CATALOG

AtlanticCape
COMMUNITY COLLEGE

2021
2022

President's Message

Welcome to Atlantic Cape Community College! As President of Atlantic Cape, I am pleased to share with you the 2021-2022 edition of the college catalog.

This catalog contains invaluable information that will help you navigate your road to success. But know that you are not alone. At Atlantic Cape, our student-centered approach to admissions, advising, registration, financial services, and your education in the classroom, will leave you with many opportunities for individualized assistance and guidance.

Now more than ever, Atlantic Cape students need flexibility to learn and grow, and we are well-positioned to offer classes and student services in a variety of modalities. Through technological innovation and staying ahead of the curve on accessibility, we are equipped to provide the Atlantic Cape educational experience both remotely and on campus. Whether you want to take courses in-person, "live online", fully online, or hybrid formats, we are committed to providing classes and student services safely and effectively.

Remember that your education here is only the beginning. A degree from Atlantic Cape can lead to a variety of career pathways and are designed to transfer seamlessly to many four-year universities in New Jersey and beyond. We strive to continuously improve our educational offerings and support services to meet the evolving needs of our community and to prepare our students to succeed. I encourage you, right now, to see where Atlantic Cape can take you.

Serving as this college's ninth president is an honor, and I will continue to devote my time and energy to achieving Atlantic Cape's vision of fulfilling regional educational needs, strengthening our community's economy, and partnering with high schools and higher education institutions to create seamless educational pathways and maximize student success.

At Atlantic Cape, our greatest strengths are our students, faculty, staff, administrators, and trustees. Working together, we have risen to every challenge we have faced in the college's 55-year history, and this is what makes us Atlantic Cape Strong!

Best wishes for a successful academic year.

Sincerely,

Barbara Gaba

Dr. Barbara Gaba
President

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2021-22 Catalog

General Information

2021-2022 Catalog

Academic Calendar
Fall 2021

Fall classes begin	August 30
Labor Day, College closed	September 6
Full Semester (ML & AC)	**Aug. 30-Dec. 18**
Last day to drop with 100% refund in person	August 27
Last day to drop with 100% refund, online, mail or fax*	August 29
Drop/Add	August 30-Sept. 3
Last day to drop with 50% refund	September 13
Last day to drop with Withdraw grade	November 5
First 8-week Fall Session	**Aug. 30-Oct. 23**
Last day to drop with 100% refund in person	August 27
Last day to drop with 100% refund, online, mail or fax*	August 29
Drop/Add	August 30-31
Last day to drop with 50% refund	September 3
Last day to drop with Withdraw grade	September 24
Cape May Fall Session, 13 weeks	**Sept. 20-Dec. 18**
Last day to drop with 100% refund in person	September 17
Last day to drop with 100% refund, online, mail or fax*	September 19
Drop/Add	September 20-24
Last day to drop with 50% refund	September 24
Last day to drop with Withdraw grade	November 12
Second 8-week Fall Session	**Oct. 25-Dec. 18**
Last day to drop with 100% refund in person	October 22
Last day to drop with 100% refund, online, mail or fax*	October 24
Drop/Add	October 25-26
Last day to drop with 50% refund	October 29
Last day to drop with Withdraw grade	November 19
Registration dates for Winter and Spring 2021	*see website*
Thanksgiving break	November 25-28
Last day of classes, Full Semester	December 11
Finals week – Full Semester	December 13-18
Academy of Culinary Arts classes end	December 13
College closed	Dec. 24-January 1

Winter Session 2022 – January 3 through January 14**
*(**Classes meet for 11 days, including Saturday, Jan. 8. No classes on Sundays.)*

Last day to drop with 100% refund in person	December 23

Winter Session 2022 – January 3 through January 14**
*(**Classes meet for 11 days, including Saturday, Jan. 8. No classes on Sundays.)*

Last day to drop with 100% refund, online, mail, or fax*	January 2
Last day to drop with 50% refund	January 3
Last day to drop with Withdraw grade	January 4
**Last day of Winter Session classes	January 14

**If there is inclement weather on one of the 11 days, students may be required to meet on the make-up day, Saturday, January 15.)

Spring 2022

Martin Luther King, Jr. Day, College closed	January 17
Spring classes begin	January 18
Full Semester (ML & AC)	**January 18-May 14**
Last day to drop with 100% refund in person	January 14
Last day to drop with 100% refund, online, mail or fax*	January 17
Drop/Add	January 18-24
Last day to drop with 50% refund	January 31
Last day to drop with Withdraw grade	March 25
Cape May Spring Session, 13 weeks	**Jan. 18-Mar. 12**
Last day to drop with 100% refund in person	January 14
Last day to drop with 100% refund, online, mail or fax*	January 17
Drop/Add	January 18-24
Last day to drop with 50% refund	January 24
Last day to drop with Withdraw grade	March 11
First 8-week Spring Session	**Jan. 18-Mar. 12**
Last day to drop with 100% refund in person	January 14
Last day to drop with 100% refund, online, mail or fax*	January 17
Drop/Add	January 18-19
Last day to drop with 50% refund	January 24
Last day to drop with Withdraw grade	February 11
Spring break	**March 14-19**
Second 8-week Spring Session	**March 21-May 14**
Last day to drop with 100% refund in person	March 18
Last day to drop with 100% refund, online, mail or fax*	March 20
Drop/Add	March 21-22
Last day to drop with 50% refund	March 25
Last day to drop with Withdraw grade	April 15
Registration dates for Summer and Fall 2021	*see website*
Last day of Spring classes – Full Semester	May 7
Finals week – Full Semester	May 9-14
Academy of Culinary Arts classes end; ACA Graduation	May 9
Commencement	May 19

Summer 2022
(There are no Friday classes)

Memorial Day, College closed	May 30
Full Summer Session, 14 weeks	**May 16-August 18**
Last day to drop with 100% refund in person	May 13
Last day to drop with 100% refund, online, mail or fax*	May 15
Drop/Add	May 16-20
Last day to drop with 50% refund	May 20
Last day to drop with Withdraw grade	July 14
First Summer Session, 6 weeks	**May 16-June 23**
Last day to drop with 100% refund in person	May 13
Last day to drop with 100% refund, online, mail or fax*	May 15
Drop/Add	May 16-17

Summer 2022

(There are no Friday classes)

Last day to drop with 50% refund	May 20
Last day to drop with Withdraw grade	June 2
Second Summer Session, 8 weeks	**June 27-Aug. 18**
Last day to drop with 100% refund in person	June 23
Last day to drop with 100% refund, online, mail or fax*	June 26
Drop/Add	June 27-28
Last day to drop with 50% refund	July 5
Last day to drop with Withdraw grade	July 21
Independence Day, College closed	July 4
Third Summer Session, 6 weeks	**July 11-Aug. 18**
Last day to drop with 100% refund in person	July 7
Last day to drop with 100% refund, online, mail or fax*	July 10
Drop/Add	July 11-12
Last day to drop with 50% refund	July 18
Last day to drop with Withdraw grade	July 28

* Visit www.atlantic.edu/webadvisor

Additional Course Requirements and Service Learning

There may be additional costs for supplies, supplements, and/or access codes in some classes. Students may also be required to dedicate time outside of class meetings for service learning projects and/or group work. Course requirements will be addressed by faculty with their students during the first week of classes.

Statement of Provision

The College catalog is the sole official document detailing information relevant to student academics and procedures. The provisions, statements, policies, tuition and fees and contents listed in this catalog are current as of the date of publication and subject to change without notice. The contents are for information and notice purposes only. Publication of this catalog does not constitute an agreement of warranty by Atlantic Cape Community College that any of the contents of the catalog will be continued as stated. Each student is responsible for knowledge of the information contained in this publication. Failure to read this catalog does not excuse students from the requirements and regulations described in it.

Administration

Barbara Gaba, Ph.D.
President

Josette Katz, Ed.D.
Vice President of Academic Affairs

Laura Batchelor, B.A.
Executive Director of College Relations and Marketing

George Booskos, M.B.A.
Chief Business Officer

Paula Davis, M.S.
Dean of Student Affairs and Enrollment Management

Natalie Devonish, Ed.D.
Dean of Worthington Atlantic City Campus and Workforce Development

Leslie Jamison, C.P.A.
Chief Financial Officer

Maria Kellett, M.B.A.
Dean of Cape May County Campus; Associate Dean, Resource Development

Jean McAlister, M.A.
Chief of Staff, Dean of Resource Development, Executive Director of the Foundation

Vanessa O'Brien-McMasters, Ed.D.
Dean of Institutional Research, Planning & Effectiveness

John Piazza, B.S.
Chief Information Officer

About Atlantic Cape
Mission

Atlantic Cape Community College creates opportunity by providing access to excellent programs and services that successfully meet students' educational goals.

Values
- **Integrity:** Assure the public's trust.
- **Caring:** Committed to student success.
- **Accountability:** Accept responsibility for all college actions.
- **Respect:** Honor and value every member of the community.
- **Excellence:** Provide the highest quality programs and services.

Vision

Atlantic Cape Community College will be the region's preferred choice for higher education and professional training and a leading catalyst for economic and workforce development. The college will anticipate and fulfill regional educational needs, strengthen our community's economy, and partner with K-12 and higher education institutions to create seamless educational pathways.

Goals

- Connect and engage students with opportunities to be successful.
- Assist students in creating and fulfilling their academic and career Plan.
- Increase the number of students who successfully Complete their educational goals.
- Lead the institution to excellence through continuous improvement and effective and efficient use of resources to maximize student success.

Accreditations and Affiliations

- Accredited by Middle States. The Middle States Commission on Higher Education is a regional institution accrediting body recognized by the U.S. Department of Education. The Commission is located at 3624 Market St., Philadelphia, PA 19104. Telephone (267) 284-5000.
- Approved for veterans educational benefits.
- The American Association of Collegiate Registrars and Admissions Officers, though not an accrediting agency, has given Atlantic Cape Community College an A rating which indicates that the credits for Atlantic Cape students transferring to other institutions should be given full value.
- The Culinary Arts programs are accredited by the American Culinary Federation Education Foundation Accrediting Commission.
- The Hospitality Management program is accredited by the Accreditation Commission for Programs in Hospitality Administration.
- The Health Information Technology program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) in cooperation with the American Health Information Management Association (AHIMA).
- The Medical Laboratory Technology program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).
- The Nursing program is accredited by the N.J. Board of Nursing and the Accrediting Commission for Education in Nursing.
- The Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) and the New Jersey Department of Environmental Protection, Bureau of X-ray Compliance.
- The Preschool-Grade 3 Education program is accredited by the National Association for the Education of Young Children.
- Approved education provider for Counseling Skills in Addiction Counseling as prescribed by the Addiction Professionals Certification Board of New Jersey.
- A charter member of Psi Beta. Psi Beta, the National Honor Society in Psychology for Community and Junior Colleges, is a member of the Association of College Honor Societies and is an affiliate of the American Psychological Association and the American Psychological Society.

Organizations

Atlantic Cape is a member of Achieving the Dream, the American Association for Women in Community Colleges, the American Association of Colleges and Universities, the American Association of Community Colleges, the Association of Community College Trustees, the American Association of University Women, Atlantic County Economic Alliance, the Cape May County Chamber of Commerce, the Chair Academy, the Council for Advancement and Support of Education, the Greater Atlantic City Chamber of Commerce, the Greater Atlantic City Chamber of Commerce Chair's Council, the Chamber of Commerce of Southern New Jersey, the Metropolitan Business and Citizens Association, the Middle States Association of College and Schools, the National Association of College & University Attorneys, the National Council on Black American Affairs, the New Jersey Council of County Colleges, the New Jersey Presidents' Council, the NJCCC Joint Purchasing Consortium, the Southern New Jersey Development Council, the National Restaurant Association, the American Culinary Federation, the Retail Bakers Board of Trade, and the New Jersey Bakers Board of Trade.

College History

In December 1963, the N.J. State Department of Education granted approval for the establishment of Atlantic Community College, which became the second college to be organized by the state on April 14, 1964. The site for the College was selected on November 19, 1964, and official groundbreaking ceremonies were held in Mays Landing in November 1966. Atlantic Cape opened its doors to students in September 1966 using facilities rented from Atlantic City High School. In February 1968, the College moved to the current main campus at 5100 Black Horse Pike (U.S. Route 322) in Mays Landing.

In the spring of 1982, major work was completed on a two-year, $7 million expansion project, which included two new buildings, expanded student service facilities, the Academy of Culinary Arts, and additional classroom and office space. In that same year, the former Atlantic City Electric Company building, located in Atlantic City, was purchased by Atlantic County for Atlantic Cape. By 1984, a $4 million renovation project transformed the aging building into a modern facility. With the aid of $5.5 million in state and county funding, the College undertook expansion of the library building in Mays Landing in 1990 and built a two-story Academy of Culinary Arts facility in 1991. In 2009-2010, the College renovated the gymnasium locker rooms and added a state-of-the-art fitness center for students and staff. The Science, Technology, Engineering & Math (STEM) building opened in January 2015 on the Mays Landing Campus. The 32,475-square-foot, two-story facility features modern science labs, computer labs, office space and a partially vegetated roof with walkways and a telescope viewing area. The building is also home to the Air Traffic Control and Aviation Studies degree programs and the Technology Studies Institute.

In 2018, the College opened the 22,000-square-foot, two-story Student Center at the Mays Landing Campus, which houses student activities on the first floor and the Student Success and Career Planning Center on the second floor. The $10.9 million facility increases the college's capacity to provide accelerated learning classes, career and personal counseling and academic advising. It also provides space for student seminars, career planning and student engagement.

Since 1973, the College has been the main provider of community college education to Cape May County residents. On January 1, 1999, Atlantic Cape officially became a joint college encompassing Atlantic and Cape May counties. The Board of Trustees approved a new name for the joint college, Atlantic Cape Community College, in February 1999. A comprehensive Cape May County Campus on Court House-South Dennis Road, Cape May Court House, Middle Township, opened in September 2005.

The College's Atlantic City Campus was renamed in memory of Atlantic County's first county executive, Charles D. Worthington, in April 2001. A plaque in the building lobby marks the renaming of the facility as the Charles D. Worthington Atlantic City Center. Mr. Worthington was involved with the College, first as chairperson of its Educational Opportunity Fund Advisory Board and then as Atlantic County Executive in supporting the establishment of many College programs and the development of the Atlantic City Campus. In 2008, the Health Professions Institute opened, with additional rooms for college credit classes at the Worthington Atlantic City

Campus. The Caesars Entertainment Wing for Hospitality and Gaming Studies at the Worthington Atlantic City Campus opened in the fall of 2014. This 20,000-square-foot addition brings the College's renowned culinary and hospitality training to Atlantic City, featuring two teaching kitchens, a greenhouse, classrooms and a new gaming floor for The Casino Career Institute.

Atlantic Cape Foundation

Founded in 1978 as an independent 501(c)(3) non-profit organization, the Atlantic Cape Community College Foundation is dedicated to serving the mission of Atlantic Cape by providing financial support to the college and its students. Foundation funds provide college scholarships to students with financial need, capital for campus improvements, and cultural and educational community outreach programs. In its history, the Foundation has raised well over $5 million for college scholarships, academic programs and enhancing the campus environment. Comprised of prominent area business and civic leaders who volunteer their time and resources serving as the Foundation's Board of Trustees, the Foundation awarded more than $559,000 in scholarships in 2020. The Foundation Board invites corporations, private foundations, local businesses, members of the community and Atlantic Cape alumni to join our fundraising efforts and invest in our vision of increasing access to higher education by making it affordable for everyone.

Alumni Association

The Atlantic Cape Alumni Association offers membership to Atlantic Cape and the Academy of Culinary Arts graduates, completers of certificate programs and all individuals that have attended classes at the college. There is no fee to become a member of the Alumni Association and joining is easy. Simply go to atlantic.edu/alumni, click the "Join" button, complete the questionnaire and you are in! A membership card will be mailed to you. Members are eligible for discounts at the college bookstore, Careme's Restaurant, professional development workshops and Tilton Fitness. For additional information, contact Kristin Jackson at (609)463-3621 or email alumni@atlantic.edu.

Policy of Nondiscrimination

Atlantic Cape is committed to the philosophy of equal opportunity and affirmative action in education and employment. Atlantic Cape does not discriminate in admission or access to its programs and activities that offer academic and vocational opportunities or treatment in employment of individuals on the basis of race, color, national origin, religion, disability, age, marital status, pregnancy and related conditions, sex, sexual orientation, union membership or veteran's status.

Atlantic Cape complies with the Americans with Disabilities Act (ADA) of 1990, the ADA Amendments Act of 2008, and the Rehabilitation Act of 1973, Section 504. Inquiries regarding Section 504 services may be directed to The Center for Accessibility, J117, cfa@atlantic.edu, (609) 343-5680. The College is involved in a continuing effort to comply with ADA, Title IX, and civil rights legislation and regulations.

Inquiries regarding Title IX compliance may be directed to Cynthia Correa, Title IX Coordinator, 1535 Bacharach Boulevard, Atlantic City, NJ 08401, (609)343-4897 and Dr. Tammy DeFranco, Title IX Co-coordinator, 341 Court House-South Dennis Road, Cape May Court House, NJ 08210 (609)463-8113.

Inquiries regarding civil right compliance may be directed to Dr. Vanessa O'Brien-McMasters, Dean, Institutional Research, Planning, & Effectiveness, 5100 Black Horse Pike, Mays Landing, NJ 08330, (609)343-5670.

Photo/Video Policy

Atlantic Cape Community College often uses photographic and electronic images and video of public campus life, events, ceremonies and other activities to advance the mission of the institution through College publications and marketing efforts, including social media channels (e.g., Facebook.).

By registering at, visiting or being employed by Atlantic Cape and being present in public settings, you authorize the use and reproduction by the College, or anyone authorized by the College, to any photographs or video taken while at Atlantic Cape, without compensation. All negatives and positives, photographic prints, digital photo and video files shall constitute Atlantic Cape property, solely and completely.

Admission to Atlantic Cape

Admission to Atlantic Cape is available to applicants who have graduated from a regionally accredited secondary or preparatory school, have a state General Equivalency Diploma (GED), or are 18 years of age or older. Non-high school graduates who are 18 years of age or older can earn a state-issued high school diploma through Atlantic Cape's Project Second Chance, a program that allows students to complete college credits, and then apply for a state-issued high school diploma. Contact the Admissions Office for details.

Admission to the College does not mean that students can enroll in any course or program offered. Programs such as Air Traffic Control Terminal, Professional Pilot, Helicopter Pilot, Flight Instructor, Health Information Technology, Medical Laboratory Technology, Radiologic Technology and Nursing have additional admission criteria that must be completed before acceptance to those programs. In addition, many courses have prerequisite requirements that must be met prior to course entry.

