	85	Electronic Health Records	Elect. Health Records	SPC.EHR	71
	Biotechnology	AAS.BIT	86	Engineering	Chemical Engineering	AS.CGR	92
Business	Agriculture Business Tech.	AAS.AGB	77		Electronics Engineering Tech.	AAS.EET	109
	Business Administration	AS.BUS	87	English	Engineering	AS.EGR	110
	Business Mgmt. Tech.	AAS.BMT	88		English	AA.ENG	111
	Business Paraprofessional	SPC.BPC	68		Journalism	AA.JOU	130
	Casino & Resort Mgmt.	AAS.CRM	91	Entertainment Technologies	Communication Arts	AA.COM	95
	Hospitality & Tourism Mgmt.	AS.HOS	126		Sound & Recording Engineering	AAS.ETS	112
	Retail Management Tech.	AAS.RMT	146	Environment	Video & Digital Media Prod.	AAS.ETV	113
	Small Business	CRT.BUS	147		Biology	AS.BIO	84
	Business Technology	SPC.BTC	68	Fashion	Environmental Science	AS.ENV	114
Business Software	Computer Info. Systems	AS.INF	97		Fashion Design	AAS.FAD	115
	Computer Management Information Systems	AAS.MIS	98	Finance	Fashion Design	SPC.FDC	72
Chemical Technology	Chemistry	AS.CHE	93		Fashion Product Merch.	AS.FPM	116
Chemistry	Chemical Engineering	AS.CGR	92	Fine Arts	Business Administration	AS.BUS	87
	Chemistry	AS.CHE	93		Business Mgmt. Tech.	AAS.BMT	88
	Chemistry – Pre-Med Option	AS.CPM	94	Fire Fighting	Liberal Arts	AA.LIB	131
Civil Engineering	Construction Mgmt.	AS.CON	101		Art	AA.ART	82
Communications	Communication Arts	AA.COM	95		Art	AFA.ART	83
Computers	Computer Info. Systems	AS.INF	97		Music	AS.MUS	135
	Computer Management Information Systems	AAS.MIS	98		Photography	AFA.PHO	140
	Computer Networking Support/Service	SPC.EET	70		Theatre	AA.THR	152
	Computer Science	AS.CSE	99		Fire Investigation	SPC.FSI	72
	Computer Servicing & Networking Technology Option	AAS.PCN	100		Fire Science	SPC.FSC	72
	Graphic Design and Digital Media	AAS.GDD	121		Fire Science Technology	AAS.FSC	117
	Information Assurance & Cybersecurity	AAS.IAC	128				

*Information in this catalog is valid at time of printing.*

Food	Cooking & Baking	SPC.FCB	70	Marketing	Business Administration	AS.BUS	87
	Culinary Arts	AAS.CUL	103	Mathematics	Mathematics	AS.MTH	134
	Culinary Arts	AS.CUL	104	Music	Music	AS.MUS	135
	Food Service Mgmt. Tech.	AAS.FSM	118	Nursing	Nursing	AAS.NUR	136
	Food Service & Hospitality Management	SPC.FSM	93	Office Administration	Business Administration	AS.BUS	87
	Pastry Arts	AAS.PAS	138	Paralegal	Paralegal	AAS.LEX	137
	Geospatial Technology	Geospatial Technology	AAS.GIS	119	Pharmacy/Pharmaceutical	Liberal Arts & Sciences	AS.LSC
Geospatial Technology		CRT.GIS	120		Chemistry	AS.CHE	93
Graphic Arts/Design	Graphic Design and Digital Media	AAS.GDD	121	Philosophy	Philosophy	AA.PHI	139
				Photography	Photography	AFA.PHO	140
Hazardous Waste Health Info. Tech.	Environmental Science	AS.ENV	114		Photography	CRT.PHO	141
	Coding	SPC.ACO	69	Physical Education	Liberal Arts & Sciences	AS.LSC	132
Health Professions	Electronics Health Records	SPC.EHR	71	Physics	Physics	AS.PHY	142
	Health Information Tech.	AAS.HIT	122	Police Science	Criminal Justice	AS.CRJ	102
	Addictions Counseling	SPC.HSA	68	Political Science	International Studies	AA.IGS	129
	Cancer Registry Mgmt.	AAS.MCR	89		Political Science	AA.POL	143
	Cancer Registry Mgmt. Cert.	CRT.MCR	90	Pre-Med, Pre-Vet	Biology	AS.BIO	84
	Cancer Registry Mgmt. Cert.	SPC.MCR	69		Chemistry – Pre-Med Tech.	AS.CPM	94
	Coding	SPC.ACO	69		Liberal Arts & Sciences	AS.LSC	132
	Computed Tomography Cert.	SPC.CTC	69	Pre-Physical Therapy	Biology	AS.BIO	84
	Dental Hygiene	AAS.DHY	105		Liberal Arts & Sciences	AS.LSC	132
	Diagnostic Med. Sonography	AAS.DMS	106	Psychology	Liberal Arts	AA.LIB	131
Elder Adult Companion Care	SPC.EAC	71		Psychology	Psychology	AA.PSY	144
	Electronics Health Records	SPC.EHR	71	Radiography	Computed Tomography Cert.	SPC.CTC	69
	Family Helper	SPC.FHC	71		Radiography	AAS.RAD	145
	Health Information Tech.	AAS.HIT	122	Restaurant Mgmt.	Food Service Mgmt. Tech.	AAS.FSM	118
	Health Sciences	AAS.HSC	123	Social Services	Human Services	AAS.HUS	127
	Hearing Instrument Science	AAS.HRS	124		Liberal Arts	AA.LIB	131
	Human Services	AAS.HUS	127	Social Sciences	Sociology	AA.SOC	148
	Magnetic Resonance Imaging	SPC.MRP	73	Sociology	Liberal Arts	AA.LIB	131
	Nursing	AAS.NUR	136	Sociology	Sociology	AA.SOC	148
	Radiography	AAS.RAD	145	Sonography	Diagnostic Med. Sonography	AAS.DMS	106
				Structural Design	Engineering	AS.EGR	110
				Sustainable & Alternative Energy Technologies	Alternative Energy Tech.	AAS.ALT	78
	History	History	AA.HIS	91		Alternative Energy Tech.	CRT.ALT
Hotel Management	Casino & Resort Mgmt.	AAS.CRM	91		Sustainable Energy Studies	AS.SES	151
	Hospitality & Tourism Mgmt.	AS.HOS	126		Sustainability – Policy and Management	AS.SPM	152
International Studies	International Studies	AA.IGS	129	Teacher	Education (Arts)	AA.EDU	107
Journalism	Journalism	AA.JOU	130		Education (Science)	AS.EDU	108
	Communication Arts	AA.COM	95	Technical Studies	Technical Studies	AAS.TES	151
Language Arts	English	AA.ENG	111	Theatre	Theatre	AA.THR	152
	Liberal Arts	AA.LIB	131	Tourism	Casino & Resort Mgmt.	AAS.CRM	91
Law/Legal fields	Criminal Justice	AS.CRJ	102		Hospitality & Tourism Mgmt.	AS.HOS	126
	Paralegal	AAS.LEX	137	Visual Arts	Art	AA.ART	82
Liberal Arts	Liberal Arts	AA.LIB	131		Art	AFA.ART	83
	Liberal Arts & Sciences	AS.LSC	132		Liberal Arts	AA.LIB	131
Management	Liberal Arts & Sciences	CRT.LSC	133	Water/Wastewater Treatment	Chemistry	AS.CHE	93
	Business Administration	AS.BUS	87				
	Business Mgmt. Tech.	AAS.BMT	88				
	Casino & Resort Mgmt.	AAS.CRM	91				
	Food Service Mgmt. Tech.	AAS.FSM	118				
	Hospitality & Tourism Mgmt.	AS.HOS	126				
	Retail Management Tech.	AAS.RMT	146				



# College Phone Number/Department Extensions

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Main Switchboard (856) 222-9311  
 Mount Holly Center (609) 267-5618  
 Willingboro Center (609) 877-4520

<i>In reference to</i>	<i>Contact</i>	<i>Extension</i>	<i>In reference to</i>	<i>Contact</i>	<i>Extension</i>
Absence from classes	Course Professor		Matriculation	Office of Outreach and Admissions	1200
Academic Advising	Academic Advising	1461	Name Change	Office of the Registrar	1560
Accidents ( <i>on campus</i> )	Public Safety, Mount Laurel	2100	Non-Credit Courses	Workforce Development Institute	2537
	Public Safety, Pemberton	1100	Parking Sticker	Public Safety, Mount Laurel	2100
Adding a Course	Office of the Registrar	1560		Public Safety, Pemberton	1100
Address Change	Office of the Registrar	1560	Parking Ticket Fines	Public Safety, Mount Laurel	2100
Athletic Eligibility	Athletic Director	1493		Public Safety, Pemberton	1100
Billing/Refunds	Business Office	1285	Racial/Ethnic Harassment	Affirmative Action Officer	1523
Career Counseling	Career Services Center	1034	Rentals, College Facilities	Rentals	1314
Changing a Course	Office of the Registrar	1560	Retired Senior Volunteer Program	RSVP	1498
Chargeback Certificates	Office of the Registrar	1560	Scholarships	Foundation	2540
Clubs ( <i>starting a club, faculty advisors</i> )	Student Activities	1238	Services for Students with Disabilities	Student Support Services	1208
Counseling	Student Support Services	1582	Sexual Harassment	Public Safety Director	1340
Curriculum Change	Office of the Registrar	1560	Student Support Services	Student Support Services	1208
Customized Training	Workforce Development	2520	Student Email	Student Help Desk	1388
Degree Application	Office of the Registrar	1203	Student Government	Student Government	1443
Distance Education	Distance Education	1790	Student Help Desk	Student Help Desk	1388
Dropping a Course	Office of the Registrar	1560	Testing	Testing Center	1661
Educational Opportunity Fund	EOF Director	1462	Theft, Stolen Property	Public Safety, Mount Laurel	2100
Financial Aid	Financial Aid	1575		Public Safety, Pemberton	1100
GED/ABE	Educational Service	3016	Transcripts	Office of the Registrar	1560
Graduation: Fulfillment of Requirements	Office of the Registrar	1203	Transferring to Another College	Transfer Center	1560
Graduation Ceremony	Student Success	1596	Transferring of Credits	Office of the Registrar	1524, 1378
Illness ( <i>on campus</i> )	Public Safety, Mount Laurel	2100	Tutors	Tutoring Office	1495
	Public Safety, Pemberton	1100	Veterans' Information	Pemberton	1299
Intercollegiate Sports	Athletic Director	1493	Volunteering	Volunteer Center	1492
Job Opportunities	Career Services	1034	WebAdvisor Account	Student Help Desk	1388
Learning Is For Everyone	LIFE	1498	Withdrawal from College	Office of the Registrar	1560
Military Education	McGuire	4702	Withdrawal from Course	Office of the Registrar	1560
	Pemberton	4701	Work-Study Jobs	Career Services	1034

# Terms to Know

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*When reading this catalog, it will be helpful to familiarize yourself with the following terms and phrases.*

**Accreditation** - Regional agencies regularly send teams to college campuses to analyze academic programs, faculty quality, facilities, etc. Without accreditation, the degrees and credits offered by a college or university may be subject to skepticism from other institutions and may not transfer to accredited schools.

**Affirmative Action** – Institutional efforts toward equal employment and educational opportunities for all segments of the population.

**Apply** – Submitting an application to the College. This would be for new students and returning students to build a record in Rowan College at Burlington County database system.

**Assessment Test** – As identified by the State of New Jersey, skills are assessed in reading, writing and mathematics. All incoming degree-seeking students or students registering for eight or more credits are required to take assessment tests designed to demonstrate strengths and weaknesses.

**Associate Degree** – The degree typically awarded by community and junior colleges following the completion of a two-year program of study. RCBC offers four such degrees in a variety of career and transfer fields.

**Audit** – The process by which a student may register for a course on a no-grade basis.

**Auditor** – A person taking a course on a no-grade basis.

**Bachelor's/Baccalaureate Degree** – The degree typically awarded by a college or university for successful completion of a four-year program of study. Although RCBC does not offer the bachelor's degree, it does offer a variety of two-year parallel programs that will transfer into the third year of a baccalaureate degree program. Several four-year colleges offer bachelor's degree at RCBC locations.

**Commencement** – Graduation ceremonies.

**Corequisite** – A course that you are required to take while enrolled in another, related course.

**Course Number** – The three-letter and three-digit designation that appears before each course name. The designation will indicate the curriculum area and level of each course.

**Credit Hour** – Each credit hour is a unit of time, usually 50-60 minutes, that a class will meet each week during a given semester.

**Curriculum** – A set of courses designed to lead to a goal, such as a degree or certificate.

**Dean's List** – A listing of students who have demonstrated significant academic achievements during a given semester.

**Degree Requirements** – A list of the exact courses, subject areas, requirements and credit hours that a student must successfully complete to obtain a specific degree.

**Drop** – The process of adjusting a student's schedule by dropping courses after initial registration. The deadline for dropping a course is based on the semester/term of that course. Students can drop courses on WebAdvisor or in-person up until the established deadline.

**Electives** – Courses in which the student may enroll dependent upon interests, needs and specified criteria. Generally a student may choose from among a large list of elective courses.

**Freshman** – A student who has earned no more than 28 credits.

**General Education Requirements** – Courses which provide all degree students with broad knowledge in a variety of disciplines (i.e. math, science, English, etc.)

**Grade Point Average** – Also known as GPA, calculation to determine a student's academic progress and status. To determine the GPA, the student should divide the total number of credits attempted by the total numerical value of grades received.

**Independent Study** – Independent study involves a student's work on course-related materials outside of regular classroom hours.

**Internship** – Available in selected course areas, the internship provides planned, practical on-the-job experience, in addition to regular classroom work.

**Major** – The subject area in which the student chooses to concentrate his/her academic work.

**Practicum** – See internship.

**Prerequisite** – A course or courses a student must successfully complete before being allowed to register for a more advanced course in the same or related subject area.

**Register** – When a student signs up for classes in a particular semester or term.

**Semester** – A 15-week period during which a student will complete a particular course or courses.

**Semester Hour** – See credit hour.

**Sophomore** – A student who has completed 29 or more credits successfully.

**Term** – A concentrated period during which a student will complete a particular course or courses.

**Transcript** – The official record of a student's academic performance.

**Tuition** – Charges for each registered course for which a student registers.

**Withdraw** – Withdrawing from a class occurs after the Last Day to Drop deadline has passed. The course from which the student withdraws will be recorded on the transcript as a W. The form for processing a course withdrawal may be obtained at the Registrar's Office.

# General Information

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## **Rowan College at Burlington County Board of Trustees 2016**

George N. Nyikita, Board Chair  
Natalie A. Ghaul, Board Vice Chair  
Michael D. Minton, Board Treasurer  
Christopher J. Brown  
Kevin Brown  
Primitivo Cruz  
Daniel Gee  
Linda Hughes  
Mickey Quinn  
Brian E. Kamp  
Kevin Wright, Alumni Trustee  
Paul Drayton, College President,  
Board Secretary  
William Burns, Board Solicitor,  
Capehart & Scatchard

## **Trustees Emeriti**

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Dr. George W. Dean ∞  
Judge Victor Friedman  
Lucille Gerber  
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Dr. Joseph Howe ∞  
John Kelley ∞  
Stephen V. Lee III  
William K. McDaniel ∞  
Dr. Eric Olandt  
Lewis M. Parker ∞  
Malcolm P. Pennypacker ∞  
Emmett Spurlock ∞  
Carol H. Talbot  
Samuel Thomas  
Ronald D. Winthers

∞ *Deceased*

## **Burlington County Board of Chosen Freeholders 2016**

Bruce Garganio, Freeholder Director  
Kate Gibbs, Freeholder Deputy Director  
Mary Ann O'Brien, Freeholder  
Ryan Peters, Freeholder  
Latham Tiver, Freeholder

## **Rowan College at Burlington County is a Member of the Following Educational Advancement Organizations:**

Accreditation Board for Engineering Technology (ABET)  
Accreditation Commission for Education in Nursing (ACEN)  
The American Association of Collegiate Registrars and Admissions Officers  
The American Association of Community Colleges (AACC)  
The American Health Information Management Association (AHIMA)  
Association of New Jersey Holocaust Organizations  
Association of Physical Plant Administrators (APPA)  
Burlington County Coalition for Healthy Communities (BCCHC)  
Center for Agile Partnerships in Education (CAPE)  
The College Board  
Commission on Accreditation of Allied Health Education Programs (CAAHEP)  
Consortium for Community College Development  
Consortium for Student Retention Data Exchange  
Council of Holocaust Educators  
Health Information Management Systems Society (HIMSS)  
Instructional Technology Council (ITC)  
Joint Review Committee of Education in Radiologic Technology  
Mathematics Association of Two-Year Colleges of New Jersey (MATYCNJ)  
MIDJersey Chamber of Commerce  
Middle States Association of Colleges and Schools  
Middle States Commission on Higher Education  
National Association for Research and Planning

National Association of College Admissions Counselors (NACAC)  
National Association of College and University Business Officers (NACUBO)  
National Association of Colleges and Employers (NACE)  
National Council for Instructional Administrators (NCIA)  
National Council for Marketing and Public Relations (NCMPR)  
National Council for Staff, Program and Organizational Development  
National League for Nursing (NLN)  
National League for Nursing Accrediting Commission, Inc. (NLNAC)  
New Jersey Association of Mathematics Teacher Educators (NJAMTE)  
New Jersey Association of Physical Plant Administrators (NJAPPA)  
New Jersey Council of Associate Degree Nursing Programs (NJCADNP)  
New Jersey Council of County Colleges (NJCCC)  
New Jersey DEP - Bureau of X-Ray Compliance, Radiologic Technology Board of Examiners  
New Jersey Library Association (NJLA)  
New Jersey Marine Sciences Consortium  
North American Board of Certified Energy Practitioners (NABCEP)  
Organization for Associate Degree Nursing (OADN)  
The Quality Matters Program (QM)  
United States Distance Learning Association (USDLA)  
Virtual Academic Library Environment of New Jersey (VALE)



## Character of the College

In their praise of the college, students and graduates consistently point to the excellent learning environment. The unique Rowan College at Burlington County, RCBC, learning experience encompasses caring faculty and staff who want our students to succeed in the classroom, in their careers, and in their other personal endeavors.

As an open door institution, RCBC is dedicated to the development and maintenance of strong academic programs for people of all ages and abilities. A variety of learning situations, including classroom, lecture hall, laboratory, independent study, and distance education, provide students with the utmost in flexibility. Classes are available weekdays, evenings, and weekends.

RCBC offers academic advising, free tutoring, financial aid opportunities, and other support services to enable students to reach their educational and career goals.

Another aspect of the RCBC environment is our student body. The average age of the student body is approximately 25 years, and many classes benefit from a healthy exchange of ideas between students ranging from recent high school graduates to senior adults.

## Philosophy

Rowan College at Burlington County was founded by citizens who believed that learning is a lifelong activity and that every person should have the opportunity to pursue education from which he/she can benefit. Rowan College at Burlington County staff believes that education and attention to the past, present, and future enables individuals to better understand themselves and actively shape their own future. The accumulated knowledge and wisdom can improve the quality of life for individuals and benefit society as a whole.

## Historical Perspective

The college opened on September 2, 1969 in temporary facilities at Lenape High School in Medford, with 728 full-time and 323 part-time students. In 1971, the college moved into the Physical Education Center and the Parker Center on the Pemberton campus. In June of 1972, the Middle States Association of Colleges and Schools accredited Rowan College at Burlington County.

To accommodate the continuous demands of the workforce, the college has consistently expanded its program offerings as well as the number of RCBC locations throughout Burlington County. RCBC opened the doors to the Mount Laurel campus in 2006 and now also offers classes in the Willingboro Center, Mount Holly Center, Culinary Arts Center and at the Joint Base McGuire-Dix-Lakehurst. Online education has also expanded and RCBC now offers ten degrees attainable 100% online.

New programs are added to the college curriculum each year to expand the selection of majors. In addition to the new academic programs, the college offers an array of non-credit classes, customized training and professional certifications through RCBC's Workforce Development Institute. Personal enrichment courses are also offered and include an aquatics program for all levels of swimmers and for all ages.

In keeping pace with the ever-changing technology, RCBC maintains more than 1,100 computer lab stations, expanded presence of "smart" rooms, teleconference rooms, online education and free WiFi access. The RCBC library maintains extensive online holdings in addition to the physical collection and is partnered with the Burlington County Library System. Every credit course section has access to a state-of-the-art online course environment.

In 2015, the college was renamed Rowan College at Burlington County under a historic partnership with Rowan University that created seamless paths to affordable degrees, including onsite programs in engineering, nursing and education. All Rowan College at Burlington County students are conditionally accepted to the Rowan University upon completion of their associate degree.

## Mission

Rowan College at Burlington County transforms lives by delivering innovative, high-quality and affordable educational experiences in an accessible and diverse environment.

## Goals

1. To provide an educational experience that encourages the individual to think critically and to examine and clarify ethical, personal and political values.
2. To prepare individuals for transfer to four-year colleges, for employment in business and industry and for new career skills.
3. To enable individuals to strengthen their academic skills through adaptive learning, counseling and academic support.
4. To enrich the quality of life by sponsoring cultural, recreational and personal interest activities through an extensive program of community and continuing education.
5. To engage in partnerships with the private and public sectors and to implement programs that addresses their identified employment needs.
6. To provide state-of-the-art technologies in the education and training of all individuals through an appropriate mix of delivery systems.

# Confidentiality of Student Records

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The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

(1) The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

Students should submit to the Registrar or other appropriate official, written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. Records will be inspected under the supervision of an appropriate College employee. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the College to amend a record that they believe is inaccurate or misleading. The written request must clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, consultant, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Rowan College at Burlington County may also share with partner colleges and universities the educational records of any students who indicate an intent to enroll in those institutions.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Rowan College at Burlington County to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202

A copy of the RCBC policy and a copy of the FERPA regulations are on file in the offices of the Registrar and the Vice President of Student Success.

## **Public Notice Designating Directory Information:**

RCBC hereby designates the following student information as public or directory information. Such information may be disclosed by the institution for any purpose, at its discretion: Name, email address, place of birth, photographs, grade level, dates of attendance, enrollment status, most recent educational institution attended, major field of study, awards, honors and degrees received, height and weight of athletic team members and participation in officially recognized activities and sports.

Students may withhold permission to disclose this information under the Family Educational Rights and Privacy Act of 1974, as amended (FERPA), by notifying the Registrar's Office, in writing, of their intentions. Such notification shall become effective as of the date on which it is received in the Registrar's Office and will remain in effect for the remainder of the academic year.

# Admission

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## Rowan College at Burlington County has an Open Enrollment Policy.

**RCBC's academic, professional and cultural opportunities are accessible without regard to race, color, national origin, sex or handicap.**

You may begin your studies at RCBC if:

- you have a high school diploma or
- you have an equivalency (GED) certificate or
- you are a high school or home-schooled student with permission or
- you are a non high school graduate with ability to perform college-level work and benefit from a post-secondary education.

## Applying to the College

1. Submit an online application for admission at [rcbc.edu](http://rcbc.edu); the \$20 application fee is waived. A paper application for admission, submitted to the Office of Outreach and Admissions, must be accompanied by the \$20 non refundable processing fee.
2. Request an official transcript from your secondary school showing subjects completed, grades earned, and date of graduation. An official General Education Diploma (GED) transcript may be submitted as evidence of high school graduation.
3. Request official transcripts to be forwarded from any college previously attended to the Office of Outreach and Admissions.

Note: Some programs have select admissions. Refer to specific program brochures (American Sign Language/ Interpreter Education, Cancer Registry Management, Electronic Health Records, Dental Hygiene, Nursing, Health Information Technology, Magnetic Resonance Imaging, Radiography, Diagnostic Medical Sonography, Respiratory Therapy and Hearing Instrument Science, Coding, and Electronic Health Records Certificate programs) for policies specific to each program.

## Student Health Insurance

Rowan College at Burlington County is no longer required to provide health insurance to students.

Students will find information regarding the purchase of insurance on the Business Office page of the RCBC website.

## Change of Record Information

Students who wish to make any changes to their academic record must file proper forms with the Office of the Registrar. Changes include name, address, telephone number, or other items on the initial application.

## Out-of-County, Out-of-State Students

Individuals who wish to attend RCBC but are not residents of Burlington County are accepted for admission using the same criteria for admission as for county residents but will be charged a different tuition rate. (for Chargeback Law see page 16).

## Admission of Adults with Neither a High School Diploma Nor a High School Equivalency Diploma

Individuals aged 16 or older, who are out of school and have approved waivers from certain authorized personnel, may be admitted to the college. Waivers may be submitted by high school authorities, a probation or parole officer, New Jersey State Vocational Rehabilitation counselor or judge.

Students using this option may apply to the Department of Education, State of New Jersey, and petition for a high school Equivalency (GED) diploma upon completion of 30 college-level credits (numbered 100 or above) taken from categories specified by the State of New Jersey. For details, please contact the Office of Outreach and Admissions at (856) 222-9311, ext. 1310.

## NOTICE—State of New Jersey Requires Immunizations

The State of New Jersey requires all full-time (12 or more credits), degree seeking students, who did not graduate from a New Jersey high school, provide proof of immunizations against measles, mumps, and rubella, and hepatitis b. Proof of immunizations should be certified by your health care provider, utilizing the "Certificate of Immunization" form, which can be obtained from the College website, [rcbc.edu](http://rcbc.edu).

Students who have graduated from a New Jersey high school must submit an official high school transcript to the Office of Outreach and Admissions, 900 College Circle, Mount Laurel, NJ 08054, in order to be exempt from this requirement.

Students who are exempt from the immunization requirements on grounds of medical contraindication, religious reasons, or age (students born before 1957 are exempt from MMR requirements only), should submit the "Certificate of Immunization", indicating the type of exemption, along with supporting documentation as required.

Students may be admitted and enrolled on a provisional basis for their first term if required immunization documentation is not available at the time of registration. If you have any questions about the regulations, please contact the Office of Outreach and Admissions at (856) 222-9311, ext. 1200.

## Residency Requirements

Students who indicate on their applications that they are residents of Burlington County satisfy the residency requirements by either submitting their online application or signing a paper application. If requested, students must be able to submit a notarized statement of residency. Any falsification of information may subject the student to dismissal from Rowan College at Burlington County.



## Readmission

Students who have not registered for a credit course for three years or more must submit an application for readmission. No application fee is charged for readmission. The catalog in effect at readmission will be used to determine the appropriate curriculum.

Students who have been dismissed for academic reasons must petition the Academic Standards Committee to be reinstated. Forms are available from the advising staff at the Mount Laurel campus.

## High School Students

In selected cases, high school students may enroll for college credit courses. All high school students must obtain a Special Application for Select Students which must be signed by the student's parent/guardian and by the school principal or guidance counselor. Home-schooled students may submit a Special Application with a parent/guardian signature. Forms can be obtained at [www.rcbc.edu](http://www.rcbc.edu), via the Student Services office in Evans Hall or at the student's High School Guidance Office.

## College Acceleration Program (C.A.P.)

The College Acceleration Program provides students with the opportunity to take college-level courses for credit at Rowan College at Burlington County while enrolled in their current high school. Students in this program can begin working toward an associate degree while completing their high school coursework.

Courses in this program are taught by high school teachers who have been approved by RCBC.

RCBC determines the courses that qualify for this program.

To be eligible for this program, students must have achieved junior or senior-level status in their high school and be approved for entry into the program by her/his guidance counselor and/or high school principal.

## Spring Ahead! Program

High School seniors at Burlington County high schools may participate in a program for early registration at Rowan College at Burlington County. The program offers RCBC information sessions and placement testing at most schools and all schools participate in a registration visit on the RCBC campus, providing students with early selection of courses for their first semester at the college.

For more information, contact your high school guidance office or RCBC's Office of Outreach and Admissions at (856) 222-9311, ext. 1199.

## Transfer Students

Transfer students are welcome at Rowan College at Burlington County. Students seeking to transfer credits from another accredited, post-secondary education institution into RCBC must meet the criteria and fulfill the requirements stated below. The Rowan College at Burlington County Office of the Registrar, and where appropriate, the Academic Divisions have the responsibility for oversight, updating and compliance with the transfer credit policy and procedure.

### Requirements:

1. The post-secondary institution where the credits were earned must be accredited by the appropriate regional accreditation agency.
2. The transfer applicant must select a RCBC degree or certificate program. Credits will not be evaluated without a selection of degree or certificate program.
3. The course(s) to be transferred must be compatible to a RCBC degree or certificate program and the course(s) must be applicable to the student's selected degree or certification program. Non-equivalent courses are elective credits.
4. The student transfer applicant must have successfully completed the course(s) with a grade of "C" or better, unless a higher grade is required for a selective admissions program as published in the College catalog.
5. Transfer credits are not included in computing a grade point average and are listed as "TR" grades on the student's official RCBC transcript.

6. A student may not transfer more than 49 credits toward an Associate's degree program or more than 18 credits toward a Certificate program.
7. Transfer students must be placed or waived from the Basic Skills Test prior to registration as published in the "College Assessment" section of the College catalog.
8. Transfer applicants must submit an **official transcript** from all previously attended institutions of higher education. Students who have attended international universities must have their transcripts evaluated (course-by-course) by the World Education Service or by any NACES (National Association of Credential Evaluation Services) prior to submitting an official transcript.
9. Credits may be awarded for military training based on an evaluation by the American Council on Education. Students are responsible for contacting ACE to have official transcripts sent to Rowan College at Burlington County.
10. Rowan College at Burlington County participates in NJ Transfer and accepts all course equivalencies listed on the NJ Transfer web site ([njtransfer.org](http://njtransfer.org)). The credits shall be accepted for transfer in to RCBC once an official transcript is received and reviewed by the Office of the RCBC Registrar.
11. Courses taken in Mathematics, the Sciences, and Computer Science are subject to review after five years and all other courses are subject to review after ten years.
12. Rowan College at Burlington County grants credit for acceptable scores from the College Level Examination Program (CLEP), the College Board Advanced Placement (AP and IB) exams. Refer to the sections in the college catalog on CLEP, AP and Credit by Department examination.

Applicants to the American Sign Language/Interpreter Education, Nursing, Allied Health and Paralegal programs must consult admission information brochures for specific policies about transferring college courses into each discipline.

After the Registrar's Office has determined the acceptability and appropriateness of the credits to the student's program, the transfer credit will be applied to the student's academic record. Students may view their academic record in WebAdvisor.

Appeals of transfer decisions are directed to the Office of the Provost.

### International Students

Before you can apply at a U.S. Embassy or Consulate for a student visa (also known as an F-1 visa), you must first apply to an eligible SEVP (Student and Exchange Visitor Program) approved school. Rowan College at Burlington County is a SEVP certified school, eligible to enroll non-immigrant visa holders whose primary purpose for coming to the United States is to be a student.

RCBC admits F-1 students for the Fall (late-August-December) and Spring (January-May) semesters.

To gain admission to RCBC, a new international student applicant must complete and submit the following documents to the Office of International Student Services to obtain a Form I-20 (Certificate of Eligibility for Non-Immigrant F-1 Student Status):

- RCBC International Student Application;
- Certified copy of high school transcripts (translated into English), that verifies completion of secondary school;
- Official TOEFL test score report\*;
- Sponsor's Affidavit and Evidence of Annual Cash Support with supporting documentation;
- Original financial statements to verify sufficient funds. These statements must:
  - Be written in English (or officially translated into English) on bank letterhead
  - Display the sponsor's name as the owner of the account
  - Be less than 6 months old
  - Show a minimum of \$24,000 USD
  - Provide proof of individual sponsor income;

- Copy of passport;
- Copy of visa and I-94 (if currently in the U.S.);
- Current and previous I-20s (if transfer student from another U.S. institution);
- A course by course evaluation by any NACES (National Association of Credential Evaluation Services) of any foreign college courses the student wants transferred to RCBC;
- Immunization Record;
- \$100.00 non-refundable application fee (check/money order – no cash)

\* The TOEFL (Test of English as a Foreign Language) is not required for admission, however, it is required for determination of the type of I-20 the student will be issued, i.e. English Language Training or the chosen program of study.

Note: Some programs have competitive and selective admissions and admission to Rowan College at Burlington County does not guarantee admission to these selected programs.

For more information, please contact the Office of International Student Services at (856) 222-9311, ext. 2232.

### Services for Students with Disabilities

Rowan College at Burlington County makes appropriate services and facilities available to students with disabilities, as defined by Section 504 of the Rehabilitation Act of 1973, which requires post-secondary institutions receiving federal financial assistance to provide "program accessibility" to students with disabilities.

A student with a disability is defined as one who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment.

At present, specialized services at the College are made available to students with disabilities on an individual basis. The College has a number of features in its construction intended as aids to individuals with physical disabilities as they move around the campuses. RCBC's vocational opportunities are accessible without regard to race, color, national origin, sex or handicap. Students with disabilities are required to follow established admissions procedures at the college. Students with disabilities are encouraged to visit the campus or contact the Office of Student Support on the Mount Laurel Campus, to discuss any special accommodations. It is the student's responsibility to provide the college with the proper documentation to substantiate any and all disabilities. This information enables the College personnel to be able to provide the accommodations necessary for a successful learning experience.

Services to students with disabilities at RCBC include the following:

- barrier-free design in all campus buildings;
- special registration procedures as requested;
- test-taking assistance for the visually and motor-skill-impaired;
- access to tape recorders for in-class use with appropriate documentation;
- special parking privileges;
- an adaptive learning lab;
- other services as needed.

For further information contact the Office of Student Support at (856) 222-9311, ext. 1208.

## Dispute Resolution for Students with Disabilities

Rowan College at Burlington County has developed an administrative procedure to assist students with disabilities in resolving any dispute in which the College or any of its agents or employees allegedly act in violation of Section 504 of the Rehabilitation Act of 1973, 29 USCA, 794. This statute, commonly known as “the handicapped access law,” prohibits discrimination against otherwise qualified handicapped persons.

There are four specific steps to follow in this procedure. Students should proceed as follows:

1. Within five college work days of the alleged incident, the student should attempt to resolve the problem personally with the college employee involved.
2. If the person is unable to reach a satisfactory resolution of the complaint in step 1 above, the person should, within five working days of the meeting with the college employee, make a written request for a meeting with the employee’s immediate supervisor. This meeting with the supervisor is to take place within 10 college work days from receipt of the request. The immediate supervisor will hear the person and collect data as needed from the employee and other college personnel and render a decision on the matter. The supervisor will communicate this decision in writing to the person and employee within five college work days after the meeting.
3. If the person is unable to reach a satisfactory resolution of the complaint in step 2 above, the person should, within five work days of receipt of the written decision following the meeting with the college employee’s supervisor, make a written request for a meeting with the Vice President in whose area of supervision the matter has occurred. This meeting is to take place within 10 college work days from receipt of the request. The appropriate Vice President will review the facts presented by the person and collect data from other personnel as needed. The Vice President will render a decision on the matter and communicate this decision in writing to the person, the employee

against whom the person has made the complaint, and the employee’s immediate supervisor within five work days after the meeting.

4. Any person may appeal the decision of the Vice President directly to the President of the College. The notice of appeal must be received at the Office of the President within five college working days of the date of the Vice President’s decision. The President, within 10 college work days of receiving the notice of appeal, shall either confirm, reverse, or modify the decision of the Vice President. The President’s written decision shall include his/her reasons for arriving at said decision. Said decision shall be final.

The steps are outlined in Administrative Procedure 904A, published in the Student Handbook/Calendar. Copies of this procedure are also available from Stacy Jankiewicz, Title IX and Section 504 Coordinator, located in the Office of Human Resources in the Parker Center on the Pemberton campus or by calling her at (856) 222-9311, ext. 1523.

In the event that litigation is brought against the college or any of its agents or employees alleging any statement of facts constituting a violation of Section 504, the college will move to dismiss such litigation in all cases where the plaintiff has failed to utilize this student dispute resolution procedure.

### College Assessment

The State of New Jersey requires all institutions of higher education to assess all full-time and part-time entering students for proficiency in reading, writing, computation and elementary algebra. Students will be assessed after they have been admitted to the college. All degree-seeking students must show ability to benefit from college-level courses. The assessment will be used for course placement purposes. No student will be denied admission to the college based on the assessment results but course selection may be restricted based on the student’s performance on the assessment. The assessment is taken after application materials have been processed. Students may be exempt from taking the assessment if they:

- are enrolled in a bilingual or English as a Second Language (ESL) program. They must be evaluated after they complete the program.
- already hold an associate degree or higher from an accredited college or university and can provide proof of completion.
- have successfully completed the equivalent of English Composition (ENG 101) and college-level math (MTH 107 or higher) with a grade of “C” or higher and can provide proof of completion.
- scored 540 or higher on SAT Writing and 530 or higher on SAT Math, or have the ACT score of 23 in Reading and 20 in Math and provide proof of completion.
- have met the college’s requirement for CLEP or Advanced Placement in English, computation and elementary algebra.
- have completed developmental courses comparable to RCBC’s highest level of remediation at another regionally accredited college. Students must provide a transcript and a catalog course description.
- are not working toward a degree and want to attempt fewer than 30 credits. The assessment will be required prior to attempting the 30th credit.
- have taken the assessment at another New Jersey college and the results have been forwarded to:

Test Center  
Lead Test Coordinator  
601 Pemberton Browns Mills

Rd.

Pemberton, NJ 08068

Applicants cannot register for English Composition (ENG 101) or college-level mathematics (MTH 100 or higher) or courses with a math or English prerequisite if they have not taken nor have been exempt from the assessment.

### **Advanced Placement**

Rowan College at Burlington County may grant credit hours for the College Board Advanced Placement Program examinations. Students must have an official AP Grade Report (transcript) from the College Board Advanced Placement Program sent to the RCBC Office of Outreach and Admissions. The transcript will be evaluated and credit given for courses offered by RCBC if the scores meet the RCBC criteria. Contact the Office of the Registrar for further information.

### **Credit by Departmental Examination**

Rowan College at Burlington County offers institutional credit-by-examination in limited and specific areas. A non-refundable fee is charged for each examination. A maximum of 30 credit hours may be earned if procedure and criteria are met. No grades are recorded. Credit awarded is reflected on a student's transcript. For forms, contact the Office of the Registrar.

### **Credit Through CLEP**

Rowan College at Burlington County may grant up to 30 credit hours earned through the College Level Examination Program (CLEP) General Examinations on scores recommended by the American Council on Education. Similar credit may also be awarded for subject examinations. To schedule an appointment for the CLEP Examination, contact the Test Center.

Contact the Office of the Registrar for tests and scores accepted by RCBC.

### **Foreign Language Placement Policy**

Students may begin the study of a foreign language at the elementary level, but students who have successfully completed two years of a foreign language in high school are encouraged to begin with 201. Students are assisted in selecting the appropriate level at which to begin by a faculty member.

### **Burlington County Police Academy**

The college has articulation agreements with the Burlington County Police Academy and the Burlington County Fire Academy. Burlington County Police Academy graduates can earn up to 15 credits in selected courses from Rowan College at Burlington County. Graduation must have occurred after 1987 and the graduate must have been a resident of Burlington County during enrollment. For additional information contact the Liberal Arts Department.

### **New Student Orientation**

All new students are required to participate in the orientation session held prior to the start of their first semester at RCBC. The orientation session is designed to acquaint students with college policies and procedures, the layout of the campus and key college personnel. New students will be informed by letter of the dates for orientation.

### **Drug-Free Campus**

It is an objective of Rowan College at Burlington County to provide a safe, drug-free environment for members of the college community and to comply with the provisions of the Drug-Free Workplace Act and other applicable laws. Receipt of federal grant funds is conditioned upon the agreement of the college to comply with federal law; failure to comply may result in the suspension or termination of a grant award or the college's eligibility for federal grants.

The Student Code of Conduct (Board Policy 903 B) makes it unlawful to manufacture, distribute, dispense, possess or use a controlled substance on campus. Students found in violation will be reported to the local authorities and may be expelled from the college.

Students should be aware of the various drug counseling, rehabilitation and student assistance programs available. Information is available in the Office of Academic Advisement and college academic advisors/counselors can assist with referral if a student so desires.

### **Student Conduct**

It is the responsibility of all students of Rowan College at Burlington County to read and be familiar with the rules and regulations governing student conduct. The Code of Conduct is on page 45 in this catalog.

The code shall at all times be interpreted on the general principle that all students shall incur like penalties for like violations and that the accused are assumed innocent until proven guilty based on a preponderance of evidence. Students accused of misconduct shall be given written notice within five class days of a formal disciplinary hearing. Notification must state specific charges, the name of the accuser, possible penalties if found guilty, the date, time and place of the hearing and any other basic information relating to the case.

The Rowan College at Burlington County Public Safety Office receives and investigates all incidents. If the situation warrants police action, or if the individual reporting the matter makes a request, the Public Safety Office will contact the applicable municipal police department.

RCBC's Public Safety Department will summon the assistance of other agencies to provide services that require special resources.

For assistance at  
Mount Laurel (856) 222-9311, ext. 2100  
Pemberton (609) 894-9311, ext. 1100  
Willingboro (609) 877-4520, ext. 3100  
Mount Holly (609) 267-5618, ext. 4100



# Financial Information

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## TUITION AND FEES

### Payment Policy

All tuition and fees must be paid on or before the date stipulated by the college. A last date to pay is established for early registration for each semester and term. This payment must be received by the Business Office by the established date. Those students registering after Payment Due Date must pay a registration fee. Students who register on the First Day of Classes or later must pay a late registration fee. All students who register after the Payment Due Date, payment in full is due at the time of registration. All payments made after the due dates are subject to a late payment fee. **Payments can be made online at [rcbc.edu/webadvisor](http://rcbc.edu/webadvisor).**

*The student will be obligated for the payment of tuition and fees unless a Student Schedule Change Request (drop form) is submitted to the Office of the Registrar prior to the start of a semester/term.*

*It is the students' responsibility to notify the Business Office of changes to their schedule so their payment plan can be adjusted.*

*Status change forms are available in the Business Office. Time limits are imposed to terminate agreements.*

*If the student payment plan down payment is returned (non-sufficient fund, NSF) for any reason, the student payment plan will be terminated immediately and student class schedule will be dropped. The student must re-register if student classes are still available and set up the payment plan using another method of payment.*

Student accounts that have an outstanding balance but no acceptable payment arrangement are considered delinquent. Rowan College at Burlington County may refer the delinquent account to a collection agency. When the account is placed with the collection agency the student will be responsible for paying all collection agency fees. The collection agency fee is based on a percentage of the total of the delinquent account placed with the agency. Official transcripts will not be

forwarded for any student with an overdue account. Students with an outstanding balance will be prohibited from registering.

Students whose employers offer tuition benefits must submit, on company letterhead, a non-contingent request for an employer deferment prior to the semester payment due date.

### Application Fee

A fee must be paid by each applicant when first applying for admission to the college. This processing fee is not refundable.

International Student applicants must pay a fee for admission to the college.

### Tuition

For current tuition rates please visit [rcbc.edu/businessoffice/tuition-fees](http://rcbc.edu/businessoffice/tuition-fees).

*Tuition, fees and other charges are subject to change at any time in accordance with the policies established by the Board of Trustees of Rowan College at Burlington County.*

### General Fee

A per credit hour fee is charged to all students to provide funds for student cultural and social programs. Please see page 17 for the current general/activity fee.

### Technology Fee

Enables the college to add and replace computers, software, library resources, and other items for student use. Please see page 17 for the current technology fee.

### Student Activity Fee

A per credit hour fee is charged to all students to provide funds for student activities.

### Supplemental Fee

A per credit hour fee provides for the costs associated with the graduation process and transcript requests.

### Facilities Fee

A per credit fee to support capital and facilities needs at the college.

### Chargeback Law

#### (Non-Burlington County Residents)

New Jersey residents living outside of Burlington County and attending Rowan College at Burlington County in a **Chargeback** eligible program **must** obtain an **Application and Certification of Eligibility for Chargeback** form from the Recruitment Office or Registrar of the student's home community college. Failure to apply for a Chargeback **will result in additional charges, covering the cost of the course, to the student.**

Completion of this process may result in the student being charged the in-county tuition rate.

For further information regarding chargeback eligible programs and requirements, please contact Office of Outreach and Admissions or the Business Office.

### The Following Procedures are to be Followed:

1. First semester students will receive a letter from the Office of Outreach and Admissions verifying their admission to Rowan College at Burlington County.
2. A copy of the College Assessment scores should be obtained from the Test Center.
3. All out-of-county students will receive information from the Office of the Registrar indicating the courses or curriculum enrollment for the semester.
4. All necessary information must be processed by the appropriate office (Office of the Registrar, Office of Outreach and Admissions and Business Office) of your home county college.
  - a. A "Certificate of Eligibility" will be issued if approved
  - b. A refusal form will be completed if denied
5. A Residency Certificate must be completed by the County Treasurer's Office of your "home" county.
6. Return all information to the RCBC Business Office.
7. This process must be completed by the deadlines established by your "home" county.
8. Renewal by semester depends on the procedures established by your "home" county college.

### Special Rates for Senior Adults

Students age 60 years and above pay \$32 per credit, plus technology and supplemental fees. They will pay all applicable course fees as well as late and change fees, but no application or general fee will be charged.

Senior adults must complete a waiver form. They must also provide proof of age and Burlington County residency at the time of registration.

### Course/Materials Fees

Some courses at the college require additional fees to pay for laboratory hours and/or additional materials required for the course.

### Returned Check Fee

Any check returned to the college by the bank on which it is drawn, for any reason whatsoever, will incur a processing fee and in the future, the student's privilege of writing personal checks to the college may be revoked.

Post-dated checks will not knowingly be accepted by the college, and if returned by the bank, are subject to the returned check fee.

### Identification Card

Each student is issued a free ID card at the time of registration. There is a \$20 replacement fee for identification cards.

### Schedule Change Fee

Once classes begin, a NON-REFUNDABLE fee is charged EACH time a student ADDS a class or CHANGES a section when the change is for the student's personal convenience or for a change in instructor.

### Credit Cards for Payment of Tuition and Fees

The college accepts VISA, MasterCard, Discover and American Express for payment of students' current financial obligations.

### Affordable Monthly Tuition Payments

Rowan College at Burlington County has made it easier and more affordable than ever for you to pay for your education. We offer an interest-free monthly payment plan for each semester. There is a \$25 enrollment fee for each semester that you enroll in the payment plan. The enrollment fee amount is subject to change without notice. The enrollment fee is in addition to the down payment amount. Your monthly payments can be automatically deducted from your bank account or you can charge them to your American Express, Discover, MasterCard or VISA card. Students can apply for the payment plan via the internet. Go to [rbc.edu](http://rbc.edu) and click on the section labeled "Financial Resources, Business Office/Payment Plans." You must be enrolled in 6 credits or more to qualify for the payment plan.

The earlier you enroll, the lower your down payment and the more monthly payment plan options are available. By making monthly payments you may be able to take more classes so that you can graduate earlier. Visit the Business Office for more details.

### Financial Aid

For information on financial aid programs offered by the college, see pages 20-23.

### Refunds

#### Dropped Courses

A drop/add form must be completed and filed with the Office of the Registrar by students dropping courses for any reason. Failure to follow this procedure will result in the forfeiture of any refunds.

Refund amounts of 100%, 50% and 0% are based on the date the form is received by the Office of the Registrar. Specific withdrawal dates can be obtained by contacting the Office of the Registrar.

#### Tuition Refunds

Tuition refunds are processed during the 60 working days following the last day of the official Drop/Add period. Refunds are made by check for students who paid by cash or check or by credit to students who paid by bank credit card. All check refunds are mailed to the student's address on file. It is the student's responsibility to see that his/her correct mailing address is on record with the college. Students with questions regarding refunds should contact the Business Office.

### Exceptions and Appeals Committee

The college maintains a Committee on Exceptions and Appeals for the purpose of reviewing student petitions to the college's stated financial policies. The Committee makes its decision based on the student's written request and justification as supported by appropriate documentation (i.e., verification of extended hospitalization from a doctor or hospital, transfer orders signed by a military commander, etc.). Students must have a drop status, withdrawal "W" or an administrative withdrawal "AW" for consideration.

The petition should be submitted within 90 days of the occurrence which necessitates the appeal. Appeals submitted after 90 days must be supported with extraordinary circumstances to be favorably considered.

The petition form is available at [rbc.edu](http://rbc.edu).

### 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 . . . . .	\$5.00 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 2015*

## FINANCIAL AID

Mount Laurel, Evans Hall. For other locations, see our website.

Phone: (856) 222-9311, ext. 1575

Email: [financialaid@rcbc.edu](mailto:financialaid@rcbc.edu)

Federal School Code: 007730

[rcbc.edu/financialaid](http://rcbc.edu/financialaid)

### Introduction

RCBC has a comprehensive financial aid program that includes scholarships, grants, loans and work-study opportunities to assist students in meeting college costs. Funds come from many sources, including state and federal governments, local business and industry, and civic organizations. Funds are available not only to those with high financial need, but also to middle-income families that find it difficult to pay for a college education.

### Financial Aid Office Mission Statement

The Financial Aid Office of RCBC is committed to providing quality financial aid services to all eligible students and

- Delivering Federal Title IV aid, New Jersey state aid, RCBC Foundation assistance, and outside scholarship assistance to students who are eligible for educational funding via these resources.
- Acting as a resource to county residents, providing information about the financial aid application process.
- Serving our students in a timely, equitable, accurate, courteous, and fiscally responsible manner adhering to all federal, state, and college regulations.

### Applying for Financial Aid

The first step in applying for financial aid is to complete the Free Application for Federal Student Aid (FAFSA). This allows you to apply for federal and state grants and many institutional scholarships. There is no charge for filing the FAFSA. Filing online at [fafsa.gov](http://fafsa.gov) is the fastest, most efficient way to apply for financial aid.

**Note:** You must complete a FAFSA every academic year.

### Deadline

For a file to be considered complete, your FAFSA must be processed by the Department of Education and the results received by RCBC. In addition, you must submit any documentation requested by RCBC in order to complete your FAFSA application. If you are selected for verification, you will be asked to submit documentation that allows RCBC to confirm the data you submitted on your FAFSA.

Visit [rcbc.edu/financialaid/important](http://rcbc.edu/financialaid/important) to see a current list of important dates and deadlines pertaining to Financial Aid at RCBC.

Priority applications will be processed prior to the start of the semester. However, as long as we receive your FAFSA before the end of the enrollment period for which you are applying for aid, we will review your eligibility.

### Completing the FAFSA

You should complete the FAFSA using tax information from the prior calendar year. If you are a dependent student, according to federal guidelines, then you must list both your and your parent's information. If you are married, then you must list information for yourself and your spouse. Sign and date the FAFSA and have your parent sign if you are a dependent.

We encourage you to electronically file and sign your FAFSA with the Department of Education at [fafsa.gov](http://fafsa.gov). It is the fastest and easiest way to file your FAFSA every year that you are attending RCBC.

In the school choice section of the FAFSA, you must tell the federal processor which schools should receive your information. Enter RCBC's Federal School Code: 007730

### How Do I Get Help?

For your convenience, you can apply for a PIN and file online using one of the 'Student Use' computers available on all campuses.

Online help with the filing process is available at [fafsa.gov](http://fafsa.gov) and at [studentaid.ed.gov](http://studentaid.ed.gov). You can also obtain help at 1-800-433-3243.

### What Happens Next?

After you have completed your FAFSA, you should receive your Student Aid Report (SAR) from the US Department of Education's Federal Processor. RCBC receives the same information electronically. We will inform you of the status of your application and tell you if we need any additional documentation. Once your file is complete, we will send you a notice of your eligibility.

## GRANTS AND SCHOLARSHIPS

### Federal Pell Grants

Federal Pell Grants are the single largest grant program at RCBC. It is a federally-funded program open to all RCBC students who are degree or certificate-seeking and demonstrate financial need. The amount of the grant award is based on the number of credits of enrollment, cost of attending RCBC, and the student's EFC (a formula used by the Department of Education to determine financial need).

### Federal Supplemental Educational Opportunity Grants (FSEOG)

FSEOG is also a federal grant. It is designed for students with exceptional financial need. FSEOG grants at RCBC average \$200 per year and do not have to be repaid. Eligible degree-seeking students must register for at least six credits for each semester during which they receive FSEOG funds. FSEOG funds are awarded to the neediest Pell Grant recipients.

### Tuition Aid Grants (TAG)

TAG is a state program, and is based on a student's family income, number of persons in the family, the number of persons in the family who are attending college, the cost of tuition and fees at RCBC and other expenses met by the student's family. Grants do not have to be repaid and may be used during the fall and spring semester only. To be eligible, a person must have resided in New Jersey for at least 12 months prior to the application date for the grant, be a degree-seeking student, register for at least 6 credits, and file the FAFSA.



## **Educational Opportunity Fund Grant (EOF)**

Students enrolled in the EOF program are entitled to receive an EOF grant.

Eligibility requirements are:

1. Acceptance into the EOF program. (See EOF in the Special Programs section.)
2. Meet EOF financial eligibility guidelines.
3. Full-time (12 credits) academic status, seeking a degree.
4. One year residency (12 months) in New Jersey.

EOF is a state grant and does not have to be repaid. Students must complete the FAFSA, an EOF application and arrange for an interview with the EOF Office. Interested students should call the EOF office at (856) 222-9311, ext. 1462.

## **New Jersey Student Tuition Assistance Rewards Scholarship (NJ STARS)**

New Jersey residents who graduate in the top 15% of their high school class are eligible for up to five semesters of free tuition. (Please note scholarship is a tuition only award; no course fees will be covered) You must be enrolled in a minimum of 12 college-level credits every semester and maintain a 3.0 GPA. NJ STARS award will no longer pay for remedial/developmental course work. A NJ STARS-eligible student must complete all developmental course work one year from high school graduation. It is recommended that developmental course work be completed while the student is in High School or in the summer term prior to his/her Fall enrollment. The student must enroll in an associate degree program of a New Jersey community college in the county in which they reside. Out-of-county residents are considered only if their home-county college does not offer the program they are interested in pursuing.

## **Student Employment**

### **Federal Work-Study Program (FWS)**

FWS is a federal employment program in which the government allocates funds to the institution to employ students on campus to help them pay for their education expenses. FWS is available to degree-seeking students enrolled for at least six (6) credits and who show financial need. Students generally work an average of 20 hours per week. Recipients must be U.S. citizens or permanent residents and must be making satisfactory academic progress. In order to receive consideration for the FWS students must file the Free Application for Federal Aid (FAFSA) each year.

### **Rowan College at Burlington County Foundation Scholarships**

RCBC Foundation Scholarships are awarded each year to a select number of recipients based on academic merit and financial need. Scholarship amounts vary but can cover up to the cost of tuition and fees. Application is made available on the Foundation Scholarship website at [rcbc.edu/foundation](http://rcbc.edu/foundation) and usually consists of an application, a personal essay, letters of recommendation, and a recent transcript. The Foundation Scholarship Committee reviews applications. Funds for the Foundation's scholarships are made possible by a variety of local organizations, business, industry, non-profit organizations and individuals.

## **LOANS**

### **Direct Lending**

Rowan College at Burlington County participates in the William D. Ford Federal Direct Loan (Direct Loan) Program. Under the Direct Lending Program, the funds for your loan come directly from the federal government.

This program is available to students enrolled in a minimum six credits (part-time) per semester. In addition to completion of the FAFSA, borrowers must complete a master promissory note and a loan entrance interview. Loans are repayable after graduation or when you enroll less than half time. For additional information about student or parent loans, visit the Direct Lending section on [rcbc.edu/financialaid](http://rcbc.edu/financialaid).

## **Annual Limits**

*Dependent Student Annual Subsidized and Unsubsidized*

1st year (less than 29 credits earned)—\$3,500

2nd year (29 or more credits earned)—\$4,500

*Independent Student Annual Subsidized and Unsubsidized*

1st year (less than 29 credits earned)—\$3,500

2nd year (29 or more credits earned)—\$4,500

*Dependent Student Annual Combined Subsidized and Unsubsidized*

1st year (less than 29 credits earned)—\$5,500

2nd year (29 or more credits earned)—\$6,500

*Independent Student\*\* Annual Combined Subsidized and Unsubsidized*

1st year (less than 29 credits earned)—\$9,500

2nd year (29 or more credits earned)—\$10,500

\*\* Includes dependent students whose parents are unable to borrow PLUS loans.

### **Subsidized Loans**

Subsidized direct loans are federally guaranteed loans based on financial need. Interest does not accrue on the loan while you are enrolled for at least half time, or during future deferment periods. A student can not receive financial aid that will exceed the cost of attendance.

### **Unsubsidized Loans**

Unsubsidized direct loans are federally guaranteed loans based on no financial need. Interest will begin accruing from the time the loan is disbursed to the school.

A student can not receive financial aid above the cost of attendance.

### **Federal Parent Loan for Undergraduate Students (PLUS)**

The PLUS program makes education loans available for parents of undergraduate students. Annual loan limit is the dependent student's cost of education minus any estimated financial aid received. Repayment begins within sixty days of disbursement, with up to ten years to repay.



## **NJ CLASS**

The CLASS loan program is for students and supplements the Direct Lending program. Annual loan limit is the cost of education minus any financial aid received. There are three repayment options: (1) defer all payments until after graduation; (2) pay interest only; (3) or pay interest and principal.

Students must use their full Federal eligibility first. For more information, visit [hesaa.org/NJCLASS](http://hesaa.org/NJCLASS).

## **How Aid is Awarded**

Unless otherwise noted as a merit-based scholarship, financial aid is awarded to students solely on the basis of their financial need. Financial need is the difference between a student's cost of attendance and their financial resources, as determined by RCBC using the student's FAFSA.

## **Cost of Attendance**

The student's cost of attendance includes allowances for such items as tuition, fees, books, supplies, room and board, personal expenses and transportation for one academic year.

## **Resources—Expected Family Contribution**

The family's expected contribution is computed from the data the family submits on the FAFSA to the Department of Education. If you are a dependent student, it comprises the parent's contribution and the student's contribution from income and assets. If you are independent, it is based on your and, if married, your spouse's income and assets.

## **Other Resources**

Other resources may include government education benefits, employer tuition payments, veteran benefits, and other payments made to your student account by outside third parties. All other resources are used in determining your financial need and must be reported to the Financial Aid Office.

## **Outside Aid**

Outside aid is typically a RCBC Foundation scholarship, veteran benefits or other private scholarships. All outside aid is used in determining need and must be reported to the Financial Aid Office.

## **General Eligibility Requirements**

To qualify for federal, state, RCBC need-based financial aid and most assistance other than scholarships, you must meet general eligibility requirements:

- Have a high school diploma, GED or equivalent
- Be enrolled or accepted for enrollment in a degree or certificate program
- Be a U.S. citizen, U.S. national or eligible non-citizen.
- If you are selected for verification by the Department of Education or RCBC, complete the verification process prior to disbursement of any financial aid funds.
- Maintain satisfactory academic progress in your degree or certificate program of study.
- Not be in default on a federal student loan.
- Not owe a refund on a federal or state grant.
- Demonstrate financial need to qualify for need-based funds.
- Meet the defined criteria for each financial aid program section of the RCBC website.

## **Financial Aid Satisfactory**

### **Academic Progress (SAP) Policy**

All students receiving student financial aid from federal, state or institutional sources must make satisfactory academic progress (SAP) at Rowan College at Burlington County (RCBC). SAP is monitored at the end of each semester for aid recipients who are degree-seeking or pursuing a certificate. SAP measures a student's performance for all terms of enrollment, including terms in which the student does not receive financial aid. The three requirements measure cumulative grade point average, percent of credits earned relative to those attempted, and percent of attempted credits, including transfer credits, relative to the credits required for program completion.

A financial aid applicant is responsible for knowing the Financial Aid SAP Policy. The Financial Aid Office sends a notification of aid eligibility (or ineligibility) to a student who has been placed on probation or suspended status. Whether or not a student receives the notification, responsibility for meeting the minimum SAP requirements to qualify for student aid remains with the student. Students who are ineligible for aid may enroll at RCBC if they are able to pay for tuition and fees. Payment arrangements can be made by contacting the RCBC Business Office.

**To maintain satisfactory academic progress and aid eligibility, an aid recipient must meet all three of the following minimum requirements.**

### 1. Completion Rate

A student must successfully complete a minimum of 66.67% of all credits attempted to be making Satisfactory progress and maintain aid eligibility. Credits with a grade of A, B+, B, C+, C, D, or P are successfully completed. If a completion rate is below 66.67%, a student will be considered on suspended status.

### 2. Maximum Time Frame

A student must complete a program of study within 150% of the number of credit hours required for degree graduation or certificate completion to be making Satisfactory progress and maintain aid eligibility. The 150% is measured on the basis of attempted credits, including transfer credits. For example, if an associate's degree program requires 64 credits for graduation, it must be completed within 96 credits to maintain aid eligibility. Since credit hour requirements for academic programs vary, check the college catalog for the precise number of credits required. Multiply the number by 1.5.

NOTE: The measure of maximum time frame will exclude up to 30 credits of developmental course work and all English as a Second Language (ESL) course work in the calculation of attempted credits.

If the number of attempted credits exceeds 150% of the active program's requirement for graduation, the student is placed on suspended status. The student may appeal based on special circumstances or a change in the academic program of study. See Appeal Process below.

NOTE: RCBC permits the pursuit of more than one academic program concurrently. Maximum Time Frame will be measured using the credit number requirements of the longest standing active program.

### 3. Cumulative Grade Point Average

A student must maintain at least a 2.0 cumulative grade point average (GPA) to be making Satisfactory progress and maintain aid eligibility. The GPA is calculated by dividing total number of grade points earned by the total credits attempted for courses with grades of A, B+, B, C+, C, D, and F.

If the cumulative GPA is less than 2.0, the student is placed on suspended status.

#### Status Definitions and Aid Eligibility

- **Satisfactory Status** – Student is eligible for financial aid. This category may include students with no SAP issue at all, students who have successfully completed their Warning period of enrollment and are following their Academic Plan, and students who have met SAP requirements after being ineligible previously.
- **Warning** – Defined as any student not making SAP standards for the first time. Student may automatically receive aid for one semester while on Financial Aid Warning and no appeal is necessary.
  - The Financial Aid Warning period will consist of the next semester the student is enrolled in classes.
  - Students will continue to receive financial aid while on Financial Aid Warning.
  - If student has not met SAP requirements after Warning period, he/she will need to submit an Appeal. If appeal is approved, student will be placed on Probation status.
- **Suspended** - Failure to meet the three minimum requirements, but student is eligible to appeal. If the appeal is approved, the student can continue financial aid eligibility for another period of enrollment under a Probation status. Students may also choose not to appeal and attempt to regain financial aid eligibility by meeting SAP while paying out of pocket (without any financial aid). Students in this category are ineligible for financial aid.

- **Probation** - Failure to make SAP, but appeal is approved and student is financial aid eligible for one more period of enrollment, or possibly more if following required Academic Plan (which may include documentation requirements not directly related to academic performance).
- **Ineligible** - Failure to make SAP and/or failure to follow required Academic Plan. This status also applies to appeals that are not approved - the student is not eligible for financial aid until cumulative SAP standards are met.

#### Academic Amnesty for Financial Aid

Federal regulations make no provision for academic amnesty. If a student's prior coursework was given special treatment under RCBC's provisions for Academic Amnesty, the student's cumulative GPA must be calculated based on the inclusion of all credits attempted at RCBC. If the recalculated GPA is less than 2.0, the student may appeal to the Financial Aid Office for special circumstances.

#### Transfer Credits for Financial Aid

Credits transferred from another college are counted in the number of credits attempted and completed to measure completion rate and maximum time frame. Transfer credits are not counted in the calculation of grade point average.

### **Withdrawals/Incompletes/Repeats/ Other Grades for Financial Aid**

*NOTE: None of the following grades are included in the calculation of cumulative GPA with the one exception of the highest grade earned on a repeated course.*

Credits with a grade of “AW” (academic withdrawal), “W” (withdrawal) or “E” (old excused withdrawal) assigned after the drop/add period of a term are treated as attempted but not earned.

Credits with a grade of “I” (incomplete), “X” (extended incomplete), “SR” (stopped attending remedial level course) or “ST” (stopped attending college-level course) are treated as attempted but not earned.

Credits for repeated courses are treated as attempted but not earned, except for the course with the highest grade, which is included in the GPA calculation.

Credits for developmental and ESL coursework with a grade of “A\*” (outstanding), “B\*” (advanced), “C\*” (pass), “P” (pass), “O” (outstanding), “S” (satisfactory) are treated as attempted and earned. The grades of “F\*” (unsatisfactory), “U” (unsatisfactory) or “Q” (questionable) is treated as attempted but not earned.

Credits with a grade of “N” (no grade reported) or “NA” (non-attendance) are treated as attempted but not earned.

A grade of “AU” (audit), “L” (old audit), “M” (old audit non-attendance), “Z” (withdrew before the 10th day of a term) or “EX” (credit by exam) are not included in attempted or earned credits

### **Second Degree Students for Financial Aid**

Financial aid is available for students pursuing a second degree. Credits hours attempted and/or completed toward a prior degree will be included in the measures of Completion Rate and Maximum Time Frame, along with any transfer credits.

### **Change in Program for Financial Aid**

If a student changes academic programs, the credits from the prior program will be counted in attempted and earned credits. If the student does not meet the minimum SAP requirements, the student may appeal on the basis of a change in program and request that only credits applicable to the new program be included in the calculation of cumulative GPA, completion rate, and maximum time frame.

### **Ineligibility for Financial Aid**

Students classified as on Academic Dismissal by RCBC are immediately ineligible for financial aid. Any aid disbursed for a term in which the student has been dismissed must be repaid to the college.

Students who do not meet the minimum SAP requirements and have a SAP status of suspended are ineligible for financial aid. Any aid disbursed for a term in which the student is disqualified must be repaid to the college.

### **Appeal Process for Financial Aid**

Students placed on suspended status may appeal their status and eligibility for financial aid. Appeals must be submitted in writing to the Financial Aid Office and will be evaluated by the Financial Aid SAP Committee for special circumstances. Special circumstances with documentation that may be approved:

1. student has a serious illness or accident,
2. death, accident, or serious illness in the immediate family,
3. unanticipated military deployment, or
4. change in academic program

Documentation of the student’s special circumstances, past academic performance, and assessment of ability to make up the SAP deficiencies will be evaluated. If the appeal is approved, the student is placed on Probation for one term if pursuing a degree or certificate. Approval of financial aid based on an appeal is normally granted one time during a student’s academic career at Rowan College at Burlington County. If a student has not corrected the deficiencies after the first probationary period, the student is ineligible for aid until the deficiencies are corrected.

Unless there are special circumstances, a student placed on suspended status should demonstrate the ability to successfully complete coursework without financial aid before making an appeal. For example, a student enrolled for 12 semester credits who successfully passes all courses with a minimum 2.00 GPA and with grades of “C” or better, and who can complete the program of study within the allowable maximum time frame, is encouraged to file an appeal.

A student who fails to meet the SAP requirements and chooses to enroll without benefit of financial aid does not need to appeal for reinstatement of financial aid eligibility when the SAP minimum requirements are met.

Students should be aware that being re-admitted to RCBC does not automatically make them eligible for financial aid. Students must meet the standards above to qualify for financial aid eligibility. Students that have lost eligibility to participate in federal student aid programs for reasons of satisfactory academic progress can regain that eligibility only by enrolling at Rowan College at Burlington County at his/her own expense and demonstrating that he/she is capable of completing a semester without any failures, incompletes or withdrawals and showing the ability to complete his or her degree requirements in a more regular fashion. The mere passage of time will not ordinarily restore eligibility to a student who has lost eligibility for failure to make satisfactory progress.

*As of July 01, 2011 Students are responsible for the most current version of this policy, which is reviewed annually and published in the financial aid section of the RCBC website.*

# Registration

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## Registration

An official registration must be processed online or in person to attend classes. No student is permitted to attend a class if his/her name does not appear on the class list. Only students who have officially registered and paid, and whose names appear on the official class list, are permitted to attend the class and receive a grade or credit for the course.

## Prerequisite and Corequisite Courses

Some courses require successful completion of another course called a prerequisite before enrollment. Courses may also require concurrent enrollment in a related course which is called a corequisite. Knowledge of the information in the corequisite course is considered necessary to be successful in the other course. In certain special circumstances, students may obtain permission from the faculty member or appropriate academic administrator to take a course without the prerequisite or corequisite.

## Certification/Verification

Certifications and verifications of enrollment and academic status are processed by the Office of the Registrar. These verifications will normally be done after the end of the Add period. Enrollment Verification forms are available online at [rbc.edu](http://rbc.edu). Veterans' certifications are processed by the Financial Aid Office. Please allow five business days for processing.

## Cancellation of Classes

Regularly scheduled classes may be cancelled due to snow or other conditions beyond the control of the college. See page 203 for more information.

Classes may be cancelled due to lack of or low enrollment. Affected students are informed by telephone and/or in writing by the academic division offering those classes. Students are given a choice of selecting other sections and/or other courses if they so desire or the refund of tuition and fees.

## Registration Schedule Changes

Students wishing to make changes to their schedule following initial registration may do so through the last day of the Drop/Add period. Deadlines are published in each semester/term course brochure. A drop/add must be processed in the student WebAdvisor account or a drop/add form submitted to the Office of the Registrar to make such changes. There is a \$20 fee for schedule changes. The course drop may also incur additional costs.

Students who drop a course prior to the first day of the semester/term will receive a 100% refund and no record of the course will appear on the academic transcript.

From the first day of the semester/term through the Drop/Add period, students who drop a class, will be dropped at 50% (which means a balance of 50% for the class will still be owed to the college) and the course will not appear on the academic transcript.

## Withdraw From Courses

A student may withdraw from a course and receive a grade of "W" up to the end of the ninth week of classes in a regular semester or up to an equivalent time in a given term. For information on refunds see page 17.

Students who need to withdraw from a course or courses must complete a withdrawal form and return the completed form to the Office of the Registrar within the established deadline.

Students who fail to withdraw according to established procedures will receive grades of "ST" for college-level courses and "SR" for developmental courses in which they were registered but stopped attending.

## Administrative Withdrawals

A student may have the need to withdraw after the official withdraw date due to an extenuating circumstance. In these instances, students may request an Administrative Withdrawal from the Office of the Registrar.

The following are Administrative Withdrawal criteria:

1. Requests must be submitted in writing and substantiated by official documentation.
2. Requests will **only** be considered if the date(s) of the extenuating circumstance coincide with the applicable semester/term in which courses are attempted.
3. Requests will only be considered up to 30 business days after the end of the semester in question.
4. Administrative Withdrawals will be applied to **all courses** taken within the semester/term of the request.
5. Administrative Withdrawal decisions do not eliminate a student's financial obligation to the college. Students are responsible for their tuition and fees.
6. Petitions for tuition must be submitted to the Exceptions and Appeals Committee.



### **College Action**

Consistent with law, Rowan College at Burlington County reserves the right to dismiss at any time students who in its judgment are undesirable and whose continuation in the school is detrimental to themselves, the staff and/or their fellow students.

When a student is withdrawn from the college as a result of administrative action or for the convenience of the college (except for disciplinary reasons), he/she is entitled to full refund of tuition and fees. If the student is withdrawn from a course or courses for disciplinary reasons, he/she is not entitled to a refund.

### **To Declare or Change a Major**

Students must follow the appropriate steps to change and/or declare a new major:

1. Obtain a Change of Major form from Advising representative in Student Services or from [rbc.edu/PDFFiles/Forms/ChangeOfMajorForm0610REV.pdf](http://rbc.edu/PDFFiles/Forms/ChangeOfMajorForm0610REV.pdf)
2. Submit the completed form to the Office of the Registrar in Student Services for processing.
3. Inform the evaluation office to update the evaluation for the new major.

### **Student Appeals**

College policy establishes the following student-related committees:

#### **Academic Standards Committee**

The Academic Standards Committee reviews student appeal of academic dismissal. Forms to appeal academic dismissal are available in the Office of Academic Advisement at the Mount Laurel and Pemberton campuses and the Willingboro and Mount Holly Centers. See page 36 for deadlines.

#### **College Motor Vehicle Committee**

The college Motor Vehicle Committee adjudicates appeals against motor vehicle traffic violations issued on campus. Forms are available online at [rbc.edu/conduct](http://rbc.edu/conduct).

#### **Student Grievance Committee**

The Student Grievance Committee reviews any item not covered by other committees. Appeals can be made through the Office of the Provost.

# Services for Student Success

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**Academic Advising – (856) 929-4111**  
**Educational Opportunity Fund (EOF)**  
**Program – ext. 1462**  
**Student Support Services – ext. 1208**  
**Student Support Counseling –**  
**ext. 1582**  
**Transfer Services – ext. 2737**

## **Academic Advising** **([rcbc.edu/advising](http://rcbc.edu/advising))**

The Office of Academic Advising is committed to providing up-to-date information on academic programs consistent with students' degree and/or career objectives. Early academic planning is:

- The key to ensuring students graduate within the expected timeline.
- Part of a successful transition to the job market.
- A Component of the transfer process to any four-year transfer institution.

Academic advisors/counselors work with students regarding academic, career, transfer, personal and/or social matters. Academic advising is available through scheduled or walk in appointments on the Mount Laurel campus. Limited advising services are available by appointment at the Pemberton Campus and the Willingboro Center. Students are also encouraged to see a generalist in academic advising for selection of academic majors, placement testing information, general programmatic questions, and assistance with WebAdvisor, academic amnesty, administrative withdrawals, and student-instructor advocacy. For more details on Academic Advising, go to the Academic Advising website ([rcbc.edu/advising](http://rcbc.edu/advising)).

## **Assignment to Faculty Advisors**

Generally, students in good academic standing may be assigned to a faculty advisor in their major. Students assigned to a faculty advisor are first-time, full-time, degree-seeking students. The goal in assigning students to a faculty advisor is to assist students in planning academic programs consistent with their degree and/or career objectives. The assignments are designed to provide each student with academic information and assistance with managing the college requirements. Faculty advisor assignments will normally remain unchanged until such time as students complete their educational program, change their vocational goal or withdraw from the college.

## **Educational Opportunity Fund (EOF) Program ([rcbc.edu/EOF](http://rcbc.edu/EOF))**

The Educational Opportunity Fund (EOF) program was established in 1968 by the legislature of the state of New Jersey. The program offers a gateway to higher education for those students who are highly motivated but who are significantly burdened by economic disadvantages. The EOF program at RCBC is dedicated to providing access to higher education for students who have the potential and demonstrated motivation to succeed in college but who have not been able to realize their potential because of their economic background. The program typically recruits applicants who are historically underrepresented in higher education and who are first-generation, first-time, full-time freshman. The program is comprehensive in its approach and ensures student success by providing financial assistance and special support services. You are eligible for EOF funding if:

- You plan to enroll full-time and obtain a degree from RCBC.
- You plan to transfer to a four-year college after obtaining your RCBC degree.
- You have held legal residence in New Jersey for at least 12 months.
- You demonstrate the need for substantial financial assistance, which is determined after you submit the FAFSA application. To complete a FAFSA form go to: ([fafsa.ed.gov](http://fafsa.ed.gov)).
- You have both the potential and motivation to succeed in college as determined by a personal interview with the EOF Director.

### **Services for Students with Disabilities ([rcbc.edu/studentsupport](http://rcbc.edu/studentsupport))**

In accordance with Section 504 of the Americans with Disabilities Act of 1973, the Student Support Services Office's mission is to ensure all students with disabilities are provided access to educational and extracurricular activities while on college premises through support in the form of reasonable accommodations such as adaptive technology, counseling, note-taking assistance and American Sign Language interpreters. Students who have disabilities must provide documentation of disability (ies), attend an intake appointment, and sign a Disability Release Form ([rcbc.edu/PDFFiles/SP/Disability\\_Release\\_Form.pdf](http://rcbc.edu/PDFFiles/SP/Disability_Release_Form.pdf)) prior to the start of each semester to ensure reasonable accommodations. Copies of the Dispute Resolution for Students with Disabilities is available from Stacy Jankiewicz, Title IX and Section 504 Coordinator, located in the Parker Building, Room 401 on the Pemberton Campus or by calling her at (856) 222-9311, ext. 1523.

### **Student Support Counseling ([rcbc.edu/counseling](http://rcbc.edu/counseling))**

RCBC recognizes that attending college paired with life circumstances, can be stressful and at times overwhelming. RCBC's Academic Advising Office provides experienced staff to counsel students who may need support and referral services to assist them in making their college experience successful. Counseling services are confidential, non-judgmental, voluntary, and free of charge to currently registered students. Appointments can be set up by calling (856) 222-9311, ext. 1582 or by using our online request form at: [rcbc.edu/counseling/request-form](http://rcbc.edu/counseling/request-form).

# Additional Resources and Services

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## **Transfer Center ([rcbc.edu/transfer](http://rcbc.edu/transfer))**

RCBC has multiple partnerships with in-state and out-of state 4-year colleges and universities. Articulation and Guaranteed Admission agreements have been designed to help students transition to a baccalaureate degree with ease. Transferring to a 4-year college/university involves significant planning. Therefore, all students interested in transferring must begin the planning and application process immediately upon entering RCBC. Call the Transfer Center for an individual appointment.

## **Test Center ([rcbc.edu/testcenter](http://rcbc.edu/testcenter))**

Rowan College at Burlington County Test Center provides testing services to the college community. There are two Test Center locations, one on the Pemberton campus and the other on the Mount Laurel campus. The Test Center administers and proctors exams to both RCBC students as well as external testing customers.

The Pemberton Test Center is located in Parker Building Room 428 and the Mount Laurel Test Center is located in the TEC Building Room 219. The college placement test is offered online on a walk-in basis at both campuses. Scheduled Assessments are also offered at the Willingboro Center, the Mount Holly Center, McGuire AFB and Burlington County High Schools during Spring Ahead testing.

## **Tutoring Program ([rcbc.edu/tutoring](http://rcbc.edu/tutoring))**

Tutoring is available to currently enrolled RCBC students. The program provides academic assistance to students who are experiencing difficulty in their courses, including distance education. The service is free and available at the Pemberton and Mount Laurel campuses and Willingboro Center. All tutoring takes place in designated locations on college property. Appointments are scheduled at the mutual convenience of the student and tutor.