Applying to the College

Complete the free online application for admission at http://www.atlantic.edu/admission/index.php or by visiting any College location. The application is accessible via computer or any smart device.

Re-Entry to Atlantic Cape

Students who have withdrawn in good academic standing from Atlantic Cape may re-enter by registering for classes through the Enrollment Services Office. Students do not have to complete another application for admission or retake courses that have been successfully completed, unless specified in academic program requirements. Students who have been dismissed or suspended visit the Student Success Center.

Academy of Culinary Arts students must apply for re-entry through the Dean of the Academy. Re-entry to the ACA program is contingent upon available space in the next required class of the culinary block. Re-entry into the Nursing and Health Sciences programs must be requested through the Assistant Dean, Nursing & Health Sciences Programs.

Out-of-County Students

Students who reside outside Atlantic and Cape May counties are eligible to apply for admission to Atlantic Cape but will be required to provide a chargeback form when registering or pay the out-of-county tuition rate. See Tuition/Fees page for more information.

CHARGEBACKS
Atlantic and Cape May County Residents

Chargebacks are issued to Atlantic and Cape May County residents who are enrolled in programs not currently offered by Atlantic Cape. Eligible students may request a "Certificate of Inability to Admit" (chargeback) from Atlantic Cape by October 15 for fall classes, March 1 for spring classes, and July 18 for summer classes. Chargebacks issued after these dates will result in an automatic denial.

Atlantic County residents must take the form to the Atlantic County Treasurer's Office, Atlantic and Tennessee avenues in Atlantic City, (609)343-2257. Cape May County residents must take the form to the Cape May County Treasurer's Office, 4 Moore Road in Cape May Court House, (609)465-1170. If you are issued a chargeback refusal, you

must take the form back to the college you are attending. Call Atlantic Cape's Admissions Office for more information.

Students Seeking a Degree

- Complete an application and indicate the desired program of study.
- Send a final official high school transcript of all courses attempted and grades received to the Admissions Office.
- Students who have earned a GED should send a copy of their certificate and scores to the Admissions Office.
- Complete the next-generation ACCUPLACER. If you took the test at another NJ college, send the results to Atlantic Cape's Testing Office or provide proof of completion of a college-level English or mathematics course. To be waived from the next-generation ACCUPLACER, you may also provide proof of SAT scores of at least 450 in Evidence-Based Reading/Writing and 530 in Mathematics or ACT scores of at least 18 in English with a Reading score of 22, and Mathematics score of 22. Scores must have been earned within the last four years in order to be valid.

Students Not Seeking a Degree

Complete an application. Acceptance to the College is automatic upon receipt of the application. Students not seeking a degree are not eligible for financial aid.

Visiting Students

Students from other colleges attending Atlantic Cape for one semester are considered to be Visiting Students. Visiting Students who want to waive a prerequisite without officially transferring the course may submit a copy of an unofficial transcript or have their home college provide them with a Permission *to Take Courses* form before registering. Unofficial transcripts can be emailed (preferred method) to admissions@atlantic.edu or faxed to the Admissions Office at (609)343-4921. There is no charge for reviewing transcript.

Accuplacer Requirements

Students are required to take the next-generation ACCUPLACER prior to registering for a mathematics, English or other course requiring a demonstrated level of ability. A student will be exempt from the next-generation ACCUPLACER if the student identifies as a Professional Series seeking student. A student who identifies as non-credential seeking will be allowed to take up to 4 credits

before being required to take the next-generation ACCUPLACER test. If the student wants to take a class that has a prerequisite, the student must receive the area Dean's approval prior to registration.

See the Testing section of this catalog for other waivers of the next-generation ACCUPLACER. Students may submit high school transcripts to be reviewed for multiple measures and ACCUPLACER exemption.

MULTIPLE MEASURES

English Placement

Students can be placed directly into ENGL101 by one of the following means:

- SAT/ACT score (see scores under "Student Seeking A Degree" section of this catalog)
- High School GPA (overall GPA of 75%, 2.5 or C AND a GPA of 80%, 3.0 or B in Junior and Senior English classes)
- ACCUPLACER Score

Math Placement

Incoming Students who have graduated high school in the past 5 years. Students who have graduated more than 5 years ago must take the ACCUPLACER.

Students can be placed directly into College level Math by one of the following means:

- SAT/ACT or ACCUPLACER Score
- MATH 121: Applications of Math; Requires high school GPA of 2.5, 75%, or a GED
- MATH 122: College Algebra; Requires grade in high school Algebra II of 80%, or B (3.0)
- MATH 220: Statistical Methods; Requires high school Statistics of grade of 80%, or B (3.0) or high school GPA of 2.5, 75%, or C+
- MATH 150: Pre-Calculus; Requires high school Pre-Calculus grade of 80%, or B (3.0)
- MATH 155: Calculus I; Requires high school Calculus grade of 80%, or B (3.0).

Documentation Requirements

In order to meet these requirements, Atlantic Cape will accept official and non-official transcripts from public, private high schools or homeschools or GED certificates for review.

If the above standards are not met, students must take the ACCUPLACER for placement. NJ Stars students without SAT/ACT scores that exempt them will be required to take the ACCUPLACER. Students whose native language is not English are required to take the Oxford Online ESL placement test.

Change in Degree Status

Students who seek to declare a major or change majors should contact the Student Success Center or Enrollment Services and complete a Program of Study form.

Transferring Courses to Atlantic Cape

Students transferring to Atlantic Cape may seek credit for Atlantic Cape courses when equivalent courses, practical training, or exams have been previously completed. A maximum of 30 credits is accepted for transfer. Evaluation of the following may be reviewed for transfer credit:

- Coursework completed at a regionally accredited U.S. college or university, American Council on Education (ACE), Advanced Placement exam scores, CLEP, military training, New Jersey Police Academy/ Corrections Academy training, high school articulation agreement coursework, international education, and Prior Learning Assessment (PLA).
- Official transcripts must be received by the Admissions Office in a sealed envelope or be transmitted electronically directly to Atlantic Cape from the sending institution to be eligible for evaluation. Transcripts that have been sent from another institution to Atlantic Cape for the purpose of transferring credits will not be released.
- Only courses with a minimum grade of "C" or 2.0 GPA are accepted for transfer credit. A grade of "C-" is not transferable. Courses approved for transfer will not replace Atlantic Cape courses nor will those grades be calculated into the Atlantic Cape grade point average. Grades earned for transfer courses will only be used to satisfy prerequisite course eligibility for specific Allied Health programs.
- All possible transfer credits will be evaluated toward your declared degree program up to a maximum of 30 credits. Notify the Transcript evaluator in writing (Email is preferred). No additional fee is required.
- Official transcripts from regionally accredited institutions will be evaluated on a course-by-course basis. Credits may be applied to either general education or program courses. Mathematics courses completed ten or more years ago, or technology courses completed more than five years ago, are only accepted with the approval of the appropriate academic Dean. Students pursuing an Allied Health-related degree at Atlantic Cape must have completed both Mathematics and Science courses less than ten years ago.
- Transcripts from foreign colleges or secondary schools must be translated to English and submitted for formal evaluation to an agency approved by the National Association of Credential Evaluation Services (NACES). A student in need of this service can visit www.naces.org/members.html to find and select a member approved by NACES to perform their foreign credential evaluation.

Procedures for Evaluation of Transfer Credits

- Apply for admission to Atlantic Cape.
- Have all official transcripts, formal foreign credential evaluations (if applicable), or other necessary documentation sent directly from the sending institution to the Admissions Office. Hand delivered transcripts must be in a sealed envelope to be accepted for official evaluation. Transcripts that have been opened will not be officially evaluated.
- Students seeking credit by virtue of Prior Learning Assessment must meet additional requirements. Please refer to the "Credit for Prior Learning" section of the catalog for additional information.

Military Training

Credits may be awarded for military training based on an evaluation by the American Council on Education (ACE). Students are responsible for submitting a Joint Services Transcript (JST). Transcripts may be requested through https://www.dantes.doded.mil/EducationPrograms/ and should be sent directly to Atlantic Cape Community College. Military training may also be reviewed through Prior Learning Assessment (PLA). See section below on PLA for additional information.

Police Academy/Corrections Academy Training

Graduates of a New Jersey Police Academy may be eligible for up to 18 credits toward the Criminal Justice, A.S. degree. Graduates of a New Jersey Corrections Academy may be eligible for up to 15 credits toward the Criminal Justice, A.S. degree. Students must enroll in the Criminal Justice, A.S. degree program and submit a copy of their Police Academy Certificate or proof of completion to the Admissions Office.

Credit for Prior Learning

Prior Learning Assessment (PLA) allows students who can demonstrate college-level knowledge and competencies gained outside traditional post-secondary education to be awarded up to 25 college credits toward a college degree. These competencies can include military training, employer training programs, union apprenticeships, professional certifications, licensure and independent study. The Technical Studies, Associate in Applied Science

degree is uniquely designed to give students an accelerated route to an associate's degree. A separate application is required for admission to this program. For admission information and an application, contact the Admissions Office at
609-343-5006 or admissions@atlantic.edu.

NJ Stars

NJ STARS is an initiative created by the State of New Jersey in 2004 that provides graduates in the top 15 percent of their New Jersey high school with free tuition at their local community college. Funding for the NJ STARS program is subject to change based on the decision of the New Jersey legislature. For more information about NJ STARS and other state-sponsored scholarships and financial aid programs, visit https://www.hesaa.org/Pages/default.aspx. For more information on NJ STARS at Atlantic Cape, call (609)343-5009 or (609)463-4774, ext. 5009.

Honors Program

The Honors Program is designed for students who excel academically and who want to work more intensely in a small class environment with full-time faculty who are accomplished experts in their field. Honors courses do not require more work; the purpose of an Honors course is to offer high achieving students the opportunity to participate in engaging and creative learning environments that extend beyond those of the regular classroom. The Honors curriculum will consist of special sections of general education courses as well as specialized transfer courses. The Honors Program is a part of the Student Success initiative. Honors prepares students to transfer to competitive four-year colleges and universities.

The benefits of the Honors Program are:

- Small class size
- Full-time faculty who are experts in their field
- Recognition by transfer to four-year institutions
- Advising by full-time faculty
- Resumé builders for scholarships, transfer and career
- Honors designation on transcript
- Opportunity to enroll in Atlantic Cape's national honor societies: Phi Theta Kappa, Sigma Kappa Delta, Psi Beta, and Chi Alpha Epsilon

For More Information Contact: Prof. Stephanie Natale-Boianelli, Honors Coordinator, snatale@atlantic.edu or (609)343-4955.

For more information on national Honor Societies at Atlantic Cape contact:

Phi Theta Kappa (Stephanie Natale-Boianelli, snatale@atlantic.edu)
Sigma Kappa Delta (Vickie Melograno vmelogra@atlantic.edu)
Psi Beta (Kenyatta Collins kcollins@atlantic.edu)
Chi Alpha Epsilon (Lynette Ingram lingram@atlantic.edu).

The Academy of Culinary Arts

Academy of Culinary Arts applicants must:

- Submit an application.
- Take the next-generation ACCUPLACER by contacting the Testing Office at (609)343-5099/(609)463-3775 or provide the appropriate waiver.
- Transfer students must submit a transcript showing current English and mathematics levels. See Transferring Courses to Atlantic Cape for more information.

Students may attend the ACA on either a full-time or part-time basis. Contact the Admissions Office for an information packet. Students are admitted to the Academy for the fall or spring term only.

Nursing Program

The New Jersey Board of Nursing
124 Halsey Street, 6th Floor
Newark, New Jersey 07102
1-973-504-6430 and in NJ 1-800-242-5846

Accrediting Commission for Education in Nursing (ACEN)
3393 Peachtree Road NE, Suite 1400
Atlanta, Georgia 30326
Telephone (404) 975-5000

The goal of the admission process is to admit qualified students who will be successful in their pursuit of a professional nursing career. Acceptance to the program is on a competitive basis. Successful completion of all prerequisites does not guarantee acceptance into the program. All applicants must meet the following eligibility requirements:

- Complete the admission process for "Students Seeking a Degree."
- Have a high school diploma or GED and submit a copy to Atlantic Cape.
- Have (if applicable) all international high school and college level course work evaluated (see "International Students" section of the catalog for more information).

- Complete the following prerequisite courses: BIOL220 (formerly BIOL120), ENGL101, PSYC101 and SOCL101 with a grade of "C" or better.
- Complete all prerequisite courses with a minimum GPA of 3.0 and an overall GPA of 2.5 to be eligible to apply to the nursing program.
- Have all science courses completed within the last 10 years or courses must be repeated.
- Applicants who transfer prerequisite courses from another accredited institution must have their credits evaluated by the Admissions Office prior to the application deadline.
- Submit the completed Nursing Program Evaluation Form together with the non-refundable fee to the Admissions Office by posted deadline.
- Nursing program applicants must take the ATI TEAS exam. The test is a general, comprehensive assessment tool which evaluates several areas including reading comprehension, mathematics, science and English/language usage.
- Applicants must receive a minimum total scaled score of 58.7 for their application to be considered. The admission process for the Nursing Program is very competitive. Applicants are ranked according to a composite score of the prerequisite GPA and their ATI TEAS scaled score.

The ATI TEAS is administered to Atlantic Cape students only. Students must have successfully completed two prerequisites required for the Nursing Program before registering for the ATI TEAS. Candidates may retest once per academic year at Atlantic Cape, after a 30-day time period has lapsed. This test must be taken within three years of applying to the Nursing Program. Additional information for the ATI TEAS exam can be located on the Testing Web site at www.atlantic.edu/admission/testing.

When all criteria have been met, applicants should submit their credentials to the Admissions Office with the completed Nursing Program Evaluation Form, available online or from the Admissions Office at any site. Credentials must be presented by the posted deadline for admission to the program the following fall. Only completed evaluation forms will be considered for admission. For more information, contact the Admissions Office at (609)343-5000 or email Nursing@atlantic.edu.

Selection Process

Admission to the Nursing program is on a competitive basis due to the limited number of spaces available in courses that require clinical practice in hospitals and other health care settings. The number of spaces can vary from year to year. Selection of students is made once a year. The deadline for applying to the Nursing program fall semester is posted on the current year's program application. All students who meet the admission criteria are ranked according to the TEAS Exam score and the prerequisite GPA. The highest ranking students are offered the available program seats.

Admission to the Nursing program is offered only to students who meet the stated admission criteria and is based on the number of seats available and the applicant's overall ranking. Students admitted to the program receive conditional acceptance. Conditional acceptances apply only to September of the year in which the student has applied.

Atlantic and Cape May County residents are given priority consideration in the selection process. Residents of other counties are admitted on a space-available basis.

Post Selection Process

Students admitted into the nursing program will receive a *conditional acceptance as s*tudents are not considered accepted to the Nursing Program until all the following requirements are met. Student's conditional acceptance letter will contain the information needed to comply with all requirements. Failure to comply with the Nursing Program requirements within the time frames allocated will result in a forfeit of the *conditional acceptance.*

Nursing Program Requirements

- Students must begin the program in the fall of the year they receive the conditional acceptance. Students who are unable to do so must reapply to the program for a future class.
- Students **must complete the Nursing program in three years from the date of acceptance** to the Nursing program.
- Students must meet the health requirements of the State of New Jersey and the clinical agencies that are used for clinical experiences.

Nursing Student Health Requirements include:

- Physical Examination
- Immunization requirements: MMR, Varicella, and Hepatitis B (proof of injections and titers)
- Tuberculin Skin Test (TST) or equivalent (PPD) required annually
- Influenza Vaccination (Flu Shot) required annually during the influenza (Flu) season
- Tetanus/Diphtheria/Pertussis (Tdap) vaccination

Additional student requirements include:

- Completion of an Assumption of Risk and Release form, which indicates an understanding of hazards inherent in the health care field.
- Completion of a Criminal History Background Check (CHBC). Any student, who fails to pass the criminal

background check, or is refused by a clinical facility due to results of his/her criminal background check, will be unable to continue in the Nursing program.

- Completion of Urine for Drug Screening (UDS). Any student who fails to produce a negative Urine for Drug Screening (UDS) will be unable to continue in the Nursing program. Students who produce a diluted urine sample will be allowed one additional attempt to produce a negative Urine for Drug Screening (UDS). If the second urine sample remains a diluted sample and/or produces a positive finding, the student will be unable to continue in the Nursing program.
- Health Insurance – Proof of health insurance is required each semester while in the Nursing program.
- Completion of CPR certification. The only acceptable CPR certification program for admission to the Nursing program is Basic Life Support for the Health Care Provider offered by the American Heart Association.

For more information on Nursing & Health Science programs, you are strongly encouraged to attend a Health Career Planning Session and/or contact Admissions Office at (609)343-5000 or email nursing@atlantic.edu.

Licensed Practical Nurses

Licensed Practical Nurses (LPNs) currently licensed in the State of New Jersey, who qualify for admission, may be eligible for advanced placement. To be eligible, LPNs must meet the same admission criteria as all RN applicants and complete, with a grade of "C" or better, BIOL221-Human Anatomy & Physiology II *(formerly BIOL121)* prior to submitting the program evaluation form. The program evaluation deadline for LPNs is June 1. All LPN candidates selected, on a space limited basis, must take the LPN Nursing Transition course, NURS109, offered in the fall, and must complete that course with a grade of "C" or better. Successful applicants who pass the NURS109 Transition course will be admitted for the spring term in NURS112. You may also contact the Admissions Office, (609)343-5000 for more information or email nursing@atlantic.edu.

Optional Nursing Program

(On-Site Online Nursing Program at SOMC)
The Atlantic Cape Nursing program, in collaboration with Ocean County College and Burlington County College, offers an online, on-site with faculty, A.A.S. degree in Nursing. The clinical portion of the program is completed at various locations throughout Southern New Jersey in a one-day a week (12 hour) format. The didactic portions of the program are online. The student completing this program receives their A.A.S. degree from Ocean County College. This program has limited seating and the criteria

for acceptance differ from the traditional program requirements. Further information about the On-Site Online Nursing Program can be found on the Ocean County College website (www.ocean.edu).

Radiologic Technology Program

Radiologic Technology is a cooperative program designed with the Shore Medical Center School of Radiologic Technology (SMCSRT). The program meets the needs of those students desiring certification and employment in the community as a Radiologic Technologist. The goal of admission process for this program is to admit qualified students. Acceptance to the program is competitive. Successful completion of all prerequisites does not guarantee acceptance into the program.

All applicants must meet the following eligibility requirements:

Atlantic Cape Community College

- Complete the admission process for "Students Seeking a Degree."
- Complete the following four (4) prerequisite courses: ENGL101, MATH122 or MATH150, BIOL220, and BIOL221 with a grade of "C" or better.
- Complete all prerequisite courses with a minimum GPA of 3.0 and an overall GPA of 2.5 to be eligible to apply to the Radiologic Technology Program.
- Complete the ATI Test of Essential Academic Skills (TEAS) within 6 months prior to the application date with a score of 58.7 or above and a copy of the transcript (scores) sent to the School of Radiologic Technology at radiologyschool@shoremedicalcenter.org.

Shore Medical Center's School of Radiologic Technology

- Must be at least 18 years of age by the first day of classes.
- Have a high school diploma or HSE (High School Equivalency) formerly known as a GED with an official copy of a high school or HSE (GED) diploma or High School transcript provided.
- Have (if applicable) all international high school and college level course work translated to English and submitted for formal evaluation to an agency approved by the National Association of Credential Evaluation Services (NACES). An applicant in need of this service can visit http://www.naces.org/members to find and select a member approved by NACES to perform their foreign credential evaluation.

- Submit copies of all official college transcript(s) including final grades to the School of Radiologic Technology.
- Submit a completed Application for Admission together with a non-refundable application fee to the School of Radiologic Technology.
- Provide an updated resume.
- Produce a personal essay describing the circumstances that have led to an interest in a career in medical imaging.
- Provide three references. References should be from an employer or someone who knows the student in a professional or student capacity; no family members or friends. If applicable, applicants with healthcare related work or volunteer experience must have reference from site of experience as evidence of experience.

Eligible applicants will be emailed application and admission forms by contacting the School of Radiologic Technology School Coordinator at radiologyschool@shoremedicalcenter.org or (609) 653-3924 Option 1.

All admission documents must be received no later than May 31 to be considered for Fall Admission.

SELECTION PROCESS

Admission to the School of Radiologic Technology is offered to applicants who meet the stated admission requirements on a rolling admission basis. Eligible applicants are urged to apply early – candidates who complete their application will be scheduled for interviews beginning January through May of the admission year.

For detailed information on the application process, please visit www.shoremedicalcenter.org/radiologyschool.

Please see the Radiologic Technology program page in this catalog for degree requirements and contact information.

Health Information Technology Program

The Health Information Technology Program is accredited by the American Health Information Management Association and the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

233 N. Michigan Avenue, Suite 2150
Chicago, IL 60601-5800
312-233-1100
www.cahiim.org

The Atlantic Cape Community College Health Information Technology (HIT) Program is a cooperative program done in conjunction with Camden County College. The program prepares students for the registered health information technician (RHIT) certification. Graduates with (RHIT) certification are employed in a variety of settings such as acute care hospitals, long-term care facilities, rehabilitation facilities, insurance agencies, and pharmaceutical companies. The program is offered in two (2) phases. The first year of study, pre-professional phase, consist of courses in general education, mathematics, science, and health information technology offered at Atlantic Cape. The second year, or the professional phase of the program, includes the remaining health information technology courses and professional practice opportunities offered at Camden County College. Upon completion of the pre-professional phase here at Atlantic Cape, students apply to Camden County College for admittance to the professional phase of the program. The professional phase of the program requires a separate application and criminal history background check, urine drug screening, and specific health requirements.

Please see the Health Information Technology (HIT) degree page in this catalog for more information on the pre-professional phase of the program and contact information. More information about the professional phase of the program can be found at

https://www.camdencc.edu/product/health-information-technology/.

Medical Laboratory Technology Program

The Medical Laboratory Technology Program is accredited by:

NAACLS, the National Accrediting Agency for Clinical Laboratory Sciences
5600 N. River Rd. Suite 720
Rosemont, IL 60018-5119
Phone (773) 714-8880
http://www.naacls.org

The Medical Laboratory Technology Program is a cooperative program in conjunction with Mercer County Community College designed to prepare students for successful careers as Medical Laboratory Technicians (MLTs). The program is offered in two (2) phases. The pre-professional phase, first year of study, includes courses in general education, mathematics, and sciences offered here at Atlantic Cape. The second phase or the Professional Phase, which includes the clinical experiences, is conducted in a streamlined hybrid format at Mercer County Community College and laboratories located in the

Mercer, Atlantic, and Cape May county areas. Upon completion of the pre-requisite courses here at Atlantic Cape, students apply to Mercer County Community College for admittance to the professional phase of the program. The professional phase requires a separate application and criminal/sex offender background checks, urine drug screening, and specific health requirements.

Please see the Medical Laboratory Technology Program degree page in this catalog for more information on the pre-professional phase of the program and contact information. More information about the Professional Phase of the program can be found at http://www.mccc.edu/mltp/.

Respiratory Care Program

The Respiratory Care program is accredited through Brookdale Community College by the Commission on Accreditation for Allied Health Education Programs (CAAHEP) in cooperation with the Committee on Accreditation for Respiratory Care (CoArc).

1701 West Euless Blvd., Suite 300
Euless, TX 76040
(817) 283-2835

The Respiratory Care program is a cooperative program in conjunction with Brookdale Community College. The program meets the needs of students seeking licensure and employment in the community as Registered Respiratory Therapist. The 73 credit program is offered in two (2) phases. Students are able to complete the first or pre-professional phase of the program at Atlantic Cape with the second phase or the professional phase of the program completed at Brookdale. The pre-professional phase offered at Atlantic Cape includes 31 credits of general education, mathematic, and science courses. The professional phase of the program is 42 credits with respiratory care courses occurring at Brookdale once a year in a four-semester course sequence.

A dual application is required for this degree. Admission to the professional phase of the program requires that all Atlantic Cape pre-professional phase coursework be completed with a grade of "C" or better by the end of the Winter semester for fall admission. Students are to notify the Assistant Dean, Nursing & Health Sciences by January 1 of their intent to apply. All classes must be completed and appear on an Atlantic Cape transcript. As part of the admission process, student will need to pass a standardized Health Science entrance exam and a criminal history background check prior to admission to the Brookdale Respiratory Care program. The application is

available on the Health Sciences Admissions section of the Brookdale website at https://www.brookdalecc.edu/academic-institutes-and-departments/health-sciences/.

Acceptance to the Respiratory Care course sequence (professional phase) is competitive as Atlantic Cape is allotted a minimum of three student spaces annually. Student selection for the professional phase of the program is based on the GPA of the required first year or pre-professional phase. Completion of the pre-professional phase at Atlantic Cape does not guarantee admission to the professional phase at Brookdale.

Student are responsible for meeting any additional requirements at Brookdale Community College including the physical examination for admission to the clinical education component.

Please see the Respiratory Care Program degree page in this catalog for more information on the pre-professional phase of the program and contact information. More information about the Professional Phase of the program can be found at https://www.brookdalecc.edu/health-sciences-institute/respiratory-care-clarus/

International Students (F-1 VISA)

The U. S. Citizenship and Immigration Service requires that international students receive approval of F-1 status before they can register for classes.

International students must apply for a degree program and maintain enrollment with a minimum of 12 credits per semester. F-1Visa holders are only permitted to take one online class per semester. F-1 and international students must adhere to all Federal regulations set by the U.S. government. Application deadlines are May 1 for fall and September 1 for spring. International students are charged the out-of-country tuition rate for the first 24 credits, and in-county rates for the remainder of the program.

International students enrolling from non-English-speaking countries are required to take an ESL Placement Test if proficiency in English has not been established. (See ESL Placement Test information in the Testing and Assessment section.)

Transcripts from foreign colleges or secondary schools must be translated to English and submitted for formal evaluation to an agency approved by the National Association of Credential Evaluation Services (NACES). A student in need of this service can visit http://www.naces.org/members to find and select a member approved by NACES to perform their foreign credential evaluation. Upon completion of the evaluation,

the student must submit the official evaluation report along with a completed Transfer Evaluation Form to the Admissions Office to determine transferability of courses.

Atlantic Cape will admit international students to the College using the following criteria:

F-1 applicants applying to Atlantic Cape from their home country must submit:

- An application
- A $6,000 deposit into his or her tuition account
- A completed Sponsorship Agreement form and Supplemental Form
- A completed Confidential Financial Statement form
- Original bank statements in English, showing proof of funding (no older than 30 days)

F-1 students transferring from a U.S. high school or college to Atlantic Cape must submit:

- An application
- A $6,000 deposit into his or her tuition account
- A completed Sponsorship Agreement form and Supplemental Form
- A completed Confidential Financial Statement form
- Original bank statements in English, showing proof of funding (no older than 30 days)
- An official transcript from the sending school
- A Transfer Request form completed by the foreign student advisor at the sending school
- A copy of their I-20, I-94 and Visa.

All forms for international students are available from the Admissions Office or at http://www.atlantic.edu/admission/international.php.

International Visitors

International visitors, whose visa status is other than F-1, must contact the Admissions Office for admission requirements. Tuition for those authorized to attend is calculated at the out-of-country student rate for the first 24 credits. International visitors enrolling in Atlantic Cape need to:

- Submit an application
- Submit a completed Supplemental Form
- Take the ESL Placement Test if visitor's native language is not English
- Take the College's next-generation ACCUPLACER if visitor is from an English-speaking country

- Enroll in courses based on the results of the next-generation ACCUPLACER

For information, contact the Admissions Office at (609)343-4916 or (609)463-4774, ext. 4916.

Home Schooled Students

Home schooled students must meet the same admission criteria as high school students. Applicants are admitted as part-time, non-degree seeking students. Students may enroll in courses based on demonstrated level of academic proficiency through the College's next-generation ACCUPLACER or qualifying SAT/ACT scores. Upon completion of the course, credits earned will appear on an official college transcript.

Advanced Placement Exams

Atlantic Cape awards transfer credit up to a maximum of 30 credits for Advanced Placement tests taken in high school when students earn a grade of 3, 4 or 5. Students must submit a copy of their official AP to the Admissions Office. A complete list of credits awarded and course equivalencies is available from Atlantic Cape's Admissions Office or at www.atlantic.edu/admission/advanced-place.php.

High School Partnerships
Concurrent Enrollment

Atlantic Cape offers the opportunity for high school students, who have completed their first year of high school, to apply for admission and be enrolled at Atlantic Cape for college credit. To be accepted into Atlantic Cape, students must provide a written recommendation from their high school principal or guidance counselor and complete the admission application and procedures.

Dual Credit

High school students may have the option of earning dual credit with Atlantic Cape while enrolled in high school through special agreements with the schools. High school courses are reviewed by Atlantic Cape to be approved for college credit. The high school delivers the course; the student receives credit and a grade on both the high school and Atlantic Cape transcript. Interested students should contact their high school guidance office to verify the courses they wish to take at Atlantic Cape are approved for dual credit. Applications for dual-credit are only accepted when submitted by eligible high schools. Students must apply for dual-credit eligibility by the

deadline date. All course prerequisites must also be met. Students pay a reduced tuition rate for dual-credit courses as approved annually by Atlantic Cape's Board of Trustees.

Articulation Agreements with High Schools

Articulation agreements are designed to provide students with continuity of learning while pursuing college credit in a career program. Students may choose to pursue certifications or associate degrees. Interested students should contact their high school guidance counselors or other school representatives to verify an agreement has been established with Atlantic Cape. Credits earned are considered to be transfer credits at Atlantic Cape. Students must apply for articulation agreement eligibility by the deadline date. The approved courses and credits will be applied to the student's Atlantic Cape transcript. Career programs that participate in articulation agreements include (but may not be limited to) Aviation Studies, Business Administration, Child Development/Child Care, Computer Information Systems, Criminal Justice, Culinary Arts, Engineering, Health Science, Hospitality Management and Media Studies.

Project Second Chance Program

The New Jersey Department of Education offers adults who did not complete high school an opportunity to earn a State-Issued High School Diploma. Students who are accepted to the Project Second Chance Program must complete the required 30 college credits in specific academic disciplines. Please note: Remedial courses do not meet these college credit requirements. The minimum grade average for the 30 credits must be a "C" or 2.0 to be eligible for the State-Issued High School Diploma.

Due to new federal regulations, students who first enroll in a program of study on or after July 1, 2012 at Atlantic Cape must have completed their High School Diploma or GED to qualify for Title IV (Federal) funding. Students who have not completed high school or earned the equivalent State-Issued High School Diploma may still be eligible for New Jersey State Aid.

Applicants to the Project Second Chance Program must:

- Apply for admission to Atlantic Cape.
- Take the next-generation ACCUPLACER Placement Test to determine proficiency in English and mathematics.
- If required, complete developmental courses, which do not count toward the 30 college credit requirement.

- Upon successful completion of required college-level credits, submit the "Thirty College Credit Application for a State-Issued High School Diploma" to the New Jersey Department of Education – Office of Adult Education, PO Box 500, Trenton, NJ 08625-0500. Students must also request official transcripts from Atlantic Cape Community College to be sent directly to the New Jersey Department of Education.

Applications and program details are available from the Center for Student Success. Call (609)343-5621, or (609)463-4774, ext. 5621.

Advisement

Academic planning and course selection are critical factors leading to student success. Atlantic Cape academic advisors work with students majoring in liberal arts, general studies or who are in pre-program health science courses. An advisor will review program plans, transfer options and help the student to select appropriate courses; it is important to see an advisor whenever changing majors or selecting courses for transfer to other colleges or universities. Advisement is available on all three college sites during business hours by drop-in schedule. An online advisor is available to students taking online classes. An evening counselor is available until 6 p.m., Monday through Friday. Students are strongly encouraged to schedule an appointment with a faculty advisor or an advisor in The Center for Student Success. Early advisement enables students to have optimum selection of courses for the following academic semester.

New Student Orientation

New Student Orientation is a program that provides incoming students with useful college and academic information necessary for their success at Atlantic Cape. First-time students are strongly encouraged to attend. Call (609) 343-5621/(609) 463-4774, ext. 5621.

Student Success & Career Planning Center

Regardless of where you are in the career development process, the Career Center can be of assistance. There are resources to help you learn more about yourself in terms of the world of work and match your values, interests, personality traits and skills to educational and career pathways.

The easy to use career software (Career Coach) is available to combine information from your self-assessment with in-depth and up-to-date career information to provide you with a realistic list of the best educational and career options to consider.

Individual and group career planning, personal and academic success workshops are offered throughout the year. Staff are also available to review resumes and assist with enhancing your interviewing skills.

There is a Career Center located on each campus. For hours and additional information contact:
Mays Landing Campus, G Bldg. Second Floor:
Cynthia Correa at (609) 343-4897 or ccorrea@atlantic.edu

Atlantic City Campus, 1st Floor, Room 155:
Cynthia Correa at (609) 343-4897 or ccorrea@atlantic.edu

Cape May Campus, 1st Floor, Room 111:
Dr. Tammy DeFranco at (609) 463-8113 or tadefran@atlantic.edu

Cooperative Education

Cooperative Education courses are available for students majoring in Culinary Arts. Students are supervised by College faculty and receive college credits for working in jobs related to their majors. The Cooperative Education Office is located in The Center for Student Success on the Mays Landing Campus. Call (609) 343-5085 for information.

Transferring to Other Colleges

A.A. and A.S. transfer degree options at Atlantic Cape Community College are built on a strong foundation of liberal arts and general education courses, in which graduates can feel confident of developing proficiencies in the areas of communication, mathematics, science, technology, social science, humanities, history and diversity. Colleges both within and outside of New Jersey consistently recognize the value of Atlantic Cape courses by accepting them into upper division programs. However, as in the case of all transfer situations, student performance and appropriate course selections to the intended academic program are the two most critical factors.

A College counselor or advisor is the key resource to assist students in all their transfer planning needs, such as college and course selections, application preparation and college research. In support of this function, the College has a fully computerized career decision-making program, which also provides students with comprehensive data on nearly every U.S. community college, college or university. Access to Internet-based transfer information is available in the Career and Academic Planning Center.

A.A.S. degrees are not designed to be transfer programs, however, Atlantic Cape has articulation agreements for A.A.S. degrees with various colleges and universities.

Rutgers University @ Atlantic Cape

Rutgers University offers undergraduate and graduate degree programs at its 22,000 square foot facility on Atlantic Cape's Mays Landing Campus. This partnership offers Atlantic Cape graduates the opportunity to obtain a bachelor's degree without ever having to leave the Mays Landing campus. Rutgers' offers 11 bachelor's degree programs including Business Administration, Criminal Justice, Health Administration, Health Sciences, Labor Studies & Employment Relations, Liberal Studies, Nursing, Political Science, Psychology, Public Health and Social Work. A Master's degree in Social Work is also offered. For more information, visit statewide.rutgers.edu/accc/.

Dual Admissions and Degree Completion Agreements with Colleges & Universities

For additional information on specific agreements, contact The Center for Student Success at (609) 463-4774, or visit www.atlantic.edu and search under Transfer Agreements. For Dual Admissions agreements, contact Admissions at (609) 343-5000 or admissions@atlantic.edu.

Fairleigh Dickinson University
Dual Admission Scholars Program

Atlantic Cape Community College-Fairleigh Dickinson University Scholars Program is a partnership which makes earning a bachelor's or master's degree faster and more convenient by offering FDU classes at Atlantic Cape Community College. This agreement offers convenience & flexibility with: classes close to home (on the ML campus), evening & online classes, full or part-time options, & part-time students can complete up to 18 credits per year. Programs include: B.A. Individualized Studies with Concentrations in:

- Business & Technology
- Health & Human Services Administration
- Hospitality Management

Master's Degree Program:

- M.S. in Hospitality Management Studies
- M.S. Cyber and Homeland Security Administration
- M.A.S. Masters of Administrative Science

The Atlantic Cape-FDU Scholars Program is available for first-time college students who complete an Intent to Enroll prior to completing 30 credits at Atlantic Cape. Admission to FDU would be contingent upon successful

completion of an A.A., A.S., or A.A.S. degree at Atlantic Cape, completing an application for admission, and meeting all admissions standards at FDU.

For information, contact Linda Dry, Coordinator of Administrative & Student Services, FDU's-Community College Partnership at Atlantic Cape Community College at (609) 343-4984 or ldry@fdu.edu.

Georgian Court University
Dual Admissions Program

Atlantic Cape and Georgian Court University have a dual admission agreement designed to assist students who wish to transfer into a bachelor's degree program after successfully completing a recommended Atlantic Cape associate's degree program.

Students are encouraged to apply within their first 30 credits at Atlantic Cape by completing the appropriate applications and forms. Students must complete an associate's degree program and earn a grade of "C" or higher in at least 60 transferrable credits and have a cumulative GPA of 2.0 or higher. Contact Admissions at (609) 343-5000 or admissions@atlantic.edu.