Anyone interested in becoming a tutor is welcome and encouraged to contact the Tutoring Office for an interview. All tutoring takes place in designated locations on college property. Appointments are scheduled at the mutual convenience of the student and tutor.

For further details contact the Tutoring Office, (856) 222-9311, ext. 1495.

## **Career Planning and Services ([rcbc.edu/careers](http://rcbc.edu/careers))**

The Career Services Center provides a full range of free resources and assistance to students and alumni of Rowan College at Burlington County. Through Career Services Center, local employers post full-time, part-time and seasonal positions as well as internships. On campus student employment opportunities are also posted online.

Additionally, the Center provides a career assessment to assist with identifying a career path and choosing a major.

To support the resources listed above, the Career Services Center conducts free workshops throughout the year on career exploration, resume and cover letter writing, improving your online image, and interview in preparation for future employment. Industry focused career fairs are also held throughout the year. All workshops are free and open to all students, alumni and community residents.

These free career services provide a variety of resources for RCBC students and alumni. For more information, email [careerservices@rcbc.edu](mailto:careerservices@rcbc.edu).

### **Career Services Location:**

Mount Laurel Campus  
Evans Hall  
(856) 222-9311, ext. 1526

## **Service-Learning Scholars ([rcbc.edu/service-learning](http://rcbc.edu/service-learning))**

The Service-Learning Scholars Program provides an opportunity for students to become leaders in campus and community engagement through a guided service-learning experience. Scholars commit to one full year in the program and participate in a minimum of 200 hours of service. The program is highly selective and successful Scholars are awarded a \$1,000 scholarship. For details regarding the application process, interested students should contact [servicelearning@rcbc.edu](mailto:servicelearning@rcbc.edu).



# Public Safety/Parking

The Rowan College at Burlington County Public Safety Department is committed to enhancing the quality of life on campus by providing the highest level of professional security and safety services. This is accomplished by integrating the optimum combinations of state-of-the-art technology and personal service to the college community.

In accomplishing our mission we are guided by following values that serve as a foundation for every action we take: Service, Integrity, Respect, Professionalism, Accountability, Mentoring, and Appreciation.

## Contact Information

Mount Laurel (856) 222-9311, ext. 2100  
Pemberton (609) 894-9311, ext. 1100  
Willingboro (609) 877-4520, ext. 3100  
Mount Holly (609) 267-5618, ext. 4100

A Public Safety Officer is available 24 hours a day to answer your call at the Mount Laurel Campus at (856) 222-9311, ext. 2100 and at the Pemberton Campus at (609) 894-9311, ext. 1100. At the Willingboro Center, (609) 877-4520, ext. 3100 and the Mount Holly Center at (609) 267-5618, ext. 4100, Public Safety is only available during hours of operations. After hours, all incoming emergency calls will be routed from the centers to one of the campuses.

For life threatening emergencies call 911, then Public Safety:

- Explain the nature of the emergency
- Your name
- The building and campus from which you are calling
- Your exact location (room number)
- Answer all questions and do not hang up until the operator is finished

The Public Safety Department has access to all areas, buildings, classrooms, custodial closets, offices, etc. The parking lots, walkways, and outside patios are well illuminated, patrolled, and monitored by the Public Safety Department.

## ID Cards

The student ID card is your official college identification and must be carried at all times while on the college premises. Students must obtain an ID card to use college services such as the Library, computer labs, Test Center, College Store, and PE Center. There will be a \$20 replacement fee for each additional card required. ID cards are issued seven days per week from 8 am to 10 pm. Your ID card must be validated each semester by visiting the RCBC Public Safety office nearest you providing a copy of your current class schedule.

## Registration of Motor Vehicles

Faculty, staff and students must register their vehicles with RCBC's Public Safety Department. Vehicles can be registered at the Public Safety Office at each RCBC campus. You must show your state registration and a valid photo driver's license in order to receive your RCBC vehicle registration. All privately owned vehicles driven by students will be parked only in student lots. Failure to comply will result in a citation.

Should a student, faculty or staff member need to temporarily park a vehicle on campus other than the vehicle registered with the RCBC Public Safety Department, the individual must immediately report to the Public Safety Department. A temporary parking pass will be issued for the necessary duration of time. **Failure to comply will result in a citation.**

Users of the college parking lots will be issued two parking decals at no expense. There will be a \$10 charge for additional decals. Decals may be obtained in the Public Safety Office at any RCBC campus. Students must notify Public Safety when a vehicle should be deleted from the Public Safety records.

To obtain an ID card and parking permit, each student must be registered for classes, have paid all charges by the establish deadlines, and have a valid photo ID, driver's license, or passport.

Parking is restricted to designated parking lots. Students must park only in designated spaces. Complete parking rules and regulations will be found in the Student Handbook.

## Traffic and Parking Violations

Users of the college campus who fail to comply with parking and traffic regulations and parking regulations on college grounds are subject to the following fines:

1. Failure to register a motor vehicle . . . . . \$10
2. Parking violation  
First offense . . . . . \$10  
Second offense . . . . . \$20  
Third offense . . . . . \$30  
Four or more offenses . . . . . \$40  
and/or towing and/or loss of parking privileges
3. Moving violation  
First offense . . . . . \$25  
Second offense . . . . . \$40  
Third offense . . . . . \$75
4. Parking violation in posted disabled area without NJ disabled decal . . . . . \$250  
and/or towing and/or loss of parking privileges
5. A service charge of \$10 will be added to all violations.

## PLEASE DO NOT PARK ON THE GRASS, IN FIRE ZONES OR IN THE ROADWAYS.

**Failure to pay fines or appeal within the time limits will result in the freezing of student records.** Students whose records are frozen may not register at any time in the future until their financial obligation is fulfilled. Fines may be paid by mail or in person at the Accounting Office.

RCBC reserves the right to tow vehicles (at the owner's expense) for traffic violations.

# Library

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RCBC's temporary library service center is located on the first floor of the TEC building on the Mount Laurel campus. It serves the information and research needs of RCBC students, faculty and staff. The library supports all RCBC programs, provides direct and indirect instruction including research and information literacy training and provides access to all RCBC library online resources. Until a new state-of-the-art Knowledge Commons Library opens in fall 2017, the temporary service center maintains an in-house collection critical for supporting RCBC programs and classes.

Materials from the college library's full collection can be requested through the public access catalog and are generally delivered within two business days. The library service center is also accessible to the community and provides free wireless internet access as well as fully equipped computers for student use. All RCBC students in credit courses receive a library card. All RCBC library users must register their library card to have full access to all services. Borrowers may easily renew online, by phone, or in-person. Call ext. 1482 or visit the website at [rcbc.edu/library](http://rcbc.edu/library) to renew your items.

The college will enforce fines for not complying with library regulations. A list of rules and fines can be found at [rcbc.edu/library/lending-fees](http://rcbc.edu/library/lending-fees).

## Library Holdings

There are over 25,000 items, both print and non-print (media), in the circulating, reference, reserve and special collections, including many current textbooks. These holdings are listed in the library's online catalog. The majority of the library's physical holdings will be housed at the Burlington County Library System's headquarters on Pioneer Boulevard in Westampton, NJ until the Knowledge Commons/Library facility is completed, at which time materials will be transitioned back to campus. Additional resources, available from anywhere in the world, are provided via inter-library loan services. Electronic databases, most featuring full text documents, and a substantial e-book collection provide an ever-growing selection of scholarly and reference works and can be easily accessed by staff and students.

Electronic materials can be utilized off-campus, via the internet, using your RCBC library barcode and PIN. Online databases and e-books support many academic programs including psychology, nursing, education, and literature just to name a few. Off-campus access is particularly important for students in the college's Distance Education programs. The library also maintains special collections on specific topics such as the Professional Development collection for teaching professionals which includes books, DVDs and news journals for educators and the Burlington County Center for Social Justice and Holocaust Studies which includes select books and videos on social issues.

Thanks to an innovative partnership with the Burlington County Library System, the RCBC library serves the academic needs of Burlington County residents and can provide certain library services not available elsewhere, while at the same time working collaboratively to provide seamless borrowing privileges for most items between and among the county branch locations.

Materials borrowed from the RCBC library can be returned at other county branch locations and vice-versa. The library's catalog is merged with the BLInC (Burlington Libraries Information Consortium) system, to give users potential access to over one million items.

Items within the county system, including on- and off-campus holdings can be requested online and received at any participating branch location, including the RCBC library service center, usually within a few business days.

Other items within the region, state, country or around the world can be requested via inter-library loan. If your research should lead you to a book, an article or a journal that RCBC does not own, RCBC can borrow them for you to use at RCBC from almost any library in the world. This service is available at no cost to RCBC students and effectively multiplies our holdings to meet your academic needs.

## Library Hours and Contact Information

A Library Information Specialist and a paraprofessional are available at the library service center whenever the library is open, and can be reached by telephone, e-mail, live chat or text message.

Visit our website at [rcbc.edu/library](http://rcbc.edu/library), call (609) 894-9311, ext. 1482 or (856) 222-9311, ext. 2021 or email us at [library@rcbc.edu](mailto:library@rcbc.edu) with your inquiries.

### Hours

*(except holidays and semester breaks):*

Monday-Thursday	9 am – 8 pm
Friday	9 am – 5 pm
Saturday	Noon – 5 pm
Sunday	CLOSED

Library hours may vary. Before making a trip to campus, please visit us at [rcbc.edu/library](http://rcbc.edu/library) or call us for specific library hours.

# Military Education and Veteran Services

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The Military Education and Veteran Services Office serves as the focal point of contact for student veterans. The office offers assistance to military affiliated students attending RCBC (Active, Guard and Reserve, Veteran, and military dependents). While primary emphasis is placed on education, information and assistance is provided to students and community residents for veteran, military and military dependent state and federal educational benefits. The staff is sensitive to the needs of veterans and their families. RCBC strives to assure each a successful academic experience.

## Application for Benefits

Veterans must be enrolled in a degree-seeking program to qualify for benefits. First-time RCBC students who believe they are eligible for veterans' educational assistance should apply for benefits at the Military Education and Veteran Services Department. Veterans must submit proper documentation with their application. It may take approximately six to ten weeks to receive the first payment following submission of the application package and certification of enrollment.

## Academic Program at Fort Dix and McGuire AFB

RCBC offers courses at the Fort Dix and McGuire Air Force Base Education Centers, as well as on the Pemberton campus. Any veteran needing information concerning eligibility for educational assistance is welcome to visit the office or call (856) 222-9311, ext. 1299.

## Change in Status

It is essential that every person using Veteran Education benefits contact the Military Education and Veteran Services Department each semester to report their registration, and to make sure they have been certified for that semester. Veterans must also report any course changes during the semester to keep their file updated and to avoid any unnecessary conflict in their pay status.

## Veteran Affairs Work-Study Program

Veteran students can participate in the VA work study program. The work-study veterans add an important personal touch to the services provided by the Military Education and Veteran Services Dept. These student veterans assist new applicants in the initial process of enrolling in the college and applying for educational benefits, as well as performing Veterans' Office duties. Student veterans are paid with funds provided by the VA work-study program. This program enables them to supplement their income while providing a valuable service to fellow veterans.

## Disabled Veterans – Chapter 31

Any veteran with a disability rating from the Department of Veterans Affairs of 10% or more is entitled to apply for Vocational Rehabilitation. Voc Rehab provides payment of tuition, fees, books, and required supplies along with a monthly subsistence allowance. Those veterans who believe they are eligible for Chapter 31 benefits should contact the Military Education and Veteran Services Department for more information.

## General Information

Information is available from the Military Education and Veteran Services Department or the Financial Aid Office. The number is (856) 222-9311, ext. 1299.

## Veteran Absenteeism

Excessive absenteeism can result in benefits being decreased or terminated. The Military Education and Veteran Services Department is kept informed of attendance records and will take appropriate action to prevent overpayments by VA. Reported changes sent to VA are based on the student veteran's date of last attendance.

According to VA, the date of last attendance is defined as one of the following:

1. Date officially withdrawn. A drop/add form must be submitted to the Office of the Registrar..
2. Date that the veteran failed to demonstrate satisfactory progress, as defined by the institution's Standards of Academic Progress.
3. Definite date of last attendance from instructor's records.
4. For classes where attendance is not mandatory, the date is determined from the last activity date reflected in the instructor's records; either the last paper submitted or the last examination completed.

VA does not pay for non-punitive grades such as auditing of a course (AU), or for courses that will not fulfill criteria for graduation in the chosen major. If student veterans anticipate being absent from classes, they should notify their instructors and VA certifying official to discuss the situation with them, which may prevent an excessive absence report.

Note: Coordinate with the instructor and Military Education and Veteran Services if unique military circumstances are preventing you from completing the course. Your instructor may approve an "Incomplete" grade. An "I" is a better option than a failing grade resulting in paying back Tuition Assistance and having to retake the course.

### **In-County Tuition for Military, Veterans and their Eligible Dependents**

Military members, veterans and their dependent family members are eligible to receive in-county tuition regardless of their residence. Members and dependents will be asked to substantiate their military affiliation and dependent status.

Spouses and domestic partners of active duty and activated Guard and Reserve members are eligible for a tuition scholarship. Spouses must follow the RCBC process to receive benefits including mandatory completion of FAFSA and RCBC Scholarship application as well as providing proof of eligibility, and comply with registration deadlines. Registration timelines are limited, and the most current information is available on the website: [rcbc.edu/vets](http://rcbc.edu/vets).

The Student Veterans Club at RCBC is a chapter of Student Veterans of America and SALUTE Veteran Honor Society (See Club for details).

### **The Military Spouse Tuition Waiver Program**

The Military Spouse Tuition Waiver Program is available to Spouses of Active Duty military members who have completed their Federal Financial Aid Application (FAFSA) in its entirety, and received a final status notification. Any necessary appeals or other requirements as determined by Financial Aid must also be completed. If a student is ineligible for grants, tuition will be waived and the student is eligible to register for any open course (excluding culinary) four days prior to the start of every term.

### **Deployment During a Class**

If you receive Military Orders and you have completed more than half of any course, you may be entitled to receive a grade for the completed work. Please discuss the situation with the instructor and coordinate with the Office of Military Education & Veteran Services to determine eligibility. Orders must be provided.

### **Benefits for Members of the Selected Reserve – Chapter 1606**

Effective July 1, 1985, members of the selected reserve of the U.S. Armed Forces may be eligible for Chapter 1606 educational assistance. The Unit Commander will provide a “Notice of Basic Eligibility” (NOBE). Veterans must bring this NOBE in and fill out an application for GI Bill benefits online at [gibill.va.gov](http://gibill.va.gov). These will be submitted to the DVA with a certification of enrollment at RCBC. Veterans are entitled to 36 months of training under Chapter 1606, and it must be used within ten years of the date of eligibility on the NOBE.

### **Dependents of Military Personnel and Veterans – Chapter 35**

Children and spouses of veterans who died or are permanently and totally disabled as the result of a service-connected disability are eligible for benefits under Chapter 35 of the Montgomery GI Bill.

Children must be between 18 and 26 years of age. Spouses must use the benefit within ten years of becoming eligible.

### **New Jersey Educational Benefits Veterans Tuition Credit Program**

New Jersey offers a stipend to certain veterans who are or were eligible for GI Bill benefits, who served on active duty between December 31, 1960 and May 7, 1975, and who were legal residents of New Jersey at the time of induction, the time of discharge, or for one year prior to application for this benefit.

### **National Guard Tuition-Free Program**

Available to members of the New Jersey National Guard, use of this program requires the student to produce a Commanders Certificate each semester, and file for all available state and federal financial aid for each academic year by completing the Free Application for Federal Student Aid (FAFSA). The FAFSA application can be completed online at [fafsa.ed.gov](http://fafsa.ed.gov).

### **Post 9/11 – Chapter 33**

Eligibility is for individuals with at least 90 days of aggregate service on or after September 11, 2001 or individuals discharged with a service connected disability after 30 days. You must have received an honorable discharge to be eligible for the post-9/11. The post-9/11 will become effective for training on or after August 1, 2009. Qualifying active duty includes:

- full-time duty in the armed forces, other than active duty for training;
- a call order to active duty under Title 10.

For more information please contact the Military Education and Veteran Services Department at (856) 222-9311, ext. 1299, email [vets@rcbc.edu](mailto:vets@rcbc.edu) or visit [rcbc.edu/vets](http://rcbc.edu/vets) for the most current information.

### **VetCenter Outreach for Veteran Counseling**

RCBC recognizes the unique experiences of military personnel, and their family members and works with the Trenton Vet Center to conduct on-site counseling for eligible veterans and their family members. The counselor may be reached through the RCBC website ([rcbc.edu/vets](http://rcbc.edu/vets)) or contact the Military Education and Veteran Services Department for the next campus visit. Services are offered free of charge and are completely confidential.



# Academic Information/Regulations

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## **Student Attendance Policy**

### **General Attendance Requirement**

Students are required to attend all class, clinical, laboratory, and studio sessions for the full duration of each such instructional session.

Faculty are required to take attendance, and grade penalties for absence will be imposed when a student exceeds a ten percent absence rate, not to exceed 10% of the final grade. However, class participation may be considered a separate grading component according to individual instructor's syllabi. Additionally, students are responsible to be aware of and follow specific program requirements regarding attendance and participation.

Instructors will distribute their attendance and participation expectations at the beginning of the semester, and it is the student's responsibility to understand and adhere to the expectations for each course. Faculty expectations for student attendance and participation are subject to review and approval by the appropriate division dean.

Students are responsible for communicating with instructors to make reasonable arrangements for the completion of course requirements not completed due to absence.

### **Appeal Procedure:**

Appeals of grades affected by this policy may be made using the most current grade appeals process.

### **Special Note for Students Receiving Financial Aid and/or Veterans Aid:**

Attendance will be reviewed by Financial Aid and Veterans Aid programs, and benefits will be contingent upon compliance with the program's regulations.

## **Credit Unit and Loads**

A credit hour, the unit of credit, is the equivalent of a subject pursued one 50-minute period a week for 15 weeks or 750 minutes of instruction. In general, for laboratory courses, 100 to 200 minutes per week for 15 weeks equals one credit hour. The 15th week of the semester will be exam week. Credits for clinical instruction vary with the program.

The normal academic load for students in the fall and spring semesters is 15-17 credits; the minimum full-time load is 12 credits and the maximum full-time load is 17 credits.

Students who would like to register for an overload – 18 or more credits, must have an overall GPA of a 3.0 or higher. Signed permission from a counselor/academic advisor is required on a schedule which contains an overload.

The normal academic load for students in summer terms is not to exceed a maximum of 10 credits per term.

Students who are receiving financial aid, veterans' benefits, Social Security or other types of aids/grants must carry a 12-credit hour load during the fall or spring semester for full benefits.

International students who have been issued a student visa to attend the college must complete at least 12 credits in the fall and spring semesters. This is a requirement of the U.S. Immigration and Naturalization Service.

Students carrying a load of one to 11 credits are considered part-time students, during the fall or spring semester.

### **Student Classification (Applied to degree-seeking students only)**

Earned Credit Hours	Level
0–28	Freshman
29–64	Sophomore

## **Phi Theta Kappa**

Phi Theta Kappa is the International Honor Society of the two-year college. Each fall and spring semester, invitations to join Chi Iota, Rowan College at Burlington County's chapter, are sent to eligible students. Eligible students have completed at least 12 college-level credits at Rowan College at Burlington County with a cumulative GPA of 3.5 or higher, and have received no grade of D, F, ST, or I and no more than one semester grade of X.

## **Participation in Assessment Activities**

Rowan College at Burlington County is committed to providing each student a quality college experience. In order that we continue to improve the quality of our programs and activities, it is necessary to assess our efforts in student learning, student satisfaction, student development and student involvement. Therefore, students will be requested to participate in college assessment activities.

## **Educational Technology Statement**

Rowan College at Burlington County advocates a technology-enhanced teaching and learning environment. Advanced technological tools may be used in any course section to facilitate instruction. Many of our sections are web-enhanced, which means that some of your work will be submitted or completed online. Web enhancements may include on-line materials, grade books, testing and quizzes and assignment submission.

Many students enjoy the flexibility and convenience that these online enhancements have provided; however, if you have concerns about the technology involved, please speak to your instructor immediately.

# 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, O, P, U, 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.	
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](http://rcbc.edu) under the listing for WebAdvisor***

## Semester Grades

Grades are issued at the end of each semester/term. Final grades for all RCBC courses will be provided electronically at [rcbc.edu](http://rcbc.edu) under the listing for WebAdvisor.

## Grade Point Average

To determine grade point average (GPA), multiply the number of grade points for each grade received by the number of credit hours (cr) for the course; then divide the total number of grade points by the total number of credit hours attempted.

Grades in courses transferred from another institution are not included in computing grade point average. Example:

HIS 103	3cr. with a grade "A"		
	(4 points)	=	12
ENG 101	3cr. with a grade "B"		
	(3 points)	=	9
BIO 101	4cr. with a grade "C"		
	(2 points)	=	8
CIS 101	3cr. with a grade "C"		
	(2 points)	=	6
Total points		=	35
Divide 35 grade points by 13 cr.			
2.69 GPA			

## Student Grade Appeals

The Student Grade Appeal policy applies to all students enrolled in credit bearing courses, offered under any mode of delivery. The Student Grade Appeal policy offers students an avenue to discuss and resolve problems, in a timely manner that may arise with his/her educational progress. This document establishes a policy that defines a grade appeal process that provides due process as articulated in Procedure 217, for students in the event of a final grade dispute with a course professor.

Grade appeals governed under this policy must be formally initiated by a student in a timely manner that shall not exceed the conclusion of the next successive semester of the regular academic year or, in the case of a summer term appeal, the next successive Fall semester. Student grade appeals that do not conform to this deadline for appeal shall be considered untimely and without merit.

This policy requires:

1. A written request for a formal meeting with the course professor related to the grade dispute,
2. A review and recommendation by the divisional Dean, and
3. An appeal to the Provost who will convene the Grade Appeal Committee to review the records relevant to any dispute and make a recommendation to the President or designee, whose decision will be final.

## Recognition of Scholastic Achievement

Students who are recommended by the faculty, are honored at the annual Academic Awards Ceremony.

## Dean's List

The Dean's List is official recognition by the college of outstanding academic achievement. Students with a declared major are awarded this recognition during the fall and spring semesters. A break in enrollment of two or more semesters/terms results in a restart of the Dean's List calculation. The new calculation will be based on the most recent enrollment.

*Note:* College Acceleration Program (C.A.P.) courses are not considered for the Dean's List.

## Full-Time Students

1. For purposes of this policy, a full-time student shall be defined as an individual enrolled in 12 or more college level credits during a semester or six or more college level credits during a term.
2. A student must complete a minimum of 12 college level credits with no grade lower than a "C" in any given semester, and who further has achieved a semester grade point average (GPA) of 3.50 or higher, to qualify for this honor.

## Part-time Students

1. Students enrolled in fewer than 12 college level credits in a semester are eligible for this honor upon the completion of 12 college level credits and thereafter for each additional 12 college level credit interval which they complete. However, lists will only be published following the fall and spring semesters.
2. If a student completes an increment of 12 college level credits during a semester/term, the whole semester/term will be counted. The next increment of 12 credits will start with the following semester/term.
3. Criteria for recognition on the Dean's List is a grade of "C" or better in **unduplicated 12 credit intervals**. The grade point average (GPA) for each 12 credit interval must be 3.50 or higher.

## Audit Policy

A student may audit a course if they do not want credit for the course. The student record will indicate at the time of registration that no grade, grade points or credits attempted/ completed will be awarded for an audited course. A student may declare audit status at the time of registration or within the first eight weeks of each semester or up to an equivalent time in a given term. An audited course may be dropped during the Drop/Add period. Fees for an audited course are based on the regular credit value of the course.

## Repeating a Course Conditions

1. Any course may be taken three times. Permission to exceed this limit may be granted by the Provost.
2. The grade of each attempt is entered on the permanent record of the student. However, only the highest grade is computed into the cumulative grade point average (GPA).
3. The credit hours assigned to the course will be counted only once toward meeting graduation requirements regardless of the number of times the course is repeated.

### **Change of Program or Degree Status**

Students who wish to declare or change their major must complete a "Change of Degree Status" form and submit it to the Office of the Registrar. In addition notification of the change of major and a request for an updated evaluation should be sent to [registration@rcbc.edu](mailto:registration@rcbc.edu).

### **Declaring Courses Non-Applicable**

This provides a means by which a student may have certain grades removed from the calculation of her/his grade point average (GPA) as result of a change of her/his program of study.

When a student changes her/his program of study, it may be possible to have certain grades declared non-applicable. The initial courses and grades remain a permanent part of the student's academic record; however, their weight is removed from the cumulative grade point average (GPA) calculation. Credits earned in courses declared non-applicable are not considered as credits completed toward graduation.

The criteria used in determining non-applicability are as follows:

1. The student has officially declared a new major or changed from non-degree to degree-seeking status.
2. The courses to be considered are not pertinent to the student's new program of study and are not part of the general education requirements.
3. The student has completed at least 12 college level credits of required courses (program or general education) in her/his new program of study with grades of "C" or better in each such course.

This policy may be applied for a student only one time. Contact the Advisement Office for procedural information.

### **Academic Amnesty**

This policy allows a student to restart the calculation of her/his grade point average (GPA). The requirement and submission for Academic Amnesty are as follows:

1. Student has been away from RCBC for three or more years.
2. Student met with a counselor/advisor Academic Amnesty and completed the Academic Amnesty application.
3. If approved all previous grades and credits will remain on the student's permanent record but will be disregarded in the determination of the new GPA and the fulfillment of graduation requirements.
4. The student's record will restart with a 0.00 GPA.
5. The transcript of the student will continue to reflect all of her/his previous grades. However, the transcript will include a line indicating where the old record ends and the new record begins.

If a student has been away from RCBC for three or more years, they may apply for Academic Amnesty by meeting with an advisor and completing the Academic Amnesty application. This application may be filed only one time. For further details please contact the Advisement Office at ext. 1557.

### **Calculation of GPA**

1. All previous grades and credits will remain on the student's permanent record but will be disregarded in the determination of the new GPA and the fulfillment of graduation requirements.
2. The student's record will restart with a 0.00 GPA.
3. The transcript of the student will continue to reflect all of her/his old grades. However, the transcript will include a line indicating where the old record ends and the new record begins.

### **Satisfactory Academic Performance and Progress**

This policy establishes the standards for academic performance and progress which must be met by all Rowan College at Burlington County students.

Students receiving financial aid from federal and state sources must also comply with the provisions of "Special Conditions of Satisfactory Academic Performance and Progress for Financial Aid Recipients," in order to maintain eligibility for financial aid.

Students using veteran education benefits must also maintain satisfactory progress toward degree completion and failure to maintain this progress must be reported to the Veteran's Administration which may result in a debt to Veteran's Affairs.

### **Definitions**

For purposes of this policy the following terms are defined:

*Student:* An individual enrolled at Rowan College at Burlington County in a degree-seeking program taking college-level or developmental courses.

*Full-time Student:* An individual enrolled for 12 or more credits during a semester.

### **Satisfactory Academic Performance and Progress**

A student is considered to hold the status of satisfactory academic performance and progress if she/he meets the following two criteria:

1. Has a grade point average (G.P.A.) of 2.0 or higher;
2. Has completed a minimum of 66% of all credits attempted by attaining grades of A, B+, B, C+, C, D, O, P, I, X and marks, if applicable, of AW, NA, W, or AU in all courses attempted.



### Academic Probation

Any student whose GPA is less than 2.0 and/or who receives grades of F or U in 34% or more of all credits attempted will be considered to be on academic probation.

A student placed on academic probation will be notified of that action at the time grades are issued. Further, the student will be informed of the requirement to be interviewed by a college academic advisor/counselor. A probationary student must obtain approval of all course selections by consulting with a college academic advisor/counselor prior to registering.

Students using veteran education benefits who are placed on probation must be reported to Veteran's Affairs and will be restricted from receiving benefits at another institution or from changing their program of study until their academic performance returns to satisfactory progress. Please note that veteran education benefits restrict the number of times a course may be repeated.

Students who fail more than one course while using military education/tuition assistance benefits may be required to take two courses demonstrating satisfactory academic progress prior to eligibility for tuition assistance being restored.

### Academic Dismissal

A student whose performance is unsatisfactory as evidenced by failure to meet the criteria stipulated for satisfactory academic performance will be placed on academic dismissal.

The criteria utilized in determining the decision to dismiss are as follows:

<b><i>Number of Credit Hours (All Course) Attempted</i></b>	<b><i>Student is Academically Dismissed for Failure to Achieve a Minimum G.P.A. of</i></b>
36	1.6
48	1.8
64	2.0

Students using veteran educational benefits on academic dismissal are not permitted to change schools or programs until they have achieved two semesters of successful academic progress.

### Conditions of Dismissal

1. A student who has been dismissed may not enroll in any course which carries academic credit for a period of at least one calendar year from the date of dismissal.
2. A student who has been dismissed may not appeal for permission to re-enroll in credit course(s) until at least one semester or two terms transpire from the date of dismissal. Any exceptions must have the approval of the Provost or her/his designee.
3. Permission for a dismissed student to re-enroll in a credit course(s) is granted only by the Academic Standards Committee.

Deadlines for petitions are as follows:

April 5	Summer I, II
August 5	Fall Semester
December 5	Spring Semester

If permission to re-enroll is granted by the Academic Standards Committee, the student must have written approval of a college academic advisor/counselor for course selection. See below for Petition to Re-Enroll for Academic Credit Course process.

### Petition to Re-Enroll in Courses that Carry Academic Credit

Students who are academically dismissed due to poor academic performance, based on the College's Satisfactory Academic Performance and Progress Policy, will need to sit out for an entire academic year.

Toward the end of the year's time, the student meets with an academic advisor and completes a Petition to Re-Enroll in Courses that Carry Academic Credit form. The form is found at the following link: [rcbc.edu/PDFFiles/Forms/PetitionToReEnroll0510.pdf](http://rcbc.edu/PDFFiles/Forms/PetitionToReEnroll0510.pdf)

The form is reviewed by the Academic Standards Committee and the student would appear before the Committee. As a result of the Committee meeting with the student, a decision will be rendered regarding a student's next step.

**Note:** During the dismissal period students are allowed to take courses that do not carry academic credit (i.e. developmental/remedial courses).

# Graduation

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All students who plan to graduate must apply for graduation. Graduation is not automatic. The Registrar's Office recommends that a student submit a graduation application during the semester he/she will have earned the 48th credit. A graduation application **must** be on file during the student's final semester. (The graduation application is accessible within the Student WebAdvisor main menu.)

Diplomas are ordered at the end of the fall, spring and summer semesters.

**NOTE:** A student cannot graduate until the requirements for "X" and "I" contracts are fulfilled.

## Graduation Application Deadlines

Students should submit an application for graduation no later than the listed dates. No applications for graduation for a specific semester will be processed after the deadline.

Fall:	November 1
Spring:	March 1
Summer:	June 1

**Note:** To participate in the May commencement ceremony, students need to apply by the Spring deadline.

## Catalog that Applies to a Student's Graduation

A candidate for graduation will be evaluated based on the catalog that is most advantageous for the student. The status of the catalog and/or applicable courses must be active and the catalog year must be on or after the year in which the student matriculated.

## Graduation with Honors

Graduation with Honors is official recognition by the college of outstanding academic achievement by a student during the entire period of her/his enrollment at the college.

Criteria:

1. To be considered for Graduation with Honors, a student must have earned a minimum of 30 semester hours at Rowan College at Burlington County.
2. Only courses that carry college credits will be used in computing grade point averages (GPA) for graduation.

3. Graduation with Honors is available only to individuals receiving Associate of Applied Science, Associate of Science, Associate of Arts, or Associate of Fine Arts degrees.
4. Requests for exceptions due to circumstances of an extraordinary nature may be submitted to the Provost.

## Types of Honors

Cum Laude (Honors) – Required  
Cumulative GPA: 3.50 – 3.74

Magna Cum Laude (High Honors) –  
Required Cumulative GPA: 3.75 – 3.89

Summa Cum Laude (Highest Honors) –  
Required Cumulative GPA: 3.90 & above.

## Participation in Commencement Ceremony

Students who wish to participate in the annual May commencement ceremony must meet the following criteria:

1. Student has met all degree requirements for declared degree program by the current year's fall or spring terms or is registered for the final courses necessary to meet degree requirements in the summer term of that same academic year.
2. Student has applied for graduation and is listed as IP (In Progress) or CP (Degree Complete) in the Graduation Application Status field of their Student Web Advisor.
3. Selected 'Yes' to participate in the annual commencement ceremony on the graduation application.
4. Has a cumulative GPA of 2.0 or higher.

## Diplomas

Diplomas are mailed to the graduate's address on file 10-12 weeks after degree conferral. Diplomas will not be released/ mailed if the student owes money to the college.

## Multiple Degrees

Students pursuing more than one degree from Rowan College at Burlington County must meet the following criteria:

1. Satisfy the General Education Requirements for each degree,
2. Satisfy the program requirements for each major, and

3. Earn at least 15 additional credits for each declared major beyond the credit requirements for completion of the first degree.

Students pursuing multiple degrees should meet with a college academic advisor/counselor to prepare a program. This should be done prior to the completion of 32 credits.

## Transcript of Final Grades

Grades are issued at the end of each semester/term. Final grades are accessible by logging into WebAdvisor and selecting the 'Grades' link located under the Academic Profile section.

Students may also use Academic Profile to request an official transcript showing degree completion. A review of the transcript information is recommended to ensure that the degree is posted prior to submitting the online transcript request.

## Transfer of Academic Record (Transcript)

In accordance with the Family Educational Rights and Privacy Act of 1974, Rowan College at Burlington County is not permitted to release a student's academic record without the student's written permission.

An official transcript bearing the college seal and the signature of the Registrar will be sent directly to another educational institution or employer upon receipt of a written or online WebAdvisor request from the student. Written requests should be submitted to the Office of the Registrar. Allow at least one week for processing. Transcripts of students who owe money to the college will not be sent until the balance is paid.

To protect the security of student records, any official transcript handled by a student bears the notation "Issued to Student." Most institutions will not accept as official a transcript bearing this notation.

## Transcript Errors

Errors on transcripts regarding grades must be brought to the Registrar's attention within **one year** of the occurrence of the error. No changes to the transcript will be made after one year. Under extraordinary circumstances, appeals can be made to the Provost.

# Transferring to Four-Year Colleges & Universities

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## The Convenient, Affordable Route to a Bachelor's Degree

A primary goal of Rowan College at Burlington County is to help prepare students to transfer to four-year colleges and universities. All students who attend Rowan College at Burlington County will be conditionally-accepted to Rowan University. Once students receive their associate degree, they may attend the university online, on the main campus in Glassboro, or for selected programs on Rowan College at Burlington County's Mount Laurel campus. Certain degrees will require program-specific requirements. RCBC has also created a wide range of transfer opportunities including GUARANTEED ADMISSIONS and ARTICULATION AGREEMENTS, with a considerable number of colleges and universities. These agreements are designed to help students plan for transfer during the time they are students at RCBC and help ease the process of transfer after they graduate from RCBC.

## Transfer to Other Institutions

Students should be aware that RCBC offers four different associate degree programs: the **Associate of Arts (AA)**; the **Associate of Science (AS)**; the **Associate of Fine Arts (AFA)**; and the **Associate of Applied Science (AAS)**. The AA and AS degrees are designed to provide the freshman and sophomore level courses for a baccalaureate program and therefore, are designated as *Transfer Degree Programs* at RCBC. The AAS and the AFA programs are not designed for transfer. Students should be aware of this distinction so they do not experience disappointment if they seek to transfer to four-year schools.

## The Transfer Center

Students planning to transfer to four-year schools are advised to speak with staff of the Transfer Center early in their academic program at RCBC. The Transfer Center staff will assist students in developing an academic plan for graduation from RCBC and transfer to four-year schools. In addition, students should consult the catalogs and websites of the schools they are interested in to learn more about their academic programs and requirements.

The RCBC Transfer Center can provide information and resources to help students plan for the next step in their academic career. Students can also access information about many New Jersey four-year institutions through NJ Transfer at [njtransfer.org](http://njtransfer.org).

## Premier Partnership with Rowan University

Graduates of RCBC have the opportunity to stay on the Mount Laurel campus, complete an online degree completion program, or continue onto Rowan University's main campus in Glassboro to earn their bachelor's degree from Rowan University. A 15 percent tuition discount is awarded to students who choose to stay on the Mount Laurel campus or complete their degree fully online. Degree offerings include Bachelor of Arts in Law & Justice (online), Bachelor of Arts in Psychology (online), Bachelor of General Studies, Bachelor of Science in Nursing (online), and a Bachelor of Arts in Construction Management (online). RCBC students are automatically admitted to Rowan University, if students graduate from RCBC with an Associate of Arts or Science degree, complete prerequisite course requirements, and meet the GPA standards of each program. The tuition discount will not apply for RCBC graduates who continue onto the University in Glassboro. For more information, visit [rcbc.edu/rowan](http://rcbc.edu/rowan).

## Guaranteed Admissions Programs

Rowan College at Burlington County's Guaranteed Admissions Programs are an inexpensive way for students to complete their bachelor's degrees by providing a seamless transfer of courses and credits from RCBC to many four-year colleges and universities. Through this program, students are guaranteed admission to "partner schools" from RCBC provided that all criteria associated with the Guaranteed Admission Program have been fulfilled.

Students who are interested in transferring into one of the Guaranteed Admissions partner schools should contact the Transfer Center during their first semester at RCBC.

*The steps for entering the Guaranteed Admissions Program (GAP) are as follows:*

1. Students must sign and submit an *Intent to Transfer* form to the Transfer Center for the school they wish to transfer to before registering for their 30th credit at RCBC.
2. Students must identify their intended major at the four-year school.
3. Students must meet with a Transfer Advisor either before, or soon after they submit the *Intent to Transfer* form, to receive an academic plan for graduation and transfer.

*Intent to Transfer* forms are available online at [rcbc.edu/forms](http://rcbc.edu/forms) as well as at the Transfer Center on the Mount Laurel Campus.

*Criteria for successful transfer through the Guaranteed Admission (GAP) Program are:*

1. Students must take all their courses at RCBC (please note that students who took courses at other institutions of higher education are not eligible for the GAP).
2. Students must follow an academic plan, created by the Transfer Center, for graduation from RCBC and transfer to the four-year school.
3. Students must meet with a Transfer Advisor at least once a year.
4. Students must earn a grade point average established between RCBC and the four-year partner school for their intended major.
5. Students must graduate from RCBC with an Associate of Arts or Associate of Science degree.
6. Students must submit all required admissions application materials to the Transfer Center in advance of the application deadlines for the GAP partner school.

## What are RCBC's Partner Schools?

Please see [rcbc.edu/transfer](http://rcbc.edu/transfer) for an updated list of majors and for more information about RCBC's partner schools.

### Premier Partner

Rowan University

### Guaranteed Admissions

American Public University – 10 majors

Arcadia University – 23 majors

Berkeley College – 5 majors

Centenary College – 9 majors

Central Michigan University

Delaware Valley College – 11 majors

Drexel University – 26 majors

Fairleigh Dickinson University – 7 majors

Georgian Court University – 13 majors

Holy Family University – 14 majors

Immaculata University – 11 majors

Montclair State University – 11 majors

Morgan State University – 27 majors

New Jersey City University – 19 majors

New Jersey Institute of Technology (NJIT) – 10 majors

Peirce College – 7 majors

Regis University – 8 majors

Richard Stockton College – 53 majors

Rider University – 31 majors

Rosemont College – 5 majors

Rutgers University – 25 majors

St. Joseph's University – 10 majors

St. Peter's College – 34 majors

Seton Hall University – 41 majors

Strayer University – 4 majors

Temple University – 118 majors

The College of New Jersey – 39 majors

Thomas Edison State College – 22 majors

Thomas Jefferson University – 6 majors

Wesley College – 21 majors

Widener University – 2 majors

Wilmington University – 14 majors

University of the Sciences – 2 majors

## Transfer Articulation Agreements

Cabrini College – Biotechnology

Chamberlin College of Nursing – Nursing

Dowling College – Most majors

Franklin University –

Accounting; Business Administration;

Information Technology

Rowan University – Accounting; Finance;

Management; Marketing

Thomas University – Criminal Justice

University of the Arts – Communications;

Graphic Design and Digital Media

University of Phoenix –

Business Management

University of Wisconsin (Green Bay) –

Nursing

Widener University – Engineering

## Degree Completion Programs at RCBC

After earning an associate degree, students can pursue a bachelor's degree at RCBC with three onsite partners. Fairleigh Dickinson University, Rutgers University – School of Business Camden and Wilmington University) each provide their same quality programs with their own faculty in RCBC classrooms.

These partnerships allow RCBC graduates to enroll in a high-quality baccalaureate program while remaining in Burlington County.

To learn more about a four-year degree program at RCBC, visit the Transfer Center at [rcbc.edu/transfer](http://rcbc.edu/transfer), which has a link to each of the three universities and their specific RCBC programs.

Students may also contact each onsite partner directly:

### Fairleigh Dickinson University

(856) 222-9311, ext. 2712

[rhmillier@fdu.edu](mailto:rhmillier@fdu.edu)

### Rowan University

(856) 222-9311, ext. 2222

[aoneil@rcbc.edu](mailto:aoneil@rcbc.edu)

### Rutgers University –

#### School of Business Camden

(856) 225-6135

[cal.maradonna@rutgers.edu](mailto:cal.maradonna@rutgers.edu)

### Wilmington University

(856) 222-9311, ext. 2114

[louise.l.babuschak@wilmu.edu](mailto:louise.l.babuschak@wilmu.edu)

## Transfer Tips

- Be certain you are enrolled in an academic program that is designed for transfer (A.A. and A.S. degree programs are designed for transfer, while most A.A.S. and A.F.A. programs are not).
- Meet with a Transfer Advisor early in your academic career at RCBC to talk about your interests and transfer goals; learn how RCBC can help you transfer; and build an academic plan for graduation from RCBC and transfer to four-year schools.
- Attend the college/university visitation days and transfer fairs, sponsored by the Transfer Center, to meet with admissions representatives from four-year schools and get more information about those schools.
- Begin to identify schools that have the major(s) you are interested in. Students can visit the RCBC transfer website to use college search engines to assist them in their research on four year college/universities.
- Arrange to visit the four-year schools you are interested in and meet with admissions representatives and faculty who can tell you more about their academic programs and requirements.
- Arrange follow-up meetings with Transfer Center staff regarding your transfer plans.
- Make sure you are aware of the application process and deadline dates for the schools you are considering for transfer.
- Study hard and set aside the appropriate amount of time for your academic work each semester so you can earn the best grades possible.

The CEEB college code for Rowan College at Burlington County is 2180.



# Student Activities, Government, Clubs & Organizations

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## Office of Student Activities

The Office of Student Activities is located on the Mount Laurel campus in the TEC Building, room 107, and on the Pemberton campus in the Parker Center, room 126. For information about clubs, organizations, and Student Government you may call (856) 222-9311, ext. 2251. If you need information about athletics, intramurals, recreation activities, or the use of the Physical Education facilities please call (856) 222-9311, ext. 1435.

## Student Participation in College Governance

Students have opportunities to participate in the college decision-making process through the Student Government Association and Student Senate. Please contact call (856) 222-9311, ext. 2251 for details on how you can participate.

## Student Government Association

Student Government is composed of a group of active students involved in representing the interests of the Associated Students of RCBC on college governance committees and programs. Participation allows a student to work cooperatively with fellow students, faculty, staff, and administration. The RCBC Student Government is composed of the following branches: Executive Board, Programming Board and Student Senate.

## Clubs and Organizations

In order for a club or organization to be officially recognized, students must follow the procedure for recognition developed by the Office of Student Activities and the Student Government Association. Packets for recognition are available in the Office of Student Activities, TEC 107 on the Mount Laurel campus, or Parker 126 in Pemberton.

Recognition allows funding for events and the use of a variety of college facilities. All clubs, in addition to adhering to the stated purpose of the group, are involved in campus service projects. Clubs bring to the college a variety of events including but not limited to speakers, films, and entertainers. A list of current clubs and organizations can be viewed via the Student Activities online engagement system, OrgSync, at [rcbc.edu/orgsync](http://rcbc.edu/orgsync). New groups are always being formed. Current recognized student organizations include:

Ambassadors  
American Sign Language (ASL) Club  
Art Club  
Bodies N' Motion Dance Club  
Business Club  
Campus Crusade for Christ  
Cheerleading Club  
Chi Pi Psi  
College Republicans  
Creative Writers Guild  
Criminal Justice Club  
Dental Hygiene Club

Diagnostic Medical Sonography (DMS) Club  
Education Club  
Educational Opportunity Fund (EOF) Club  
Environmental Club  
Fashion Design Club  
Gamers Club  
GLASS: Gay, Lesbian, and Straight Supporters  
Graphic Designers Guild  
  
Human Services Club  
International Club  
Lamplight Players Theater Club  
Mu Alpha Theta  
Multicultural Student Union  
Music Club  
NJ STARs Club  
Paralegal Student Association  
  
Philosophy Club  
Phi Theta Kappa (Chi Iota Chapter)  
  
Photography Guild  
Psychology Club  
Quidditch Club  
Radiography Club  
Sober Activities Club  
Student Nurses Association  
Veterans Club

### **Campus Involvement and Social Media**

The Office of Student Activities understands that RCBC students are busy, so we've come up with a way for you to get involved with student life without having to take time away from your job, friends, or academics. By using an online platform, OrgSync, students can engage online with student clubs and easily access information on campus activities and student clubs.

OrgSync is available on your computer, tablet, or phone. It provides students with a way to meet new students, join clubs, get information about activities, weigh in on polls, voice your student concerns, and so much more. You can access the system at [rbc.edu/orgsync](http://rbc.edu/orgsync),

Log into your OrgSync account NOW! Enter your RCBC student email (first-name\_lastname@mymail.rbc.edu) and the password sent to you from OrgSync via the welcome email message (or the password you picked if you've already logged in). Once a student logs in, you can start exploring all aspects of the RCBC Student Life programs!

Not sure about your initial password? Check the email sent to your RCBC student email account or click the "Forgot my Password" link on the OrgSync login page!

Do you have questions? Contact the Office of Student Activities at (856) 222-9311, ext. 2251 or email [studentactivities@rbc.edu](mailto:studentactivities@rbc.edu) and we'll be more than happy to help with any of the above questions, or anything else you can come up with regarding OrgSync or other student life programs!

### **Public Notices**

Any student wishing to post public notices must have them approved by the Office of Student Activities. Notices may only be placed on official bulletin boards.

### **Classified Services**

The college has a bulletin board in Parker Center on the first floor in the corridor leading to the bookstore which is dedicated to the posting of sale items by students.

### **Student Areas on Campus**

There are various areas on campus where students can congregate for social interaction. These areas include:

#### **Student Lounges**

There are a number of lounge areas situated throughout college buildings. The largest is in the Pemberton Campus Parker Center, and includes a television for the enjoyment of our students. All activities in lounges must be requested through the Office of Student Activities.

At the Mount Laurel Campus, there is a student lounge on the first floor of the Science Building. This lounge also has a vending area. There are several student lounges and study lounges located in Laurel Hall at Mount Laurel.

#### **Cafeteria**

The Pemberton Campus cafeteria is located in the lower level of the Parker Center. The Mount Laurel Campus cafeteria is located on the first floor of the Technology and Engineering Center. The cafeteria is a main gathering place for students. It is a self-bussing area and your cooperation is requested in keeping it clean.

#### **Snack Bar Areas**

These areas are located on both campuses. The snack bars are contracted through the cafeteria.

# Athletics and Recreation

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## Intercollegiate Sports

Barons Athletics is a member of the National Junior College Athletic Association (NJCAA), which has over 500 member schools in 43 states. The NJCAA sponsors national championship events and selects All-American teams.

The NJCAA member colleges in New Jersey, Delaware, and eastern Pennsylvania make up Region XIX of the NJCAA. This organization holds post-season tournaments which are the stepping stones to the NJCAA national tournament.

Call the Athletic Office at (856) 222-9311, ext. 1493, for more information.

## Participation on Athletic Teams

In order for students to participate in intercollegiate athletics in an NJCAA sport, they must:

1. Be a graduate of a high school with an academic diploma, general education diploma or state department of education approved high school equivalency test.
2. Be enrolled for 12 credits or more during the semester(s) the sport is in season and in addition be in attendance within 15 calendar days from the beginning of classes during each semester.
3. Have passed a physical examination.
4. Maintain an appropriate GPA as determined by the NJCAA and the college.
5. Show evidence of making satisfactory progress toward graduation as determined by the NJCAA and the college.
6. Not have been paid as a player or as a coach.

(There are several instances when a professional athlete or an individual who has been paid for services as a coach may be eligible.) If you have a question about eligibility related to this rule you should contact the athletic director for a case evaluation.

*Caution: dropping a course may affect an athlete's eligibility to participate. Check with the athletic director before dropping any courses.*

## Notes:

- Transfer students from a two-year or four-year college/university may be immediately eligible for participation on an NJCAA sponsored team.
- There are many exceptions and variations to these regulations. See the athletic director if you have questions.

Barons NJCAA Sponsored Programs:

### Division I

Men's Soccer                      Women's Soccer

### Division II

Baseball                              Men's Basketball  
Women's Basketball      Softball

### Division III

Men's Golf                              Women's Golf

## Athletic Facilities

On campus facilities include a gymnasium with seating for 1,500, a 25-yard, six-lane swimming pool, a soccer field, six tennis courts, a baseball diamond, a softball field, whirlpool and sauna. Intramural fields are laid out on the athletic field space to provide for optimum utilization of the field area.

The Wellness Center is very popular with students and consists of free-standing stacked weight units and aerobic equipment. The use of the Wellness Center is by membership. All students currently registered for classes are eligible for free membership in the Wellness Center. Membership applications can be completed at the attendants area in the Physical Education Center. When applying for membership, students must present their currently certified ID card.

The college training room located in the Physical Education Center is fully equipped and staffed to provide injury care, prevention and rehabilitation for athletes. A dance room is available for aerobic dance activities, martial arts, etc. Locker rooms and showers for students, faculty and staff are available.

## Intramurals and Recreation

Recreational activities are those that are informal in nature, while intramurals are more formally structured competitive activities. Rowan College at Burlington County offers a variety of both.

## Competition

Seasonal competition is offered on the intramural level in a variety of sports.

## Activities

Intramural and recreational activities are usually scheduled for weekdays but some activities are held on weeknights and weekends. Not all activities are offered each year.

## Information

Announcements about both intramural and recreational activities will be advertised on bulletin boards and on TV monitors throughout the college campus.

## Eligibility

Any RCBC student or employee is eligible to participate in intramural/recreation events, provided he/she has a validated ID card. Students who are members of an intercollegiate team may participate in that sport on the intramural level according to specific guidelines established by the athletic director.

## Awards

Each member of the winning team in a sport and persons finishing in first place in individual activity tournaments will receive an intramural T-shirt.

## Uniforms

In team competition, each member of a team should wear similar colored jerseys. All teams or individuals must provide their own apparel.

## Waiver of Liability

All individuals participating in an organized recreation/intramural activity will be required to sign a waiver of liability form.

## Accidents/Incidents

All accidents/incidents occurring in the Physical Education Center or as a result of participation in college sponsored events should be reported to the intramural/recreation person in charge of the activity, the athletic director and Public Safety personnel.

# Special Programs and Courses

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## Community Enrichment

The Office of Community Enrichment non-credit courses are offered in addition to the college's regular academic programs. They have no entrance requirements. Members of the community have the opportunity to upgrade present skills, pursue new ones or explore a hobby in these special courses. All age groups are represented in the credit-free courses. Students are registered on a first-come, first-served basis and fees are usually nominal.

Other programs under Community Enrichment are: the Retired and Senior Volunteer Program, the Learning Is For Everyone (LIFE), the Creations Art Gallery, the Pinelands Institute for Natural and Environmental Studies (P.I.N.E.S.), the Aquatic program and the Volunteer Center of Burlington County.

The Office of Community Enrichment concentrates on playing an active role in the planning of conferences and meetings at the RCBC campus and also handles the rental of college facilities by community organizations.

A brochure listing non-credit courses and other Community Enrichment programs is published by the college three times a year. To obtain one, or for further information, contact the Office of Community Enrichment at (856) 222-9311.

## Service-Learning

Rowan College at Burlington County offers students the opportunity to participate in Service-Learning activities. Service-Learning enhances the academic curriculum by extending learning experiences outside the classroom. It encourages students to develop a sense of civic responsibility and caring for others. Students will devote a specified number of hours to community service through the coordination of their classroom instructor. Interested students should check with their instructor or contact the Service-Learning Coordinator at (856) 222-9311, ext. 1601.

## Workforce Development Institute

The Workforce Development Institute officially opened in July 2015, bringing all of the county and college workforce development resources together to better serve job seekers and employers in the region.

A national model of shared services, the institute has three divisions: Business Outreach & Incubation, Educational Program & Grants and Career Services. It is the regional center for workforce development initiatives and resources to assure our community has a quality workforce to meet the changing needs of the labor market.

The Institute works closely with leading local employers to align the workforce development training and educational programs with the skills employers and employees need today and in the future.

It provides easy access to demand-driven and comprehensive employment, educational, training and economic development services to meet the needs of job seekers, employers and the community, such as:

- Management Certificates
- Allied Health Certificates
- Supply Chain & Logistics Certification
- Human Resources Certification
- Entrepreneurial Certification
- Graphic Design Certification
- Professional Licensing Preparation
- Ed2Go Online Learning
- Employment Services
- Economic Development Services
- Customized Training
- On-the-Job Training Contracts
- Incentive Based Employee Placement
- Labor Market Information
- Career Pathway Consultation
- Military Transition Support

A brochure listing Personal and Professional Development certificate programs and courses is produced by the college three times a year and posted online at [rcbc.edu](http://rcbc.edu).

## Experiential Learning and Internships

[rcbc.edu/careers/experiential-learning](http://rcbc.edu/careers/experiential-learning)  
A student majoring in any field may apply for experiential learning related to his/her academic goals. Students already employed may also participate in this program.

Earning Experiential Learning and Internship credit is based upon developing and achieving learning objectives based on new learning and/or increased proficiency. Students are assigned to a Faculty Coordinator who oversees the development and achievement of the objectives and visits the student and their supervisor at the work location.

The Experiential Learning program at Rowan College at Burlington County has a "rolling registration" which allows a 15-week semester to begin at any time that a student is selected for a position or a currently employed student receives approval to earn credit for his/her position.

Students interested in obtaining an internship or who have a position which may qualify for Experiential Learning credit should contact (856) 222-9311, ext. 1034. For more information, visit [rcbc.edu/careers/experiential-learning](http://rcbc.edu/careers/experiential-learning).

## Air Force GEM (Global Education Mobile)

RCBC is one of the original 50 colleges to support the Air Force GEM (Global Education Mobile) program and consistently offers at least one of the five core courses required for completing the CCAF degrees in an online format in conjunction with the seven week military terms offered on McGuire and Ft Dix.



## Servicemembers

### Opportunity College (SOC)

Rowan College at Burlington County has been designated as an institutional member of Servicemembers Opportunity Colleges (SOC), a group of over 400 colleges and universities providing voluntary post-secondary education to members of the military throughout the world. As an SOC member, Rowan College at Burlington County recognizes the unique nature of the military lifestyle and has committed itself to easing the transfer of relevant course credits, providing flexible academic residency requirements and crediting learning from appropriate military training and experiences. SOC has been developed jointly by educational representatives of each of the Armed Services, the Office of the Secretary of Defense and a consortium of 13 leading national higher education associations. It is sponsored by the American Association of State Colleges and Universities (AASCU) and the American Association of Community Colleges (AACC).

### Distance Education

Rowan College at Burlington County has been actively involved with distance learning since 1978, providing classes for those who want or need an alternative to classroom based courses. Each semester classes are offered which span the disciplines from Art to Music and from Biology to Physical Science. Our online courses utilize a state-of-the-art course management system to deliver dynamic college level instruction over the Internet.

Online courses typically include textbook readings, web-based resources, interaction with highly qualified faculty, interaction with fellow students, projects and exams. College faculty are available to answer questions and direct student learning. Distance Education courses are fully accredited and part of the curriculum, allowing students to learn whenever and wherever it's convenient for them, while satisfying degree requirements. Students who are self-motivated and highly organized tend to be successful in Distance Education courses. For the latest and most up-to-date information on distance learning and current course offerings, please visit our website at [rbc.edu/distance\\_education](http://rbc.edu/distance_education) or contact the Office of Distance Education by emailing [dlearn@rbc.edu](mailto:dlearn@rbc.edu) or by calling (856) 222-9311, ext. 1790.

## Developmental Education Courses

*(Students whose native language is English)*

Developmental education courses provide students with the skills needed to succeed in college. These courses are designed to serve several types of students, including the student:

1. who has been away from school for some time and needs to “brush up” in some area of study,
2. who did not complete a college preparatory program in high school,
3. whose placement assessment scores indicate the probability of future difficulty in successfully completing college-level courses,
4. whose SAT scores fall below 540 in Verbal/Critical Reading and/or 530 in Math.

The college offers a variety of developmental courses. These courses are not calculated as part of a student's grade point average and do not count towards graduation. Students who place into developmental courses must see an academic advisor to register for courses. These students are permitted to enroll in college-level courses once the appropriate developmental courses have been successfully completed.

Students who take developmental courses in English, Reading, Mathematics or Algebra skills, may extend the time required to graduate.

### English as a Second Language

*(Students whose native language is not English)*

Students whose native language is not English often need specialized instruction in English before attempting college-level courses. RCBC offers a program in English as a Second Language for this purpose.

Participation in the program is open to all students, both full-time and part-time. Courses included in the ESL program are in Reading, Writing, Speech and Pronunciation, TOEFL, and English for Academic Purposes. Interested students can look for a complete list of courses on pages 169-171.

RCBC's vocational opportunities are accessible without regard to race, color, national origin, sex or handicap. For more information please contact the Office of International Programs, ext. 1350 or 2232.

## Courses included

### in the ESL program

		Credits
ESL 066	ESL Reading I	4
ESL 067	ESL Reading II	4
ESL 068	ESL Reading III	4
ESL 076	ESL Writing I	4
ESL 077	ESL Writing II	4
ESL 078	ESL Writing III	4
ESL 081	ESL Speech and Pronunciation I	4
ESL 082	ESL Speech and Pronunciation II	4
ESL 083	ESL Speech and Pronunciation III	4
ESL 093	ESL English for TOEFL I	4
ESL 094	ESL English for TOEFL II	4
ESL 097	ESL English for Academic Purposes	4

For information about ESL courses, contact the ESL office at (856) 222-9311, ext. 1599.

### Study Abroad

Students may apply to study abroad through Rowan College at Burlington County. Several world locations are available for academic semesters or summer offerings. Information about the application process and eligibility requirements is available at [rbc.edu/study-abroad](http://rbc.edu/study-abroad) or by contacting the Study Abroad Coordinator.

# Campus Information/Regulations

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## SMOKING POLICY

### Smoking Prohibited on College Premises

Policy 604 adopted by the RCBC Board of Trustees March 11, 2014 (superseding the policy of April 18, 2007)

#### Introduction

1. Smoking on college property by any person at any time anywhere is strictly prohibited. College property includes all college vehicles as well as real estate owned by the college.
2. Rowan College at Burlington County recognizes the health hazards associated with smoking. These health hazards can have serious implications both for the smoker and the non-smoker. Enactment of this policy will promote the health and welfare of all individuals on campus and enhance the comfort of non-smokers, particularly those with health conditions aggravated by exposure to smoking.
3. The effect of this Policy is to prohibit smoking not only in all buildings but also on all areas of college property. This means that smoking is prohibited on the grounds, playing fields, walkways, roadways, parking lots, in and around the perimeter of any building.

#### “Smoking” Defined

For purposes of this policy, “smoking” is defined as the burning of a lighted cigar, cigarette, pipe, or any other matter or substance that contains tobacco as well as the use of smokeless tobacco, snuff and electronic cigarettes or any product that simulates the act of smoking.

#### Legal Authority

This policy has been enacted in accordance with the provisions of Chapter 383, Public Laws of 2005, and codified in N.J.S.A 26:3D-55 et seq.

### Sanctions Against Violators

Any employee who violates this policy shall be subject to appropriate disciplinary action. Any student who violates the policy shall be subject to disciplinary measures in accordance with the provisions of the Student Code of Conduct. Other individuals, including visitors to the college, who violate this policy, may be asked to leave the college property. All violators are also subject to sanctions provided by applicable laws and regulations.

### Signage

Signs designating Rowan College at Burlington County a smoke-free campus will be posted. Additionally, signs requesting individuals to extinguish their smoking materials prior to exiting vehicles will be placed in each parking lot. This policy will also be placed in the college catalog, student handbook, and other selected publications.

## CODE OF CONDUCT

### A. Purpose

The purpose of this Code of Conduct is to protect Rowan College at Burlington County, its academic and social community, and its property from harm resulting from acts of its students causing injury thereto, or threat of injury.

To this end, this Code defines prohibited conduct and provides for imposition of appropriate discipline upon those students whose acts are in violation of its standards of conduct, by means of hearing procedures affording both prompt disciplinary determinations and appropriate due process to the alleged violator.

Students at Rowan College at Burlington County may be accountable to the civil authorities, as well as to the college, for acts which constitute violations of law as well as violations of this Code. In such event, college disciplinary actions will proceed notwithstanding the pendency of any criminal, drug or disorderly persons proceedings. Similarly, dismissal or acquittal of such concurrent legal proceedings will not necessarily result in dismissal of

college disciplinary actions.

The college recognizes that its inherent powers and responsibilities to act so as to protect the safety and well-being of the campus community are broad, and that the potential range of student misconduct which could harm persons and property on campus is also broad. Accordingly, these regulations are to be interpreted broadly so as to effectuate to the fullest extent the protection of the Rowan College at Burlington County community. These written regulations are intended to define prohibited offenses with precision so as to give students notice of the behavioral standards expected of them and of the consequences should violations to the Code occur. They are not meant to define misconduct in exhaustive terms.

### B. Prohibited Conduct

The following acts when committed by students of Rowan College at Burlington County shall be deemed misconduct subject to imposition of discipline under this Code. In addition to this Code, students will be held accountable to the policies on Civility on Campus, Racial/Ethnic Harassment, Sexual Harassment, Smoking on Campus, and Substance Abuse/Use on Campus.

#### Harassment, Anti-Discrimination, Equal Opportunity, Non-Retaliation, Whistleblower and Complaint and Reporting.

1. In compliance with the State of New Jersey’s “Anti-Bullying Bill of Rights Act”, the college will maintain zero-tolerance towards behavior involving harassment, intimidation, and/or bullying of any kind that is directed to students, members of the college community, and/or visitors. Harassment, intimidation and/or bullying includes but is not limited to any gesture, written, verbal or physical act, or any electronic communication that targets another individual and/or that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or

sensory disability, or by any other distinguishing characteristic, that takes place on or with college property or at any college sponsored function.

A reasonable person should know, under the circumstances, that the above identified behavior will have the effect of physically or emotionally harming a student, staff person or visitor or damaging the student, staff person or visitor's property, or placing a student, staff person or visitor in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or has the effect of insulting or demeaning any student or group of students, staff person or visitor in such a way as to cause disruption in, or interference with, the orderly operation of the college; or creates a hostile environment for the student, staff person or visitor at the college; or infringes on the rights of the student, staff person or visitor at the college. Those found in violation of this section of the Code of Conduct will be subject to expulsion from the college.

#### Physical or Psychological Harm

2. Conduct of a sexual nature that creates an intimidating, hostile or offensive campus, educational or working environment for another person. This includes unwelcome sexual advances or requests for sexual favors, inappropriate sexual or gender-based activities, comments or gestures, or other forms of verbal or physical conduct or communications constituting sexual harassment.
3. Obscene or indecent behavior, which includes, but is not limited to, indecent exposure or the display of sexual behavior that would reasonably be offensive to others.
4. Causing physical or psychological harm to any person on college property or at college sponsored activities, or recklessly causing reasonable apprehension of such harm.

5. Commission on or off campus of any offense involving danger to the person, as specified in part 1 of sub-title 2 of the New Jersey Code of Criminal Justice, N.J.S.A. 2C:11-1 et seq., or in a comparable law of the jurisdiction in which said offense was committed if other than New Jersey. If said student has been named as a defendant in a criminal complaint and if said student's presence on campus endangers his physical or emotional safety and well-being, or endangers the safety and well-being of other students, teachers, and members of the college community.
6. Unauthorized use, possession or storage of any weapon on college property or at college sponsored activities.
7. Initiating or causing to be initiated any false accusation, false report, defamation of character, warning or threat of fire, explosion or other emergency on college property or at college sponsored activities.
8. Interfering with normal college or college sponsored activities, including, but not limited to, studying, teaching, research, extracurricular activities, job placement activities, college administration, or fire, police or emergency services.
9. Violating the terms of any disciplinary sanction imposed in accordance with this code.
10. Unauthorized distribution, use, or possession of any substance constituting a "controlled dangerous substance" within the meaning of the New Jersey Controlled Dangerous Substance Act, N.J.S.A. 24:21-1 et seq., or any illegal drug, on college property or at college sponsored activities.
11. Misusing or damaging fire safety equipment and/or lab equipment.
12. Furnishing false information to the college.
13. Forgery, unauthorized alteration, or unauthorized use of any college document or instrument of identification.
14. All forms of academic dishonesty, including cheating, fabrication, and facilitating academic dishonesty and plagiarism.
15. Substantially interfering with the

freedom of expression of others on college property or at college sponsored activities.

16. Theft of property or of services on college property or at college sponsored activities; knowing possession of stolen property on college premises or at college sponsored activities.
17. Destroying or damaging the property of others on college property or at college sponsored activities.
18. Failure to comply with the directions of college officials, including campus Public Safety officers, acting in performance of their duties.
19. Violation of college regulations or policies as published on the college's website, Student Handbook, and/or college catalog, as approved and compiled by the Board of Trustees, President, or their designates. Such regulations or policies include, without limitation, regulations relating to entry and use of college facilities, sale or consumption of alcoholic beverages, use of vehicles and amplifying equipment, campus demonstrations, and misuse of identification cards.
20. Unauthorized presence in or use of college premises, facilities or property.
21. Unauthorized use or possession of fireworks on college premises.

### C. College Policy on Student Violations of Law

On-campus misconduct constituting a criminal, drug or disorderly persons offense will be immediately reported to the appropriate authorities for their investigation. Where a student's illegal act also is violative of this Code, proceedings will be instituted under this Code. Where the college itself is a victim of the illegal act, and where witnesses are available to present statements to investigators and to testify in court, the college will file a court complaint against the student.

The Office of Public Safety is responsible for investigating all student violations of law that occur on campus, and should be notified immediately upon detection of any such violation. As soon as practicable upon receipt of such notification, it shall advise the appropriate civil law enforcement authority of such violation and that an investigation is being made. It shall take whatever action may be necessary, legal and proper within the scope of its authority with respect to such violation, for the protection of persons and property on campus, and shall cooperate fully with the civil authorities in the apprehension of suspects, preservation of evidence, aid to victims, and all other aspects of the case. A complete factual report shall be prepared by the Office of Public Safety promptly after the occurrence of each such violation and a copy thereof sent to the Vice President of Student Success. Said report shall be prepared whether or not the violation is also investigated by a civil law enforcement authority.

### D. Procedure When Misconduct Occurs

1. When misconduct occurs, any person observing it should immediately tell the Vice President of Student Success, who shall immediately speak to the alleged violator and to any persons harmed by the misconduct or witness to it. The Vice President of Student Success shall discuss the matter informally with the alleged violator, telling him/her what he/she is accused of doing and what the basis of the accusation is and giving the student an opportunity to explain his/her version of the facts if he/she wishes to do so. If after this informal discussion the Vice President of Student Success reasonably concludes that the alleged violator's presence on the campus poses a continuing danger to a person or property or an ongoing threat of disrupting the academic process, the Vice President of Student Success may immediately remove such student from campus, with the aid of the Public Safety Office if necessary. After such removal, the student shall not be permitted to return to the campus until a final decision on his or her case is rendered, except to participate in the disciplinary proceedings. Following such removal, the Vice President of Student Success shall issue a complaint. If the misconduct occurs at an external campus, the site supervisor will assume the role of the Vice President of Student Success. As soon as practicable, the site supervisor will contact the Vice President of Student Success.
2. In all other cases, the Vice President of Student Success shall have the following options:
  - a. If he/she reasonably concludes that the alleged misconduct did not constitute a violation of this Code or that the alleged violator did not commit misconduct, he/she shall advise such student that no further disciplinary proceedings will be taken in connection with the incident unless a written complaint is filed by a person other than the chief student development officer.
  - b. If he/she reasonably concludes that the alleged misconduct probably constituted a violation of this Code and was probably committed by the student, he/she shall issue a complaint.
3. Any person having knowledge of a violation of this Code by a college student may file a written complaint with the Public Safety & Security Department. The chief student development officer in such case shall issue the complaint. If the Public Safety & Security Department has not discussed the matter informally with the alleged violator as provided in section f.1., he/she may do so, and thereafter may remove such student from campus as further provided in section f.1.
4. The Vice President of Student Success or Designee shall immediately notify the Department of Public Safety of occurrence of any misconduct constituting a student violation of law. (See Section C above).



## E. Complaints: Pre-Hearing Procedures

1. Disciplinary proceedings under this Code shall be initiated by the filing and issuance of a complaint. An Official Complaint Form found on the RCBC intra net under “forms” is required; it includes the following information:
  - Name of alleged violator;
  - Date, time and place of the alleged violation;
  - A factual description of the alleged violation, including persons or property harmed and the nature of the harm;
  - Names of all witnesses who will be called to testify against the alleged violator, and a summary of the facts to which each witness will testify; and
  - The provisions of this Code (section B) that were violated.
2. A complaint is filed when it is received by the office of the Vice President of Student Success. A complaint is issued when it is served upon the alleged violator. Any person having knowledge of a violation may file a complaint, or the Vice President of Student Success may file it on his/her own motion. Only the Vice President of Student Success may file it on his/her own motion. Only the Vice President of Student Success or his/her designee may issue a complaint.
3. Upon issuance of a complaint, copies shall be submitted to the chairperson of the Code of Conduct Committee and to the President of the College.
4. The complaint shall be set down for hearing by the chairperson of the Code of Conduct Committee, who shall notify the alleged violator of the date, time and place of the hearing and shall include with said hearing notice a copy of this Code. The hearing date shall be within 10 working days of receipt by the Chairperson of the complaint. A request by the alleged violator for postponement or rescheduling of the hearing shall be made promptly to the chairperson, who may (but is not required to) honor it if good cause is shown.

## F. Hearings

1. Disciplinary hearings by the Code of Conduct Committee shall be closed to the public. Only the following may attend: The alleged violator and his/her representative; the Vice President of Student Success and his/her representative; the complaining party (if other than the Vice President of Student Success) and his/her representative; and witness. Failure of the alleged violator to appear at the hearing, personally or by a representative, after proper notice shall not be cause to postpone or cancel the hearing which may proceed in such person’s absence.
2. The alleged violator may bring an advisor or counsel or other representative at his/her own expense. The alleged violator’s advisor or counsel shall not speak for the student. The advisor’s/counsel’s sole presence will be to advise/counsel the student.
3. The complaining party may bring an advisor or counsel or other representative at his/her own expense. The complaining party’s advisor or counsel shall not speak for the student. The advisor’s/counsel’s sole presence will be to advise/counsel the student.
4. The hearing shall be presided over by the chairperson. All members of said Committee may question witnesses. In the event the Chairperson is absent or is unable to act as chairperson for any reason, an acting chairperson shall be designated from the membership of said Committee by the Vice President of Student Success..
5. The alleged violator shall not be compelled to testify on his/her own behalf, but may do so upon his/her own request.
6. All testimony shall be given under oath.
7. The hearing shall be recorded and, in the event of an appeal, shall be transcribed.

8. All relevant evidence is admissible at the hearing, except as otherwise provided herein. Evidence deemed repetitive, unduly prejudicial, or likely to cause confusion, may be excluded. Evidence not within the personal knowledge of a witness, or not within that witness’s experience or training if such be material to the testimony, may be excluded. Rule of privilege recognized by law or by the New Jersey Rules of Evidence shall apply to the extent permitted by the context and similarity of circumstances. Hearsay evidence shall be admitted, and shall be given whatever weight the Committee deems appropriate considering its nature and reliability.
9. The complainant and alleged violator, may examine and cross-examine witnesses.
10. The complainant and alleged violator, may present a closing argument or statement to the Committee.
11. Immediately after the hearing, the Code of Conduct Committee shall meet, in private, to determine whether the alleged violator has committed the violation or violations as charged. Said decision shall be by majority vote. In the event of a tie vote, the complaint will be dismissed. In the event the Committee finds that the alleged violator has committed a violation, the Committee shall also determine an appropriate sanction by majority vote.
12. The Chairperson shall promptly announce the decision of the Committee. A written report of this decision, along with the stated disciplinary measures, if applicable, shall be forwarded to the President of the College and to the violator, for implementation.

## G. Sanctions

One or more of the following disciplinary measures may be imposed upon students found to have violated this Code or any of the policies listed in section B (above).

1. Expulsion. Permanent dismissal from the college.
2. Suspension. Separation from the college for a specified period of time.
3. Disciplinary probation. Loss of participation in extracurricular activities, athletics, and/or holding of office in student organizations, for specified time period.
4. Restitution. The obligation to replace, or pay for property damaged, or to compensate for losses incurred, as a result of the violation.
5. Loss of privileges. Temporary revocation of such privileges as driving on campus, use of the cafeteria, library borrowing privileges, etc.
6. Warning to the student.
7. Performance of conciliatory act. If the student and the college are mutually agreeable and if circumstances of the violation and the student's attitude so warrant, a disposition may be made that will avoid imposition of a sanction yet will require some conciliatory act of the student evidencing a positive attitude toward his/her conduct in the future.

Examples include:

- a. Behavioral counseling (at the student's expense if obtained off campus);
- b. Involuntary withdrawal with opportunity to resume studies at a later time as long as a psychological, counseling and/or psychiatric report (at the student's expense) states the student is stable to be on campus. Students are still held responsible for payment of tuition and fees after being involuntarily withdrawn from the college.
- c. Performance of some service for the college in mitigation of harm caused by the misconduct.

## H. Range of Sanctions

1. Violations of sections B.1. through B.10. of this Code may result in expulsion, unless specific and significant mitigating factors are present. Factors to be considered in mitigation shall be the present demeanor and past disciplinary record of the alleged violator, as well as the nature of the violation and severity of any damage, injury or harm resulting from it.
2. Violations of sections B.11. through B.13. of this Code may result in suspension, unless specific and significant mitigating factors as specified in section E.1 are present.
3. Repeated or aggravated violations of any section of this Code may also result in expulsion or suspension or in the imposition of such lesser sanctions as may be appropriate.
4. Attempts to commit acts prohibited by this Code may result in imposition of the same discipline as for actual misconduct.
5. The sanction imposed in a particular case should be appropriate and just depending on the facts of that case. The burden of establishing facts in mitigation of expulsion or suspension will be upon the alleged violator.

## I. Appeals

1. Any student found to be in violation of this Code under the foregoing procedures may appeal the decision of the Code of Conduct Committee directly to the President of the College. An appeal shall stay implementation of sanctions, but shall not permit a student removed from campus to return.
2. The notice of appeal must be received at the office of the President of the College within five college working days of the date of the Committee's decision. No particular form of notice is required.
3. A copy of the notice of appeal must be filed with the Chairperson of the Code of Conduct Committee.
4. After a notice of appeal has been filed, a transcript of the hearing shall be prepared as soon as practicable and shall be forwarded to the President of the College and the appellant or his representative.
5. The President of the College or Designee, within ten college working days of receiving the notice of appeal, shall either affirm, reverse, or modify the decision of the Code of Conduct Committee. The President's or Designee's written decision shall be forwarded to the student or his/her representative, to the chief student development officer, to the complainant and to the Chairperson of the Code of Conduct Committee. The President's or Designee's written decision shall include his/her reasons for arriving at said decision. Said decision shall be final.

# Academic Programs

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## ASSOCIATE DEGREE PROGRAMS

### **Associate of Arts (A.A.)**

The Associate of Arts is a transfer degree designed to complete the first half of a baccalaureate or four-year liberal arts degree program. Traditionally, the purpose of this degree has been to give students a broad, highly academic background in the fine arts, humanities, and social sciences.

#### ***Programs of Study Leading to the A.A. Degree***

Art (AA.ART)  
Communication Arts (AA.COM)  
Education (AA.EDU)  
English (AA.ENG)  
History (AA.HIS)  
International Studies (AA.IGS)  
Journalism (AA.JOU)  
Liberal Arts (AA.LIB)  
Philosophy (AA.PHI)  
Political Science (AA.POL)  
Psychology (AA.PSY)  
Sociology (AA.SOC)  
Theatre (AA.THR)

### **Associate of Fine Arts (A.F.A.)**

The Associate of Arts is a transfer degree designed to complete the first half of a baccalaureate or four-year liberal arts degree program. Traditionally, the purpose of this degree has been to give students a broad, highly academic background in the fine arts, humanities, and social sciences.

#### ***Programs of study leading to the A.F.A. degree***

Art (AFA.ART)  
Photography (AFA.PHO)

### **Associate of Science (A.S.)**

This degree offers students a program emphasizing course work in mathematics, science, and business. The Associate of Science is also a transfer degree, designed to complete the first half of the requirements for a baccalaureate.