Neumann University

Atlantic Cape students who are admitted to an A.A., A.S., A.A.S. program, or are enrolled in a certificate or professional series, are eligible to participate in a dual admissions and transfer agreement with Neumann. Students must successfully complete program requirements at Atlantic Cape, with a minimum 2.0 cumulative GPA, in order to be admitted to a specified undergraduate degree program at Neumann. Academic scholarships are available to qualified Atlantic Cape students based upon Cumulative GPA.

Rutgers University
Dual Degree Program

Rutgers will offer admission into the Dual Degree Program (DDP) to a *select group of first-year, New Jersey high school students.* These are students for whom space is unavailable at the university because of the growing number of high school graduates applying to Rutgers and their increasingly competitive records.

Those first-year students offered admission through the DDP will begin their studies by enrolling at a New Jersey community college. Upon completion of an associate of arts or an associate of science degree at the community college, DDP participants will be admitted to at least one college of Rutgers University provided a cumulative grade-point-average of 3.0 has been achieved in a Recommended Transfer Program.

To be among the select group of students considered for this program, New Jersey high school students should complete a Rutgers application by the December 1 priority application date. No separate DDP application is required.

Rutgers University-Edward J. Boustein School – New Brunswick
Conditional Dual Admission Option

Atlantic Cape and Rutgers University have created a conditional dual admission agreement for four Rutgers degrees. The agreements enable students who complete an associate degree at Atlantic Cape seamless continuation toward a Bachelor of Science at the Rutgers Edward J. Bloustein School of Planning and Public Policy on the New Brunswick Campus in Public Health, Public Policy, Planning and Public Policy, or Urban Planning and Design. Interested students must apply within 90 days of the start of their first semester by completing a *Conditional Admission Application and Academic Release Form*.

Stockton University
Dual Admission Program

Atlantic Cape and Stockton University have a conditional dual admission agreement. Atlantic and Cape May County students who are denied admission to Stockton University directly out of high school will be offered conditional admission as a transfer student to Stockton. First time Atlantic Cape students will have the opportunity to be conditionally admitted to Stockton by applying to the program and completing a Conditional Admission Application and Academic Record Release Form.

Admission to Stockton University is contingent upon: Successful completion of the A.A., A.S., or A.A.S. degree at Atlantic Cape; Maintaining a 2.5 or better GPA at Atlantic Cape in all courses taken; Achieving a grade of "C" or better in any program pre-requisites in which the student wishes to matriculation at Stockton University.

Thomas Edison State University
3+1 Pathways Program

Atlantic Cape Community College and Thomas Edison State University have partnered to create a 3+1 Pathways Program that allows Atlantic Cape graduates to transfer up to 90 credits earned at Atlantic Cape Community College to more than 50 baccalaureate programs at the university.

Students only need to take an additional 30 credits at Thomas Edison to earn a Bachelor's degree.

See the list of Transfer Agreements with these, and many other colleges and universities.

NJ TRANSFER

NJ Transfer is a Web-based data information system designed to provide a seamless transfer from New Jersey community colleges to New Jersey four-year colleges and universities.

Visit the NJ Transfer Web site, www.njtransfer.org, and

- Discover how courses will satisfy the degree and major requirements at New Jersey four-year colleges and universities.
- Learn which courses to select at the community college.
- Find links to New Jersey two- and four-year college Web sites.

Obtain information on admissions, financial aid and scholarships, and transfer recruitment events throughout the state.

Transfer Agreements

Articulation agreements are transfer partnerships between two-year and four-year colleges that allow for the smooth transition of students from junior/community colleges to four-year institutions. Although Atlantic Cape graduates may transfer to colleges/universities throughout the United States, they may want to take advantage of one of the articulation agreements below. For additional information on a specific college or university, call (609) 463-6786 or visit www.atlantic.edu and search for *Transfer Planning*.

FOUR-YEAR COLLEGE/UNIVERSITY	ATLANTIC CAPE COMMUNITY COLLEGE
Aspen University BSN Nursing	AAS Nursing
Berkeley College BS Business Administration	AAS Business Administration AS Business Administration
Cabrini College All General Education credits	AA/AS (Most)
Drexel University BA BS BS Hospitality Management (Culinary Arts) Hotel & Restaurant Management	AA (Most) AS (Most) AAS Culinary Arts Hospitality Management
Drexel – College of Nursing and Health Professions (online) BS Nursing BA/BS	AAS Nursing AA/AS (Most)
Drexel (e-Learning) (Distance Education) BS Communications and Applied Technology	AA Liberal Arts
Embry-Riddle Aeronautical University BS Aerospace Engineering	AS Engineering

FOUR-YEAR COLLEGE/UNIVERSITY	ATLANTIC CAPE COMMUNITY COLLEGE
Excelsior College BA/BS	course-by-course up to 90 credits
Fairleigh Dickinson University BA Business & Technology Hotel & Restaurant Management Culinary Arts Hospitality BA General Studies-Hospitality BA General Studies-Food Service Management BA Individualized Studies, Specialization in Health & Human Services Administration	AA/AS (Most) AAS Culinary Arts and Hospitality Management AS Health Science
Georgian Court University BA/BS	AA/AS (Most)
Hampton University BS Aviation Management	AAS Air Traffic Control Terminal
Neumann University BA/BS	AA/AS/AAS (Most)
Pennsylvania Academy of Fine Arts Academy BFA Coordinated BFA with the University of Pennsylvania Four-year Certificate	Course-by-course up to 63 credits
Rowan University BA Computing and Informatics BS Management Information Systems BS Engineering (various specializations) BA/BS	AS Computer Information Systems AS Computer Information Systems AS Engineering Course-by-course equivalencies
Rutgers University BA/BS BS Engineering* (various specializations) *School of Engineering	Course-by-course equivalencies AS Engineering
Rutgers University– *EJB School of Planning & Public Policy, New Brunswick* BS Health Administration	AA/AS/AAS
Rutgers University – Camden *(Atlantic Cape campus)* BA Liberal Studies BA Psychology BSN Nursing BS Business Administration BS Health Administration	AA/AS/AAS Course-by-course equivalencies AA Psychology AAS Nursing (with NJ Registered Nurse License) AS Business Administration AA/AS/AAS (Most)
Saint Peter's University BA/BS	Course-by-course equivalencies
Seton Hall University BA/BS	Course-by-course equivalencies
State University of New York (SUNY) Maritime College BE Mechanical Engineering BS International Transportation and Trade BS Marine Environmental Science BS Maritime Studies	AS Engineering AS Business Administration AS Environmental Science AS General Studies
Stockton University BA/BS Biology-Health Professions Concentration BA/BS Biology-Pre-Physical Therapy Concentration BS Computer Science	AS Biomedical Science AS Biomedical Science

FOUR-YEAR COLLEGE/UNIVERSITY	ATLANTIC CAPE COMMUNITY COLLEGE
	AS Computer Information Systems
Mathematics/BA Physics	Math or Science
Chemistry	Chemistry
BS Social Work	AS Human Services
Strayer University	
BA/BS	AA/AS (Most)
Temple University	Course-by-course equivalencies
BA/BS	AS Business Administration (Fox School of Business and Management)
BS	
Thomas Edison State University (Distance Education)	
BA/BS	AAS/AA/AS (Most)
Thomas Jefferson University	
BSN Nursing	AAS Nursing
Universidad del Sagrado Corazon (Puerto Rico)	AAS/AS/AA (Various)
BA/BS (taught in Spanish)	
University of Phoenix (Distance Learning)	
BA/BS	AA/AS (Most)
Vaughn College of Aeronautics and Technology	AS Aviation Studies
BS Airport Management	
Wesley College	
Bachelor degree	AA/AAS/AS (Most)
MSN	AAS Nursing
Widener University	AAS Culinary Arts Hospitality Management Food Service Management
BS Hotel and Restaurant Management	
BSN Nursing	AAS Nursing
Wilmington College	
BS Criminal Justice	AS Criminal Justice

Enrollment Services

The Enrollment Services Office, located at the Mays Landing Campus, maintains all information concerning enrollment and permanent records of credit students. You may call (609) 343-5005 or in Cape May County call (609) 463-4774, ext. 5005 or email register@atlantic.edu.

Registration

Students may register in person, by mail, by email at register@atlantic.edu, by fax or online. It is important that all students seek the aid of a faculty member, advisor or counselor in course selection. Unemployed persons (tuition waiver) and SAGES (Senior Adults Gaining Education and Stimulation) may register on a tuition-free, space-available basis, in person at any campus on the last business day before the start of the semester or session.

No one is permitted to attend a class without being officially registered for the course. Arrangements for a one-time visit to a class can be made through the Admissions Office.

Immunization Records

The New Jersey Department of Health requires that all newly enrolled students provide the following immunizations:

1. MMR (measles, mumps, rubella) and Measles booster (can be a second MMR) with the following student criteria:

- Full-time (12 or more credits)
- Degree-seeking
- Born after 1957

2. Hepatitis B (two or three doses) with the following student criteria:

- Full-time (12 or more credits)

3. Meningococcal - There are two types that may be required, depending on the age of the student - MenACWY (Meningococcal conjugate vaccine) or MenB (Meningococcal serogroup B) with the following student criteria:

- Enrolled (1 or more credits)
- Degree or Non-degree seeking

This documentation must be received in order to take advantage of registration for the upcoming semesters. Contact Enrollment Services at (609) 343-5005 if you have any questions.

Please log in to your Self-Service account to review any outstanding immunization requirements. You may submit your immunization documents by uploading through Self-Service at the link below. If you do not know your username or password you can reset it via the same link.

https://acccdtsfss.atlantic.edu/Student/DocumentRequests

Transcripts

Transcript requests are only processed online through the National Student Clearinghouse by visiting www.atlantic.edu and clicking on Request Transcript. There is a minimal charge for processing.

The Center for Student Success

Counseling can be one of the most important resources available to you during your tenure at Atlantic Cape whether you are a recent high school graduate, returning adult, transfer student or veteran. Counseling can be essential in assisting you in the achievement of your educational and/or career goals.

A counselor can help you choose an appropriate degree program that aligns with your career goals, assist with the transfer process and help you navigate through obstacles that may interfere with your academic progress.

If you are faced with challenges that you find difficult to handle alone such as personal issues, substance abuse, feelings of depression and/or despair, please come in to meet with a counselor. There is no cost to meet with a college counselor and counselors adhere to ethical guidelines regarding confidentiality. Students are referred to community mental health providers if long-term counseling is deemed appropriate.

Counseling Services

- Personal, academic and career counseling
- Workshops to enhance academic success and personal development
- Career exploration
- Transfer assistance
- Accommodations for students with documented disabilities
- Student leadership training

Counseling - Drug and Alcohol Education

Counselors are available to assist students seeking to address chemical or alcohol dependency issues. Referrals are made to appropriate community agencies or treatment facilities. Assistance is fully confidential and will not jeopardize enrollment or legal status. For information, call (609)343-5096 or email njones@atlantic.edu.

Educational Opportunity Fund Program (EOF)

The Educational Opportunity Fund (EOF) is a comprehensive state-funded program that offers a variety of academic support services to a selected group of eligible students who exhibit the potential to be successful in college although they lack the finances and/or academic preparation.

Program staff assists program participants to become lifelong, independent learners with the tools necessary to meet the challenges presented by a competitive society.

This goal is achieved by providing counseling, mentoring, academic advising, financial assistance, tutoring referrals, workshops/seminars, monitoring academic progress, transfer assistance, assistance with resumes and cover letters and student leadership activities. For information, call Dr. Aigner Holmes at (609) 343-5098 or email aholmes@atlantic.edu.

THE CENTER FOR ACCESSIBILITY (CFA)

Atlantic Cape provides reasonable accommodations to students with documented disabilities. Students are strongly encouraged to request accommodations at the time of admission, to ensure accommodations are in place prior to the start of classes. Students are required to submit documentation to determine eligibility for accommodations in accordance with Section 504 of the Rehabilitation Act of 1973, as amended and the Americans with Disabilities Act.

Eligibility

Eligibility for student accommodations is based on medical and/or other professional documentation of disability as well as the impact the disability has on the students' access to their education. Contact the Center for Student Success for information about appropriate documentation of disabilities by calling (609) 343-5667 or you can stop by the Center for Student Success on the Mays Landing campus. Please note this is an individualized process, and will vary based on student needs.

It is the responsibility of the student with a disability to identify himself/herself as having a disability and to request academic adjustments, auxiliary aids and/ or modifications necessary to receive equal access to the College's programs, activities and services. The person with a disability can initiate self-identification by seeking assistance from the Center for Student Success.

Provision of Accommodations

In order to receive accommodations in a timely manner, students are encouraged to schedule a meeting with the Access Counselor in the Center for Student Success for documentation review and individualized need assessment.

The process for obtaining accommodations is as follows:

1. Complete and submit the CFA Registration Form. Upon completion of this form, the student will receive a confirmation email of their submission. Students are encouraged to call (609) 343-5667, email cfa@atlantic.edu or stop by if accommodations are needed to complete this form.

2. Upon receipt of the registration form, a representative from the Center for Student Success will contact the student to schedule an intake meeting. This meeting can be done in person, via Zoom, or by phone.
3. Preferably, documentation will be submitted before the intake meeting, however, proper documentation can be discussed at the intake meeting. The documentation should include a diagnosis of a medical condition(s) and sufficient information regarding the impact on the student's ability to perform and/or function in an educational setting. Documentation must support the need for the accommodations requested. Please consult the CFA guidelines for examples of acceptable documentation.

The documentation can be submitted in one of three ways:

1. Sending as an email attachment to: cfa@atlantic.edu
2. Faxing to (609) 343-4926
3. Bringing the documentation to the intake appointment

Assistive Technology Resources

Various assistive technology is available for student use; options can be discussed at the intake interview. Students will be referred to the Center for Accessibility to determine the appropriate technology for them.

Placement Testing for Students with Disabilities

If a student with a documented disability needs accommodations to take the Placement Test (ACCUPLACER), contact The Center for Student Success prior to scheduling an appointment for the test to arrange accommodations. The test is also available in alternate formats for students with visual impairments. Call (609) 343-5667 or cfa@atlantic.edu for additional information and to request accommodations.

Student Support Services Program (SSS)

The Student Support Services (SSS) program is a comprehensive, federally-funded, academic support program designed to increase course performance, retention, graduation and transfer rates of first generation (parents who have not earned a bachelor's degree), low-income and/or disabled college students.

The SSS Program customizes its services according to the academic needs and career goals of all participants.   SSS participants have the unique opportunity to work one on one with counselors who are committed to their success. Services include individualized tutoring, academic advisement, career exploration, transfer assistance and cultural activities.

To apply, access an application online at: www.atlantic.edu/student-life/student-resources/counseling/index.php, or pick up an application from The Center for Student Success on the Mays Landing Campus. For information call Stacey Zacharoff at (609)343-5091 or email szacharo@atlantic.edu.

Student Leadership Programs
Men of Atlantic Cape (MAC)

Men of Atlantic Cape (MAC) is focused on the promotion of the intellectual advancement of Black and Latino males (although programming is open to all males) by demonstrating and reinforcing the essential values of scholarship and perseverance through a series of activities that encourage self-motivation, self-empowerment, sound decision-making, academic excellence and community service. For more information call Michael Forest at (609) 343-5614 or email mforest@atlantic.edu.

Leadership and Education Development (LEAD)

College faculty and staff nominate students for participation in the LEAD program. Selected students participate in leadership training activities in an effort to encourage academic excellence, enhanced leadership skills and develop effective leaders on campus and in the surrounding communities. For information, call Dr. Aigner Holmes at (609)343-5098 or email aholmes@atlantic.edu.

Peer Leaders Program

Peer Leaders provide support, information, encouragement and act as a referral source for first-time freshman who may need assistance making the transition to college. Peer Leaders promote an awareness of campus resources, assist students in the Career Center and the pursuit of academic excellence.

Second year students who have earned at least 24 credits and have a 2.5 GPA interested in becoming a Peer Leader can apply in The Center for Student Success. Selections are made during the spring semester by the Student Leadership Selection Committee. Once selections are made, students are provided training to begin mentoring during the fall semester. For additional information, contact Dr. Aigner Holmes at (609)343-5098 or aholmes@atlantic.edu.

Academic Policies and Procedures

(Additional information can be found on the College Web site www.atlantic.edu and in the Student Handbook/Calendar.)

Academic Integrity

Atlantic Cape expects unwavering integrity from students in submitted work. Acts of cheating or plagiarism will not be tolerated and the student will be subject to disciplinary action as detailed below. Students are required to give credit to all individuals who contributed to the completion of any assignment. Specific sources of all information, ideas and quotations not original to the author of the assignment must be referenced. These references must be cited using standard methods such as those taught in ENGL101-Composition I and ENGL102-Composition II or other formats as specified by the instructor. If group work on an assignment is permissible, specific authorization and instructions pertaining thereto must be provided in writing by the instructor.

It should be noted that persons facilitating plagiarism or cheating by another student are equally culpable and such persons may also be subject to penalties similar to those stipulated below. Examples of such facilitation include, but are not limited to, the following:

1. A student gives a copy of a past assignment, such as a term paper, to a second student with the understanding that the second student may use the assignment as his/her own work.
2. A student observes or has other first-hand knowledge of cheating or plagiarism and fails to report same to the instructor.

All students are reminded that they have an ethical responsibility to guard the academic process against corruption by such acts of dishonesty. In addition to the above, students must follow all course-specific or instructor-specific procedures established for examinations, laboratory experiments, studio work, reports and projects.

The following penalties apply in cases of cheating or plagiarism:

1) The instructor may assign a grade of "F" or a zero for an assignment. OR

The instructor may assign a grade of "F" for the course in cases of repeated dishonesty or in such cases where the assignment in question is so central to the evaluation process that failure in the assignment would preclude any reasonable possibility of the student passing the course.

2) All confirmed breaches of academic honesty will become part of the student's permanent academic record. **Two such offenses will constitute grounds for Academic Dismissal. Said dismissal will be for a duration of no less than two years.** After two years, the student may apply for readmission, but this may be attempted only once. Upon readmission, any further act of dishonesty will result in permanent dismissal.

If the student is not in agreement with the action taken by the faculty member, the student is encouraged to meet and discuss the issue with the faculty as the first step. If the student is not satisfied with the outcome, the student requests a meeting with the Academic Dean, Assistant Dean of Nursing & Health Sciences, or Testing Director.