#### ***Programs of Study Leading to the A.S. Degree***

Accounting (AS.ACC)  
American Sign Language/Deaf Studies (AS.ASL/DEA)  
Biology (AS.BIO)  
Biotechnology (AS.BIT)  
Business Administration (AS.BUS)  
Chemical Engineering (AS.CGR)  
Chemistry (AS.CHE)  
Chemistry-Pre-Medical Technology (AS.CPM)  
Computer Information Systems (AS.INF)  
Computer Science (AS.CSE)  
Construction Management (AS.CON)  
Criminal Justice (AS.CRJ)  
Culinary Arts (AS. CUL)  
Education (AS.EDU)  
Engineering (AS.EGR)  
Environmental Science (AS.ENV)  
Fashion Product Merchandising (AS.FPM)  
Hospitality & Tourism Management (AS. HOS)  
Liberal Arts and Sciences (AS.LSC)  
Mathematics (AS.MTH)  
Music (AS.MUS)  
Physics (AS.PHY)  
Sustainable Energy Studies (AS.SES)

### **Associate of Applied Science (A.A.S.)**

This degree differs from the Associate of Arts and Science degrees previously outlined. The Associate of Applied Science is not generally intended as a transfer program. It is a degree available to students who expect to enter a career field upon graduation. Students who may later wish to continue studies leading to a baccalaureate degree are advised that, as a general policy, only the general education credits will be useful for transfer. Exceptions to this policy may be made by colleges and universities whose curricula in specific study areas are very nearly identical to those of Rowan College at Burlington County.

#### ***Programs of Study Leading to the A.A.S. Degree***

Accounting Technology (AAS.ACC)  
Agriculture Business (AAS.AGB)  
Alternative Energy Technologies (AAS.ALT)  
American Sign Language/Interpreter Education (AAS.ASL/IE)  
Biotechnology (AAS.BIT)  
Business Management Technology (AAS.BMT)  
Cancer Registry Management (AAS.MCR)  
Casino & Resort Management (AAS.CRM)  
Computer-Aided Drafting & Design Technology (AAS.CAD)  
Computer Management Information Systems (AAS.MIS)  
Computer Servicing & Networking Technology Option (AAS.PCN)  
Culinary Arts (AAS.CUL)  
Dental Hygiene (AAS.DHY)  
Diagnostic Medical Sonography (AAS.DMS)  
Electronics Engineering Technology (AAS.EET)  
Entertainment Technologies  
    Sound & Recording Engineering (AAS.ETS)  
    Video & Digital Media Production (AAS.ETV)  
Fashion Design (AAS.FAD)  
Fire Science Technology (AAS.FSC)  
Food Service Management Technology (AAS.FSM)  
Geospatial Technology (AAS.GIS)  
Graphic Design & Digital Media (AAS.GDD)  
Health Information Technology (AAS.HIT)  
Health Sciences (AAS.HSC)  
Hearing Instrument Sciences (AAS.HRS)  
Human Services (AAS.HUS)  
Information Assurance and Cybersecurity (AAS.IAC)  
Nursing (AAS.NUR)  
Paralegal (AAS.LEX)  
Pastry Arts (AAS.PAS)  
Radiography (AAS.RAD)  
Retail Management Technology (AAS.RMT)  
Technical Studies (AAS.TES)

### **Academic Certificate Programs**

Some career areas require less than two years of postsecondary education for entry into the field. At Rowan College at Burlington County, these programs are generally one year in duration and include courses specifically related to career requirements as well as general education courses designed to assist students to better understand the world in which they live and work.

#### ***Certificates***

Accounting (CRT.ACC)  
Alternative Energy Technologies (CRT.ALT)  
\*Cancer Registry Management (CRT.MCR)  
Geospatial Technology (CRT.GIS)  
\*Liberal Arts and Sciences (CRT.LSC)  
Photography (CRT.PHO)  
Small Business (CRT.BUS)

#### ***Career Certificates***

The following Career Certificates encompass courses specifically related to employment requirements. In some cases, general education coursework may also be required.

\*Addictions Counseling (SPC.HSA)  
Business Paraprofessional (SPC.BPC)  
Business Technology (SPC.BTC)  
Cancer Registry Management Certificate (SPC.MCR)  
Coding Certificate (SPC.ACO)  
Computed Tomography Certificate (SPC.CTC)  
Computer Networking Support and Servicing Certificate (SPC.EET)  
Cooking and Baking (SPC.FCB)  
Disaster Preparedness (SPC.DPC)  
Elder-Adult Companion Care (SPC.EAC)  
Electronic Health Record (SPC.EHR)  
Family Helper (SPC.FHC)  
\*Fashion Design (SPC.FDC)  
Fire Investigation (SPC.FSI)  
Fire Science (SPC.FSC)  
Food Service & Hospitality Management (SPC.FSM)  
\*Magnetic Resonance Imaging (SPC.MRP)

*\*These certificates are NOT eligible for Financial Aid.*



# Degree Requirements

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Rowan College at Burlington County offers four degrees: the Associate of Arts, Fine Arts, Associate of Science, and the Associate of Applied Science. In addition, the college offers a variety of one-year certificate programs, certain special programs, non-credit programs, and workshops for the college and the community.

## Advisory Statement

All degree-seeking students must show an ability to benefit from college-level courses. Proficiency is demonstrated either by receiving appropriate scores on the College Assessment or by completion of course work in the areas where the student did not receive appropriate assessment scores.

All degree-seeking students must demonstrate proficiency in reading, writing, and mathematics. Students who successfully achieve a passing grade on the College Assessment or are exempt should register for ENG 101 during their first semester. Students enrolled in a developmental writing course must follow the appropriate sequence of courses leading to ENG 101.

Students who have not completed ENG 101 at the point of having attempted 15 college-level credit hours (100 or higher), should enroll in ENG 101 concurrently with their other coursework.

If the selected program requires a second written communication course and students have not completed this course at the point of having attempted 32 college-level credit hours, they should enroll in the appropriate English course concurrently with their other coursework.

Students who successfully achieve a passing grade on the algebra portion of the College Assessment or are exempt should refer to the catalog page describing their program of study. Generally, AS and AAS Degree programs require or recommend specific mathematic courses to fulfill the general education mathematics requirement. Students may enroll in MTH 107 or a higher mathematics course if a specific mathematics course is not required.

## Degree Requirements

To receive an associate degree (A.A., A.F.A., A.S., A.A.S.) students must:

1. apply and be admitted to the program in which they seek a degree.
2. complete the General Education Requirements for the degree sought.
3. fulfill all the course and credit hour requirements with a cumulative 2.0 GPA for their particular curriculum as outlined in the Academic Programs section of the catalog.
4. complete at least 25% of the credits required in attendance at Rowan College at Burlington County.
5. fulfill all financial obligations to the college.
6. apply for graduation. Applications are available online through WebAdvisor and at the Mount Laurel Campus and the Willingboro Center. All applications must be accompanied by a graduation fee. See page 37 for deadline dates.

## General Education Philosophy

Rowan College at Burlington County is committed to providing educational opportunities shaped by the traditions of higher education and the demands of the contemporary world. The General Education program provides a foundation in the knowledge and skills needed to develop a life of personal fulfillment and contribution to society.

Students enrolled in the General Education requirements will be able to:

- Communicate effectively in both speech and writing.
- Use appropriate mathematical and statistical concepts and operations to interpret data and to solve problems.
- Use the scientific method of inquiry, through the acquisition of scientific knowledge.
- Use social science theories and concepts to analyze human behavior and social political institutions and to act as responsible citizens.

- Use computer systems or other appropriate forms of technology to achieve educational and personal goals.
- Analyze works in the fields of art, music or theater; literature; and philosophy and/or religious studies; and will gain competence in the use of a foreign language.
- Understand historical events and movements in World, Western, non-Western or American societies and assess their subsequent significance.
- Understand the importance of a global perspective and culturally diverse people.
- Understand ethical issues and situations.

The General Education requirements are grouped into major categories (Communication, Mathematics, Science, Social Science, Technology, Humanities, History, Diversity, Ethical Reasoning and Action) and by degree (A.A., A.F.A., A.S., or A.A.S.)

Students have considerable flexibility in selecting courses in most of the categories. However, there are some categories where the options are limited. These courses are called the core curriculum. It is the philosophy of the college that all students graduate with knowledge, skills, and abilities in a core of courses regardless of major. These core course requirements are identified on pages 55-59.

NOTE: Specific General Education Requirement courses are required and suggested for each program. See each program page for specific requirements and suggested coursework.

# General Education Requirements

## Associate of Arts (A.A.) Degrees

See appropriate program page in catalog for recommended/required course(s).

### 1. Written and Oral Communications – 9 credits

ENG 101	College Composition I
ENG 102	College Composition II
*‡ SPE 102	Public Speaking

### 2. Mathematics – 3 credits

MTH 107	Introduction to Statistics OR higher math course
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### 3. Natural Science – 7 or 8 credits

Group A –	4 credits chosen from:
BIO 103 & 104	General Biology I and Lab
BIO 107 & 108	General Biology II and Lab
BIO 110 & 111	Fundamentals of Anatomy and Physiology I and Lab
BIO 114 & 115	Fundamentals of Anatomy and Physiology II and Lab
BIO 120 & 121	Basic Biology and Human Affairs and Lab
BIO 130 & 131	Environmental Science and Lab
BIO 155 & 156	Basic Microbiology and Lab
CHE 107 & 108	Chemistry and Lab
CHE 115 & 116	General Chemistry I and Lab
PHY 110 & 111	Principles of Physics I and Lab
PHY 112 & 113	Principles of Physics II and Lab
PHY 120 & 121	Introduction to Astronomy and Lab
PHY 210 & 211	General Physics I and Lab
PSC 105 & 106	Physical Science I and Lab
PSC 107 & 108	Physical Science II and Lab
SST 100	Principles of Sustainability
Group B –	3 or 4 additional credits chosen from Group A (above) or any 101 or higher course from BIO, CHE, PHY, or PSC

### 4. Technology – 3 credits

CIS 101	Introduction to Computers
CIS 161	Computer Applications

### 5. Social Science – 6 credits

Take 6 credits from different disciplines from the following:	
ANT 102	Introduction to Cultural Anthropology
ECO 203	Principles of Microeconomics
ECO 204	Principles of Macroeconomics
GEO 102	Principles of Geography
POL 101	American National Government & Politics
POL 103	Comparative Government and Politics
POL 220	Western Political Thought
POL 250	International Politics
*‡ PSY 101	Introduction to Psychology
PSY 251	Child and Adolescent Psychology
PSY 256	Developmental Psychology
*‡ SOC 101	Principles of Sociology
*SOC 160	Society, Ethics & Technology

### 6. Arts and Humanities – 9 credits

Group A – 3 credits chosen from:

ART 101	Introduction to Art
MUS 101	Introduction to Music
*‡ PHI 101	Introduction to Philosophy
THR 101	Introduction to Theatre
Group B –	6 additional credits chosen from Group A (above) or:
ART 250	Art History I
ART 251	Art History II
ARA 101	Elementary Arabic I
ASL 101	Elementary American Sign Language I
ASL 102	Elementary American Sign Language II
ASL 201	Intermediate American Sign Language I
ASL 202	Intermediate American Sign Language II
ASL 203	Advanced American Sign Language I
CHI 101	Elementary Chinese I
FRE 101	Elementary French I
FRE 102	Elementary French II
FRE 201	Intermediate French I
GER 101	Elementary German I
GER 102	Elementary German II
HIS 101	United States History I
HIS 102	United States History II
HIS 103	Ancient and Medieval Foundations of Western Civilization
HIS 104	Modern European History
HIS 230	Islamic Civilization
HIS 266	African-American History I
HIS 267	African-American History II
ITA 101	Elementary Italian I
ITA 102	Elementary Italian II
LIT 203	Masterpieces of World Literature I
LIT 206	Women's Literature
LIT 207	British Literature I
LIT 208	British Literature II
LIT 209	American Literature I
LIT 210	American Literature II
LIT 218	Literature and Film
LIT 220	Shakespeare
PHI 105	Introduction to Logic
PHI 112	Eastern Philosophy
*PHI 205	Ethics
REL 205	Comparative Religion
SPA 101	Elementary Spanish I
SPA 201	Intermediate Spanish I
TUR 101	Elementary Turkish I
TUR 102	Elementary Turkish II

*continued on next page*

# General Education Requirements

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## Associate of Arts (A.A.) Degrees

*See appropriate program page in catalog for recommended/required course(s).*

### 7. History – 6 credits

HIS 101	United States History I
HIS 102	United States History II
HIS 103	Ancient and Medieval Foundations of Western Civilization
HIS 104	Modern European History
HIS 230	Islamic Civilization
HIS 266	African-American History I
HIS 267	African-American History II

### 8. Diversity – 3 credits

Three credits chosen from:

ANT 102	Introduction to Cultural Anthropology
ASL 103	American Deaf Culture
ASL 201	Intermediate American Sign Language I
ASL 202	Intermediate American Sign Language II
FRE 201	Intermediate French I
HIS 213	Genocide
HIS 230	Islamic Civilization
HIS 266	African-American History I
HIS 267	African-American History II
LIT 203	Masterpieces of World Literature I
LIT 206	Women's Literature
LIT 211	Masterpieces of World Literature II
LIT 216	Poetry of the Holocaust
LIT 217	The Holocaust in World Literature
PHI 112	Eastern Philosophy
REL 205	Comparative Religion
SOC 209	Introduction to Women's Studies
SOC 210	Minority Groups
SPA 201	Intermediate Spanish I

*\*This course meets the ethical reasoning and action goal. † This course meets the information literacy action goal.*

# General Education Requirements

## Associate of Science (A.S.) Degrees

See appropriate program page in catalog for recommended/required course(s).

### 1. Written Communications – 6 credits

ENG 101	College Composition I
ENG 102	College Composition II

### 2. Mathematics – 3 credits

MTH 107	Introduction to Statistics OR higher math course
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### 3. Natural Sciences – 7 or 8 credits

Group A –	4 credits chosen from:
BIO 103 & 104	General Biology I and Lab
BIO 110 & 111	Fundamentals of Anatomy and Physiology I and Lab
BIO 120 & 121	Basic Biology and Human Affairs and Lab
BIO 130 & 131	Environmental Science and Lab
BIO 155 & 156	Basic Microbiology and Lab
CHE 107 & 108	Chemistry and Lab
CHE 115 & 116	General Chemistry I and Lab
PHY 110 & 111	Principles of Physics I and Lab
PHY 112 & 113	Principles of Physics II and Lab
PHY 120 & 121	Introduction to Astronomy and Lab
PHY 210 & 211	General Physics I and Lab
PSC 105 & 106	Physical Science I and Lab
PSC 107 & 108	Physical Science II and Lab
SST 100	Principles of Sustainability
Group B –	3 or 4 additional credits chosen from Group A (above) or any 101 or higher course from BIO, CHE, PHY, or PSC

### 4. Social Science – 6 credits

Take 6 credits from different disciplines from the following:	
ANT 102	Introduction to Cultural Anthropology
ECO 203	Principles of Microeconomics
ECO 204	Principles of Macroeconomics
GEO 102	Principles of Geography
POL 101	American National Government & Politics
POL 103	Comparative Government and Politics
POL 220	Western Political Thought
POL 250	International Politics
*‡ PSY 101	Introduction to Psychology
PSY 251	Child and Adolescent Psychology
PSY 256	Developmental Psychology
*‡ SOC 101	Principles of Sociology
*SOC 160	Society, Ethics and Technology

### 5. Arts and Humanities – 3 credits

Three credits chosen from:	
ART 101	Introduction to Art
MUS 101	Introduction to Music
*‡ PHI 101	Introduction to Philosophy
THR 101	Introduction to Theatre

### 6. History – 3 credits

Three credits chosen from:	
HIS 101	United States History I
HIS 102	United States History II
HIS 103	Ancient and Medieval Foundations of Western Civilization
HIS 104	Modern European History
HIS 230	Islamic Civilization
HIS 266	African-American History I
HIS 267	African-American History II

### 7. Diversity – 3 credits

Three credits chosen from:	
ANT 102	Introduction to Cultural Anthropology
ASL 103	American Deaf Culture
ASL 201	Intermediate American Sign Language I
ASL 202	Intermediate American Sign Language II
FRE 201	Intermediate French I
HIS 213	Genocide
HIS 230	Islamic Civilization
HIS 266	African-American History I
HIS 267	African-American History II
LIT 203	Masterpieces of World Literature I
LIT 206	Women's Literature
LIT 211	Masterpieces of World Literature II
LIT 216	Poetry of the Holocaust
LIT 217	The Holocaust in World Literature
PHI 112	Eastern Philosophy
REL 205	Comparative Religion
SOC 209	Introduction to Women's Studies
SOC 210	Minority Groups
SPA 201	Intermediate Spanish I

\*This course meets the ethical reasoning and action goal. ‡ This course meets the information literacy action goal.



# General Education Requirements

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## Associate of Applied Science (A.A.S.) and Associate of Fine Arts (A.F.A.) Degrees

See appropriate program page in catalog for recommended/required course(s).

1. Written and Oral Communications – 6 credits

ENG 101	College Composition I
ENG 102	College Composition II
*‡ SPE 102	Public Speaking

2. Mathematics – 3 credits

See appropriate program page in catalog  
for recommended course.

3. Natural Science – 4 credits

Four credits chosen from:

BIO 103 & 104	General Biology I and Lab
BIO 110 & 111	Fundamentals of Anatomy and Physiology I and Lab
BIO 120 & 121	Basic Biology and Human Affairs and Lab
BIO 130 & 131	Environmental Science and Lab
BIO 155 & 156	Basic Microbiology and Lab
CHE 107 & 108	Chemistry and Lab
CHE 115 & 116	General Chemistry I and Lab
PHY 110 & 111	Principles of Physics I and Lab
PHY 120 & 121	Introduction to Astronomy and Lab
PHY 210 & 211	General Physics I and Lab
PSC 105 & 106	Physical Science I and Lab
PSC 107 & 108	Physical Science II and Lab

4. Social Science – 3 credits

Three credits chosen from:

ANT 102	Introduction to Cultural Anthropology
ECO 203	Principles of Microeconomics
GEO 102	Principles of Geography
POL 101	American National Government & Politics
*‡ PSY 101	Introduction to Psychology
*‡ SOC 101	Principles of Sociology
*SOC 160	Society, Ethics & Technology

5. Arts and Humanities – 3 credits

Three credits chosen from:

ART 101	Introduction to Art
MUS 101	Introduction to Music
*‡ PHI 101	Introduction to Philosophy
THR 101	Introduction to Theater

6. Additional General Education Requirements – 3 credits

See appropriate program page in catalog for required and/or  
recommended course.

*\*This course meets the ethical reasoning and action goal. ‡ This course meets the information literacy action goal.*

# General Education Requirements

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## Associate of Applied Science (A.A.S.) Degrees for Allied Health Programs

*See appropriate program page in catalog for recommended/required course(s).*

1. Written Communications – 6 credits

See appropriate program page in catalog for required course.

ENG 101                      College Composition I  
ENG 102 or \*‡ SPE 102 College Composition II  
   or Public Speaking

2. Mathematics – 3 credits

See appropriate program page in catalog  
for required course.

3. Natural Science – 4 credits

See appropriate program page in catalog  
for required course.

BIO 103 & 104    General Biology I and Lab  
BIO 110 & 111    Fundamentals of Anatomy  
   and Physiology and Lab  
  
CHE 115 & 116    General Chemistry I and Lab  
PHY 110 & 111    Principles of Physics I and Lab  
PHY 210 & 211    General Physics I and Lab

4. Social Science – 3 credits

See appropriate program page in catalog  
for recommended course.

ANT 102                      Introduction to Cultural Anthropology  
ECO 203                      Principles of Microeconomics  
GEO 102                      Principles of Geography  
POL 101                      American National Government & Politics  
\*‡ PSY 101                      Introduction to Psychology  
\*‡ SOC 101                      Principles of Sociology

5. Additional General Education Requirement – 6 credits

These 6 credits are determined by each specific allied health  
program. Please see appropriate program page in catalog  
for required courses.

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*\*This course meets the ethical reasoning and action goal. ‡ This course meets the information literacy action goal.*

# Recommended Semester Sequences

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The recommended course sequence is designed for full-time students who average twelve (12) to fourteen (14) credits per semester, enroll in mini-semester courses or attend summer term courses. It is intended only as a guide. Students may need more time to complete major requirements based on placement testing and the meeting of course prerequisite skills.

## Associate of Arts and Associate of Fine Arts Degree

<b>First Semester</b>		<b>Second Semester</b>		<b>Summer or Mini Semester</b>	
English 101*	3 cr.	English 102	3 cr.	Social Science	3 cr.
Mathematics*	3 cr.	Arts & Humanities	3 cr.	History	3 cr.
Social Science	3 cr.	CIS 101 or CIS 161	3 cr.		
Program Course**	3 cr.	Program Course**	3 cr.		
<b>Third Semester</b>		<b>Fourth Semester</b>		<b>Summer or Mini Semester</b>	
SPE 102	3 cr.	Arts & Humanities	3 cr.	History	3 cr.
Natural Science	3-4 cr.	Natural Science	3-4 cr.	Elective	3 cr.
Program Course**	3 cr.	Program Course**	3 cr.	Elective	3 cr.
Diversity Course	3 cr.	History	3 cr.		

## Associate of Science Degree

<b>First Semester</b>		<b>Second Semester</b>		<b>Summer or Mini Semester</b>	
English 101*	3cr.	English 102	3 cr.	Social Science	3 cr.
Mathematics*	3 cr.	Diversity Course	3 cr.	History	3 cr.
Natural Science	4 cr.	Natural Science	3-4 cr.		
Program Course **	3 cr.	Program Course**	3 cr.		
<b>Third Semester</b>		<b>Fourth Semester</b>		<b>Summer or Mini Semester</b>	
Program Course**	3 cr.	Program Course**	3 cr.	Elective	3-4 cr.
Program Course**	3 cr.	Program Course**	3 cr.	Elective	3-4 cr.
Program Course**	3 cr.	Arts & Humanities	3 cr.		
Social Science	3 cr.	Elective	3 cr.		

\* Placement testing required

\*\* Program courses are specified in the Program Outlines section of this catalog.

### Important Note

Decisions regarding the transferability of courses are made by the baccalaureate degree granting colleges/universities and differ from school to school. Students who are planning to transfer should select courses according to the expectations of the transfer institution. Transfer articulation guides for New Jersey colleges can be found at [njtransfer.org](http://njtransfer.org) or by meeting with a Transfer Advisor in the Transfer Office. Transfer deadlines can be found on the Advising Website at [staff.rcbc.edu/advising](http://staff.rcbc.edu/advising).

# Advising Form

## Associate of Arts (A.A.) Degree Requirements

Student Name \_\_\_\_\_ Major \_\_\_\_\_

Note: A.A. and A.S. degree programs are designed to be transfer programs to four-year institutions. A.A.S. and A.F.A. programs are career-oriented and do not contain the necessary liberal arts basis to prepare a student for transfer to a four-year institution.

### GENERAL EDUCATION REQUIREMENTS – 45 CREDITS

See appropriate program page in catalog for recommended/required course(s).

\*This course meets the ethical reasoning and action goal.

‡ This course meets the information literacy action goal.

#### Credits divided into the following eight categories:

	Course Number	Credits	Grade	Recommended Course	Date Completed
1. Written and Oral Communications - 9 credits	ENG 101	_____	_____	ENG 101	_____
	ENG 102	_____	_____	ENG 102	_____
	*‡ SPE 102	_____	_____	*‡ SPE 102	_____
2. Mathematics - 3 credits MTH 107 or higher	_____	_____	_____	Choice _____	_____
3. Natural Science - 7 or 8 credits Group A – 4 credits chosen from: BIO 103/104, 107/108, 110/111, 114/115 120/121, 130/131, 155/156 CHE 107/108, 115/116 PHY 110/111, 112/113, 120/121, 210/211 PSC 105/106, 107/108 SST 100	_____	_____	_____	Choice _____	_____
	Group B – 3 or 4 additional credits chosen from Group A (above) or from any 101 or higher course from BIO, CHE, PHY, or PSC	_____	_____	_____	Choice _____
4. Technology - 3 credits CIS 101 CIS 161	_____	_____	_____	Choice _____	_____
5. Social Science - 6 credits Take 6 credits from different disciplines from the following: ANT 102 ECO 203, 204 GEO 102, POL 101, 103, 220, 250 *‡ PSY 101, 251, 256 *‡ SOC 101, *160	_____	_____	_____	Choice _____	_____
	_____	_____	_____	Choice _____	_____
6. Arts & Humanities - 9 credits Group A – 3 credits chosen from: ART 101, MUS 101, *‡ PHI 101, THR 101 Group B – 6 additional credits chosen from Group A (above) or from: ARA 101 ART 250, 251 ASL 101, 102, 201, 202, 203 CHI 101 FRE 101, 102, 201 GER 101, 102 HIS 101, 102, 103, 104, 230, 266, 267 ITA 101, 102 LIT 206, 207, 208, 209, 210, 211, 218, 220 PHI 105, 112, 205, 210 REL 205 SPA 101, 201 TUR 101, 102	_____	_____	_____	Choice _____	_____
	_____	_____	_____	Choice _____	_____
	_____	_____	_____	Choice _____	_____
	_____	_____	_____	Choice _____	_____
	_____	_____	_____	Choice _____	_____
	_____	_____	_____	Choice _____	_____
	_____	_____	_____	Choice _____	_____
	_____	_____	_____	Choice _____	_____
	_____	_____	_____	Choice _____	_____
	_____	_____	_____	Choice _____	_____
	_____	_____	_____	Choice _____	_____
	_____	_____	_____	Choice _____	_____
	_____	_____	_____	Choice _____	_____
	_____	_____	_____	Choice _____	_____
	_____	_____	_____	Choice _____	_____



7. History - 6 credits

Group A – 3 credits chosen from:

HIS 101, 102, 103, 104, 230, 266, 267

Group B – 3 additional credits chosen from

Group A (above) or:

HIS 230

			Choice _____	
			Choice _____	
			Choice _____	

8. Diversity - 3 credits

Three credits chosen below that have not been previously selected

ANT 102

ASL 103, 201, 202

FRE 201

HIS 213, 230, 266, 267

LIT 203, 206, 211, 216, 217

PHI 112

REL 205

SOC 209, 210

SPA 201

<i>Course Number</i>	<i>Credits</i>	<i>Grade</i>	<i>Recommended Course</i>	<i>Date Completed</i>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**PROGRAM COURSES – 12 CREDITS REQUIRED**

**ELECTIVES – 7 CREDITS REQUIRED**

Check your program outline for exceptions

<i>Course Number</i>	<i>Credits</i>	<i>Grade</i>	<i>Recommended Course</i>	<i>Date Completed</i>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Student \_\_\_\_\_ Student ID# \_\_\_\_\_ Date \_\_\_\_\_

Advisor \_\_\_\_\_ Date \_\_\_\_\_

**IMPORTANT:** It is the student’s responsibility to retain the Rowan College at Burlington County catalog that is/was current when declaring their major and note the general education and program requirements for their program of study. In addition, students are encouraged to check the transferability of courses to the receiving four-year institution.

A copy of this form should be retained by the student and presented when meeting with an advisor or counselor for revisions and updates.

THIS FORM is intended for advisement purposes only. It is considered an unofficial evaluation of degree requirements. Graduation from Rowan College at Burlington County is not automatic. Students with 48 or more credits can access the application for graduation located in WebAdvisor. Eligible students must submit an application for graduation by the established deadlines listed on page 37.



**PROGRAM COURSES – 18-24\* CREDITS REQUIRED**

\*some programs have up to 35 program credits required.  
Check your program outline for exceptions.

<i>Course Number</i>	<i>Credits</i>	<i>Grade</i>	<i>Recommended Course</i>	<i>Date Completed</i>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**ELECTIVES – 12-16 CREDITS REQUIRED**

Check your program outline for exceptions.

<i>Course Number</i>	<i>Credits</i>	<i>Grade</i>	<i>Recommended Course</i>	<i>Date Completed</i>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Student \_\_\_\_\_ Student ID# \_\_\_\_\_ Date \_\_\_\_\_

Advisor \_\_\_\_\_ Date \_\_\_\_\_

**IMPORTANT:** It is the student’s responsibility to retain the Rowan College at Burlington County catalog that is/was current when declaring their major and note the general education and program requirements for their program of study. In addition, students are encouraged to check the transferability of courses to the receiving four-year institution.

A copy of this form should be retained by the student and presented when meeting with an advisor or counselor for revisions and updates.

THIS FORM is intended for advisement purposes only. It is considered an unofficial evaluation of degree requirements. Graduation from Rowan College at Burlington County is not automatic. Students with 48 or more credits can access the application for graduation located in WebAdvisor. Eligible students must submit an application for graduation by the established deadlines listed on page 37.

# Advising Form

## Associate of Applied Science (A.A.S.) and Associate of Fine Arts (A.F.A.) Degree Requirements

Student Name \_\_\_\_\_ Major \_\_\_\_\_

Note: A.A. and A.S. degree programs are designed to be transfer programs to four-year institutions. A.A.S. and A.F.A. programs are career-oriented and do not contain the necessary liberal arts basis to prepare a student for transfer to a four-year institution.

### GENERAL EDUCATION REQUIREMENTS – 22 CREDITS

See appropriate program page in catalog for recommended/required course(s).

*\*This course meets the ethical reasoning and action goal.*

*‡This course meets the information literacy action goal.*

#### Credits divided into the following six categories:

	Course Number	Credits	Grade	Recommended Course	Date Completed
1. Written & Oral Communications - 6 credits	ENG 101 *‡ SPE 102	_____	_____	ENG 101 *‡ SPE 102	_____
2. Mathematics - 3 credits See appropriate program page in catalog for recommended course	_____	_____	_____	Choice _____	_____
3. Natural Science - 4 credits BIO 103/104, 110/111, 120/121, 130/131, 155/156 CHE 107/108, 115/116 PHY 110/111, 112/113, 120/121, 210/211 PSC 105/106, 107/108	_____	_____	_____	Choice _____	_____
4. Social Science - 3 credits ANT 102, ECO 203, GEO 102, POL 101, *‡ PSY 101, *‡ SOC 101, *SOC 160	_____	_____	_____	Choice _____	_____
5. Arts & Humanities - 3 credits ART 101, MUS 101, *‡ PHI 101, THR 101	_____	_____	_____	Choice _____	_____
6. Additional General Education Requirements - 3 credits See appropriate program page in catalog for recommended course	_____	_____	_____	Choice _____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____





# Advising Form

## Associate of Applied Science (A.A.S.) Degree Requirements for Allied Health Programs

Student Name \_\_\_\_\_ Major \_\_\_\_\_

Note: A.A. and A.S. degree programs are designed to be transfer programs to four-year institutions. A.A.S. and A.F.A. programs are career-oriented and do not contain the necessary liberal arts basis to prepare a student for transfer to a four-year institution.

### GENERAL EDUCATION REQUIREMENTS – 22 CREDITS

See appropriate program page in catalog for recommended/required course(s).

\*This course meets the ethical reasoning and action goal.

‡ This course meets the information literacy action goal.

#### Credits divided into the following five categories:

	Course Number	Credits	Grade	Recommended Course	Date Completed
1. Written & Oral Communications - 6 credits	ENG 101 ENG 102 or *‡ SPE 102 <i>See appropriate program page in catalog for recommended course</i>			ENG 101 ENG 102 *‡ SPE 102	
2. Mathematics - 3 credits See appropriate program page in catalog for required course	_____	_____	_____	Choice _____	_____
3. Natural Science - 4 credits See appropriate program page in catalog for recommended course BIO 103/104, 110/111 CHE 115/116 PHY 110/111, 112/113, 120/121, 210/211 PSC 105/106, 107/108	_____	_____	_____	Choice _____	_____
4. Social Science - 3 credits See appropriate program page in catalog for recommended course ANT 102, ECO 203, GEO 102, POL 101, *‡ PSY 101, *‡ SOC 101	_____	_____	_____	Choice _____	_____
5. Additional General Education Requirements - 6 credits These 6 credits are determined by each specific health profession. See appropriate program page in catalog for recommended course	_____	_____	_____	Choice _____	_____



# Programs and Contact Person

## Liberal Arts (LA) Division

Dean	Donna Vandergrift	1400
Associate Dean	Bernadette Wright	1644
Accounting	Charles O’Gorman	1618
Accounting Technology	Charles O’Gorman	1618
American Sign Language/ Interpreter Education	Elias Papazis	1441
Art	Jayne Yantz	1252
Business Administration	Elizabeth Kerr	1974
Business Management Tech.	Elizabeth Kerr	1974
Communication Arts	Brooke Mailhout	2529
Criminal Justice	LA Division	1441
Developmental English	Gina Yanuzzi	1546
Education	Erica Osmond	1466
English	Erika Baldt	1613
Entertainment Technologies	Brooke Mailhout	2529
ESL	Meral Muyesser	1599
Fine Arts	Jeffery Bailey	1317
History	James Judge	1346
International Studies	Jessica Gicking	1614
Journalism	Sarah Colona	1405
Languages	Michelle Harkins	1648
Liberal Arts	LA Division	1441
Music	Russ Gartner	1353
Paralegal	LA Division	1441
Philosophy	Tausha Major	1290
Photography	Lila Ingui	1441
Political Science	Ken Mariano	1603
Psychology	Syreetta Washington	1311
Reading	Diane Schellack	1521
Small Business	Elizabeth Kerr	1974
Sociology	Elizabeth Lavertu	1759
Study Abroad	Jessica Gicking-Aspden	1614
Theatre	Patricia Cohill	1779

*During periods when the faculty are not available students may contact the LA Division at ext. 1441.*

## Health Sciences Division

Dean	Health Sciences Division	1406
Cancer Registry	Susan Scully	1257
Computed Tomography	Pamela Joseph	1407
Coding	Fran DiLorenzo	1668
Dental Hygiene	Linda Hecker	1419
Diagnostic Med. Sonography		1406
Health Information Tech.	Susan Scully	1257
Health Sciences	Health Sciences Division	1410

*During periods when the faculty are not available students may contact the Health Sciences Division at ext. 1410.*

## Science, Technology, Engineering and Mathematics (STEM) Division

Dean	Edem Tetteh	1239
Associate Dean	Elizabeth Price	1259
Agriculture Business Tech.	STEM Division	1402
Biology	Laura Ritt	1233
Biotechnology	Katherine Milani	2050
Chemical Engineering	Terry Sherlock	2028
Chemistry	Terry Sherlock	2028
Chemistry, Pre-Medical Technology Option	Terry Sherlock	2028
Computer Aided Drafting & Design Technology	STEM Division	1402
Computer Mgmt. Info. Sys.	Stephen Harad	2026
Computer Science	Christopher Simber	2090
Computer Servicing & Networking Technology	Tom Houck	2039
Construction Management	STEM Division	1402
Cooking & Baking	James Brundnicki	4635
Culinary Arts	James Brundnicki	4635
Electronics Engineering Tech.	Tom Houck	2039
Engineering	Eric Pancost	2038
Energy/Sustainability	Robert Brzozowski	1941
Environmental Science	Jennifer Rienzi	2030
Fashion Design	Lisa Steinberg	1370
Fire Science Technology	STEM Division	1402
Food Service & Hosp. Mgmt.	James Brundnicki	4635
Geospatial Technology	Marc Zamkotowicz	1622
Graphic Design and Digital Media	Tiffany Ruocco	1230
Information Assurance & Cybersecurity	STEM Division	1402
Mathematics	Jianene Meola	1442
	Diane Veneziale	1515
	Crystal Bourne	1347
Physics	Gregory Perugini	2031
Technical Studies	STEM Division	1402

*During periods when the faculty are not available students may contact the STEM Division at ext. 1372.*

Hearing Instrument Sciences	Health Sciences Division	1410
Human Services	Brina Sedar	2713
Magnetic Resonance Imaging	Pamela Joseph	1407
Nursing	Health Sciences Division	1410
Nursing (evening program coordinator)	Claire Faust	1406
Paramedic Sciences	Health Sciences Division	1410
Radiography	Pamela Joseph	1407



# Career Certificates

## Addictions Counseling Certificate (SPC.HSA) §

This program will provide students with fundamental training in the area of drug and alcohol counseling. This certificate is of value to students entering the human services profession who are seeking indepth training in a specialized area of practice as well as those who are already experienced in the drug and alcohol field who may use this certificate to advance their skills and qualifications. This program requires 15 credits in a five course cluster, one of which is a field placement in a drug and alcohol facility.

Program Courses	Credits
HUS 105 Introduction to Group Dynamics	3
HUS 201 Introduction to Counseling	3
HUS 205 Social Work Process	3
HUS 207 Addiction Dynamics and Interventions	3
HUS 210 Human Services Field Placement	3
<b>Total Required Credits</b>	<b>15</b>

## Business Paraprofessional Certificate (SPC.BPC)

This career certificate is being offered by this and other community colleges in the state as part of the NJEA ESP (Educational Support Professionals) Career Academy Ladders Program. The four educational modules that will transfer in provide training in Communications (36 clock hours), Cultural Competence (36 clock hours), Child Development (36 clock hours), and Student/ Staff Safety and Health Issues (36 clock hours) in conjunction with 56 hours of Career Development Training. The certificate will allow recipients to have a strong grounding in business and educational support services for paraprofessional positions. The certificate program requires a minimum of 27 credits.

Transfer Courses	Credits
<i>Transfer credits from four educational modules:</i>	
Communications	
Cultural Competence	
Child Development	
Student/Staff Safety and Health Issues	
and	
Career Development	
<b>Training</b>	<b>12 total credits</b>

Program Courses	Credits
BUA 101 Business Functions in a Global Society	3
BUA 102 Principles of Management	3
BUA 205 Business Law I	3
CIS 101 Introduction to Computers	3
PHI 101 Introduction to Philosophy	3
<b>Total Required Credits</b>	<b>27</b>

## Business Technology Certificate (SPC.BTC)

This program will give students exposure to coursework that will assist them in attaining business technology jobs, focusing on entry-level office positions. Also if students choose to continue at RCBC after attaining the certificate, the coursework will provide a solid foundation for students seeking to attain a Business Administration degree. The certificate program requires a minimum of 18 credits.

Program Courses	Credits
BUA 101 Business Functions in a Global Society	3
BUA 102 Principles of Management	3
CIS 101 Introduction to Computers	3
CIS 161 Computer Applications	3
ENG 106 Business Communications	3

*Elective: Select one 3-credit course from the following:*

PSY 101 General Psychology I	3
or	
SOC 101 Principles of Sociology	3
<b>Total Required Credits</b>	<b>18</b>

§ This certificate is NOT eligible for Financial Aid.

### Cancer Registry Management Certificate (SPC.MCR)

The Cancer Registry Management Certificate is offered to individuals who possess the technical and clinical knowledge and skills required to maintain cancer-related data collection systems. These individuals manage and analyze clinical cancer information for the purposes of processing, maintaining, compiling, and reporting health information in many areas including: Research, Quality Management and Improvement, Facility Planning and Marketing, Long-Term patient follow up, Cancer Program Development, Survival Data, Compliance with Reporting Standards, Evaluation of the Results of Treatment, National Accreditation Standards.

Cancer registrars are data management experts who report cancer statistics for various healthcare agencies. Registrars work closely with physicians, administrators, researchers, and health care 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. The cancer registrar is involved in managing and analyzing clinical cancer information for the purpose of education, research, and outcome measurement.

This 25 credit certificate program is geared towards professionals who currently have an associate degree and wish to obtain the necessary knowledge to sit for the National Cancer Registry Associations (NCRA) Certified Tumor Registrar credential (CTR).

Program Courses	Credits
MCR 101 Cancer Registry Structure and Management	3
MCR 104 Cancer Registry Operations	3
MCR 111 Cancer Registry Disease Coding and Staging	3
MCR 114 Oncology and Coding	3
MCR 201 Abstracting Methods	3
MCR 204 F/U, D.Q. & Utilization	3
MCR 211 Multiple Primary and Hematopoetics	3
MCR 220 Clinical I	2
MCR 221 Clinical II	2
<b>Total Required Credits</b>	<b>25</b>

### Coding Certificate Program (SPC.ACO)

This program will prepare students for entry level employment as a medical coder in the inpatient or other medical settings such as clinics, physician offices, health insurance companies, and consulting firms. Student will acquire basic knowledge to: assign diagnoses/procedure codes using ICD-10-CM/PCS Volumes I-III; assign procedure codes using CPT-4; validate coding accuracy using clinical information in the patient's health record; use electronic application and work processes to support clinical classification and coding; understand Diagnostic Related Groups (DRG's); interpret and apply regulatory guidelines; and prepare for the coding certification exam of the student's choice.

Students will receive a career certificate and 26 credits that can easily transfer to the HIT Associate's degree. (Credits required are subject to change with the addition of the Professional Practice Experience.) The program is part time over an 18 month period to accommodate employed students. Classes are typically offered in the evenings.

Admission requirements: Graduation from high school or attainment of a GED with C grade or higher; High school biology or equivalent college course work; Completion of the Psychological Services Bureau (PSB) Health Occupations Aptitude examination; and criminal background check with satisfactory outcome conducted by Adam Safeguard.

Required Courses Include	Credits
BIO 110 Fund. of Anatomy and Physiology I (lecture)	3
BIO 114 Fund. of Anatomy and Physiology II (lecture)	3
HIT 105 Medical Terminology	2
HIT 115 Pathology	3
HIT 116 Pharmacology for Allied Health Professions	2
HIT 205 HCPCS Coding (CPT-4)	3
HIT 208 Reimbursement Methodologies	2
HIT 209 ICD-10-CM Coding	3
HIT 210 ICD-10-PCS Coding	3
HIT 226 Applications in Acute Care Coding	4
<b>Total Required Credits</b>	<b>28</b>

### Computed Tomography Certificate (SPC.CTC)

This program is designed to give the ARRT, American Registry of Radiologic Technologists, credentialed radiologic technologist the ability to seek a position as a Computed Tomography Technologist upon completion. The 15 career credits are based on the ASRT, American Society of Radiologic Technologists, Curriculum Guide for Computed Tomography. The enrolled student will be given the knowledge and clinical time necessary to prepare for the ARRT CT examination. The program includes courses utilizing hybrid (online and in class) instruction. The courses are generally offered in 7-week blocks during the Fall and Spring semesters. The 15-week clinical component of 135 hours may be taken in the Fall or in the Spring.

Admission Requirements: ARRT, RT(R) credentials, completed application, clean criminal background check and drug screening (conducted by Adam Safeguard).

Limitation: Limited to a cohort of 20 students.

Program Courses	Credits
CTP 110 Introduction to Computed Tomography	3
CTP 120 CT Sectional Anatomy and Pathology	3
CTP 130 CT Procedures	3
CTP 140 CT Physics and Equipment	3
CTP 150 CT Clinical Education	3
<b>Total Required Credits</b>	<b>15</b>

§ This certificate is NOT eligible for Financial Aid.

**Computer Networking Support & Servicing Certificate (SPC.EET)**

This special program will enable students to prepare for both A+ and CIS-CCO-CCNA Certification examinations. These two industry-recognized certificates would qualify the individuals for numerous job opportunities as Computer and Networking Service Technicians. All courses in this certificate apply toward Computer Servicing and Networking Technology AAS degree program.

Program Courses	Credits
EET 121 Circuits I*	4
CIS 150 Networking Fundamentals	4
CIS 165 Network and Systems Administration	4
CIS 200 Fundamentals of Network Security	4
CIS 207 Introduction to Computer Forensics	3
EET 210 IT Essentials: A+	4
EET 141 Digital Circuits	4
<b>Total Required Credits</b>	<b>27</b>

*\*If the student does not have a previous background in circuits it is recommended that he/she take EET 101.*

**Cooking and Baking Certificate (SPC.FCB)**

This certificate provides students with the knowledge and skills necessary for an entry-level position in a commercial kitchen or bakery. Students will be able to demonstrate basic culinary skills, practice sanitary food handling, and incorporate basic nutrition principles into recipes. Students can use these courses towards the Food Service and Hospitality Management Certificate, the Food Service Management Technology degree, and the Culinary Arts degree.

Program Courses	Credits
CUL 107 Culinary Arts	4
CUL 125 Foundations of Baking	3
CUL 160 Patisserie	4
CUL 203 Garde Manger	4
CUL 230 Culinary Practicum	3
FSM 125 Food Service Sanitation & Accident Prevention	3
FSM 215 Elementary Nutrition	2
<i>Select one 4-credit course from the following:</i>	
CUL 122 Techniques and Traditions	4
or	
CUL 235 Advanced Baking	4
<b>Total Required Credits</b>	<b>27</b>

**Disaster Preparedness Certificate (SPC.DPC)**

This program provides the student with the fundamentals of planning for risk events before they occur. In our post-9/11 society, disaster events include but are not limited to terrorist attacks in the form of nuclear, biological, chemical and cyber events. The program also examines man-made, natural and accidental disasters caused by weather, accidents, public health events and many other causes. The program is designed for the student interested in advancement of specialized security skills, further education in the field via transfer and increased knowledge in this rapidly expanding field. The certificate program requires a minimum of 24 credits.

Program Courses	Credits
CRJ 119 Terrorism	3
CRJ 120 Introduction to NIMS	3
CRJ 121 Emergency Agency Coordination	3
CRJ 218 Introduction to Private Security	3
CRJ 221 Large Scale Incidents	3
CRJ 222 Public Health Issues	3
<b>Total Program Credits</b>	<b>18</b>

General Education Courses	Credits
ENG 101 English	3
SOC 101 Sociology	3
<b>Total Required Credits</b>	<b>24</b>

**§ This certificate is NOT eligible for Financial Aid.**

**Elder-Adult Companion Care Certificate (SPC.EAC)**

This two-semester certificate program is designed for students interested in providing elder-adult companion care. Through this program, students will attain a knowledge base of the aging process. Students will also gain an understanding of music, and an introduction to various religions. This program is not intended to provide physical or “hands on” care.

This program requires a minimum of 27 credits distributed between required Certificate courses and electives in the following manner:

**General Education requirements 18**  
**Program course requirements 9**

General Education Courses	Credits
Written Communication	6
Arts and Humanities (MUS 101 required)	3
Social Science (PSY 101 & SOC 101 required)	6
Computer Science	3

Program Courses	Credits
HIT 105 Medical Terminology	2
NUR 103 Medication Administration	1
PSY 256 Developmental Psychology	3
REL 205 Comparative Religion	3
<b>Total Required Credits</b>	<b>27</b>

**Electronic Health Record Certificate (SPC.EHR)**

This program will prepare students for workforce roles that will facilitate the conversion of a paper-based medical record system to an electronic system. Some key employment settings include, but are not limited to: healthcare provider’s offices or clinics, healthcare facilities, state and local health agencies, health IT vendors, and regional extension centers.

Students will acquire knowledge to: develop revised workflow and information management models for a practice based on meaningful use of a certified E.H.R. product, apply project management and change management principles to create implementation project plans, and apply a user oriented approach to training on a range of health IT applications.

This program offers a comprehensive nationally validated curriculum developed by the Health IT Consortium Education Project.

After successful completion of the program students will receive a career certificate in the Electronic Health Record. Students will also be prepared to sit for a HIT Pro Competency examination. The HIT Pro Competency exam is given by the American Health Information Management Association and students who pass the exam are awarded a HIT Pro credential.

The program includes courses utilizing hybrid (online and in class ) and distance learning (online) instruction.

Admission Requirements: Graduation from high school or attainment of a GED with a C grade or higher and a current background in Allied Health or IT preferred.

Required Courses Include	Credits
HIT 105 Medical Terminology	2
HIT 120 Introduction to Healthcare and Public Health	3
HIT 121 Introduction to Health IT	3
HIT 122 Health IT Systems	4
HIT 123 Networking and Health Information Exchange	3
HIT 228 Fundamentals of Health IT Workflow Process	3

Select one 4-credit course from the following:

HIT 229 IT Project Management	4
HIT 230 Training & Instructional Design in Healthcare	4

**Total Required Credits 22**

**Family Helper Certificate (SPC.FHC)**

This two-semester certificate program is designed for students who are interested in providing in-home child care as a “Family Helper.” Through the program, students will attain a general knowledge base providing competencies in the teaching/ learning field. Students will also develop skills to assist children and adolescents with varied school assignments and projects. It is recommended that all students have current CPR Certification.

This program requires a minimum of 24 credits distributed between required Certificate courses and electives in the following manner:

**General Education Courses 15 credits**  
**Program Credits 9 credits**

General Education Courses	Credits
Written Communication	3
Social Science (PSY 101 & SOC 101 required)	6
Mathematics	3
Technology	3

Program Courses	Credits
EDU 112 Historical Found. of Amer Edu.	3
PSY 250 Educational Psychology	3
PSY 251 Child & Adolescent Psychology	3
<b>Total Required Credits</b>	<b>24</b>

§ This certificate is NOT eligible for Financial Aid.



**Fashion Design Certificate  
(SPC.FDC) §**

This certificate program is for students who would like to develop and enhance their personal skills or use this program for specific industry related knowledge.

Students who successfully complete this certificate program will be able to: sketch and design original concepts using industry standard media, create technical apparel illustrations for development packages using industry standard software, develop immaculate sewing skills for apparel construction, and develop original pattern concepts for fashion apparel.

Program Courses		Credits
FAD 107	Fashion Drawing	3
FAD 120	Apparel Construction	4
FAD 142	Pattern Development	4
FAD 160	Fashion Technology	3
<b>Total Required Credits</b>		<b>14</b>

**Fire Investigation Certificate  
(SPC.FSI)**

This certificate is designed to provide the technical knowledge and specific skills necessary for fire investigation to those already active in the field of firefighting and prevention as well as for those who may be interested in these areas.

This program requires a minimum of 29 credits. The four Fire Science (FSC)\* courses are offered through the Burlington County Emergency Services Training Center in Westampton. Attendance at these courses requires sponsorship by a county fire company. Applicants needing assistance for sponsorship should contact the Burlington County Emergency Services Training Center at (609) 702-7157. The two Criminal Justice (CRJ) courses are offered at Rowan College at Burlington County.

**General Education Course**

ENG 101	College Composition I	3
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Program Courses		Credits
FSC 101	Introduction to Fire Science*	7
FSC 103	Fire Detection and Suppression Systems*	3
FSC 201	Fire Service Construction Principles*	4
FSC 204	Fire Inspector Certification*	6
CRJ 113	Criminal Investigation	3
CRJ 213	Arson Investigation	3
<b>Total Required Credits</b>		<b>29</b>

*\*These courses are offered at the Burlington County Emergency Services Training Center in Westampton.*

**Fire Science Certificate  
(SPC.FSC)**

This certificate recognizes the completion of program courses offered through the Burlington Emergency Services Training Center. These courses are designed for the professional education needs of firefighters as well as those interested in a career or volunteer service in the field of firefighting and prevention. Students who complete this program will develop a working understanding of the fundamentals of fire science technology and fire protection engineering using the most advanced fire science technology available.

This program requires students to be sponsored by a county fire company. Applicants needing assistance for sponsorship should contact the Burlington County Emergency Services Training Center at (609) 702-7157.

This certificate requires 27 credits. Coursework can be applied to the Associate of Applied Science degree in Fire Science Technology.

Program Courses		Credits
FSC 101	Introduction to Fire Science*	7
FSC 102	Fire Department Organization and Management*	4
FSC 103	Fire Detection and Suppression Systems*	3
FSC 201	Fire Service Construction Principles*	4
FSC 202	Tactics and Strategies*	3
FSC 204	Fire Inspector Certification*	6
<b>Total Required Credits</b>		<b>27</b>

*\*These courses are offered at the Burlington County Emergency Services Training Center in Westampton.*

**§ This certificate is NOT eligible for Financial Aid.**

**Food Service and Hospitality Management Certificate (SPC.FSM)**

This certificate provides career development for food service and lodging professionals. Students will be able to: Demonstrate the knowledge of risk management in the maintenance of a safe and sanitary facility; Understand the methods to control costs; Display an understanding of basic human resource issues; and Understand the basic fundamentals of operational areas.

Program Courses	Credits
FSM 107 Introduction to Food Service & Restaurant Management*	2
FSM 110 Hospitality Supervision & Personnel Management*	3
FSM 122 Quality Service/ Food/Restaurant Ops	3
FSM 125 Food Service Sanitation & Accident Prevention	3
FSM 210 Controlling Costs in Food Service*	3
HOS 150 Hospitality Purchasing	3
FSM 215 Elementary Nutrition	2
FSM 217 Hospitality Marketing*	3
CUL 107 Culinary Arts I	4
MTH 104 Business Mathematics	3
<b>Total Required Credits</b>	<b>29</b>

**Magnetic Resonance Imaging (SPC.MRP) §**

This program is designed to give the American Registry of Radiologic Technologists (ARRT) credentialed radiologic technologist the ability to seek a position as a Magnetic Resonance Imaging Technologist upon completion. The 15 career credits are based on the American Society of Radiologic Technologists (ASRT) Curriculum Guide for Magnetic Resonance Imaging. The enrolled student will be given the knowledge and clinical time necessary to prepare for the ARRT MRI examination. The program includes courses utilizing hybrid (online and in class) instruction. There are two 7-week courses offered in the Fall and two 7-week course offered in the Spring. The 15-week clinical component of 135 hours can be taken in the Fall or in the Spring.

Admission Requirements: ARRT, RT(R) credentials, completed application, clear criminal background check and drug screening (conducted by Adam Safe-guard).  
Limitation: Limited to a cohort of 20 students.

Program Courses	Credits
MRP 110 Introduction to Magnetic Resonance Imaging	3
MRP 120 CT Sectional Anatomy and Pathology	3
MRP 130 MRI Procedures	3
MRP 140 MRI Physics & Equipment	3
MRP 150 MRI Clinical Evaluation	3
<b>Total Required Credits</b>	<b>15</b>

**§ This certificate is NOT eligible for Financial Aid.**

# Accounting

## Option to Liberal Arts and Sciences, (AS.ACC)

The Associate in Science program in Accounting is designed to provide the first two years of a four-year program leading to a baccalaureate degree. Graduates of this program have transferred to area institutions.

Students may study full-time or part-time. Courses are offered both in the day and evening.

Students who wish to transfer to a baccalaureate program are strongly advised to seek information regarding admission and transfer requirements for those programs.

Graduates of this program should be able to:

- Perform all the steps in the accounting cycle;
- Record business transactions;
- Prepare financial statements for different types of organizations;
- Utilize the computer to record accounting information;
- Demonstrate an understanding of the legal and ethical decision making process;
- Apply economic concepts to current events to understand causes for situations.

General Education Courses †	Credits
Written & Oral Communications	6
Mathematics (MTH 118 or MTH 142 recommended)	3-4
Natural Science	7-8
Social Science	6
Arts & Humanities	3
History	3
Diversity	3
<b>Total</b>	<b>31-33</b>

† See General Education Requirements on page 55.

Program Courses**	Credits
ACC 112 Principles of Financial Accounting I	4
<i>Select 17-18 credit hours from the following:*</i>	
ACC 113 Principles of Financial Accounting II	4
ACC 115 Managerial Accounting w/Spreadsheets	4
ACC 116 Computerized Accounting	3
BUA 101 Business Functions in a Global Society	3
BUA 205 Business Law I	3
BUA 206 Business Law II	3
BUA 220 Principles of Marketing	3
ECO 204 Principles of Macroeconomics	3
<b>Total</b>	<b>21-22</b>

Electives\*\* (MTH 143, MTH 243,  
BUA 102 recommended)

12

(ACC 210 \* and ACC 211\*  
recommended for Wilmington University)

**Total Required for Degree** **64**

*Selection of program and elective courses should be based on knowledge of their acceptability in transfer to the receiving college.*

# Accounting Technology

## Associate of Applied Science, (AAS.ACC)

This A.A.S. program is designed primarily to meet the needs of those students who intend to seek immediate employment in the accounting field upon graduation.

Graduates typically enter public accounting firms, private industry, or government service in the capacity of junior accountants.

Students wishing to transfer are strongly advised to seek information regarding admission and transfer requirements for those programs.

Graduates of this program should be able to:

- Perform all the steps in the accounting cycle;
- Record business transactions;
- Prepare financial statements for different types of organizations;
- Utilize the computer to record accounting information;
- Demonstrate an understanding of the legal and ethical decision making process.

<b>General Education Courses †</b>	<b>Credits</b>
Written & Oral Communications	6
Mathematics (MTH 107 or higher recommended)	3
Natural Science	4
Social Science	3
Arts & Humanities	3
Additional General Education Requirements (CIS 161 recommended)	3
<b>Total</b>	<b>22</b>

† See General Education Requirements on page 56.

<b>Program Courses</b>	<b>Credits</b>
ACC 112 Principles of Financial Accounting I	4
ACC 113 Principles of Financial Accounting II	4
ACC 115 Managerial Accounting with Spreadsheets	4
ACC 116 Computerized Accounting	3
BUA 101 Business Functions in a Global Society	3
BUA 215 Finance	3
BUA 220 Principles of Marketing	3
ECO 204 Principles of Macroeconomics	3

Select one:

ENG 105 Technical Writing	3	} — 3
ENG 106 Business Communications	3	
<b>Total</b>		<b>30</b>

Electives (BUA 102 recommended)	12
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<b>Total Required for Degree</b>	<b>64</b>
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# Accounting Certificate

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## Certificate (CRT.ACC)

This certificate program provides the knowledge, skills, and practice in accounting and related fields for a person with work experience or educational background in a non-accounting field. This certificate program requires a minimum of 33 credit hours. Persons with either a bachelor's degree or associate degree may substitute business courses or computer science courses in place of math and English courses. In other words those with an AS, BS or BA degree may use this program to gain a foundation in accounting. Certificate holders can also enter either private or public service areas.

Students may be able to transfer certificate credits for use in associate or baccalaureate degree program. Students are strongly advised to seek information regarding admission and transfer requirements for those programs.

Graduates of this program should be able to:

- Perform all the steps in the accounting cycle;
- Record business transactions;
- Prepare financial statements for different types of organizations;
- Utilize the computer to record accounting information;
- Demonstrate an understanding of the legal and ethical decision making process;
- Apply economic concepts to current events to understand causes for situations.

<b>General Education Courses</b>		<b>Credits</b>
Written Communication (ENG 101 required)		3
Mathematics (MTH 107 required)		3
<b>Total</b>		<b>6</b>

<b>Program Courses</b>		<b>Credits</b>
ACC 112	Principles of Financial Accounting I	4
ACC 113	Principles of Financial Accounting II	4
ACC 210	Intermediate Accounting I	3
ACC 211	Intermediate Accounting II	3
ACC 213	Cost Accounting	4
CIS 101	Introduction to Computers	3
BUA 101	Business Functions in a Global Society	3
<b>Total</b>		<b>24</b>

Elective		3
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<b>Total Required for Certificate</b>		<b>33</b>
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# Agricultural Business Technology

## Associate of Applied Science, (AAS.AGB)

This program prepares students for careers in a variety of businesses involved with the agricultural industry. Careers range from growing and marketing produce, livestock and field crops to marketing products and providing services needed in farm production. Advances in technology have changed agriculture not only in Burlington County but across the country. Today's agriculture professional is challenged to protect natural resources while managing a productive, viable business. The Agricultural Business Technology Program curriculum emphasizes effective management and business skills along with providing a solid background in soil science, plant protection, and plant propagation.

Graduates of the program should be able to:

- Demonstrate a fundamental understanding of practical principles of marketing, management, economics and accounting as they pertain to agricultural business;
- Identify major plant pests, including weed, insects and diseases, and recommend methods to control these plant pests based on environmental, social and legal considerations;
- Identify plant nutrient deficiencies and recommend corrective measures based on environmental, social and legal considerations;
- Demonstrate a fundamental understanding of crop production;
- Communicate effectively both verbally and in writing,
- Investigate scientific principles and terminology.

<b>General Education Courses †</b>		<b>Credits</b>
Written & Oral Communications		6
Mathematics		3
Natural Science (BIO 103/104 required)		4
Social Science (ECO 203 required)		3
Arts & Humanities		3
Additional General Education Requirements (Required – any diversity course listed on page 55)		3
<b>Total</b>		<b>22</b>

† See General Education Requirements on page 56.

<b>Program Courses</b>		<b>Credits</b>
BIO 107	General Biology II	3
BIO 108	General Biology II Laboratory	1
ACC 112	Principles of Accounting I	4
CHE 107/108	Chemistry	4
	or	
CHE 115/116	General Chemistry I	4
AGR 120	Soil Science	3
AGR 130	Principles of Plant Protection	3
AGR 140	Agribusiness Management	3
AGR 150	Agribusiness Marketing	3
AGR 210	Greenhouse Management & Crop Production	3
AGR 220	Nursery Management	3
AGR 230	Vegetable & Crop Production	3
ECO 204	Principles of Macroeconomics	3
<b>Total</b>		<b>36</b>

Electives (AGR 160, CHE 117/118\* recommended) 4

**Total Required for Degree 62**

\*Recommended elective if transferring to a BA/BS program

# Alternative Energy Technologies

## Associate of Applied Science, (AAS.ALT)

This program is designed to prepare students to move directly into the workforce upon graduation. Graduates will be qualified for entry-level positions in the specification, design, and operation of alternative energy systems including solar photovoltaic, solar thermal, wind, geothermal heat pump, and biofuels/biomass systems. Students will be exposed to the theory, materials and equipment necessary to work in the alternative energy field. Graduates will be qualified to sit for industry-recognized certification exams in applicable disciplines, such as the NABCEP PV Entry Level Exam.

### Career Opportunities

Entry level positions in:

- Energy systems design and installation – solar photovoltaic, solar thermal, geothermal heat pump, wind, biofuels/biomass
- Green technologies manufacturing
- Sales representatives/estimators
- Site surveyors/assessors

### Types of Employers

- Green technologies installation companies
- Green technologies manufacturers
- Builders/construction management companies
- Engineering/architecture firms

Graduates of the program should be able to:

- Explain the concepts of energy conversion and how energy is used in various applications;
- Apply appropriate methods and technology to evaluate energy generation needs;
- Specify, design and implement solutions to energy generation needs;
- Demonstrate effective oral and written communication skills;
- Develop a written analysis report based upon evaluation of energy needs and suitable solutions.

General Education Courses †	Credits
Written and Oral Communications (Eng 101 & SPE 102 recommended)	6
Math (MTH 130 required)	4
Natural Science (PHY 110 & 111 required)	4
Social Science	3
Arts and Humanities	3
Additional General Education Requirements (SOC 160 Recommended)	3
<b>Total</b>	<b>23</b>

† See General Education Requirements on page 56.

Program Courses	Credits
EET 121 Circuits I	4
SST 100 Principles of Sustainability	3
SST 110 Energy Auditing for Residential Buildings	3
SST 111 Alternative Energy Sources	3
SST 211 PV Systems I – Theory & Design	3
SST 212 PV Systems II – Construction & Troubleshooting	3
SST 216 Solar Thermal Systems	3
SST 226 Small Wind Systems	3
SST 231 Introduction to Biomass & Biofuels Technologies	3
SST 241 Energy Applications of Programmable Logic Controllers	3
SST 282* Cooperative Education: Alternative Energy Technologies	3
NRG 141 Energy Investment Analysis	3
SST 225 Wiring – Residential & Commercial Construction	3
<b>Total</b>	<b>40</b>

Electives (CON 101, SST 151, SST 221, SST 232, SST 251, SST 261 recommended)	3
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**Total Required for Degree 66**

\*Prerequisite for SST 282 – Successful completion of the first two semesters of coursework required for the Alternative Energy Technologies AAS degree. Students must see Career Services to register for this course.

# Alternative Energy Technologies Certificate, (CRT.ALT)

## Certificate (CRT.ALT)

This certificate offers a direct route to obtaining technical knowledge and skills in a variety of alternative energy technologies. It is designed to prepare students to move directly into the workforce upon completion or, alternatively, to offer existing workers an opportunity to enhance their credentials in the alternative energy field. The courses are designed to provide students with a solid foundation in basic scientific principles as well as extensive hands-on training with alternative energy technologies.

Students who decide to continue with further study may readily transfer program credits to RCBC's Associate of Applied Science degree program in Alternative Energy Technologies.

Graduates of the program should be able to:

- Explain the concepts of energy conversion and how energy is used in various applications;
- Apply appropriate methods and technology to evaluate energy generation needs;
- Specify, design and implement solutions to energy generation needs;
- Demonstrate effective oral and written communication skills;
- Develop a written analysis report based upon evaluation of energy needs and suitable solutions.

General Education Courses	Credits
Written Communications (ENG 101 required)	3
Mathematics (MTH 130 Pre-calculus required)	4

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**Total**

Program Courses	Credits
PHY 110 Principles of Physics I	3
PHY 111 Principles of Physics I Laboratory	1
EET 121 Circuits I	4
SST 110 Energy Auditing for Residential Buildings	3
SST 111 Alternative Energy Sources	3
SST 211 PV Systems I – Theory & Design	3
SST 212 PV Systems II – Construction & Troubleshooting	3
SST 225 Wiring – Residential & Commercial Construction	3

*Select 6 credits from the following:*

NRG 141 Energy Investment Analysis	3	} 6
SST 216 Solar Thermal Systems	3	
SST 221 Geothermal HVAC Systems	3	
SST 226 Small Wind Systems	3	
SST 231 Introduction to Biomass & Biofuels Technology	3	

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**Total** **29****Total Required for Certificate** **36**

# American Sign Language/Deaf Studies

## Option to Liberal Arts and Sciences, (AS.ASL/DEA)

This program is designed for students who intend to complete a baccalaureate degree in a chosen field (e.g. Biology, Business Administration, Computer Science, Criminal Justice, Education, Nursing, Medicine, Social Sciences, the Arts) which serves individuals who are deaf and who use ASL to communicate.

Students planning to transfer after graduation should consult the catalog of the college where they intend to complete their studies.

Graduates of this program customarily transfer to baccalaureate institutions. Graduates not immediately pursuing an additional degree frequently work as paraprofessionals in the student's chosen field of study which serves individuals who are deaf and who use ASL to communicate. (Positions include lab technician; office technician in a business, criminal justice or social services organization; teacher's aide; a substitute teacher.)

Graduates of this program should be able to:

- Be proficient in all aspects of American Sign Language across registers and dialects;
- Demonstrate comprehensive knowledge of American Deaf Culture;
- Explain the historical, social, political, recreational, medical, educational, and linguistic issues that affect individuals who are Deaf/Hard of Hearing;
- Identify the laws and legislations that impact the civil rights of Deaf people;
- Demonstrate knowledge of the prevalent models (pathological vs. humanistic) of deafness;
- Identify the various types, causes, and levels of deafness.

<b>General Education Courses †</b>	<b>Credits</b>
Written & Oral Communications	6
Mathematics (MTH 113 recommended)	3
Natural Science (BIO 103/104 recommended)	7-8
Social Science (PSY 101 & SOC 101 required)	6
Arts & Humanities (THR 101 recommended)	3
History	3
Diversity	3
<b>Total</b>	<b>31-32</b>

† See General Education Requirements on page 55.

<b>Program Courses</b>	<b>Credits</b>
ASL 101 Elementary American Sign Language I	3
ASL 103 American Deaf Culture	3
ASL 102 Elementary American Sign Language II	3
ASL 104 Fingerspelling	3
ASL 201 Intermediate American Sign Language I	3
ASL 202 Intermediate American Sign Language II	3
<b>Total</b>	<b>18</b>

Electives\* (SPE 101, SPE 102, ENG 252 recommended) 15

**Total Required for Degree 64-65**

*Selection of electives should be based upon knowledge of prospective major of the receiving college and of the acceptability of transfer to that receiving college.*



# American Sign Language/Interpreter Education

## Associate of Applied Science, (AAS.ASL/IE)

The mission of this program is to provide a competency-based foundation for entry into American Sign Language/English Interpreter profession, or continuation in a baccalaureate degree program at a four-year institution. AAS.ASL/IEP would provide education in liberal arts, American Sign Language, Deaf Culture and History, and American Sign Language Linguistics to prepare students to understand the meanings and intentions expressed in one language (the source language) and then express those meanings and intentions in other language (the target language).

Students will be encouraged to continue their education and obtain national interpreter certification through the Registry of Interpreters for the Deaf. Students interested in working in K-12 education will be encouraged to pursue NJ Department of Education licensure for educational interpreters.

Graduates of this program should be able to:

- Demonstrate comprehensive knowledge of the ethical standards for professionals working in the field of American Sign Language-English interpreter/transliterator as published by the Registry of Interpreters of the Deaf;
- Demonstrate comprehensive knowledge of American Deaf Culture;
- Employ the fundamentals of basic business organization and management;
- Express proper English in written and spoken communication across registers;
- Be proficient in consecutively and simultaneously interpreting and transliterating between American Sign Language and English across registers;
- Demonstrate an understanding of interpreting in various settings and fields such as education, mental health, medicine, law, social services and with varied clientele including individuals who are deaf and blind;
- Identify the laws and legislations that regulate the field of American Sign Language-English interpreting;
- Apply knowledge of the social, emotional, and political impact of an interpreter on interpreted events.

<b>General Education Courses †</b>		<b>Credits</b>
Written and Oral Communications (SPE 102 required)		6
Math (MTH 107 or higher)		3
Natural Science (BIO 103/104 recommended)		4
Arts and Humanities (THR 101 recommended)		3
Social Science (PSY 101 recommended)		3
Diversity (ASL 103 required)		3
<b>Total</b>		<b>22</b>

† See General Education Requirements on page 56.

<b>Program Courses</b>		<b>Credits</b>
ASL 104	Finger Spelling	3
ASL 203	Advanced American Sign Language I	3
ASL 204	Advanced American Sign Language II	3
IEP 111	Linguistics of American Sign Language	3
IEP 102	Introduction to Interpreting I	3
IEP 201	Introduction to Interpreting II	3
IEP 203	Discourse Analysis for Interpreters	3
IEP 204	Processing Skills	3
IEP 211	Interpreting Process Application in ASL to English	3
IEP 221	Interpreting Process Application in English to ASL	3
IEP 232	Transliteration	3
IEP 242	Practicum in Interpreting	3
<b>Total</b>		<b>36</b>
Electives	(ASL 201, ASL 202 recommended)	6
<b>Total Required for Degree</b>		<b>64</b>

# Art

## Option to Liberal Arts, (AA.ART)

The A.A. Art program provides students with both a broad-based liberal arts education and a strong foundation in the visual arts. Art students learn technical skills and the basic principles of drawing, design, and color. Students may also elect courses in painting, sculpture, ceramics, photography, art history, and an introduction to computer graphics. Students develop competency in studio arts, an appreciation of the role of visual art in society, and an understanding of the works of past and present major artists.

This transfer program is designed for students interested in a career in the arts but not necessarily as working artists. Many career opportunities in the arts require a broad liberal arts education along with studio competency. Some of these professions include: art conservation, museum studies, and curatorial studies.

Graduates of this program should be able to:

- Demonstrate proficiency in the basic materials and techniques of drawing, design and color theory;
- Demonstrate effective oral and written communication skills;
- Demonstrate an understanding of the style and significance of major art works from the past;
- Discuss and analyze major issues facing the art world today;
- Apply an understanding of the basic elements of design involved in analyzing and critiquing works of art;
- Demonstrate an understanding of how to select, prepare describe and exhibit arts works for exhibition.

<b>General Education Courses †</b>		<b>Credits</b>
Written & Oral Communications		9
Mathematics		3
Natural Science		7-8
Technology		3
Social Science (PSY 101 recommended)		6
Arts & Humanities (ART 101 recommended)		9
History		6
Diversity		3
<b>Total</b>		<b>46-47</b>

† See General Education Requirements on page 53.

<b>Program Courses</b>		<b>Credits</b>
ART 110	Design I	3
ART 112	Color: Practice and Theory	3
ART 120	Drawing I	3
<i>Select six credit hours from the following:</i>		
ART 121	Drawing II	3
ART 122	Figure Drawing	3
ART 220	Painting	3
ART 222	Sculpture I	3
ART 224	Ceramics I	3
ART 240	Portfolio Preparation	3
ART 252	Introduction to Modern Art	3
GDD 101	Intro to Computer Graphics	3
PHO 102	Black & White Photography	3
PHO 103	Color Photography	3
PHO 115	History of Photography	3
<b>Total</b>		<b>15</b>
Electives		3
<b>Total Required for Degree</b>		<b>64</b>

# Art

## Associate of Fine Art, (AFA.ART)

The Associate in Fine Arts degree in Art provides a strong foundation in drawing, design, and 3 dimensional design. This degree is not a transfer degree but is designed as an immersion experience in program, studio, and art history courses for students planning to pursue a four-year degree in studio art. Students will prepare a comprehensive portfolio demonstrating competence in all areas of art foundations.

Graduates of this program should be able to:

- Demonstrate their proficiency in the basic artistic materials, techniques and principles of art and design;
- Demonstrate effective oral and written communication skills;
- Demonstrate an understanding of major art works from the past, the styles they represent, and their significance for artists today;
- Discuss and analyze major issues facing the art world today;
- Demonstrate an ability to select and prepare artworks for exhibition;
- Demonstrate the ability to document their artwork;
- Prepare a comprehensive portfolio that demonstrates competence in all areas of art foundations.

General Education Courses †	Credits
Written and Oral Communications	6
Mathematics (MTH 107 or higher)	3
Natural Science (PSC 105/106 recommended)	4
Social Science	3
Arts and Humanities (Art 101 required)	3
Additional General Education (Required – any diversity course listed on page 55)	3
<b>Total</b>	<b>22</b>

† See General Education Requirements on page 56.

Program Courses	Credits
ART 120 Drawing I	3
ART 110 Design I	3
ART 112 Design II	3
GDD101 Introduction to Computer Graphics	3
ART 122 Figure Drawing	3
ART 135 3D Design	3
ART 214 Portfolio Preparation	3
ART 250 Art History I	3
ART 251 Art History II	3
ART 252 Introduction to Modern Art	3

Select six credit hours from the following:

ART 121 Drawing II	3	} 6
ART 220 Painting I	3	
ART 221 Painting II	3	
ART 222 Sculpture I	3	
ART 223 Sculpture II	3	
ART 224 Ceramics I	3	
ART 225 Ceramics II	3	
GDD 110 Graphic Design	3	
PHO 102 Black and White Photography	3	
PHO115 History of Photography	3	
PHO 120 Digital Photography I	3	
<b>Total</b>	<b>36</b>	

Electives 6

**Total Required for Degree 64**

# Biology

## Option to Liberal Arts and Sciences, (AS.BIO)

This program prepares students to transfer to a four-year institution to complete a baccalaureate degree with a major in one of the following areas: biology, microbiology, biotechnology, physical therapy, pharmacology or physician assistant programs. Students in this program engage in a broad-based liberal arts and sciences curriculum that is typical of freshman and sophomore biology major at a four-year institution.

Graduates of baccalaureate biology programs can enter professional programs such as medicine, dentistry, veterinary medicine, chiropractic medicine, and physical or occupational therapy. Biology graduates can also continue graduate work beyond their baccalaureate degree and enter exciting research fields such as molecular biology, microbiology, botany, and zoology.

Graduates of this program should be able to:

- Describe and be able to apply biological concepts and principles;
- Communicate effectively both verbally and in writing;
- Apply critical thinking skills in the design and analysis of scientific experiments.

General Education Courses †	Credits
Written & Oral Communications	6
Mathematics (MTH 118 recommended)	3-4
Natural Science (CHE 115/116 & CHE 117/118 required)	8
Social Science	6
Arts & Humanities	3
History	3
Diversity	3
<b>Total</b>	<b>32-33</b>

† See General Education Requirements on page 55.

Program Courses	Credits
BIO 103 General Biology I	3
BIO 104 General Biology I Laboratory	1
BIO 107 General Biology II	3
BIO 108 General Biology II Laboratory	1
CHE 240 Organic Chemistry I	3
CHE 241 Organic Chemistry I Laboratory	1

Select 10-11 credits from the following:

BIO 208 Human Anatomy & Physiology I	3	} 10-11
BIO 209 Human Anatomy & Physiology I Lab	1	
BIO 212 Human Anatomy & Physiology II	3	
BIO 213 Human Anatomy & Physiology II Lab	1	
BIO 221 Microbiology	3	
BIO 222 Microbiology Laboratory	1	
BIO 230 Ecology	3	
BIO 231 Ecology Lab	1	
BIT 103 Introduction to Biotechnology	3	
CHE 242 Organic Chemistry II	3	
CHE 243 Organic Chemistry II Laboratory	1	
MTH 119 Calculus II and Analytic Geometry	4	
PHY 210 General Physics I	3	
PHY 211 General Physics I Laboratory	1	
PHY 212 General Physics II	3	
PHY 213 General Physics II Laboratory	1	
<b>Total</b>	<b>22-23</b>	

Electives 8-10

**Total Required for Degree 64**

# Biotechnology

## Option to Liberal Arts and Sciences (AS.BIT)

This program prepares students for transfer to a four-year college or university or for a laboratory technician position in laboratories engaged in biotechnology. Graduates of this program may choose career paths in medical, pharmaceutical, agricultural, environmental, or forensic science industries, as well as basic biological research.

This program provides both theoretical and practical knowledge of the biotechnology field along with a solid foundation in biology, chemistry, and mathematics. Through lecture courses and extensive laboratory experiences the student will be trained in a broad range of techniques involving molecular genetics, protein recovery, cell culture, and microbial growth control. Record keeping, interpretation and trouble shooting of experiments, and interpersonal skills are also emphasized.

Students planning to transfer after graduation should consult the catalog of the college where they intend to complete their studies and enroll in courses, which will meet transfer requirements.

Graduates of this program should be able to:

- Communicate effectively both verbally and in writing;
- Apply critical thinking and problem solving skills in the analysis of data, in the design of experimental procedures and evaluation of outcomes;
- Knowledge of the terms, techniques and theories applied to Biotechnology;
- Demonstrate good laboratory skills.

General Education Courses †	Credits
Written & Oral Communications	6
Mathematics (MTH 130 required)	4
Natural Science (BIO 103/104 & CHE 115/116 required)	8
Social Science	6
Arts & Humanities	3
History	3
Diversity	3
<b>Total</b>	<b>33</b>

† See General Education Requirements on page 55.

Program Courses	Credits
BIO 107 General Biology II	3
BIO 108 General Biology II Laboratory	1
BIO 221 Microbiology	3
BIO 222 Microbiology Laboratory	1
BIT 210 Molecular Genetics	3
CHE 117 General Chemistry II	3
CHE 118 General Chemistry II Laboratory	1
CHE 240 Organic Chemistry I	3
CHE 241 Organic Chemistry I Laboratory	1
CHE 242 Organic Chemistry II	3
CHE 243 Organic Chemistry II Laboratory	1

*Electives (Select 3 credits from the following):*

BIT 214 Cell Culture and Microbial Fermentation	3	} — 3
BIT 220 Protein Recovery and Purification	3	
BIT 293 Special Projects in Biotechnology III	3	
<b>Total</b>	<b>26</b>	

Electives (CSE 135, MTH 143 recommended) 5-8 cr.