ACADEMIC INTEGRITY APPEAL PROCESS

If the matter is not resolved between the student and faculty member or at the Academic Dean level, the student will contact the Director of the Center for Student Success to file an appeal. The appeal process will be explained to the student and a student advocate will be assigned, if requested.

The Academic Standards, Policies, and Procedures Committee will be the appeal board for students who wish to appeal the action of a faculty member, Academic Dean, Assistant Dean of Nursing & Health Sciences or Testing Director. The committee must have a quorum in order to hear the charge.

The following procedure will be followed in order to provide the student with due process:

- The faculty member, Academic Dean, Assistant Dean of Nursing and Health Sciences, or Testing Director will be notified of the appeal and will prepare a written statement of charges to be submitted to the Director of the Center of Student Success, who will prepare and present the case to the Academic Standards, Policies and Procedures Committee.
- A hearing date will be selected that is mutually agreeable to all parties. The student will receive written notification of the violation and hearing date by registered mail or delivered in person and by email at least ten days before the date of the hearing. The hearing will take place on the scheduled date as long as the Committee has a quorum to hear the case.
- The charges, all affidavits, and all exhibits which the College intends to submit will be made available to the person making the allegation and the charged student for inspection.
- The student may bring counsel to the hearing in a consultative role only. Also, the student can be

assigned a student advocate from the counseling center to accompany them. The advocate can help the student prepare for the hearing and accompany the student to the hearing in a consultative role.

- The student will have the opportunity to present his/her own version of the facts, by personal statement as well as by affidavits and witnesses.
- The student will have the right to hear evidence against him/her and to question adverse witnesses personally.
- The Academic Standards, Policies, and Procedures Committee will make a determination of the facts of each case solely on the basis of the evidence presented at the hearing. The chairperson of the committee will prepare a written statement of the committee's findings of fact and a recommendation to the Vice President of Academic Affairs for action.

The Vice President of Academic Affairs receives recommendation and makes the appropriate decision regarding disciplinary action or dismissal of charges and the decision is final.

Use of College Technology

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, the right to privacy, and the right to determine the timing, form, manner, and terms of publication and distribution.

Because electronic information is volatile and easily reproduced, respect for the work and professional expression of others is especially critical in computer environments.

Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the college community.

Users of technology at Atlantic Cape will:

- Respect individuals' rights to privacy.
- Communicate in language and images that are not offensive, profane or obscene.
- Protect the confidentiality of personal communication.
- Adhere to the intellectual property laws regarding copyright protected materials.
- Treat technology hardware and software in a manner that does not damage or interfere with its use.
- Limit use, when necessary, to allow other users' access.
- Engage only in technology-based activities that are related to the College's Mission.

Academic Standards

Staff and resources are available to help students be academically successful. At the end of each academic year (at the end of the spring semester), the college will review students' academic progress and identify individuals who need additional support and resources. If a student is placed on one of the following academic classifications they will need to meet with a college representative to identify appropriate support and resources to develop a plan for academic success.

To be in "good academic standing," students must maintain a minimum 2.0 overall grade point average (GPA). Students receiving financial aid must also meet "Satisfactory Academic Progress" (SAP) requirements (pass a certain percentage of courses in which you enroll). If a student earns an overall GPA below the minimum 2.0, they will be placed on one of the Academic Classifications listed below.

Academic Classifications
Academic Probation

A student placed on Academic Probation has earned a GPA below a 2.00 (the minimum to be in "good academic standing"). Students on Academic Probation must connect with a counselor or advisor to develop an action plan for academic success.

Academic Suspension from Full-time Enrollment

A student placed on Academic Suspension from full-time enrollment is restricted to a maximum of 11 credits during each semester. Students on academic suspension must connect with a counselor to develop a plan for academic success.

A student may file an appeal through the Academic Appeal process if they would like to enroll full-time during the academic year.

Academic Dismissal

A student is placed on Academic Dismissal if they have attempted between 17-30 credits and have a GPA below a .60, or have attempted between 31 – 48 credits and have earned a GPA less than 1.01 or have attempted 49 or more credits and earned a GPA less than 1.59. This classification prohibits College enrollment for a period of two semesters (one academic year). A student may appeal this classification through the Academic Appeal process in order to enroll during the academic year. If the appeal is approved, the student will be placed on Academic

Suspension from full-time enrollment for the first semester and must meet with a counselor to determine the maximum credit enrollment for the next semester.

Academic Classification Chart

Credits Attempted	GPA	Status
12-16	0-.50	Academic Suspension
	.51-1.99	Academic Probation
17-30	0-.59	Academic Dismissal
	.60-1.39	Academic Suspension
	1.40-1.99	Academic Probation
31-48	0-1.00	Academic Dismissal
	1.10-1.79	Academic Suspension
	1.80-1.99	Academic Probation
49 or more	0-1.59	Academic Dismissal
	1.60-1.79	Academic Suspension
	1.80-1.99	Academic Probation

Academic Classification Appeals

Students with extenuating circumstances (personal, medical or employment related) may appeal to the Academic Standards, Policies, and Procedures Committee. Upon written notification of academic classifications, students will be given notice of their right to an appeal, appropriate contact information, instructions for requesting appeal and appropriate scheduling information. Upon being granted this opportunity, students may submit their appeal in writing or in person. The committee will judge each case and state its finding to each student regarding its disposition of either upholding or reversing the assigned academic status.

Credit Amnesty Program

A student may petition the Academic Standards, Policies, and Procedures Committee for the Credit Amnesty Program whereby a student's previous academic record may be expunged. This program is for students who have a four-year break in enrollment at Atlantic Cape, have re-entered and completed 12 credits of college-level course work at Atlantic Cape with a grade of "C" or better. Graduates are not eligible for the program and Credit Amnesty can only be granted once. For information call (609)343-5098 or email aholmes@atlantic.edu. Applications can be completed by visiting

www.atlantic.edu/student-life/student-resources/counseling/index.php.

Grading

The following grading scale applies to all disciplines except Nursing (NURS), Culinary (CUBP, CULN, CULA), and specified Aviation Flight courses (AVIT). Grading scales for these areas have also been included.

Each student is evaluated by instructors at the end of the semester. The following grades are used to indicate the caliber of the student's academic achievement:

Grade	Percentage Range	Grade Point Value
A	93-100%	4.0
A-	90-92%	3.7
B+	87-89%	3.3
B	83-86%	3.0
B-	80-82%	2.7
C+	77-79%	2.3
C	70-76%	2.0
D	60-69%	1.0
F	0-59%	0.0

Nursing Grading Scale

Applies to courses with the NURS alpha.

Grade	Percentage Range	Grade Point Value
A	93-100%	4.0
A-	90-92%	3.7
B+	87-89%	3.3
B	83-86%	3.0
B-	80-82%	2.7
C+	77-79%	2.3
C	75-76%	2.0
D	60-74%	1.0
F	0-59%	0.0

Academy of Culinary Arts Grading Scale

Applies to courses with the following alphas: CUBP, CULA, and CULN.

Grade	Percentage Range	Grade Point Value
A	92-100%	4.0
A-	90-91%	3.7
B+	87-89%	3.3
B	83-86%	3.0
B-	80-82%	2.7
C+	77-79%	2.3
C	75-76%	2.0
D	66-74%	1.0
F	0-65%	0.0

Aviation Program Flight Courses

The following AVIT courses are graded as **Pass/Fail:**

Course	Course Title
AVIT 145	Private Pilot Helicopter
AVIT 210	Private Pilot Airplane
AVIT 240	Instrument Pilot Airplane
AVIT 255	Instrument Pilot Helicopter
AVIT 265	Commercial Pilot Helicopter
AVIT 278	Airplane Flight Instructor
AVIT 280	Commercial Pilot Airplane
AVIT 282	Helicopter Flight Instructor
AVIT 286	Multi-Engine Pilot
AVIT 288	Commercial Helicopter Add-On

Procedure for Issuing a W as a Grade after a Final Grade is Issued (F to W)

A change of grade request from "F" to "W" because of failure to withdraw in a timely manner from the course or non-attendance will only be received and processed by the Registrar.

- The student must present complete documentation to the Registrar that explains the extenuating circumstances for the change.
- The Registrar notifies the faculty member involved of the student's request. Documentation will be available for inspection in the Enrollment Services Office.
- If the faculty member does not approve the change, the student may petition the Academic Standards Policies & Procedures Committee for an appeal.

I-Incomplete - This grade is defined as a failure to complete the requirements of a course, due to illness or other circumstances acceptable to the instructor as beyond the control of the student. An incomplete grade may be changed to a letter grade by the instructor, if the student completes the requirements of the course before the end of the eighth week of the next regular fall or spring semester. Due to the special circumstances of Aviation flight training courses, students will have 12 calendar months to complete the requirements of flight courses.

A grade of incomplete, which has not been changed by the end of the grace period, becomes an F. The responsibility for the elimination of an incomplete grade entry on the permanent record lies entirely with the student. Requests for change of an incomplete grade to a letter grade must be submitted by the instructor by email to register@atlantic.edu. An incomplete grade does not satisfy the prerequisite requirement for the next level course.

NA - Student never attended or never participated in an online course.

Auditing a Course

AU - Audited. No credit or regular grade given for the course. In order to receive an AU for a course, the student must register as an audit student by notifying the Enrollment Services Office at the time of registration or through the first week of the semester (drop/add period). Regular attendance and other requirements stipulated by the instructor are required. Final grades of AU will be assigned and will appear on the student's transcript. AU grades are not computed in the student's GPA. Audited courses are ineligible for financial aid.

Grade Appeals

Atlantic Cape is dedicated to the goals of fairness in all of its procedures and practices. If, for any reason, a student believes he or she is the victim of unjust practices, a comprehensive process for grievance resolution is available to that student and is outlined as follows. All student-initiated grade appeals must be submitted within one year of the original date of issuance of the grade to the instructor that submitted the grade.

Credit–Academic Issues (grades, etc.)

- **Level 1** — The student meets with the faculty member. If the issue is not resolved, the student proceeds to the next level.
- **Level 2** — The student meets with the appropriate academic dean. If the issue is still unresolved, the student proceeds to the next level
- **Level 3** — The student meets with the Director of The Center for Student Success who will forward the case on to the Academic Standards, Policies & Procedures Committee. This committee will make its recommendation to the Vice President of Academic Affairs who then renders a binding decision.

A student may request a College counselor to assist them at any level of the grievance process. The counselor's role is one of support and advisement. The counselor helps clarify the appeals process, assists the student with the preparation of his or her case, and helps the student explore options so the student is able to make a more informed decision. Any choice made during the grievance process is that of the student. Counselors are not at liberty to make decisions for students or present evidence or testimony on the student's behalf.

Students who need assistance with this process should contact the Director of The Center for Student Success, Stacey Zacharoff, at (609)343-5091 or email szacharo@atlantic.edu.

Repeating a Course

A student may repeat a course for credit with this restriction: No course may be taken a third time without the permission of the appropriate academic dean. All attempts will appear on the transcript, but only the highest grade will be calculated in the semester or cumulative grade point average (for all course attempts after 1997).

- If a student repeats a course for credit in which the final grade of the original attempt was A, B, or C, the higher of the grades will be used.
- A course in which a student received a grade of W, NA, or AU and elected to take again, is not considered a repeated course.
- Courses transferred in from other institutions will not repeat Atlantic Cape courses.

Withdrawing from a Class with a "W" Grade or Withdrawing from the College

A student wanting to withdraw from a class may do so in writing until the 10th week of the fall or spring semester. Summer, winter and any other sessions that do not meet for the entire semester, have varying withdrawal dates. A grade of "W" will be assigned for the course. "W" grades are not computed in the student's GPA. Contact Enrollment Services or check the Academic Calendar in this publication or online for dates. It is each student's responsibility to withdraw from courses, by the deadline, at any Atlantic Cape campus or online. Non-attendance of a class does not constitute an official withdrawal and the student will receive a grade of "F" in the course. A withdrawal in a course may impact Financial Aid awards and/or status.

Procedure for Withdrawals after the "W" Period Ends and Prior to Final Grades

If a student can document extenuating circumstances beyond his/her control (sickness, death in family, out-of-town, injury, job change, etc.), the Dean of Student Affairs and Enrollment Management or designee (Registrar) has the authority to allow the student to withdraw. If a student makes a request to a professor for a withdrawal after the "W" deadline, but prior to the final grades deadline, the professor may approve the request by signing a Registration/Course Change form. Withdrawal from the College requires written notification, in person or online, of withdrawal to the Enrollment Services Office.

Classroom Success

Research has indicated that there is a correlation between academic success and classroom attendance and punctuality. Faculty members announce attendance expectations and it is the student's responsibility to know and follow the said expectation for each course. Faculty may be required to report students' last academic activity for individual courses.

Emergency Closing/Cancellation of Classes/Text Alerts

Students are encouraged to sign up for Atlantic Cape's TxtAlerts to receive up-to-date notifications in case of emergency situations or school closings. Participants can sign up for the text message program at www.atlantic.edu/student-life/security/text-alerts.php. Atlantic Cape TxtAlerts is an opt-in, permission-based program. Participant contact information and message preferences are kept private. Students are asked not to call the College switchboard to verify closing. See the College Web site at www.atlantic.edu for information on closings.

Announcements of closings are also carried over local radio stations. These should be noted carefully as the closing may be for a specific campus or only the morning, afternoon or night classes may be canceled. Radio stations in Philadelphia use the number 918 for day, and 2910 for evening cancellations.

Students may decide whether extreme weather and road conditions prevent their attendance at classes when the College is open. In such cases, students should notify the College in advance and state the reason for their absence by calling (609) 343-5114. Students who miss a class must still complete assignments.

Cancellation of a class may also be necessary because of the sudden illness or unexpected absence of an instructor and it is too late for a substitute to be assigned. Students will be notified of the cancellation by a notice posted on the classroom door or delivered in person by another instructor. Further study assignments may be given out by the same means.

If an instructor is late for a class, students should wait at least 10 minutes after the scheduled starting time of the class. After such time students may leave without prejudice, but one student should inform the Faculty Support Office of the instructor's absence: May Landing — room A123, Cape May — room 335, Atlantic City — room 255.

Dean's and President's Lists

Full-time students achieving a GPA of 3.0-3.99 in a given semester are placed on the Dean's list. Full-time students achieving a GPA of 4.0 in a given semester are placed on the President's list. Part-time students are eligible after each increment of 16 credits earned while maintaining a cumulative GPA of 3.0-3.99 or 4.0.

Graduation

To earn an Associate degree, students must successfully complete the minimum credits attributable to that specific program as noted in the college catalog. Students must complete the required courses for the catalog in effect the date they were enrolled, or any catalog after that date.

Students must achieve at least a 2.0 cumulative GPA. Every student is required to demonstrate technological competency, by graduation, by passing CISM125-Introduction to Computers or CISM132-Problem Solving Using Technology with a "C" or better, testing out or presenting a portfolio. Each degree program will have the option of determining when these competencies should be demonstrated.

Students who transfer from another institution must complete 30 credits at Atlantic Cape. Graduates with a GPA of 3.5 to 3.74 are awarded a degree with honors; 3.75 to 3.99 with high honors, and 4.0 with the highest honors.

Although degrees are given at the end of each semester to qualifying students, a formal commencement ceremony is held at the end of the spring semester. Students who have more than two courses to complete for their degree requirements, or who have a cumulative grade point average of less than 2.00, will not be permitted to participate in the commencement ceremony.

Graduation Procedures

Candidates who expect to receive an Associate degree, Certificate or Certificate of Achievement in a Professional Series must file an online application for graduation and pay a graduation fee. A degree audit will be processed when the fee is paid. For information, contact Enrollment Services at (609)343-5005.

Student Policies and Procedures

Additional information can be found on the College Web site www.atlantic.edu and in the Student Handbook/ Calendar.

The Family Educational Rights and Privacy Act of 1974 (FERPA)

The Family Educational Rights and Privacy Act affords students certain rights with respect to their educational records. These rights include:

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, Vice President of Student Affairs, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, the 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 educational 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. They should write to the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If Atlantic Cape Community 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 disclosure of personally identifiable information contained in the student's educational 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 Atlantic Cape has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as 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 educational record in order to fulfill his or her professional responsibility. Upon

request, the College may disclose educational records without consent to officials of another school in which a student seeks or intends to enroll.

4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by Atlantic Cape Community College to comply with the requirements of FERPA.**

Submit claims to:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, S.W.
Washington, D.C., 20202-4605

Atlantic Cape Community College hereby designates the following categories of student information as public or "Directory Information." (The College may disclose such information without the student's prior consent under the conditions set forth in FERPA.)

Name, hometown, classification (freshman or sophomore), degrees awarded, honors, awards, weight/height of athlete, sports participation.

Requests for release of Directory Information must be submitted in writing to the Registrar, Atlantic Cape Community College, 5100 Black Horse Pike, Mays Landing, NJ 08330-2699.

Students who elect to withhold disclosure of this category of information must conduct all College business in person with a photo ID card. Such students' name will be published in the commencement program unless the students' request exclusion in writing. Students in this category are eligible to use the Web for transactions including registration, which are protected by a personal identification number (PIN).

Currently enrolled students may withhold disclosure of directory information under FERPA. To withhold disclosure, student(s) must present a student ID in person at the Registrar's Office (J building), Mays Landing Campus, and complete the Restrict Directory Information form. The form may be submitted at any time throughout the year and will immediately affect prospective disclosures. Atlantic Cape Community College assumes that failure on the part of any student to specifically request the withholding of a category of directory information indicates individual approval for disclosure.

Former students may not place a new request for nondisclosure of directory information on their educational records; however, they may request its removal.

Cyber Harassment Policy

Atlantic Cape requires a college community free from threats, intimidation, stalking, harassment and other harassing behaviors. These behaviors may include, but are not limited to, the following: repeated, unwanted/unsolicited contact that includes face-to-face contact, telephone calls, voice messages, text messages, electronic video and/or photography, electronic mail, instant messages, written letters, unwanted gifts; verbal or written abuse, threats, harassment, coercion, or any other conduct that places another individual in reasonable fear of his or her safety through words or actions directed at that person, or substantially interferes with the working, educational or personal environment of the individual; persistent offensive, threatening communication through the internet, via e-mail, chat rooms or other electronic devices. Students who are found responsible for Cyber Harassment will be in direct violation of the Student Code of Conduct Policy.