**Total Required for Degree 64**



# Biotechnology

## Option to Liberal Arts and Sciences, (AAS.BIT)

This program prepares students for laboratory technician positions in research and industrial laboratories engaged in biotechnology. Graduates may choose career paths in medical, pharmaceutical, agricultural, environmental, or forensic science industries, as well as basic biological research.

The program provides both theoretical and practical knowledge of the biotechnology field. Hands-on training utilizing industry standard equipment to perform both routine and specialized experimental techniques is emphasized. Through lecture courses and extensive laboratory experiences the student will be trained in a broad range of techniques involving molecular genetics, protein recovery, cell culture, and microbial growth control. Record keeping, interpretation and trouble shooting of experiments, and interpersonal skills are also emphasized.

Graduates of this program should be able to:

- Enter the field as a biotechnology laboratory technician;
- Communicate effectively both verbally and in writing;
- Apply critical thinking and problem solving skills in the analysis of data, in the design of experimental procedures and evaluation of outcomes;
- Knowledge of the terms, techniques and theories applied to Biotechnology.
- Demonstrate good laboratory skills.

General Education Courses †	Credits
Written & Oral Communications	6
Mathematics (MTH 107 required)	3
Natural Science (BIO 103/104 required)	4
Social Science	3
Arts & Humanities	3
Additional General Education Requirements (Required – any diversity course listed on page 55)	3
<b>Total</b>	<b>22</b>

† See General Education Requirements on page 56.

Program Courses	Credits
BIO 107 General Biology II	3
BIO 108 General Biology II Laboratory	1
BIO 155 Basic Microbiology	3
BIO 156 Basic Microbiology Laboratory	1
BIT 103 Introduction to Biotechnology	3
BIT 150 Basic Laboratory Techniques for Biotechnology	2
BIT 210 Molecular Genetics	3
CHE 115 General Chemistry I	3
CHE 116 General Chemistry I Laboratory	1
CHE 117 General Chemistry II	3
CHE 118 General Chemistry II Laboratory	1
CHE 240 Organic Chemistry I	3
CHE 241 Organic Chemistry I Laboratory	1

*Electives (Select 3 credits from the following):*

BIT 214 Cell Culture and Microbial Fermentation	3	} — 3
BIT 220 Protein Recovery and Purification	3	
BIT 293 Special Projects in Biotechnology III	3	
<b>Total</b>		<b>31</b>

Electives (CHE 242/243, MTH 112 recommended) 11

**Total Required for Degree 64**

# Business Administration

## Option to Liberal Arts and Science, (AS.BUS)

The Business Administration curriculum is designed for the student who plans to earn a business-related baccalaureate degree at a four-year college or university. The program provides the necessary preparation in the business disciplines, accounting, business law, economics, management, statistics, and other business-related courses necessary for acceptance into third-year status at a four-year college.

Some four-year colleges and universities have mathematics-oriented programs, and all business schools require a high level of written and oral communication skills. Students should consult college and university catalogs before selecting a particular RCBC business program and/or courses.

Graduates of this program should be able to:

- Demonstrate an understanding of accounting theory and practice;
- Attain the knowledge of economic concepts and their applications;
- Understand the importance of effective communication skills;
- Demonstrate an understanding of the legal and ethical decision-making process;
- Demonstrate competency in finding solutions to business problems.

<b>General Education Courses †</b>	<b>Credits</b>
Written & Oral Communications	6
Mathematics (MTH 118 or 142 recommended)	3-4
Natural Science	7-8
Social Science	6
Arts & Humanities	3
History	3
Diversity	3
<b>Total</b>	<b>31-33</b>

† See General Education Requirements on page 55.

<b>Program Courses</b>	<b>Credits</b>
ACC 112 Principles of Financial Accounting I	4
ACC 113 Principles of Financial Accounting II	4
BUA 101 Business Functions in a Global Society	3
BUA 205 Business Law I	3
BUA 220 Principles of Marketing	3
ECO 203 Principles of Microeconomics	3
ECO 204 Principles of Macroeconomics	3
MTH 143 Statistics I	4
<b>Total</b>	<b>27</b>

Electives\* (MTH 243 and ENG 106 recommended) 6

**Total Required for Degree 64**

*\*Selection of electives should be based on knowledge of their acceptability in transfer to the receiving college. Rowan University requires the completion of MTH 143 and MTH 142 or MTH 118 for admission into the College of Business.*

# Business Management Technology

## Associate of Applied Science, (AAS.BMT)

This program prepares students for entry-level and middle management positions in business, government, and social service agencies. A combination of general business, management, and general education courses provides the necessary decision-making and problem solving skills needed in a changing business environment.

Students wishing to transfer to baccalaureate degree programs are strongly advised to seek information regarding admission and transfer requirements for those programs.

Graduates of this program should be able to:

- Recognize the importance of the global market;
- Demonstrate the capacity to utilize terminology common to the business environment in order to facilitate effective communication;
- Demonstrate an awareness of and a concern for the ethical implications of institutional policies and individual practices;
- Demonstrate an understanding of accounting systems;
- Be proficient in the use of technology for business applications and research.

General Education Courses †	Credits
Written & Oral Communications (SPE 102 required)	6
Mathematics (MTH 107 recommended)	3
Natural Science	4
Social Science (ECO 203 required)	3
Arts & Humanities	3
Additional General Education Requirements (CIS 161 required)	3
<b>Total</b>	<b>22</b>

† See General Education Requirements on page 56.

Program Courses	Credits
ACC 112 Principles of Financial Accounting I	4
ACC 113 Principles of Accounting II	4
ACC 115 Managerial Accounting with Spreadsheets	4
BUA 101 Business Functions in a Global Society	3
BUA 102 Principles of Management	3
BUA 205 Business Law I	3
BUA 211 Human Resource Management	3
BUA 215 Finance	3
BUA 220 Principles of Marketing	3
ECO 204 Principles of Macroeconomics	3
ENG 105 Technical Writing	3
or	
ENG 106 Business Communications	3
<b>Total</b>	<b>36</b>
Electives	6
<b>Total Required for Degree</b>	<b>64</b>

# 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](http://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, they must take the HESI test and undergo a criminal history background check.

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.

<b>General Education Courses †</b>	<b>Credits</b>
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

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<b>Total</b>	<b>22</b>
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† See General Education Requirements on page 56.

<b>Program Courses</b>	<b>Credits</b>
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 Pathology	3
HIT 116 Pharmacology for Allied Health Professions	2
HIT 219 Healthcare Information Systems	4
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
<b>Total</b>	<b>43</b>

<b>Total Required for Degree</b>	<b>65</b>
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# Cancer Registry Management Certificate

## 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

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<b>Total</b>	<b>6</b>
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† See General Education Requirements on page 56.

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 Hematopoetics	3
MCR 220 Cancer Registry Clinical I	2
MCR 221 Cancer Registry Clinical II	2
<b>Total</b>	<b>25</b>

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<b>Total Required for Degree</b>	<b>31</b>
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§ This certificate is NOT eligible for Financial Aid.



# Casino and Resort Management

## Associate of Applied Science, (AAS.CRM)

This program prepares students for entry-level management positions in the casino and resort industry. There is an emphasis on tourism and developing tourism opportunities within the State of New Jersey.

Graduates of this program should be able to:

- Maintain a working knowledge of casino and resort operation;
- Analyze the best hospitality practices;
- Demonstrate effective written and oral communication skills;
- Determine mathematically casino profits;
- Explain the basics of casino games;
- Identify the concepts of hotel operations;
- Interpret the social and economic impact of casino gaming;
- Obtain an entry-level managers position in a hotel, casino or resort.

<b>General Education Courses †</b>	<b>Credits</b>
Written and Oral Communications (SPE 102 required)	6
Math (MTH 107 or higher)	3
Natural Science	4
Arts and Humanities	3
Social Science	3
Additional General Education	3
<b>Total</b>	<b>22</b>

† See General Education Requirements on page 56.

<b>Program Courses</b>	<b>Credits</b>
HOS 110 Introduction to Hospitality	3
HOS 130 Food and Beverage Management	3
HOS 150 Hospitality Purchasing	3
HOS 160 Accounting for Hospitality	3
CRM 120 Introduction to Casino Management	3
CRM 140 Introduction to Casino Games	3
HOS 225 Hotel Operations	3
HOS 252 Managing for Quality of Service	3
HOS 255 Hotel and Resort Development	3
HOS 260 Hospitality Law	3
HOS 265 Hospitality Practicum	3
CRM 210 Introduction to Surveillance Operations	3
CRM 250 Economic and Social Aspects of Gaming	3
<b>Total</b>	<b>39</b>
Electives (FSM 125 recommended)	3
<b>Total Required for Degree</b>	<b>64</b>

# Chemical Engineering

## Option to Liberal Arts and Sciences, (AS.CGR)

This program is designed to parallel the first two years of a program in Chemical Engineering at a four-year college or university. Some of the area institutions offering programs in Chemical Engineering are: Rowan University, New Jersey Institute of Technology (Newark), Drexel University (Philadelphia), and Rutgers University (New Brunswick). Selection of courses should be made on the knowledge of their acceptability in transfer to the receiving college or university. Graduates of Chemical Engineering work at manufacturing companies in chemical processes such as petrochemical refineries and pharmaceutical companies to name a few.

Graduates of this program should be able to:

- Demonstrate a thorough knowledge of chemistry by analyzing information and solving problems;
- Have the skills required to work safely and effectively in a scientific laboratory;
- Discuss areas related to chemistry such as ethics, information technology, intellectual property and regulatory compliance;
- Demonstrate the ability to communicate effectively both verbally and in writing..

General Education Courses †	Credits
Written & Oral Communications	6
Mathematics (MTH 118 required)	4
Natural Science (PHY 210/211 & PHY 212/213 required)	8
Social Science	6
Arts & Humanities	3
History	3
Diversity	3
<b>Total</b>	<b>33</b>

† See General Education Requirements on page 55.

Program Courses	Credits
CHE 115 General Chemistry I	3
CHE 116 General Chemistry I Laboratory	1
CHE 117 General Chemistry II	3
CHE 118 General Chemistry II Laboratory	1
CHE 240 Organic Chemistry I	3
CHE 241 Organic Chemistry I Laboratory	1
CHE 242 Organic Chemistry II	3
CHE 243 Organic Chemistry II Laboratory	1
EGR 103 Fundamentals of Engineering Design	3
MTH 119 Calculus II and Analytic Geometry	4
<b>Total</b>	<b>23</b>

Electives* (MTH 220, MTH 201, or MTH 230 recommended)	8
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<b>Total Required for Degree</b>	<b>64</b>
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\*CSE 135 or CSE 110 is a required elective for admissions to Rowan University's College of Engineering.

# Chemistry

## Option to Liberal Arts and Sciences, (AS.CHE)

This program prepares students for transfer into baccalaureate programs leading to careers in fields such as industrial chemist, pharmaceutical chemist, medicine, pharmacy, and environmental technology.

Graduates of this program should be able to:

- Demonstrate a thorough knowledge of chemistry by analyzing information and solving problems;
- Have the skills required to work safely and effectively in a scientific laboratory;
- Discuss areas related to chemistry such as ethics, information technology, intellectual property and regulatory compliance;
- Demonstrate the ability to communicate effectively both verbally and in writing.

<b>General Education Courses †</b>	<b>Credits</b>
Written & Oral Communications	6
Mathematics (MTH 118 required)	4
Natural Science (PHY 210/211 & PHY 212/213 required)	8
Social Science	6
Arts & Humanities	3
History	3
Diversity	3
<b>Total</b>	<b>33</b>

† See General Education Requirements on page 55.

<b>Program Courses</b>	<b>Credits</b>
CHE 115 General Chemistry I	3
CHE 116 General Chemistry I Laboratory	1
CHE 117 General Chemistry II	3
CHE 118 General Chemistry II Laboratory	1
CHE 240 Organic Chemistry I	3
CHE 241 Organic Chemistry I Laboratory	1
CHE 242 Organic Chemistry II	3
CHE 243 Organic Chemistry II Laboratory	1
MTH 119 Calculus II and Analytic Geometry	4
<b>Total</b>	<b>20</b>

Electives (MTH 220 or BIO 103 recommended) 11

**Total Required for Degree 64**

# Chemistry, Pre-Medical Technology Option

## Option to Liberal Arts and Sciences, (AS.CPM)

This program is designed for those students interested in transferring into a four- or five-year Medical Technology program. Medical Technologists find employment in pharmaceutical laboratories, hospitals, and medical laboratories.

Graduates of this program should be able to:

- Demonstrate a thorough knowledge of chemistry by analyzing information and solving problems;
- Have the skills required to work safely and effectively in a scientific laboratory;
- Discuss areas related to chemistry such as ethics, information technology, intellectual property and regulatory compliance;
- Demonstrate the ability to communicate effectively both verbally and in writing.

<b>General Education Courses †</b>	<b>Credits</b>
Written & Oral Communications	6
Mathematics (MTH 118 required)	4
Natural Science (BIO 103/104 & BIO 107/108 required)	8
Social Science	6
Arts & Humanities	3
History	3
Diversity	3
<b>Total</b>	<b>33</b>

† See General Education Requirements on page 55.

<b>Program Courses</b>	<b>Credits</b>
BIO 221 Microbiology	3
BIO 222 Microbiology Laboratory	1
CHE 115 General Chemistry I	3
CHE 116 General Chemistry I Laboratory	1
CHE 117 General Chemistry II	3
CHE 118 General Chemistry II Laboratory	1
CHE 240 Organic Chemistry I	3
CHE 241 Organic Chemistry I Laboratory	1
CHE 242 Organic Chemistry II	3
CHE 243 Organic Chemistry II Laboratory	1
MTH 119 Calculus II and Analytic Geometry	4
<b>Total</b>	<b>24</b>

Electives	7
<b>Total Required for Degree</b>	<b>64</b>

# Communication Arts

## Option to Liberal Arts, (AA.COM)

Communication Arts trains students in interpersonal, group, and public communications. The Communication program has as its goal the education of individuals who will actively engage in successful communications in various areas of public life. This preparation is concentrated in two areas: writing and production. The first area is concerned with providing students with the education needed in fields such as print and broadcast journalism, public relations, advertising, and marketing. The second area is concerned with providing students with education needed in radio and television behind the scenes production. Students are advised that employment in both of these fields traditionally requires education beyond the A.A. degree and practical experience in the field.

Students planning to transfer after graduation should consult the catalog of the college where they intend to complete their studies.

Graduates of this program should be able to:

- Demonstrate practical application of skills in their area of specificity;
- Form critical judgments about the interaction of society and the various media;
- Make ethical decisions about the duties and responsibilities of the media and those involved in public communications;
- Analyze the effective use of language in a variety of environments and modes.

General Education Courses †	Credits
Written & Oral Communications	9
Mathematics	3
Natural Science	7-8
Technology	3
Social Science (POL 101 recommended)	6
Arts & Humanities	9
History	6
Diversity	3
<b>Total</b>	<b>46-47</b>

† See General Education Requirements on page 53.

Program Courses	Credits
ENG 252 Semantics	3
SOC 207 Media, Popular Culture, and Society	3

Select six credit hours from the following:

COM 103 Media Operations	3	} 6
COM 105 Writing for Mass Media	3	
COM 120 Radio Production	3	
ENG 251 Creative Writing	3	
ETV 101 TV Production (Studio Production)	4	
ETV 102 TV Production (Field Production)	4	
JOU 101 Introduction to Journalistic Writing I	3	}
PHO 102 Black and White Photography I	3	
<b>Total</b>	<b>12</b>	

Electives	6
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<b>Total Required for Degree</b>	<b>64</b>
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# Computer Information Systems

## Option to Liberal Arts and Sciences, (AS.INF)

This program is designed for students who intend to complete a baccalaureate degree in Information Systems with an emphasis on business applications of information systems in the decision-making and data processing environment.

Students should consult the catalog of the college where they intend to complete their studies and enroll in courses which will meet transfer requirements.

Graduates of this program should be able to:

- Demonstrate proficiency in designing database systems;
- Demonstrate proficiency in programming database systems;
- Demonstrate an understanding of software packages;
- Solve problems effectively;
- Demonstrate critical thinking skills;
- Work effectively as part of a development team.

<b>General Education Courses †</b>	<b>Credits</b>
Written & Oral Communications	6
Mathematics (MTH 118 or MTH 142 required)	3-4
Natural Science	7-8
Social Science	6
Arts & Humanities	3
History	3
Diversity	3
<b>Total</b>	<b>31-33</b>

† See General Education Requirements on page 55.

<b>Program Courses</b>	<b>Credits</b>
ACC 112 Principles of Financial Accounting I	4
CSE 110 Introduction to Computer Science I	4
CSE 111 Introduction to Computer Science II	3
CSE 213 Database Systems	3
CSE 215 Programming Languages	3
MTH 143 Statistics I	4
MTH 201 Linear Algebra	3
or	
MTH 226 Discrete Mathematics	3
<b>Total</b>	<b>24</b>

Electives (MTH 119 recommended)	7-9
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<b>Total Required for Degree</b>	<b>64</b>
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# Computer Management Information Systems

## Associate of Applied Science, (AAS.MIS)

This program is designed primarily to meet the needs of those students who intend to seek immediate employment in the business world. The student will receive background in theory and practice in modern computer programming, applications, and business systems analysis.

Management Information Systems is a very specialized area within the computer field. In addition to courses in information processing, the curriculum includes courses in business-related subjects.

Graduates of this program should be able to:

- Understand and apply sound principles of system design to a range of problems found in a business environment;
- Apply skills in basic networking settings and concepts;
- Be programming competent using a modern programming language;
- Be proficient in database design and application software to meet the specific needs of an employer;
- Demonstrate good business communication and interpersonal skills.

<b>General Education Courses †</b>		<b>Credits</b>
Written & Oral Communications		6
Mathematics (MTH 130 or MTH 141 recommended)		3-4
Natural Science		4
Social Science		3
Arts & Humanities		3
Additional General Education Requirements (Required – any diversity course listed on page 55)		3
<b>Total</b>		<b>22-23</b>

† See General Education Requirements on page 56.

<b>Program Courses</b>		<b>Credits</b>
ACC 112	Principles of Financial Accounting I	4
ACC 113	Principles of Financial Accounting II	4
BUA 101	Business Functions in a Global Society	3
CIS 111	Programming in BASIC	3
CIS 132	MS Access Techniques and Programming	3
CIS 150	Networking Fundamentals	4
CIS 165	Network and Systems Administration	4
CIS 200	Fundamentals of Network Security	4
	or	} 3-4
CIS 207	Introduction to Computer Forensics	
ENG 105	Technical Writing	3
<b>Total</b>		<b>31-32</b>

Electives	(CIS, CSE or EET courses recommended)	9
-11		

<b>Total Required For Degree</b>	<b>62-66</b>
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# Computer Science

## Option to Liberal Arts and Sciences, (AS.CSE)

This program is designed to prepare graduates for transfer to four-year colleges and universities offering baccalaureate majors in computer science, information systems, and related fields.

Students should consult the catalog of the college where they intend to complete their bachelor's degree studies and enroll in courses which will meet transfer requirements.

Graduates of this program should be able to:

- Deploy appropriate theory, practices, and tools for the specification, design, implementation, and evaluation of computer based systems;
- Analyze criteria and specifications appropriate to specific problems, and plan strategies for their solution;
- Use critical thinking skills to solve problems using a programming language;
- Understand and analyze algorithms;
- Understand and design data structures;
- Analyze and design fundamental hardware components of computer systems;
- Analyze a programming language;
- Work effectively as part of a development team.

<b>General Education Courses †</b>	<b>Credits</b>
Written & Oral Communications	6
Mathematics (MTH 118 required)	4
Natural Science (PHY 210/211 & PHY 212/213 required)	8
Social Science	6
Arts & Humanities	3
History	3
Diversity	3
<b>Total</b>	<b>33</b>

† See General Education Requirements on page 55.

<b>Program Courses</b>	<b>Credits</b>
CSE 110 Introduction to Computer Science I	4
CSE 111 Introduction to Computer Science II	3
CSE 210 Machine & Assembler Language	3
CSE 215 Programming Languages	3
CSE 225 Computer Organization	3
MTH 119 Calculus II and Analytic Geometry	4
MTH 220 Calculus III and Analytic Geometry	4
MTH 226 Discrete Mathematics	3
<b>Total</b>	<b>27</b>

Electives (CSE 213 & MTH 143, 201, 230 recommended) 4

**Total Required for Degree 64**

# Computer Servicing & Networking Technology Option

## Option to Electronics Engineering Technology, (AAS.PCN)

The Computer Servicing & Networking Technology option to the Electronics Engineering Technology program provides a solid theoretical foundation as well as practical “hands-on” laboratory experiences in electronics and computers. This option includes some electronic courses as well as computer and networking courses to enable graduates to pursue a career as a computer and network technician.

The mission of the Rowan College at Burlington County Electronics Engineering Technology program and Computer Servicing & Networking Technology option is to produce graduates who are able to obtain employment as a technician or transfer to a four-year college. In addition, graduates will be technically competent, able to communicate effectively, work well with others and demonstrate professionalism.

Graduates of this option should be able to:

- Apply the knowledge, techniques, skills, and modern tools of the discipline to engineering technology activities;
- Apply knowledge of analog and digital electronics, computers, networks, mathematics and science to technical problems or projects;
- Conduct standard laboratory tests and measurements, and to analyze and interpret experiments;
- Function effectively as a member of a technical team;
- Identify the characteristics of, analyze and solve technical problems;
- Apply written, oral, and graphical communication in both technical and nontechnical environments; and an ability to use appropriate technical literature;
- Express a commitment to address professional development through conferences, seminars, courses and the pursuit of advanced degrees;
- Express a commitment to address professional and ethical responsibilities, including societal and global issues and a respect for diversity;
- Recognize a commitment to quality, timeliness and continuous improvement;
- Apply circuit analysis and design, computer programming, associated software, analog and digital electronics, and microcomputers, and engineering standards to the building, testing, operation, and maintenance of electrical/electronic(s) systems;
- Apply principles of physics or chemistry to electrical/electronic(s) circuits in a rigorous mathematical environment at or above the level of algebra and trigonometry.

Graduates of this option can transfer to Drexel University or New Jersey Institute of Technology, Newark, New Jersey to continue their education towards a Bachelor's of Science degree in Engineering Technology.

General Education Courses †	Credits
Written & Oral Communications (ENG 101 and SPE 102 required)	6
Mathematics (MTH 130 required)	4
Natural Science (PHY 110/111 required)	4
Social Science (SOC 160 required)	3
Arts & Humanities	3
Additional General Education Requirements (MTH 118 required)	4
<b>Total</b>	<b>24</b>

† See General Education Requirements on page 56.

CS&NT Option Courses	Credits
CIS 150 Networking Fundamentals	4
CIS 165 Network and Systems Administration	4
CSE 110 Introduction to Computer Science I	4
EET 121 Circuits I*	4
EET 131 Solid State Devices	4
EET 141 Digital Circuits	4
EET 210 IT Essentials: A+	4
EET 242 Microprocessor Systems	4
<b>Total Required Program Credits</b>	<b>32</b>

CS&NT Option Electives	Credits
<i>Select 9 credit hours from the following:</i>	
CIS 207 Introduction to Computer Forensics	3
CIS 138 Introduction to Operating Systems	4
CIS 200 Fundamentals of Computer Security	4
EET 101 Introduction to Electronics*	3
EET 232 Analog Integrated Circuits	4
EET 222 Circuits II	3
EGR 103 Fundamentals of Engineering Design	3
<b>Electives Total</b>	<b>9</b>
<b>Total Required for Degree</b>	<b>65</b>

\* If the student has a previous background in circuits, he/she can get permission to take EET 121. EET 101 cannot be taken after passing EET 121.



# Construction Management

## Option to Liberal Arts and Sciences, (AS.CON)

Construction management is a dynamic profession – a combination of technology, art and science. While an understanding of the technical aspects of construction is extremely important, it is also essential that construction professionals have a comprehensive knowledge of the business and management aspects of the profession.

And though construction has traditionally been a very conservative industry, the increasing rate of technological development and competition in the industry have served to accelerate the development of new construction methods, equipment, materials, and management techniques. As a result of these forces, there is an increasing need for innovative and professionally competent construction professionals. Students enrolled in the Construction Management program receive broad academic, technical, business, and construction management courses that are designed to produce well-rounded construction professionals.

Graduates of this program should be able to:

- Demonstrate an understanding of management and supervision principles;
- Apply construction law and knowledge of contracts to construction projects;
- Interpret construction documents and drawings;
- Conduct research as a foundation for construction methods and materials;
- Evaluate construction projects for conformity with construction documents;
- Communicate effectively with a wide variety of stakeholders;
- Use technology to support management projects.

Options after graduation:

Career Opportunities: Graduates of the Construction Management program have secured entry-level positions as assistant project managers, estimators, schedulers, and field superintendents for general contractors, subcontractors, and construction managers. Some are employed as owner-representatives working for architectural firms, consulting engineering firms, commercial companies, and institutions that have needs for building or other construction projects.

<b>General Education Courses †</b>		<b>Credits</b>
Written & Oral Communications		6
Mathematics (MTH 130 required)		4
Natural Science (PHY 110/111 & PHY 112/113 required)		8
Social Science (ECO 203 required)		6
Arts & Humanities (PHI 101 recommended)		3
History (HIS 102 recommended)		3
Diversity		3
<b>Total</b>		<b>33</b>

† See General Education Requirement on page 57.

<b>Program Courses</b>		<b>Credits</b>
ACC 112	Principles of Financial Accounting I	4
ACC 113	Principles of Financial Accounting II	4
BUA 205	Business Law I	3
CON 101	Building Materials and Construction Methods	3
CON 202	Contracts and Specifications	3
	or	
CON 102	Building Materials and Construction Methods II*	3
CON 210	Estimating	3
	or	
CON 220	Understanding Construction Drawings*	3
CSE 135	Computer Programming & Problem Solving	3
DDT 103	Statics and Strength of Materials	3
DDT 205	Structural Systems I	3
EGR 110	Design Computer Graphics I	3
EGR 203	Surveying	3
<b>Total</b>		<b>35</b>

**Total Required for Degree 68**

\* Required for Drexel.

# Criminal Justice

## Associate of Science, (AS.CRJ)

The Criminal Justice program provides students with an education based in a liberal arts core and interdisciplinary criminal justice curriculum. The criminal justice aspect focuses on law, law enforcement, and corrections. It examines legal systems, the impact of crime, the criminal justice system's role, and organization and techniques of applied criminal justice through a group of program and specialized elective courses, as well as a program of internship and independent study.

The program prepares students for continuing education in the field, as well as careers in the major institutions of criminal justice and law enforcement on a local, state and federal level. It also acquaints students with the growing career opportunities in the private security and investigation industries.

Students who wish to transfer to a baccalaureate program are strongly advised to seek information regarding admission and transfer requirements.

Criminal justice is an aspect of our lives that is continuously changing with new case decisions, advanced technology and changes in public opinion and policy. The need for educated professionals in the public and private sectors of criminal justice has created many fascinating and rewarding career options. The extreme media and public interest in the system has also provided tremendous increases in the professions of criminal justice.

Graduates of this program should be able to:

- Apply critical thinking skills to resolve criminal justice practitioner issues;
- Demonstrate knowledge of the rights of citizens guaranteed in the Bill of Rights;
- Describe the various causal factors of crime;
- Define the four basic theoretical aspects of the criminal sanction;
- Describe the effects of the U.S. Constitution on criminal law;
- Define the role of science in the courtroom;
- Demonstrate knowledge of historical and contemporary aspects of the legal, penal and law enforcement systems;
- Apply their understanding of the operation of the police, correctional and court systems and their interrelationships.

General Education Courses †	Credits
Written & Oral Communications	6
Mathematics	3
Natural Science	7-8
Social Science	6
Arts & Humanities	3
History	3
Diversity	3
<b>Total</b>	<b>31-32</b>

† See General Education Requirements on page 55.

Program Courses	Credits
CRJ 101 Introduction to Criminal Justice	3
CRJ 102 Police Operations and Procedures	3
CRJ 103 Introduction to the Correctional System	3
CRJ 106 Introduction to Court Systems	3

Select six credit hours from the following:

CRJ 111 Criminal Law	3	} — 6
CRJ 113 Criminal Investigations	3	
CRJ 114 Criminalistics	3	
CRJ 203 Legal Rights of the Convicted	3	
CRJ 217 Juvenile Delinquency	3	
CRJ 218 Introduction to Private Security	3	
CRJ 219 Organized Crime	3	
<b>Total</b>	<b>18</b>	

Electives (Recommended CRJ 213, CRJ 220, POL 215)	15
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<b>Total Required for Degree</b>	<b>64</b>
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# Culinary Arts

## Associate of Applied Science, (AAS.CUL)

The Culinary Arts curriculum provides specific training required to prepare students to assume positions as trained culinary professionals in a variety of food service settings including full service restaurants, hotels, resorts, clubs, catering operations, contract food service, and health care facilities. Course offerings emphasize practical application, a strong theoretical knowledge base, professionalism, and provide the critical competencies to successfully meet industry demands. Graduates should qualify for entry-level positions, such as line cook, station chef, and assistant pastry chef. With experience, graduates may advance to positions such as sous-chef, executive chef, or food service director.

Graduates of this program should be able to:

- Identify the characteristics of various ethnic cuisines;
- Discuss the basic principles and techniques used in the professional kitchen;
- Practice sanitary food handling;
- Analyze recipes according to the science of nutrition;
- Create recipes using fundamental culinary techniques, processes and methods;
- Manage a meal event from its planning to service;
- Critique a meal and its recipes for their culinary qualities;
- Identify and implement factors required in running a successful food service operation;
- Obtain an entry level position as a cook in foodservice establishments across all business lines.

<b>General Education Courses †</b>		<b>Credits</b>
Written & Oral Communications		6
Mathematics (MTH 113 required)		3
Natural Science		4
Social Science		3
Arts & Humanities		3
Additional General Education Requirements (Required – any diversity course listed on page 55)		3
<b>Total</b>		<b>22</b>

† See General Education Requirements on page 56.

<b>Program Courses</b>		<b>Credits</b>
CUL 107	Culinary Arts	4
CUL 122	Techniques and Traditions	4
CUL 125	Foundations of Professional Baking	3
CUL 203	Garde Manger	4
CUL 206	Italian Traditions and American Regional Cuisine	4
CUL 211	Purchasing and Menu	3
CUL 216	A La Carte	3
CUL 230	Culinary Practicum	3
FSM 122	Quality Service in Food/Restaurant Operations	3
FSM 125	Food Service Sanitation and Accident Prevention	3
FSM 215	Elementary Nutrition	2
HOS 110	Introduction to Hospitality	3
<b>Total</b>		<b>39</b>
Electives	(any CUL )	3
<b>Total Required for Degree</b>		<b>64</b>

# Culinary Arts

## Associate of Science, (AS.CUL)

The Culinary Arts Associate of Science program provides specific preparation for students to transfer to a four-year baccalaureate degree granting institution, in the Culinary Arts. Course offerings emphasize practical application, a strong theoretical knowledge base, professionalism, and provide the critical competencies necessary to be successful in an upper level undergraduate environment. Graduates should qualify for admission into upper level undergraduate Culinary academic programs.

Graduates of this program should be able to:

- Identify the characteristics of various ethnic cuisines;
- Discuss the basic principles and techniques used in the professional kitchen;
- Practice sanitary food handling;
- Analyze recipes according to the science of nutrition;
- Create recipes using fundamental culinary techniques, processes and methods;
- Manage a meal event from its planning to service;
- Critique a meal and its recipes for their culinary qualities;
- Identify and implement factors required in running a successful food service operation.

<b>General Education Courses †</b>	<b>Credits</b>
Written Communications (ENG 101 & 102 required)	6
Math (MTH 107 or higher)	3
Natural Science	7-8
Social Science	6
Arts and Humanities	3
History	3
Diversity	3
<b>Total</b>	<b>31-32</b>

† See General Education Requirements on page 55.

<b>Program Courses</b>	<b>Credits</b>
CUL 107 Culinary Arts	4
CUL 122 Techniques and Traditions	4
CUL 125 Foundations of Professional Baking	3
CUL 206 Italian Traditions and American Regional Cuisine	4
CUL 211 Purchasing and Menu Planning	3
CUL 216 A La Carte	3
CUL 230 Culinary Arts Practicum	3
FSM 125 Food Service Sanitation and Accident Prevention	3
FSM 215 Elementary Nutrition	2
HOS 110 Introduction to Hospitality	3
<b>Total</b>	<b>32</b>

**Total Required for Degree 63-64**

# Dental Hygiene

## Associate of Applied Science, (AAS.DHY)

This program prepares students for a career as a Registered Dental Hygienist by combining classroom instruction with laboratory and clinical experience. It is a rigorous and demanding program, both physically and academically, providing students with a knowledge base to integrate manual skills with the delivery of high-quality oral health care services.

The program emphasizes skills in communication, critical thinking, personal integrity, assessment and evaluation of a variety of treatment options. It prepares students to interact with patients as clinician, health educator, prevention specialist, and counselor in order to deliver a total health maintenance package.

The New Jersey Board of Dentistry regulates dental hygiene licensure. All persons desiring to practice dental hygiene in New Jersey shall first secure a license from the Board. Licensure applicants must demonstrate competence by passing both the National Dental Hygiene Boards and the American Dental Hygiene Licensing Examination. Successful completion of the New Jersey Jurisprudence examination and an affidavit of good moral character are also required. Additionally, the Board of Dentistry requests a criminal background check.

Students interested in Dental Hygiene should attend one of our informational seminars, held periodically throughout the year.

Enrollment is limited, with preference given to Burlington County residents. Admitted students must:

- hold current certification in CPR for health care providers
- satisfactorily complete a physical examination which indicates that they can participate in all clinical activities
- maintain malpractice/liability insurance and personal health insurance throughout the program

Attendance at extramural clinical sites for enrichment of experience is mandatory. Students are also responsible for their own transportation to specified sites.

The program includes clinical experience in the process of dental hygiene care. Students are apprised that they may be exposed to bloodborne pathogens and potentially infectious diseases. They are also required to sit as patients for their student partners.

The program includes education and training to ensure the safety of the student, the public, and the faculty and staff.

Graduates of this program should be able to:

- Develop self-awareness, self-direction, critical think skills, self-evaluative skills, and professional accountability;
- Obtain entry-level positions as professional dental hygienists with the ability to transfer to accredited institutions of higher learning;
- Practice within the legal, ethical, and regulatory framework and standards of professional dental hygiene practice;
- Participate as members of their professional organizations and serve their community as healthcare professionals.

General Education Courses †	Credits
Written & Oral Communications (ENG 101 and SPE 102 required)	6
Mathematics (MTH 107 required)	3
Natural Science (BIO 110/111 required)	4
Social Science (PSY 101 required)	3
Additional General Education Requirements (SOC 101 and CHE 210 required)	6
<b>Total</b>	<b>22</b>

† See General Education Requirements on page 56.

Program Courses	Credits
BIO 114 Fundamentals of Anatomy & Physiology II	3
BIO 115 Fundamentals of Anatomy & Physiology II Lab	1
BIO 155 Basic Microbiology	3
BIO 156 Basic Microbiology Lab	1
CHE 107 Chemistry	3
CHE 108 Chemistry Lab	1
DHY 101 Pre-clinical Dental Hygiene	4
DHY 110 Dental Head and Neck Anatomy	3
DHY 120 Dental Radiology	3
DHY 130 Dental and Medical Emergencies	1
DHY 140 Oral Embryology and Histology	2
DHY 151 Clinical Services I	4
DHY 160 Periodontology I	2
DHY 200 Dental Pharmacology and Pain Control	2
DHY 201 Clinical Services II	4
DHY 210 Periodontology II	2
DHY 220 Oral Pathology	3
DHY 222 Local Anesthesia	1
DHY 240 Dental Public Health	3
DHY241 Supportive Therapies	3
DHY 251 Clinical Services III	4
<b>Total</b>	<b>53</b>

**Total Required for Degree 75**



# Diagnostic Medical Sonography

## Associate of Applied Science, (AAS.DMS)

This program prepares students for a career as Diagnostic Medical Sonography Technologist (Ultrasound Technologist). The Ultrasound Technologist is a skilled medical professional who works under the guidance of a radiologist, a highly trained physician. The field of Diagnostic Ultrasound uses the state-of-the-art ultrasound equipment to diagnose a variety of diseases.

The program consists of academic, laboratory, and clinical components. General Education and program courses provide a foundation in the knowledge and skills needed to develop a life of personal fulfillment and contribution to society. Content areas of the academic component include radiology organization and procedures, physiology and pathology of organs and vasculature of the abdominal and pelvic cavities, OB/GYN pathology and physiology, vascular pathology and physiology, patient care, ultrasound equipment, and future uses of ultrasound technology. Experience at the clinical education setting and the on-campus lab is required to successfully complete the competency-based clinical component.

The program emphasizes communication, critical thinking, personal integrity, assessment and evaluation of ultrasound images and performance of diagnostic ultrasound exams. It prepares students to interact with patients as well as all health care professionals.

The number of available clinical sites limits enrollment into this program. Students who are interested in this program should plan to attend a DMS Information Seminar, which is held periodically throughout the year. A DMS program application must be submitted and the applicant must meet specific criteria for admission. The application forms are available on the RCBC DMS website and the Health Sciences office.

Students admitted must be CPR certified (for health care professionals), complete a satisfactory physical examination indicating they can perform the rigorous program activities, pass the HESI A2 exam with 79% or higher, have a GPA of 2.5 or higher, must be 18 at the start of the program, have completed high school biology and algebra with a "C" or better, undergo a criminal history background check, and maintain malpractice/liability insurance and personal health insurance throughout the program. DMS students are responsible for their own transportation to clinical sites.

Graduates of this program should be able to:

- Perform non-invasive and imaging ultrasound examinations;
- Apply their technical knowledge while operating ultrasound equipment;
- Utilize their knowledge in the outpatient and/or hospital settings;
- Discuss healthcare related issues with other healthcare professionals.

Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756, (727) 210-2350. In collaboration with: Joint Review Committee — Diagnostic Medical Sonography (JRC-DMS), 6021 University Boulevard, Suite 500, Ellicott City, MD 21043, (443) 973-3251

<b>General Education Courses †</b>	<b>Credits</b>
Written & Oral Communications (ENG 101 and ENG 102 required)	6
Mathematics (MTH 107 required)	3
Natural Science (BIO 110/111 required)	4
Social Science (PSY 101 required)	3
Additional General Education Requirements (SOC 101 required and PHI 101 required)	6
<b>Total</b>	<b>22</b>

† See General Education Requirements on page 57.

<b>Program Courses</b>	<b>Credits</b>
BIO 114 Fundamentals of Anatomy & Physiology II	3
BIO 115 Fundamentals of Anatomy & Physiology II Laboratory	1
DMS 101 Introduction to Sonography	2
DMS 102 Cross-sectional Anatomy	2
DMS 103 Ultrasound Abdomen	2
DMS 104 Ultrasound OB/GYN I	2
DMS 110 Ultrasound Physics I	2
DMS 120 Abdominal Lab Practicum	1
DMS 205 Ultrasound OB/GYN II	3
DMS 206 Diagnostic Imaging	3
DMS 207 Ultrasound Vascular	3
DMS 211 Ultrasound Physics II	2
DMS 221 Clinical Practicum I	2
DMS 222 Clinical Practicum II	2
DMS 223 Clinical Practicum III	3
DMS 224 Sonographic Interpretations I	2
DMS 225 Sonographic Interpretations II	2
DMS 226 Sonographic Interpretations III	2
HIT 105 Medical Terminology	2
PHY 107 Fundamentals of Physics	3
<b>Total</b>	<b>44</b>

**Total Required for Degree 66**

DMS program is accredited by the Commission on Accreditation of Allied Health Education Programs upon recommendation of JRC-DMS. The program has been placed on Probationary Accreditation as of 05/15/2014. RCBC takes all necessary steps to rectify all deficiencies of the program. In the meantime, the probationary accreditation **does not** change the eligibility of DMS graduates to sit for the ARDMS board examinations upon successful graduation from the DMS program.

# Education

## Option to Liberal Arts, (AA.EDU)

In accordance with New Jersey State guidelines and the requirements of many four-year colleges, students who plan to enter the field of education should engage in a broad-based liberal arts curriculum during their freshmen and sophomore years. Students in this program will also study (1) the historical and philosophical foundations of education and (2) the application of psychological theories to educational practices.

Students are advised to select academic courses which will coincide with the subject matter they intend to teach. All students should become familiar with the college catalog of the intended transfer institution.

Graduates of this program customarily transfer to baccalaureate institutions. Graduates not immediately pursuing an additional degree are eligible to substitute teach in New Jersey schools.

Graduates from this program should be able to:

- Describe the historical and philosophical foundations of American education today;
- Demonstrate a knowledge of the most widely accepted theories and philosophies of education;
- Apply an understanding of psychological concepts to the learning behavior of children;
- Develop personal responses to classroom situations based on educational theories;
- Demonstrate effective oral and written communication skills;
- Display an awareness of the history and variety of human achievement, experiences, values and modes of expression;
- Identify the elements of good teaching;
- Compare and contrast the role of federal, state and local governments in education.

*Please Note: The New Jersey Board of Education revised teacher education guidelines in 2016. It is important that all students who choose a teacher education program contact the Transfer Office at RCBC or the college/ university where they intend to complete the program to determine the content areas which are acceptable majors for teacher education candidates. Students graduating on or after September 1, 2016 must achieve a cumulative GPA of at least 3.0 or higher for NJ certification. Courses taken at accredited two-year colleges are accepted toward meeting requirements for NJ teacher certification only if such courses appear on an official transcript of a regionally accredited four-year college. It is recommended that students take the Praxis Core before transferring to a four-year college in New Jersey.*

<b>General Education Courses †</b>	<b>Credits</b>
Written & Oral Communications	9
Mathematics	3
Natural Science	7-8
Technology	3
Social Science (PSY 101 required)	6
Arts & Humanities	9
History	6
Diversity	3
<b>Total</b>	<b>46-47</b>

† See General Education Requirements on page 53.

<b>Program Courses</b>	<b>Credits</b>
PSY 250 Educational Psychology	3
<i>Select nine credit hours in the same discipline from one of the concentrations listed below.</i>	
Art	} 9
English/ Literature	
History	
Music	
Political Science	
Psychology	
Sociology	
Foreign Languages	
Theatre	
<b>Total</b>	<b>12</b>

Electives*:	Additional concentration courses from above or EDU 105, EDU 112, LIT 215 or PSY 251 recommended	6
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**Total Required for Degree** **64**

*\*Students are encouraged to meet with a Transfer Advisor to determine which electives will transfer to their intended four-year college or university.*

# Education

## Option to Liberal Arts and Sciences, (AS.EDU)

In accordance with New Jersey State guidelines and the requirements of many four-year colleges, students who plan to enter the field of education should engage in a broad-based liberal arts curriculum during their freshmen and sophomore years. Students in this program will also study (1) the historical and philosophical foundations of education and (2) the application of psychological theories to educational practices.

Students are advised to select academic courses which will coincide with the subject matter they intend to teach. All students should become familiar with the college catalog of the intended transfer institution.

Graduates of this program customarily transfer to baccalaureate institutions. Graduates not immediately pursuing an additional degree are eligible to substitute teach in New Jersey schools.

Graduates from this program should be able to:

- Describe the historical and philosophical foundations of American education;
- Discuss and evaluate current trends and issues facing the American educational system today;
- Demonstrate a knowledge of the most widely accepted theories and philosophies of education;
- Apply an understanding of psychological concepts to the learning behaviors of children;
- Develop personal responses to classroom situations based on educational theories;
- Demonstrate effective oral and written communication skills;
- Display an awareness of the history and variety of human achievement, experiences, values and modes of expression;
- Identify the elements of good teaching;
- Compare and contrast the role of federal, state and local governments in education.

*Please Note: The New Jersey Board of Education revised teacher education guidelines in 2016. It is important that all students who choose a teacher education program contact the Transfer Office at RCBC or the college/university where they intend to complete the program to determine the content areas which are acceptable majors for teacher education candidates. Students graduating on or after September 1, 2016 must achieve a cumulative GPA of at least 3.0 or higher for NJ certification. Courses taken at accredited two-year colleges are accepted toward meeting requirements for NJ teacher certification only if such courses appear on an official transcript of a regionally accredited four-year college. It is recommended that students take the Praxis Core before transferring to a four-year college in New Jersey.*

<b>General Education Courses †</b>		<b>Credits</b>
Written & Oral Communications		6
Mathematics (MTH 130 or higher)		3-4
Natural Science		8
Social Science (PSY 101 required)		6
Arts & Humanities		3
History		3
Diversity		3
<b>Total</b>		<b>32-33</b>

†See General Education Requirements on page 57.

<b>Program Courses</b>		<b>Credits</b>
PSY 250	Educational Psychology	3
<i>Select at least 18-19 credit hours from the following:</i>		
BIO 103	General Biology I	3
BIO 104	General Biology I Lab	1
BIO 107	General Biology II	3
BIO 108	General Biology II Lab	1
CHE 115	General Chemistry I	3
CHE 116	General Chemistry I Lab	1
CHE 117	General Chemistry II	3
CHE 118	General Chemistry II Lab	1
CHE 240	Organic Chemistry I	3
CHE 241	Organic Chemistry I Lab	1
MTH 118	Calculus I and Analytic Geometry	4
MTH 119	Calculus II and Analytic Geometry	4
MTH 220	Calculus III and Analytic Geometry	4
MTH 230	Differential Equations	4
PHY 210	General Physics I	3
PHY 211	General Physics I Laboratory	1
PHY 212	General Physics II	3
PHY 213	General Physics II Laboratory	1
<b>Total</b>		<b>21-22</b>

Electives*	(SPE 102, EDU 112, EDU 105, LIT 215 or PSY 251 recommended)	9-10
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**Total Required for Degree** **64**

*\*Students are encouraged to meet with a Transfer Advisor to determine which courses will transfer to their intended four-year college or university.*

# Electronics Engineering Technology

## Associate of Applied Science, (AAS.EET)

The Electronics Engineering Technology program provides a solid theoretical foundation as well as practical “hands-on” laboratory experiences in Electronics. This program includes traditional EET courses as well as some computer courses to enable graduates to pursue a career as an industrial electronics-engineering technician.

The mission of the Rowan College at Burlington County Electronics Engineering Technology program and Computer Servicing & Networking Technology option is to produce graduates who are able to obtain employment as a technician or transfer to a four-year college. In addition, graduates will be technically competent, able to communicate effectively, work well with others and demonstrate professionalism.

Graduates of this program should be able to:

- Apply the knowledge, techniques, skills, and modern tools of the discipline to engineering technology activities;
- Apply knowledge of analog and digital electronics, computers, networks, mathematics and science to technical problems or projects;
- Conduct standard laboratory tests and measurements, and to analyze and interpret experiments;
- Function effectively as a member of a technical team;
- Identify the characteristics of, analyze and solve technical problems;
- Apply written, oral, and graphical communication in both technical and nontechnical environments; and an ability to use appropriate technical literature;
- Express a commitment to address professional development through conferences, seminars, courses and the pursuit of advanced degrees;
- Express a commitment to address professional and ethical responsibilities, including societal and global issues and a respect for diversity;
- Recognize a commitment to quality, timeliness and continuous improvement;
- Apply circuit analysis and design, computer programming, associated software, analog and digital electronics, and micro-computers, and engineering standards to the building, testing, operation, and maintenance of electrical/electronic(s) systems;
- Apply principles of physics or chemistry to electrical/electronic(s) circuits in a rigorous mathematical environment at or above the level of algebra and trigonometry.

Graduates of this program can transfer to Drexel University, New Jersey Institute of Technology, Newark, NJ or Fairleigh Dickinson University to continue their education towards a Bachelor’s of Science degree in Engineering Technology.

The Rowan College at Burlington County Electronics Engineering Technology Program is Accredited by: Engineering Technology Accreditation Commission (ETAC) of ABET, 415 North Charles St., Baltimore, MD 21201 (410) 347-7700

The Computer Servicing & Networking Technology Option is on page 100.

<b>General Education Courses †</b>	<b>Credits</b>
Written & Oral Communications (ENG 101 and SPE 102 required)	6
Mathematics (MTH 130 required)	4
Natural Science (PHY 110/111 required)	4
Social Science (SOC 160 required)	3
Arts & Humanities	3
Additional General Education Requirements (MTH 118 required)	4
<b>Total</b>	<b>24</b>

† See General Education Requirements on page 56.

<b>Program Courses</b>	<b>Credits</b>
CSE 110 Introduction to Computer Science I	4
EET 111 Electronic Computer Graphics	3
EET 121 Circuits I*	4
EET 131 Solid State Devices	4
EET 141 Digital Circuits	4
EET 222 Circuits II	3
EET 232 Analog Integrated Circuits	4
PHY 112 Principles of Physics II	3
PHY 113 Principles of Physics II Laboratory	1
<b>Total required Program credits</b>	<b>30</b>

### Program Electives

Select at least 10 credit hours from the following:

CIS 150 Networking Fundamentals	4	}	10
EET 101 Introduction to Electronics*	3		
EGR 103 Fundamentals of Engineering Design	3		
EET 210 IT Essentials: A+	4		
EET 242 Microprocessor Systems	4		
MTH 119 Calculus II & Analytic Geometry	4		
<b>Total</b>	<b>10</b>		

**Total Required for Degree 64**

\* If the student has a previous background in circuits, he/she can get permission to take EET 121. EET 101 cannot be taken after passing EET 121.

# Engineering

## Option to Liberal Arts and Sciences, (AS.EGR)

This program is designed for students who intend to transfer to a baccalaureate degree in Engineering. Students planning to transfer after graduation should consult the catalog of the college where they intend to complete their studies and enroll in courses which will meet transfer requirements.

Graduates of this program should be able to:

- Communicate effectively both verbally and in writing;
- Demonstrate effective mathematical skills and application of scientific principles in solving engineering problems;
- Apply critical thinking and problem solving skills in the analysis of data, in the design of experimental procedures and evaluation of outcomes.

RCBC has formal transfer agreements with several area four-year institutions.

<b>General Education Courses †</b>	<b>Credits</b>
Written & Oral Communications	6
Mathematics (MTH 118 required)	4
Natural Science (CHE 115/116 & PHY 210/211 required)	8
Social Science*	6
Arts & Humanities	3
History	3
Diversity	3
<b>Total</b>	<b>33</b>

† See General Education Requirements on page 55.

<b>Program Courses</b>	<b>Credits</b>
CHE 117 General Chemistry II	3
CHE 118 General Chemistry II Lab	1
EGR 103 Fundamentals of Engineering Design	3
EGR 201 Engineering Statics	3
MTH 119 Calculus II and Analytic Geometry	4
MTH 220 Calculus III and Analytic Geometry	4
PHY 212 Physics II	3
PHY 213 Physics II Laboratory	1
<b>Total</b>	<b>22</b>

Electives* (CSE 110, 135, EGR 113, 202, 220, & MTH 230 recommended)	9
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**Total Required for Degree 64**

\* ECO 203 recommended as one of the Social Science courses for Rowan University.

\*CSE 110 is a required elective for Electrical and Mechanical Engineering and CSE 135 or CSE 110 is a required elective for Biomedical, Chemical, and Civil Engineering for admissions to Rowan University's College of Engineering.



# English

## Option to Liberal Arts, (AA.ENG)

The English major option provides students with a Liberal Arts concentration aimed at developing excellent reading and writing skills. Students develop the ability to analyze text, collect and organize research data, and write clearly and effectively. In addition, the program emphasizes critical reading and writing skills required in a variety of career fields including law, medicine, teaching, communications, business, and industry.

Graduates of this program should be able to:

- Demonstrate the importance of using sensitive and precise language;
- Write for different audiences and purposes;
- Develop strategies for generating ideas and organizing thoughts;
- Analyze the effectiveness of their own academic and professional writing;
- Utilize the writing process to develop and argue a thesis supported in coherent paragraphs;
- Critically and thoughtfully read select texts that comment on human experience;
- Use various critical perspectives to analyze fiction, poetry and dramas;
- Relate the cultural, historical, and social significance of texts ranging from ancient to contemporary world literature.

Students planning to transfer after graduation should consult the catalog of the college where they intend to complete their studies.

<b>General Education Courses †</b>	<b>Credits</b>
Written & Oral Communications	9
Mathematics	3
Natural Science	7-8
Technology	3
Social Science	6
Arts & Humanities (6 credits in a foreign language recommended)	9
History	6
Diversity	3
<b>Total</b>	<b>46-47</b>

† See *General Education Requirements* on page 53.

<b>Program Courses</b>	<b>Credits</b>
LIT 207 British Literature I	3
LIT 208 British Literature II	3
LIT 209 American Literature I	3
LIT 210 American Literature II	3
<b>Total</b>	<b>12</b>
Electives (LIT courses recommended)	6
<b>Total Required for Degree</b>	<b>64</b>

# Entertainment Technologies/Sound & Recording Engineering

## Option to Entertainment Technologies, (AAS.ETS)

The Entertainment Technology Program provides students with a solid foundation in the knowledge and skills needed for entry into the entertainment field or to transfer to a baccalaureate program. Students may choose from the following two options: Sound and Recording Engineering (AAS.ETS) and Video and Digital Media Production (AAS.ETV). Students who wish to transfer to a baccalaureate program are strongly advised to seek information regarding admission and transfer requirements.

The Sound and Recording Engineering Option provides students with opportunities for entry-level positions in theatrical performance, entertainment events, audio production for theatre, concerts, theme parks, industrial/corporate settings, and in sound and recording studios. Graduates may also work as freelancers and entrepreneurs.

Students will learn amplification, sound reinforcement, and recording of live performances. They will develop a practical and operational understanding of the various hardware elements includes speakers, mixers, amplifiers, microphones, analog and digital recording, mixing consoles, signal routing and processors (equalizers, compressors, limiters, gates, etc.). Students will also have hands-on experiences that enable them to edit audio, mix audio, utilize acoustics, synchronize audio with video and multimedia, and add sound effects.

Graduates of this program should be able to:

- Operate audio amplification and recording equipment;
- Edit and mix audio, add sound effects and produce video and multimedia;
- Configure, operate, and serve on a “crew” while utilizing sound and live recording systems;
- Obtain entry-level employment in the entertainment and associate fields, particularly in the field of sound amplification (public address and concerts), recording, audio for video production, concert and events venues, recording companies, music entertainment fields, as freelancers, or self-employment careers.

Graduates of this program can transfer to Rowan University to continue their education towards a Bachelor of Science in Music Industry.

<b>General Education Courses †</b>		<b>Credits</b>
Written & Oral Communications		6
Mathematics		3
Natural Science		4
Social Science		3
Arts & Humanities		3
Additional General Education Requirements (Required – any diversity course listed on page 55)		3
<b>Total</b>		<b>22</b>

† See General Education Requirements on page 56.

<b>Program Courses</b>		<b>Credits</b>
ETC 101	Introduction to Entertainment, Mass Media and Society	3
ETC 105	Entertainment Law	3
ETC 222	Entertainment Tech Field Experience	2
ETC 225	Capstone Project	1
ETV 205	Interactive Digital Media	3
<b>Total</b>		<b>12</b>

<b>Specialized Courses</b>		<b>Credits</b>
ETS 101	Live Sound Production I and Lab	4
ETS 105	Recording Engineering I and Lab	4
ETS 215	Midi and Sampling	3
ETS 225	Advanced Music Production	3
<b>Total</b>		<b>14</b>

Electives		16
<i>Electives may be taken from the other Entertainment Technology Specialized Courses.</i>		

<b>Total Required For Degree</b>		<b>64</b>
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# Entertainment Technologies/Video & Digital Media Production

## Option to Entertainment Technologies, (AAS.ETV)

The Entertainment Technology Program provides students with a solid foundation in the knowledge and skills needed for entry into the entertainment field, or to transfer to a baccalaureate program. Students may choose from the following two options: Sound and Recording Engineering (AAS.ETS) and Video and Digital Media Production (AAS.ETV). Students who wish to transfer to a baccalaureate program are strongly advised to seek information regarding admission and transfer requirements.

The Video and Digital Media Production option of the Entertainment Technology Program prepares students for jobs such as broadcast or production engineers, producers and assistant producers, video editors, camera operators, master control and technical directors, freelance business persons, and the associated video production opportunities in the expanding video and Internet areas.

Non-linear digital video editing is the industry standard for professionals working in television and film — and now on Web pages and the Internet. Industry demand for editors skilled in the leading digital post-production techniques has caused non-linear editing to emerge as a rapidly growing specialty.

With the expansion of digital video, DVDs, webstreaming, video CDs, and the associated media, opportunities exist for employment on production teams, serving as freelancers or operating as independent producers, or entrepreneurs for recording special events, weddings, social functions, corporate content media, instructional and multimedia productions, and a host of varied content and media applications.

Graduates of this program should be able to:

- Produce “content” such as television programs, videos used for broadcast, cable, web streaming, interactive multimedia projects, entertainment productions, and a wide variety of applications used within public and private institutions;
- Utilize various types of cameras;
- Produce videos in both studio and field settings;
- Write various forms of scripts and projects;
- Use computerized non-linear editing equipment;
- Be competent with associated audio technologies and output-finished products used in various media such as videotape, DVD, video CDs, and the Internet;
- Obtain entry-level employment in the field of video production.

Graduates of this program can transfer to Rowan University to continue their education towards a Bachelor of Arts in Radio, Television and Film.

<b>General Education Courses †</b>	<b>Credits</b>
Written & Oral Communications	6
Mathematics	3
Natural Science	4
Social Science	3
Arts & Humanities	3
Additional General Education Requirements (Required – any diversity course listed on page 55)	3
<b>Total</b>	<b>22</b>

† See General Education Requirements on page 56.

<b>Program Courses</b>	<b>Credits</b>
ETC 101 Introduction to Entertainment, Mass Media and Society	3
ETC 105 Entertainment Law	3
ETC 222 Entertainment Tech Field Experience	2
ETC 225 Capstone Project	1
ETV 205 Interactive Digital Media	3
<b>Total</b>	<b>12</b>

<b>Specialized Courses</b>	<b>Credits</b>
ETV 101 TV Production (Studio)	4
ETV 102 TV Production (Field)	4
ETV 105 Editing	3
COM 105 Writing for Mass Media	3
<b>Total</b>	<b>14</b>

Electives	16
<i>Electives may also be taken from the other Entertainment Technology Specialized Courses.</i>	

<b>Total Required for Degree</b>	<b>64</b>
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# Environmental Science

## Option to Liberal Arts and Sciences, (AS.ENV)

This program is designed for the student who wishes to pursue a bachelor's degree at a four-year institution in the field of Environmental Science, Environmental Technology, Environmental Engineering, Wildlife Management, Ecology, and Wastewater Engineering.

Graduates of this program should be able to:

- Discuss ecological concepts by critically analyzing data sets and figures;
- Understand and employ the scientific method when performing an experiment;
- Demonstrate knowledge of the world's major ecosystems;
- Describe the diversity of human populations as they relate to the distribution of natural resources;
- Demonstrate an understanding of the ethical, economic and political framework in which environmental issues are enmeshed.

<b>General Education Courses †</b>	<b>Credits</b>
Written & Oral Communications	6
Mathematics (MTH 118 recommended)	4
Natural Science (BIO 103/104 & CHE 115/116 required)	8
Social Science	6
Arts & Humanities	3
History	3
Diversity	3
<b>Total</b>	<b>33</b>

† See General Education Requirements on page 55.

<b>Program Courses</b>	<b>Credits</b>
BIO 107 General Biology II	3
BIO 108 General Biology II Laboratory	1
BIO 230 Ecology	3
BIO 231 Ecology Lab	1
CHE 117 General Chemistry II	3
CHE 118 General Chemistry II Laboratory	1
CHE 240 Organic Chemistry I	3
CHE 241 Organic Chemistry I Laboratory	1
CHE 242 Organic Chemistry II	3
CHE 243 Organic Chemistry II Laboratory	1
<b>Total</b>	<b>20</b>

Electives (GIS 101 recommended) 11

**Total Required for Degree 64**

# Fashion Design

## Associate of Applied Science, (AAS.FAD)

The fashion design program prepares students to either begin work as an independent business within the fashion design field or have the optimum opportunity to transfer program credits to a 4 year university.

Students who successfully complete the Fashion Design program will receive a solid introduction of all aspects of the apparel design industry. An emphasis on sewing construction, pattern making, sketching, fashion technology, textiles and business aspects in a global marketplace are included.

Students will have the opportunity to explore employment opportunities within the apparel design industry. Positions available with a 4 year education in fashion design include: Assistant Fashion Designer, Fashion Designer, Technical Designer, Pattern-Drafter, Fashion Product Development, Textile Designer, Fashion Trend and Color Analyst, and Fashion Stylist.

Graduates of this program should be able to:

- Demonstrate knowledge of seasonal fashion and color trends, fabric selection and conceptualizing a group of related clothing designs;
- Execute proficiently garment sewing and construction in pattern drafting and draping techniques;
- Sketch original garment ideas on a fashion figure using industry standard techniques;
- Demonstrate ability to use industry standard computer software to execute technical fashion spec drawings for packages relating to overseas manufacturing;
- Identify fiber, fabric and surface textures relating to textiles within the apparel and home fashion industry;
- Conceptualize design ideas through primary and secondary research and incorporate historical context.

<b>General Education Courses †</b>		<b>Credits</b>
Written & Oral Communications		6
Mathematics		3
Natural Science		4
Social Science		3
Arts & Humanities (ART 101 recommended)		3
Additional General Education Requirements (Required – any diversity course listed on page 55)		3
<b>Total</b>		<b>22</b>

† See General Education Requirements on page 56.

<b>Program Courses</b>		<b>Credits</b>
ART 120	Drawing I	3
FAD 107	Fashion Drawing	3
FAD 120	Apparel Construction	4
FAD 131	Research Methods for Fashion Design	3
FAD 135	Introduction to Textiles	3
FAD 142	Pattern Development	4
FAD 144	History of Fashion Design	3
FAD 160	Fashion Technology	3
FAD 222	Fashion Research and Design	4
<b>Total</b>		<b>30</b>

Electives recommended:

ART 122, ART 250 or ART 251, FAD 155  
12

<b>Total Required for Degree</b>	<b>64</b>
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# Fashion Product Merchandising

## Option to Liberal Arts and Sciences, (AS.FPM)

This program prepares students for careers within the fashion marketing, merchandising, production and product development industry.

The program is structured with the understanding that students will be electing to transfer to a four year university that specializes in Fashion Merchandising, Product Development, Production, Business and/or Marketing.

Students will have the opportunity to explore employment opportunities within the apparel industry. Positions available with a 4 year education: Fashion Product Development, Fashion Production, Fashion Buying and Planning, Fashion Trend and Color Analyst, Fashion Stylist and Fashion Management.

Graduates of this program should be able to:

- Demonstrate knowledge of seasonal fashion and color fabric trends;
- Identify fiber, fabric and surface textures relating to textiles within the apparel and home fashion industry;
- Demonstrate ability to use industry standard computer software to execute technical fashion spec drawings for packages relating to overseas manufacturing;
- Demonstrate knowledge of basic sewing and pattern techniques;
- Execute six month merchandising plans relating to wholesale and retail industry practices;
- Strategize for fashion marketing, branding and product development.

Students who wish to prepare for more technically-oriented or artistically expressive careers in fashion are encouraged to review the Associate in Applied Science Fashion Design program in this catalog.

<b>General Education Courses †</b>	<b>Credits</b>
Written & Oral Communications	6
Mathematics (MTH 107 or MTH 143 required)	3-4
Natural Science	7-8
Social Science (ECO 203 & PSY 101 required)	6
Arts & Humanities (ART 101 required)	3
History	3
Diversity	3
<b>Total</b>	<b>31-32</b>

† See General Education Requirements on page 55.

<b>Program Courses</b>	<b>Credits</b>
ACC 112 Principles of Financial Accounting I	4
ECO 204 Principles of Macroeconomics	3
FAD 120 Apparel Construction	4
FAD 135 Introduction to Textiles	3
FAD 144 History of Fashion Design	3
FAD 155 Fashion Merchandising	3
<b>Total</b>	<b>20</b>

Electives (ACC 113, ACC 115, BUA 205, BUA 220, FAD 131, FAD 160, MTH 112, MTH 130) 12-13

**Total Required for Degree 64**

# Fire Science Technology

## Associate of Applied Science, (AAS.FSC)

This program was designed in cooperation with the Burlington County Emergency Services Training Center and other members of the firefighting community. It is designed to address the professional education needs of firefighters as well as to provide an educational path for those seeking a career or volunteer service in the field of firefighting and prevention.

The program courses are offered at the Emergency Services Training Center in Westampton. Registration is available through the Center. Students register for the general education courses and Arson Investigation through the college. Courses previously completed at the Center are evaluated for credit toward the degree. Courses taken at other institutions and agencies will be similarly evaluated.

Graduates of this program should be able to:

- Understand fire hazards and controlling mechanisms, detection and alarm systems, fire behavior, and the physical and chemical effects of combustion;
- Demonstrate fire prevention techniques and procedures;
- Demonstrate fire suppression tactics and strategies;
- Employ local, state, and federal fire standards and legislation;
- Understand fire safety codes and implement code enforcement and effective inspection;
- Identify fire patterns, causes, origins, and arson;
- Understand the organization and management of fire service systems;
- Develop a working understanding of the fundamentals of fire science technology and fire protection engineering;
- Develop skills using the most advanced fire science technology available.

Attendance at the Emergency Services Training Center requires sponsorship by a county fire company. Applicants needing assistance for sponsorship should contact the Burlington County Emergency Services Training Center at (609) 702-7157.

A student may earn credit for EMS 101 Basic Emergency Medical Technician by submitting evidence that she/he is a state certified Emergency Technician.

<b>General Education Courses †</b>	<b>Credits</b>
Written & Oral Communications	6
Mathematics	3
Natural Science (CHE 107/108 required)	4
Social Science	3
Arts & Humanities	3
Additional General Education Requirements (Required – any diversity course listed on page 55)	3
<b>Total</b>	<b>22</b>

† See *General Education Requirements* on page 56.

<b>Program Courses</b>	<b>Credits</b>
CRJ 213 Arson Investigation	3
EMS 101 Basic Emergency Medical Technician*	8
FSC 101 Introduction to Fire Science*	7
FSC 102 Fire Department Organization and Management*	4
FSC 103 Fire Detection and Suppression Systems*	3
FSC 201 Fire Service Construction Principles*	4
FSC 202 Tactics and Strategy*	3
FSC 204 Fire Inspector Certification*	6
<b>Total</b>	<b>38</b>
Electives	3
<b>Total Required for Degree</b>	<b>63</b>

\*These program courses are offered at the Burlington County Emergency Services Training Center.

# Food Service Management Technology

## Associate of Applied Science, (AAS.FSM)

This program prepares students for an entry-level, food service supervisory position in commercial and institutional facilities, and also provides career development for food service employees. This program emphasizes management skills.

Employment opportunities exist in restaurants, hospitals, schools, hotels, convenience stores, nursing homes, cafeterias, clubs, recreation, fast-food, and catering. Students who wish to transfer to a baccalaureate program are strongly advised to seek information regarding admission and transfer requirements.

Graduates of this program should be able to:

- Gain the technical and scientific knowledge of hospitality management;
- Demonstrate the knowledge of risk management in the maintenance of a safe and sanitary facility;
- Understand the methods used to control costs;
- Display an understanding of basic human resources issues;
- Identify the unique aspects of marketing hospitality services;
- Understand the basic fundamentals in the operational areas of food production, customer service, purchasing and nutrition;
- Perform satisfactorily at an entry-level management trainee position at a food service or hospitality operation.

<b>General Education Courses †</b>		<b>Credits</b>
Written & Oral Communications		6
Mathematics		3
Natural Science		4
Social Science		3
Arts & Humanities		3
Additional General Education Requirements (Required – any diversity course listed on page 55)		3
<b>Total</b>		<b>22</b>

† See General Education Requirements on page 56.

<b>Program Courses</b>		<b>Credits</b>
CUL 107	Culinary Arts	4
FSM 107	Introduction to Food Service and Restaurant Management	2
FSM 110	Hospitality Supervision and Personnel Management	3
FSM 122	Quality Service/Food/Restaurant Ops	3
FSM 125	Food Service Sanitation and Accident Prevention	3
FSM 210	Controlling Costs in Food Service	3
FSM 215	Elementary Nutrition	2
FSM 217	Hospitality Marketing	3
HOS 110	Introduction to Hospitality	3
HOS 150	Hospitality Purchasing	3
HOS 252	Managing for Quality of Service	3
HOS 265	Hospitality Practicum	3
<b>Total</b>		<b>35</b>
Electives	(HOS 260 recommended and any other 2 HOS)	9
<b>Total Required for Degree</b>		<b>66</b>

# Geospatial Technology

## Associate of Applied Science, (AAS.GIS)

This program consists of a sequence of introductory courses in geographic information systems (GIS), global positioning systems (GPS), and remote sensing (RS).

These courses will emphasize the application of geospatial technology to a broad range of issues such as sustainable population growth, land use management, transportation route planning, and water-quality management.

Graduates of this program should be able to:

- Demonstrate an understanding of geographic information systems and how they can be used to manage and analyze spatial information;
- Demonstrate the principle of data acquisition and management;
- Demonstrate an understanding of the principle of remote sensing and image processing;
- Discuss the value and applicability of geospatial technology in the real world.

<b>General Education Courses †</b>		<b>Credits</b>
Written & Oral Communications		6
Mathematics (MTH 130 required)		4
Natural Science		4
Social Science		3
Arts & Humanities		3
Additional General Education Requirements (Required – any diversity course listed on page 55)		3
<b>Total</b>		<b>23</b>

† See General Education Requirements on page 56.

<b>Program Courses</b>		<b>Credits</b>
CIS 132	MS Access Techniques and Programming	3
	or	
CSE 213	Database Systems	3
CSE 110	Introduction to Computer Science I	4
GEO 102	Principles of Geography	3
GIS 101	Fundamentals of Geographic Information Systems	3
GIS 201	Advanced Applications in GIS	3
GIS 202	Fundamentals of Remote Sensing	3
GIS 203	Fundamentals of Global Positioning Systems	3
GIS 291, 292, 293	Geospatial Tech. Projects/Internship	1-3

Select 10 credit hours from the following:

BIO 130	Environmental Science	3
BIO 131	Environmental Science Lab	1
CIS 111	Programming in BASIC	3
CIS 130	Introduction to Visual Basic	3
ECO 204	Principles of Macroeconomics	3
EGR 110	Design Computer Graphics I	3
EGR 113	Design Computer Graphics II	3
EGR 203	Surveying	3
MTH 107	Introduction to Statistics	3
<b>Total</b>		<b>33-35</b>

Electives 7

**Total Required for Degree 63-64**

# Geospatial Technology Certificate

## Certificate (CRT.GIS)

The certificate program provides training in geospatial technologies to individuals who are interested in obtaining employment or enhancing their workplace skills within the field of geospatial technology.

Graduates of this program should be able to:

- Demonstrate an understanding of geographic information systems and how they can be used to manage and analyze spatial information;
- Demonstrate the principle of data acquisition and management with the global positioning system;
- Demonstrate an understanding of the principles of remote sensing and image processing;
- Discuss the value and applicability of geospatial technology in the real world.

<b>General Education Courses †</b>		<b>Credits</b>
Written Communications (ENG 101 required)		3
Mathematics (MTH 107 required)		3
<b>Total</b>		<b>6</b>

† See General Education Requirements on page 56.

<b>Program Courses</b>		<b>Credits</b>
CIS 132	MS Access Techniques & Programming	3
	or	
CSE 213	Database Systems	3
GIS 101	Fundamental of Geographic Information Systems	3
GIS 201	Advanced Applications in GIS	3
GIS 202	Fundamentals of Remote Sensing	3
GIS 203	Fundamentals of Global Positioning Systems	3

Select 9 to 10 credit hours from the following:

BIO 103	General Biology I	3	} 9-10
BIO 104	General Biology I Laboratory	1	
BIO 130	Environmental Science	3	
BIO 131	Environmental Science Laboratory	1	
BIO 230	Ecology	3	
BIO 231	Ecology Laboratory	1	
CIS 101	Intro to Computer Science	3	
CIS 130	Introduction to Visual Basic	3	
ECO 203	Principles of Macroeconomics	3	
EGR 110	Design Computer Graphics I	3	
GEO 102	Principles of Geography	3	
<b>Total</b>		<b>24-25</b>	

**Total Required for Certificate** **30-31**



# Graphic Design & Digital Media

## Associate of Applied Science, (AAS.GDD)

The Graphic Design and Digital Media program provides students with a solid foundation in design concepts and practices, and encourages the development of informed responses to issues surrounding visual communication.

In completing the Graphic Design and Digital Media program, students prepare themselves for entry-level positions in the design professions, such as junior designers, designers' assistants, and production artists.

Students who wish to transfer are strongly advised to seek information about the admission requirements to a four-year institution of their choice early in their studies at RCBC.

Students of graphic design should display an aptitude in the visual arts. An interview and/or portfolio review may be helpful before enrolling in this program to assess student interests and aptitudes, and to ensure appropriate placement in the program.

Graduates of this program should be able to:

- Demonstrate an understanding of the principles of visual composition, typography, and symbolic representation;
- Communicate effectively verbally and in writing concerning issues relevant to the design problem-solving process;
- Demonstrate proficiency with the tools and technologies relevant to the creation of visual images for print and digitally-based distribution;
- Demonstrate an understanding of the ethical and legal considerations relevant to common design practices;
- Demonstrate effective working habits, including an ability to meet deadlines, and incorporate constructive criticism while generating alternative solutions to design problems;
- Produce a portfolio of original work demonstrating an ability to solve problems in visual communication in a unique and meaningful way;
- Develop a strategy to research and pursue employment opportunities suitable to the level of personal abilities and talents evidenced by the portfolio.

General Education Courses †	Credits
Written & Oral Communications	6
Mathematics (MTH 107 recommended)	3
Natural Science	4
Social Science	3
Arts & Humanities	3
Additional General Education Requirements (Required – any diversity course listed on page 55)	3
<b>Total</b>	<b>22</b>

† See General Education Requirements on page 56.

Program Courses	Credits
ART 110 Design I	3
ART 112 Design II	3
ART 120 Drawing I	3
GDD 101 Introduction to Computer Graphics	3
GDD 110 Graphic Design I	3
GDD 112 Illustration	3
GDD 115 Typography	3
GDD 214 Graphic Design II	3
GDD 220 Portfolio	3
GDD 225 History of Graphic Design	3
<b>Total</b>	<b>30</b>

Electives (ART 250, 251, 252 recommended) 12

**Total Required for Degree 64**

# Health Information Technology

## Associate of Applied Science, (AAS.HIT)

This program prepares students for a career in the field of health information management. A Registered Health Information Technician's responsibilities typically include: maintaining, compiling, analyzing and evaluating health data, controlling the use and release of health information, and supervising staff. Employment opportunities exist in hospitals, outpatient and ambulatory care facilities, physicians' offices, nursing homes and other long-term care facilities, pharmaceuticals, health insurance groups and companies as well as local, state and federal health agencies. The curriculum combines didactic courses with professional practice experience in selected health care facilities. Graduates of this program are eligible to apply to the American Health Information Management Association to establish eligibility to take the certification examination and earn the credential RHIT, Registered Health Information Technician.

Students who are interested this program should plan to attend the HIT information seminar, which is held periodically throughout the year. The Health Information Technology 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). Enrollment in this program is limited by the number of available professional practice sites. Qualified applicants will be accepted until all places are filled. Interested applicants are encouraged to review the technical standards of the program prior to applying for admission, they must take the PSB exam and undergo a criminal history background check. Students admitted must have a satisfactory history and physical examination prior to beginning HIT 110 (PPE I) and HIT 212 (PPE II). Students also must maintain personal health insurance coverage throughout the program. HIT students are responsible for their own transportation (including all parking and/or toll expenses) to professional practice sites.

Graduates of this program should be able to:

- Demonstrate knowledge of Health Data Structure, Content and Standards;
- Demonstrate an understanding of quality management and performance improvement programs, be able analyze clinical data and identify trends that demonstrate quality, safety, and effectiveness of healthcare;
- Demonstrate an understanding of human resources including, leadership, teams, committees, orientation and training programs, performance measurement, benchmarking and QI tools;
- Demonstrate knowledge of Healthcare Delivery Systems, including information system policies and procedures, current laws, accreditation, licensure and certification standards, comply with the changing regulations in reimbursement systems, and differentiate the roles of various providers and disciplines throughout the continuum of healthcare;

- Demonstrate the use of Information and Communication Technologies including hardware and software to ensure data collection, storage, analysis, and reporting of information, common and specialized software applications used in healthcare, and apply policies and procedures necessary in the use of the electronic health records, personal health records and public health applications.

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

† See General Education Requirements on page 57.

<b>Program Courses</b>	<b>Credits</b>
BIO 115 Fundamentals of Anatomy & Physiology II Lab	1
ENG 106 Business Communications	3
HIT 101 Introduction to Health Information	4
HIT 103 Legal Aspects of Health Information	3
HIT 105 Medical Terminology	2
HIT 107 Health Information in Nonacute Care	3
HIT 110 Professional Practice Experience I	2
HIT 115 Pathology	3
HIT 116 Pharmacology for Allied Health Professions	2
HIT 204 Healthcare Management & Personnel	3
HIT 205 HCPCS (CPT-4) Coding	3
HIT 208 Reimbursement Methodologies	2
HIT 209 ICD-10-CM Coding	3
HIT 210 ICD-10-PCS Coding	3
HIT 212 Professional Practice Experience II	2
HIT 218 Healthcare Quality and Performance Improvement 3	3
HIT 219 Healthcare Information Systems	4
<b>Total</b>	<b>46</b>

**Total Required for Degree 68**

This program is accredited by Commission on Accreditation for Informatics and Information Management Education (CAHIIM) Accreditation Services  
c/o AHIMA, 233 N. Michigan Avenue, 21st Floor  
Chicago, IL 60601-5800, (312) 233-1131

# Health Sciences

## Associate of Applied Science, (AAS.HSC)

The Associate of Applied Science Degree in Health Science is for practicing allied healthcare paraprofessionals who have graduated from an accredited postsecondary education program with a certificate and/or diploma and who are certified or licensed to practice in their chosen field. This curriculum is designed for healthcare paraprofessionals who have completed a non-credit postsecondary healthcare program culminating in a certificate or licensure. Certification or licensure must be recognized by the appropriate accrediting agencies. This program offers the general education component which, when completed and combined with credit awarded for prior postsecondary healthcare education, qualifies the student to be awarded an Associate of Applied Science (A.A.S.) Degree in Health Science.