Drugs and Intoxicants Prohibited

- **Alcoholic beverages** – Possession, use or distribution of alcoholic beverages on the College premises is prohibited regardless of age. Students who violate these restrictions shall be subject to appropriate disciplinary action up to and including dismissal and criminal prosecution.
- **Drugs** – Possession or use of illegal drugs or narcotics on campus or at any College-sponsored function is prohibited. Persons found with illegal drugs will be suspended immediately and appropriate law enforcement authorities will be notified. Persons found to be engaged in the sale or distribution of illegal substances anywhere on College premises or at any College-sponsored function will be immediately dismissed from the College and appropriate law enforcement authorities will be notified.

Firearms

The possession of firearms by employees and students on College property or at any College activity is prohibited. This policy excludes law enforcement personnel and bank couriers on official business with the College and students who are active duty law enforcement personnel.

Student Complaint Policy

Atlantic Cape Community College is committed to providing an educational environment that encourages students to attain their educational goals. Consistent with

that commitment, Atlantic Cape is dedicated to the goals of fairness in all of its procedures and practices. If a student perceives that he or she is the victim of unjust practices, Atlantic Cape has developed procedures for students to pursue complaints within the college community. A student who has an unresolved disagreement that falls under the jurisdiction of the College has the right to file a written complaint without prejudicing his or her status with the College.

Definition

A complaint involves a concern, problem or issue other than those listed below*. Complaints may be academic or nonacademic.

- An academic complaint may be brought by a student regarding the College's provision of education and academic services affecting his/her role as a student. Academic complaints can include but are not limited to course content, course delivery, or instructor related matters.
- A nonacademic complaint may be brought by a student regarding a disagreement or unresolved dissatisfaction with a staff member (non-faculty), another student, student group or administrator. Nonacademic complaints can include but are not limited to facilities or safety.

* The following are not considered student complaints under the scope of this policy, but may be directed as follows:

- Title IX
  Disciplinary/ Judicial Matters
- Disability Accommodations Complaint
- Grade Appeals – *See Student Handbook*
- Financial Aid Satisfactory Academic Progress (SAP) Appeal
- Academic Appeals
- Student Refund Appeals

Sexual Harassment Policy

Atlantic Cape Community College prohibits sexual harassment by any member of the faculty, staff, student body, independent contractors or vendors, on any of the three College campuses. The policy of the College reflects a desire to create and maintain an environment for work and study which permits all employees and students the opportunity to pursue an education or career in which they can progress on their merit and ability.

The sex discrimination provisions of Title VII of the 1964 Civil Rights Act prohibit sexual harassment in the workplace. Sexual harassment in the classroom or in student-related activities is prohibited by the sex discrimination provisions of Title IX of the 1972 Education Amendment.

Non-Discrimination Notice

The college's Title IX Coordinator oversees compliance with all aspects of the sexual/gender harassment, discrimination and misconduct policy.

Students who have questions and complaints regarding Title IX may be directed to the Title IX Coordinator or Co-coordinator. For more information please visit: http://www.atlantic.edu/student-life/security/title-ix.php.

Title IX Coordinator

Cynthia Correa, Director, WACC Student Services & Institutional Career Services, 1535 Bacharach Boulevard, Atlantic City, NJ 08401, room 145, (609) 343-4897, Email: ccorrea@atlantic.edu

Title IX Co-coordinator

Dr. Tammy DeFranco, Director, CMCC Student Services & Campus Management. 341 Court House-South Dennis Road, Cape May Court House, New Jersey 08210, room 145, (609) 463-8113, Email: tadefran@atlantic.edu

The U.S. Equal Employment Opportunity Commission (EEOC) has defined harassment on the basis of sex as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct... when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, evaluation, or grade; (2) basis for employment, evaluation or grade decisions affecting such individuals; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work or school performance or creating an intimidating, hostile, or offensive working or learning environment.

Affirmative Action

The College's Office of Affirmative Action is located at the Mays Landing Campus, Room, 5100 Black Horse Pike, Mays Landing, NJ 08330-2699. The office coordinates efforts to eliminate discrimination including the investigation of any complaint filed by a student or employee. Students, faculty, or staff who feel they have been the subject of possible discriminatory treatment may file a complaint with the Affirmative Action Office. For more information call Dr. Vanessa O'Brien-McMasters, Dean Institutional Research, Planning & Effectiveness, (609)343-5670, or email vobmcm@atlantic.edu.

Smoking

Atlantic Cape Community College supports the rights of its employees, students and visitors to have the benefit of a smoke-free environment while on any of the College campuses. Therefore smoking, which includes e-cigarettes, is prohibited inside all buildings, including hallways, stairwells, restrooms and other common areas.

Violators will be subject to disciplinary action:

1. Normal administrative disciplinary procedures or the appropriate negotiated agreement grievance procedures will prevail for employee violators.
2. Student violators will be called before the Dean of Student Affairs and Enrollment Management.
3. All violators are subject to the public law governing smoking in public places.

Complaints may be addressed as follows:

1. Employee complaints or inquiries should be directed to the immediate supervisor.
2. Students should direct complaints or inquiries to the Dean of Student Affairs and Enrollment Management.
3. In addition, anyone may register a complaint with a security officer.

All employees share the responsibility of monitoring the smoking prohibition.

Student Code of Conduct

On admission to Atlantic Cape, each student accepts a commitment to act in a responsible manner, which conforms to generally accepted standards of adult behavior. Students are expected to familiarize themselves with the College's code of conduct.

It is expected that all students will show courtesy and respect for each other and for administrative officers, faculty and employees. Students must understand and accept the necessity for various College regulations and they must comply with directives of those authorized to enforce regulations.

Students are expected to respect the property of the College and that of others. Damage or destruction of such property will be considered a matter for disciplinary action.

All students are expected to present an appearance that is neat, clean and in good taste. Students also are expected to recognize the importance of their personal appearance. Proper dress on campus, therefore, is expected. Some College programs reserve the right to require specific dress/uniform standards.

Indiscriminate, obscene language shows lack of respect for self and others. Students should show courtesy and respect for themselves and others by refraining from this practice.

Any threat or hindrance of the instructional process or the daily life of the campus should be rejected and resisted by all members of the College community.

Possession, use or distribution of alcoholic beverages on the College campus premises is prohibited regardless of age. This includes all College sponsored off-campus activities.

Students who violate these restrictions shall be subject to appropriate disciplinary action up to and including dismissal and criminal prosecution.

Possession or use of illegal drugs or narcotics on campus or at any College sponsored function is prohibited.

Threatening and Violent Behavior Policy

Atlantic Cape is a place where students, staff and guests expect safety and security while pursuing academic excellence and College activities. Accordingly, any Atlantic Cape student who verbally or physically threatens the safety of other students, staff, faculty or campus guests will be immediately suspended from the College pending a disciplinary hearing.

The outcome of that hearing may result in penalties including but not limited to additional suspensions or dismissal from the College depending on the circumstances of the offense.

Students who are suspended or dismissed from the College are banned from all Atlantic Cape campuses, learning sites, and College-sponsored events during the period of their suspension or dismissal.

Students who violate this ban will be charged with trespassing under New Jersey criminal codes.

Bullying/Harassment Policy

Violation of the following policy may result in disciplinary action.

Bullying and/or harassment is defined as:

Any overt or covert gesture, written, verbal or physical act, or any electronic communication that is reasonably perceived as being motivated by characteristics such as

race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on the property of Atlantic Cape Community College or at any function sponsored by Atlantic Cape and that affects an individual of one or more of the aforementioned groups in the following manner:

1. Has the effect of insulting or intimidating in such a way as to cause a disruption in the educational process; or
2. Creates a hostile environment; or
3. Infringes on the rights of said individuals; or
4. Causes great distress, loss of confidence or self-worth.

Students that are found to be in violation of the Bullying/Harassment Policy will be in direct violation of Violent Behavior Policy. The disciplinary process for these policies will be enforced.

Testing

The Testing Office offers a variety of services to faculty, students and staff, and is primarily responsible for the administration of next-generation ACCUPLACER. Test results and data are used to provide appropriate information for academic placement, for developing sound academic advisement policies, and for meeting the educational needs of individual students. The office also offers credit-by-examination programs and administers an English as a Second Language Placement Examination.

Testing Fees

All testing fees must be paid before tests are administered. Fees can be paid at all three campus locations.

Testing Services

- Next-Generation ACCUPLACER
- Oxford Online ESL Placement Test
- ATI TEAS nursing entrance examination
- Test of Adult Basic Education (TABE)
- Credit by Examination program
- Make-up testing

Next-Generation ACCUPLACER

Students are required to take the next-generation ACCUPLACER test prior to registering for a mathematics, English or other course requiring a demonstrated level of ability. A student will be exempt from taking next-generation ACCUPLACER if the student identifies as a Professional Series seeking student. A student who identifies as non-credential seeking will be allowed to take up to 4 credits before being required to take the next-

generation ACCUPLACER test. If the student wants to take a class that has a prerequisite, the student must receive the area Dean's approval prior to registration.

The next-generation ACCUPLACER consists of an essay, a test of reading, a test of quantitative reasoning, algebra, and statistics, and a test of arithmetic. An advanced algebra and functions test may also be given. Students whose test scores indicate a need for improved basic skills in English or mathematics will be placed in the appropriate developmental course. Generally, they follow a sequence of developmental courses leading up to college-level work in that area.

Students who place into ENGL080 Reading/Writing II also have the option of participating in the Accelerated Learning Program, which allows students to take ENGL101 Composition I when paired with the support course ENGL099. See course descriptions for additional information. Seats in this program are limited.

Placement into ENGL070-Reading/Writing I significantly limits the number of additional courses for which a student may register. See the list of courses in the Basic Skills chart at the end of this section. Students must be admitted to the College before they can take the test.

Exemptions to the next-generation ACCUPLACER include:

- Students who have taken the SAT within the last four years and received a minimum score of 450 in Evidence-Based Reading/Writing and a score of 530 in Mathematics.
- Students who have taken the ACT test within the last four years and received a mathematics score of 22 and English score of 18 with a Reading score of 22.
- Students who already have a degree (A.A., B.S., etc.) may be exempt from testing.
- Students who have taken the required sections of the test (next-generation ACCUPLACER) at another New Jersey college within the last four years, and submit an official copy of the test results to Atlantic Cape.
- Transfer students who have completed a college-level mathematics course within the last 10 years and/or an English course at another college.

Next-generation ACCUPLACER tests, which are at least two hours long, are administered at all three College campuses. Students may retest only once after a 30-day time period has lapsed. There is a retesting fee. Test scores are valid for four years. For information call (609)343-5099, 343-4831 or 463-3775.

ESL Placement Test

Students whose native language is not English will be required to take the Oxford Online ESL Placement Test.

Exemptions for the ESL Test include a TOEFL result of IBT54 or minimum required SAT score (call the Testing Office for details). If exempt, students must take the next-generation ACCUPLACER English Placement Test.

Test scores are valid for one year. Students who are absent from the college for a period of more than 12 months must retake the Oxford Online ESL Placement Test to reevaluate students' skills. For exceptional circumstances, students may inquire about retesting through the Testing Office.

Nursing and Radiologic Technology Entrance Test

Nursing and Radiologic Technology program applicants must take the ATI TEAS exam. The test is a general, comprehensive assessment tool which evaluates several areas including reading comprehension, mathematics, science and English/language usage.

Applicants must receive a minimum total scaled score of 58.7 for their application to be considered. The admission process for the Nursing Program is very competitive. Applicants are ranked according to a composite score of the prerequisite GPA and their ATI TEAS scaled score.

The ATI TEAS is administered to Atlantic Cape students only. Students must have successfully completed two prerequisites required for the Nursing Program before registering for the ATI TEAS. Candidates may retest once per academic year at Atlantic Cape, after a 30-day time period has lapsed. This test must be taken within three years of applying to the Nursing Program. Additional information for the ATI TEAS exam can be located on the Testing Web site at www.atlantic.edu/admission/testing.

Test of Adult Basic Education

Students taking a Workforce Development program that requires a TABE test must complete the assessment and obtain the required score prior to registration. See the Continuing Education & Workforce Development Guide for program information. Students may retest once after 30 days. TABE results are valid for one year.

Institutional Credit-by-Examination

Credit-by-examination courses are offered in Keyboarding and Document Production I, Word Processing I, Records and Information Management, PC Operating Systems and Introduction to Computers.

Credit-by-examination policies

- No duplication of credit is permitted.
- Credit-by-examination in any subject may be taken only once.
- Credit-by-examination is not permitted for courses in which a failing grade has previously been assigned.
- There is a 32-credit limit and students must pay tuition for credits earned.

Make-Up Testing

The Testing Office provides alternate testing opportunities for students unable to take a scheduled classroom test for one of the following reasons:

- A documented disability identified by the Center for Accessibility
- A religious holiday
- An emergency situation

The student should make arrangements with their instructor to initiate the make-up test. Once the instructor and student agree upon arrangements and the test is received by the Testing Office, the student should call or go to the Testing Office to make an appointment. Acts of cheating will not be tolerated. The instructor will be notified and the student will be banned from using the services, as stated in the Student Handbook. Students using these services as an accommodation must contact the Center for Accessibility for alternate testing arrangements.

The Mays Landing office is located in J building or call (609)625-1111, ext. 5633 or 343-5633. For the Cape May County Campus call 463-3775. For the Worthington Atlantic City Campus call 343-4831 for assistance.

Basic Skills Course Selections
Placement Into ENGL070-Reading/Writing I
(Based on Accuplacer score.)

Students may take courses from the following:

Course #	Course
ARTS110	Fundamental Drawing
ARTS111	Crafts
ARTS112	Introduction to Ceramics
ARTS120 (inactive)	Introduction to Printmaking Processes
ARTS128	Introduction to Photographic Methods
ARTS125	Art with Computers
ARTS217 (inactive)	Weaving
AVIT140	sUAS Operations Multi-Rotor
AVIT185	Remote Sensing Using UAS
CISM102	Computer Fundamentals-Windows
CISM106	Internet Research
DANC171	Modern Dance I
DANC172	Modern Dance II

Course #	Course
DANC173	Jazz Dance I
DANC175 (inactive)	Tap Dance I
DANC271	Ballet I
DEVA110	Introduction to Career Development
DEVA155	Student Success Seminar
HOSP132	Food Service Sanitation
HPED117	Archery I
MATH073**	Introduction to Algebra I-Prealgebra
MATH074**	Introduction to Algebra II
MATH099**	Accelerated Elementary Algebra
MATH121	Applications of Mathematics
MATH122	College Algebra
MATH150	Precalculus
MATH220	Statistical Methods
OSTM101	Keyboarding
OSTM110	Keyboarding/Document Production I
OSTM125	Notetaking
THEA100	Theater Production
THEA111	Acting I
THEA210	Play Production I

Placement Into ENGL080-Reading/Writing II

Students testing into ENGL080-Reading/Writing II have the option to participate in the Accelerated Learning Program *(See Testing section for details)* or enroll in ENGL080. Students who have passed ENGL070, with a grade of C or higher, must take ENGL080.

Students taking ENGL080 may select courses from the ENGL070 list or the following:

Course #	Course
AVIT107	Aeronautical Knowledge Seminar
CDCC/EDUC103	Roles of the Early Childhood Professional
CDCC104	Infant/Toddler Development: Theory/ Apps.
CISM125	Introduction to Computers
GIST101	Introduction to G.I.S.
HPED150	Concepts of Physical Fitness
OSTM125	Notetaking
OSTM141	Word Processing I
OSTM210	Keyboarding/Document Production II
SGNL101	American Sign Language
TVRF103	Digital Video Production I
TVRF180	Audio Production I

English as a Second Language

Advanced English as a Second Language students may take any of the following college courses in conjunction with full semester (16-week) ESLN092 or ESLN100:

Course #	Course
CISM125	Introduction to Computers
MATH121	Applications of Mathematics
MATH122	College Algebra
MATH150	Precalculus

Course #	Course
MATH220	Statistical Methods

College Skills Courses

If a student is required to enroll in ENGL080 (Reading/Writing II), it is expected that they take DEVS111-College Skills with a linked social science course. DEVS111 should be completed before enrolling in other courses except as those listed below. *ESL students who complete ESLN099 with a grade of B- or better are exempt from DEVS111.*

DEVS111 is linked with:

Course #	Course
EDUC110/PSYC110	Child Development: Theory and Practice
PSYC101	General Psychology
PSYC135	Child Psychology
SOCL101	Principles of Sociology

Students enrolled in a linked College Skills/Social Science course combination (e.g., DEVS111 and PSYC101) may **not** withdraw from the DEVS111 course without also having to withdraw from the linked social science course. However, students who choose to remain in the DEVS111 course by itself can do so and may withdraw from the linked social science course only.

(DEVS111, with its linked social science course, and ENGL080 may be taken concurrently.)

Student Engagement
Student Identification Cards

Students will be issued a College photo identification card upon presentation of their current registration and a valid photo identification (ex. driver license/passport).

This card must be displayed at all times and must be updated at the beginning of each semester with proof of enrollment. New or returning students without a valid ID should secure their ID card during the first two weeks of the semester. In order to attend Atlantic Cape and to utilize college services, students must have a valid Atlantic Cape ID displayed.

The ID card is required to obtain materials from the library, use the computer labs, sell books back to the bookstore, participate in sports, use the recreation equipment in the Student Life Center, use the fitness center, and to gain admission to College-sponsored events. Students eligible for financial aid need Atlantic Cape identification cards to receive book checks from the business office.

Photo identification cards are issued in Enrollment Services in J building at the Mays Landing Campus. Worthington Atlantic City and Cape May County campuses

students may obtain identification cards according to posted hours. To replace a lost ID card, students must pay the replacement fee of $5 at the Business Office and take the receipt to the appropriate campus office for a replacement ID.

Student Government Association

All Atlantic Cape students are members of the Student Government Association. The main policy- making body of SGA is the student senate. Comprised of representatives from all student clubs, the senate is responsible for supervising the work of SGA committees, chartering student organizations, approving budgeting of all funds, determining student policy and working with faculty and administration to improve the College. To contact SGA by email: sga@atlantic.edu. The office is located in the Student Center, G building, first floor, on the Mays Landing Campus. For information visit www.atlantic.edu/student-life/student-engagement/sga.

Clubs and Organizations

Atlantic Cape sponsors special interest clubs and organizations on campus, which are open to all students regardless of race, creed or color. Each is chartered by the Student Senate of the SGA and has its financial obligations met from the student activities fee. Groups wishing to be officially recognized by the College must meet the requirements established by the SGA. Religious or political groups have the right to organize and be recognized by the SGA. Students registering for a class during activity period cannot attend club meetings. Information can be obtained from the Student Engagement Office located in the Mays Landing Campuses G building, or call (609)343-5010 or visit www.atlantic.edu/student-life.

Fraternities and Sororities

Atlantic Cape's Board of Trustees recognizes fraternities and sororities on campus pursuant to the rules and regulations of the Student Government Association. The College supports such groups on campus because it believes that they can contribute to the growth of individuals by fostering mutual interests.

Intercollegiate Sports

Atlantic Cape is a member of the NJCAA Region XlX as well as the Garden State Athletic Conference, which determines a state champion and selects all-conference teams in each sport. Atlantic Cape is one of more than 500 members of the National Junior College Athletic Association (NJCAA). The NJCAA sponsors national championship events and selects All-American teams.

Atlantic Cape abides by the eligibility requirements of the NJCAA for all members of intercollegiate athletic teams.

"The Buccaneers" is the official College team name for all Atlantic Cape sports. Atlantic Cape competes in intercollegiate men's basketball, baseball, women's basketball and volleyball. Atlantic Cape has a nationally ranked co-ed archery team. We will also offer men's and women's soccer, starting this fall semester.
For additional information contact the Athletic Director at (609)343-5043 or email jedwards@atlantic.edu.

Intramural Sports

Intramural Activities will vary based on student interest but may include: basketball, volleyball, ping-pong, kickball, soccer and flag football. Tournaments and various other activities are planned throughout the semester. For additional information, students can stop by the Athletic Director's office in the Gym, "E" Building, call (609) 343-5043 or email jedwards@atlantic.edu.

Athletic Facilities—Mays Landing

Atlantic Cape indoor athletic facilities include a gymnasium with a seating capacity of 800, newly-renovated locker rooms and showers. There is also a fitness center equipped with state-of-the-art exercise equipment available for students, faculty and staff. Outdoor facilities include softball and soccer fields, and an archery range. Use of these facilities must be scheduled with the facilities coordinator at the Mays Landing Campus, or call (609)343-5043.

Student Center

Mays Landing Campus: The Student Center, Mays Landing Campus, G Building, first floor, is available for use by all Atlantic Cape students. Housed in the center are ping-pong tables, television, game room and cyber cafe. The center also provides information on Student Government, activities and clubs, IDs and operates the lost and found. The activities in the Student Life Center are a privilege that can be revoked for non-compliance of College policies and Student Life Center rules.

The SGA and Atlantic Cape Review (student newspaper), Rewrites, and the student run radio station, WRML 107.9 FM are located in the Student Center. Hours of use are posted throughout campus. For more information, call the Student Center, (609) 343-5010.

Charles D. Worthington Atlantic City Campus: A student game room and lounge is on the second floor, Room 245. Ping pong and board games are available.

Cape May County Campus: A student life area, on the first floor, provides a place for students to relax and unwind between classes. The area contains comfortable tables and chairs, a ping-pong table and a place for students to mingle.

Student Publications and Radio Station

Atlantic Cape Review, the student newspaper, is written and edited by Atlantic Cape students, with the assistance of an advisor. Published during the fall and spring semesters, the Atlantic Cape Review offers an opportunity for all students to display or develop skills in writing, photography, layout, design and graphics. The Atlantic Cape Review provides fair and impartial reporting on topics of interest to the College community. Staff positions are open to all Atlantic Cape students, full or part time. The newspaper office is located in the Student Center.

Rewrites, the Atlantic Cape literary magazine, is published each spring. Staffed and edited by students, the magazine contains essays, poetry, short fiction, one-act plays, pen and ink drawings, 2D pencil drawings and photographs from students, faculty, staff and the College community. Alumni contributions are welcome.

Official student publications reflect the policy and judgment of the student editors and express students' points of view. This entails the obligation to be governed by the standards of responsible journalism such as avoidance of libel, obscenity, defamation, false statements or material advocating racial or religious prejudice. Student publications provide an opportunity for expression of student opinion.

WRML, the campus radio station broadcasts daily. Students are invited to participate in programming the station. Contact the Student Engagement Office in G building for information. The station can be heard at www.wrmlradio.org and at 107.9 FM.

Tuition/Fees and Refunds

All tuition and fees must be paid in full. American Express, Discover, MasterCard, VISA and e-checks are accepted. Checks or money orders must be payable to Atlantic Cape Community College or Atlantic Cape. Atlantic Cape offers a payment plan for the Spring and Fall semesters only. Visit www.atlantic.edu/admissions/costs.php for payment plan details. Vouchers or purchase orders are also accepted from any person or agency that provides a form or letter authorizing Atlantic Cape to bill them for tuition and fees. Registrations will not be processed unless payment in full is submitted, arrangements have been made through the Bursar's Office, or the Financial Aid Office has approved financial aid deferments.

Tuition and fees are charged on a per-credit basis. Costs for a course may also include any relevant laboratory fees, other fees, plus the mandatory insurance fees for full- or part-time students. Visit the web page listed above for a current listing of tuition and fees, or contact the Bursar's Office at (609) 343-5104.

Tuition and Fees

The following information is for the 2021-2022 academic year.

Note that Atlantic Cape Community College reserves the right to change tuition and fees without notice. For updates, visit http://www.atlantic.edu/admission/costs.php

Fee Description	Amount
Tuition, General Education, Per Credit	
Atlantic and Cape May County residents	$146.10
Online courses	146.10
Out-of-county, New Jersey residents with chargebacks	144.10
Out-of-county, New Jersey residents without chargebacks	196.10
Out-of-state and foreign	246.10
Tuition, Academy Of Culinary Arts Program Courses, Per Credit	
Culinary Arts students, Atlantic and Cape May counties	$362.00
Out-of-county, New Jersey residents with chargebacks	362.00
Out-of-county, New Jersey residents without chargebacks	387.00
Out-of-state and foreign	425.00
Culinary Arts program fee, per credit	350.00
Registration Fee	
Registration Fee, summer, fall, and winter/spring, per semester	$10.00
Mandatory Fees, All Students	
General Fee, per credit (excluding online courses)	$27.90
Campus Safety Fee, summer, fall and winter/spring, per semester	20.00
Facilities Fee (excluding online courses), per credit	3.00
Student Activity Fee, fall and spring semesters (excluding online courses), per credit	1.00
Student Accident Insurance, summer semester	3.50
Student Accident Insurance, fall and spring, per semester	5.50

Special Fees

Academy of Culinary Arts	
Culinary Arts Credit-by-Exam Fee, non-refundable, per course	$260.00
Culinary Awards Ceremony fee	30.00
Allied Health and Nursing Programs	
Allied Health and Nursing Program Evaluation Fee	$25.00
ATI TEAS, nursing, radiologic technology entrance exam fee	107.00
Clinical Fee, NURS, per credit	315.00
Professional Liability Insurance Fee, clinical courses	5.00
Radiologic Technology Course Fees	see web
Technical Studies Institute	
Air Traffic Control Terminal Program Fee: ATCT 220, 225, 280, 285, per credit	$380.00
UAS Operations Course Fee: AVIT140	250.00
Simulated Flight Course Fee: AVIT103	650.00
Flight Training Course Fees	see web
Course-Related	
Heavy Technology Course Fee: Science labs (excluding online science labs), HPED 117, HPED 118, AVIT 185, AVIT/TVRF 263, ENGR125, per credit	$38.00
High School Dual Credit Enrollment, per credit	59.30

Fee Description	Amount
High School Concurrent, Taught at High School, per credit	105.00
High School Concurrent, Culinary Courses, per credit	146.10
Independent Study Fee, per course	25.00
Light Technology Course Fee, (excluding online sections) per credit	25.00
Online Course Fee, per course	25.00
Studio Arts Course Fee, per credit	10.00
Site Visits Fee (fieldwork, internships, practicums), per credit	25.00

Graduation	
Graduation Audit Fee, all graduating students	$30.00
Professional Series Audit Fee	30.00

Testing	
Accuplacer Retest Fee	$15.00
Institutional Credit-by-Exam Testing Fee	25.00
Upon successful completion, cost will be the current per-credit rate minus the $25.00 testing fee	125.00
Portfolio Assessment Fee	
Proctored External Testing, per exam	25.00

Additional Fees	
Collection Fee, Delinquent Accounts	$30.00
Deferred Payment Plan Fee	25.00
Late Payment Plan Fee	25.00
Returned Check Service Charge	35.00
Student Identification Card, replacement	5.00
Outgoing Transcript Fee	10.00

Refunds

If Atlantic Cape cancels a class, or changes the time, day or date of a scheduled course, students may transfer tuition and fees to another course or elect to receive a full refund of tuition and fees. Tuition/fee refunds for withdrawals are calculated on a percentage basis according to the following:

Fall and Spring Semesters

- Before first day of semester -100%
- Before end of the second week of semester - 50%
- After second week of semester - no refund

Fall and Spring Late Start Courses

- Before first day of course -100%
- Five days after start of course - 50%
- After first five days of courses - no refund

Summer Semester

- Before first day of session -100%
- Five days after start of six, eight and 13 week session- 50%
- After first five days of sessions – no refund

Winter Session

- Before first day of session -100%
- First day of session - 50%
- Second day of session – withdraw only (no refund)

Exceptions may be made for extenuating circumstances which can be documented. Examples: If the first day of the fall semester is September 2, to get a 100% refund, notification must be served to the Enrollment Services Office by September 1. If September 1 is a holiday, notification must be made by the last business day prior to September 2.

If notification is served after September 1, but before September 16, a 50% refund will be issued. Thereafter, no refunds will be made. The College reserves the right to change faculty assignments.

Refunds will be processed and returned in the manner in which they are received. If payment is made in more than one form, all refunds will be applied to the credit card first.

Chargebacks
Atlantic and Cape May County Residents
See "*Admission to Atlantic Cape*"

Other Counties

Students who are not residents of Atlantic or Cape May counties are required to file chargeback forms every semester upon registration or they must pay out-of-county fees. A chargeback authorizes Atlantic Cape to bill the student's home county in New Jersey for the out-of-county portion of the tuition. It is the student's responsibility to verify eligibility for a chargeback with the home county. Forms are available from the local county treasurer's office or community college.

To be eligible for chargebacks, residents of counties other than Atlantic or Cape May will need to:

- Be a valid resident per the requirements of their home county.
- Enroll for a course or program that is not offered by their home county college.
- Demonstrate minimum competency on the next-generation ACCUPLACER.
- Request a "Certificate of Inability to Admit Form" (chargeback) from their home county college admissions office certifying they do not offer the course.
- Process necessary paperwork from the home county treasurer's office to obtain a chargeback.
- Check with the home county for additional information, deadlines and residency requirements.

Atlantic Cape will allow registration at the in-county rate for students from counties that require proof of registration to obtain a chargeback. The student must sign a chargeback promissory note. For further information on payments or chargebacks, call the Bursar's Office at (609)625-1111, ext. 5244, or (609)463-4774, ext. 5244.

Insurance
Health Insurance

The State of New Jersey no longer requires community colleges to insure that students are covered by health insurance policies. It is the intention of both the Legislature and the Governor to enable students to select their own health plans rather than have plans selected by the school. This includes all Nursing/Allied Health students requiring insurance for their clinical site rotations.
In addition, with the passage of the Federal Patient Protection and Affordability Care Act (PPACA), all citizens should have insurance coverage through a PPACA compliant plan. In response, the Federal Government has established health insurance exchanges that allow families and individuals, who need health insurance, to compare coverage and related costs among a variety of insurance companies. The PPACA also required employer plans to continue to provide dependent coverage to their employee's dependents up to age 26.

Students who wish to purchase health insurance are encouraged to visit the following websites to learn about their health insurance options:

- www.healthcare.gov
- www.Cuidadodesalud.gov (Spanish)
- www.twitter.com/HealthCareGov
- www.facebook.com/Healthcare.gov
- Submit questions to: HHSORD2@hhs.gov

Accident-Only Insurance

All students are covered by a mandatory group accident insurance policy paid for through college fees. The student accident-only insurance policy, provides limited benefits during all school-sponsored functions, classes or activities while enrolled for the treatment of school-time injuries. Because this plan provides excess benefits only, students must first submit accident claims to their own private insurance provider.

Additional Course Requirements and Service Learning

There may be additional costs for supplies, supplements, and/or access codes in some classes. Students may also be required to dedicate time outside of class meetings for service learning projects and/or group work. Course requirements will be addressed by faculty with their students during the first week of classes.

Financial Aid Information

All students who want to be considered for financial aid, even those only applying for loans, must file a Free Application for Federal Student Aid (FAFSA). Atlantic Cape's code number is 002596.

Students can file the FAFSA online and should file early. Visit fsaid.ed.gov to create your legal electronic signature and file online at www.fafsa.ed.gov. The FAFSA application will determine eligibility for grant, loan and work assistance. This determination is based on a federal methodology that processes application data, such as family income and asset information, and calculates an Expected Family Contribution (EFC).
Students may apply as early as October 1 every year. Students are strongly encouraged to file by March 1, if applying for the fall semester, or by September 1, if applying for the spring semester. Continuing students must re-apply each year by the above stated deadlines. Students not seeking a degree or enrolled in eligible clock hour program are not eligible for financial aid. For information, visit www.atlantic.edu

General Eligibility Requirements

Students must:

- Have a high school diploma or GED*
- Be enrolled in a degree or approved 600+ clock hour program.
- Demonstrate financial need.
- Maintain satisfactory academic progress.
- Submit all required documentation within the specified deadlines.

When a student is awarded financial aid, their award letter is based on the current enrollment status. Financial Aid awards are reviewed and adjusted for changes in enrollment status nightly, as credit load changes, through the 10th day (add/drop period) of the term.

Total Withdrawals

A student's award may be adjusted if the student chooses to totally withdraw, officially or unofficially, from a term. The student's financial aid award would be prorated to reflect the time the student attended. If the student has not earned all the financial aid originally awarded they may incur a bill. Awards can also change due to funding levels, but this is rare.

NA Grades

NA means that the student never attended their class. For online courses, attendance is defined as performing an academically related activity. This information is reported from faculty approximately four to five weeks into the term. If a student receives a grade of NA their awards will be adjusted down to the credits they attended, if any. Financial aid will not pay for courses where a student receives a NA grade. Students may appeal only by having the instructor write or email the Financial Aid Office stating that the grade was submitted in error.

Total F Grades

When a student fails to earn a passing grade in any of their classes in which the student was enrolled, the student's grades do not provide evidence that the student did not officially withdraw. Students who fail to earn a passing grade in one or all classes may be subject to a return of aid calculation.

Grants and Programs

For additional information and eligibility requirements, visit www.atlantic.edu and choose "services for students" and "financial aid."

Educational Opportunity Fund-EOF

A New Jersey grant program for selected, eligible students from educationally disadvantaged backgrounds who have exceptional financial need. It is available to New Jersey residents only. Dreamers may qualify.

Federal Pell Grants

These grants provide financial assistance to students enrolled in an eligible program as determined by a national formula. The amount of the award is based on eligibility as determined by the Pell Grant formula, the cost of the program, and enrollment status.

Federal Supplemental Educational Opportunity Grant-SEOG

A federal program, FSEOG provides money to undergraduate students with financial need. Pell Grant recipients with exceptional need are given priority. Awards are based on limited federal appropriations.

Tuition Aid Grant-TAG

Available to New Jersey residents only, this program provides aid to full-time and part-time students. Dreamers may qualify.

Community College Opportunity Grant

Available to New Jersey residents only, this program covers tuition and fees for students who have a total household adjusted gross income (AGI) between $0 - $65,000. Dreamers may qualify.

Loan Assistance

Visit the College Web site at www.atlantic.edu for further information on the following loans.

Federal Direct Subsidized Stafford Loans – These are low interest loans. The lender is the U.S. Department of Education. In order to be eligible, the applicant must be enrolled at least half-time and have financial need. Loans range up to $3,500 for freshmen and $4,500 for sophomores. An additional $2,000 may be awarded to qualifying students. Interest rates are adjusted each academic year. No interest is charged on the loan while the student is enrolled on at least a half-time basis, during the grace period, and during deferment periods. In addition to interest, there is a loan fee, adjusted each academic year, of the principal amount, which is deducted before the loan money is disbursed.

Federal Direct Unsubsidized Stafford Loans – These are low interest loans. The lender is the U.S. Department of Education. In order to be eligible, the applicant must be enrolled at least half-time. The total borrowed from Subsidized and Unsubsidized Stafford loans may not exceed $3,500 for freshmen and $4,500 for sophomores. Independent students may borrow up to an additional $6,000 per academic year. In addition to interest, there is a loan fee, adjusted each academic year, of the principal amount, which is deducted before the loan money is disbursed. Because the loan is not subsidized by the government, you are responsible for all interest that accrues while you are in school, in deferment or during your grace period. You may choose to make interest payments while in school or you may defer (and continue to accumulate) the interest until repayment.

Federal Direct PLUS Loans – These are low interest loans for parents to help their children, who are dependent students, meet college costs. Parents may borrow up to the cost of education for each student enrolled at least half-time in college. Interest rates and loan fees are adjusted each academic year.

New Jersey CLASS Loans – Students or parents may apply for a NJCLASS loan after all other sources of student aid are exhausted. NJCLASS may be used for school-related expenses including tuition, fees, books and supplies. There are no annual and/or aggregate loan limits.

Other Types of Assistance

Federal College Work Study Program-FCWSP

FCWSP provides part-time jobs to students who have financial need. Their work schedule is built around their class schedule. An attempt is made to place students in jobs that relate to their course of study, interest and skills. Awards are based on limited federal appropriation.

Federal Tax Credits

There are two tax credits available to help you offset the costs of higher education by reducing the amount of your income tax. They are the American Opportunity Tax credit (modified Hope credit) and the Lifetime Learning credit. If you are eligible to claim the lifetime learning credit and you are also eligible to claim the American opportunity tax credit for the same student in the same year, you can choose to claim either credit, but not both.

Please refer to IRS Publication 970 at www.irs.gov and, or consult with your tax accountant for more information.

New Jersey Army National Guard
College Educational Benefits

Guard members may take up to 15 credits per semester tuition-free. Students must apply for all available state and federal grants and/or scholarships for which they are eligible. Call (609)343-5082 for information.

NJ STARS – See the Admissions section of this catalog for information.

Marjorie Ward Scholars

The scholarship was made possible through a bequest from long time Cape May County resident and former educator Marjorie Ward. Applicants must enroll in Atlantic Cape as first-time, full-time students. Applicants must also earn a high school GPA of 2.5 or better and obtain two recommendations from a combination of teachers, counselors, principals and community leaders. This program may not be available every year.

For information, contact the Financial Aid Office, (609) 343-5082, or 463-4774 or 625-1111, ext. 5082. www.atlantic.edu/finaid/scholarships.htm. All scholarship and award monies are distributed to eligible applicants without regard to their race, color, national origin, religion, disability, age, marital status, pregnancy and related conditions, sex, sexual orientation, union membership or veteran's status.