Applicants must meet the general admission criteria of the college and are required to submit the following documentation for review: A copy of current license and or certificate, official transcripts and diploma from the completed training program, and a current resume.

The number of credits awarded for non-credit post-secondary healthcare education will be determined after a review of the documentation. A maximum of thirty credits for certification/licensure will be granted after completion of the required Rowan College at Burlington County degree requirements (with grades of "C" or higher) resulting in an A.A.S. Degree in Health Science.

Postsecondary accredited allied health programs consisting of a minimum of 500 hours will earn 30 college credits. Accredited allied health programs with no less than 300 and up to 499 hours will earn a minimum of 22 college credits.

Students receiving less than 30 credits for their postsecondary work should select additional courses to graduate with a minimum of 62 credits. See page 53, Associate of Arts (A.A.) Degree.

It is important to note that this curriculum will not confer eligibility for advanced certification nor advanced licensure within the healthcare disciplines.

Graduates of this program should be able to:

- Practice within the parameters of individual knowledge and experience;
- Practice within the ethical, legal and regulatory frameworks of professional practice;
- Serve as a positive role model within the healthcare setting and community at large;
- Recognize the impact of economic, political, social and demographic forces on the delivery of healthcare;
- Participate in lifelong learning.

<b>General Education Courses</b>	<b>Credits</b>
Written & Oral Communications (ENG 101 and ENG 102 required)	6
Mathematics (MTH 107 required)	3
Natural Science (BIO 110/111 required)	4
Social Science (PSY 101 required)	3
Additional General Education Requirements (Required: SOC 101 & any diversity course*)	6
<b>Total</b>	<b>22</b>

\* See college catalog General Education Requirements Associate of Arts (A.A.) degree on page 55.

<b>Technical Core</b>	<b>Credits</b>
The number of credits awarded for non-credit post-secondary healthcare education will be determined after a review of the documentation. A maximum of thirty credits for certification/licensure will be granted after completion of the required Rowan College at Burlington County degree requirements (with grades of "C" or higher) resulting in an A.A.S. Degree in Health Science.	

### Accredited Allied Health Program

Subtotal	22/30 credits
<b>Total</b>	<b>52</b>
Electives	10
<b>Total Required for Degree</b>	<b>62</b>

# Hearing Instrument Sciences

## Associate of Applied Science, (AAS.HRS)

The Hearing Instrument Sciences Program provides both an academic and clinical experience that will enable students to develop the knowledge and skills necessary for successful employment within the spectrum of care, and licensed scope of practice, of a Hearing Aid Dispenser. Competencies developed will include the evaluation of the range of human hearing, the making of ear impressions, the cleaning and alteration of earmolds, the adaptation of hearing aids, and the physical examination of a person's ear in conjunction with the dispensing of hearing aids.

Content areas of the academic component include anatomy and physiology of the auditory and vestibular systems, communication and communication disorders, acoustics and psychoacoustics, auditory rehabilitation, patient counseling and communication dynamics, and legal and ethical responsibilities. Experience at the clinical setting and lab is required for successful completion in competency based clinical areas of auditory assessment and hearing aid selection, fitting, verification, outcome assessment and infection control.

The program develops graduates who will provide hearing healthcare services ethically, and in accordance with State practice regulations. It is anticipated that graduates would, upon successful completion of their degree, sit for both the practical and written state licensing exam. A primary function of the program is to teach the theoretical background and the laboratory skills to prepare graduates for successful passage of their State boards.

Licensed Hearing Instrument Dispensers find a variety of professional employment opportunities including independent contracted employment, professional consulting, and the establishment and the technical support of related professional and private practice patient services.

### Additional Available Benefit

The American Conference on Audioprosthology (ACA) is the only academic professional recognition in hearing instrument sciences in the United States. Completion of the Hearing Instrument Sciences Program at RCBC qualifies a graduate to apply for ACA designation through the International Institute for Hearing Instrument Studies. Following a successful clinical portfolio review by the ACA and the attainment of two years of professional experience, the RCBC Hearing Instrument Sciences Program graduate will be entitled to use the professional designator "ACA" after his or her name.

Interested applicants should obtain a Hearing Instrument Sciences Program Admission Information booklet and plan on attending an information session.

Graduates of this program should be able to:

- Demonstrate an understanding of the scope of professional services provided by Licensed Hearing Instrument Dispensers;
- Establish the best practice of integration of hearing health care team services for optimum patient outcomes;
- Illustrate an understanding of the physical attributes of sound and their psychological correlates, characteristics of sound transmission and propagation, ear canal and earmold acoustics;
- Demonstrate an understanding of the basic psychoacoustic methods and their applications in measuring such auditory

phenomena as threshold, differential sensitivity, frequency-pitch relationships, intensity-loudness relationships, masking and binaural hearing;

- Demonstrate sound practice in acquiring and recording patient medical histories, including appropriate areas of inquiry and methods of eliciting information;
- Exhibit proper techniques for otoscopy (examining the external canal and tympanic membrane of the ear), and for pure tone audiometry including air and bone conduction, masking, and knowledge of calibration and infection control techniques;
- Display knowledge with the processes of auditory habilitation and rehabilitation and the role of the Hearing Instrument Specialist in this process.

<b>General Education Courses †</b>	<b>Credits</b>
Written & Oral Communications (ENG 101 and SPE 102 required)	6
Mathematics (MTH 113 recommended)	3
Natural Science (BIO 110/111 required)*	4
Social Science (PSY 101 required)	3
Arts & Humanities (PHI 101 required)	3
Additional General Education Requirements (SOC 101 required)	3
<b>Total</b>	<b>22</b>

† See General Education Requirements on page 57.

<b>Program Courses</b>	<b>Credits</b>
HRS 101 Introduction to Applied Hearing Sciences	1
HRS 110 Acoustics and Psychoacoustics	4
HRS 120 Anatomy and Physiology of the Auditory and Vestibular Systems	3
HRS 130 Professional Patient Counseling and Communication Dynamics	3
HRS 140 Communication and Communication Disorders	3
HRS 150 Legal and Ethical Responsibilities	2
HRS 200 Hearing Assessment I	4
HRS 205 Hearing Assessment II	4
HRS 210 Hearing Instrument Technology I	4
HRS 215 Hearing Instrument Technology II	4
HRS 230 Auditory Rehabilitation	3
HRS 250 Clinical Practicum and Externship	4
<b>Total</b>	<b>39</b>
Electives	3-4
<b>Total Required for Degree</b>	<b>64-65</b>

# History

## Option to Liberal Arts, (AA.HIS)

This program is designed to introduce students to the changes in human society over time, to expose students to the diversity of the human experience, to chronologically examine the global struggle of all people, and to assist students to scientifically evaluate their own heritage.

Written composition, oral presentation, problem solving, and critical thinking are essential skills used in historical study. The history curriculum prepares students for study in a variety of fields including education, public service, and political science. Moreover, the study of history prepares students for careers in law, journalism, business, public relations, international relations, archives, museums and historical societies. Majoring in history provides an excellent bridge to any career requiring an in-depth study of the human condition.

Students planning to teach History on the Elementary or Secondary level, should include the following as open Electives; EDU 112 History Foundations and PSY 250 Educational Psychology.

Students planning to transfer after graduation should consult the catalog of the college where they intend to complete their studies.

Graduates of this program should be able to:

- Demonstrate a factual knowledge of significant past events;
- Demonstrate an understanding of history as a process of cause and effect, rather than solely as memorization of facts, dates, or people;
- Utilize critical thinking to evaluate the impact of complex human behavior on significant past events;
- Demonstrate an understanding of historical perspective as an instrument to determine what makes a past event significant;
- Use their knowledge of recurring historical themes to understand varied outcomes in differing historical time periods.

<b>General Education Courses †</b>		<b>Credits</b>
Written & Oral Communications		9
Mathematics (MTH 107 recommended)		3
Natural Science		7-8
Technology		3
Social Science (POL 101 required)		6
Arts & Humanities (ART 250, ART 251 recommended)		9
History (HIS 101 and HIS 103 required)		6
Diversity (REL 205 or Foreign Language required)		3
<b>Total</b>		<b>46-47</b>

† See General Education Requirements on page 53.

<b>Program Courses</b>		<b>Credits</b>
HIS 102	United States History II	3
HIS 104	Modern European History	3

Select three credit hours to include the following:

HIS 266	African-American History I	3	} — 3
HIS 267	African-American History II	3	
HIS 212	The American Civil War & Reconstruction	3	

Select three credit hours to include the following:

HIS 210	New Jersey History	3	} — 3
HIS 215	Renaissance and Reformation 1300-1700	3	
HIS 220	Modern Britain	3	
HIS 230	Islamic Civilization	3	
<b>Total</b>			<b>12</b>

Elective	(LIT 211, POL 250, POL 103, POL 215 or Foreign Language)	3
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Elective **		3
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<b>Total Required for Degree</b>		<b>64-65</b>
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\*\*Students planning to teach History on the Elementary or Secondary level, should include the following as open Electives; EDU 112 and PSY 250.



# Hospitality and Tourism Management

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## Associate of Science, (AS.HOS)

This program prepares students for entry level management positions in the hospitality and tourism industry. There is an emphasis on tourism and developing tourism opportunities within the State of New Jersey. In addition, this degree emphasizes ecotourism and using New Jersey's natural resources as tourist attractions.

Graduates of this program should be able to:

- Apply the concepts and theories of hotel and tourism operations;
- Analyze the best hospitality practices;
- Demonstrate effective written and oral communication skills;
- Describe the principles of what travelers look for in hospitality and tourism services;
- Interpret basic resort development theory;
- Explain food and beverage management.

<b>General Education Courses †</b>	<b>Credits</b>
Written Communications	6
Math (MTH 107 or higher)	3
Natural Science	8
Social Science	6
Arts and Humanities	3
History	3
Diversity	3
<b>Total</b>	<b>32</b>

† See General Education Requirements on page 55.

<b>Program Courses</b>	<b>Credits</b>
HOS 110 Introduction To Hospitality	3
HOS 130 Food and Beverage Management	3
HOS 150 Hospitality Purchasing	3
HOS 160 Accounting for Hospitality	3
HOS 225 Hotel Operations	3
HOS 230 Global Tourism Overview	3
HOS 235 Ecotourism Destinations/NJ Focus	3
HOS 252 Managing for Quality of Service	3
HOS 255 Hotel and Resort Development	3
HOS 260 Hospitality Law	3
HOS 265 Hospitality Practicum	3
<b>Total</b>	<b>33</b>

**Total Required for Degree 65**

# Human Services

## Associate in Applied Science, (AAS.HUS)

The Human Services program is designed to educate and train individuals in the human services profession. The human services worker is a generalist who can work in a variety of settings including community health centers; agencies serving the physically and mentally disabled; rehabilitation, drug and alcohol programs and halfway houses. Employment opportunities also exist in services for youth; detention centers; community living arrangements; hospitals; senior citizen; and social agencies and organizations, welfare and human services departments. The generalist approach is achieved through a core of courses which stress the holistic nature of individuals. Emphasis is placed upon becoming competent in the skill areas required for working in the human services field. The Human Services degree program combines classroom learning and a field placement.

Human services students learn to help people to understand their problems and motivate them to seek assistance. They assist in obtaining services for people in need through advocacy, outreach and brokering, and the collection of client personal, social, and vocational data for the preparation of intake reports and case records. The human services student understands how to arrange for and follow-up with specific educational, social, and vocational programs for clients, and gather and evaluate data concerning human services programs. The human services student becomes an effective participant in local planning and development of programs, and learns how to educate and facilitate behavior change in individual clients, their families, and groups in effective problem solving, in daily living skills and in more effective interpersonal relationships.

Human service workers are “people-helping professionals.” They serve individuals and groups of all ages in a variety of settings. Human service workers care about others and dedicate themselves to bettering the lives of the persons they work with directly and the community.

Graduates of this program should be able to:

- Demonstrate competency in the core skill areas of the Human Services profession including direct service skills, administrative skills, interpersonal skills and clinical skills;
- Apply fundamental theoretical perspectives to practical experience;
- Develop a professional identity in human services;
- Be fully knowledgeable of community services;
- Gain employment at the mid-level of paraprofessional level in a variety of programs covering the full range of social service agencies in the human services field.

<b>General Education Courses †</b>		<b>Credits</b>
Written & Oral Communications (ENG 101 and SPE 102 required)		6
Mathematics (MTH 113 recommended)		3
Natural Science (BIO 103/104 recommended)		4
Social Science (PSY 101 required)		3
Additional General Education Requirements (SOC 101 required and PHI 101 required)		6
<b>Total</b>		<b>22</b>

† See General Education Requirements on page 57.

<b>Program Courses</b>		<b>Credits</b>
HUS 101	Human Services I	3
HUS 102	Human Services II	3
HUS 105	Introduction to Group Dynamics	3
HUS 110	Contemporary Issues in Social Welfare	3
HUS 201	Introduction to Counseling	3
HUS 202	Interviewing Techniques	3
HUS 205	Social Work Process	3
HUS 210	Human Services Field Placement	3
PHI 205	Ethics	3

Select 3 credits hours from the following:

PSY 250	Educational Psychology	3	} 3
PSY 251	Child & Adolescent Psychology	3	
PSY 255	Abnormal Psychology	3	
PSY 256	Developmental Psychology	3	
PSY 258	Psychology of Personality	3	
PSY 259	Social Psychology	3	

SOC 201	Social Problems	3
SOC 205	Marriage and the Family	3
<b>Total</b>		<b>36</b>

Electives		6
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<b>Total Required for Degree</b>		<b>64</b>
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# Information Assurance and Cybersecurity

## Associate in Applied Science, (AAS.IAC)

The mission of the Rowan College at Burlington County Information Assurance & CyberSecurity program is to prepare students for careers in the areas of cyber/information security, computer security, network security, information technology criminal investigation, or transfer to a four-year college. Our graduates will be technically competent, able to communicate effectively and demonstrate professionalism. Students who plan to transfer to a 4-year college should select electives based on the requirements of the college they intend to transfer to.

Graduates of this program should be able to:

- Find employment as information technology security and cyber security professionals or transfer to a four-year college;
- Identify and analyze digital crimes and cyber security issues;
- Demonstrate creative and critical thinking expertise in cyber security research, assessment and application of digital forensic techniques;
- Apply knowledge of evidence collection that is consistent with standard criminal justice chain of evidence procedures;
- Resolve information technology and cyber crimes issues;
- Find, recover or reconstruct data artifacts present, hidden or even deleted to preserve the verifiable integrity of all digital evidence;
- Utilize digital devices, information technology security tools and software in a technical environment;
- Demonstrate professional, ethical and social responsibilities consistent with industry standard.

<b>General Education Courses †</b>		<b>Credits</b>
Written & Oral Communications (ENG 101 and SPE 102 required)		6
Mathematics (MTH 130 required)		4
Natural Science		4
Arts & Humanities		3
Social Science (SOC 160 required)		3
Additional General Education Requirements (MTH 118, MTH 142, or MTH 226 required)		3-4
<b>Total</b>		<b>23-24</b>

† See General Education Requirements on page 57.

<b>Program Courses</b>		<b>Credits</b>
CIS 138	Introduction to Operating Systems	4
CIS 150	Networking Fundamentals	4
CIS 165	Network and Systems Administration	4
CIS 200	Fundamentals of Network Security	4
CIS 207	Introduction to Computer Forensics	3
CIS 208	Introduction to Cybersecurity	3
CIS 215	Penetration Testing Fundamentals	3
CIS 218	Ethical Hacking Fundamentals	3
<i>Select 3 credits hours from the following:</i>		
CIS 111	Programming in BASIC	3
CIS 130	Introduction to Visual Basic	3
CSE 135	Computer Programming and Problem Solving	3
<b>Total</b>		<b>31</b>

Electives	(ENG 105 recommended, CIS 161, CSE 151, CRJ 101, CRJ 119, CRJ 207, CRJ 218)	10
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<b>Total Required for Degree</b>	<b>64</b>
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# International Studies

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## Option to Liberal Arts, (AA.IGS)

The A.A. program in International Studies provides a course of study for those students interested in understanding the political, social, economic and cultural elements present in the contemporary world. This transfer program provides a strong liberal arts foundation with an international focus. This program provides a curriculum that examines international relations from an historical background; the influence of language and literature and geography on cultures; and the significance of different religions and develops fluency in a foreign language in a cross-cultural context. The International Studies prepares students for transfer to four-year colleges to prepare for such fields as Foreign Service, international relations, international business, international aid and development, international news analysis and communication. Students interested in careers in law, communications, government, language translation and education will benefit from this program.

Graduates of this program should be able to:

- Write at a more sophisticated level;
- Analyze a variety of issues and present objective surveys of public debates on these issues;
- Explain the ramifications of legal and governmental decisions;
- Demonstrate ethical judgments about matters of public information;
- Use various criticized perspectives to analyze non-fiction texts;
- Translate complex information into easily understood prose;

Students planning to transfer after graduation should consult the catalog of the college where they intend to complete their studies.

<b>General Education Courses †</b>	<b>Credits</b>
Written & Oral Communications	9
Mathematics	3
Natural Science	7-8
Technology	3
Social Science (SOC 101, PSY 101 or ANT 102)	6
Arts & Humanities (Foreign Language 6 cr.)	9
History (HIS 104 required)	6
Diversity (REL 205 required)	3
<b>Total</b>	<b>46-47</b>

† See *General Education Requirements* on page 53.

<b>Program Courses</b>	<b>Credits</b>
LIT 211 Masterpieces of World Literature II	3
POL 103 Comparative Politics	3
POL 250 International Relations	3
Foreign Language	3
<b>Total</b>	<b>12</b>
Elective (PSY 259 recommended)	3
General Elective (such as LIT 203, BUA 101, or PHI 112)	3
<b>Total Required for Degree</b>	<b>64</b>

# Journalism

## Option to Liberal Arts, (AA.JOU)

The Journalism program prepares students to communicate effectively in writing. This preparation enables students to succeed in a variety of fields as well as to contribute in meaningful ways to society. The Journalism program prepares students to work in print and broadcast journalism, organizational communications, public relations, marketing, and advertising. Journalism graduates work in communication organizations of various sizes and in a variety of positions. Students are advised that employment in Journalism traditionally requires education beyond the AA degree and practical experience in the field.

Graduates of this program should be able to:

- Communicate more effectively in writing;
- Translate complex information into easily understood prose;
- Make ethical decisions about duties and responsibilities of the media and those involved in public communications;
- Demonstrate ethical judgments about matters of public information;
- Analyze the concept of media convergence;
- Explain the fundamental nature and elements of news and information delivery;
- Use various methods to analyze and contribute to online and Internet sources.

Students planning to transfer after graduation should consult the catalog of the college where they intend to complete their studies.

General Education Courses †	Credits
Written & Oral Communications	9
Mathematics	3
Natural Science	7-8
Technology	3
Social Science	6
Arts & Humanities	9
History (HIS 102 recommended)	6
Diversity	3
<b>Total</b>	<b>46-47</b>

† See *General Education Requirements* on page 53.

Program Courses	Credits
COM 105 Writing for Mass Media	3
JOU 101 Introduction to Journalistic Writing I	3
JOU 102 Introduction to Journalistic Writing II	3
SOC 207 Media, Popular Culture, and Society	3
<b>Total</b>	<b>12</b>
Electives (COM 103, POL 103, or POL 215 recommended)	6
<b>Total Required for Degree</b>	<b>64</b>



# Liberal Arts

## Associate of Arts, (AA.LIB)

The Liberal Arts major, with its twin “Liberal Arts and Sciences” major, is the basic major to prepare one for entering many occupations, especially the professions at a higher level. Liberal arts training has long been considered the mark of becoming an educated person.

At the AA (two-year) level, the major can be taken either as a whole, or by concentrating in one of its “options” (see English, History, Sociology, etc.). Whichever way one chooses, this degree would be the usual preparation for entering a BA (four-year) degree program at a transfer institution. Students should familiarize themselves with specific recommendations of that four-year program to determine whether it would be better to concentrate or to stay with the general Liberal Arts major. Most students who stay with the general major have decided to postpone the narrowing process until they have had more time to explore specific interests.

By studying liberal arts before specializing, the student is making the choice to widen his/her ability to question and to form sound judgements, based on studying the rich world traditions that give us guidance as to what it is to lead a full human life. Technical training without liberal arts training is considered to prepare one for making technical decisions, but not for overall human or social decisions.

Graduates of this program should be able to:

- Demonstrate an understanding of concepts in a variety of fields;
- Identify a specific field based on a exploration of interests;
- Critically read and write the English language;
- Demonstrate an appreciation of Western culture and global diversity;
- Evaluate the complexities of human behavior;
- Appraise human and social decisions with some sophistication and authority.

General Education Courses †	Credits
Written & Oral Communications	9
Mathematics	3
Natural Science	7-8
Technology	3
Social Science	6
Arts & Humanities	9
History	6
Diversity	3
<b>Total</b>	<b>46-47</b>

† See General Education Requirements on page 53.

Program Courses	Credits
To include a concentration of at least four courses or a total of 12 credits which are based upon knowledge of the acceptability of transfer to the receiving college. When students have selected a major program from one of the Liberal Arts programs listed below, they are encouraged to change their major to that program.	
Art and Design	12
Art Education/Art Therapy	
Communications Arts	
English	
History	
Journalism	
Philosophy	
Political Science	
Psychology	
Sociology	
Theatre	
<b>Total</b>	<b>12</b>
Electives	6
<b>Total Required for Degree</b>	<b>64</b>

# Liberal Arts and Sciences

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## Associate of Science, (AS.LSC)

This curriculum is designed for students who desire to pursue an academic concentration in one of the natural science or allied health areas. Included is the appropriate General Education foundation with sufficient flexibility to accommodate the requirements of the four-year institution(s) to which students may wish to transfer. Students must be familiar with the catalog(s) of the transfer college(s) to enable them to select courses wisely.

Graduates of this program should be able to:

- Understand and employ the scientific method of inquiry to draw conclusions based on verifiable evidence;
- Apply critical thinking and problem solving skills in the analysis of data, in the design of experimental procedures and evaluation of outcomes;
- Understand and explain scientific theories that have had a broad impact on society;
- Demonstrate knowledge of current scientific advances and techniques;
- Demonstrate good laboratory skills;
- Communicate effectively both verbally and in writing.

<b>General Education Courses †</b>	<b>Credits</b>
Written & Oral Communications	6
Mathematics	3
Natural Science	7-8
Social Science	6
Arts & Humanities	3
History	3
Diversity	3
<b>Total</b>	<b>31-32</b>

† See *General Education Requirements on page 55.*

### **Program Courses**

To include a concentration of at least four courses or a total of 18 credits which are based upon knowledge of the acceptability of transfer to the receiving college.

<b>Total</b>	<b>18-21</b>
Electives	11-15
<b>Total Required for Degree</b>	<b>64</b>

# Liberal Arts and Sciences

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## Certificate (CRT.LSC) §

This certificate will give students exposure to coursework that will assist them in transferring to four year institutions and will give them a completion certificate. Courses selected should be transfer friendly and follow our general education framework. The certificate will also provide a good background for a student continuing to pursue an Associate degree, particularly an Associate of Arts degree.

<b>Program Courses</b>		<b>Credits</b>
ENG 101	College Composition I	3
ENG 102	College Composition II	3
SPE 102	Public Speaking	3
	*Mathematics (MTH 107 Introduction to Statistics or higher)	3
	*Natural Science	4
	*Social Science	3
	*Arts & Humanities	6
	*Additional General Education Credits	9
<b>Total</b>		<b>34</b>
<b>Total Required for Certificate</b>		<b>34</b>

† See General Education Requirements on page 55.

§ This certificate is NOT eligible for Financial Aid.

# Mathematics

## Option to Liberal Arts and Sciences, (AS.MTH)

This program is designed to prepare graduates for transfer to a baccalaureate degree program in mathematics or a related area.

Graduates of this program should be able to:

- Differentiate and integrate algebraic and transcendental functions;
- Perform double and triple integrals;
- Perform partial differentiation;
- Solve first order differential equations and second order differential equations with constant coefficients;
- Reason critically, analyze, and solve mathematical problems objectively.

<b>General Education Courses †</b>	<b>Credits</b>
Written & Oral Communications	6
Mathematics (MTH 118 required)	4
Natural Science (PHY 210/PHY 211 required, PHY 212/PHY 213 recommended)	8
Social Science	6
Arts & Humanities	3
History	3
Diversity	3
<b>Total</b>	<b>33</b>

† See General Education Requirements on page 55.

<b>Program Courses</b>	<b>Credits</b>
CSE 110 Introduction to Computer Science I	4
MTH 119 Calculus II and Analytic Geometry	4
MTH 201 Linear Algebra	3
MTH 220 Calculus III and Analytic Geometry	4
MTH 226 Discrete Mathematics	3
MTH 230 Differential Equations	4
<b>Total</b>	<b>22</b>
Electives	9
<b>Total Required for Degree</b>	<b>64</b>

# Music

## Option to Liberal Arts and Sciences, (AS.MUS)

The Associate of Science in Music degree provides students with a variety of courses in music appreciation, theory, harmony, and performance. In addition to music teaching, students who complete the Music major may pursue employment opportunities as a church musician or director, professional performer, or in the music industry.

All students are advised to select academic courses which will coincide with their intended careers. Students should become familiar with the college catalog of the intended transfer college.

Graduates of this program should be able to:

- Demonstrate proficiency on an orchestral/band instrument, piano, voice, or guitar;
- Demonstrate knowledge of the fundamentals of music;
- Write harmonizations in both diatonic and chromatic styles;
- Utilize aural skills developed through sight-singing, ear training and musical dictation;
- Perform in a recital, demonstrating both the technical and artistic components of music.

Students who plan to transfer are encouraged to check the catalogs from four-year colleges or universities for baccalaureate requirements.

General Education Courses †	Credits
Written & Oral Communications	6
Mathematics	3
Natural Science	7-8
Social Science	6
Arts & Humanities (MUS 101 required)	3
History	3
Diversity	3
<b>Total</b>	<b>31-32</b>

† See General Education Requirements on page 55.

Program Courses	Credits
MUS 105 Fundamentals of Music	3
MUS 110 Aural Perception	2
MUS 115 Harmony	3
MUS 210 Aural Perception II	2
MUS 215 Chromatic Harmony	3
MUC 101 Class Piano I	1
MUC 102 Class Piano II	1
MUC 103 Class Piano III	1
MUP 131-138 Applied Music I	1
MUP 141-148 Applied Music II	1
MUP 231-238 Advanced Applied Music I	1
MUP 241-248 Advanced Applied Music II	1

Select 4 from the following 1 credit performing ensembles:

MUS: 111, 112, 113, 114, 121, 122, 123, 124, 131, 132, 133, 134, 141, 142, 143, 144, 145, 146, 147, 148, 150, 151, 152, 153, 161, 162, 163, 164	4
<b>Total</b>	<b>24</b>

Electives 9

**Total Required for Degree 64**



# Nursing

## Associate of Applied Science, (AAS.NUR)

This program combines classroom instruction with laboratory and clinical experiences. Students are admitted twice yearly, into day courses in the fall semester and into primarily evening courses in the spring semester. Graduates are prepared to take the National Council Licensing Examination for Registered Nurses and to provide care as beginning practitioners in health care agencies. Nursing licensure is regulated by the New Jersey Board of Nursing; legal limitations for eligibility to take the licensing examination include having no history of substance/chemical abuse and no convictions for violating any federal or state law relating to narcotic drugs. A criminal history background check is a prerequisite for Registered Nurse licensure.

Interested applicants should obtain a Nursing Program Admission Standards booklet and plan on attending an information session. Students who have applied to the college, taken the Assessment test or are current students at the college should meet with a counselor. Requirements for Admissions into the Nursing program include:

- High School diploma or G.E.D;
- High school level algebra, biology and chemistry with labs or equivalent college course work with a grade of “C” or better
- RCBC GPA of 2.50;
- TEAS V Test score of 60 percent or higher achieved no earlier than 3 years prior to admission to the nursing program;
- Completion of all remedial work as determined by the College Assessment test.

TOEFL within 2 years of admission for students educated outside the United States. Required Internet-based scores (iBT): Reading 22, Listening 22, Speaking 26, and Writing 25. TOEFL scores must be submitted with “Intent to Enroll” forms.

Qualified applicants will be accepted until all seats are filled. If the number of qualified applicants exceeds the number of seats, priority will be established on basis of county residency, GPA and number of applicable General Education courses completed towards the nursing degree.

Intent-to-Enroll forms are available at the Nursing Office on the Pemberton campus, Parker Center, Room 331 and the Office of the Registrar on the Mount Laurel campus, Evans Hall.

All Intent-to-Enroll forms must be mailed. No hand-delivered forms will be accepted. Forms postmarked prior to acceptance dates listed will not be considered for program admission.

Intent forms for the program will be available starting:

	Pick-up	Mailed	Postmark
Spring admission:	Mar. 1	Apr. 1	Apr. 1 or later
Fall admission:	Oct. 1	Nov. 1	Nov. 1 or later

Students admitted must be CPR certified (Professional Rescuer), complete a satisfactory physical examination indicating they can perform the rigorous program activities, maintain malpractice/liability insurance and personal health insurance throughout the program and undergo a criminal history background check and a drug screen. Nursing students are responsible for their own transportation to clinical sites.

Educational mobility for LPNs is facilitated through advanced standing on a space-available basis. Consult the Nursing Program Admissions Standards booklet for specific information. Nursing graduates may transfer their credits toward a baccalaureate degree in Nursing at various colleges.

Graduates of this program will be able to:

- Practice within the ethical, legal, and regulatory frameworks of nursing and standards of professional nursing practice;
- Practice within the parameters of individual knowledge and experience;
- Use standards of nursing practice to perform and evaluate client care;
- Recognize the impact of economic, political, social, and cultural forces on the delivery of healthcare;
- Develop and implement a plan to meet life long self-learning needs.

General Education Courses †	Credits
Written & Oral Communications (ENG 101 & ENG 102 required)	6
Mathematics (MTH 107 required)	3
Natural Science (BIO 110/111 required)*	4
Social Science (PSY 101 required)	3
Additional General Education Requirements (SOC 101 required and PHI 101 required)	6
<b>Total</b>	<b>22</b>

† See General Education Requirements on page 57.

Program Courses	Credits
BIO 114 Anatomy and Physiology II*	3
BIO 115 Anatomy and Physiology II Lab*	1
BIO 155 Microbiology*	3
BIO 156 Microbiology Laboratory*	1
CHE 210 Nutrition	3
PSY 256 Developmental Psychology	3
NUR 119 Fundamentals of Nursing Practice	7
NUR 120 Nursing of Families	9
NUR 214 Nursing of Patients in Stress	8
NUR 215 Advanced Concepts in Nursing Practice	9
NUR 216 Management and Professional Issues	1
<b>Total</b>	<b>48</b>

\*Courses to be used for Nursing Program must have been completed within 10 years of beginning the first nursing course. Older courses must be retaken and may be audited without taking a lab.

**Total Required for Degree 70**

The Rowan College at Burlington County Nursing Program is accredited by: The New Jersey Board of Nursing, 124 Halsey Street, 6th Floor, Newark, NJ 07102 (973) 504-6430 and the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road, NE, Suite 850, Atlanta, GA 30326 (404) 975-5000 • Fax (404) 975-5020

# Paralegal

## Associate of Applied Science, (AAS.LEX)

*Approved by the American Bar Association*

This program is intended to prepare individuals for employment as a paralegal, also referred to as a legal assistant. A paralegal is a person, qualified by education, training or work experience, who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity, and who performs specifically delegated substantive legal work for which a lawyer is responsible.

This program prepares students to perform the functions of a paralegal which typically include communicating with clients, drafting legal documents, performing research, and case management. Paralegals may not engage in the practice of law.

This rigorous program combines an in-depth study of legal concepts and the application of those concepts with a strong background in general education. This combination prepares students to work in diversified legal environments.

Students who plan to complete a baccalaureate program should consult with the program director early in the enrollment process regarding transfer opportunities or with the receiving institution regarding the transfer of credits.

Graduates of this program should be able to:

- Demonstrate an understanding of legal terminology;
- Conduct client interviews and collect relevant information for the preparation of a case;
- Demonstrate an understanding of the distinctions between the judicial systems at the local, state and national levels;
- Locate, research and cite sources of law;
- Draft documents typically required of working paralegals;
- Develop high standards of legal ethics and professional conduct.

In order to ensure the quality and integrity of the program, transfer credit for any legal specialty (LEX designated) course will only be accepted from institutions approved by the American Bar Association. In this regard, a limit of 15 credits of legal specialty courses will be accepted.

The course entitled Paralegal Skills and Practices and the course entitled Paralegal Internship are excluded from transfer in all cases.

In any instance wherein the transfer of a course from an American Bar Association approved institution has a course title or description that is not an obvious match to a corresponding course at Rowan College at Burlington County, the Coordinator of the Paralegal Program will determine the acceptance of the transfer course.

No credit is currently awarded for legal specialty courses other than by transfer or attendance.

Students are required to take at least 10 semester credits or equivalent of legal specialty courses through traditional classroom instruction.

General Education Courses †	Credits
Written & Oral Communications	6
Mathematics (MTH 107 or higher required)	3
Natural Science	4
Social Science	3
Arts & Humanities	3
Additional General Education Requirements (CIS 101 required)	3
<b>Total</b>	<b>22</b>

† See General Education Requirements on page 56.

Program Courses	Credits
BUA 205 Business Law I	3
LEX 110 Introduction to Paralegal Studies	3
LEX 111 New Jersey Legal Systems	3
LEX 112 Legal Writing	3
LEX 113 Legal Research and Library Use	3
LEX 122 Family Law	3
LEX 123 Bankruptcy Law	3
LEX 124 Real Property	3
LEX 125 Comparative Business Entities	3
LEX 212 Civil Litigation Practice	3
LEX 214 Administration of Decedents' Estates	3
LEX 225 Paralegal Skills and Practices	3
LEX 235 Paralegal Internship	3

Select at least three credit hours from the following\*:

ACC 112 Principles of Financial Accounting I	4	} 3
BUA 208 Labor-Management Relations	3	
CIS 207 Introduction to Computer Forensics	3	
CRJ 111 Criminal Law	3	
CRJ 203 Legal Rights of the Convicted	3	
CRJ 217 Juvenile Delinquency	3	
ETC 105 Entertainment Law	3	
HIT 103 Legal Aspects of Health Information	3	
POL 215 Constitutional Law	3	
<b>Total</b>	<b>42 or 43</b>	

**Total Required for Degree 64 or 65**

*\*If planning to transfer into the Legal Studies Program at Pierce College, please select ACC 112 Principles of Financial Accounting I.*

# Pastry Arts

## Associate of Applied Science, (AAS.PAS)

The Pastry Arts Associate of Applied Science program provides specific preparation training required to prepare students to assume positions as trained pastry professionals in a variety of food service settings including full service restaurants, hotels, resorts, clubs, catering operations, contract food service, and health care facilities. Course offerings emphasize practical application, a strong theoretical knowledge base, professionalism, and provide the critical competencies to successfully meet industry demands. Graduates should qualify for entry-level positions such as pastry cook and assistant pastry chef. With experience, graduates may advance to positions such as pastry-chef, executive pastry chef, or food service director.

Graduates of this program should be able to:

- Identify the characteristics of proper pastry and confectionary techniques;
- Discuss the basic principles and techniques used in baking;
- Exhibit satisfactory performance in an entry-level baking trainee position;
- Practice sanitary food handling;
- Analyze recipes according to standard industry formulation;
- Create recipes using fundamental pastry techniques, processes and methods;
- Manage a dessert event from its planning to service;
- Critique a dessert and its recipes for their technical qualities.

<b>General Education Courses †</b>	<b>Credits</b>
Written and Oral Communications	6
Math (MTH 107 or higher)	3
Natural Science	4
Social Science	3
Arts and Humanities	3
Additional General Education	3
<b>Total</b>	<b>22</b>

† See General Education Requirements on page 56.

<b>Program Courses</b>	<b>Credits</b>
CUL 107 Culinary Arts	4
CUL 125 Foundations of Professional Baking	3
CUL 160 Patisserie	4
CUL 211 Purchasing and Menu Planning	3
CUL 235 Advanced Baking	4
CUL 216 A La Carte	3
CUL 230 Culinary Arts Practicum	3
CUL 240 Confectionary Arts and Plated Desserts	4
CUL 245 Café Operation and Artisanal Bread Baking	4
FSM 125 Food Service Sanitation and Accident Prevention	3
FSM 215 Elementary Nutrition	2
HOS 110 Introduction to Hospitality	3
<b>Total</b>	<b>40</b>
Elective (any Culinary)	3
<b>Total Required for Degree</b>	<b>65</b>

# Philosophy

## Option to Liberal Arts, (AA.PHI)

Philosophy training teaches students how to think, especially about the most fundamental questions. Growing out of this belief, the Philosophy program has two general aims.

The first is to provide students who may enter a variety of majors at the upper division level with a liberal arts foundation centered in disciplined thought and moral awareness. Such a foundation is important for many professions today, including law, and other graduate programs.

The second is to provide students whose eventual goal is teaching and/or research in philosophy, religion or ethics with a strong two-year foundation for entering a philosophy major at a transfer college.

Students planning to transfer after graduation should consult the catalog of the college where they intend to complete their studies.

Graduates of this program should be able to:

- Think critically about a variety of philosophical or religious issues;
- Write at a level that uses discourse and analysis appropriate to philosophy or comparative religion;
- Demonstrate breadth and diversity by discussing approaches from a variety of philosophical or religious traditions;
- Demonstrate sound judgment in approaching contemporary moral problems.

<b>General Education Courses †</b>	<b>Credits</b>
Written & Oral Communications	9
Mathematics	3
Natural Science	7-8
Technology	3
Social Science	6
Arts & Humanities (PHI 101 required)	9
History	6
Diversity	3
<b>Total</b>	<b>46-47</b>

† See *General Education Requirements on page 53.*

<b>Program Courses</b>	<b>Credits</b>
PHI 105 Introduction to Logic or	3 } 3
PHI 112 Eastern Philosophy	3 }
PHI 205 Ethics	3
PHI 210 History of Philosophy or	3 } 3
PHI 220 Environmental Ethics	3 }
REL 205 Comparative Religion	3
<b>Total</b>	<b>12</b>
Electives	6
<b>Total Required for Degree</b>	<b>64</b>

# Photography

## Associate of Fine Arts, (AFA.PHO)

The photography program provides students with a foundation in the skills necessary for continuation and/or completion of a baccalaureate photography program at a four-year institution. The program also prepares students for entry-level work in commercial, editorial, corporate, portrait, wedding, and public relations photography. In addition, graduates of the program may choose to work as a self-employed freelance photographer.

Students planning to transfer to a baccalaureate program should consult the catalog of the college where they intend to complete their studies.

Graduates of this program will be able to:

- Demonstrate proficiency with analog and digital camera systems for traditional and digital output;
- Demonstrate proficiency in the use of industry standard image editing software;
- Design lighting set-ups for studio and location photography;
- Produce a cohesive body of work for printed or online presentation;
- Demonstrate effective oral and written communication skills as used in critiquing art.

General Education Courses †	Credits
Written & Oral Communications (ENG 101 required, either SPE 102 or ENG 102)	6
Mathematics (MTH 113 recommended)	3
Natural Science (PSC 105/106 recommended)	4
Social Science (PSY 101 recommended)	3
Arts & Humanities (ART 101, MUS 101, PHI 101 or THR 101)	3
Additional General Education Requirements (CIS 101 required)	3
<b>Total</b>	<b>22</b>

† See General Education Requirements on page 56.

Program Courses	Credit
ART 110 Design I	3
ART 112 Design II	3
ART 120 Drawing I	3

Select 3 credits from the following:

ART 250 Art History I	3	} 3
ART 252 Introduction to Modern Art	3	

GDD 101 Introduction to Computer Graphics	3
PHO 102 Black and White Photography I	3
PHO 115 History of Photography	3
PHO 120 Digital Photography I	3
PHO 202 Black and White Photography II	3
PHO 203 Portfolio Production	3
PHO 207 Portrait Photography	3
PHO 215 Digital Photography II	3
PHO 220 Studio Photography	3
<b>Total</b>	<b>39</b>

Electives:	3
BUA 220 Principles of Marketing	
BUA 230 Small Business Management	

**Total Required for Degree 64**



# Photography Certificate

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## Certificate, (CRT.PHO)

The photography certificate program enables students to venture into entry-level positions in commercial, corporate, editorial, portrait, wedding, and public relations photography. In addition, graduates of the program may choose to work as a self-employed freelance photographer.

Graduates of this program should be able to:

- Operate both traditional and digital cameras with varying formats;
- Use photo imaging software;
- Employ lab procedures in both film processing and printing;
- Design lighting set-ups for both studio and location photography;
- Operate scanners and ink jet printers;
- Work collaboratively with colleagues in photography and supported occupations;
- Develop critical thinking skills necessary to be an effective photographer;
- Demonstrate entry-level competence in the photography profession.

<b>General Education Courses</b>		<b>Credits</b>
ENG 101	English Composition	3
ART 101	Introduction to Art	3
<b>Total</b>		<b>6</b>

<b>Program Courses</b>		<b>Credits</b>
GDD 101	Introduction to Computer Graphics	3
PHO 102	Black and White Photography I	3
PHO 115	History of Photography	3
PHO 120	Digital Photography I	3
PHO 202	Black and White Photography II	3
PHO 203	Portfolio Production	3
PHO 207	Portrait Photography	3
PHO 215	Digital Photography II	3
PHO 220	Studio Photography	3
<b>Total</b>		<b>27</b>

<b>Total Required for Certificate</b>		<b>33</b>
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# Physics

## Option to Liberal Arts and Sciences, (AS.PHY)

Physics is the study of the basic principles of the natural world. This program is designed for those students interested in transferral into a baccalaureate program in physics. The goals of the program are to provide students with a clear understanding of the basic concepts and principles of physics, and to strengthen their understanding through problem solving and laboratory experiments.

Graduates of this program should be able to:

- Apply critical thinking skills and equations to solve numerical problems;
- Apply critical thinking skills to solve conceptual problems;
- Demonstrate good laboratory skills;
- Demonstrate effective oral and written communication skills.

<b>General Education Courses †</b>	<b>Credits</b>
Written & Oral Communications	6
Mathematics (MTH 118 required)	4
Natural Science	7-8
Social Science	6
Arts & Humanities	3
History	3
Diversity	3
<b>Total</b>	<b>32-33</b>

† See General Education Requirements on page 55.

<b>Program Courses</b>	<b>Credits</b>
CSE 135 Computer Programming & Problem Solving	3
MTH 119 Calculus II and Analytical Geometry	4
MTH 220 Calculus III and Analytical Geometry	4
PHY 210 General Physics I	3
PHY 211 General Physics I Laboratory	1
PHY 212 General Physics II	3
PHY 213 General Physics II Laboratory	1
<b>Total</b>	<b>19</b>
Electives (BIO 103/104, BIO 107/108; EGR 201, 202; MTH 201, 230 recommended)	12-13
<b>Total Required for Degree</b>	<b>64</b>

# Political Science

## Option to Liberal Arts, (AA.POL)

The study of political science encompasses the human experience within the constantly changing world political system. The Political Science program provides studies in United States, foreign, and international politics, and government. Political Science courses offer a range of basic requirements for careers in law, criminal justice, corrections, business, industry, government service, teaching, public policy, political journalism, lobbying, legislative service, and political research. Students who wish to transfer to a baccalaureate program upon completion of the AA in Political Science should check the catalogs of four-year colleges and universities in order to coordinate requirements.

Graduates of this program should be able to:

- Describe the types of governments currently part of the world political system and how they impact daily life and modern day politics;
- Analyze and critically assess the formal and informal political institutions and their respective roles, in the United States and different countries around the world;
- Analyze the causes and consequences of different forms of political participation and outline the ways in which individuals and groups can affect political outcomes in the United States and different countries around the world;
- Examine the historical forces and processes that helped shape the basic concepts, issues, and theories in world political systems;
- Identify international organizations and their role in international politics;
- Demonstrate effective oral and written communication skills;
- Demonstrate effective analysis of quantitative methods.

<b>General Education Courses †</b>		<b>Credits</b>
Written & Oral Communications		9
Mathematics (MTH 107 recommended)		3
Natural Science		7-8
Technology		3
Social Science		6
Arts & Humanities		9
History (HIS 101 & HIS 102 recommended)		6
Diversity		3
<b>Total</b>		<b>46-47</b>

† See General Education Requirements on page 53.

<b>Program Courses</b>		<b>Credits</b>
POL 101	American Government and Politics	3
POL 103	Comparative Government and Politics	3
<i>Select six credit hours from the following:</i>		
POL 215	Constitutional Law	3
POL 220	Western Political Thought	3
POL 250	International Politics	3
<b>Total</b>		<b>12</b>
Electives	(BUA 205, BUA 206 or CRJ 111 recommended)	6
<b>Total Required for Degree</b>		<b>64</b>

# Psychology

## Option to Liberal Arts, (AA.PSY)

The Psychology Option to Liberal Arts provides students with an understanding of how individual behavior is connected to biological, developmental, cognitive, and social processes.

This option presents a scientific framework for understanding their own feelings, thoughts, and behaviors, and that of others. In addition, students may be able to deal with their own lives more effectively. The Psychology program offers students the opportunity to gain knowledge of numerous topics in psychology, and to examine select areas in more depth.

Psychology studies are foundational to many career areas such as education, social work, medicine, and industry. Students who plan on transferring to a baccalaureate program in psychology should check the catalog of four-year colleges and universities before selecting courses.

Graduates of this program should be able to:

- Understand the body of material that constitutes modern psychology including various theoretical approaches and their historical roots;
- Apply the perspective of psychology to contemporary social issues;
- Apply critical thinking, analysis, and synthesis to develop and defend a position;
- Understand research methodology and results;
- Demonstrate effective oral and written communication.

General Education Courses †	Credits
Written & Oral Communications	9
Mathematics	3
Natural Science (BIO 103/104 & BIO 107/108 recommended)	7-8
Technology	3
Social Science (PSY 101 required & SOC 101 recommended)	6
Arts & Humanities	9
History	6
Diversity	3
<b>Total</b>	<b>46-47</b>

† See General Education Requirements on page 53.

Program Courses	Credits
<i>Select twelve credit hours from the following:</i>	
PSY 203 Human Sexuality	3
PSY 250 Educational Psychology	3
PSY 251 Child & Adolescent Psychology	3
PSY 255 Abnormal Psychology	3
PSY 256 Developmental Psychology	3
PSY 257 Psychology of Adjustment	3
PSY 258 Psychology of Personality	3
PSY 259 Social Psychology	3
<b>Total</b>	<b>12</b>

Electives  
6

**Total Required for Degree** **64**

# Radiography

## Associate of Applied Science, (AAS.RAD)

This program prepares students for entry into careers as Radiologic Technologists (RT). A Radiologic Technologist is responsible for the production of recorded radiographs. This is a full-time day program which begins each summer semester and lasts six consecutive semesters (24 months).

The program consists of both an academic and clinical component. General education and program courses provide a foundation in the knowledge and skills needed to develop a life of personal fulfillment and contribution to society. Content areas of the academic component include positioning, exposure, patient care, equipment, and radiation protection. Experience at the clinical education setting and lab is required to successfully complete the competency based clinical component.

The program emphasizes communication, critical thinking, personal integrity, assessment and evaluation of radiographs and perform radiography exams. It prepares students to interact with patients as well as all health care professionals.

Enrollment into this program is limited by the number of available clinical sites. Students who are interested in this program should plan on attending the Radiography Information Seminar, which is held periodically throughout the year. A Radiography program application must be submitted and the applicant must meet specific criteria for admission. The application form is available on the Radiography Program website, [rcbc.edu/radiography](http://rcbc.edu/radiography).

Students admitted must be CPR certified (for health care professionals), complete a satisfactory physical examination indicating they can perform the rigorous program activities, undergo a criminal history background check and drug screening, and maintain malpractice/liability insurance and personal health insurance throughout the program. Radiography students are responsible for their own transportation to clinical sites.

Graduates of the program are eligible to take the examination offered by the American Registry of Radiologic Technologists and/or the state licensing examination.

Graduates of this program should be able to:

- Students will have knowledge and skills required to be clinically competent in all radiographic tasks necessary for an entry level radiographer including; apply positioning skills, utilize safe radiation protection practices, and attain the technical knowledge appropriate for an entry level technologist on the ARRT examination;
- Students will demonstrate oral and written communication skills;
- Students will develop critical thinking skills including; adapt standard procedures for non-routine patients and critique images for diagnostic quality;
- Students will model professionalism including; demonstrate a good work ethic and participate in personal and professional growth opportunities.

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

† See General Education Requirements on page 57.

Program Courses	Credits
BIO 114 Fundamentals of Anatomy & Physiology II	3
BIO 115 Fundamentals of Anatomy & Physiology II Laboratory	1
HIT 105 Medical Terminology	2
RAD 107 Principles of Radiation Protection & Biology	2
RAD 114 Radiographic Exposure II	3
RAD 121 Clinical Procedures I	5
RAD 122 Clinical Procedures II	5
RAD 123 Clinical Procedures III	6
RAD 130 Radiographic Exposure I	3
RAD 224 Clinical Procedures IV	6
RAD 225 Clinical Procedures V	5
RAD 226 Clinical Procedures VI	3
RAD230 Equipment Operation and Maintenance	4
<b>Total</b>	<b>48</b>

**Total Required for Degree 70**

This program is accredited by  
Joint Review Committee on Education in  
Radiologic Technology  
20 N. Wacker Drive, Suite 2850  
Chicago, IL 60606-2901  
(312) 704-5300 | [mail@jrcert.org](mailto:mail@jrcert.org)  
and  
New Jersey Radiologic Technology of Board Examiners  
Department of Environmental Protection  
Bureau of X-Ray Compliance  
P.O. Box 420 Mail Code 25-01  
Trenton, NJ 08625-0420  
(609) 984-5890



# Retail Management Technology

## Option to Business Management Technology, (AAS.RMT)

The Retail Management Technology program prepares students to enter the diverse field of retail management.

It provides students with basic knowledge necessary for entry-level positions as assistant department managers, executive trainees, advertising assistants, assistant buyers or for those desiring to establish a retail business of their own.

Graduates of this program should be able to:

- Demonstrate an understanding of current management theories and principles used in the successful management of organizations;
- Demonstrate the ability to understand the role of advertising and sales promotion in a business organization;
- Demonstrate the ability to effectively merchandise a product;
- Demonstrate knowledge of the terminology and procedures of the retailing field.

Students who wish to transfer to a baccalaureate program are strongly advised to seek information regarding admission and transfer requirements.

General Education Courses †	Credits
Written & Oral Communications	6
Mathematics	3
Natural Science	4
Social Science	3
Arts & Humanities	3
Additional General Education Requirements (CIS 101 required)	3
<b>Total</b>	<b>22</b>

† See General Education Requirements on page 56.

Program Courses	Credits
ACC 112 Principles of Financial Accounting I	4
ACC 113 Principles of Accounting II	4
BUA 101 Business Functions in a Global Society	3
BUA 102 Principles of Management	3
BUA 205 Business Law I	3
BUA 206 Business Law II	3
BUA 220 Principles of Marketing	3
BUA 221 Principles of Advertising	3
BUA 222 Salesmanship	3
BUA 225 Human Relations in Management	3
ENG 106 Business Communications	3
<b>Total</b>	<b>35</b>

Electives	6
<b>Total Required for Degree</b>	<b>63</b>

# Small Business Certificate

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## Certificate, (CRT.BUS)

The Small Business certificate program is designed to provide students with the knowledge and skills necessary to operate or assist in the operation of a small business. Small business continues to be a major engine of growth in our economy, outstripping the rate of growth in all other business sectors.

Students may be able to transfer certificate credits for use in associate or baccalaureate degree program. Students are strongly advised to seek information regarding admission and transfer requirements.

Graduates of this program should be able to:

- Demonstrate an understanding of how new business is started;
- Demonstrate an understanding and knowledge of the concept of customer relationship management;
- Demonstrate an understanding of a strategic marketing plan, which effectively combines the marketing mix elements of product, price, promotion and place;
- Demonstrate effective communication skills;
- Demonstrate an understanding of accounting systems;
- Analyze and resolve problems common to small business.

<b>General Education Courses</b>		<b>Credits</b>
Written Communications (ENG 101 required)		3
Mathematics (MTH 107 or higher required)		3
<b>Total</b>		<b>6</b>

<b>Program Courses</b>		<b>Credits</b>
ACC 112	Principles of Accounting I	4
BUA 101	Business Functions in a Global Society	3
BUA 102	Principles of Management	3
BUA 205	Business Law I	3
BUA 220	Principles of Marketing	3
BUA 230	Small Business Management	3
ECO 203	Principles of Microeconomics	3
ENG106	Business Communications	3
<b>Total</b>		<b>25</b>

<b>Total Required for Certificate</b>		<b>31</b>
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# Sociology

## Option to Liberal Arts, (AA.SOC)

Sociology is the study of society and human behavior, social action, and social change. The focus of study in this program involves application of critical thought to social processes and social problems. Specific areas of interest include social institutions, symbolic meaning, bureaucratic organizations, socialization, deviance, political systems, class society, social interaction, the family, gender, minority relations, social movements, and social change.

Students should also coordinate their course work with the catalog of the intended transfer institution since graduates of this program usually transfer.

A degree in sociology prepares the student for work in the public and private sectors, including such diverse fields as government agencies, advocacy groups, educational institutions, social services, counseling, corrections, business management, office administration, mass media, urban studies, ecology and the political arena.

Graduates of this program should be able to:

- Demonstrate a fundamental understanding of social life and human behavior in society;
- Analyze a social problem using sociological perspective;
- Develop an understanding and appreciation of human diversity as well as the commonalities of the human experience from a global perspective;
- Identify diversity, social catalysts, and the origin of detriments of social issues;
- Explain how contemporary social issues and sociological models can promote an understanding of the sociological perspective;
- Recognize current models of the research process and be able to analyze the data.

General Education Courses †	Credits
Written & Oral Communications	9
Mathematics (MTH 107 recommended)	3
Natural Science	7-8
Technology	3
Social Science (ANT 102 & PSY 101 recommended)	6
Arts & Humanities (PHI 101 recommended)	9
History (HIS 102 & HIS 104 recommended)	6
Diversity	3
<b>Total</b>	<b>46-47</b>

† See General Education Requirements on page 53.

Program Courses	Credits
SOC 101 Principles of Sociology	3
<i>Select nine credit hours from the following:</i>	
SOC 201 Social Problems	3
SOC 205 Marriage and the Family	3
SOC 208 Social Classes in America	3
SOC 210 Minority Groups	3
<b>Total</b>	<b>12</b>
Electives	6
<b>Total Required for Degree</b>	<b>64</b>

# Sustainable Energy Studies

## Associate of Science, (AS.SES)

The Associate of Science in Sustainable Energy Studies degree is designed to prepare students for careers in sustainable energy and for transfer opportunities to four-year colleges with sustainability-focused programs.

It provides a broad exposure to the types and principles of various alternative energy sources within a broader context of environmental, social, cultural, and ethical awareness. Additionally, foundational courses in the natural sciences and elective options such as applied computer and geospatial technologies provide the basis for future advanced study and specialization.

### Career Opportunities:

Students generally elect an Associate of Science degree program with the intent of transferring to a four-year college in a related program area. This approach opens many career and continuing education pathways for the student completing RCBC's Sustainable Energy Studies AS degree, such as:

- Awareness/Education: environmental educators
- Business/Finance: energy forecasting, energy analysts, project/program management, energy managers, environmental underwriting
- Green Building & Utilities
- Legal/Regulation: environmental lawyers/attorneys, environmental protection
- Recycling: waste control, recycling coordinators
- Sales
- Scientists, Engineers, and Technicians: all solar, environmental, and energy engineers and technicians

Students planning to transfer upon graduation should consult the catalog of the college where they intend to complete their studies.

Graduates of this program should be able to:

- Identify the fundamentals of sustainability principles and practices;
- Discuss the advantages, disadvantages, drivers and implementation barriers of alternative energy sources;
- Demonstrate effective oral and written communication skills;
- Interpret the impact on the environmental and society of traditional and alternative energy sources;
- Develop solutions to energy related issues within a sustainability model.

General Education Courses †	Credits
Written and Oral Communications (Eng 101 & ENG 102 recommended)	6
Math (MTH 130 required)	4
Natural Science (PHY 110 & 111 required) (BIO 130 & 131 recommended)	8
Social Science	6
Arts and Humanities (PHI 101 recommended)	3
History (HIS 101 or 102 recommended)	3
Diversity (ANT 102 recommended)	3
<b>Total</b>	<b>33</b>

† See General Education Requirements on page 55.

Program Courses	Credits
SST 100 Principles of Sustainability	3
SST 111 Alternative Energy Sources	3
SST 211 PV Systems I – Theory & Design	3
SST 216 Solar Thermal Systems	3
SST 226 Small Wind Systems	3
SST 231 Introduction to Biomass and Biofuels Technologies	3
EET 121 Circuits I	4
<b>Total</b>	<b>22</b>

Electives	Credits
<i>Select twelve credit hours from the following:</i>	
GIS 101 Fundamentals of Geographic Information Systems	3
NRG 101 Introduction to Energy Management	3
NRG 141 Energy Investment Analysis	3
SST 110 Energy Auditing for Residential Buildings	3
SST 151 Introduction to System Approaches to Sustainable Problem Solving	3
SST 221 Geothermal HVAC Systems	3
SST 251 Environmental and Sustainable Policy and Governance	3
SST 261 Sustainability Assessment Tracking and Reporting Tools	3
<b>Total</b>	<b>12</b>

**Total Required for Degree 67**

# Sustainability – Policy and Management

## Associate of Science, (AS.SPM)

The Associate of Science in Sustainability degree is designed to prepare students for careers in sustainability policy and enterprise management and for transfer opportunities to four-year colleges with sustainability-focused programs, such as Sustainability Science, Environmental Studies and Sustainability, Sustainability, and Environmental Sustainability. It provides a broad exposure to the principles of sustainability, with an emphasis on public policy and enterprise management. It promotes an understanding of the interrelationships of environmental, social, cultural and ethical concerns.

### Career Opportunities

Students generally elect an Associate of Science degree program with the intent of transferring to a four-year college in a related program area. This approach opens many career and continuing education pathways such as in the following sustainability sectors where existing demand or growth is especially strong:

### Sectors:

- Sustainability enterprise management (private and not-for-profit companies and organizations)
- Sustainability-oriented urban and land use planning
- Green built environment
- Clean energy
- Traditional environmental professions

### Opportunities:

- Municipal planner or sustainability officer
- Business or non-profit organization sustainability officer or manager
- Sustainability consultant
- Environmental specialist
- Community organizer and advocate

Graduates of the program should be able to:

- Comprehend the principles of sustainability and the interrelationships between the natural, social, and built environments;
- Apply systems approaches for analyzing and understanding sustainability challenges and opportunities;
- Distinguish the types of mechanisms and tools organizations use to develop and assess sustainability strategic plans and track and report sustainability-related metrics;
- Interpret how international, national, state, and local standards, policies, governance and regulatory frameworks are developed and applied;
- Effectively document and communicate the results of analyses, and demonstrate the ability to formulate strategic plans and policies and evaluate their effects.

### General Education Courses

	<b>Credits</b>
Written Communication (ENG 101 & ENG 102 required)	6
Mathematics (MTH 130 Precalculus or higher required)	4
Natural Science (BIO 103/104 & CHE 115/116 required)	8
Social Science (POL 101 & SOC 160 recommended)	6
Arts & Humanities (PHI 101 recommended)	3
History	3
Diversity (ANT 102 recommended)	3
<b>Total</b>	<b>33</b>

*\*See General Education Requirements on page 57.*

### Program Courses

	<b>Credits</b>
BIO 107 General Biology II	3
BIO 108 General Biology II Laboratory	1
BIO 230 Ecology	3
BIO 231 Ecology Laboratory	1
CHE 117 General Chemistry II	3
CHE 118 General Chemistry II Laboratory	1
SST 100 Principles of Sustainability	3
SST 151 Introduction to Systems Approaches to Sustainability Problem Solving	3
SST 251 Environmental and Sustainability Policy and Governance	3
SST 261 Sustainability Assessment, Tracking and Reporting Tools	3
<b>Total</b>	<b>24</b>

Electives\* (MTH 118, PHY 110, PHY 111 recommended) 8

### Total Required for Degree

**65**

*\*Students planning to transfer upon graduation should consult the catalog of the college where they intend to complete their studies.*

*It is strongly advised that students work with the RCBC Transfer Staff early to plan their academic program for degree-completion at RCBC and transfer.*



# Technical Studies

## Associate of Applied Science, (AAS.TES)

This program allows students to earn credits toward an Associate of Applied Science (AAS) degree in Technical Studies through educational experience for approved apprenticeships and corporate, industrial, or military training programs. The technical core credits will be applied to an AAS degree up to 25 credits. Students must earn additional general education credits and program course credits, depending on their choice of concentration.

Students may choose to earn an AAS degree in Technical Studies in a Business Management, Construction Management, or General option.

All elective courses will be selected with the assistance of a faculty advisor.

<b>General Education Courses †</b>	<b>Credits</b>
Written & Oral Communications	6
Mathematics	3-4
Natural Science (PHY 110/111 recommended)	4
Social Science	3
Arts & Humanities	3
Additional General Education Credits (Required – any diversity course listed on page 55)	3
<b>Total</b>	<b>22-23</b>

† See General Education Requirements on page 56.

<b>Technical Core</b>	<b>Credits*</b>
Credits awarded in recognition of educational experience earned for approved apprenticeships or corporate, industrial, or military training programs	3-25
<b>Total</b>	<b>25</b>

### **Program Options (choose one)**

#### **BUSINESS MANAGEMENT**

ACC 112 Principles of Financial Accounting I	4
BUA 102 Principles of Management	3
BUA 208 Labor-Management Relations	3
BUA 230 Small Business Management	3
CON 202 Contracts and Specifications	3
<b>Total Business Management credits</b>	<b>15</b>

#### **CONSTRUCTION MANAGEMENT**

BUA 102 Principles of Management	3
BUA 208 Labor-Management Relations	3
CON 101 Building Materials and Construction Methods I	3
CON 202 Contracts and Specifications	3
CON 210 Estimating	3
<b>Total Construction Management credits</b>	<b>15</b>

#### **GENERAL MANAGEMENT**

(choose courses with the advice of a faculty counselor)	15
<b>Total General Management credits</b>	<b>15</b>

<b>Total Required for Degree</b>	<b>62-64</b>
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*\*Credits awarded on successful completion of an approved apprenticeship or corporate, industrial or military training programs.*

# Theatre

## Option to Liberal Arts, (AA.THR)

The Associate of Arts in Theatre is designed to prepare students for transfer to a four-year school offering a Bachelor of Arts or Bachelor of Fine Arts with concentration in Theatre or Speech and Theatre.

Students planning to pursue a Bachelor of Arts degree may intend to teach in the public schools, with proper school certification, either at the elementary or secondary level. Students who transfer to a four-year school offering a Bachelor of Fine Arts may intend to pursue a career in the professional theatre in acting, directing, scene design or technical theatre.

Students who earn degrees in Theatre often find careers in sales, marketing, broadcasting, public relations, and law or pursue higher degrees in Communications.

Graduates of this program should be able to:

- Demonstrate effective oral and written communication skills;
- Critically evaluate a play, a theatrical performance and other art forms;
- Apply technical skills in the areas of set design, construction and stage management;
- Develop critical perspectives, which guide aesthetic choices;
- Demonstrate a broad-based liberal arts education;
- Present an effective theatrical performance in college sponsored play;
- Develop their voice, body and imagination through creative expression.

Students who wish to complete a baccalaureate degree in theatre should become familiar with the college catalog for the intended transfer institution.

<b>General Education Courses †</b>		<b>Credits</b>
Written & Oral Communications		9
Mathematics		3
Natural Science		7-8
Technology		3
Social Science		6
Arts & Humanities (THR 101 required & LIT 220 recommended)		9
History		6
Diversity		3
<b>Total</b>		<b>46-47</b>

† See General Education Requirements on page 53.

<b>Program Courses</b>		<b>Credits</b>
THR 105	Fundamentals of Acting I	3
THR 110	Stagecraft I	3
THR 113	Children's Theatre	3
	or	3
THR130	Musical Theatre Workshop	3
THR125	Voice and Diction	3
<b>Total</b>		<b>12</b>
Electives	(CIN 109 recommended)	6

**Total Required for Degree 64**

# Course Descriptions

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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.

## ACCOUNTING

### ACC 112 Principles of Financial Accounting I 4 cr.

This course introduces accrual accounting theory and practice. It includes financial statements, the accounting cycle, accounting for assets and current liabilities, and preparation of financial statements for sole proprietorship and corporate business forms. It includes instruction in electronic spreadsheet applications.

*Prerequisite:* MTH 075, ENG 075  
4/0/0 FA/SP Course fee charged

### ACC 113 Principles of Financial Accounting II 4 cr.

This course examines partnership and corporation accounting, preparing and using financial statements, manufacturing and cost systems, financial statement analysis, budgeting and control, and federal income tax. It includes instruction in electronic spreadsheet applications.

*Prerequisite:* ACC 112  
4/0/0 FA/SP Course fee charged

### ACC 115 Managerial Accounting with Spreadsheets 4 cr.

This course examines the uses of accounting data in the management process. It includes cost behavior analysis, job order and process costing, planning and control, standard costing, capital budgeting, cash flows and financial statement analysis. It includes instruction in electronic spreadsheet applications.

*Prerequisite:* ACC 112  
4/0/0 FA/SP Course fee charged

### ACC 116 Computerized Accounting 3 cr.

This course will provide an introduction to computerized accounting practice in a realistic and practical manner. The student will apply accounting concepts and procedures in using the computer. Projects will include general ledger, accounts payable, accounts receivable and payroll. The emphasis of the course will be an in-depth knowledge of a computerized accounting package which will be used to enter transactions, make adjusting entries, and produce financial statements. In addition, Microsoft Excel will be used to computerize the accounting cycle.

*Prerequisite:* ACC 112  
3/0/0

### ACC 210 Intermediate Accounting I 3 cr.

This course demonstrates the application of current accounting principles and procedures to problems such as financial statement presentation, balance sheet, profit determination, depreciation and accounting for current assets.

*Prerequisite:* ACC 113  
3/0/0 FA

### ACC 211 Intermediate Accounting II 3 cr.

This course emphasizes investments, depreciable assets, intangibles, liabilities, leases, corporate capital, retained earnings, statement of cash flows, and earnings per share.

*Prerequisite:* ACC 210  
3/0/0 SP

### ACC 213 Cost Accounting 4 cr.

This course focuses on cost concepts, job order and process costing, analysis of materials, labor and factory overhead costs, budgeting, standard costing, and capital budgeting.

*Prerequisite:* ACC 113  
4/0/0

## AGRICULTURE BUSINESS

### AGR 120 Soil Science 3 cr.

This course describes the fundamentals of soil science emphasizing the physical, chemical and biological properties of soils in relation to plant growth, environmental problems, and agricultural applications. Soil classification and mapping will also be discussed.

2/2/0

### AGR 130 Principles of Plant Protection 3 cr.

This course describes the principles of plant pest control. Topics include the evaluation of pest problems, environmental considerations, insects, plant disease agents, integrated pest management, laws, liability, recordkeeping, equipment, and disposal.

3/0/0

### AGR 140 Agribusiness Management 3 cr.

This course provides an introduction to agribusiness management principles and skills. Topics include supply and demand, the role of agriculture in the economy, economic systems, and decision making.

3/0/0

### AGR 150 Agribusiness Marketing 3 cr.

This course covers basic marketing principles for agricultural products. Topics include buying, selling, advertising, processing, standardizing, grading, storing and marketing of agricultural commodities and products. Students will prepare a marketing plan for an agricultural product or commodity.

3/0/0

### AGR 210 Greenhouse Management & Crop Production 3 cr.

This course describes the production of plants under transparency. Topics include greenhouse construction and types; greenhouse management issues including heating, cooling and humidity control; and scheduling and cultural practices for greenhouse plants.

*Prerequisite or Corequisite:* AGR 120 and AGR 130 or permission

2/2/0 Course fee charged

### AGR 220 Nursery Management 3 cr.

This course focuses on establishing and managing a nursery practice. Topics include principles, practices, and production of field grown and container stock; wholesale and retail nursery business practices; and employee management practices.

*Prerequisite or Corequisite:* AGR 120 and AGR 130 or permission

2/2/0 Course fee charged

### AGR 230 Vegetable & Crop Production 3 cr.

This course describes the fundamental principles underlying commercial production of vegetable and agricultural crops. Topics include soil management, planting, fertilization, weed and pest control, harvesting, post-harvest handling, and marketing. Specific vegetable and crop characteristics and growing practices will also be discussed.

*Prerequisite or Corequisite:* AGR 120 and AGR 130 or permission

2/2/0 Course fee charges

## AMERICAN SIGN LANGUAGE

### **ASL 101 Elementary American Sign Language I** 3 cr.

This course introduces students to American Sign Language, visual-gestural communication, and deaf culture. Students begin to develop receptive and expressive communications skills with an introduction to American Sign Language transcription, non-manual behaviors, topic-comment structure, sentence types, noun-verb pairs, use of space, pronominalization, classifiers, and temporal and distributional aspects. A minimum of five contact hours in the deaf community is required.

3/0/0 FA/SP

### **ASL 102 Elementary American Sign Language II** 3 cr.

This course develops the receptive and expressive communications skills acquired in ASL 101. It presents a more in-depth examination of American Sign Language transcription, non-manual behaviors, topic-comment structure, sentence types, noun-verb pairs, use of space, pronominalization, classifiers, and temporal and distributional aspects. A minimum of ten contact hours in the deaf community is required.

*Prerequisite:* ASL 101

3/0/0 FA/SP

### **ASL 103 American Deaf Culture** 3 cr.

This course introduces students to deaf people as a cultural linguistic minority group. Students may or may not have had prior experience with deaf people. It examines the values, norms, and traditions of deaf people in North America. It emphasizes myths surrounding deafness, the historical treatment of deafness and deaf people, the anatomy of the ear and the etiology of hearing loss, the education of deaf children, the deaf identity, legislation that affects the deaf and hard of hearing population, interpreters and their work between cultures, deaf-blindness, and current controversies in technology and education. Although this course focuses on deaf people in the western world, global comparisons are drawn.

3/0/0 FA/SP

### **ASL 104 Fingerspelling** 3 cr.

This course is for students with limited knowledge of deaf American culture or its language, American Sign Language (ASL). It builds on demonstrated receptive and expressive skills in the language and lays a foundation for and builds upon receptive and expressive skills in finger-spelling. It includes overviews of finger-spelling theory and practice through demonstrations and videos.

*Prerequisite:* ASL 101, ASL 103

*Corequisite:* ASL 102

3/0/0 FA/SP

### **ASL 201 Intermediate American Sign Language I** 3 cr.

This course develops the expressive and receptive communications skills acquired in ASL 102. Students begin to demonstrate competency and understanding of non-manual behaviors, topic-comment structure, sentence types, noun-verb pairs, use of space, pronominalization, classifiers, and temporal and distributional aspects.

*Prerequisite:* ASL 102

*Corequisite:* IEP 111 (if admitted to Interpreter Education Program)

3/0/0

### **ASL 202 Intermediate American Sign Language II** 3 cr.

This course develops the expressive and receptive communications skills acquired in ASL 201. Students demonstrate competency and an in-depth understanding of non-manual behaviors, topic-comment structure, sentence types, noun-verb pairs, use of space, pronominalization, classifiers, and temporal and distributional aspects.

*Prerequisite:* ASL 201

*Corequisite:* IEP 102 (if admitted to Interpreter Education Program)

3/0/0

### **ASL 203 Advanced American Sign Language I** 3 cr.

This course develops the expressive and receptive communications skills acquired in ASL 202 so students begin to demonstrate fluency.

*Prerequisite:* ASL 202

3/0/0

### **ASL 204 Advanced American Sign Language II** 3 cr.

This course develops the expressive and receptive communications skills acquired in ASL 203 so students demonstrate fluency.

*Prerequisite:* ASL 203

3/0/0

## ANTHROPOLOGY

### **ANT 102 Introduction to Cultural Anthropology** 3 cr.

This course covers the similarities and differences in human societies, from hunting and gathering to industrialized societies. It compares and contrasts American beliefs and practices with those of other societies.

3/0/0

### **ANT 109 Introduction to Archaeology** 3 cr.

This course is an introduction to archaeological theory and method. It covers approaches toward the reconstruction of ancient cultural systems, field excavation techniques, research design, classification, and analysis of artifacts.

3/0/0

## ARABIC

### **ARA 101 Elementary Arabic I** 3 cr.

This course is for students with no knowledge of Arabic. It focuses on laying a foundation for speaking, reading, and writing Arabic.

3/0/0

## ART

Lab/studio art courses require students to purchase materials with costs ranging from \$50 to \$150 per semester.

### **ART 101 Introduction to Art** 3 cr.

This course provides an introductory knowledge and appreciation of art works from 30,000 BCE to the present. It introduces students to major art works and discusses major artistic styles. It demonstrates how these art works and styles reflect the artists who created them. It is intended to broaden appreciation of other cultures and their contribution to our common heritage.

3/0/0 FA/SP/SU

### **ART 110 Design I** 3 cr.

This course in two-dimensional design explores creative composition and experimentation with the basic elements of line, shape, texture, and value as well as the principles used to organize these elements: balance, rhythm, emphasis, scale and proportion.

1/4/0 FA/SP Course fee charged

### **ART 112 Design II** 3 cr.

This course introduces students to the theoretical knowledge of color theory with an emphasis on its practical applications. Students will study the use of color by artists from a number of disciplines and eras.

*Prerequisite:* ART 110

1/4/0 FA/SP Lab fee charged

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

This course uses traditional drawing media and focuses on drawing from direct observation. Students will work from a number of subjects including: still life, landscape, and the human figure. Students will be introduced to a range of materials and techniques.

1/4/0 FA/SP Course fee charged



**ART 121 Drawing II 3 cr.**

This course builds on the skills students acquired in Drawing I. These skills include: drawing from observation, proficiency using basic materials and techniques and implementing compositional strategies. In Drawing II students will continue to develop these skills while also focusing on contemporary approaches to drawing and a greater emphasis placed on personal expression.

*Prerequisite:* ART 120

1/4/0 FA/SP Course fee charged

**ART 122 Figure Drawing 3 cr.**

This course builds on skills students acquired in Drawing I including drawing from direct observation as well as material and techniques and compositional strategies. Students will draw the figure from life, both nude and clothed. Students will produce both gestural sketches and sustained drawings in a variety of media.

1/4/0 Course fee charged

**ART 135 3D Design 3 cr.**

3D Design is an introduction to the materials, techniques and procedures for creating art works and designs in 3 dimensions. This course will prepare the student for more advanced courses in a number of disciplines including: sculpture, architecture and other design fields that work in 3 rather than 2 dimensions.

1/4/0

**ART 214 Portfolio Preparation 3 cr.**

This course guides students in portfolio preparation through discussions of what constitutes a good portfolio and through studio work, particularly in drawing. It also presents information on how to select, prepare for, and secure a job in the field.

*Prerequisite:* ART 120, ART 110, ART 112

1/4/0

**ART 220 Painting I 3 cr.**

This course uses traditional painting media and techniques of application. It emphasizes developing individual skills and perceptions.

1/4/0 FA/SP Course fee charged

**ART 221 Painting II 3 cr.**

This course expands on the skills learned in ART 220 with an emphasis on exploring the media and additional development of painting skills and perceptions.

*Prerequisite:* ART 220

1/4/0 FA/SP Course fee charged

**ART 222 Sculpture I 3 cr.**

This course examines the organization of forms, volumes, and space as a basis of creative sculpture. It provides experiences with traditional and contemporary techniques and the use of materials such as clay, wood, and stone.

1/4/0 FA Course fee charged

**ART 223 Sculpture II 3 cr.**

This course expands on the knowledge and techniques taught in ART 222. It emphasizes sculptural techniques in various media.

*Prerequisite:* ART 222

1/4/0 Course fee charged

**ART 224 Ceramics I 3 cr.**

This course introduces traditional and contemporary hand-building techniques, such as pinch, coil, and slab. Various skills in the preparation of clay, glazes, firing, and kiln maintenance are demonstrated.

1/4/0 FA/SP Course fee charged

**ART 250 Art History I 3 cr.**

This course surveys the visual arts from prehistoric times through the Renaissance, emphasizing painting, sculpture, architecture, and the minor arts.

3/0/0 FA

**ART 251 Art History II 3 cr.**

This course surveys the visual arts from the Renaissance through the Modern era, emphasizing painting, sculpture, architecture, and the minor arts.

3/0/0 SP

**ART 252 Introduction to Modern Art 3 cr.**

This course introduces modern art, from its origins in the nineteenth century to the present. Students investigate paintings, sculpture, architecture, graphics, and photography created by modern masters such as Van Gogh, Picasso, Dali, and Warhol. A museum visit with a guided tour by the instructor may be included.

3/0/0 SP

**ART 294 Special Topics in Art—Model I 3 cr.**

This course develops individual artistic style by having students work independently with the instructor on specific assignments.

*Prerequisite:* Permission

0/6/0 Course fee charged

**ART 296 Special Topics in Art—Without Model I 3 cr.**

This course develops individual artistic style by having students work independently with the instructor on specific assignments.

*Prerequisite:* Permission

0/6/0 Course fee charged

**ART 297 Special Topics in Art—Without Model II 3 cr.**

This course develops individual artistic style by having students work independently with the instructor on specific assignments.

*Prerequisite:* Permission

0/6/0 Lab fee charged

**BIOLOGY****BIO 103 General Biology I 3 cr.**

This course considers the fundamental principles of biology with emphasis on the molecular and cellular basis of life. The topics covered include cell structure, function, mitosis, meiosis, genetics, evolution, and ecology.

*Prerequisite:* High school chemistry or CHE 107; High school biology or BIO 120 or equivalent; MTH 075 or equivalent; college reading and writing level.

3/0/0 FA/SP/SU

**BIO 104 General Biology I Laboratory 1 cr.**

This laboratory course includes experiments which require students to apply their knowledge of enzymes, diffusion, osmosis, cellular respiration, fermentation, mitosis, meiosis, genetics, bacteriology, and protist biology. This course may not be taken prior to the General Biology I lecture.

*Prerequisite or Corequisite:* BIO 103

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

**BIO 107 General Biology II 3 cr.**

This course is a comparative study of the kingdoms, including but not limited to morphology, physiology, organ systems, homeostasis, evolution, and taxonomy.

*Prerequisite:* BIO 103, BIO 104

3/0/0 FA/SP/SU

**BIO 108 General Biology II Laboratory 1 cr.**

This laboratory course examines the biodiversity of multicellular algae, plants, fungi, and animals. Students learn to use dichotomous keys for identification purposes and dissection skills to examine plant and animal anatomy. This course may not be taken prior to the General Biology II lecture.

*Prerequisite:* BIO 103, BIO 104, BIO 107

*Corequisite:* BIO 107

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

**BIO 110 Fundamentals of Anatomy and Physiology I 3 cr.**

This course concentrates on cellular physiology and the following organ systems: integumentary, skeletal, muscular, nervous, and the special senses. This course is designed for allied health majors.

*Prerequisite:* High school biology required or BIO 120, BIO 121

3/0/0 FA/SP/SU

**BIO 111 Fundamentals of Anatomy and Physiology I Laboratory 1 cr.**

This laboratory course provides laboratory experiences that apply to the topics and concepts covered in the Fundamentals of Anatomy and Physiology I lecture. All dissections are performed via computer animation.

*Prerequisite or Corequisite:* BIO 110

0/3/0 FA/SP/SU Course fee charged

**BIO 114 Fundamentals of Anatomy and Physiology II** 3 cr.

This course concentrates on the following organ systems: cardiovascular, respiratory, urinary, digestive, endocrine, reproductive and genetics. This course is designed for allied health majors.

*Prerequisite:* BIO 110

3/0/0 FA/SP/SU

**BIO 115 Fundamentals of Anatomy and Physiology II Laboratory** 1 cr.

This laboratory course provides laboratory experiences that apply to the topics and concepts covered in the Fundamentals of Anatomy and Physiology II lecture. All dissections are performed via computer animation.

*Prerequisite or Corequisite:* BIO 114

0/3/0 FA/SP/SU Course fee charged

**BIO 120 Basic Biology and Human Affairs** 3 cr.

This course explores the scientific investigation of biological principles with emphasis on the cellular basis of life, plant and animal structure and function, genetics, reproduction, evolution, and ecology.

3/0/0 FA/SP/SU

**BIO 121 Basic Biology and Human Affairs Laboratory** 1 cr.

This course provides laboratory experiences that apply to the topics and concepts covered in Biology and Human Affairs.

*Prerequisite or Corequisite:* BIO 120

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

**BIO 130 Environmental Science** 3 cr.

This course introduces current environmental problems. The scientific method is the tool for the analysis and possible solution to these problems. The course also covers the economic, ethical, and political aspects of these issues.

*Prerequisite:* High school chemistry or biology

*Corequisite:* BIO 131

3/0/0

**BIO 131 Environmental Science Laboratory** 1 cr.

This course introduces students to laboratory and field techniques and equipment used in environmental science. Field trips acquaint students with methods of resource recovery and resource conservation.

*Prerequisite:* High school chemistry or biology

*Corequisite:* BIO 130

0/2/0 Course fee charged

**BIO 155 Basic Microbiology** 3 cr.

This course discusses normal and abnormal microbiota of humans with emphasis on transmission, prevention, and control of pathogens. It is designed for students who have not taken BIO 103/104 (General Biology I), i.e., two-year nursing students and non-biology majors.

*Prerequisite:* High school chemistry or CHE 107; High school biology or BIO 120; MTH 075 or equivalent; college reading level; ENG 101

3/0/0 FA/SP/SU

**BIO 156 Basic Microbiology Laboratory** 1 cr.

This course focuses on the identification of normal and abnormal microflora and parasites common to humans.

*Prerequisite or Corequisite:* BIO 155

0/3/0 FA/SP/SU Course fee charged

**BIO 208 Human Anatomy and Physiology I** 3 cr.

This course covers the following organ systems in both the normal and diseased states: integumentary, skeletal, muscular, nervous, and special senses. This course is designed for biology majors or those intending to transfer to a four-year institution.

*Prerequisite:* BIO 107, BIO 108

3/0/0 FA/SU

**BIO 209 Human Anatomy and Physiology I Laboratory** 1 cr.

This course provides laboratory experiences that apply to the topics and concepts covered in Human Anatomy & Physiology I lecture. The laboratory experiences involve structural and functional concepts of mammalian systems.

*Prerequisite or Corequisite:* BIO 208

0/3/0 FA/SU Course fee charged

**BIO 212 Human Anatomy and Physiology II** 3 cr.

This course covers the following organ systems in both the normal and diseased states: cardiovascular, respiratory, urinary, digestive, endocrine, reproductive, and genetics. This course is designed for biology majors or those intending to transfer to a four-year institution.

*Prerequisite:* BIO 208, BIO 209

3/0/0 FA/SP

**BIO 213 Human Anatomy and Physiology II Laboratory** 1 cr.

This course provides laboratory experiences that apply to the topics and concepts covered in Human Anatomy & Physiology II lecture. The laboratory experiences involve structural and functional concepts of mammalian systems.

*Prerequisite or Corequisite:* BIO 212

0/3/0 FA/SP Course fee charged

**BIO 221 Microbiology** 3 cr.

This course is a study of the classification, structure, and fundamental aspects of microorganisms, including prokaryotes, protozoa, fungi, viruses, prions, and parasites. It includes discussions of the concepts of immunology and epidemiology.

*Prerequisite:* BIO 103, BIO 104

3/0/0 FA/SP

**BIO 222 Microbiology Laboratory** 1 cr.

This course includes laboratory exercises that deal with aseptic procedures, microbiological techniques, isolation and identification of representative groups in the protista and the monera.

*Prerequisite or Corequisite:* BIO 221

0/3/0 FA/SP Course fee charged

**BIO 230 Ecology** 3 cr.

This course studies the relationships between organisms and their environments. It includes population dynamics, nutrient cycling, community and ecosystem structure, evolution, natural selection, and current environmental issues.

*Prerequisite:* BIO 107, BIO 108

*Corequisite:* BIO 231

3/0/0

**BIO 231 Ecology Laboratory** 1 cr.

This course provides laboratory experiences that apply to the topics and concepts covered in the Ecology lecture.

*Prerequisite:* BIO 107, BIO 108

*Corequisite:* BIO 230

0/3/0 Course fee charged

## **BIOTECHNOLOGY**

**BIT 103 Introduction to Biotechnology** 3 cr.

This course introduces the field of biotechnology. It discusses the history of biopharmaceutical industry, the drug discovery process, and bio-pharmaceutical drugs currently on the market. It also covers biotechnology applications such as gene therapy, reproductive cloning, genetic fingerprinting, recombinant DNA technology, and protein expression systems.

*Prerequisite:* High school biology or BIO 120 or equivalent

3/0/0



**BIT 150 Basic Laboratory Techniques in Biotechnology** 2 cr.

This course provides theoretical and practical knowledge of a working biotechnology laboratory. It covers how to operate standard equipment, prepare solutions, write protocols and present data. It introduces technical math, graphing and Good Manufacturing Practices. It provides hands-on experience with electrophoresis, PCR, and laboratory notebook maintenance.

*Prerequisite or Corequisite:* BIT 103

1/2/0 Course fee charged

**BIT 210 Molecular Genetics** 3 cr.

This course describes recombinant DNA techniques, as well as molecular biology of genes. It discusses molecular cloning, plasmid design, transfection and protein expression systems. It provides laboratory experience with plasmid isolation, transformation, electrophoresis, and PCR.

*Prerequisite:* BIO 103, BIO 104

2/2/0 Course fee charged

**BIT 214 Cell Culture and Microbial Fermentation** 3 cr.

This course describes cell physiology and prepares students for work with recombinant protein expression systems. It specifically addresses bioreactor design, large-scale manufacturing and fermentation conditions. It includes laboratory exercises on aseptic cell culture techniques, cryopreservation, cell quantification and viability assays.

*Prerequisite:* BIO 103, BIO 104

2/2/0 Course fee charged

**BIT 220 Protein Recovery and Purification** 3 cr.

This course provides an understanding of protein biochemistry. It introduces purification methods and protein characterization. It provides laboratory experiences in electrophoresis, Western blots, microarrays and chromatography.

*Prerequisite:* BIO 103, BIO 104

2/2/0 Course fee charged

## **BUSINESS ADMINISTRATION**

**BUA 101 Business Functions in a Global Society** 3 cr.

This course covers the business functions of any organization: marketing, operations, production, accounting, finance, distribution, investments, human resource management, banking, and information handling in our current global society.

3/0/0 FA/SP/SU

**BUA 102 Principles of Management** 3 cr.

This course focuses on the fundamental concepts in the management process of planning, organizing, leading and control which specifically relate to the ever-changing world in which managers work. It emphasizes decision-making and the leadership roles of the manager.

*Prerequisite:* BUA 101 recommended

3/0/0 FA/SP/SU

**BUA 108 Personal Finance and Money Management** 3 cr.

This course introduces students to the complexities of modern personal money management and helps them avoid some problems in everyday living. It covers budgeting basics; intricacies of home ownership; income taxes and investments; and the wise use of insurance, wills, and trusts.

3/0/0 FA/SP/SU

**BUA 205 Business Law I** 3 cr.

This course is an introduction to legal principles and procedures. It includes an introduction to business law, ethics, crimes, torts, contracts, the uniform commercial code, sales, product liability and consumer protection.

3/0/0 FA/SP/SU

**BUA 206 Business Law II** 3 cr.

This course is an advanced examination of business law principles and procedures. It includes commercial paper, agency, partnership, corporations, rights of debtors and creditors, business regulation and the law of property.

*Prerequisite:* BUA 205

3/0/0

**BUA 208 Labor-Management Relations** 3 cr.

This course focuses on contemporary trends in employee-management relations. It examines the legal, social, and economic aspects of labor relations and the techniques and attitudes essential for development and leadership in employee-management relations.

3/0/0

**BUA 211 Human Resource Management** 3 cr.

This course is an examination of personnel management and administrative functions, such as philosophy; policies; organization; job analysis; recruitment; appraisal; development; promotion; discipline; communication; wage and salary; incentives system; and career development.

*Prerequisite:* BUA 102 or permission

3/0/0

**BUA 215 Finance** 3 cr.

This course examines money, the Federal Reserve System, and financial management. It includes capital budgeting, financial analysis, and the use of cash-flow analysis. Students analyze loan application forms, annual reports, and new securities prospectus reports.

*Prerequisite:* ACC 111 or ACC 113

3/0/0 SP

**BUA 220 Principles of Marketing** 3 cr.

This course is a survey of the roles of the consumer, retailer, and wholesaler, as well as the functions of price, product, advertising, financing, and risk. It emphasizes the interaction of each of the marketing components and developing an awareness of the whole marketing process.

*Prerequisite:* BUA 101

3/0/0 FA/SP/SU

**BUA 225 Human Relations in Management** 3 cr.

This course examines human behavior and its effect on management. It focuses on individual and group behavior and interpersonal relationships, including motivation and organizational leadership.

*Prerequisite:* BUA 102

3/0/0

**BUA 230 Small Business Management** 3 cr.

This course gives a thorough understanding of small business operations. It focuses on the relationship of small business to the American economy, short-and long-range small business ownership, wholesaling, retailing, service, and franchised operations.

3/0/0 FA/SP/SU

## **CANCER REGISTRY**

**MCR 101 Cancer Registry Structure and Management** 3 cr.

An introduction to the cancer registry and the cancer registrar profession. It will include the types of registries; central and hospital based legal and ethical standards, cancer registry management functions and operations. Emphasis will be placed on standard setting organizations.

*Prerequisite:* Admission to the Cancer Registry Program

3/0/0

**MCR 104 Cancer Registry Operations** 3 cr.

Introduction to disease registry files, principles of abstracting, data set identification and case ascertainment. Will focus on the Commission on Cancer, Cancer Program Standards as well as cancer committee, cancer conferences and quality monitoring.

*Prerequisite:* Admission to the Cancer Registry Program

3/0/0

**MCR 111 Cancer Registry Disease Coding and Staging** 3 cr.

This course will define cancer and provide an overview of its natural disease course. It will differentiate between benign and malignant tumors and discuss the main characteristics of cancer. The ICD-O-3 coding system will be introduced as well as instruction and practice in the usage of the AJCC, Summary Staging and Collaborative Staging manuals. This course will also provide guidance on coding diagnosis, sequencing and evaluating the extent of the disease.

*Prerequisite:* MCR 101, MCR 104

3/0/0

**MCR 114 Oncology and Coding** 3 cr.

This course will give an in-depth review of various cancer treatment options and plans, palliative options and clinical trials process available to cancer patients. It also acclimates one to the coding guidelines for surgery, radiation, chemotherapy, immunotherapy, hormonal, alternative, palliative and other treatment coding. Upon completion students should be able to code oncology treatments and procedures using appropriate standard setter guidelines.

*Prerequisite:* MCR 101, MCR 104

3/0/0

**MCR 201 Abstracting Methods** 3 cr.

Students will learn to identify appropriate clinical documentation from the medical record for capture in the abstract consistent with cancer registry regulatory requirements. Various case studies and registry systems will be utilized to review the medical record and how to properly document it within an abstract to support the cancer information within the Medical Records.

*Prerequisite:* MCR 111, MCR 114

3/0/0

**MCR 204 Follow Up, Data Quality and Utilization** 3 cr.

Students will be introduced to cancer patient follow-up activities with emphasis being placed on patient confidentiality and ethical issues. This course will also introduce cancer statistics, descriptive and analytic epidemiology, cancer surveillance, annual reporting preparation, presentation of cancer data and special studies.

*Prerequisite:* MCR 111, MCR 114

3/0/0

**MCR 211 Multiple Primary Hematopoietics** 3 cr.

This course will cover general and site-specific coding rules for determining the number of primary diagnoses in the presence of multiple tumors and/or histologic types. It will also cover rules governing the abstracting and coding of hematopoietic and lymphoid neoplasms, including the use of the SEER Hematopoietic and Lymphoid Neoplasm Database.

*Prerequisite:* MCR 201, MCR 204

3/0/0

**MCR 220 Cancer Registry Clinical I** 2 cr.

The professional practice experience is the hands-on application of the Management of Cancer Registry (MCR) program coursework. The clinical practice will provide the student with experience in the technical aspects of cancer registry operations and compliment the knowledge gained during the academic portion of their education. Students will be required to have a complete history and physical with immunizations as specified; obtain liability insurance for the duration of the clinical practice; and have health insurance for the duration of the clinical practice. When applicable, drug testing and a criminal history background check may be required. The college is not responsible for any cost related to the above requirements. A copy of above must be submitted to the program prior to any clinical hours being performed.

*Prerequisite:* MCR 201, MCR 204

*Corequisite:* MCR 211

0/0/6

**MCR 221 Cancer Registry Clinical II** 2 cr.

This is a continuation of the MCR 220 course. The professional practice experience is the hands-on application of the Management of Cancer Registry (MCR) program coursework. The clinical practice will provide the student with experience in the technical aspects of cancer registry operations and compliment the knowledge gained during the academic portion of their education. Students will be required to have a complete history and physical with immunizations as specified; obtain liability insurance for the duration of the clinical practice; and have health insurance for the duration of the clinical practice. When applicable, drug testing and criminal history background check may be required. The college is not responsible for any cost related to the above requirements. A copy of above must be submitted to the program prior to any clinical hours being performed.

*Prerequisite:* MCR 201, MCR 204

*Corequisite:* MCR 211, MCR 220

0/0/6

## CASINO AND RESORT MANAGEMENT

**CRM 120 Introduction to Casino Management** 3 cr.

This course will provide an overview of the history, development and operations of casinos and casino/resorts. Special emphasis will be placed on casino resorts within New Jersey and Southeastern Pennsylvania.

3/0/0

**CRM 140 Introduction to Casino Games** 3 cr.

This course will provide an overview to all casino games as well as a basic overview on detecting cheating and fraud. This course will also include a casino visit.

*Prerequisite:* MTH 107

3/0/0

**CRM 210 Introduction to Surveillance Operations** 3 cr.

This course will discuss the types of surveillance and security that is required in gaming operations. An overview of crowd control, terrorist threats, and other major incident responses will be covered. The course will also discuss cash and employee security measures.

*Prerequisite:* HOS 110

3/0/0

**CRM 250 Economic and Social Aspects of Gaming** 3 cr.

This course will outline the social costs of gambling and research what benefits and social costs (if any) of both large and small scale casino gaming. It will examine current gaming trends as well as evaluate anti-gaming campaigns and their possible cost.

*Prerequisite:* HOS 110

3/0/0

## CHEMISTRY

**CHE 107 Chemistry** 3 cr.

This is an introductory course that covers the fundamental laws, terms, and mathematics of general chemistry. It includes treatment of nomenclature, stoichiometry, solution chemistry, and gas laws.

*Prerequisite:* High school algebra I or MTH 075

*Corequisite:* CHE 108

3/0/0 FA/SP/SU

**CHE 108 Chemistry Laboratory** 1 cr.

This course provides laboratory experiences that illustrate important theories and concepts in basic chemistry. It stresses standard laboratory techniques, scientific equipment and its proper use, and laboratory safety.

*Prerequisite:* High school algebra I or MTH 075

*Corequisite:* CHE 107

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

**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 and algebra skills equivalent to MTH 095

3/0/0 FA/SP/SU

**CHE 116 General Chemistry I Laboratory** 1 cr.

This course provides laboratory experiences that apply to the topics and concepts covered in General Chemistry I.

*Prerequisite or Corequisite:* CHE 115  
0/2/0 FA/SP/SU Course fee charged

**CHE 117 General Chemistry II** 3 cr.

This course is a systematic study of thermodynamics, kinetics; equilibrium; ionic equilibria; electrochemistry coordination compounds; nuclear chemistry; and an introduction to organic chemistry.

*Prerequisite:* CHE 115, CHE 116 and MTH 112 or MTH 130

3/0/0 FA/SP/SU

**CHE 118 General Chemistry II Laboratory** 1 cr.

This course provides laboratory experiences that apply to the topics and concepts covered in General Chemistry II.

*Prerequisite or Corequisite:* CHE 117  
0/2/0 FA/SP/SU Course fee charged

**CHE 210 Nutrition** 3 cr.

This course examines the basic concepts in the science of human nutrition and their relationship to the needs of man.

*Prerequisite:* CHE 107 or CHE 115 or high school chemistry with a grade of "B" or better or permission  
3/0/0 FA/SP/SU

**CHE 240 Organic Chemistry I** 3 cr.

This course presents the fundamental principles of organic chemistry. It includes basic techniques of organic compound synthesis; structure, properties, and nomenclature of organic compounds; the addition, substitution, elimination and oxidation-reduction reactions of organic compounds; reaction mechanisms; infrared spectroscopy; and a brief introduction to mass spectrometry.

*Prerequisite:* CHE 117, CHE 118

*Corequisite:* CHE 241

3/0/0 FA/SP

**CHE 241 Organic Chemistry I Laboratory** 1 cr.

This course provides laboratory experiences that apply to the topics and concepts covered in Organic Chemistry I.

*Prerequisite or Corequisite:* CHE 240  
0/3/0 FA/SP Course fee charged

**CHE 242 Organic Chemistry II** 3 cr.

This course is a continuation of Organic Chemistry I. The topics covered in this course include: structure, properties and nomenclature of organic compounds; the complex synthesis of organic compounds; electrophilic, aromatic, free radical, nucleophilic substitution reactions and their mechanisms; NMR spectroscopy; and an introduction to biochemistry.

*Prerequisite:* CHE 240, CHE 241

*Corequisite:* CHE 243

3/0/0 FA/SP

**CHE 243 Organic Chemistry II Laboratory** 1 cr.

This course provides laboratory experiences that apply to the topics and concepts covered in Organic Chemistry II.

*Prerequisite or Corequisite:* CHE 242  
0/3/0 FA/SP Course fee charged

**CHE 291 Special Projects in Chemistry I** 1 cr.

**CHE 292 Special Projects in Chemistry II** 2 cr.  
0/4/0

**CHE 293 Special Projects in Chemistry III** 3 cr.

0/6/0  
Students investigate practical or theoretical problems of a chemical nature. Projects include a combination of literature, laboratory, and instrumental experiences in addition to the application of chemical laws and theories.

Lab hours depend on the project (usually 2 hours per week per credit).

*Prerequisite:* CHE 115, CHE 116 and project approval by the instructor

Course fee charged

**CHINESE****CHI 101 Elementary Chinese I** 3 cr.

This course presents the basics of Mandarin Chinese for those who have no knowledge of the language. It focuses on speaking, reading, and writing Mandarin Chinese.

3/0/0 FA

**CINEMA****CIN 109 American Cinema** 3 cr.

This course examines how business savvy, creativity, and technical skills drive the film industry. Studio executives, directors, cinematographers, and others share their thought and experiences. Clips from over 300 movies demonstrate why movies continue to captivate audiences.

3/0/0

**COMMUNICATIONS****COM 103 Media Operations** 3 cr.

This course prepares students to work in radio and television production. It emphasizes the physical use of and technical requirements needed to operate the range of equipment used to produce radio, television, and video programs.

3/0/0

**COM 105 Writing for Mass Media** 3 cr.

This course introduces writing for radio and television. It includes the narrative interview, personality sketches, and documentary writing. Students write narratives, speeches, reports, public service announcements, press advisories, and news releases.

*Prerequisite:* ENG 101

3/0/0

**COM 120 Radio Production** 3 cr.

This course teaches basic studio operations and editing for broadcast applications. Students produce commercials and public service announcements for radio. A major objective is creating a picture in the mind's eye with voice, music, sound effects, and other elements.

2/2/0 Course fee charged

**COM 202 Television Production I** 3 cr.

This course introduces the theory and operation of the modern television studio and control equipment for broadcast and closed circuit systems. It covers types of programming; production fundamentals; script analysis and blocking; lighting; sets; sound; graphics; and optics. Additional studio hours required

2/2/0 Course fee charged



**COM 268 Special Projects Internship 3 cr.**

This course is for students who are employed as interns in an educational, corporate, business, or governmental agency. Students must apply for Rowan College at Burlington County approval before registering for this course. The student must sign the learning agreement, receive three evaluations from the employer or designee, and work with a Rowan College at Burlington County faculty member. All assignments, evaluations, and the required Capstone Project must be submitted before a grade is assigned.

*Prerequisite:* Specialized application form must be approved by the respective Dean in addition to a letter from the employer verifying the internship.

Course fee charged

**COM 294 Special Projects in Communication Arts I 3 cr.**

Students conduct advanced study in a selected area of Communication Arts. Each student's project must include a statement of objectives, literature research, project plan, and completed media production project.

*Prerequisite:* COM 120 or COM 202

0/6/0 Course fee charged

**COM 295 Special Projects in Communication Arts II 3 cr.**

Students conduct continued, advanced study in a selected area of Communication Arts. Each student's project must include a statement of objectives, literature research, project plan, and completed media production project.

*Prerequisite:* COM 294

0/6/0 Course fee charged

**COMPUTED TOMOGRAPHY****CTP 110 Introduction to Computed Tomography 3 cr.**

Content provides a foundation in ethics and law related to the practice of medical imaging. Basic understanding of the operation of Computed Tomography, CT, devices will be explained. Content is designed to introduce concepts related to the disease process. Content will provide the basic concepts of patient care, including physical and psychological needs of the patient and family. Routine and emergency care procedures are described. Basic concepts of pharmacology and venipuncture of contrast media are provided.

*Prerequisite:* ARRT, RT(R), ARRT, RT (NM)

3/0/0

**CTP 120 CT Sectional Anatomy and Pathology 3 cr.**

This course begins with a review of gross anatomy. Gross anatomical structures are located and identified in axial, sagittal, coronal and orthogonal planes. Illustrations of anatomical images will be compared with Computed Tomography, CT, and MR images in the same imaging planes. The characteristic appearance of each anatomical structure as it appears on CT, MR and US will be stressed.

*Prerequisite:* CTP 110

3/0/0

**CTP 130 CT Procedures 3 cr.**

Content provides detailed coverage of procedure for CT imaging of adults and pediatric patients. Procedures include but not limited to, indications for the procedure, patient education, preparation, orientation and positioning, patient history and assessment, contrast media usage, scout images, scan parameters and archiving of images. CT procedures will be taught for differentiation of specific structures, patient symptomatology and pathology. CT images studies will be reviewed for quality, and anatomy and pathology.

*Prerequisite:* CTP 120

3/0/0

**CTP 140 CT Physics and Equipment 3 cr.**

Content is designed to impart understanding of the physical principles and instrumentation involved in computed tomography. The historical development and evolution of computed tomography is reviewed. Physics topics include x- radiation used in forming the image, beam attenuation, linear attenuation coefficients, tissue characterizes and Hounsfield numbers. Data acquisition and manipulation techniques, image reconstruction algorithms will be explained. CT systems and operations will be explored with full coverage of radiographic tube configuration, collimator design and function, detector types, characteristic and function and the CT computer and array processor. CT image processing and display will be examined.

*Prerequisite:* CTP 130

3/0/0

**CTP 150 CT Clinical Education 3 cr.**

Clinical education consists of 135 hours in an affiliate hospital or imaging center. It is designed to enable the student to achieve the competencies necessary to meet the ARRT eligibility requirements.

*Prerequisite:* CPT 140

0/0/9

**COMPUTER INFORMATION SYSTEMS****CIS 101 Introduction to Computers 3 cr.**

This course is an overview of computer hardware, software, representation and processing of data, design of algorithms, systems, and procedures; and computer languages. It presents and applies the fundamentals of problem solving and programming in a high-level computer language.

3/0/0 FA/SP/SU Course fee charged

**CIS 111 Programming in BASIC 3 cr.**

This course provides an introduction to programming using the QBASIC language and how to use a computer to solve a problem. It covers algorithms, flowcharts, pseudocodes, control structures, loops, subprograms, and arrays. It introduces and emphasizes structured programming techniques.

*Prerequisite:* MTH 095 or higher

3/0/0 Course fee charged

**CIS 130 Introduction to Visual Basic 3 cr.**

This course introduces Graphical User Interfaces (GUIs) using Microsoft Visual Basic in the Microsoft Windows environment. Students design, code, and run integrated Visual Basic applications using the multiple-document interfaces, object-linking and embedding, and dynamic-link library features of Microsoft Windows.

*Prerequisite:* CIS 111 or knowledge of BASIC Programming language

3/0/0 Course fee charged

**CIS 132 MS Access Techniques and Programming 3 cr.**

This course covers a review of basic Access operations; relational data base concepts and operations; complex query design, custom form and report design; macros; and modules. Integrating Access with other Windows applications and an introduction to Visual Basic is also covered. It emphasizes specific techniques as well as concepts in data base design, data base programming, and typical data base applications.

*Prerequisite:* CIS 161

3/0/0 Course fee charged

**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.

*Prerequisite:* Prior microcomputer experience

3/2/0

**CIS 150 Networking Fundamentals 4 cr.**

This course emphasizes the knowledge and application of basic concepts of networking technology. It presents the OSI model, industry standards, network topologies, IP addressing, subnet masking, networking components, and basic network design.

*Prerequisite:* CIS 101 or EET 101 or CIS 138 or permission

*Corequisite:* CIS 138

4/0/0 Course fee charged

**CIS 155 Fundamentals of Web Design 4 cr.**

This course focuses on the overall production processes surrounding website design with particular emphasis on design elements involving layout, navigation and interactivity. Students are introduced to various Adobe Software packages. It uses on-line modules developed by the Cisco Academy program.

*Prerequisite:* CIS 101 or higher or CSE 110 or higher or permission

4/0/0

**CIS 161 Computer Applications 3cr.**

This course presents the concepts and operations of the main components of Microsoft Office: Word, Excel and Powerpoint. Students are taught to apply these office applications to a range of business and personal problems. Students also learn application in software integration, such as: linking, embedding, and web publishing. Instructions on the use of the Internet as alternative to traditional classroom learning will also be taught, as well as the skills and strategies for finding and retrieving information on the Internet.

3/0/0 Course fee charged

**CIS 165 Network and Systems Administration 4cr.**

This course provides an advanced knowledge of networking as well as related equipment and terminologies. The course will cover local area network, wide area network, managing enterprise level networks using Active Directory and remote access. Advanced network management and environment customization techniques will be explored, including creating users/groups, managing file permissions, configuring server roles, using group policies to configure and secure the network, routine system maintenance and troubleshooting.

*Prerequisite:* CIS 101 or EET 101 or CIS 138 or permission

*Corequisite:* CIS 150

4/0/0 Course fee charged

**CIS 200 Fundamentals of Network Security 4 cr.**

This course is an introduction to network security focusing on the overall security processes with particular emphasis on hands on skills in the following areas: security policy design and management, security technologies; products & solutions; firewall and secure router design; installation; configuration; and maintenance; AAA implementation using routers and VPN implementation using routers.

*Prerequisite:* CIS 150 or CIS 165 or permission

*Corequisite:* CIS 150 or CIS 165

4/0/0

**CIS 207 Introduction to Computer Forensics 3 cr.**

This introductory course focuses on computer forensics principles and an exposure to computer technology concepts from operating systems and file types to data transmission and PDAs. Students are introduced to the foundation of electronic evidence collection and handling, as well as the role of evidence in detecting and prosecuting computer crimes; cyberterrorism; traditional and violent crimes; incident response; civil cases; fraud and information security verification. Demonstrations and hands-on investigations familiarize students with a number of relevant investigative techniques.

*Prerequisite:* CIS 138 or CIS 150 or permission

*Corequisite:* CIS 138 or CIS 150

2/2/0 Course fee charged

**CIS 208 Introduction to Cybersecurity 3 cr.**

This course introduces students to the field of cybersecurity. Students are introduced to various security topics, including: Internet security, spyware, vulnerability, virus attacks, network defense, passwords, firewalls, intrusion detection, risk management, disaster preparedness/recovery, privacy, policies and procedures, as well as mitigation strategies to potential cyber threats. Lectures and projects would be utilized to promote understanding of cyber threats and security.

*Prerequisite:* CIS 165, CIS 200

*Corequisite:* CIS 165, CIS 200

3/0/0 Course fee charged

**CIS 215 Penetration Testing Fundamentals 3 cr.**

This course is an introduction to penetration testing. It focuses on penetration testing process, methodologies, and vulnerability assessment amongst other topics. Students will be introduced to various real world penetration testing tools and procedure through hands-on lab activities. Discussion topics include: vulnerability assessment, exploitation, wired and wireless networking intrusion, spoofing and scanning.

*Prerequisite or Corequisite:* CIS 200

3/0/0

**CIS 218 Ethical Hacking Fundamentals 3 cr.**

This course introduces ethical hacking, security testing and network defense/counter measures. Students who have a good knowledge of computer and networking learn how to protect networks by using an attacker's technique to compromise network systems security. Hands-on lab activities enable students to learn how to protect network/systems by using the tools and methods used by hackers to break into networks/systems. Discussion topics include: hacker methodology and tools, how hackers operate, as well as setting up strong countermeasures to protect networks/systems.

*Prerequisite or Corequisite:* CIS 215

2/2/0

## COMPUTER SCIENCE

**CSE 110 Introduction to Computer Science I 4 cr.**

This course introduces the fundamental concepts of programming and problem solving. It focuses on simple data types, control structures, and introduction to array and string data structures and algorithms, as well as debugging techniques and the social implications of computing. It emphasizes good software engineering principles and developing fundamental programming skills in the context of a language that supports the object-oriented paradigm. The lab component provides hands-on programming experience that is vital for beginning programmers and computer science students.

*Corequisite:* MTH 130 or permission

3/2/0 FA/SP Course fee charged

**CSE 111 Introduction to Computer Science II 3 cr.**

This course builds upon the work completed in CSE 110 to introduce the fundamental concepts of data structures and the algorithms that proceed from them. It focuses on recursion, the underlying philosophy of object-oriented programming, fundamental data structures (such as queues, stacks, linked lists, hash tables, trees, and graphs), sorting and searching techniques, and the basics of algorithmic analysis. The lab component provides hands-on programming experience that is vital for beginning programmers and computer science students.

*Prerequisite:* CSE 110

2/2/0 SP Course fee charged



**CSE 135 Computer Programming and Problem Solving** 3 cr.

This is an introductory course in programming in a high-level language and its use in solving engineering, business, and scientific programs. It includes data types, control structures, functions, arrays, files, and the mechanics of running, testing, and debugging. It emphasizes the fundamentals of problem solving, software engineering techniques, and algorithm design. The lab component provides hands-on programming experience for beginning programmers and computer science students.

*Prerequisite:* MTH 130

2/2/0 FA/SP Course fee charged

**CSE 151 Introduction to JAVA** 4 cr.

This course provides an introduction to JAVA and Object Oriented programming. It focuses on simple data types; control structures; an introduction to array and string data structures; algorithms; debugging techniques; and the social implications of computing. It emphasizes good software engineering principles and developing fundamental programming skills in the context of a language that supports the object-oriented paradigm. The lab component provides hand-on programming experience that is vital for beginning programmers and computer science students.

*Prerequisite:* CIS 101 or CSE 110 or higher; MTH 095 or higher; or permission

3/2/0 Course fee charged

**CSE 210 Machine and Assembler Language Programming** 3 cr.

This course focuses on the organization of digital computers, buses, registers, processors, I/O, memory systems, and paged memory. It also covers instruction sets and execution, addressing modes, and assembly language programming, including subroutines, co-routines, interrupts, and traps.

*Prerequisite:* CSE 110

3/0/0 Course fee charged

**CSE 213 Database Systems** 3 cr.

This course serves as an introduction to the theory of database design and database programming. It focuses on data models (E/R, relational, and object oriented), dependencies, constraints, normalization, relational algebra, and SQL.

*Prerequisite:* MTH 130 or MTH 141

3/0/0 Course fee charged

**CSE 215 Programming Languages** 3 cr.

This course introduces the conceptual study of programming language syntax, semantics, and implementation. It includes language definition structure; data types and structures; control structures; data flow; declarative forms; functional forms; concurrency; objects; scoping and binding; inheritance; and interpretation.

*Prerequisite:* CSE 111

3/0/0 Course fee charged

**CSE 225 Computer Organization** 3 cr.

This course introduces the computer system structure and organization. It emphasizes representation of information; circuit analysis and design; process or architecture, and input/output.

*Prerequisite:* CSE 210

3/0/0 Course fee charged

**CONSTRUCTION MANAGEMENT**

**CON 101 Building Materials and Construction Methods** 3 cr.

This introductory course provides an understanding of the fundamentals of residential and commercial construction materials and practices. Students gain an understanding of the types of construction, structural design requirements, and the properties of common construction materials such as wood, concrete, iron, and steel.

*Prerequisite:* MTH 075 or equivalent, college reading level and writing level

3/0/0

**CON 102 Building Materials and Construction Methods II** 3 cr.

This course is a second level course covering the advanced topics of building materials and construction methods in residential and commercial construction applications. Building on the competencies of CON 101, students will continue to develop their knowledge base of the most common building materials in use and their interrelationship in a construction project.

*Prerequisite:* CON 101

3/0/0

**CON 210 Estimating** 3 cr.

This course provides students with an understanding of the estimating procedures and techniques used for developing budgets and schedules to meet the performance requirements of the construction project. Students learn how to estimate labor, raw material, and capital equipment cost to develop meaningful construction budgets and schedules.

*Prerequisite:* CON 202

3/0/0 Course fee charged

**CON 220 Understanding Construction Drawings** 3 cr.

This course is an introductory course covering the fundamentals of interpreting construction drawings. Students will learn how to examine a variety of construction documents, including drawings, details, graphic standards, sections, and quantities for competitive bidding of projects.

*Prerequisite:* CON 101

3/0/0

**CRIMINAL JUSTICE**

**CRJ 101 Introduction to Criminal Justice** 3 cr.

This course is an introduction to the philosophy and development of the system for dealing with social deviancy through criminal justice. It focuses on the concepts, agencies, and institutions involved in the administration of criminal justice.

3/0/0 FA/SP

**CRJ 102 Police Operations and Procedures** 3 cr.

This course is a survey of the role of traffic, investigative, juvenile, vice, and other specialized units within law enforcement agencies. It focuses on the line activities of law enforcement agencies with emphasis on the patrol function and the prevention of crime.

3/0/0 FA/SP

**CRJ 103 Introduction to the Correctional System** 3 cr.

This course is an introduction to the entire correctional system from law enforcement through the administration of justice, probation, parole, prison system, and correctional institutions.

3/0/0 FA/SP

**CRJ 106 Introduction to Court Systems** 3 cr.

This course is an overview of the criminal courts and their role within the criminal justice system. It examines some civil aspects of the court system and their interconnection with the criminal courts. It analyzes historical and current data regarding the structure and theory of criminal courts and investigates and questions criminal procedure and the dynamics of criminal court processes.

3/0/0

**CRJ 111 Criminal Law** 3 cr.

This course examines fundamental provisions and underlying assumptions of criminal law. It focuses on principles and doctrines, crimes against the person, crimes against property and habitation, and crimes against public order.

*Prerequisite:* CRJ 101

3/0/0 FA/SP

**CRJ 113 Criminal Investigation** 3 cr.

This course is a survey of the fundamentals of criminal investigation theory and history. The student follows evidence from the crime scene to the courtroom with emphasis on techniques appropriate to specific crimes.

3/0/0

**CRJ 114 Criminalistics** 3 cr.

This course focuses on the collection, identification, preservation, and transportation of physical evidence. It emphasizes examination of physical evidence within the investigator's resources and demonstration of laboratory criminalistics.

3/0/0

**CRJ 119 Terrorism and Weapons of Mass Destruction 3 cr.**

The focus of this course will be on Terrorism with an emphasis on Weapons of Mass Destruction (WMD), how they are used to intimidate our society. Students will learn how the Department of Homeland Security gathers intelligence and how that intelligence is shared. The student will become familiar with (CBRNE) chemical, biological, radiological, nuclear and explosive delivery systems, and potential targets. Students will participate in structural labs/tabletop exercises that will test the student's capability to identify a threat based on recent and historical information obtained from the scene of an incident.

3/0/0

**CRJ 203 Legal Rights of the Convicted 3 cr.**

This course examines the legal rights of the convicted offender in the criminal justice system. It focuses on the legal aspects of conviction and sentencing together with the legal rights of probationers, prison inmates, and parolees.

3/0/0

**CRJ 213 Arson Investigation 3 cr.**

This course introduces the study of arson, types of incendiary fires and laws covering arson; methods of determining fire causes, recognizing and preserving evidence; and interviewing and detaining witnesses.

3/0/0

**CRJ 217 Juvenile Delinquency 3 cr.**

This course examines the development and philosophy of dealing with juvenile delinquency, youth crime, and youth victimization through the juvenile justice system. It examines the role of probation, treatment approaches, and the Juvenile Justice Commission.

3/0/0 FA/SP

**CRJ 218 Introduction to Private Security 3 cr.**

This course examines the systems and organization of security with primary emphasis on the private sector. It focuses on historical and philosophical perspectives of security and compares the public and private sectors. It concentrates on contemporary issues in security including legal authority, the branches and functions of security in multiple industry and institutional settings, and the growing function of the private sector investigator.

3/0/0

**CRJ 219 Organized Crime 3 cr.**

This course examines and analyzes the theory on organized crime and terrorism; the controversy surrounding the phenomenon; and efforts at control. It focuses on the historical aspects; the structural components of various defined groups; the economic theory and business practices; and the sociological and criminological theory as it relates to current regional organized crime groups.

3/0/0

**CRJ 220 Independent Study in Criminal Justice 3 cr.**

This course is for in-service police officers and pre-service students. The student is required to work in a local police department or other agencies within the criminal justice system and/or pursue an extensive study of some aspect of the criminal justice system through research, observation, or extended reading. It requires a demonstration of scholarly achievement.

*Prerequisite:* 30 credits, 2.8 GPA, ENG 101, CRJ 101, Student/College agreement  
3/0/0

**CRJ 221 Large Scale Incident Management 3 cr.**

This course will explore the role of first responders and the creation of a unified command capable of dealing with multiple responses. Areas of instruction will include shelter vs. evacuation, jurisdiction of agencies, and Critical Incident Stress Management. Students will participate in table-top exercises and operational planning scenarios.

3/0/0

## **CULINARY ARTS**

**CUL 107 Culinary Arts 4 cr.**

This introductory course in food preparation includes instruction and practice in sanitation, safety, tools, equipment, basic cooking principles, recipes, menus, work preparation, stocks, sauces, soups, meats, and poultry. This course also includes instruction and practice in the production of seafood; vegetables; potatoes and starches; garnish; international cuisine; and basic baking principles.

*Corequisite:* FSM 125

1/6/0 FA/SP Course fee charged

**CUL 110 Introduction to Commercial Baking 3 cr.**

This course provides students with a general introduction to commercial baking and baking additives. Additionally, the importance of the proper scaling of ingredients and following instructions will be emphasized.

1/4/0 Course fee charged

**CUL 122 Techniques and Traditions 4 cr.**

This course will cover the major cuisines of the world in a very broad and general overview. Each week covers a different geographical region and explores both general history and culinary aspects of the culture. Each week will include menus specifically for that region. Students will learn a variety of cooking methods and styles.

*Prerequisite:* FSM 125, CUL 107

1/6/0 Course fee charged

**CUL 125 Foundations of Professional Baking - Baking I 3 cr.**

This fundamental course in baking includes instruction and practice in sanitation; safety; tools; equipment; basic baking principles; recipes; recipe conversions; weights and measures; yeast doughs; artisan breads; quick breads; doughnuts; fritters; pancakes; waffles; basic syrups; creams; sauces; pastry basics; and pies.

*Prerequisite:* FSM 125

2/3/0 Course fee charged

**CUL 160 Patisserie – Baking II 4 cr.**

This course in desserts includes instruction and practice in the preparation of tarts, special pastries, cakes, icings, cake decorating, special cakes, cookies, custards, puddings, mousses, soufflés, an introduction to frozen desserts, and fruit desserts.

*Prerequisite:* CUL 125, FSM 125

1/6/0 Course fee charged

**CUL 200 Vegetarian Cuisine 3 cr.**

This course in vegetarian food preparation includes instruction and practice in techniques, plate presentation, menu planning and terminology.

*Prerequisite:* CUL 107, FSM 125

2/3/0 Course fee charged

**CUL 203 Garde Manger 4 cr.**

This culinary arts production course is designed to develop practical necessary skills for students to work in cold kitchen or garde manger positions in foodservice operations. An overview on the preparation of classical garde manger techniques, salad and salad dressings, sandwiches, cured and smoked meats; sausage; terrines and pates; canapes; hors d'oeuvres, cold soups; vegetable and fruit displays; basic cheese knowledge; and buffet presentation.

*Prerequisite:* FSM 125, CUL 107

1/6/0 Course fee charged

**CUL 206 Italian Traditions and American Regional Cuisine 4 cr.**

This course in the Italian and American traditions is an intensive experience in classical and authentic Italian and American foods and culture. Since "Italian cuisine" is actually a composite of foods of Italian regions (20), many towns and many households, this course will stress the importance of understanding the term "Regional Cuisine." Likewise, students will gain an understanding in American cuisine by examining the history, diverse cultures and regional culinary traditions of the evolving United States from Native American and first settlers to the present. Throughout this course students will be presented with a variety of authentic Italian and American ingredients, terms, preparations and recipes.

*Prerequisite:* FSM 125, CUL 107

1/6/0 Course fee charged

**CUL 211 Purchasing and Menu Planning 3 cr.**

This course will prepare students to plan, evaluate and purchase everything that is needed to produce a set menu, including smallwares and equipment. The course will also prepare students to evaluate vendors and determine suitability by price, service, and product line.

1/6/0

**CUL 216 A la Carte 3 cr.**

This course is designed to introduce students to the operation of a full service restaurant serving à la Carte menus. Students will take orders, work cooking stations, and provide service to customers. Students will learn how to manage both the front and back of the house.

*Prerequisite:* Permission of Instructor  
2/3/0 Course fee charged

**CUL 230 Culinary Arts Practicum 3 cr.**

This work experience course consists of supervised on-the-job learning experiences at college-approved work sites. This includes at least 320 hours in planned activities in cooking, food preparation, and related duties. Students also develop a personal portfolio.

*Prerequisite:* Completion of 15 CUL credits, FSM 125 and permission of CUL Director  
0/0/10 Course fee charged

**CUL 235 Advanced Baking – Baking III 4 cr.**

This course will provide experience with fine decorating; showpieces; advanced dessert design; holiday themed desserts; cake decorating; and sugar and marzipan sculpture.

*Prerequisite:* CUL 125, CUL 160, FSM 125  
1/6/0 Course fee charged

**CUL 240 Confectionary Arts and Plated Desserts 4 cr.**

This course will introduce students to the art of plated desserts and confections. The course will cover design, flavor profile, costing, presentation and feasibility for restaurant service of plated desserts. In addition, this course will provide an overview of the basic confectionary arts, including sugar candies; molded and filled chocolate; and packaging and product design for confections.

*Prerequisite:* FSM 125, CUL 125, CUL 160  
1/6/0 Course fee charged

**CUL 245 Café Operation and Artisanal Bread Baking 4 cr.**

This course instructs students on the basics of running a simple café that specializes in baked goods, simple soups, salads and sandwiches, and dessert and confectionary items. As part of the course requirement students will be required to bake all the café's breads, breakfast breads, and rolls. The laboratory is a café space open to the public.

*Prerequisite:* FSM 125, CUL 125, CUL 160  
1/6/0 Course fee charged

**CUL 255 Beverage Operations 3 cr.**

This course will examine the role of beverages in the operation of a successful foodservice operation. This course will cover wines, beers, spirits, coffee and tea and other non-alcoholic beverages.

*Prerequisite:* CUL 107, FSM 125  
3/0/0 Course fee charged

**CUL 270 Meat and Fish Fabrication 3 cr.**

This course will cover the fundamentals of identification, fabrication, storage, purchasing and cooking of meats, poultry, fish and shellfish. The course will also include techniques for fabricating meats and fish for professional kitchens and briefly explore both the benefits and expenses of local fabrication.

*Prerequisite:* FSM 125, CUL 107  
2/2/0 Course fee charged

**CUL 275 The Modern Kitchen 3 cr.**

This course studies the science behind modern cooking techniques. Techniques studied will include sous vide, the use of additives, texture and taste analysis, and basic scientific principles with regard to cooking methods, preservation, and the effect of cooking temperatures on food texture.

*Prerequisite:* HOS 110, CUL 125, FSM 125, MTH 075 or above  
1/6/0 Course fee charged

**DANCE****DNC 101 Introduction to Dance 3 cr.**

This course provides an elementary dance foundation in modern, ballet, jazz, hip hop, and world dance forms. It explores space, time, and energy and emphasizes individual and group dance experiences. It includes improvisation, composition, and dance movement analysis.

3/0/0

**DENTAL HYGIENE****DHY 101 Pre-Clinical Dental Health 4 cr.**

This course introduces the basic knowledge, skills and judgments necessary for prevention of diseases of the teeth and surrounding tissue. Laboratory experiences provide for practical application of the principles of comprehensive dental hygiene treatment.

*Prerequisite:* Admission to program, CPR certification.

*Corequisite:* BIO 110, BIO 111, CHE 107, CHE 108, DHY 110, DHY 120, DHY 130  
3/8/0 Course fee charged

**DHY 110 Dental Head and Neck Anatomy 3 cr.**

This course presents the basic structures of the oral cavity, including the nomenclature, structure, morphology, and function of the teeth. It emphasizes the clinical appearance of the anatomical features of the teeth and points out relationships to adjacent teeth, opposing teeth, and surrounding tissue. It also covers the configuration and function of gross structures of the head and neck and emphasizes the importance of anatomical concepts.

*Prerequisite:* Admission to program, CPR certification.

*Corequisite:* BIO 110, BIO 111, CHE 107, CHE 108, DHY 101, DHY 120, DHY 130  
3/0/0 Course fee charged

**DHY 120 Dental Radiology 3 cr.**

This course integrates the didactic, laboratory, and clinical principles of dental radiography. It covers x-ray production, processing, intra- and extra-oral techniques, quality assurance, utilization of radiographic selection criteria, radiographic interpretation, radiation biology and safety, and infection control and hazardous waste disposal. It provides laboratory experiences which progress from mannequin simulation to assigned patients in order to explore clinical applications.

*Prerequisite:* Admission to Program, CPR certification (current)

*Corequisite:* BIO 110, BIO 111, CHE 107, CHE 108, DHY 101, DHY 110, DHY 130  
2/0/3 Course fee charged

**DHY 130 Medical and Dental Emergencies 1 cr.**

This course emphasizes the importance of emergency prevention. It prepares students to recognize and manage medical emergencies that may occur in the dental environment.

*Prerequisite:* Admission to program, CPR certification (current)

*Corequisite:* Bio 110, BIO 111, CHE 107, CHE 108, DHY 101, DHY 110, DHY 120  
1/0/0



**DHY 140 Oral Embryology and Histology** 2 cr.

This course provides a conceptual framework for understanding the growth and development of oral structures as well as an overview of the perinatal events that begin their growth. It focuses on the microscopic structures of the oral tissues, growth and development of the face and oral cavity. It also covers the development of the deciduous and permanent dentition, including common disturbances and anomalies.

*Prerequisite:* BIO 110, BIO 111, CHE 107, CHE 108, DHY 101, DHY 110, DHY 120, DHY 130  
*Corequisite:* BIO 114, BIO 115, BIO 155, BIO 156, ENG 101, DHY 151  
2/0/0

**DHY 151 Clinical Services I** 4 cr.

This course focuses on information about oral physiotherapy, fluoride, treatment planning, adjunctive instrumentation, hypersensitivity, and air abrasive systems. There are examinations of case studies with respect to treatment planning, behavior modification strategies; and adult and pediatric preventive counseling. It requires clinical practice. Students must demonstrate advanced techniques of dental hygiene treatment.

*Prerequisite:* BIO 110, BIO 111, CHE 107, CHE 108, DHY 101, DHY 110, DHY 120, DHY 130  
*Corequisite:* BIO 114, BIO 115, BIO 155, BIO 156, DHY 140, ENG 101, DHY 160  
3/0/12 Course fee charged

**DHY 160 Periodontology I** 2 cr.

This course focuses on the basic concepts of the anatomy and pathology of the periodontium. It examines in depth classification, etiology, and treatment of periodontal disease. It integrates correlation of the relationship of the histopathologic changes of the supporting structures of the teeth by using case-based clinical studies.

*Prerequisite:* BIO 110, BIO 111, CHE 107, CHE 108, DHY 101, DHY 110, DHY 120, DHY 130  
*Corequisite:* BIO 114, BIO 115, BIO 155, BIO 156, DHY 140, DHY 151, ENG 101  
2/0/0

**DHY 200 Dental Pharmacology and Pain Control** 2 cr.

This course introduces pharmacology and methods of pain control as it relates to the practice of dentistry. It focuses on adverse drug reactions; pharmacological effects; and their usual indications and contraindications. It emphasizes the clinical application of topical and local anesthesia. It discusses systemic toxicity and local complications to prepare students for the prevention and management of emergencies that may develop during treatment as well as sedation methods and general anesthesia.

*Prerequisite:* BIO 114, BIO 115, BIO 155, BIO 156, DHY 140, DHY 151, ENG 101  
*Corequisite:* DHY 222, PSY 101  
2/0/0

**DHY 201 Clinical Services II** 4 cr.

This course allows students the opportunity to demonstrate advanced treatment techniques relative to the dental hygiene appointment in the clinical setting. It emphasizes skills in oral physiotherapy, treatment planning, behavior modification strategies, adult and child preventive counseling, and adjunctive instrumentation.

*Prerequisite:* DHY 160, DHY 200, DHY 222, PSY 101  
*Corequisite:* CHE 210, DHY 210, DHY 220, DHY 241; MTH 107  
3/0/12 Course fee charged

**DHY 210 Periodontology II** 2 cr.

This course builds on the information presented in DHY 160. It focuses on current information on clinical and adjunctive home care aids, as well as a variety of treatment modalities. It also presents surgical options, including implants. It requires student case presentations which cover complete charting; review of medical and dental histories; radiographs and/or study models; record of treatment; patient compliance; and recommended maintenance schedules.

*Prerequisite:* DHY 160, DHY 200, DHY 222, PSY 101  
*Corequisite:* CHE 210, DHY 201, DHY 220, DHY 241; MTH 107  
2/0/0

**DHY 220 Oral Pathology** 3 cr.

This course investigates the study of abnormalities in morphology and function. It focuses on the cellular level first, including cellular alterations and response. It centers its approach on etiology; pathogenesis; clinical and microscopic signs and symptoms; differential diagnosis; treatment; follow-up and prognosis with emphasis on those lesions most frequently encountered. It focuses on the recognition of pathological conditions, both systemic and oral, as well as their risk factors so appropriate precautions and/or treatment may be taken.

*Prerequisite:* DHY 160, DHY 200, DHY 222, PSY 101  
*Corequisite:* CHE 210, DHY 201, DHY 210, DHY 241; MTH 107  
3/0/0

**DHY 222 Local Anesthesia** 1 cr.

This course is designed to prepare the student to provide local anesthesia to patients requiring pain management during the course of dental hygiene treatment. This course will provide the fundamental knowledge of choosing the appropriate agent, selection of injection, administering local anesthesia, and health history evaluation to avoid potential complications.

*Prerequisite:* DHY 101, DHY 110, DHY 130, DHY 140, DHY 151, DHY 160  
*Corequisite:* DHY 200  
2/1/1/ Course fee charged

**DHY 240 Dental Public Health** 3 cr.

This course prepares students to provide patient education to individuals and groups, focusing on a holistic approach. It covers the development, implementation, and evaluation of dental health education programs in a variety of settings through analysis of patient lifestyle, values, behavior, and environment.

*Prerequisite:* CHE 210, DHY 201, DHY 210, DHY 220, DHY 241; MTH 107  
*Corequisite:* DHY 251, SOC 101, SPE 102  
3/0/0 Course fee charged

**DHY 241 Supportive Therapies** 3 cr.

This course provides lecture and laboratory experiences to apply the theory, techniques and applications of dental material manipulation to the clinical arena. All delegable expanded functions as outlined in the New Jersey Dental Auxiliaries Practice Act will be emphasized and taught to clinical competency. Exploration of the Dental Hygienists' role in Dental specialty practice is included.

*Prerequisite:* DHY 200, DHY 222, PSY 101  
*Corequisite:* DHY 201, DHY 210, DHY 220, CHE 210, MTH 107  
2/2/2 Course fee charged

**DHY 251 Clinical Services III** 4 cr.

This capstone course offers an integrative clinical approach to the provision of patient care services. It emphasizes the honing of clinical skills, the synthesis of prior learning, and application to the delivery of care. It covers practice management and its application to the business of dental hygiene to prepare students for the modern workforce and its various demands.

*Prerequisite:* CHE 210, DHY 201, DHY 210, DHY 220, MTH 107  
*Corequisite:* DHY 240, DHY 241, SOC 101, SPE 102  
3/0/12 Course fee charged

## DIAGNOSTIC MEDICAL SONOGRAPHY

### DMS 101 Introduction to Sonography 2 cr.

Introduces the diagnostic foundations of diagnostic medical sonography, including terminology; scan plane orientations; anatomical relationships; departmental administrative operations; hospital organization; HIPPA regulations; blood and fluid precautions; and basic patient care principles.

*Prerequisite:* Acceptance in Program, BIO 110, BIO 111, HIT 105, PHY 107

*Corequisite:* DMS 102, DMS 103, BIO 114, BIO 115, PSY 101, ENG 101

2/0/0 FA Course fee charged

### DMS 102 Cross-sectional Anatomy 2 cr.

This course will require the student to study sectional anatomy of the body in the transverse, longitudinal and coronal planes. Emphasis will be placed on the vessels and organs imaged sonographically. There will also be correlation of the anatomy to sonographic images.

*Prerequisite:* Acceptance in Program, BIO 110, BIO 111, HIT 105, PHY 107

*Corequisite:* DMS 101, DMS 103, BIO 114, BIO 115, PSY 101, ENG 101

2/0/0 FA Course fee charged

### DMS 103 Ultrasound Abdomen 2 cr.

This course will give the student a comprehensive understanding of the pathological processes that may affect the abdominal organs. Diseases of the liver, biliary tract, pancreas, urinary system, spleen, gastrointestinal tract, retro peritoneal and gynecological structures are included in this discussion along with correlation of sonographic images.

*Prerequisite:* Acceptance in Program, BIO 110, BIO 111, HIT 105, PHY 107

*Corequisite:* DMS 101, DMS 102, BIO 114, BIO 115, PSY 101, ENG 101

2/0/0 FA Course fee charged

### DMS 104 Ultrasound OB/GYN I 2 cr.

This course will prepare the student to perform sonograms of the female pelvis, encompassing both gynecological and obstetrical examinations. This course consists of normal pelvic anatomy and pathological processes in the first trimester to include menstrual cycle and embryology. Cross sectional anatomy of these structures and their sonographic and clinical activities in DMS 120.

*Prerequisite:* DMS 101, DMS 102, DMS 103, BIO 114, BIO 115, PSY 101, ENG 101

*Corequisite:* DMS 110, DMS 120, SOC 101, PHI 101, MTH 107, ENG 102

1/3/0 SP Course fee charged

### DMS 110 Ultrasound Physics I 2 cr.

This course will discuss and solve mathematical problems associated with human tissue, basic instrumentation and scanning technology.

*Prerequisite:* DMS 101, DMS 102, DMS 103, BIO 114, BIO 115, PSY 101, ENG 101

*Corequisite:* DMS 104, DMS 120, MTH 107, ENG 102, SOC 101, PHI 101

2/0/0 SP Course fee charged

### DMS 120 Abdominal Lab Practicum 1 cr.

This course is designed to develop the student's ultrasonic skills in the campus laboratory. Students will get accustomed to performing sonographic examinations by practicing proper scanning ergonomics; applying gel; scanning techniques; scanning protocols; and locating and identifying normal anatomy.

*Prerequisite:* DMS 101, DMS 102, DMS 103, BIO 114, BIO 115, PSY 101, ENG 101

*Corequisite:* DMS 104, DMS 110, ENG 102, MTH 107, SOC 101, PHI 101

0/3/0 SP Course fee charged

### DMS 205 Ultrasound OB/GYN II 3 cr.

This course will prepare the student to perform sonograms of the female pelvis, encompassing both gynecological and obstetrical examinations. This course consists of normal and abnormal anatomy throughout the second and third trimesters of pregnancy. Cross sectional anatomy of these structures and their appearances on the sonogram will be discussed. Fetal abnormalities, high-risk pregnancies and maternal disease will also be correlated to the sonographic examination. Classroom instruction will be coordinated with lab and clinical activities in the DMS 221.

*Prerequisite:* DMS 104, DMS 110, DMS 120, PHI 101, SOC 101, MTH 107, ENG 102

*Corequisite:* DMS 211, DMS 221, DMS 224

2/3/0 SU Course fee charged

### DMS 206 Diagnostic Imaging 3 cr.

This course represents the clinical component of the student experience for this semester. Certain lab activities and clinical procedures are designed to develop the student's scanning skills. Classroom instruction will be coordinated with certain lab and clinical activities in the DMS 222.

*Prerequisite:* DMS 205, DMS 211, DMS 221, DMS 224

*Corequisite:* DMS 207, DMS 222, DMS 225

2/3/0 FA Course fee charged

### DMS 207 Ultrasound Vascular 3 cr.

This course will provide the student with an understanding of the uses of Doppler and color ultrasound in the diagnostic evaluation of vascular disease. Instruction will include a discussion of the principles of Doppler physics and instrumentation; hemodynamics; imaging protocols; and proper scanning techniques for performing DVT and carotid artery studies.

*Prerequisite:* DMS 205, DMS 211, DMS 221, DMS 224

*Corequisite:* DMS 206, DMS 222, DMS 225

2/3/0 FA Course fee charged

### DMS 211 Ultrasound Physics II 2 cr.

This course will provide the student with a practical understanding of the principles of ultrasound physics as it applies to diagnostic medical imaging. The course material will focus on physical principles of sound energy; transducer and equipment design; sound productions/transmission/attenuation; imaging artifacts; and safety/biological effects.

*Prerequisite:* DMS 104, DMS 110, DMS 120, PHI 101, SOC 101, MTH 107, ENG 102

*Corequisite:* DMS 205, DMS 221, DMS 224

2/0/0 SU Course fee charged

### DMS 221 Clinical Practicum I 2 cr.

This course was designed to integrate the didactic education into the clinical environment which may include scanning on campus laboratories, private office settings, as well as hospital rotations. Students will scan abdominal, pelvic, obstetrical and superficial structures.

*Prerequisite:* DMS 104, DMS 110, DMS 120, PHI 101, SOC 101, MTH 107, ENG 102

*Corequisite:* DMS 205, DMS 211, DMS 224

0/0/24 SU Course fee charged

### DMS 222 Clinical Practicum II 2 cr.

This course was designed to develop the student's ultrasonic skills in a clinical environment; and may include scanning on campus laboratories, private office settings, as well as hospital rotations. Includes experience in abdominal, pelvic, obstetrical and small parts scanning.

*Prerequisite:* DMS 205, DMS 211, DMS 221, DMS 224

*Corequisite:* DMS 206, DMS 207, DMS 225

0/0/24 FA Course fee charged



**DMS 223 Clinical Practicum III 3 cr.**

This course was designed to develop the student's ultrasonic skills in a diagnostic environment; and may include scanning on campus laboratories, private office settings, as well as hospital rotations. Includes experience in abdominal, pelvic, obstetrical and small parts scanning.

*Prerequisite:* DMS 206, DMS 207, DMS 222, DMS 225

*Corequisite:* DMS 226

0/0/36 SP Course fee charged

**DMS 224 Sonographic Interpretations I 2 cr.**

This course will prepare the student for clinical practice and the registry exams. The student will hear lectures given by experienced sonographers and physicians on ultrasound related topics. The student will review case studies, testing his/her diagnostic skill in identifying a wide range of abnormalities.

*Prerequisite:* DMS 104, DMS 110, DMS 120, MTH 107, PHI 101, SOC 101, ENG 102

*Corequisite:* DMS 205, DMS 211, DMS 221  
1/3/0 SU Course fee charged

**DMS 225 Sonographic Interpretations II 2 cr.**

This course will prepare the student for clinical practice and the registry exams. The student will hear lectures given by experienced sonographers and physicians on ultrasound related topics. The student will review case studies, testing his/her diagnostic skill in identifying normal anatomy, common variants and pathology. Student will present sonographic cases to the class for discussion.

*Prerequisite:* DMS 205, DMS 211, DMS 221, DMS 224

*Corequisite:* DMS 206, DMS 207, DMS 222  
1/3/0 FA Course fee charged

**DMS 226 Sonographic Interpretations III 2 cr.**

This course will prepare the student for clinical practice and the registry exams. The student will hear lectures given by experienced sonographers and physicians on ultrasound related topics. The student will review a series of studies of ultrasound procedures, testing his/her diagnostic skill in identifying a wide range of abnormalities. Finally, the student will be required to take a series of registry-like examinations on each major area of study.

*Prerequisite:* DMS 206, DMS 207, DMS 222, DMS 225

*Corequisite:* DMS 223

1/3/0 SP Course fee charged

**DRAFTING AND DESIGN TECHNOLOGY****DDT 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

**ECONOMICS****ECO 203 Principles of Microeconomics 3 cr.**

This course focuses on basic economic principles with particular emphasis on microeconomic theory and problems. It covers graphs, supply, demand, the price system, resource allocation, distribution of income, socioeconomic problems, international trade, economic development, and comparative economic systems.

3/0/0 FA/SP/SU

**ECO 204 Principles of Macroeconomics 3 cr.**

This course is an introduction to the economic institutions of our society. It focuses on supply, demand, business organization, income, social security, management-labor relations, taxation, money and banking, consumption, savings and investments. It applies these concepts and their interrelationships to problems such as economic activity, employment and unemployment, and inflation and public policies.

3/0/0 FA/SP/SU

**EDUCATION****EDU 105 Teaching as a Profession 3 cr.**

This course addresses the professional characteristics and historical development of teaching as a profession. It discusses the role of the teacher, lesson preparation, and other issues facing teachers. It also provides an overview of select teacher education programs.

3/0/0

**EDU 112 Historical Foundations of American Education 3 cr.**

This course is a study of the historical and philosophical foundations of American education. It examines current trends and issues in education including but not limited to educational reform, diversity in the classroom, instructional approaches, and school effectiveness.

3/0/0

**ELECTRONICS ENGINEERING TECHNOLOGY****EET 101 Introduction to Electronics 3 cr.**

This course explores the fields of electronics and computers for those who have no experience in these fields. It includes circuit components, Ohm's Law, basic DC and AC circuits, an introduction to power supplies, transistor and integrated circuit amplifiers, and opto-electronic communications. Laboratory experiments cover these topics and verify lecture theory. The laboratory also introduces measurement techniques using a multimeter, function generator, oscilloscope, and computer simulation using circuit analysis software.

*Prerequisite:* High school algebra or MTH 075

*Note: EET 101 cannot be taken after passing*

*EET 121*

2/2/0 FA/SP Course fee charged

**EET 111 Electronic Computer Graphics 3 cr.**

This course uses computer software to perform computer aided drafting software related to the electronic industry. It covers electronic block diagrams, schematics, parts list, and production drawings. Printed circuit board design topics include layout, trace routing, assembly and hole drill drawings.

2/2/0 Course fee charged

**EET 121 Circuits I** 4 cr.

This course focuses on the basic principles of direct and alternating current and on the properties of passive electrical components. It covers atomic theory, current, voltage, resistance, resistive networks, network theorems, work power, capacitance, inductance and transformers. Laboratory exercises include building circuits from schematics, using laboratory equipment to make measurements, and to verify theory. Circuit analysis software is used to simulate and verify the laboratory analysis where appropriate.

*Prerequisite:* EET 101 or permission

*Corequisite:* MTH 130

3/3/0 FA/SP Course fee charged

**EET 131 Solid State Devices** 4 cr.

This course introduces the characteristics, operation, and application of solid state devices including diodes and bipolar and MOS field effect transistors. It covers diodes; power supplies; the transistor switch; and DC and AC analysis of various types of amplifiers. These include the bipolar common-emitter, common-collector, power amps, and MOS field effect transistor amplifiers. Laboratory experiments cover the course topics and verify lecture theory.

*Prerequisite:* EET 121 and MTH 130

3/3/0 Course fee charged

**EET 141 Digital Circuits** 4 cr.

This course introduces the theory and design of logic circuits used in computers and other digital instruments. It covers digital systems, binary numbers, binary logic gates, combinatorial logic and simplification techniques; combinatorial logic functions; flip-flops, sequential logic functions; finite state machines, memories and Programmable Logic Devices. It uses computer-base development and simulation tools to develop and test digital circuits and includes a final project and oral presentation.

*Prerequisite or Corequisite:* EET 121

3/3/0 Course fee charged

**EET 210 IT Essentials: A+** 4 cr.

This course is an in-depth exposure to information technology and data communications. Students develop the necessary skills to enter this field by building a computer, installing the operating system, adding peripherals, and connecting the computer to a local area network and to the Internet. This course helps students prepare for CompTIA's A+ certification exam.

*Prerequisite:* EET 101

3/3/0 Course fee charged

**EET 222 Circuits II** 3 cr.

This course covers the fundamentals of AC electrical circuits. It focuses on series/parallel RLC circuits, voltage and impedance phasor diagrams, power in AC circuits, filters, resonance, frequency Response, and BODE plots. There is a final project with a written report and an oral presentation.

*Prerequisite:* EET 121, MTH 130

2/3/0 Course fee charged

**EET 232 Analog Integrated Circuits** 4 cr.

This course focuses on the characteristics and applications of analog integrated circuits including operational amplifiers and specialized linear integrated circuits. It investigates circuits including inverting, non-inverting and differential amplifiers, non-linear circuits, active filters, equalizers, oscillators, timers, and power supply regulator IC's. Laboratory experiments cover the course topics and verify lecture theory. Circuit analysis software is used to simulate and verify the laboratory analysis where appropriate.

*Prerequisite:* EET 121

3/3/0 Course fee charged

**EET 242 Microprocessor Systems** 4 cr.

This course examines microcomputer programming, analysis, and troubleshooting for real-time applications. The major emphasis is the verification of student-assembled programs that use both serial and parallel input-output devices on a microcomputer system. It includes numbering systems, microprocessor unit, memory, input/output, instruction sets, addressing modes, assembler techniques, systems configuration, hardware, subroutines, and example programs. There is a final project with a written report and oral presentation.

*Prerequisite:* EET 141 and CSE 110 or permission from instructor

3/3/0 Course fee charged

**EMERGENCY MEDICAL SERVICES****EMS 101 Basic Emergency Medical Technician** 8 cr.

This course will cover all aspects of pre-hospital care and special circumstances that may be encountered. Students will be required to perform a 10 hour hospital observation rotation prior to the end of this course. Skills that will be learned during the course are: spinal immobilization; respiratory care; care of the pediatric patient; and care of the trauma patient. The following programs will also be covered in the course: IMS 100/700; Haz-Mat Awareness and CBRNE Awareness. Students successfully completing the course and the NJ Department of Health exam are certified as emergency medical technicians.

*Prerequisite:* CPR for Professional Rescuers

8/0/0

**ENERGY MANAGEMENT****NRG 101 Introduction to Energy Management** 3 cr.

This course defines the need for energy management as an integral part of society at all levels. Students will understand basic energy accounting and analysis protocol. The course will also present the various vocational opportunities available to energy management students through lectures, video and guest speakers.

3/0/0

**NRG 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 spreadsheets to consider total cost-benefits over the life of the investment.

*Prerequisite:* SST 110 or permission

2/3/0 Course fee charged

**ENGINEERING****EGR 103 Fundamentals of Engineering Design** 3 cr.

This course involves interdisciplinary teams of students working on engineering design projects. Electronic and mechanical topics along with schematic drawing software are incorporated in lecture and lab modules, and are designed to give students the skills to design, build, document, and present a working project. Projects have elements of Electronic and Mechanical Engineering design. Each team prepares a written report, gives an oral presentation, and demonstrates their project.

*Prerequisite or Corequisite:* ENG 101

3/3/0 Course fee charged

**EGR 110 Design Computer Graphics I** 3 cr.

This course covers beginning to intermediate AutoCAD with emphasis on the AutoCAD language over drafting principles. All projects use AutoCAD software.

2/2/0 Course fee charged

**EGR 113 Design Computer Graphics II** 3 cr.

This course covers advanced AutoCAD techniques. It covers orthographic projection; isometric projection; sections; auxiliary views; three-dimensional detailed drawings and engineering design projects. All projects involve use of the AutoCAD software.

*Prerequisite:* EGR 110

2/2/0 Course fee charged

**EGR 201 Engineering Statics 3 cr.**

This course focuses on the fundamental principles of engineering mechanics including statics of particles and rigid bodies in two and three dimensions. It covers mathematical analysis as applied to the study of trusses, frames, and machines; frictional forces; distributive forces; center of gravity and moment of inertia; as well as methods of virtual work. The free-body diagram approach and vector analysis methods are used.

*Prerequisite:* MTH 118

3/0/0

**EGR 202 Engineering Dynamics 3 cr.**

This course focuses on forces and motion including kinematics of particles; kinetics of particles analyzed using Newton's Second Law and energy and momentum methods; systems of particles; kinematics of rigid bodies, plane motion of rigid bodies analyzed using energy and momentum methods; kinetics of rigid bodies in three dimension, and mechanical vibration.

*Prerequisite:* EGR 201, MTH 119

3/0/0

**EGR 203 Surveying 3 cr.**

This basic course will teach the use of the level, transit, tape, linear measurements, leveling contours, traverses, and construction surveying will be demonstrated. Field and office work, site planning and computerized traverses will be studied.

*Prerequisite:* MTH 130 or permission

2/2/0 Course fee charged

**EGR 210 Design Computer Graphics III 3 cr.**

This course continues to develop the skills learned in EGR 113. It uses the advanced capabilities of AutoCAD for drafting and design to create complex three-dimensional models. It focuses on the application of solid modeling and rendering techniques and applies them to an advanced design concept.

*Prerequisite:* EGR 113

2/2/0 Course fee charged

**EGR 212 Material Science and Engineering 3 cr.**

This course provides students with an introduction to material science and engineering. Students will apply the basics of chemistry, such as atomic bonding, to develop an understanding of the structure-property relationships in materials. Materials designed for mechanical, electrical, and optical applications will be studied.

*Prerequisite:* CHE 115

3/0/0

**EGR 220 Advanced CADD Project 3 cr.**

This course is designed so a student selects and completes one or more projects throughout the semester. The student selects, with the approval of the instructor, an industrial application. The student prepares a formal proposal and a final project report based on the completed project.

*Prerequisite:* EGR 210

2/2/0 Course fee charged

**ENGLISH****ENG 055 Intensive Basic Composition 4 cr.\***

This course is intensive and highly tutorial, designed to prepare students for College Composition I and to help develop basic composition skills. It focuses on sentence recognition, standard mechanics and usage, and coherent paragraph development through speaking, listening, reading, and writing activities.

*\* Credits do not apply toward graduation.*

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

4/0/0 FA/SP Course fee charged

**ENG 075 Fundamentals of Composition 4 cr.\***

This course in composition reinforces students' abilities to focus and develop organized, relevant support for a topic and to maintain standard usage and mechanics. Learning activities emphasize writing as process from pre-writing, composing, editing, and proofreading in paragraphs and longer papers, primarily illustration/example essays.

*\* Credits do not apply toward graduation.*

*Prerequisite:* Successful completion of ENG 055 or placement based on assessment and recommendation of an academic advisor.

4/0/0 FA/SP/SU Course fee charged

**ENG 101 College Composition I 3 cr.**

This course develops skills in expository writing. It emphasizes the writing process, organization, methods of development, and diction. It requires a research essay using the MLA documentation format.

*Prerequisite:* Successful completion of ENG 075 or assessment and completion of all required Developmental Reading or concurrent enrollment in REA 095

3/0/0 FA/SP/SU Course fee charged

**ENG 102 College Composition II 3 cr.**

This course in composition focuses on reading, analyzing, and discussing literature. It emphasizes reading skills, the expression of insights in writing, and the pleasures of reading literature.

*Prerequisite:* ENG 101 and completion of all required Developmental Reading

3/0/0 FA/SP/SU

**ENG 105 Technical Writing 3 cr.**

This course focuses on the writing skills necessary for presenting information of a technical nature. There is intensive practice through students writing reports in their own technical or engineering field.

*Prerequisite:* ENG 101

3/0/0

**ENG 106 Business Communications 3 cr.**

This course focuses on effective communication using business vocabulary and its influence on human relations in business and industry. It emphasizes instruction and practice of the form, presentation, tone, and psychology of business letters and reports.

*Prerequisite:* ENG 101 or higher

3/0/0

**ENG 251 Creative Writing 3 cr.**

This writing course focuses on the short story and/or poetry, with occasional evaluation of the work of other writers. It requires a final portfolio.

*Prerequisite:* ENG 102 or permission

3/0/0

**ENG 252 Semantics 3 cr.**

This course examines the use and impact of language in contemporary American society. It focuses on the effects of language manipulation in political, economic, and social areas. Special attention is given to the connotation of words, logical fallacies, propaganda, and doublespeak. It examines the distinction between responsible, persuasive language and exploitive language.

*Prerequisite:* ENG 102 or permission

3/0/0

**ENGLISH AS A SECOND LANGUAGE****ESL 056 Integrated ESL for Beginners 4 cr.\***

This course is designed to help non-native English speakers whose placement scores indicate limited or no ability to read, speak and write in English. Students in this course learn practical vocabulary, important English phrases, greetings, the alphabet, the English number system, fundamental grammatical concepts, and basic pronunciation.

*\* Credits do not apply toward graduation.*

4/0/0

**ESL 066 ESL Reading I 4 cr.\***

This course is for beginning non-native speakers of English. It introduces basic phonics; vocabulary development; and pre-reading and reading strategies such as topic sentence and main idea to increase reading comprehension.

*\* Credits do not apply toward graduation.*

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

4/0/0 Course fee charged



**ESL 067 ESL Reading II** 4 cr.\*

This intermediate course is for non-native speakers of English who have an understanding of basic phonics, vocabulary, and pre-reading and reading strategies such as topic sentence and main idea. It focuses on increasing reading comprehension with more intermediate vocabulary development, word and dictionary usage structural analysis, and additional pre-reading and reading strategies such as author's purpose and supporting details.

*\*Credits do not apply toward graduation.*

*Prerequisite:* ESL 066 or intermediate reading level comprehension scores based on assessment and recommendation of an academic advisor

4/0/0 Course fee charged

**ESL 068 ESL Reading III** 4 cr.\*

This advanced course is for non-native speakers of English who have an understanding of intermediate vocabulary, word usage; and reading strategies such as main idea; author's purpose; and supporting details. It focuses on increasing reading with more advanced vocabulary development, word and dictionary usage, structural analysis, and additional pre-reading and reading strategies such as outlining and inference.

*\*Credits do not apply toward graduation.*

*Prerequisite:* ESL 067 or placement based on assessment and recommendation of an academic advisor

4/0/0 Course fee charged

**ESL 074 Intermediate Intensive Grammar** 4 cr.

This intensive course is for non-native speakers of English who have elementary grammar skills. It focuses on intensive instruction of intermediate grammar and focuses on specific grammar usage problems that intermediate students typically experience.

4/0/0

**ESL 076 ESL Writing I** 4 cr.\*

This intensive course is for beginning non-native speakers of English. It introduces elementary grammar and helps students to develop basic paragraph writing skills through speaking and writing activities.

*\*Credits do not apply toward graduation.*

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

4/0/0 Course fee charged

**ESL 077 ESL Writing II** 4 cr.\*

This intensive course is for non-native speakers of English who understand paragraph development and have elementary grammar skills. It focuses on intermediate grammar and introduces the organization and development of the basic five-paragraph essay through speaking and writing activities.

*\*Credits do not apply toward graduation.*

*Prerequisite:* ESL 076 or placement based on assessment and recommendation of an academic advisor

4/0/0 Course fee charged

**ESL 078 ESL Writing III** 4 cr.\*

This intensive course is for non-native speakers of English who understand the organization and development of the five-paragraph essay and have intermediate grammar skills. It introduces advanced grammar and the refinement of longer essays through speaking and writing activities. It prepares students to enter ENG 101.

*\*Credits do not apply toward graduation.*

*Prerequisite:* ESL 077 or placement based on assessment and recommendation of an academic advisor

4/0/0 Course fee charged

**ESL 081 ESL Speech and Pronunciation I** 4 cr.\*

This basic course provides intensive drill in the phonetics and intonation uses of the English language for the non-native speaker of English. Students practice phonics and intonation uses in essential daily speech patterns to improve speaking skills and do active, guided listening of recorded materials.

*\*Credits do not apply toward graduation.*

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

4/0/0 Course fee charged

**ESL 082 ESL Speech and Pronunciation II** 4 cr.\*

This intermediate course is designed for non-native speakers of English who wish to develop more correct pronunciation with improved intonation. It addresses students' pronunciation difficulties as well as their use of idiomatic English. The intensive practice with more difficult daily and academic situations is supplemented by guided listening of recorded materials to improve listening skills in both academic and personal settings.

*\*Credits do not apply toward graduation.*

*Prerequisite:* ESL 081 or placement based on assessment and recommendation of an academic advisor

4/0/0 Course fee charged

**ESL 083 ESL Speech and Pronunciation III** 4 cr.\*

This advanced course is designed for non-native speakers of English who wish to reduce accent and develop near-native fluency with idiomatic expressions. Students focus on the organization and presentation of formal reports. It emphasizes academic language in class discussions. More advanced listening is provided and note-taking strategies are practiced to help students prepare for college-level communication demands.

*\*Credits do not apply toward graduation.*

*Prerequisite:* ESL 082 or placement based on assessment and recommendation of an academic advisor

4/0/0 Course fee charged

**ESL 093 English for TOEFL I** 4 cr.\*

The TOEFL I preparation course is designed to help students who are non-native speakers of English acquire the skills and confidence necessary to achieve a high TOEFL (Test of English as a Foreign Language) score. The TOEFL test is a requirement for admission to most four-year American colleges and universities. The Class concentrates on the four areas of the TOEFL test: listening, speaking, reading, and writing, as well as test-taking skills and strategies.

*\*Credits do not apply toward graduation.*

*Prerequisite:* ESL 067, ESL 077 or placement based on assessment

Corequisite: ESL 068, ESL 078

4/0/0

**ESL 094 English for TOEFL II** 4 cr.\*

The TOEFL II preparation course is designed to provide further instruction and practice on reading and writing, as well as test-taking skills and strategies. Students will have a chance to take practice tests in each section and, based on the results, receive further suggestions for improvement on their performance from their instructor. There will be daily homework assignments in all language skill areas, including vocabulary. The TOEFL (Test of English as a Foreign Language) test is a requirement for admission to most four-year American colleges and universities.

*\*Credits do not apply toward graduation.*

*Prerequisite:* ESL 093 or placement based on assessment

4/0/0

**ESL 097 English for Academic Purposes 4 cr.\***

English for Academic Purposes is an advanced level bridge course between ESL and college-level classes. The course gives students practice in undergraduate level academic writing and reading. Listening, speaking and grammar skills will also be integrated into the course. The course materials and assessments for English for Academic Purposes reflect the type of activities and situations students will encounter in college-level courses, such as note-taking, writing extended essays, reading academic texts, giving presentations, and participating in group discussions.

*\*Credits do not apply toward graduation.*

*Prerequisite:* ESL 078, ESL 068 or placement based on assessment

4/0/0

## **ENTERTAINMENT TECHNOLOGIES: CORE**

### **ETC 101 Introduction to Entertainment 3 cr.**

This course covers the history, organization, economics, and control of mass communication in the United States. It focuses on the impact, the society and cultural influences of television, radio, film, newspapers, the Internet, magazines, videocassette, DVD, and associated media. It includes the various technology systems involved in live entertainment events, and a survey of industry job descriptions and employment opportunities.

### **ETC 105 Entertainment Law 3 cr.**

This course introduces the legal aspects of the entertainment and digital media industry. It covers ethics; copyright; the Digital Millennium Copyright Act and its implications; law in cyberspace; intellectual property; performance rights; songwriting and personal appearance contracts; trademarks; and other relevant topics.

3/0/0

### **ETC 222 Entertainment Tech Field Experience 2 cr.**

The course provides students with opportunities to work in a selected field for course credits. It includes such opportunities as television stations, cable companies, video production houses and associated media departments in a local business or organization.

0/0/6

### **ETC 225 Capstone Project 1 cr.**

This course provides a capstone experience for the entertainment professional. Topics include planning, preparing, and developing a specific entertainment project, including selecting materials, setting up and monitoring budget, and overseeing a complete project. Upon completion, students should be able to create an entertainment project.

*Prerequisite:* ETC 101 and ETC 105

1/0/0

## **ENTERTAINMENT TECHNOLOGIES: SOUND**

### **ETS 101 Live Sound Production I 4 cr.**

This course introduces the basic concepts of acoustics in sound recording and reinforcement in studios and live venues. It covers the operation and use of sound system components, consoles, amplifiers, speakers, microphones, and other equipment. It includes hands-on learning experiences in operating sound systems for live events.

3/3/0 Course fee charged

### **ETS 105 Recording Engineering I 4 cr.**

This course provides hands-on learning experiences in the basic operation of a sound stage and recording studio. It covers audio theory; use of the console; tape and digital recording equipment; digital editing equipment; microphone placement; differentiation of microphones and their associated uses; multi-track mixing; and recording session procedures. It also includes the use of digital recording techniques and duplication.

3/3/0 Course fee charged

### **ETS 215 Midi and Sampling 3 cr.**

This course will introduce the student to today's latest audio technology and software that allows them to take samples of current music and create beats and sounds of their own to create short sound and musical samples.

1/4/0

### **ETS 225 Advanced Music Production 3 cr.**

This course will introduce and teach the student how to use today's technology to create and produce music. Students will be exposed to music arrangements, pro tools techniques, music softwares, basic music theory, artist relations and producing live bands.

1/4/0

## **ENTERTAINMENT TECHNOLOGIES: VIDEO**

### **ETV 101 TV Production (Studio) 4 cr.**

This course covers the fundamentals of studio television/video production. It offers opportunities for hands-on studio production which include rehearsals, multi-camera shooting, switching, videotape roll-ins, graphics, teleprompting, script analysis and clocking, lighting, sets, and sound. Some projects may be cablecast on the college cable channel or webcast on the college webcasting site.

3/3/0 Course fee charged

### **ETV 102 TV Production (Field) 4 cr.**

This course introduces the concept of "location" and electronic field productions. It explores the use of field production teams and the role of post-production techniques for non-linear editing techniques, voice-overs, titles and graphics and the use of music and digital media. Students are required to develop a course related project.

3/3/0 Course fee charged

### **ETV 105 Editing for the Media 3 cr.**

This course covers the operation of computerized digital, non-linear editing techniques. Students learn how to operate desktop, non-linear digital editors to create various forms of video for education, entertainment, special events, commercial, and industrial applications.

3/0/0

### **ETV 205 Interactive Digital Media 3 cr.**

This course introduces the development of menus for interactive DVD and Video-CD; production and editing techniques; design of content branching; and production techniques. It explores and analyzes the uses of these types of media, including education, industrial, entertainment, and events production.

2/3/0 Course fee charged



## FASHION DESIGN

### **FAD 107 Fashion Drawing** 3 cr.

In this course, students will learn to croqui sketch apparel design ideas and create detailed rendered illustrations using industry standard methods and media. Technical flats, garment details and fabric rendering will be included. Students will study and review the basic front, back and side poses of the fashion figure and will complete original designed collections of illustrated garments.

1/4/0

### **FAD 120 Apparel Construction** 4 cr.

This course is the study of the fundamentals of apparel construction methods. Students will become familiar with construction terminology, lab equipment and production techniques. A sample book of various industrial construction methods will be developed. Students will create and assemble an original garment design.

2/4/0 Course fee charged

### **FAD 131 Research Methods for Fashion Design** 3 cr.

This course explores the process of first hand research and visual documentation methods for fashion design development. Students will record their observational findings in a journal and build on these concepts to create industry standard visual presentations. Resources for exploration include museum visits, trend and forecasting reports, pop-culture, community, architecture and natural environment. Students will respond to their research by developing presentations on color, fabric, and print and original design concepts.

3/0/0

### **FAD 142 Pattern Development** 4 cr.

This course introduces flat pattern methods for drafting and designing of basic apparel. Draping will be introduced and completed original ensembles will be constructed.

*Prerequisite:* FAD120

3/3/0 Course fee charged

### **FAD 144 History of Fashion Design** 3 cr.

This course will introduce students to the historical evolution of fashion design, tracing clothing origins from the ancient world of Egypt, Greece and Rome and continuing to modern times. The importance of clothing as a record of lifestyle, culture, politics and social economic conditions will be discussed. Attention will be given to aesthetics of past styles and the influences that inspire contemporary fashion.

3/0/0

### **FAD 155 Fashion Merchandising** 3 cr.

This course introduces students to essential concepts in the practice of profitable fashion merchandising. Students will learn and apply fundamental tools of the trade including merchandising plans, buying aspects, retail pricing, merchandise inventory and budgets.

*Prerequisite:* MTH 075, ENG 075

3/0/0

### **FAD 160 Fashion Technology** 3 cr.

This course introduces students to computer technology that is currently used in the Fashion Industry. Using computer software students will create flat technical drawings and presentations. Correct terminology will be taught to analyze and create development packages for overseas manufacturing.

3/0/0

### **FAD 222 Fashion Research and Design** 4 cr.

In this course, students will use primary and secondary research to develop original design plans for a variety of projects. The design process will include croqui sketches, rendered fashion illustrations, fitted muslin prototypes, fabric selection and completed garments. Each step of the design process will be documented.

*Prerequisite:* FAD 142, FAD 107

2/4/0 Course fee charged

## FIRE SCIENCE

### **FSC 101 Introduction to Fire Science** 7 cr.

This course will provide the training, knowledge and skills necessary to meet the minimum requirements to safely perform as an entry-level firefighter operating under direct supervision. The course follows NFPA 1001 (Standard for Fire Fighter Professional Qualifications). Hazardous Material Awareness and Operations, Incident Management System Orientation (I-100/700) and CPR are included as part of the course. Students completing the course will be eligible to apply for NJ Division of Fire Safety Firefighter I certification (including ProBoard/IFSAC certification).

5/4/0 Course fee charged

### **FSC 102 Fire Department Organization and Management** 4 cr.

This course is designed to introduce firefighters and company officers to essential and innovative management, leadership and human relations methods. This course is also appropriate for training officers responsible for teaching and developing fire officers and officer candidates. Knowledge of essential firefighting skills is assumed. The course curriculum corresponds to the requirements in NFPA 1021 (Professional Qualifications) for Level I in personnel and fire ground management. The supervisory addresses issues related to human relations such as equal opportunity employment, professional development, employee health and safety, and the officer's legal responsibilities to the employees and the community. Successful completion of this course is a part of the requirements to apply for and obtain NJ Division of Fire Safety Fire Officer I certification (including ProBoard/IFSAC certification).

*Prerequisite:* FSC 101

4/0/0 Course fee charged

### **FSC 103 Fire Detection and Suppression Systems** 3 cr.

This course provides a technical study of typical automatic signaling and detection devices and special hazard fire suppression systems. Topics covered include hazard analysis, hardware, hydraulic calculations, system specifications, and code compliance relative to design criteria and final acceptance.

3/0/0 Course fee charged

### **FSC 201 Fire Service Construction Principles** 4 cr.

This course provides a fundamental understanding of construction principles of concern to fire service personnel. The course will discuss construction materials such as wood, masonry, concrete, and steel as it relates to building design criteria and material behavior as it relates to fire service operations. Topics to be covered include construction principles and terminology, wood and ordinary construction, garden apartments and other protected structures, smoke and fire containment, truss construction, rack storage facilities, and buildings with sprinklers.

*Prerequisite:* FSC 101

4/0/0 Course fee charged

**FSC 202 Tactics and Strategies 3 cr.**

This course is designed to meet the needs of firefighters looking to gain the knowledge of the operation of fire suppression companies in structural firefighting. Student will perform an analysis of the nature of fire problems and the selection of initial strategies and tactics including an in-depth study of efficient and effective use of manpower and equipment to mitigate the emergency. The students will: identify potential scenarios in various fire situations; implement strategies and tactics; and describe components of the incident management system. Students will demonstrate that course objectives have been met through the use of class discussions and test taking, including a live burn practical evolution. Essential firefighting skills and an understanding of the incident command system are assumed.

*Prerequisite:* FSC 101

3/0/0 Course fee charged

**FSC 204 Fire Inspector Certification 6 cr.**

This course is designed to ensure that students are competent in the basics of fire code enforcement. The student will become familiar with the New Jersey Uniform Fire Code, including the 2006 International Fire Code-New Jersey Edition and other reference standards. The students will be prepared to take the International Code Council Fire Inspector Test, based upon the 2006 International Fire Code the 2006 International Building codes, as required for NJ Division of Fire Safety (includes ProBoard/IFSC) certification. The program will consist of classroom lecture and field work. Students should have some knowledge of building construction and fire detection and suppression systems.

*Prerequisite:* FSC 101

6/0/0 Course fee charged

**FRENCH****FRE 101 Elementary French I 3 cr.**

This course is for students with no knowledge of French. It focuses on laying a foundation for speaking, reading, and writing French.

3/0/0 FA/SP

**FRE 102 Elementary French II 3 cr.**

This course is for students with limited knowledge of French. It focuses on building upon demonstrated skills in speaking, reading, and writing French.

*Prerequisite:* FRE 101 or one year of high school French

3/0/0 FA/SP

**FRE 201 Intermediate French I 3 cr.**

This course focuses on speaking French. Class discussion is based on the reading of selected short stories, plays, and novels. It reinforces grammar and composition skills.

*Prerequisite:* FRE 102 or two years of high school French

3/0/0

**FRE 202 Intermediate French II 3 cr.**

This course continues the emphasis on speaking French. Class discussion is based on the reading of selected short stories, plays, and novels. It reviews grammar and composition skills.

*Prerequisite:* FRE 201

3/0/0

**FOOD SERVICE MANAGEMENT****FSM 107 Introduction to Food Service and Restaurant Management 2 cr.**

This course provides an overview of food service management and shows the menu's effect on production, planning, and service. It emphasizes the history of food service, modern food service operations, menu planning, cost controls, menu pricing, menu design, menu analysis, alcohol, nutrition in menu planning, production, service, computers, and financial planning.

2/0/0

**FSM 110 Hospitality Supervision and Personnel Management 3 cr.**

This course provides hospitality operators, managers, and supervisors a foundation for developing sound people managing skills. It focuses on leadership, workplace diversity, communication, planning, decision making, training, evaluation, delegation, motivation, discipline, safety, ethics, unions, recruitment, coaching, work climate, control methods, and problem solving.

3/0/0

**FSM 122 Quality Service in Food/Restaurant Operations 3 cr.**

This course covers what managers need to know about serving food and dealing with customers, covering all aspects of service from casual to fine dining. This is a hands on course that runs the front of the house operation in our student café.

*Prerequisite:* FSM 125

1/4/0

**FSM 125 Food Service Sanitation and Accident Prevention 3 cr.**

This course focuses on food safety information including food-borne illness; pest management; sanitation regulations; safe food storage; cleaning programs; accident prevention and safety; emergency actions; and crisis management.

3/0/0

**FSM 210 Controlling Costs in Food Service 3 cr.**

This course teaches the management of cost in all food service areas. It focuses on how to calculate and manage revenue, expenses, pricing, profit, food costs, labor costs, beverage costs, production costs, other costs, and to analyze results using basic accounting principles. Microsoft Excel is used as the basis for the formulas to determine cost percentage, profit, ideal expense, variance, sales per guest, waste, popularity, percent of budget, product yield, inventory value, productivity, selling price, assets, working capital, turnover, return on sales, breakeven point, and return on investment.

*Prerequisite:* MTH 104 or higher

3/0/0

**FSM 215 Elementary Nutrition 2 cr.**

This course focuses on the basic concepts of nutrition. It focuses on a healthy lifestyle with an emphasis on personal nutrition; pregnancy; children; weight management; exercise; vegetarian eating; heart disease; cancer; diabetes; healthy recipe and menu planning; nutrition misinformation; and marketing nutrition in food service.

2/0/0

**FSM 217 Hospitality Marketing 3 cr.**

This course focuses on basic marketing principles, services marketing, marketing plans, research methods, information needs of hospitality managers, marketing segmentation, behavior of hospitality customers, advertising, promotions, promotional media, public relations, group sales, personal selling process, contemporary pricing strategies, and menu design.

3/0/0

**GEOGRAPHY****GEO 102 Principles of Geography 3 cr.**

This course is a survey of geography, including place names, climate, land forms, and peoples. It covers the implications of historical geography, economics, and political systems.

3/0/0 FA/SP

## GEOSPATIAL TECHNOLOGY

### GIS 101 Fundamentals of Geographic Information Systems (GIS) 3 cr.

This introductory course includes an overview of maps and computer systems; a look at models for attribute and spatial data; the organization of information in a GIS; how a GIS can be used; and future trends for this technology. Geographic Information Systems (GIS) deals with the development and use of maps and data. GIS integrates the display capabilities of a computerized map with the information management tools of a spreadsheet.

3/0/0 Course fee charged

### GIS 201 Advanced Applications in Geographic Information Systems 3 cr.

This course provides skills and knowledge to explore problems using a GIS. Students learn how to convert data to digital format; import digital data; edit digital data; create and manipulate databases; analyze spatial relationships; provide map outputs; and create program user interfaces.

*Prerequisite:* GIS 101

3/0/0 Course fee charged

### GIS 202 Fundamentals of Remote Sensing 3 cr.

This course focuses on the principles of remote sensing and image processing and their applications. It concentrates on aerial photography, but includes satellite imagery. It details the physical principle upon which a variety of photographic and non-photographic sensors operate, describes the existing satellite systems used for remote sensing, describes the principles behind image interpretation, and provides instruction with computer programs.

*Prerequisite:* GIS 101

3/0/0 Course fee charged

### GIS 203 Fundamentals of Global Positioning System (GPS) 3 cr.

This course introduces the Global Positioning System (GPS), including the conceptual basis for GPS and hands-on operation of the technology, including computer interfaces, GIS software, and real-world applications.

*Prerequisite or Corequisite:* GIS 101

2/2/0 Course fee charged

### GIS 291 Geospatial Technology Projects/Internship I 1 cr.

### GIS 292 Geospatial Technology Projects/Internship II 2 cr.

### GIS 293 Geospatial Technology Projects/Internship III 3 cr.

These courses enable students to complete a series of projects supervised by a faculty member or to complete an internship with a company or government agency. Both options provide experience in using GIS, GPS, and remote sensing technologies together to solve a variety of problems in areas such as mapping; marketing; environmental studies; town and regional planning; and facility management. Students use GIS, GPS, and image processing software to complete projects during the semester.

*Prerequisite:* Permission of the instructor

## GERMAN

### GER 101 Elementary German I 3 cr.

This course is designed for students with no knowledge of the language. Training is designed to lay a foundation for speaking, writing, and reading the language.

3/0/0

### GER 102 Elementary German II 3 cr.

This course is for students with limited knowledge of the language. Training is designed to build on demonstrated skills in speaking, writing, and reading the language.

3/0/0

### GER 201 Intermediate German I 3 cr.

This course focuses on speaking German. Class discussion is based on cultural readings from the German-speaking world. There is intensive grammar study and composition work.

*Prerequisite:* GER 102 or two years of high school German or permission

3/0/0

## GRAPHIC DESIGN AND DIGITAL MEDIA

Lab/studio art courses require students to purchase materials with costs ranging from \$50 to \$150 per semester.

### GDD 101 Introduction to Computer Graphics 3 cr.

This course introduces the elements and principles of graphic design. It explores industry design software in the Macintosh environment and how to use the computer as an artistic tool.

3/0/0 FA/SP Course fee charged

### GDD 110 Graphic Design I 3 cr.

This course presents the basic principles of graphic design and explores them through problem-solving assignments. It gives an overview of the graphic design field and professional working methods. It emphasizes the development of strong conceptual content and solid craftsmanship in design execution.

*Prerequisite:* GDD 101

3/0/0 FA/SP Course fee charged

### GDD 112 Illustration 3 cr.

This course focuses on the basic principles of illustration such as color, form, composition, as well as concept development and communication. It presents the history of illustration and its importance in graphic design. Assignments focus on the creation of original artwork through traditional and digital media, including scans, vector-based, and pixel-based software.

*Prerequisite:* ART 120, GDD 101

3/0/0 Course fee charged

### GDD 115 Typography 3 cr.

This course focuses on the basic principles of typography as an art form and its place and importance in graphic design. It also presents the history of typography and type classification as well as letterforms.

*Prerequisite:* GDD 101

3/0/0 Course fee charged

### GDD 160 Digital Photography 3 cr.

This course introduces the basic principles of digital photography and explores them through problem-solving assignments. It emphasizes image manipulation and the use of digital photography in graphic design layouts.

*Prerequisite:* Digital camera with memory card required, GDD 101

3/0/0 Course fee charged

### GDD 214 Graphic Design II 3 cr.

This course builds on the information in GDD 110. It emphasizes advanced visual problem-solving with digital media from concept development to final presentation.

*Prerequisite:* GDD 110, ART 110

3/0/0 Course fee charged

### GDD 220 Portfolio 3 cr.

This course has students develop a portfolio for professional practice as a graphic designer from new assignments and from the refinement of work completed in previous courses. It addresses career options, portfolio presentation, resume writing, and professional practices. This course should be taken last in the GDD program.

*Prerequisite:* GDD 115, GDD 214

3/0/0 SP Course fee charged



**GDD 221 Web Design I 3 cr.**

This course introduces design concepts and techniques applicable to the World Wide Web, with an emphasis on the visual problem-solving process. It examines the creative possibilities as well as the technical aspects of web design as students learn to prepare pages for the Internet environment. It uses state-of-the-art 2D and 3D web design software.

*Prerequisite:* GDD 110

3/0/0 Course fee charged

**GDD 225 History of Graphic Design 3 cr.**

This course surveys the history of graphic design from the beginning of visual communication to the onset of the digital age. Students will study the cultural, economic and political impact of graphic design throughout history.

*Prerequisite:* HIS 101

3/0/0

## **HEALTH INFORMATION TECHNOLOGY**

**HIT 101 Introduction to Health Information Technology 4 cr.**

This course is an overview of the organization of health care in the United States. It addresses the structure of health care organizations; accrediting and governmental bodies that provide standards for the provision of health care to include the current flow of the acute care medical record. It introduces the allied health professions and the organizational structure of the medical staff and its composite members. It focuses on an overview of payer organizations including, but not limited to, managed care and capitation; the health information management profession's history; current structure and career potentials; and projected future roles.

*Prerequisite:* Acceptance into the HIT Program

3/3/0 Course fee charged

**HIT 103 Legal Aspects of Health Information 3 cr.**

This course focuses on the legal aspects of the health record, health information, and the health information department. It emphasizes the implications of legal aspects for the health information practitioner; gives an in-depth study of the confidentiality of health information as well as the standards, regulations, and laws that govern the release of health information. It also covers how to monitor and implement legal changes, liability issues, and the risk management function.

3/0/0 Course fee charged

**HIT 105 Medical Terminology 2 cr.**

This course is the study of medical terminology, the language of medicine, focusing on prefixes, suffixes, word roots and their combining forms by review of each body system and specialty area. It also emphasizes word construction, spelling, usage, comprehension, and pronunciation. In addition, students gain information regarding anatomy and physiology, symptomatology, pathology, diagnostic/surgical procedures, pharmacology, and medical abbreviations.

2/0/0 Course fee charged

**HIT 107 Health Information in Non-Acute Care 3 cr.**

This course includes thorough discussion of the different types of non-acute care facilities. It emphasizes National and State accrediting, licensing and certifying standards regarding documentation and management of health information in non-acute patient records. It covers the development, content, and management of health information in the non-acute setting and students develop policy and procedures and perform qualitative/quantitative analysis on medical records. It also includes release of information and other basic functions of the Information Management Technologist in the non-acute care facility. Term paper completion is facilitated by an off-site visit to a non-acute care facility.

*Prerequisite:* HIT 101, HIT 103

3/0/0 Course fee charged

**HIT 110 Professional Practice Experience I 2 cr.**

This course is the first of two clinicals, which provide supervised professional practice experience in the acute care setting. It emphasizes the practical application of theory and concepts learned in HIT 101 and 103. Students are responsible for completing clinical objectives specific to the health information management department, the medical staff, and to other departments within the facility that work closely with the health information management department.

*Prerequisite:* HIT 101, HIT 103

0/0/7 Course fee charged

**HIT 115 Pathology 3 cr.**

This course focuses on the mechanisms of disease and disease effects on the human body. It emphasizes the disease process, basic concepts, terminology, the most common diseases of each body system, with normal anatomy and physiology compared to pathologic anatomy and physiologic malfunctioning due to the disease process. It also covers diagnostic methods, management, treatment modalities, and prognosis.

*Corequisite:* BIO 114

3/0/0

**HIT 116 Pharmacology for Allied Health Professions 2 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.

*Corequisite:* BIO 114

2/0/0

**HIT 120 Introduction to Healthcare and Public Health 3 cr.**

A survey of how healthcare and public health are organized and services delivered in the US. It covers public policy; relevant organizations and their interrelationships; professional roles; legal and regulatory issues; and payment systems. It also addresses health reform initiatives in the US. It discusses how care is organized within a practice setting, privacy laws, and professional and ethical issues encountered in the workplace.

3/0/0 Course fee charged

**HIT 121 Introduction to Health IT 3 cr.**

This course provides a basic overview of computer architecture; data organization, representation and structure; structure of programming languages; networking and data communication. It traces the development of IT systems in health care and public health, beginning with the experiments of the 1950s and 1960s and culminating in the HITTECH act, including the introduction of the concept of "meaningful use" of electronic health records.

3/0/0 Course fee charged

**HIT 123 Networking and Health Information Exchange 3 cr.**

This course provides an in-depth analysis of data mobility including the hardware infrastructure (wires, wireless, and devices supporting them), the ISO stack, standards, Internet protocols, federations and grids, the NHIN and other nationwide approaches. This course will also provide an overview of specialized public health applications such as registries, epidemiological databases, biosurveillance, and situational awareness and emergency response. In addition it will include information exchange issues specific to public health.

*Corequisite:* HIT 121

3/0/0 Course fee charged

**HIT 204 Healthcare Management and Personnel** 3 cr.

This course introduces the management and personnel skills necessary for entry-level employment at the supervisory level. It emphasizes management functions, including planning, organizing, controlling, and directing and personnel skills, such as communication, motivation, recruitment, discipline, and team building. Individual role playing and group activities are used.

*Prerequisite:* HIT 101 or permission  
3/0/0 Course fee charged

**HIT 205 HCPCS Coding (CPT-4)** 3 cr.

This course introduces the student to Physicians' Current Procedural Terminology, with emphasis on evaluation and management; modifiers; and surgical procedure coding guidelines. Students are presented with referencing resources specific to current conventional and federally administered CPT-4 coding guidelines. It discusses tumor and trauma registries. It uses a computerized classification system.

*Prerequisite:* HIT 209  
2/3/0 Course fee charged

**HIT 208 Reimbursement Methodology** 2 cr.

This course presents Third Party Payer and Compliance/Auditing Issues, Correct Coding Policy, and Government Prospective Payment Systems (e.g. RBRVS, APC, DRG, RUG). Students learn terminology and principles commonly applied in the Managed Care environment. Students conduct a review of billing practices, applying the compliance guidelines introduced in the course.

*Prerequisite:* HIT 209, HIT 210  
*Corequisite:* HIT 205  
2/0/0 Course fee charged

**HIT 209 ICD-10-CM Coding** 3 cr.

This course focuses on disease coding with the International Classification of Diseases 10th Edition, Clinical Modification (ICD-10-CM). It covers coding principles; conventions; clinical and technical guidelines; maintenance and referencing resources. It also emphasizes the review of medical records to identify diagnoses treated, and/or services performed, and the correct sequencing for optimal reimbursement.

*Prerequisite:* BIO 114, HIT 115, HIT 116  
2/3/0 Course fee charged

**HIT 210 ICD-10-PCS Coding** 3 cr.

This course focuses on procedure coding with the International Classification of Diseases Procedural Coding System (ICD-10-PCS). It covers history, structure and organization of the coding system. It also covers ICD-10-PCS attributes, characteristics and definitions. A review of each of the sections of the procedural coding systems is included. It also emphasizes the review of medical records to identify diagnoses treated, and/or services performed, and the correct sequencing for optimal reimbursement.

*Prerequisite:* BIO 114, HIT 115, HIT 116  
2/3/0 Course fee charged

**HIT 212 Professional Practice Experience II** 2 cr.

This course provides supervised professional practice experience in acute and non-acute settings. Practice objectives are designed to focus the student on management-oriented activities; fostering development of observational skills; independent function; problem analysis and solution; as well as integration of a range of technical knowledge and skills previously acquired. Students have clinical practice in the non-acute (direct and non-direct care) settings that provide them with opportunities to compare and contrast fundamental information management practices of alternative sites.

*Prerequisite:* HIT 110, HIT 204, HIT 209, HIT 210  
0/0/7 Course fee charged

**HIT 218 Healthcare Quality and Performance Improvement** 3 cr.

This course focuses on sources and use of health data, including health data collection through manual and automated systems, data retrieval, analysis and display. The course focuses on and uses techniques of continuous quality improvement (CQI) and associated tools of data analysis. It includes vital statistics; reportable disease registries and conditions; and standards and requirements of accrediting, licensing, fiscal, and other regulatory agencies.

3/0/0 Course fee charged

**HIT 219 Healthcare Information Systems** 4 cr.

This course is an introduction to the fundamentals of health information systems and their applications in the healthcare environment. Security and confidentiality of information stored in the electronic health record will be addressed as well as the logistics of monitoring and utilizing the information. This course will also review the history, acronyms, benefits and use of the EHR. Students will use actual electronic health records and learn how to use the system from the user "front end" to the programmer "back end".

*Prerequisite:* CIS 101  
3/3/0 Course fee charged

**HIT 226 Applications in Acute Care Coding** 4 cr.

This course focuses on disease and procedural coding with major emphasis on the International Classification of Diseases 9th Edition, Clinical Modification (ICD-9-CM). DRG's and the prospective payment system for reimbursement will be discussed. Coding principles, conventions, clinical and technical guidelines, maintenance and referencing resources will be presented. This course will address the review and coding of medical records to identify treated diagnoses, procedures and/or services performed and correct sequencing for optimal reimbursement. Computerized grouping systems will be used.

*Prerequisite:* HIT 205, HIT 208, HIT 209, HIT 210  
3/3/0

**HIT 228 Fundamentals of Health IT Workflow Process** 3 cr.

This course includes the fundamentals of health workflow process analysis and redesign is a necessary component of complete practice automation and includes topics of process validation and change management. It also introduces the concepts of health IT and practice workflow redesign as instruments of quality improvement. It addresses establishing a culture that supports increased quality and safety, and discusses approaches to assessing patient safety issues and implementing quality management and reporting through electronic systems. A discussion of rapid prototyping, user-centered design and evaluation, usability; understanding effects of new technology and workflow on downstream processes; facilitation of a unit-wide focus group or simulation will also be included in this course.

*Prerequisite:* HIT 105, HIT 120, HIT 121  
*Corequisite:* HIT 122  
3/0/0 Course fee charged

**HIT 229 Health IT Project Management** 4 cr.

This course provides an understanding of project management tools and techniques that result in the ability to create and follow a project management plan. This course develops the skills necessary to communicate effectively across the full range of roles that will be encountered in healthcare and public health settings. It helps prepare students for leadership roles, principles of leadership and effective management of teams with emphasis on the leadership modes and styles best suited to IT deployment.

*Prerequisite:* HIT 105, HIT 120, HIT 121  
*Corequisite:* HIT 122  
4/0/0 Course fee charged



**HIT 230 Training and Instructional Design in Healthcare** 4 cr.

This course develops the skills necessary to communicate effectively across the full range of roles that will be encountered in healthcare and public health settings. It also provides an overview of learning management systems, instructional design software tools, teaching techniques and strategies, evaluation of learner competencies, maintenance of training records, and measurement of training program effectiveness.

*Prerequisite:* HIT 105, HIT 120, HIT 121

*Corequisite:* HIT 122

4/0/0 Course fee charged

## **HEARING INSTRUMENT SCIENCES**

**HRS 101 Introduction to Applied Hearing Science** 1 cr.

This course provides an introduction to the role and responsibilities of each member of the hearing healthcare team. Emphasis is placed on the professional services provided by Licensed Hearing Instrument Dispensers. Other topics include the daily duties and professional responsibilities of Licensed Hearing Instrument Dispensers, the requirements for state licensure, and opportunities for employment. Students will visit a Hearing Instrument Specialist's office and a Hearing Instrument Manufacturer's facility.

1/0/0

**HRS 110 Acoustics and Psychoacoustics** 4 cr.

This course develops an understanding of sound, sound transmission and sound measurement as related to hearing and hearing instruments. Students also gain a knowledge and understanding of psychoacoustic principles and methods and their applications to the measurement of a variety of auditory phenomena.

*Prerequisite:* HRS 101, BIO 110, BIO 111

4/0/0

**HRS 120 Anatomy & Physiology of the Auditory & Vestibular System** 3 cr.

This course provides an understanding of anatomy and physiology of the auditory and vestibular systems; the role of the auditory system in the reception and perception of sound; and the effects of various pathologic conditions on auditory and vestibular function.

*Prerequisite:* HRS 101, BIO 110, BIO 111

3/0/0

**HRS 130 Professional Patient Counseling and Communication Dynamics** 3 cr.

This course aids the student in learning to recognize and overcome barriers to effective communication; listen and communicate more effectively with hearing impaired patients to help them move beyond their reluctance to accept treatment; and to communicate effectively through chart notes, reports, letters and consulting documents with physicians, audiologists and other professionals.

*Prerequisite:* HRS 101, PSY 101

3/0/0

**HRS 140 Communication and Communication Disorders** 3 cr.

This course provides a basic understanding of the intrinsic relationships among language, speech, and hearing; the basic characteristics of language, speech development and speech production; and the terminology and classifications of speech and language disorders.

*Prerequisite:* HRS 101

3/0/0

**HRS 150 Legal and Ethical Responsibilities** 2 cr.

In this course, students acquire an understanding of legal issues and legal responsibilities associated with the practice of Hearing Instrument Dispensing. They will also gain knowledge of the agencies and laws concerning the hearing handicapped and the hearing aid industry.

*Prerequisite:* HRS 101

2/0/0

**HRS 200 Hearing Assessment I** 4 cr.

This course introduces the theory and practice of auditory assessment through the use of patient history information; otoscopy; pure tone audiometry and acoustic impedance (immittance) measures; and special population assessment. Calibration requirement and otologic considerations and understanding of infection control are also covered.

*Prerequisite:* HRS 110, HRS 120, CIS 101

3/2/0

**HRS 205 Hearing Assessment II** 4 cr.

This course continues to develop an understanding of the theory and practice of auditory assessment, using speech audiometry techniques. The rationale for an application of self assessment inventories/scales in hearing health care are covered and commonly used electrophysiologic auditory tests are introduced.

*Prerequisite:* HRS 200

3/2/0

**HRS 210 Hearing Instrument Technology I** 4 cr.

This course covers the physical and the acoustic characteristics of hearing aids, including analog and compression amplifiers as well as digitally controlled analog and digital signal processing instruments, and special compressions options. Hearing aid test standards and required measurements of hearing aid performance, types of acoustic couplers and effects of coupler modifications in transferring sound to the human ear are also covered. The student will develop an understanding of an effective infection control program in a Hearing Instrument Dispensing practice.

*Prerequisite:* HRS 110, HRS 120, HRS 140

3/2/0

**HRS 215 Hearing Instrument Technology II** 4 cr.

This course covers advanced clinical skills necessary to prescribe hearing aid performance characteristics for individual patient requirements. Concepts that are covered include binaural verses monaural fittings, types of digital systems covering basic to advanced technologies, measurements to verify aided hearing improvement and techniques for troubleshooting hearing aid problems from initial adjustment to amplification through long term care and maintenance.

*Prerequisite:* HRS 210

3/2/0

**HRS 230 Auditory Rehabilitation** 3 cr.

This course helps students develop an understanding of and appreciation for the basic processes of auditory habilitation and rehabilitation.

*Prerequisite:* HRS 110, HRS 120, HRS 130, HRS 140

3/0/0

**HRS 250 Clinical Practicum and Externship** 4 cr.

This course provides students with an opportunity to observe and gain practical experience in assessment, fitting, and trouble shooting techniques in a practitioner's office.

*Prerequisite:* HRS 150, HRS 205, HRS 215, HRS 230

0/0/12

## **HISTORY**

**HIS 101 United States History I** 3 cr.

This course examines the political, economic, social and military history of the United States from its beginnings through Reconstruction.

*Prerequisite or Corequisite:* ENG 101

3/0/0 FA/SP/SU

**HIS 102 United States History II 3 cr.**

This course focuses on the political, economic, social, and military history of the United States since Reconstruction.

*Prerequisite or Corequisite:* ENG 101

3/0/0 FA/SP/SU

**HIS 103 Ancient and Medieval Foundations of Western Civilization 3 cr.**

This course examines the evolution of Western culture from the Stone Age to the end of the Thirty Years War. It emphasizes the medieval and early modern periods.

*Prerequisite or Corequisite:* ENG 101

3/0/0 FA/SP/SU

**HIS 104 Modern European History 3 cr.**

This course is an appraisal of the enduring values of western civilization. It focuses on the power politics; scientific, political, and industrial revolutions from their origins in the seventeenth century to the 20th century.

*Prerequisite or Corequisite:* ENG 101

3/0/0 FA/SP/SU

**HIS 210 History of New Jersey 3 cr.**

This survey course covers New Jersey history from the colonial period to the present, with particular attention given to local and county history.

3/0/0

**HIS 212 The American Civil War 3 cr.**

This course examines the causes, character, and consequences of the American Civil War. It identifies the multiple origins of the conflict; the cost to the nation socially, economically, politically; and militarily; and demonstrates the impact it has had upon the twentieth century.

*Prerequisite:* HIS 101 and ENG 101

3/0/0

**HIS 213 Genocide 3 cr.**

This course presents the history of intolerance and bigotry through an analysis of genocide. Human rights violations and challenges to social justice will be analyzed and students will witness how such consequences lead to acts of atrocity. Recognition and prevention will be discussed through issues of conscience, ethics, and moral responsibility. Students will participate in independent and collaborative activities while surveying and analyzing the history of genocide (from Namibia and Armenia to Rwanda and Darfur).

3/0/0

**HIS 215 Renaissance and Reformation 3 cr.**

This course deals with two distinct upheavals that took place in Western Europe between 1300 and 1700. The first investigates the Renaissance-its classical bases; its characteristics and developments in the various arts; and the major figures involved in those areas. The second concentrates on the Reformation - its precedents in Christian church history; theological ideas proposed by various Protestant reformers; and the Roman Catholic reaction to the upheaval. Long-term results of both movements will be covered.

*Prerequisite:* HIS 103

3/0/0

**HIS 220 Modern Britain 3 cr.**

A survey of Britain from the late 18th century to the present. Topics include the industrial revolution, political and social reform, society and social issues, Ireland, the British Empire, the World Wars, the welfare state, economic decline and the transformation of Britain into a modern European state.

*Prerequisite:* HIS 104 and ENG 101

3/0/0

**HIS 230 Islamic Civilization 3 cr.**

This course introduces the history, culture and art of Islam from the 7th century to the present. It examines the historical development, spread and significance of Islam as a religious, social and political force.

3/0/0

**HIS 266 African-American History I 3 cr.**

This course examines the economic, political, and social history of African people from seventeenth century west Africa through the Atlantic Slave Trade; colonial and antebellum America; the Civil War; and Reconstruction up to 1877.

*Prerequisite:* ENG 101

3/0/0 FA

**HIS 267 African-American History II 3 cr.**

This course focuses on the political, economic, cultural, and social evolution of African Americans from America's Reconstruction period to the present.

*Prerequisite:* ENG 101

3/0/0

## HOSPITALITY

**HOS 110 Introduction to Hospitality 3 cr.**

This introductory course will provide a general overview introduction to the hospitality, travel and tourism industry. In addition, the course will provide students a basic success map so they can evaluate, prepare, and plan for their future success in the hospitality field. The success map will include job evaluation techniques, resume writing, case management studies, the importance of lifelong learning, and basic job success skills.

3/0/0

**HOS 130 Food and Beverage Management 3 cr.**

This course will provide an overview of food and beverage management for restaurants; foodservice operations; hotels and resorts; and casinos.

3/0/0

**HOS 150 Hospitality Purchasing 3 cr.**

This course will provide a general overview of hospitality purchasing. Topics will be applicable to all hospitality areas, including institutions and resorts and casinos.

*Prerequisite:* HOS 110

3/0/0

**HOS 160 Accounting for Hospitality 3 cr.**

This course will outline the basic hospitality accounting rules and discuss topics specific to hotel and hospitality accounting practices.

*Prerequisite:* MTH 104 or higher

3/0/0

**HOS 225 Hotel Operations 3 cr.**

This course is designed to provide the students with a general understanding of the daily operations of the lodging industry, and specifically the operations and management of full service hotels and resorts.

*Prerequisite:* HOS 110

3/0/0

**HOS 230 Global Tourism Overview 3 cr.**

This course will provide a general overview of tourism around the world, with an emphasis on varied types of tourism experiences.

*Prerequisite:* HOS 110

3/0/0

**HOS 235 Ecotourism Destinations with a New Jersey Focus 3 cr.**

This course will discuss the rise of ecotourism as a sub-development of hospitality. The course will have a strong focus on New Jersey tourism development in this area.

*Prerequisite:* HOS 110

3/0/0

**HOS 252 Managing for Quality of Service 3 cr.**

This course will explore the importance of managing for excellent service. The course will explore customer service; staff development; staff and customer retention; and explore case studies of organizations that excel in managing quality of service.

*Prerequisite:* HOS 110

3/0/0

**HOS 255 Hotel and Resort Development 3 cr.**

This course will provide an overview on resort, hotel and casino development and management; the environmental impact of resorts; and the processes used to determine their amenities and services.

*Prerequisite:* HOS 110, HOS 225

3/0/0

**HOS 260 Hospitality Law 3 cr.**

This course will provide a basic introduction to hospitality law and provide a basis in which to make decisions with proper legal outcomes.

*Prerequisite:* HOS 110  
3/0/0

**HOS 265 Hospitality Practicum 3 cr.**

This course is 160 hours of practical study with directed writing and research.

*Prerequisite:* HOS 110  
0/6/0

**HUMAN SERVICES****HUS 101 Human Services I 3 cr.**

This introductory course offers an overview of helping strategies and interventions with attention to principles, methodology, practitioner skills and knowledge. It addresses social issues and problems and the attendant service systems of social care, social control, and social rehabilitation. It introduces the fields of human services, social work, counseling and case management. It emphasizes legal issues of the human services profession.

3/0/0 Course fee charged

**HUS 102 Human Services II 3 cr.**

This course introduces students in the human services, public administration, criminal justice, childcare, gerontology, and related curricula to intervention skills and activities and their uses in working with others. It examines ethical dilemmas in the helping professions.

*Prerequisite:* HUS 101  
3/0/0 Course fee charged

**HUS 105 Introduction to Group Dynamics 3 cr.**

This course focuses on group functioning and leadership and the factors involved in group cohesion and group conflict; communication systems; emotional styles; and group role function. It examines how to design and facilitate task groups and therapy groups.

3/0/0 Course fee charged

**HUS 110 Contemporary Issues in Social Welfare 3 cr.**

This course defines and discusses issues from various aspects of social service practice. It proposes and analyzes intervention methodologies and solutions for problems such as family violence; mental health and chemical dependency; foster care; adoption; delinquency; and crime. It prepares students to work with diverse populations as helping professionals.

3/0/0 Course fee charged

**HUS 201 Introduction to Counseling 3 cr.**

This course examines the theoretical foundations and various counseling styles and techniques. It develops student skills in the understanding of developmental, nondirective, psychodynamic, transactional and other approaches to individual, marital, and family counseling. It examines the characteristics of a workable counseling relationship.

3/0/0 Course fee charged

**HUS 202 Interviewing Techniques 3 cr.**

This course trains students to understand and effectively utilize the interviewing process to assist clients with problem resolution. It examines various interviewing styles and techniques and the theoretical foundation of each. It develops interviewing skills through the use of student interaction, role-playing, videotape, and recordings of actual student interviews. It focuses on the concepts of communication, interaction, and the self.

3/0/0 Course fee charged

**HUS 205 Social Work Process 3 cr.**

This course surveys practices, concepts, methods, and current trends in human service work. It stresses basic skills inherent in casework, group work, and community organization. It examines methods of data collection used by a variety of social service agencies. It utilizes a strength-based empowerment approach and emphasizes skills for working with older adults and persons with developmental disabilities.

*Prerequisite:* HUS 102  
3/0/0 Course fee charged

**HUS 207 Addiction Dynamics and Interventions 3 cr.**

This course provides a working knowledge of the helping process as it applies to drug and alcohol counseling. It focuses on assessment and diagnostic skills; the pharmacology of commonly abused substances; appropriate goals and treatment plans; individual, group and family treatment approaches; the levels of care available to drug and alcohol clients and their families; current research, trends and success rates in treatment; the impact of sex, age, and ethnicity on the treatment process; the ethical guidelines of practice; and the American Psychiatric Association's diagnostic criteria for substance use disorders and their relationship to other mental health disorders. It also covers the procedure for applying for state, national and international drug and alcohol counselor certification.

3/0/0 Course fee charged

**HUS 210 Human Services Field Placement 3 cr.**

This course places students in a social service agency for eight hours per week for fourteen consecutive weeks to perform tasks and engage in learning activities associated with acquiring professional standards, behaviors, and conduct. Students are supervised by a faculty member and field supervisor and are expected to attend a weekly seminar to discuss their experiences and observations. Students learn how to prepare for clinical supervision and complete a professional portfolio.

*Prerequisite:* HUS 205  
2/0/8 Course fee charged

**INTERPRETER EDUCATION****IEP 102 Introduction to Interpreting I 3 cr.**

This course introduces students to the art and profession of interpreting for deaf and hearing persons and is designed for students who have completed their battery of American Sign Language courses (ASL 101, 102, 201, and 202). It covers professional requirements; knowledge of the demands and controls in the interpreting triad; analysis of interpretation theory; intercultural and interlingual demands; development of processing skills; and guidelines for interpreting in specialized situations. Students learn through classroom discussions, role playing, videotapes, and interviews of professional interpreters and deaf/hearing consumers.

*Prerequisite:* ASL 202 and ENG 101  
3/0/0

**IEP 111 Linguistics of American Sign Language 3 cr.**

This course introduces the study of American Sign Language, its "phonology", morphology, grammar (syntax) and meaning (semantics). It investigates geographical, generational, racial, and gender differences. It includes similarities and differences between English and American Sign Language.

*Prerequisite:* ASL 102 and ENG 101  
*Corequisite:* ASL 201 and ENG 101  
3/0/0

**IEP 201 Introduction to Interpreting II 3 cr.**

This course focuses on the ethics, professional behavior and skills necessary to prepare and perform as an interpreter in a variety of settings. It focuses on interpreting in the mental health and social services fields and interpreting with a varied clientele including blind and deaf individuals.

*Prerequisite:* IEP 102  
3/0/0



**IEP 203 Discourse Analysis for Interpreters** 3 cr.

This course focuses on the analysis of discourse in dialogic genres of English and American Sign Language (ASL) so that interpreting students become explicitly aware of the features of language use in everyday life. Students transcribe and analyze interaction discourse features of conversations, explanations, interviews, discussions, and other types of dialogue genres while reading and discussing theoretical notions underlying language use.

*Prerequisite:* IEP 201  
2/2/0

**IEP 204 Cognitive Processing Skills** 3 cr.

This course is an introduction to the mental processing skills (pre-interpreting skills) of consecutive and simultaneous interpretation. This course includes an overview of the theoretical models of interpretation, provides skill development activities for isolated interpreting sub-tasks and practice activities for the integration of these tasks in translation and consecutive interpreting activities. Course content includes interpreting theory; visualization; listening and comprehension; shadowing; paraphrasing; abstracting; dual task training; text analysis (including identification of main point, summarizing and structuring); cloze skills; and translation. Twelve hours of interpreter observations are required.

*Prerequisite:* IEP 201  
3/0/0

**IEP 211 Interpreting Process Application in ASL to English** 3 cr.

This course focuses on building expressive interpreting skills, such as changing a message from American Sign Language into spoken English. It emphasizes theoretical components, principles, and ethics; and discusses and applies strategies for effective receptive “listening” and text analysis.

*Prerequisite:* ASL 204, IEP 203, IEP 204  
3/0/0

**IEP 221 Interpreting Process Application in English to ASL** 3 cr.

This course focuses on building expressive interpreting skills, such as changing a message from spoken English into American Sign Language. It emphasizes theoretical components, principles, and ethics; and discusses and applies strategies for effective receptive “listening” and text analysis.

*Prerequisite:* ASL 204, IEP 203, IEP 204  
3/0/0

**IEP 232 Transliteration** 3 cr.

This course focuses on changing a message spoken in English into an English-based language (i.e. contact language), and then reversing the process by changing a message from an English-based sign language into spoken English. Practice and evaluations are accomplished through demonstrations and audio and/or video taped sessions.

*Prerequisite:* IEP 211, IEP 221  
*Corequisite:* IEP 242  
3/0/0

**IEP 242 Practicum in Interpreting** 3 cr.

This course involves observation by and placement of the student in interpreting situations both on- and off-campus to gain on-the-job experience. It requires a minimum of 135 interpreting hours.

*Prerequisite:* IEP 211, IEP 221  
*Corequisite:* IEP 232  
Course fee charged

## ITALIAN

**ITA 101 Elementary Italian I** 3 cr.

This course is for students with no knowledge of Italian. It focuses on laying a foundation for speaking, reading, and writing Italian.

3/0/0 FA

**ITA 102 Elementary Italian II** 3 cr.

This course is for students with limited knowledge of Italian. It focuses on building upon demonstrated skills in speaking, reading, and writing Italian.

*Prerequisite:* ITA 101 or one year of high school Italian  
3/0/0 SP

**ITA 201 Intermediate Italian I** 3 cr.

This course focuses on speaking Italian. Class discussion is based on cultural readings from the Italian-speaking world. There is intensive grammar study and composition work.

*Prerequisite:* ITA 102 or two years of high school Italian or permission  
3/0/0

**ITA 202 Intermediate Italian II** 3 cr.

This course focuses on achieving skill in speaking Italian. Class discussion is based on cultural readings from the Italian-speaking world. There is intensive grammar study and composition work.

*Prerequisite:* ITA 201 or permission  
3/0/0

## JOURNALISM

**JOU 101 Introduction to Journalistic Writing I** 3 cr.

This course introduces investigating, reporting, and writing the variety of news stories typically found in newspapers. Students practice writing news stories and also study and analyze samples of contemporary American journalism.

*Prerequisite or Corequisite:* ENG 101  
3/0/0 FA

**JOU 102 Introduction to Journalistic Writing II** 3 cr.

This course requires students to practice reporting and writing feature stories, editorials, and columns. It also focuses on editing of copy as well as writing headlines and picture captions. Special attention is paid to samples from contemporary American newspapers and magazines.

*Prerequisite:* JOU 101  
3/0/0

## LITERATURE

**LIT 203 Masterpieces of World Literature I** 3 cr.

This course is a sampling of significant Biblical and classical literature (Greek and Roman) as well as mythological literature. The emphasis will be on reading and discussing the origins of the allusions found in modern arts.

*Prerequisite:* ENG 102 or permission  
3/0/0

**LIT 205 Introduction to Poetry** 3 cr.

This course divides the study of poetry into four parts. It examines what poetry is and how it differs from other literary forms; how it evolved (the tradition of poetry); what special skills are needed to understand it; and what purpose it serves in a utilitarian culture. Students read, analyze, and discuss poems.

*Prerequisite:* ENG 102 or permission  
3/0/0

**LIT 206 Women's Literature** 3 cr.

This course examines the roles assigned to women in society as reflected in poetry, short stories, novels, and autobiographical writings by women. It reflects the views of women held in different countries and at different times in the recent past.

*Prerequisite:* ENG 102 or permission  
3/0/0

**LIT 207 British Literature I** 3 cr.

This course focuses on British literature from its origins to the late eighteenth century. It emphasizes critical reading and analysis of selected fiction, poetry, drama, and essays.

*Prerequisite:* ENG 102 or permission  
3/0/0 FA

**LIT 208 British Literature II 3 cr.**

This course focuses on British literature from the Romantic to the contemporary period. It emphasizes critical reading and analysis of selected fiction, poetry, drama, and essays.

*Prerequisite:* ENG 102 or permission  
3/0/0 SP

**LIT 209 American Literature I 3 cr.**

This course is a survey covering American literature from the Puritan period to the Civil War. It emphasizes major trends in literary development during that time span.

*Prerequisite:* ENG 102 or permission  
3/0/0 FA

**LIT 210 American Literature II 3 cr.**

This course is a survey covering American literature from the Civil War to modern times. It emphasizes major trends in literary development during that time span.

*Prerequisite:* ENG 102 or permission  
3/0/0 SP

**LIT 211 Masterpieces of World Literature II 3 cr.**

This course will cover both fictional and non-fiction works from the eleventh century to the present with a focus on European and non-Western traditions. Students will explore the historical, social, and cultural contexts of chosen texts in order to trace the development of modern literary genres.

*Prerequisite:* ENG 102  
3/0/0

**LIT 215 Introduction to Children's Literature 3 cr.**

This survey course introduces the history, psychology, and literary techniques of quality children's literature. It emphasizes the evaluation and analysis of children's literature to assess what makes a quality piece of literature.

*Prerequisite:* ENG 102  
3/0/0 FA/SP/SU

**LIT 216 Poetry of the Holocaust 3 cr.**

This course examines the poetry that reflects upon the Nazi destruction of 6,000,000 Jews during the Holocaust of World War II. The poetry is a testimony to the lost lives and the devastated souls. Poets re-create both the sorrow and the inspiration of varied Holocaust experiences. It focuses on communal and individual identity; memory; and the desire for self-representation.

3/0/0

**LIT 217 The Holocaust in World Literature 3 cr.**

This course examines the literature that reflects upon the extermination of 6,000,000 Jews during the Holocaust of World War II. The literature stands as testimony to the broad range of Holocaust experiences, both sorrowful and inspirational. These events are re-experienced through fiction; dramatic works; memoirs; diaries; film and guest lecturers; and artists. It includes selected works by men and women; Jews and non-Jews; figures famous and unknown; eyewitnesses, survivors, and second- and third-generation writers.

3/0/0

**LIT 218 Literature and Film 3 cr.**

This course explores the complex interplay between film and literature. Selected novels, short stories, and plays are analyzed in relation to film versions of the same works in order to gain an understanding of the possibilities—and problems—involved in the transposition to film.

*Prerequisite:* ENG 102 (or ENG 101 with permission)  
3/0/0

**LIT 220 Shakespeare 3 cr.**

This course focuses on Shakespeare's life and times and the study of a selection of his plays: historical, comedic, and tragic.

*Prerequisite:* ENG 102 or permission  
3/0/0

**MAGNETIC RESONANCE IMAGING****MRP 110 Introduction to Magnetic Resonance Imaging (MRI) 3 cr.**

Taught through a hybrid format, the basic understanding of the operation of MRI devices will be explained. Content will provide the basic concepts of patient care, including physical and psychological needs of the patient and family. Routine and emergency care procedures are described. Basic concepts of pharmacology and venipuncture of contrast media are provided. Content provides a foundation in ethics and law related to the practice of medical imaging. In addition, MRI safety for the patient, family and self will be presented.

*Prerequisite:* ARRT, RT(R), ARRT, RT(NM)  
*Corequisite:* MRP 150  
3/0/0

**MRP 120 MR Sectional Anatomy and Pathology 3 cr.**

Taught through a hybrid format, this course begins with a review of gross anatomy. Gross anatomical structures are located and identified in axial, sagittal, coronal and orthogonal planes. Illustrations of anatomical images will be compared with MR images in the same imaging planes. The characteristic appearance of each anatomical structure as it appears on MR will be stressed.

*Prerequisite:* MRP 110  
*Corequisite:* MRP 150  
3/0/0

**MRP 130 MRI Procedures 3 cr.**

Content provides detailed coverage of procedure for MR imaging of adults and pediatric patients. Procedures include, but not limited to, indications for the procedure, patient education, preparation, orientation and positioning, patient history and assessment, contrast media usage, scout images, scan parameters and archiving of images. MR procedures will be taught for differentiation of specific structures, patient symptomatology and pathology. MR images studies will be reviewed for quality, and anatomy and pathology.

*Prerequisite:* MRP 120  
*Corequisite:* MRP 150  
3/0/0

**MRP 140 MRI Physics and Equipment 3 cr.**

Taught through a hybrid format, the content is designed to impart understanding of the physical principles and instrumentation involved in magnetic resonance imaging (MRI). The historical development and evolution of MRI is reviewed. Physics topics include magnetism, magnets shim systems, radiofrequency systems, gradients systems used in forming the image, data acquisition and manipulation techniques, k-space mapping and filling, fast Fourier transformation and post processing techniques will be explained. MRI systems and operations will be explored with full coverage of the imaging parameters and imaging options to include image quality, contrast, artifacts, and quality assurance.

*Prerequisite:* MRP 130  
*Corequisite:* MRP 150  
3/0/0

**MRP 150 MRI Clinical Education 3 cr.**

Clinical education consists of 120 hours in an affiliate hospital or imaging center. It is designed to enable the student to achieve the competencies necessary to meet the ARRT eligibility requirements for the MRI examination. Course can either be taken in the Fall or Spring.

*Prerequisite:* ARRT, RT(R), ARRT, RT(NM)  
*Corequisite:* MRP 110 & MRP 120 or MRP 130 & MRP 140  
0/0/9



## MATHEMATICS

### **MTH 055 Pre-Algebra** 4 cr.\*

This developmental course focuses on skills needed to prepare students for algebra. It includes the operations of integers, exponents, order of operations, understanding variables, and solving equations. It also introduces operations of rational numbers in the form of signed fractions and decimals as well as problem solving in terms of perimeter and area.

*\*Credits do not apply toward graduation.*

4/0/0 FA/SP/SU

### **MTH 075 Elementary Algebra** 4 cr.\*

This developmental course is designed for students who have not taken a full year of high school algebra or who require a review of certain topics in elementary algebra. It focuses on signed numbers; polynomial expressions and their operations; rational algebraic expressions; factoring; the solving and graphing of first degree equations in one variable; and systems of linear equations (algebraic and graphic solutions).

*\*Credits do not apply toward graduation.*

*Prerequisite:* Demonstrated competency in arithmetic skills covered in MTH 055

4/0/0 FA/SP/SU

### **MTH 095 Intermediate Algebra** 4 cr.\*

This course is designed for students who have mastered elementary algebra. It focuses on linear and absolute value equations; inequalities; functions; rational exponents; radicals; complex numbers; solving and graphing of quadratic equations and inequalities; and solving systems of linear equations and inequalities.

*\*Credits do not apply toward graduation.*

*Prerequisite:* MTH 075 or equivalent skills

4/0/0 FA/SP/SU

### **MTH 104 Business Mathematics** 3 cr.

This course provides the mathematical foundation for all of the business career curricula. Arithmetic concepts are reviewed and applied to payroll; depreciation; interests; discounts; negotiable instruments; taxes; stocks and bonds; mathematics of merchandising; and computer mathematics. It uses and stresses business formulas, and equations.

*Prerequisite:* MTH 075 or equivalent skills

3/0/0 FA/SP

### **MTH 107 Introduction to Statistics** 3 cr.

This is a first course in basic statistical concepts. It focuses on frequency distributions of empirical data, calculations of descriptive statistics, probability distributions, confidence intervals, hypothesis testing, chi square, regression, and correlation.

*Prerequisite:* MTH 075 or equivalent skills

*Note: Students may receive credit for either MTH 107 or MTH 143, but not credit for both courses.*

3/0/0 FA/SP/SU

### **MTH 112 College Algebra** 3 cr.

This course prepares students for upper level college mathematics courses. It focuses on graphs and transformations of functions; inverse and combinations of functions; solving linear and absolute value equations; polynomial equations; quadratic equations; and polynomial, rational, exponential, and logarithmic functions and their graphs.

*Prerequisite:* MTH 095 or two years of high school algebra

3/0/0 FA/SP

### **MTH 113 Modern College Mathematics I** 3 cr.

This course satisfies the mathematics requirements for students in non-science fields. It emphasizes sets; logic; numeration and mathematical systems, elements of number theory and topics in probability.

*Prerequisite:* MTH 075 or equivalent skills

3/0/0 FA/SP

### **MTH 118 Calculus I and Analytic Geometry** 4 cr.

This course focuses on selected content from plane analytic geometry; limits and continuity; derivatives of algebraic, trigonometric, logarithmic, and exponential functions; extrema; differentials; antiderivatives; definite integrals; and applications. Graphic and symbolic calculation software is provided and applied to selected topics.

*Prerequisite:* MTH 130 or permission

4/0/0 FA/SP/SU

### **MTH 119 Calculus II and Analytic Geometry** 4 cr.

This course focuses on differentiation of inverse trigonometric functions and application of implicit and logarithmic differentiation. It also emphasizes the completion of the Basic Integration Formulas, techniques of integration, improper integrals, parametric equations, sequences, and series. Application of integration include area and volumes of solids of revolution. Symbolic calculation software is provided and applied to selected topics.

*Prerequisite:* MTH 118

4/0/0 FA/SP/SU

### **MTH 130 Precalculus** 4 cr.

This course is the analytic study of elementary relations and functions including linear, quadratic, higher order polynomial, exponential, logarithmic, and trigonometric. Upon successful completion of this course, the student is expected to begin the formal study of calculus. A graphing calculator is required.

*Prerequisite:* MTH 095 or equivalent skills

4/0/0 FA/SP/SU

### **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 095 or equivalent skills

3/0/0

### **MTH 142 Calculus: Techniques and Applications** 3 cr.

This course satisfies the mathematics requirement for business and social science majors in transfer programs. It focuses on topics from applied calculus: limits; derivatives; maxima and minima; anti-derivatives; and the definite integral. It emphasizes developing the calculus skills necessary to solve problems of management and the social sciences.

*Prerequisite:* MTH 112 or MTH 130 or MTH 141 or permission

3/0/0

### **MTH 143 Statistics I** 4 cr.

This course presents basic statistical principles and methods. It focuses on descriptive statistics; probability theory; Binomial; Poisson; z, t, and Chi-square distributions; central limit theorem; confidence intervals; and hypothesis testing. One hour per week is spent in the microcomputer laboratory exploring software applications of statistical concepts presented in the lecture. No previous computer experience is assumed.

*Prerequisite:* MTH 112 or MTH 141 or MTH 130

*Note: Students may receive credit for either MTH 107 or MTH 143, but not credit for both courses.*

4/0/0 FA/SP Course fee charged

### **MTH 201 Linear Algebra** 3 cr.

This course focuses on the basic theory and applications of real finite dimensional vector spaces and linear transformations. It includes vectors; linear dependence; basis and dimension; matrices; applications to systems of linear equations; change of basis; and eigenvalues.

*Prerequisite:* MTH 118

3/0/0

### **MTH 220 Calculus III and Analytic Geometry** 4 cr.

This course focuses on vectors in the plane and space; vector calculus; multivariate functions and partial derivatives; directional derivatives; multiple integrals and surface integrals; vector fields; line integrals; Greens's theorem; Divergence theorem; and Stokes's theorem.

*Prerequisite:* MTH 119

4/0/0 FA/SP

**MTH 226 Discrete Mathematics 3 cr.**

This course is an elementary introduction to certain topics in Discrete Mathematics appropriate for work in computer science and in the further study of mathematics. It focuses on sets; logic; proof and counting techniques; combinatorics; graphs; trees; and Boolean Algebra.

*Prerequisite:* MTH 111 and MTH 112, or MTH 130 3/0/0

**MTH 230 Differential Equations 4 cr.**

This course focuses on methods of solution, applications, and theory of ordinary differential equations. It includes first order differential equations, linear differential equations of higher order, power series solutions, Laplace transforms, and systems of linear differential equations.

*Prerequisite:* MTH 220 4/0/0

**MTH 243 Statistics II 3 cr.**

This course focuses on test of fit, test of independence; analysis of variance; simple and multiple regression; correlation analysis; time series; index numbers; and non-parametric statistics.

*Prerequisite:* MTH 143 3/0/0

**MUSIC (APPLIED)****MUC 101, 102, 103 Class Piano I, II, III 1 cr. ea.**

This course involves class instruction in one one-hour class session per week. Daily practice sessions are required. This course may also be taken for non-credit through Community Enrichment.

1/1/0 FA/SP Course fee charged

**MUSIC (PRIVATE APPLIED)**

(Previous musical experience required)

**MUP 131-139 Applied Music I 1 cr.****MUP 141-149 Applied Music II 1 cr.**

These courses involve one half-hour class session per week of private instruction in Woodwind 131/141; Brass 132/142; Strings 133/143; Percussion 134/144; Voice 135/145; Composition 136/146; Piano 137/147; Guitar 138/148; and Secondary Instrument 139/149. These are offered for one credit, at a time mutually agreed upon by the student and the instructor. An authorized signature is required.

*Prerequisite:* Permission 0/2/0 FA/SP Course fee charged

**MUP 231-239 Advanced Applied Music I 1 cr.****MUP 241-249 Advanced Applied Music II 1 cr.**

These courses involve one half-hour class session per week of continued private instruction in Woodwind 231/241; Brass 232/242; Strings 233/243; Percussion 234/244; Voice 235/245; Composition 236/246; Piano 237/247; Guitar 238/248; and Secondary Instrument 239/249. These are offered for one credit, at a time mutually agreed upon by the student and the instructor. An authorized signature is required.

*Prerequisite:* Permission of the instructor 0/2/0 FA/SP Course fee charged

**MUSIC APPRECIATION THEORY/HARMONY****MUS 101 Introduction to Music 3 cr.**

This course discusses the place of music in the life of humans. It emphasizes stimulating the enjoyment of music. It focuses on methods of comprehending music, listening techniques, discernment of musical elements, and the recognition of primary musical forms in an attempt to develop intelligent and discriminating listeners.

3/0/0 FA/SP

**MUS 105 Fundamentals of Music 3 cr.**

This course is an integrated study of the construction and language of music through musical notation, scales, rhythm, and harmony, with rudimentary performance on a melody instrument. It is for the student with or without previous musical training.

3/0/0 FA

**MUS 110 Aural Perception 2 cr.**

This course develops the ability to sight-sing melodic passages and to notate rhythmic, melodic, and harmonic examples through ear training exercises.

*Prerequisite:* MUS 105 or permission 2/0/0

**MUS 115 Harmony 3 cr.**

This course focuses on traditional diatonic harmony covering primary and secondary triads and their inversions. It emphasizes a four-part harmonization of a melody and bass lines. It continues sight-singing, rhythmic, and melodic dictation.

*Prerequisite:* MUS 105 3/0/0

**MUS 210 Aural Perception II 2 cr.**

This course further develops aural skills including the ability to sight-sing melodic passages and to notate rhythmic, melodic, and harmonic examples through dictated ear training exercises.

*Prerequisite:* MUS 110 2/0/0

**MUS 215 Chromatic Harmony 3 cr.**

This course continues the focus on diatonic harmony, providing an opportunity for the students to write in the harmonic style of the romantic period. It emphasizes four-part writing with figured bass, analysis of harmonic materials, and reproduction of the keyboard.

*Prerequisite:* MUS 115 3/0/0

**MUSIC (PERFORMANCE)****MUS 111-114 Brass Ensemble I-IV 1 cr. ea.****MUS 121-124 Jazz Ensemble I-IV 1 cr. ea.****MUS 125-128 Vocal Jazz Ensemble I-IV 1 cr. ea.****MUS 131-134 String Ensemble I-IV 1 cr. ea.****MUS-135-138 Guitar Ensemble I-IV 1 cr. ea.****MUS 141-144 Woodwind Ensemble I-IV 1 cr. ea.****MUS 145-148 Percussion Ensemble I-IV 1 cr. ea.**

These ensembles involve class rehearsals, instructor presentation and demonstration of performance techniques, and public performance. Each ensemble meets once per week. These performance courses are recommended electives for music majors and are open to all students who play musical instruments and read music.

*Note: Student participation in ensembles is determined by the instructor of the course.*

*Prerequisite:* Courses should be taken in sequence I-IV

**MUS 150 – MUS 153 Chorus I-IV 1 cr.**

This study and performance-oriented course in representative choral literature is open to all students.

*Prerequisite:* Courses should be taken in sequence I-IV.

0/2/0 FA/SP Course fee charged

**MUS 161 – MUS 164 Burlington County College/Community Concert Band I-IV 1 cr.**

The RCBC College/Community Concert rehearses once per week. The Concert Band performs at the end of each semester. Other performances may be scheduled during the semester. Concert Band members are required to audition for the one credit music performance course.

0/2/0

**MUS 291 Honors Performance 1 cr.**

This course provides a student of exceptional ability particular instruction in preparation for the performance of an honors recital.

*Prerequisite:* Permission  
0/2/0

**NURSING****NUR 103 Medication Administration 1 cr.**

This course focuses on the ability to accurately prepare dosages for medication administration. Basic principles are introduced for use as guidelines for accurate amounts of medication and their forms (pills, milliliters, drops-per-minute) to be administered. Converting among household, apothecary, and intravenous dosages is discussed. Reading and interpreting medication labels are stressed. Adult and pediatric dosages are covered.

1/0/0 Course fee charged

**NUR 119 Fundamentals of Nursing 7 cr.**

This initial nursing course explores and applies concepts basic to nursing. Fundamental psychomotor and communication nursing skills are developed and applied within a framework of the nursing process and Maslow's human needs. Clinical experiences focus on alterations in basic needs of adult and senescent patients with chronic medical conditions. The course includes classroom, college-based laboratory, and clinical experiences.

*Prerequisite:* Acceptance into the RCBC nursing program by meeting the acceptance criteria.

*Corequisite:* BIO 110, BIO 111, PSY 101  
4/3/6 FA/SP Course fee charged

**NUR 120 Nursing of Families 9 cr.**

This course examines the health and social situations of today's family. Areas of focus are the birth process; children from newborns to adolescents; and women's health needs. It emphasizes physical assessment; health promotion; growth and development and general needs identification as related to healthy and ill childbearing families. Psychomotor, communication and medication administration skills are developed. The course includes classroom, college-based laboratory and clinical experiences.

*Prerequisite:* BIO 110, BIO 111, NUR 119, PSY 101

*Corequisite:* BIO 114, BIO 115, PSY 256  
4/3/12 FA/SP Course fee charged

**NUR 127 Pharmacology Essentials 3 cr.**

This elective course introduces the principles of pharmacokinetics and pharmacotherapy. It presents current content with regard to contemporary medications in relevant drug groups. Critical thinking case studies highlight pertinent information.

*Prerequisite:* NUR 119 or one nursing course or RN or LPN

3/0/0 Course fee charged

**NUR 214 Nursing of Patients in Stress 8 cr.**

This course focuses on the patient who has experienced acute stress through surgical and psychological trauma. Using the nursing process, it emphasizes the care of complex patients through all phases of the surgical experience and mental health rehabilitation. Observational opportunities are provided in mental health facilities and multiple peri-operative surgical settings. This course includes classroom and clinical experiences.

*Prerequisite:* BIO 114, BIO 115, NUR 120, PSY 256

*Corequisite:* BIO 155, BIO 156, CHE 210  
4/0/12 FA/SP Course fee charged

**NUR 215 Advanced Concepts in Nursing Practice 9 cr.**

This course is the culmination of the exploration of the health needs of the individual. It focuses on the patient having multiple unmet needs, requiring complex nursing interventions. It emphasizes providing care to individuals and groups of patients. It stresses mastery of intricate psychomotor techniques, medication administration skills, and the administration of continuous IV (drip meds) pharmacotherapeutics. The course includes classroom and clinical experiences.

*Prerequisite:* BIO 155, BIO 156, CHE 210, NUR 214

*Corequisite:* NUR 216  
5/0/14 FA/SP Course fee charged

**NUR 216 Management and Professional Issues 1 cr.**

This course covers current issues affecting health care delivery; management techniques; legal and ethical concerns; and political/legislative strategies. It involves discussion, role playing, and individual projects to analyze and synthesize the issues.

*Prerequisite:* NUR 214

*Corequisite:* NUR 215  
1/0/0 FA/SP Course fee charged

**PARALEGAL****LEX 110 Introduction to Paralegal Studies 3 cr.**

This course is an overview of the legal system and focuses on basic legal concepts and paralegal skills. It emphasizes careful reading for detail; developing analytical and critical thinking skills; and written presentation of arguments. It also covers professional ethics and conduct; issues of confidentiality; conflicts of interest; and unauthorized practice of law.

3/0/0 FA/SP Course fee charged

**LEX 111 New Jersey Legal Systems 3 cr.**

This course focuses on New Jersey's court system, including an examination of the various types of legal practices as they relate to the courts. It covers rules and procedure of appellate practice, including briefs, filings, petitions, and motions as well as elements of the Federal court system.

3/0/0 FA/SP Course fee charged

**LEX 112 Legal Writing 3 cr.**

This course introduces basic concepts in legal writing. Paralegals are expected to prepare a variety of legal instruments to provide hands-on practice with various types of documents and forms as well as their use.

*Prerequisite:* LEX 113, ENG 101

3/0/0 SP Course fee charged

**LEX 113 Legal Research and Library Use 3 cr.**

This course introduces practical experience in the techniques of legal research, references to citations, and the use of a law library. It includes practice in locating and using legal forms.

*Prerequisite or Corequisite:* LEX 110, LEX 111

3/0/0 FA/SP Course fee charged

**LEX 122 Family Law 3 cr.**

This course examines family law practice including complaints, interrogatories, depositions, motions, and pleadings in the areas of divorce, separation, and custody, annulment, adoption, name change, guardianship, legitimacy, and other Family Court procedures.

*Prerequisite or Corequisite:* LEX 110, LEX 111

3/0/0 FA/SP Course fee charged

**LEX 123 Bankruptcy Law 3 cr.**

This course outlines basic debtor/creditor bankruptcy law and provides guidelines, practices, and procedures that a paralegal in this field may use. It covers sources of law, consensual debt creation, creditor interest in real estate, general provisions of the Bankruptcy Code and case administration (Chapter 7, Chapter 11 and Chapter 13).

*Prerequisite:* LEX 113

3/0/0 SP Course fee charged

**LEX 124 Real Property 3 cr.**

This course focuses on the legal and financial requirements of residential real estate transactions. It examines deeds, contracts, mortgages, and other documents commonly associated with real estate. Students learn the historical background which makes real estate unique, along with a practical understanding of the different local practices affecting its purchase and sale. Some basic math skills are helpful in understanding surveys, the proper calculation of taxes, and the settlement statement.

*Prerequisite:* LEX 110

3/0/0 FA/SP Course fee charged



**LEX 125 Comparative Business Entities 3 cr.**

This course focuses on the sole proprietorship, partnership (general and limited), the limited liability company, and the general business corporation, including an analysis of formation, operation, dissolution, financing, and tax implications of each entity. It reviews legal documents including initial organizational documents; stock certificates; stock transfer ledger; by-laws and minutes; trade name certificates; and means of dissolution. It examines law practice and procedure in buy-sell agreements, employment agreements, and non-competition agreements.

*Prerequisite:* LEX 113

3/0/0 FA/SP Course fee charged

**LEX 212 Civil Litigation Practice 3 cr.**

This course covers general rules governing lawyers, courts, and civil practice. Students become familiar with the court rules, pre-trial procedure, and common legal issues. Special emphasis is placed on understanding ethics rules and professional responsibility. Students are also taught the requirements for filing complaints, answers, and for pre-trial discovery, including interrogatories, depositions, subpoenas, and motion practice.

*Prerequisite:* LEX 110 and LEX 111

3/0/0 FA/SP Course fee charged

**LEX 214 Administration of Decedents' Estates 3 cr.**

This course focuses on practice and procedures with respect to estates; wills and their legal effects; administration of estates; trusts; accountings; devises, bequests; distribution of estates; law of interstate distribution; obligations of fiduciaries; and the Probate Division of the courts. It also includes an examination of New Jersey inheritance tax and federal estate tax returns.

*Prerequisite:* LEX 111 and LEX 124

3/0/0 FA/SP Course fee charged

**LEX 225 Paralegal Skills and Practices 3 cr.**

This course focuses on the practical application of substantive law concerning civil litigation; personal and real property; probate practice; family law; administration of decedents' estates; and legal research. Students prepare and analyze documents simulating practice in offices where paralegals may serve, using skills gained in prerequisite courses.

*Prerequisite:* LEX 112, LEX 122, LEX 125, LEX 212 and LEX 214

3/0/0 FA/SP Course fee charged

**LEX 235 Paralegal Internship 3 cr.**

The internship program provides an opportunity for students to gain a workplace experience. The student is placed in a law office or other firm using paralegals, under the supervision of an attorney. The internship is guided by prescribed learning outcomes that are specific to the type and orientation of the law firm or business in which the student is placed.

*Prerequisite:* LEX 112 and LEX 212

By arrangement 0/0/9 Course fee charged

**PARAMEDIC SCIENCE\***

\*Paramedic Science coursework may be applied towards the Applied Science degree (AAS.PAR) and Certificate (CRT.PAR) which is pending final review and approval by the New Jersey Presidents' Council.

**PAR 100 Introduction to Paramedic Care 5 cr.**

This course prepares the student to develop an understanding of the roles and responsibilities of the paramedic, EMS systems, and laws that effect EMS. It will introduce the student to emergency pharmacology, fluids, electrolytes and intravenous therapy and disease specific medications. Dosing and drug calculations and administration will be learned.

*Prerequisite:* EMT

*Corequisite:* PAR 105, BIO 110, BIO 111

4/2/0 Course fee charged

**PAR 105 Paramedic Clinical I 1 cr.**

The course prepares the student to recognize the need for and the management of appropriate patient care via clinical observation and the practical application of learned skills. Students will attend clinical shifts in the intensive care unit and will attend various sites to practice the techniques of intravenous cannulation and phlebotomy.

*Corequisite:* PAR 100

0/0/3 Course fee charged

**PAR 110 Paramedic Care I 6 cr.**

The course discusses the assessment of patients for specific disease processes, and the treatment and care of those diseases. Topics covered include cardiology, pulmonology, hematology, neurology, toxicology, gastroenterology, urology, allergies and anaphylaxis and ECG interpretation.

*Prerequisite:* PAR 100

*Corequisite:* PAR 115

4/4/0 Course fee charged

**PAR 115 Paramedic Clinical II 2 cr.**

The course prepares the student to recognize the need for and the management of appropriate patient care via clinical observation and the practical application of learned skills.

*Prerequisite:* PAR 105

0/0/6 Course fee charged

**PAR 120 Paramedic Clinical III 2 cr.**

The course prepares the student to recognize the need for and the management of appropriate patient care via clinical observation and the practical application of learned skills. Students will attend clinical in the intensive care unit and the emergency department.

*Prerequisite:* PAR 115

0/0/6 Course fee charged

**PAR 200 Paramedic Care II 5 cr.**

The course discusses the assessment of patients for specific disease processes, and the treatment and care of those diseases. Topics covered include neonatology, obstetrics, gynecology, pediatrics, geriatrics, behavior and psychiatrics, trauma, and burns. Students will have the opportunity to practice in the laboratory utilizing guidelines set down by the National Highway Traffic Association's paramedic curriculum and the New Jersey Administrative Code, 8:41A.

*Prerequisite:* PAR 110

*Corequisite:* PAR 205

4/2/0 Course fee charged

**PAR 205 Paramedic Clinical IV 2 cr.**

This course prepares the student to recognize the need for and the management of appropriate patient care via clinical observation and the practical application of learned skills. Students will attend clinical shifts in pediatrics, labor and delivery, a trauma center and a psychiatric unit. Focus will be on the management of patients with trauma, psychiatric crisis, childhood illnesses, pregnancy and pregnancy complications.

*Prerequisite:* PAR 120

0/0/6 Course fee charged

**PAR 210 Paramedic Clinical V 6 cr.**

This course will provide the educational field experience required to prepare the student to achieve certification as an Emergency Medical Technician-Paramedic. Field internship allows the paramedic student to apply learned theory and skills while under the guidance of a certified paramedic preceptor. Students will progress through carefully scripted phases with definite cognitive and psychomotor skill sets to be mastered.

*Prerequisite:* PAR 200, PAR 205

0/0/18 Course fee charged

**PAR 215 Paramedic Clinical VI 3 cr.**

The course is structured to prepare and evaluate the student's ability to demonstrate leadership characteristics in the identification and implementation of patient treatment plans and initial and continued care including transferring patients to a receiving facility. This is a capstone course that is the summation of clinical practice and evaluation of all prior learning including the preceding five semesters of coursework, clinical rotations, and the field internship in paramedic science.

*Prerequisite:* PAR 210

0/0/9 Course fee charged

## PHILOSOPHY

### PHI 101 Introduction to Philosophy 3 cr.

This course examines some of the fundamental questions concerning knowledge, existence, and value. Does God exist? What constitutes good and evil? Is there an afterlife? What is free will? It emphasizes examining the original works of important philosophers.

3/0/0 FA/SP

### PHI 105 Introduction to Logic 3 cr.

This course introduces the principles of valid reasoning, with emphasis upon their practical uses in the development of critical thinking. It focuses on conditions of clear statements; semantics of definitions; adequate evidence; common fallacies; and inductive and deductive logic.

3/0/0

### PHI 112 Eastern Philosophy 3 cr.

This course focuses on the traditional philosophies of China, such as Confucianism and Taoism, and the Buddhist philosophic tradition, stretching from India to Japan, with an emphasis on reading and interpreting original texts. Comparisons are made with appropriate Western traditions, such as the Greeks and the existentialists.

3/0/0

### PHI 205 Ethics 3 cr.

This course focuses on the ethical concerns of humans. Readings from significant philosophers are used to show the major ethical problems from ancient to modern times.

*Prerequisite:* PHI 101 or permission

3/0/0

### PHI 210 History of Philosophy 3 cr.

This course focuses on an overview of Western thought from antiquity to the present. It emphasizes the development of civilization through the living ideas of past ages to the students can view contemporary ideas in the perspective of their roots in past societies. It stresses the impact of social and cultural factors upon the spirit of the times throughout history.

*Prerequisite:* PHI 101 or permission

### PHI 220 Environmental Ethics 3 cr.

This course examines such questions as, "What are the rights of animals?", "Is there a land ethic?", and "How can we achieve environmental justice?" Such problems are discussed within the larger context of environmental philosophy, including such perspectives as utilitarianism, holism, social ecology, deep ecology, ecofeminism and postmodernism. Applications to local issues in land use, wilderness, civic agriculture and food will be included.

3/0/0

### PHI 230 Biometical Ethics 3 cr.

This course explores ethical issues in medicine and biotechnology. The course will focus on the philosophical analysis of these issues and the application of ethical theories. The aim is to equip students to understand the depth of moral dilemmas in the biomedical fields, the reasoning behind the different positions that are often taken, and how to evaluate these positions.

3/0/0

## PHOTOGRAPHY

Note: Each student must have a 35mm camera with manual settings. Students are required to purchase printing paper, film, a processing tank and mounting supplies. The cost of these supplies is approximately \$150-\$250 per semester.

### PHO 102 Black and White Photography I 3 cr.

This beginning course in photographic techniques includes simple optics, camera formats, lenses, light meters, choice of proper film, and basic composition.

Additional lab time is required.

3/0/0 FA/SP Course fee charged

### PHO 115 History of Photography 3 cr.

This course is an overview of the history of photography from its origins to the present day. It focuses on the development and history of photography as an art form and the impact this medium has had on both art and culture. It also emphasizes major photographers and their work.

3/0/0

### PHO 120 Digital Photography I 3 cr.

This is a beginning course focusing on the use of scanners, digital cameras, image editing software, and inkjet printers. Students will explore content and composition while developing technical skills to improve their photographs. The course covers all steps of a photographer's digital workflow from capture to output.

3/0/0 Course fee charged

### PHO 202 Black and White Photography II 3 cr.

This intermediate course is for the student who has mastered basic Black and White Photography I. The student will improve exposure techniques and will refine black and white printmaking for the purpose of more successfully achieving the aesthetic and practical intent of the photograph. Assignments reflect individual expression through photography. A thematic fifteen print portfolio will also be produced.

*Prerequisite:* PHO 102 or permission

3/0/0 Course fee charged

### PHO 203 Portfolio Production 3 cr.

Advanced students are given the opportunity to produce a comprehensive thematic portfolio that they will develop and print. The prints may be produced either traditionally or digitally. Individual and group critiques will be ongoing in order to aid the student in the direction and realization of the photographic theme.

*Prerequisite:* PHO 102, PHO 202, PHO 215, PHO 207, PHO 220

3/0/0 Course fee charged

### PHO 207 Portrait Photography 3 cr.

This course will explore a range of portrait styles from formal studio portraiture to environmental portraiture and their application to editorial, executive, family, or wedding portraiture. There is a strong emphasis, with hands on experience, in the use of available light as well as the use of artificial light including both strobe and tungsten.

*Prerequisite:* PHO 102, PHO 120, PHO 215

3/0/0 Course fee charged

### PHO 215 Digital Photography II 3 cr.

This intermediate course continues the use of digital cameras while focusing on advanced image editing with industry standard software. Students will become skilled in advanced color and exposure correction, retouching, and compositing through masking and layers. Students will produce both color and black and white inkjet enlargements.

*Prerequisite:* PHO 102, PHO 120

3/0/0 Course fee charged

### PHO 220 Studio Photography 3 cr.

This course is an introduction to all aspects of studio photography. Students will gain a working knowledge of artificial lighting techniques, using both strobe and tungsten lights, while discovering the creative advantage of working with controlled lighting. Assignments will emphasize a variety of lighting practices for products and people in a studio environment. Studio equipment and tools will be provided, but students are required to have a digital SLR cameras for this course.

*Prerequisite:* PHO 120, PHO 215

3/0/0 Course fee charged

## PHYSICAL SCIENCE

### PSC 105 Physical Science I 3 cr.

This course is an introduction to physical science designed especially for students without an extensive science background. It focuses on the Earth, the ocean, weather, and the universe as separate systems and as one dynamic system.

3/0/0 FA/SP/SU



**PSC 106 Physical Science I Laboratory 1 cr.**

This laboratory course provides experiences that apply to the concepts and topics covered in Physical Science I.

*Prerequisite or Corequisite:* PSC 105

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

**PSC 107 Physical Science II 3 cr.**

This course applies physical science concepts to relevant topics such as air and water pollution, food additives, benefits and risks of nuclear power, alternative energy sources, toxic substances in our everyday experiences, and the effect that science policies have on our lives. It is intended for non-science majors.

3/0/0

**PSC 108 Physical Science II Laboratory 1 cr.**

This laboratory course provides experiences that apply to the concepts and topics covered in Physical Science II.

*Prerequisite or Corequisite:* PSC 107

0/2/0 Course fee charged

**PHYSICS****PHY 107 Fundamentals of Physics 3 cr.**

This course is an introduction to the basic principles of physics. The topics of motion, mechanics, heat energy, properties of matter, sound, light, electricity and magnetism will be presented in a conceptual context. Application of principles to environmental and health problems are included. This course is recommended for students with no previous physics experience.

*Prerequisite:* MTH 075

3/0/0

**PHY 110 Principles of Physics I 3 cr.**

This non-calculus level course reviews the physical properties of matter, mechanics, heat, and sound. The course stresses the relationship between physical laws and applied problems in various disciplines. It is designed for students majoring in the applied sciences, allied health, life sciences, and the liberal arts.

*Prerequisite:* MTH 130

3/0/0 FA

**PHY 111 Principles of Physics I Laboratory 1 cr.**

This laboratory course provides experiences that apply to the topics and concepts covered in Principles of Physics I.

*Prerequisite or Corequisite:* PHY 110

0/2/0 FA Course fee charged

**PHY 112 Principles of Physics II 3 cr.**

This course is a continuation of Principles of Physics I. It focuses on electricity, magnetism, light, optics, and an introduction to atomic and nuclear physics.

*Prerequisite:* PHY 110, PHY 111

3/0/0 SP

**PHY 113 Principles of Physics II Laboratory 1 cr.**

This laboratory course provides experiences that apply to the topics and concepts covered in Principles of Physics II.

*Prerequisite or Corequisite:* PHY 112

0/2/0 SP Course fee charged

**PHY 120 Introduction to Astronomy 3 cr.**

This is an introductory astronomy course intended for non-science majors. It focuses on the nature of light; operation of telescopes; our solar system; birth, evolution, and death of stars; black holes; galaxies; and cosmology. There are sessions for observing the night sky with a Meade ETC 125 telescope.

3/0/0

**PHY 121 Astronomy Laboratory 1 cr.**

This laboratory course complements the PHY 120 course. The laboratory experiences include computer simulations, experiments on basic phenomenon, and observations of the night/day sky.

*Prerequisite or Corequisite:* PHY 120

0/2/0 Course fee charged

**PHY 210 General Physics I 3 cr.**

This course is a study of the fundamental concepts and laws of mechanics with emphasis on the conservation laws. It focuses on scalar and vector qualities of mechanics; rectilinear and circular motion; equilibrium and Newton's laws of motion; work; energy; momentum; and the conservation laws. It is designed for students majoring in engineering, the sciences, mathematics, and computer science programs.

*Prerequisite:* High school physics or PHY 107 and MTH 118

3/0/0 FA/SP

**PHY 211 General Physics I Laboratory 1 cr.**

This laboratory course provides experiences that apply to the concepts and topics covered in General Physics I.

*Prerequisite or Corequisite:* PHY 210

0/2/0 FA/SP Course fee charged

**PHY 212 General Physics II 3 cr.**

This course is an introduction to thermodynamics, electricity, and magnetism. It focuses on heat and thermal energy; electric and magnetic fields; basic DC circuit analysis; and electromagnetic waves.

*Prerequisite:* PHY 210, PHY 211

3/0/0 SP

**PHY 213 General Physics II Laboratory 1 cr.**

This laboratory course provides experiences that apply to the concepts and topics covered in General Physics II.

*Prerequisite or Corequisite:* PHY 212

0/2/0 SP Course fee charged

**POLITICAL SCIENCE****POL 101 American National Government and Politics 3 cr.**

This course is a comprehensive examination of the basic principles of the U.S. constitutional system. It focuses on the operation of the democratic process; the organization, powers, and procedures of Congress; the presidency and the federal judiciary; interest groups; political parties; media; and voting. It emphasizes the leading political, economic, and social influences affecting democratic government.

3/0/0 FA/SP/SU

**POL 102 State and Local Government 3 cr.**

This course is a comprehensive examination of the structures, processes, and policy outputs of state and local governments throughout the United States and in New Jersey.

3/0/0

**POL 103 Comparative Government and Politics 3 cr.**

This course focuses on selected political systems considered in a comparative framework. Cases are taken from countries both more and less economically developed. It emphasizes government processes and institutions.

3/0/0 FA/SP

**POL 215 Constitutional Law 3 cr.**

This course examines individual rights and civil liberties through the study of the U.S. Constitution and leading Supreme Court decisions. It focuses on the judicial process and the effect of judicial decisions on American society.

*Prerequisite:* ENG 101

3/0/0 FA

**POL 220 Western Political Thought 3 cr.**

This course is a survey of the most significant political philosophy from ancient times into the modern era. It focuses on the issues of liberty, equality, political obligation, and justice.

3/0/0

**POL 250 International Politics 3 cr.**

This course examines patterns of behavior in international systems. It focuses on the state; sovereignty; war and peace; power; nationalism; imperialism; law; security dilemmas; interdependence; international regimes; and ethical and global issues.

*Prerequisite:* ENG 101

3/0/0

**POL 262 Internship in Politics 3 cr.**

This course is designed to provide student an opportunity of directed study and research in a local, state or national governmental agency or office. A demonstration of scholarly achievement will be required.

*Prerequisite:* Project approval by the instructor

**PSYCHOLOGY****PSY 101 Introduction to Psychology 3 cr.**

This course is designed to provide a general understanding and application of the basic principles of psychology. Topics will include history of psychology; scientific methods; physiological basis of behavior; development; principles of learning; personality theory and assessment; abnormal behavior; psychotherapy; and social psychology.

3/0/0

**PSY 203 Human Sexuality 3 cr.**

This course is an academic interdisciplinary study of human sexuality. It focuses on sexual biology; developing sexual relationships; love and intimacy; sexual choices; contraception; S.T.D.; sexual customs; and sex education.

3/0/0

**PSY 250 Educational Psychology 3 cr.**

This course is specifically designed for prospective teachers. It focuses on the application of the principles of psychology to the teaching and learning processes.

*Prerequisite:* PSY 101 or permission

3/0/0

**PSY 251 Child and Adolescent Psychology 3 cr.**

This course is a study of growth, adjustment and capacities of individuals from conception through adolescence. It emphasizes the study of normal children.

*Prerequisite:* PSY 101 or permission

3/0/0

**PSY 255 Abnormal Psychology 3 cr.**

This course is a study of the characteristic features of various types of mental abnormalities, dynamics, and therapeutic methods.

*Prerequisite:* PSY 101

3/0/0

**PSY 256 Developmental Psychology 3 cr.**

This course considers human psychological and physiological development from conception to old age. It examines a comprehensive review of the basic bio-psychological principles of growth in conjunction with major research findings.

*Prerequisite:* PSY 101

3/0/0

**PSY 257 Psychology of Adjustment 3 cr.**

This course examines the psychological concepts relevant to the problems of personal adjustment in today's computer world. To foster student growth in self-awareness and self-understanding, it will focus on research and themes of adjustment; self-image; stress and coping; emotions; interpersonal relationships; aging; dying; and death.

*Prerequisite:* PSY 101

3/0/0

**PSY 258 Psychology of Personality 3 cr.**

This course explores the major theoretical approaches and current research findings in the study of personality. It focuses on biological, social, and cultural influences.

*Prerequisite:* PSY 101

3/0/0

**PSY 259 Social Psychology 3 cr.**

This course examines the interactions of individuals and groups, both the ways the ideas and beliefs of an individual are affected by the environment and the way that individuals form groups. It focuses on the causes of social behavior; the influences of groups; the evolution and stages of different societies; and the major theories that seek to explain and predict behavior.

*Prerequisite:* PSY 101

3/0/0 FA/SP

**RADIOGRAPHY****RAD 107 Principles of Radiation Protection and Biology 2 cr.**

This course focuses on the radiation effects on cells and living tissues. It presents the principles and responsibilities of radiation protection and identifies federal and state regulations.

*Corequisite:* RAD 114

2/0/0 FA Course fee charged

**RAD 114 Radiographic Exposure II 3 cr.**

This course focuses on the prime factors of image production, imaging standards, and analysis techniques. It identifies concepts of quality control and quality assurance. Various exposure systems are compared and radiological science theories and techniques are applied in the clinical setting.

*Prerequisite:* RAD 130

*Corequisite:* RAD 122

3/0/0 FA Course fee charged

**RAD 121 Clinical Procedures I 5 cr.**

This course provides basic information concerning ethical and legal behavior in a health care environment. Emphasis is placed on patient care principles, radiation protection measures, and sterile technique applicable to radiographic procedures. The pharmacology of radiology is explained. The student is taught to perform radiographic procedures of the upper extremity, shoulder girdle, chest, and thorax. Hands-on instruction in the proper use of fixed and mobile radiographic equipment and application of theoretical principles are demonstrated in a laboratory setting. Subsequent hands-on experience is provided under the direct supervision of qualified radiographers.

3/2/8 SU Course fee charged

**RAD 122 Clinical Procedures II 5 cr.**

This course focuses on the radiographic procedures of the lower extremity, pelvic girdle, and abdomen. Hands-on instruction in the proper use of fixed and mobile radiographic equipment and application of theoretical principles are demonstrated in a laboratory setting. Subsequent hands-on experience is provided under the direct supervision of qualified radiographers.

*Prerequisite:* RAD 121

*Corequisite:* BIO 110, BIO 111, RAD 107, RAD 114

2/2/16 FA Course fee charged

**RAD 123 Clinical Procedures III 6 cr.**

This course focuses on students learning to perform radiographic procedures of the spine and skull. Hands-on instruction in the proper use of fixed and mobile radiographic equipment and application of theoretical principles are demonstrated in a laboratory setting. Subsequent hands-on experience is provided under the direct supervision of qualified radiographers. Achieved competency is measured and pertinent initial and continual clinical competency is performed.

*Prerequisite:* RAD 107, RAD 122

*Corequisite:* BIO 114, BIO 115

2/2/24 SP Course fee charged

**RAD 130 Radiographic Exposure I 3 cr.**

This course focuses on the factors that influence the production of the radiographic image. It emphasizes the processing requirements, components, and procedures. It identifies the construction of the elements of image production and demonstrates the application of theoretical principles in the clinical setting.

*Prerequisite:* Admission to program

*Corequisite:* RAD 121

3/0/0 SU Course fee charged

**RAD 224 Clinical Procedures IV** 6 cr.

This course focuses on students learning to perform radiographic procedures of the biliary, digestive, reproductive, and urinary systems. Hands-on instruction in the proper use of fixed and mobile radiographic equipment and application of theoretical principles are demonstrated in a laboratory setting. Subsequent hands-on experience is provided under the direct supervision of qualified radiographers. Achieved competency is measured and pertinent initial and continual clinical competency is performed.

*Prerequisite:* RAD 123

2/2/24 SU Course fee charged

**RAD 225 Clinical Procedures V** 5 cr.

This course focuses on students learning to perform various cardiovascular, central nervous, and computed tomography procedures. Previously mastered anatomy is presented in transverse, coronal, and sagittal planes. Pathology and disease as they relate to various radiographic procedures are emphasized. Hands-on instruction in the proper use of fixed and mobile radiographic equipment and application of theoretical principles are demonstrated in a laboratory setting. Subsequent hands-on experience is provided under the direct supervision of qualified radiographers. Achieved competency is measured and pertinent initial and continual clinical competency is performed.

*Prerequisite:* RAD 224

*Corequisite:* RAD 120

2/0/24 FA Course fee charged

**RAD 226 Clinical Procedures VI** 3 cr.

This course allows the student sufficient clinical practicum to achieve entry level clinical competency. Hands-on experience is provided under the supervision of qualified radiographers. Clinical rotations in advanced modalities may be made available during this semester with the permission of the clinical coordinator. Achieved competency and pertinent initial (CT) and final clinical competency testing is performed.

*Prerequisite:* RAD 225

0/0/24 SP Course fee charged

**RAD 230 Equipment Operation and Maintenance** 4 cr.

This course focuses on the construction, instrumentation, and underlying physical principles of various types of imaging. It emphasizes fluoroscopic image intensifying, mobile, and various specialized systems. Emphasis is placed in safe operating procedures and limits of radiographic equipment.

*Corequisite:* RAD 225

4/0/0 FA Course fee charged

**READING****REA 075 Improving College Reading Skills** 4 cr.\*

This course is for those students whose assessment scores indicate a need for review and improvement of reading skills. It emphasizes vocabulary expansion, improved comprehension, and critical thinking skills.

*\*Credits do not apply toward graduation.*

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

4/0/0 FA/SP Course fee charged

**REA 095 Advancing College Reading Skills** 4 cr.\*

This course is for those students whose assessment scores indicate a need for the development of college level reading skills. It emphasizes vocabulary and the advanced skills necessary to master reading in the content areas.

*\*Credits do not apply toward graduation.*

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

4/0/0 FA/SP Course fee charged

**RELIGION****REL 205 Comparative Religion** 3 cr.

This course examines and compares the world's major religious traditions, such as Hinduism, Buddhism, Judaism, Christianity, and Islam. It emphasizes reading and interpreting the sacred texts, as well as exploring the implications of each religion for how life is lived.

3/0/0 FA/SP

**SOCIOLOGY****SOC 101 Principles of Sociology** 3 cr.

This course focuses on the science and theory that sociologists use to understand the social world. It examines the social construction of reality, the place of institutions in modern society, and the forces that shape human social interaction.

3/0/0 FA/SP/SU

**SOC 160 Society, Ethics & Technology** 3 cr.

This course provides a framework for understanding the ways in which technology has transformed society and for assessing the social, ethical, global, environmental and professional issues associated with these changes. Students will also have the opportunity to conduct investigations into the following areas: professional responsibility, ethical implications, respect for diversity and the need for life-long learning.

*Prerequisite:* ENG 101

3/0/0

**SOC 201 Social Problems** 3 cr.

This course focuses on sociological principles and methods as they are applied to an analysis of selected problems in contemporary American society. It emphasizes world overpopulation; poverty; crime and violence; social inequality; alcohol and drug abuse; the economy; and environmental pollution.

*Prerequisite:* SOC 101

3/0/0 FA/SP

**SOC 205 Marriage and the Family** 3 cr.

This course is a comparative study of the institutions of marriage and the family in various societies, with special emphasis on the sociological study of courtship; marriage; and family development and organization in the contemporary American family.

*Prerequisite:* SOC 101 or PSY 101

3/0/0 FA/SP/SU

**SOC 207 Media, Popular Culture and Society** 3 cr.

This course explores the connections among media, popular culture, and the digital revolution. After an historical overview, new technologies are related to their economic, political, social, and cultural significance. Student projects focus on their impact on the production, distribution, and consumption of information and entertainment. Each student examines one technology issue in depth.

*Prerequisite:* SOC 101

3/0/0

**SOC 208 Social Class in America** 3 cr.

This course investigates the dimensions of social inequality in the United States. It focuses on an analysis of the historical forces leading to existing patterns within the contemporary social class system. It emphasizes the consequences of social class position in such areas as jobs, health care, education, social mobility, and family patterns.

*Prerequisite:* SOC 101

3/0/0

**SOC 209 Introduction to Women's Studies** 3 cr.

This course is an overview of women's participation in a variety of fields, including history, politics, and the workforce. It also examines women's issues.

3/0/0

**SOC 210 Minority Groups** 3 cr.

This course focuses on the causes, consequences, and justifications of the inequalities associated with race, gender, and ethnicity in the United States and in other societies. It examines current social policies and explores alternative routes to social change.

*Prerequisite:* SOC 101

3/0/0 SP



**SOC 211 Sociology of Death and Dying 3 cr.**

This course provides a broad introduction of death and dying which include areas of euthanasia, suicide, terminal illness, funeral and burial rituals, cultural and ethical values related to death. This course also presents stages of grief and bereavement as well as the process of death and dying among various age groups.

3/0/0

**SPANISH****SPA 101 Elementary Spanish I 3 cr.**

This course is for students with no knowledge of Spanish and is designed to lay a foundation for speaking, reading, and writing the language.

3/0/0 FA/SP/SU

**SPA 102 Elementary Spanish II 3 cr.**

This course is for students with limited knowledge of Spanish. It focuses on building upon demonstrated skills in speaking, reading, and writing Spanish.

*Prerequisite:* SPA 101 or one year of high school Spanish

3/0/0 FA/SP

**SPA 201 Intermediate Spanish I 3 cr.**

This course focuses on speaking Spanish. Class discussion is based on cultural readings from the Spanish-speaking world. There is intensive grammar study and composition work.

*Prerequisite:* SPA 102 or two years of high school Spanish or permission

3/0/0 FA

**SPA 202 Intermediate Spanish II 3 cr.**

This course focuses on achieving skill in speaking Spanish. Class discussion is based on cultural readings from the Spanish-speaking world. There is intensive grammar study and composition work.

*Prerequisite:* SPA 201 or permission

3/0/0 SP

**SPEECH****SPE 101 Effective Oral Communication 3 cr.**

This course examines the process of spoken communication, with an emphasis on small group interaction. It includes public speaking experiences, problem solving techniques, and approaches to discussion.

*Corequisite:* ENG 101

3/0/0 FA/SP

**SPE 102 Public Speaking 3 cr.**

This course will focus on the planning and presentation skills used in formal speeches. Students will enhance their competence in ethical reasoning, critical thinking, organization of materials, and academic research and technology. The course will emphasize speech-making methods and techniques through extemporaneous delivery. Speeches will be presented in class and are observed and analyzed by the instructor and fellow classmates.

*Prerequisite:* ENG 101

3/0/0

**STUDENT SUCCESS****CSS 101 College Study Skills 3 cr.**

This course is for students who want to develop or to become more proficient at college level study skills. It focuses on time management, organizing textbook information, lecture note-taking, test taking strategies, and memory techniques.

3/0/0 FA/SP

**FRS 101 Student Success Seminar 1 cr.**

This online course is recommended for all students entering Rowan College at Burlington County. The purpose of this is to promote academic success, retention and personal enrichment. Courses of this type are required at most college throughout the U.S. Students will become familiar with RCBC campus and its resources; review study and academic survival skills and success. This online course will also service as an introduction for distance learning.

*Prerequisite:* ENG 075

1/0/0

**LSS 101 Leadership Success Seminar 1 cr.**

This course focuses on the major tools needed to be a successful RCBC student and leader in the work world. Students will learn, understand and will be able to apply motivational tools demonstrated by well-known inspirational speakers. Additionally, they will learn to apply psychological and academic tools such as extrinsic and intrinsic goal setting, career orientation and planning, effective communication skill building and assessment of learning beliefs and self-efficacy improvement.

*Corequisite:* MTH 055, REA 075, BCC 101

1/0/0

**SUSTAINABILITY****SST 100 Principles of Sustainability 3 cr.**

This course is designed to provide the fundamentals of sustainability principles and practices for entry-level students as well as under- and unemployed adults who are in job transition from non-environmental sectors seeking grounding in sustainability principles. It covers basic sustainability principles relative to population issues; climate change; renewable energy; consumption; ecosystem threats; transportation; green design and construction; biodiversity; and environmental justice. Throughout the course, emphasis is placed on assisting students in exploring green employment opportunities.

3/0/0

**SST 110 Energy Auditing for Residential Buildings 3 cr.**

The instructor will assist students to understand single-family buildings and how they interact with the internal systems/loads and external loads/impacts. There will be one class trip as part of this course. This course is essentially divided into 3 sections: Building Science and Building Systems; Energy Auditing Practices and Procedures; and Economics of Energy Upgrades.

2/3/0

**SST 111 Alternative Energy Sources 3 cr.**

This course is an introduction to electrical energy generation and its impact on the environment and society. Various energy alternatives such as solar, wind, geothermal, ocean and fuel cells are examined, along with the positive and negative aspects of each.

3/0/0

**SST 151 Introduction to Systems Approaches to Sustainability Problem Solving 3cr.**

This course is an introduction to systems thinking as the process of understanding how elements influence each other within a dynamic whole interacting as a functional, structured unit. It is a crucial approach for understanding human-nature interactions and addressing sustainability challenges. A systems approach to problem solving starts from the understanding that a system has properties that cannot be known from analyzing the different parts in isolation. This course provides an introduction to systems, how we can think about them, and how we can use systems thinking and modeling to learn how to manage and design sustainable systems.

*Prerequisite:* SST 100

3/0/0

**SST 210 Introduction to Green (Resource Efficient) Commercial Buildings 3 cr.**

This course illustrates that an efficient building is above all economically prudent. In addition to the fiscal value inherent to managing energy and resource consumption, there is significant environmental, social and political value – all of which are explored in greater depth. The course seeks to provide several points of view on some critical topics – allowing for further debate within the classroom. Scientific and technical considerations are balanced by behavioral and social aspects when issues such as efficiency, conservation, and resource management are addressed. The material in this course will be valuable to current facility managers; business owners; and operations and maintenance staff who may be considering energy upgrades – through an audit or commissioning process. Additionally, this course lays a strong foundation for students who are interested in entering the emerging field of energy management. Several career paths are discussed when we cover resource management.

*Prerequisite:* SST 110 or Instructor's permission  
3/0/0

**SST 211 PV Systems I - Theory & Design 3 cr.**

This course provides an introduction to solar PV systems, including industry overview and trends; systems types and applications; theory of operation; systems design; and economic analysis. In conjunction with the follow-up course of PV Systems II - Construction and Troubleshooting, these two PV systems courses (plus prerequisites) are designed to provide the student with the necessary knowledge and training to successfully sit for the NABCEP (North American Board of Certified Electrical Practitioners) entry level certificate exam. Both courses will have a strong hands-on component.

*Prerequisite:* PHY 110, PHY 111  
*Corequisite:* EET 121  
2/3/0 Course fee charged

**SST 212 PV Systems II - Construction and Troubleshooting 3 cr.**

This course follows PV Systems Theory & Design. Picking up where the prior course leaves off, the focus of this course is on installing and integrating system components; troubleshooting and commissioning the system; and system maintenance. The students will install a functioning 1 k W system on a simulated roof and residential electrical panel area, all housed in an indoor environment. At the end of this second course, the student should have the necessary knowledge and training to successfully sit for the NABCEP (North American Board of Certified Electrical Practitioners) entry level certificate exam.

*Prerequisite:* SST 211  
*Corequisite:* SST 225  
2/3/0

**SST 216 Solar Thermal Systems 3 cr.**

This course focuses on the basics of solar hot water heating; solar thermal collectors and their installation procedures; and hot water storage techniques. System site analysis will be covered and students will be introduced to the various uses of solar hot water including air, water, and radiant floor heating. Information will be provided on unvented hot water systems including categories and regulations. Plumbing layout and installation procedures will be covered. Control of solar thermal heating systems will be covered as well as basic solar thermal economics. Hands-on laboratory work is integral to learning of principles and practice of techniques.

*Prerequisite:* PHY 110, PHY 111  
2/3/0 Course fee charged

**SST 221 Geothermal HVAC Systems 3 cr.**

This course covers the design and installation of geothermal heat pump (GHP) heating and cooling systems. Topics include the principles of geothermal heat pumps and geexchange; system sizing based on residential heating and cooling requirements; system economics; determining proper type of geothermal loop system; installation and maintenance of ground or water source-coupled heat pumps; and proper operation of and maintenance/ troubleshooting of system components.

*Prerequisite:* PHY 110, PHY 111  
2/3/0

**SST 225 Wiring – Residential and Commercial Construction 3 cr.**

This course covers the knowledge and practice of methods used in the installation of residential and commercial electrical systems, with particular emphasis on the specific requirements and examples involved with sustainable energy technologies – solar PV and thermal, geothermal heat pump, and small wind. Safe working practices are emphasized at all times, with reference to and emphasis on the National Electrical Code.

*Prerequisite:* EET 121  
2/3/0 Course fee charged.

**SST 226 Small Wind Systems 3 cr.**

This course covers the principles of wind energy, electricity fundamentals for power generation technology; performing a wind energy site assessment; safety requirements; system design selection; adapting the mechanical and electrical design to site requirements; installation of subsystems and components; system check-out and inspection; and maintenance and troubleshooting. The economics of wind energy systems is also covered.

*Prerequisite:* PHY 110, PHY 111 and EET 121  
2/3/0 Course fee charged

**SST 231 Introduction to Biomass and Biofuels Technology 3 cr.**

This is a survey course designed to acquaint the student with the current state of science and technology for the generation of energy from biologically-derived sources, as well as with specific activities and opportunities in the New Jersey region. Topics covered include: sources of biomass feedstock; transesterification and biodiesel fuel; fermentation and ethanol fuel; anaerobic digestion and biogas; thermal chemical energy transformation processes; and advanced biofuels.

*Prerequisite:* High School Chemistry, or CHE 107 and CHE 108  
3/0/0

**SST 232 Techniques in Biomass and Biofuels Production 3 cr.**

This course will familiarize students with the production techniques for various biofuels and provide knowledge of biomass utilization methodologies. Students will obtain hands-on experience with the biological, chemical, and engineering aspects of biofuels production equipment. Among the techniques that may be offered during a particular semester (as equipment availability and community and student interest demand) are ethanol production, biodiesel production, gasification, anaerobic digestion, and/or advanced biofuels. Biomass pretreatment, materials balance, co-product utilization and pollution prevention are explained.

*Prerequisite:* SST 231  
3/0/0 Course fee charged

**SST 241 Energy Applications of Programmable Logic Controllers 3 cr.**

This introductory course teaches the fundamentals of programmable logic controllers which are used extensively in commercial and industrial system control applications. Although exercises will be directed toward energy management and efficiency applications wherever appropriate, this course provides a sound grounding in the fundamentals of PLC's suitable to many applications. It will provide the foundation and necessary background for the student to be able to understand, design, modify, troubleshoot and maintain many industrial/commercial applications. Laboratory sessions are an integral and essential part of the course. The use of programmable logic trainers with industrial-quality lab hardware and computers with PLC programming software provide a realistic and interactive learning experience.

*Prerequisite:* EET 121  
2/3/0 Course fee charged



**SST 251 Environmental and Sustainability Policy and Governance 3 cr.**

This course is an overview of the key environmental and sustainability policy and governance institutions, issues, laws and policies in the United States and internationally. Topics include historical environmental policy and its impacts as well as future implications, trends, institutional constraints and policy dilemmas.

*Prerequisite:* SST 100

3/0/0 Course fee charged

**SST 261 Sustainability Assessment, Tracking and Reporting Tools 3 cr.**

This course provides an overview of examples from the plethora of sustainability frameworks, tools and practices that are used to measure progress towards sustainability through the tracking of defined indicators. This course focuses on four topics that illustrate ways that progress toward sustainability is assessed, tracked and reported: at the national/international level; in higher education institutions; in cities and communities; and in business and other organizations.

*Prerequisite:* SST 100

3/0/0 Course fee charged

**SST 282 Cooperative Education: Alternative Energy Technologies 3 cr.**

This course provides 135 hours of relevant work experience in the field of alternative energy technologies, reinforcing classroom learning and laboratory-derived skills while providing additional learning opportunities. It also allows students to explore career options and make valuable professional contacts.

*Prerequisite:* Successful completion of the first two semesters of coursework required for the Alternative Energy Technologies AAS degree and approval of the instructor.

0/0/12

## **THEATRE**

**THR 101 Introduction to Theatre 3 cr.**

This course focuses on dramatic literature and examines man's political, social, and psychological relationship to his environment. It examines the basic elements of a theatrical production and the experience of a performance.

3/0/0 FA/SP

**THR 105 Fundamentals of Acting I 3 cr.**

This course focuses on the fundamentals of acting with application of the principles and theory of creative acting. It includes exercises in the acting methods and practices of the modern actor. It requires performance of scenes and exercises from contemporary and classic dramatic literature.

3/0/0 FA

**THR 110 Stagecraft I 3 cr.**

This course offers practical experience in scene design and construction; lighting; costuming; make-up; and sound effects. It focuses on the terminology and equipment appropriate for a stage and investigates the visual and technical aspects of the nature of stagecraft.

2/3/0 Course fee charged

**THR 111 Stagecraft II 3 cr.**

This course continues the fundamentals learned in THR 110.

*Prerequisite:* THR 110 or permission

2/3/0 Course fee charged

**THR 125 Voice and Diction 3 cr.**

Voice and Diction is the study of vocal mechanisms, phonetics, and related exercises to improve articulation, pronunciation and expressive intonation. The course also covers the International Phonetic Alphabet and its uses in vocal performance.

3/0/0

**THR 130 Musical Theatre Workshop 3 cr.**

This course is the second semester of a two-semester course which enables students to apply the acting, singing, and dancing ("triple threat") skills from THR 121 to perform a fully costumed, technically complete musical production.

*Prerequisite:* THR 121

0/9/0

**THR 132 Musical Theatre Workshop II 3 cr.**

This course is available to students working on their second musical production at Rowan College at Burlington County. Students will apply acting, singing and dancing skills to perform a fully costumed, technically complete musical production.

*Prerequisite:* THR 130

0/9/0

**THR 219 Theatre Laboratory III 3 cr.**

This course covers theatre production under supervised, laboratory conditions for advanced students.

*Prerequisite:* THR 105, THR 106, or THR 110 and/or permission

## **TURKISH**

**TUR 101 Elementary Turkish I 3 cr.**

This course is for beginners who have no previous knowledge of Turkish. Elementary Turkish I introduces basic vocabulary and grammar rules and focuses on building language competencies in listening, reading, speaking and writing.

3/0/0

**TUR 102 Elementary Turkish II 3 cr.**

This course is for students who have limited knowledge of Turkish. Elementary Turkish II focuses on building upon demonstrated skills in listening, speaking, reading and writing Turkish.

*Prerequisite:* TUR 101

3/0/0

# Personnel

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## **PRESIDENT**

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### **PAUL DRAYTON**

B.A., University of Delaware  
J.D., Villanova University Law School

## **EXECUTIVE STAFF**

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### **ANGERMEIER, JACLYN L.**

*Chief Financial and Administrative Officer*

B.A., Muhlenberg College  
M.Acc., Rutgers University  
CPA, PSA

### **ARCHAMBAULT, KAREN L.**

*Dean of Enrollment Management*

B.A., Salisbury University  
M.A., Old Dominion University  
M.A., Trinity University  
Ed.D., Rowan University

### **ARTER, LEAH J.**

*Executive Director,*

*Workforce Development Institute*  
B.A., Pennsylvania State University  
M.A., Rutgers University

### **BRIGGS, CATHERINE**

*Dean of Student Success*

A.A., Rowan College  
at Burlington County  
B.A., M.A., Rowan University  
Ed.D., Wilmington University

### **CIOCE, MICHAEL**

*Vice President of Enrollment Management  
and Student Success*

B.S., Marywood University  
M.S., M.B.A., Drexel University

### **FARR, MATTHEW C.**

*Chief Operations Officer*  
B.S., Clemson University

### **HOFFMAN, MARTIN**

*Dean, Learning Resources*  
B.A., Pace University: Dyson College  
M.S., Pace University  
Ed.D., New Jersey City University

### **JANKIEWICZ, STACY A.**

*Executive Director of Human Resources  
and Administrative Services*  
B.A. and B.A., Rutgers University  
Professional Human Resources (PHR)  
Certified

### **MEARA, MARK JOSEPH**

*Chief Information Officer*

A.S., Mercer County Community College  
B.A., Thomas Edison State College  
M.S., Central Michigan University

### **MONTALTO, KAREN**

*Dean of Health Sciences*

B.S.N., The Ohio State University  
M.S.N., The University of Pennsylvania  
D.N.E., Widener University

### **PAYANZO-COTTON, ANNA**

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and Lifelong Learning*

A.B., Harvard University  
MPH, University of Pennsylvania

### **RILEY, ANIKA**

*Executive Director, College Foundation*

B.A., Rutgers University  
M.S., Temple University College  
of Education

### **RUDMAN, ANITA**

*Associate Provost*

B.A. and M.A.,  
Pennsylvania State University  
Ed.D., Argosy University

### **SPANG, DAVID I.**

*Senior Vice President/Provost*

B.S., M.S., M.B.A., Ph.D.,  
Rutgers University

### **TAYLOR, ZACHARY**

*Executive Director of Financial Services*

B.S., Rowan University

### **TETTEH, EDEM GERARD**

*Dean of Science, Technology, Engineering  
and Mathematics*

B.S. and M.S., North Carolina  
Agricultural and Technical State Univer-  
sity  
Ph.D., Purdue University

### **VANDERGRIFT, DONNA**

*Dean of Liberal Arts*

*Psychology*  
B.A., Rutgers University  
M.A., Rider College

### **VOLPE, GREGORY**

*Executive Director of Strategic Marketing  
and Communications*

B.A., The College of New Jersey

## **ADMINISTRATIVE STAFF**

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### **AMAR, DEIRDRE**

*Director, Willingboro Center*  
B.S., Fisk University

### **AMITRANO, STEPHEN J.**

*Manager, Print and Mail Facilities*

### **BANE, LASHAWN**

*Manager of Institutional Research*

A.S. and A.S., Rowan College  
at Burlington County  
B.A., American InterContinental  
University

### **BENNETT, KAREN**

*Director of Retired &*

*Senior Volunteer Program (RSVP)*

B.A., Allegheny College  
M.A., Middlebury College

### **BERMUDEZ, JOVINA**

*Director of Financial Aid*

A.A., Rowan College  
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### COMEGYS, MARY KAY

*Clinical Assistant, Dental Hygiene Program*

A.S., Camden County College

### CUMMINGS, ROBERT

*Foreperson, Print and Mail Services*

### DABBENIGNO, RICKY

*Custodian A*

Facility Management Professional,  
Villanova University

### DE LITTA, KATHLEEN ELIZABETH

*Athletics Specialist*

A.A., Mercer County Community College  
B.S., American Public University

### DEA, ELLEN

*Technical Paraprofessional, Library*

B.A., SUNY Fredonia

### DEEDS, JENNIFER L.

*Financial Aid Officer*

A.A., Rowan College  
at Burlington County  
B.S., Southern Illinois University

### DEJESUS, JESUS

*Custodian A*

### DEVONE, KATHLEEN

*Distance Learning Coordinator*

A.A., Rowan College  
at Burlington County  
B.A., Rutgers University- Camden

### ENDRE, KAREN L.

*Billing Coordinator*

### ESTEVEZ, ANA

*Admissions Counselor*

### EVANS, KEVIN

*Maintenance Mechanic*

### FELICIANO, JEREMIAS

*Custodian, Physical Plant*

### FENTON, LISA

*Accounts Payable Bookkeeper*

A.A., Rowan College  
at Burlington County  
B.A., Rutgers University

### FRANCIS, SAMUEL

*Maintenance Mechanic*

### GARCIA, DANIELLE

*Secretary, Nursing*

A.S., Rowan College at Burlington County

### GASIEWSKI, CATHERINE M.

*Secretary (Academic Division)*

### GASIOROWSKI, KIMBERLY A.

*Admissions Management Generalist*

### GAUNT, KEVIN S

*Grounds Lead*

B.S., Rowan University

### GENTRY, MICHAEL

*VA Certifying Official*

A.S., Rowan College at Burlington County

### GENZANO, MARGARET M.

*Secretary, Willingboro Center*

A.A., Rowan College  
at Burlington County  
B.S., Wilmington University

### GEORGE, JENNIFER

*Military Education Specialist*

### HAFF, BETH

*Head Aquatic Instructor*

A.S., Rowan College at Burlington County

### HAYES, MICHELLE

*Custodian, Physical Plant*

**HEINTZELMAN, SO AE**  
*Financial Aid Officer*  
B.S.M., Yonsei University  
M.A., New Brunswick Theological  
Seminary

**HIGGINS, LINDA C.**  
*Academic Records Generalist*  
A.A.; Rowan College  
at Burlington County

**HILL, CRYSTAL**  
Graphic Designer/Photographer  
B.A., Philadelphia University

**HILL, LOUISE**  
*Customer Service Specialist*

**HOLLAND, JAMES**  
*Financial Aid Officer*  
B.A., King's College

**INGLING, JEANMARIE**  
*Payroll Coordinator*  
B.A., Rutgers University

**JONES, RICHARD**  
*Offset Press Technician*

**KEOKHAM, THONGSA**  
*Stationary Engineer*  
HVAC/R, Camden County College

**KEYSER, CRAIG**  
*Stationary Engineer*

**KOSMOSKI, EUGENE R.**  
*Maintenance Mechanic*

**KOTSIFAS, ANGELICA M**  
*Student Services Specialist I*  
A.A., Ocean County College  
B.A., American Public University System

**KOWALEWSKI, TERESA**  
*Custodian*

**KOZACHEK, REBECCA J**  
*Science Lab Technician*  
B.S., Kean University

**LATORRE, NICHOLAS MIGUEL**  
*Admissions Counselor*  
B.A. and M.A., Rider University

**LAZUR, MARY LYNN**  
*Financial Aid Officer*  
B.A., Glassboro State College  
M.A., Rowan University

**LEE, BRYN**  
*Foreman, Custodial Operations*

**LEMMA, VINCENT**  
*Custodian*

**LEVANDUSKI, JAMES L**  
*HVAC Technician/Stationary Engineer*

**LISTER, MARY ELLEN**  
*Coordinator of Student Accounts*  
A.A., Rowan College  
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**LLOYD, ELIZABETH**  
*Academic Division, Secretary*

**LONG, BARBARA A.**  
*Head Aquatics Instructor*

**LUCAS, ROBERT**  
*Grounds/Maintenance Assistant,  
Physical Plant*

**MARTIN, JANELL**  
*Print Shop and Mail Services Coordinator*  
A.A., Rowan College  
at Burlington County

**MAYS, ALISHA N.**  
*Custodian A*

**MCCULLOUGH, THOMAS J.**  
*Engineering Foreman/Chief Engineer*

**MCGEE, DEBRA A.**  
*Financial Aid Officer*  
A.S., Northeastern Christian Jr. College  
B.A., Eastern University

**MCMULLEN, CARA**  
*Custodian A*

**MICHALKE, WALTER H.**  
*Nursing Laboratory Assistant*  
B.S.N., Drexel University  
M.A., Golden Gate University

**MONAHAN, PATRICK J.**  
*Technician, Print & Mail Services*  
B.A., Alliance College

**MORGAN, CELIA**  
*Secretary*

**MURPHY, LIONEL M.**  
*Maintenance Mechanic*

**MURRAY, RICHARD F.**  
*Stationary Engineer*

**NICHOLSON, DOUGLAS**  
*Student Services Specialist I*  
A.S., Rowan College at Burlington County  
B.S., Rutgers University

**NICITA, JUSTINA**  
*Student Services Specialist II*  
A.A.S., Rowan College  
at Burlington County  
B.S., The Art Institute of Pittsburgh

**NIEDERMAYER, CHRISTOPHER**  
*Stationary Engineer*

**PODOLSKI, DONNA, M.**  
*Senior Academic Support Specialist*  
A.A., Rowan College  
at Burlington County  
B.A., Rutgers University  
M.A., Thomas Edison State College

**QUINNAN, DAVID**  
*Multimedia Resource Technician*  
A.A., Art Institute of Philadelphia

**RICKARD, ADAM E.**  
*Stationary Engineer*

**RIOS, ANGEL L.**  
*Custodian*

**RIVERA, JOSE A.**  
*Custodian*

**RIVERA, ORLANDO**  
*Master Carpenter*

**ROGOZINSKI, SUSAN**  
*Graphic Designer*  
B.F.A., Moore College of Art & Design

**ROHWER, WILLIAM**  
*Stationary Engineer*

**RUSSELL, SAMANTHA**  
*Multimedia Resource Technician*  
B.A., La Salle University

**SCOTTON, ANTONIO**  
*Grounds/Maintenance Assistant*

**SCULLY, CHRISTOPHER M.**  
*Distance Education Technician*  
A.S., Rowan College at Burlington County

**SEABORN, RHONDA**  
*Test Coordinator*  
B.A., City College of New York



**SEMIRARO, JACQUELINE A.**

*Purchasing Agent*

B.S., University of Phoenix

**SHABSHELOWITZ, WILLIAM R.**

*Custodian*

**SHEEHAN, CHERYL**

*Secretary*

**SIERZEGA, RONALD**

*Asst. Lead Custodian*

**SOTO, TRACI L.**

*Graphic Designer and Photographer*

A.A., Rowan College

at Burlington County

B.A., Rutgers University

**SPICER, ELIZABETH**

*Science Laboratory Technician*

A.S., Rowan College

at Burlington County

**STEMMACH, DEBORAH**

*General Cashier*

**STOKES, ROBERT**

*Custodian*

**TALENTO, ESTEBAN A.**

*Materials Management Coordinator*

**TONEY, WASHINGTON**

*Assistant Groundskeeper*

**TWYMAN, HUBERT**

*Custodian A*

**VAZQUEZ, MATTHEW D.**

*Advising and Student Support Specialist*

**VIGNEAU, ROBERT**

*Maintenance Mechanic*

**VORA, RITA**

*General Accountant*

B.A., Gujarat University

**WEBBER, RITA M.**

*Financial Aid Customer Service Specialist*

**WILLIAMS, CARMELLA**

*Accounts Payable /Bookkeeper*

**WILSON, DARRYL**

*Custodian A*

**WILSON, HAROLD**

*Maintenance Mechanic*

**WING, ALEX B.**

*Custodian*

**WOJCIECHOWICZ, LAURA**

*Accountant*

B.S., Centenary College

**YAN, JEAN**

*Cashier General*

## **PUBLIC SAFETY**

---

**ABADIA, JOSEPH**

*Public Safety Officer II*

**ADAMS, MATTHEW**

*Public Safety Officer II*

**BAALMAN, JASON**

*Public Safety Officer II*

**BAIN, JOHN**

*Sergeant*

**BAKER, QIANA**

*Public Safety Officer II*

**BRAUNSKILL, ROBERT E**

*Public Safety Officer II*

**BROWN, JAY R.**

*Public Safety Officer II*

B.A., Trenton State College

M.A., Seton Hall University

**BURNETT, HENRY, JR.**

*Captain*

**CACERES, PAUL**

*Public Safety Officer II*

**CONLIN, TYLER**

*Public Safety Officer II*

**DAVENPORT, MATTHEW**

*Public Safety Officer II*

B.A., Thomas Edison State College

**GOLDSTEIN, JARED**

*Public Safety Officer I*

**HOBERT, HARRY LOUIS**

*Public Safety Officer II*

**INZINNA, ANTHONY**

*Public Safety Officer I*

**JOHNSON, EDMUND**

*Captain*

**JOHNSTON, DAVID**

*Public Safety Officer IV*

A.A., Rowan College

at Burlington County

**MARRERO, WILFREDO**

*Public Safety Officer II*

B.A., Valley Forge Christian College

**ROSSI, ANTHONY**

*Public Safety Officer II*

A.A., A.A., and A.S.,

Rowan College at Burlington County

**ROSSINI, MARIA**

*Public Safety Officer II*

**TEJADA, JESUS**

*Public Safety Officer II*

**TERSON, JESUS**

*Sergeant*

B.A., The Richard Stockton

College of New Jersey

M.A., Liberty University

**TORRES, DANIEL**

*Public Safety Officer II*

B.A., William Paterson University

**VISCARDI, TAMMY A.**

*Public Safety Officer II*



## PROFESSORS EMERITUS

---

### \*ALLBEE, CHARLES

*Professor Emeritus  
Humanities and Social Science*

### \*AYRES, STANLEIGH

*Professor Emeritus  
Science, Technology, Engineering & Mathematics*

### \*BARNES, PATRICIA

*Professor Emeritus  
Science, Technology, Engineering & Mathematics*

### BEATTY, JAMES

*Professor Emeritus  
Science, Technology, Engineering & Mathematics*

### BELLER, SHIRLEY

*Professor Emeritus  
Science, Technology, Engineering & Mathematics*

### BLANTZ, NORMAN

*Professor Emeritus  
Humanities and Social Science*

### BRYENTON, DAVID

*Professor Emeritus  
Science, Technology, Engineering & Mathematics*

### BURRIS, JOANNA

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Science, Technology, Engineering & Mathematics*

### \*CAMPO, ROBERT

*Professor Emeritus  
Student Development*

### CORREALE, CLAIRE

*Professor Emeritus  
Science, Technology, Engineering & Mathematics*

### \*CUNNINGHAM, JAMES

*Professor Emeritus  
Language and Literature*

### DEVOLL, DOUGLAS

*Professor Emeritus  
Student Services*

### EBERHARDT, JACQUELINE

*Professor Emeritus  
Science, Technology, Engineering & Mathematics*

### EVELO, WAYNE

*Professor Emeritus  
Science, Technology, Engineering & Mathematics*

### FAGANS, ALICE

*Professor Emeritus  
Research and Planning*

### FREEMAN, WILLIAM

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Humanities and Social Sciences*

### \*FRIESE, HERBERT

*Professor Emeritus  
Humanities and Social Sciences*

### GAJDALO, JENIFER

*Professor Emeritus  
Nursing and Allied Health*

### GATES, FRIEDA

*Professor Emeritus  
Humanities and Social Sciences*

### GONSALVES, ANTHONY

*Professor Emeritus  
Humanities and Social Sciences*

### HOWE, MERTON

*Professor Emeritus  
Humanities and Social Sciences*

### HUGHES, SHIRLEY

*Professor Emeritus  
Humanities and Social Sciences*

### INTINTOLI, MICHAEL

*Professor Emeritus  
Humanities and Social Science*

### JENSEN, CAROLE

*Professor Emeritus  
Language and Literature*

### JUDD, RUSSELL

*Professor Emeritus  
Student Development*

### KAUFMAN, LESLIE

*Professor Emeritus  
Student Services*

### KAUFMAN, PERRY

*Professor Emeritus  
Humanities and Social Science*

### \*LAUFER, JOSEPH

*Professor Emeritus  
Business Relations*

### \*MAERTIN, LOTHAR

*Professor Emeritus  
Science, Technology, Engineering & Mathematics*

### MALONEY, HARRY

*Professor Emeritus  
Humanities and Social Science*

### MCAUSLAN, BARNABY

*Professor Emeritus  
Business Studies*

### MELEGARI, DOUGLAS

*Professor Emeritus  
Science, Technology, Engineering & Mathematics*

### MOYER, SAMUEL

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Science, Technology, Engineering & Mathematics*

### NAPPO, FRANK

*Professor Emeritus  
Humanities and Social Science*

### \*NIMMER, ROBERT

*Professor Emeritus  
Language and Literature*

### OSBORNE, ROBERT

*Professor Emeritus  
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### PALMER, JOHN

*Professor Emeritus  
Business Studies*

### PERRONE, CHARLES

*Professor Emeritus  
Library*

### PETERSON, C. DEWITT

*Professor Emeritus  
Language and Literature*

### REBURN, NORBERT

*Professor Emeritus  
Language and Literature*

### \*ROCKETT, WILLIAM

*Professor Emeritus  
Science, Technology, Engineering & Mathematics*

### RODDY, EUGENE

*Professor Emeritus  
Student Development*

### SCHMOLL, HARRY

*Professor Emeritus  
Language and Literature*

### SCHOENING, CAROLE

*Professor Emeritus  
Science, Technology, Engineering & Mathematics*

### SEILER, ROBERT

*Professor Emeritus  
Athletics*

### SMITHERMAN, MARION

*Professor Emeritus  
Library*

### STEWART, JAMES

*Professor Emeritus  
Business Studies*

### THOMPSON, THOMAS

*Professor Emeritus  
Business Studies*

### VAIL, JACQUE

*Professor Emeritus  
Science, Technology, Engineering & Mathematics*

### VEIT, WALTER

*Professor Emeritus  
Humanities and Social Science*

### WEATHERBY, DORIS

*Professor Emeritus  
Humanities and Social Science*

### WHITE, WILLIAM

*Professor Emeritus  
Language and Literature*

### \*WILLIAMS, GEORGE

*Professor Emeritus  
Humanities and Social Science*

### \*WOODS, BENNIE

*Professor Emeritus  
Language and Literature*

*\*deceased*

# About RCBC - Campus Maps

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## About Rowan College at Burlington County

Rowan College at Burlington County is ranked among the top community colleges in the nation for boosting graduates' earning power and it is reinventing itself into the national model of higher education for academic and workforce development programs.

In June 2015, the former Burlington County College established a new partnership with Rowan University, providing students conditional-acceptance into the university. Rowan University offers RCBC students discounts for programs online and on the Mount Laurel campus and makes it possible to earn a bachelor's degree for \$25,000.

The college offers associate degree programs, certificates, career track majors, continuing education classes and business training from the Workforce Development Institute. Your RCBC degree allows you to seamlessly enter Rowan University and transfer to many other local and national four-institutions.

RCBC is bringing the modern campus experience to its main campus in Mount Laurel, which will enhance students' ability to collaborate with their peers and outstanding faculty, which will help you succeed. We are committed to helping you meet your educational and professional goals in the most affordable, accessible and engaging educational environment.

A reminder for all students, please note you are required to register your vehicle with Public Safety.

Emergency Call Boxes are located in most student parking lots in Mount Laurel and Pemberton. The Call Boxes will link you directly with the RCBC Public Safety Office.

Please note violators of RCBC's parking regulations may be towed at the owner's expense.

For more information on the college's facilities improvements, please visit [rcbc.edu/campus-transformation](http://rcbc.edu/campus-transformation).

For more information, directions, and building floors plans on each location please visit:

Mount Laurel Campus [rcbc.edu/mount-laurel-campus](http://rcbc.edu/mount-laurel-campus)

Pemberton Campus [rcbc.edu/pemberton-campus](http://rcbc.edu/pemberton-campus)

Mount Holly Center [rcbc.edu/mount-holly-center](http://rcbc.edu/mount-holly-center)

Willingboro Center [rcbc.edu/willingboro-center](http://rcbc.edu/willingboro-center)

Military Education Center [rcbc.edu/military-education-center](http://rcbc.edu/military-education-center)

## Public Transportation to RCBC

RCBC's Mount Laurel and Pemberton Campuses and Willingboro and Mount Holly Centers are accessible via a variety of public transit options. The Mount Laurel and Pemberton Campuses are served by NJ Transit Route 317, while the Pemberton Campus and Willingboro Center are served by the BurLink shuttle bus service.

### NJ Transit Route 317

For schedule information call NJ Transit at (973) 275-5555; for special information for the hearing impaired: (800) 772-2287 (with teleprinter 9 am–5:30 pm, Mondays-Fridays)

### BurLink Bus Service

BurLink, the mini-bus service operated by the Burlington County Board of Chosen Freeholders, serves the Pemberton Campus and Willingboro and Mount Holly Centers.

Schedules are available at all RCBC locations.

For details, visit the website, [driveless.com](http://driveless.com) or call BurLink customer service at (856) 461-1806.

# Weather-Related Emergencies

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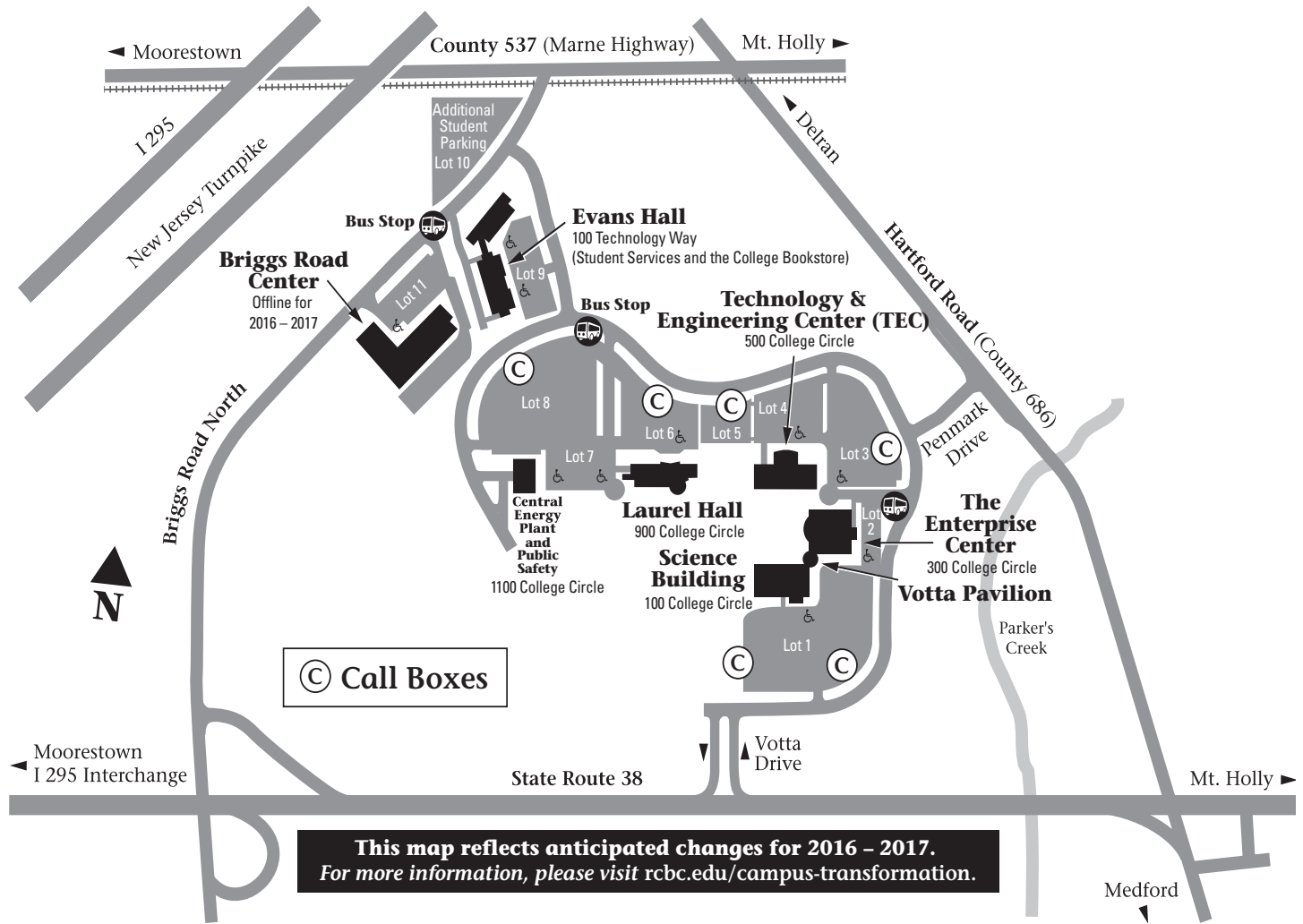
RCBC uses several different media to alert students to emergencies, such as weather-related closings or delays.

Messages will be sent via phone calls, text and email messages to the contacts listed in a student's WebAdvisor account. Students should make sure their contact information is always accurate and up-to-date. To update your contact information, log in to WebAdvisor and click on "emergency contact information."

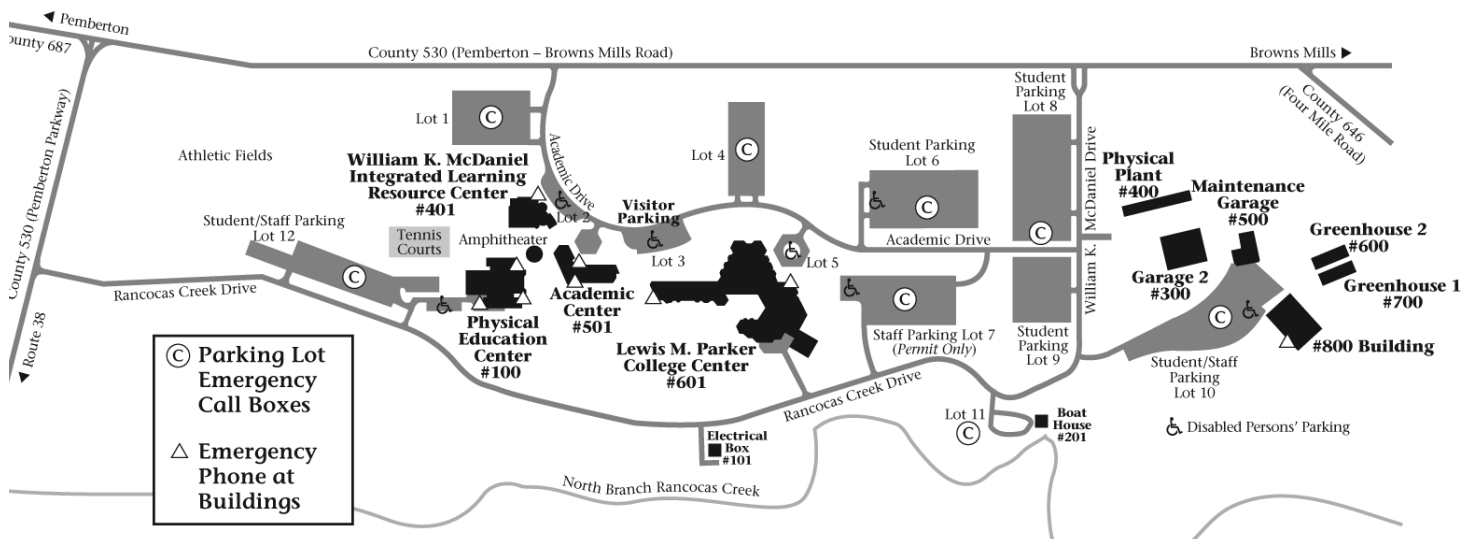
In the event of severe weather that may interrupt the college

schedule, announcements will be posted on the college website, [rcbc.edu](http://rcbc.edu) and social media pages, the RCBC weather hotline (856) 222-9311, ext. 1999, and with local television and radio outlets.

# Mount Laurel Campus

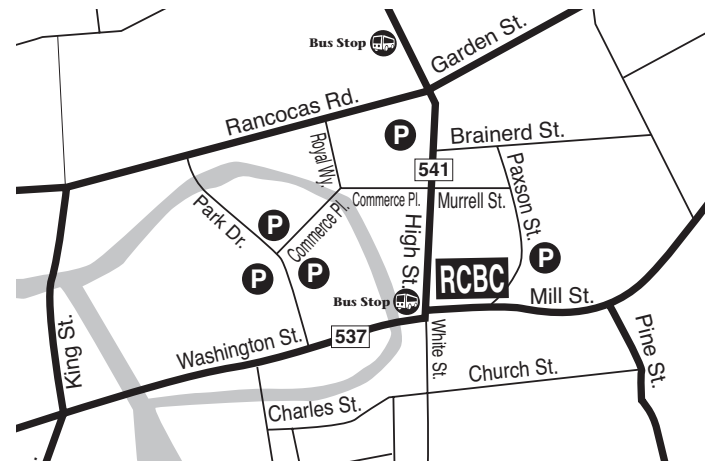
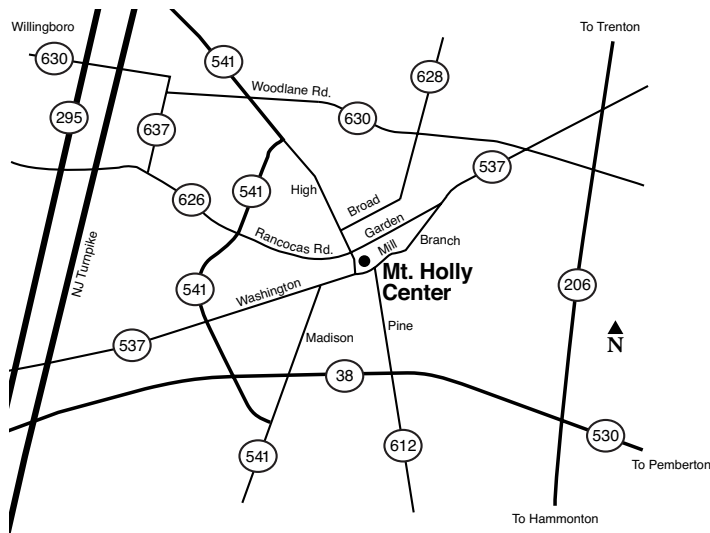


# Pemberton Campus



Violators of RCBC parking regulations may be towed at the owner's expense. NOTE: Emergency Call Boxes are located in most student parking lots at Mount Laurel and Pemberton. These Call Boxes will link you with the RCBC Public Safety Office.

# Mount Holly Center

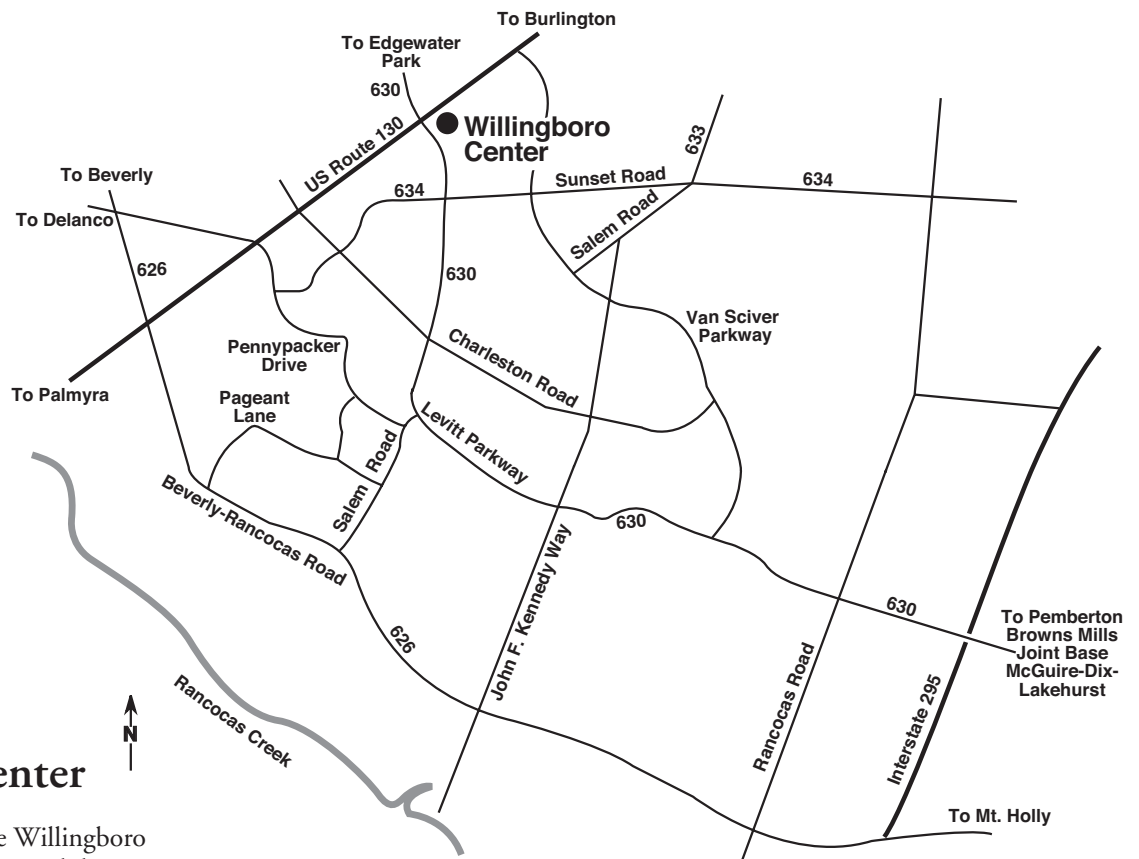


Free parking is located behind the RCBC - Mount Holly Center in a Township parking lot on Paxson Street. It can be accessed from High St. by turning onto Murrell St., and then right onto Paxson St., OR from Mill St. turn onto Paxson St.,

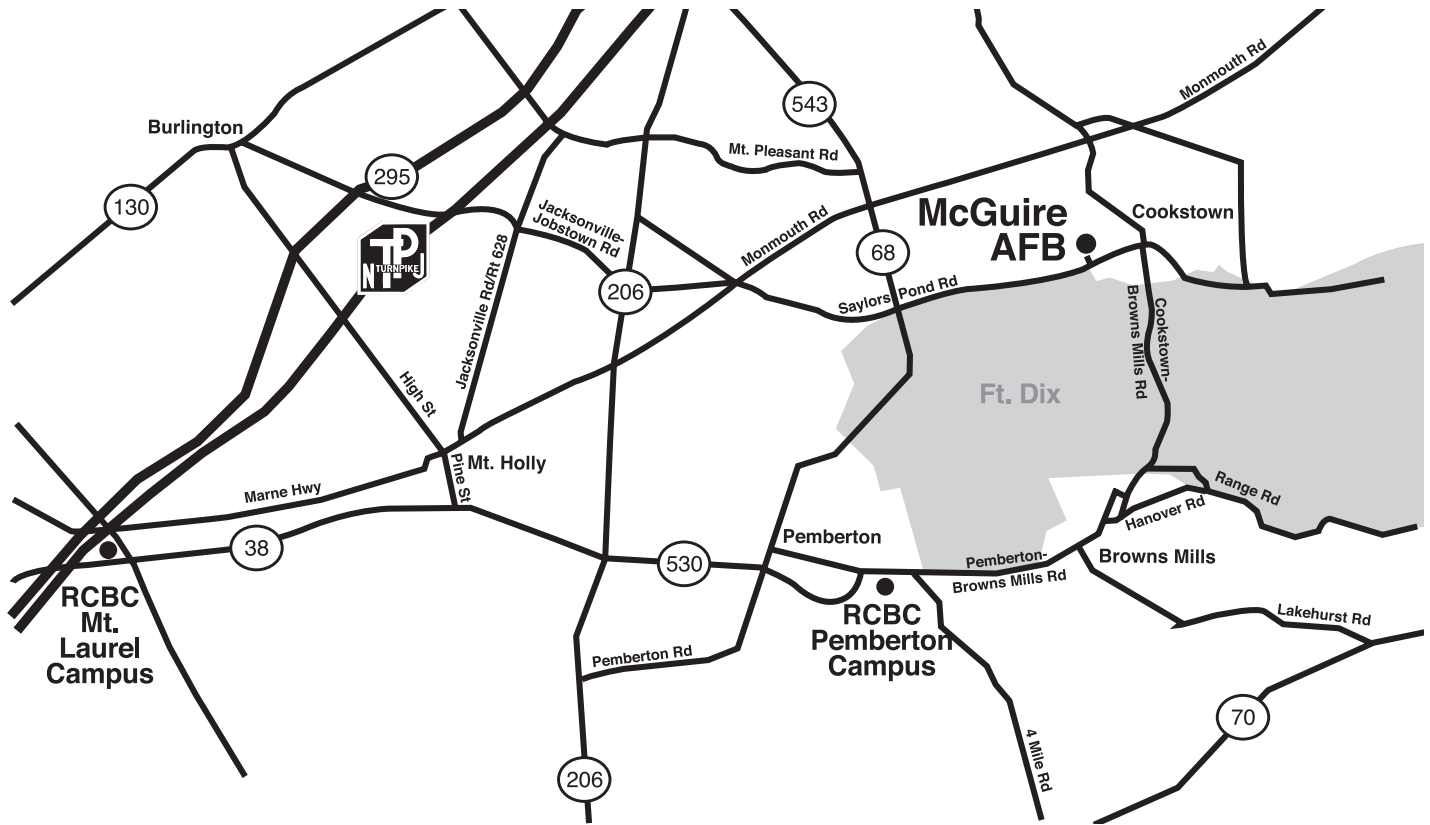
go 1/2 block to the parking lot. You can enter the RCBC - Mount Holly Center through the entrance located in the back of the building.

# Willingboro Center

The Center is located in the Willingboro Town Center at Route 130 North between Levitt and Van Sciver Parkways.



# Joint Base MDL/McGuire Learning Center



The Joint Base is located in Room 107, Bldg 3829, 4 School Road, McGuire AFB, NJ 08641.

From RCBC's Mount Laurel Campus – Exit the campus onto Briggs Road. Take the first left onto NJ-38 East. Turn left onto US-206 N/Vincetown Columbus Road. Continue to follow

US-206 North. Turn right onto County Rd 537 East/Monmouth Road. Turn right onto Saylor's Pond Road. Continue onto West Main Street. Continue onto Cookstown-Wrightstown Road. Turn left onto South Bolling Boulevard. Take the first right onto School Road.



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