Scholarship and Award Program
Offered by Atlantic Cape

Scholarships are available to returning and graduating students. Each scholarship has a set of criteria that must be met by the applicant. All students maintaining a GPA of 2.5 or better are encouraged to apply. Each applicant is a potential candidate for all of the scholarships. A listing of available scholarships and awards, their respective eligibility requirements, and applications forms are available at the Financial Aid Office in early December.

Senior Adults Program-SAGES

Atlantic and Cape May county residents, 60 years of age or older, are eligible to join Atlantic Cape's SAGES (Senior Adults Gaining Education and Stimulation program). Membership is free.

As a member of SAGES, a senior adult may enroll tuition free in credit courses when space is available. Any senior adult taking a college-credit course will be assessed a general fee per credit hour, plus any special fees which apply to specific courses. Refer to the Tuition and Fees schedule for more information.

SAGES students must register for credit courses in person on the designated date. No mail registrations are accepted. Classes in Nursing, Culinary Arts, Baking Pastry, Food Service Management or class registrations submitted prior to the designated date are not eligible for tuition waivers. For information, call The Center for Student Success office at (609)343-5667.

Volunteer Fire Company, First Aid or Rescue Squad

An active member, in good standing, of a volunteer fire company, first aid or rescue squad, and the dependent children and spouse of a volunteer may enroll in courses at Atlantic Cape, on the designated date, on a tuition-free basis in credit courses when space is available. Classes in Nursing, Culinary Arts, Baking and Pastry, Food Service Management or class registrations submitted prior to the designated date are not eligible for tuition waivers. To register, volunteers or dependent children and spouse must submit a letter of eligibility from their municipality. Contact the municipality for information.

Veterans Affairs

For information, contact:

- Atlantic Cape Office of Financial Aid and Veterans Services, (609)343-5082
- N.J. Department of Higher Education
- U.S. Department of Education, 1-800-4FED-AID

Veterans and eligible dependents attending Atlantic Cape may receive assistance by applying for educational benefits, which are provided by the Financial Aid and Veterans Services Office. Students who are eligible for veterans benefits should submit applications at the Mays Landing Campus. Appointments are necessary for assistance and can be scheduled by calling (609)343-5129.

Student enrollment is checked and reported to the VA every 30 days. Student benefits may be affected if they receive a grade of F (failure), W (withdraw) or NA (never attended). Students must contact Atlantic Cape's Financial Aid and Veterans Services Office before withdrawing.

How to Register

Follow the same admission and registration process as all other Atlantic Cape students seeking a degree, except before registering for any course, contact the Financial Aid and Veterans Services Office to obtain a Transmittal Form.

Enrollment certification to the Veterans Administration will be made only after a properly completed transmittal form and application has been received by the Financial Aid and Veterans Services Office. Benefits usually begin eight to 10 weeks after the application has been sent to the Veterans Administration.

Credit Amnesty

A student may request to have prior academic credits removed from his or her academic record. A student who receives payments from the Veterans Administration and petitions to have academic credits dropped from his or her student record should be aware that Atlantic Cape's Veterans Services Office will not certify any benefits for the credits for which he or she receives amnesty.

Advance Payment

Advance payment may be made to those entering training for the first time and for students who have had a break in training of at least 30 days. An advance pay request must be made by the student through the Financial Aid and Veterans Services Office no later than 45 days prior to the start of classes.

Transfer Students

Students transferring into Atlantic Cape must apply to the Veterans Administration for a change in their place of training and/or program of study. Request forms are available in the Financial Aid and Veterans Service Office. Official transcripts from all other post-secondary institutions must be sent to the Admissions office.

Campuses
Mays Landing Campus

Atlantic Cape's 541-acre Mays Landing Campus is built around a quadrangle of lawn. The buildings are joined by a system of walkways. A central loop connects buildings and parking areas with the Black Horse Pike (Route 322). Facilities for instruction and student services are provided in the following buildings:

A-Simon Lake Hall

Laboratories and preparation rooms for anthropology, biology and physics, general-purpose classrooms, faculty support services, faculty offices, student lounge with vending machines, and the Dr. Thomas E. Brown greenhouse

B1-Silas Morse Hall

General-purpose classrooms and faculty offices

B2-Charles B. Boyer Hall

General-purpose classrooms, computer labs and faculty offices

B3-Samuel Richards Hall

General-purpose classrooms and faculty offices

C-Walter E. Edge Hall

Cafeteria, theater, music classroom, dance studio, theater instruction and Academy of Culinary Arts kitchens

D1-Daniel Leeds Hall

William Spangler Library, computer access for students, Learning Assistance Center, tutoring, skills laboratory, art gallery

D2-Richard Somers Hall

Instructional technology department, offices, computer lab

E-Jonathan Pitney Hall

Gymnasium, faculty offices, fitness center, locker rooms with showers, Health Services office and the infirmary

G-Student Center

First floor: Student life center, Cyber café, TV Lounge, Radio club, Student Government Association, Student Newspaper/Rewrites, offices. Second floor: classrooms, Career Computer lab, conference room, Honor's student lounge, Veteran's lounge

H-Ruth Lee Allied Health Building

Nursing laboratory and offices, general classroom, lecture hall, vending machine.

J-Building

First floor: Admissions, advising, bookstore, cooperative education, counseling, enrollment services, financial aid, bursar, student services, EOF, testing center, Fairleigh Dickinson Office. Second floor: John J. Rosenbaum Center and the Oliver Henderson administrative wing, Administrative offices of the President, Board of Trustees, finance, business services, purchasing, college relations, human resources, planning and research, Workforce Development offices and classrooms

K-Building

Academic administration, computer lab, art studios, student lounge with vending machines, information technology services (ITS)

M-Academy of Culinary Arts

Atrium lobby, teaching kitchens, classrooms, Careme's Gourmet Restaurant, Strudels bake shop, administrative and faculty offices

Q-Rutgers Building

Rutgers University classrooms and offices

S-STEM Building

Laboratories and preparation rooms for biology and chemistry, aviation and computer labs, faculty offices

T-Building

Atlantic County Police Academy

U-Building

Campus Security

Cape May County Campus

Atlantic Cape's Cape May County Campus, located at 341 Court House-South Dennis Road in Cape May Court House, opened in September 2005. The nearly 68,000-square-foot building features two connected wings. Facilities include classrooms, computer and science labs, lecture hall, conference room, library services and media, lunch kiosk, advising, counseling, testing, tutoring, financial aid and administrative offices. Credit and non-credit day and evening classes are available. For information, call (609) 463-3960.

Atlantic Cape is providing free access to databases and training to help nonprofits succeed in fundraising. The Nonprofit Resource Center at the Mullock Family Library offers nonprofit organizations free access to the best and most comprehensive information available on foundation and corporate giving that includes access to the Funding Information Network, (FIN), that consists of three world-class databases from the Foundation Center-Foundation Directory Online, Foundation Grants to Individuals Online, and Foundation Maps. In addition to the Nonprofit Resource Center's databases and an array of nonprofit management and fundraising reference books are available at any time that the campus library is open. Training and demonstrations are also provided throughout the year. If you would like individual assistance when you visit or to learn more about training opportunities, please contact the center by emailing fin@atlantic.edu.

The Cape May County Campus hosts activities and provides space for Veterans. Veterans may relax in their own Veterans Lounge located on the first floor of the campus.

Charles D. Worthington Atlantic City Campus

The Worthington Atlantic City Campus, located off the Atlantic City Expressway at 1535 Bacharach Boulevard in Atlantic City, provides a broad range of educational and other services to students who live and work in the Atlantic City area. The completion of the Health Professions Institute in 2008 expanded the building to 78,000 square feet. Facilities include classrooms, an information commons, student center, multimedia room, computer and science labs, conference rooms, a cafeteria and bookstore. The Caesars Entertainment Wing for Hospitality and Gaming Studies, which brings the College's renowned culinary and hospitality training programs to Atlantic City, opened in 2014. The 20,000 square foot addition includes two teaching kitchens, classrooms, offices, a greenhouse and the Casino Career Institute's mock casino floor. Services available for credit and non-credit students include admissions, enrollment services, testing, advisement, counseling, financial aid and tutoring. Credit and non-credit day, evening and weekend classes are available. A safe environment is provided by 24-hour security and gated parking facilities.

Center for Workforce Development

Workforce Development at Atlantic Cape offers a wide range of certificate, certification, professional, and community education training programs to meet individuals and businesses' needs in Atlantic and Cape May counties. Partnerships with local businesses and industry

help ensure that industry needs for skilled workers and their employees' need for enhanced skills are being met. Classes are offered days, evenings, and weekends at all three College campuses and various locations throughout Atlantic and Cape May counties. Additional information is available in the Workforce Development Program Guide. For information, call (609) 343-5655 or visit www.atlantic.edu/workforce.

Adult Basic Skills/Literacy

Atlantic Cape's Adult Basic Skills division delivers educational services for adults who seek to enhance their basic skills. Necessary skills enhancements allow participants to move into employment. Courses include Adult Basic Education, High School Equivalency (HSE) Preparation, and English as a Second Language (ESL). There is no cost to eligible applicants. For information, call (609) 343-4817.

Certificate and Certification Training Programs

Atlantic Cape offers over 40 Career Training Certificate and Certification Programs to prepare students for many career options. These programs are designed to help students obtain the skills required to begin a new career -- often in just a few short months. Programs are available in healthcare, technology, hospitality, gaming, and culinary. Experienced instructors utilize up-to-date equipment to provide a well-rounded curriculum designed for success. College credits upon successful completion may be earned for many programs. For information, call (609) 343-5655 or visit www.atlantic.edu/workforce.

Casino Career Institute

Atlantic Cape's Casino Career Institute (CCI) provides training and consulting services supporting the gaming industry for over 45 years. CCI was the first licensed gaming school in the nation to be affiliated with a community college. Students receive hands-on training in our fully-equipped mock casino floor. CCI offers dealer training, surveillance, and games protection training. For information, call (609) 343-4860 or visit www.atlantic.edu/cci.

Institute for Service Excellence

Atlantic Cape's Institute for Service Excellence (ISE), located on Atlantic Cape's Worthington Atlantic City Campus, trains adult workers for high-growth jobs. Programs in sales, customer service, retail management, front desk operations, and guest service are available. For information, call (609) 343-5655 or visit www.atlantic.edu/ise

Health Professions Institute

Atlantic Cape's Health Professions Institute (HPI) provides comprehensive healthcare training for in-demand careers. Certified Nurse Aide, Phlebotomy, Clinical Medical Assistant, Electrocardiogram Technician (EKG), Certified Home Health Aide, Emergency Medical Technician (EMT), Central Service Technician, and Paramedic Science Programs are available. For information, call (609) 343-5655 or visit www.atlantic.edu/hpi.

Workforce Solutions (Training Services for Business)

Atlantic Cape's Workforce Solutions Programs deliver training specific to businesses and organizations' needs in Atlantic and Cape May counties. Professional trainers facilitate sessions on topics that assist businesses in meeting the demands of their challenging and competitive markets. Workforce Solutions also offers needs assessments and application assistance with N.J. Department of Labor's Workforce Development grant opportunities. For information, call (609) 343-5651 or visit www.atlantic.edu/workforce.

Professional Development and Community Education

Atlantic Cape provides various professional development and personal enrichment courses to meet Atlantic and Cape May County residents' interests and needs. Additionally, the College offers a wide range of workshops and seminars to help busy professionals acquire additional credentials, certifications, or skill enrichment courses to assist in their upward mobility goals. Classes are offered days, evenings, and weekends at all three Atlantic Cape campuses and various locations throughout Atlantic and Cape May counties. For information, call (609) 343-5655 or visit www.atlantic.edu/workforce.

Non-Credit Courses

Workforce Development at Atlantic Cape offers a wide range of certificate, certification, professional, and community education training programs to meet individuals and businesses' needs in Atlantic and Cape May counties. Partnerships with local businesses and industry help ensure that industry needs for skilled workers and their employees' need for enhanced skills are being met. Classes are offered days, evenings, and weekends at all three College campuses and various locations throughout Atlantic and Cape May counties. Additional information is available in the Workforce Development Program Guide. For information, call (609) 343-5655 or visit www.atlantic.edu/workforce.

Campus Services

Meeting and Conference Services

The College provides full meeting and conference service assistance to the community, utilizing the resources available at Atlantic Cape's three locations, Atlantic City, Cape May and Mays Landing campuses, meeting and conference services staff can assist any group to meet their need for computer labs, meeting rooms, theater, video conferencing and catering services. Quality service is standard while maintaining affordable rates for the local community.

Space is available for use to off-campus, businesses, not-for-profit organizations and agencies, educational, cultural, charitable, social, civic and recreational purposes. For more information on meeting and conference services, at the Atlantic City campus call (609) 343-4874; for Cape May campus call (609) 463-3619; for the Mays Landing campus, call (609) 343-5039.

Audiovisual Services

Audiovisual services for the College sites are provided by the Information Technology Services Department. Many videos are available via the college's video server. The video server maintains an extensive list of videos that are cataloged by discipline and are accessible from any computer at Atlantic Cape's three sites. Students may view videos located on the video server from any workstation in the library. Assistance with accessing videos is also available in the library.

Auditorium/Theater-Mays Landing Campus

The College's cultural events are staged in the auditorium/theater, which seats more than 460 people and includes disabled guest spaces. Located in Walter E. Edge Hall, the auditorium is available for rental by community groups. For information, call (609)343-5039.

Bookstore

The bookstore is a contracted service through Follett Corporation. Currently the Mays Landing store is open Monday through Friday. The Atlantic City and Cape May campuses are serviced via online ordering. Free shipping is offered for all online orders regardless of campus. The bookstore in Mays Landing sells both Atlantic Cape and educational partner's course materials including technology supplies. The store carries a complete line of uniforms for both culinary and nursing students. The bookstore also carries traditional college sportswear and other items.

The store accepts cash and personal check (with proper identification). VISA, MasterCard, American Express and Discover cards are accepted both in the store and online. The bookstore offers textbook rental services. There is a price match guarantee to make sure that students get the best prices. For information on the price match guarantee go to www.bkstr.com/atlanticcapeccstore.

Store hours are posted at the Mays Landing campus. Student can call (609) 625-5205 for additional dates and extended times of operation during the fall and spring rush. You can avoid the rush by ordering online (shipping is free) at www.bkstr.com/atlanticcapeccstore or order by fax at (609) 625-0064. For bookstore questions call (609) 343-5130 or (609) 625-1111, ext. 5130 or 5228.

Bus Service

NJ Transit buses run hourly, Monday through Friday, 8 a.m. to 9:45 p.m., between Atlantic City and Atlantic Cape's Mays Landing Campus. NJ Transit line 552 stops at the Cape May County Campus. For information, call the NJ Transit's Telephone Information Center at 1(800)582-5946 or visit www.njtransit.com. A complete schedule is also available in the Student Activities Office, G Building, first floor.

NJ Transit Online Student Pass provides full-time Atlantic Cape students with a 25% discount on monthly passes for NJ Transit buses, trains and light rail systems. Log in to WebAdvisor to take advantage.

Campus Access Roads and Walkways

Only authorized vehicles are permitted on College access roads and walkways. To receive authorization for use, written permission must be obtained from the Facilities Management Office. The use of skateboards, roller blades, roller skates, bicycles and scooters is prohibited.

Careme's Gourmet Restaurant

The Academy of Culinary Arts operates Atlantic Cape's gourmet restaurant, Careme's. This elegant dining room is located on the Mays Landing Campus. Careme's is run by students under the direction of culinary educators as part of the ACA curriculum.

The restaurant is named after famed chef Marie-Antoine Careme and is open to the public for lunch and dinner while ACA classes are in session. The menu has a Farm to Table focus and whenever possible the food is sourced from within 150 miles of our campus. This includes items grown in our student operated organic green house, the schools kitchen garden, as well as locally operated farms. Farm to Table teaches the future chefs about the industry's responsibility for good stewardship of our communities, resources and environment. The menu changes

seasonally and reservations are accepted for groups, business meetings and parties. The dining room can accommodate 80 people and has a beautiful view of the campus. Call (609) 343-4940 for reservations.

Head Start & Child Care Facilities—Mays Landing

Gateway Community Action Partnership operates Head Start child care classrooms at Atlantic Cape's former East Campus building, located on the Black Horse Pike just east of the Mays Landing campus entrance. The center is licensed to enroll children ages birth to five years and is open to the community as well as children of Atlantic Cape students and staff. It features age separated groups of children. The center uses the Creative Curriculum with teaching strategies, and all of the teaching staff is certified by the New Jersey licensing standards. For more information, call (609)343-4949.

Food Service

All Atlantic Cape campuses offer food amenities either through traditional cafeteria service and/or vending operations. Hours for traditional cafeteria service are posted at all campuses. Primary services are offered between 8 a.m. and 2 p.m. Mays Landing Campus, Monday-Thursday until 6pm, closed on holidays and weekends. Vending machines, which are located through the campus' buildings, are available during all campus hours.

John J. Rosenbaum Center

As part of its community service function, the Mays Landing Campus has multipurpose conference rooms available for use to off-campus, not-for-profit organizations and agencies, educational, cultural, charitable, social, civic and recreational purposes. Business enterprises may rent the conference room for workshops and conferences. For information call (609) 343-5039.

Information Technology Services (ITS)

ITS provides, administers and maintains the computing and network infrastructure for all Atlantic Cape's campuses. Systems include MIS, Internet access, LAN/MAN campus networks, multi-user operating systems, voice, video, administrative and academic desktop support, file and print services, e-mail, Web and distance education systems.

ITS has final authority over the connection and proper use of systems attached to Atlantic Cape's network facilities (voice, video and data). All users of such are expected to use them responsibly; this includes, but is not limited to,

understanding and adhering to a code of conduct that promotes respect for authorial integrity and copyrights. For information, call (609) 343-4910.

Library, Tutoring and Academic Support Services

There are three libraries at Atlantic Cape Community College, one on each campus. The Mays Landing campus is the location of the main library, William Spangler Library, which is in D Building. The Atlantic City campus is the home of the Worthington Information Commons, and on the second floor of the Cape May campus is the Mullock Family Library.

The libraries provide students with access to resources that support research and learning at the undergraduate level. The libraries are also the location for in-person tutoring, which is free to all students. (See Tutoring Services section for more information.) The libraries provide a wide range of academic support for students and faculty. Books, articles, and other information resources are available in print and digital formats, and reference librarians provide assistance in identifying the best resources for any research project.

Mays Landing Campus

William J. Spangler Library
Daniel Leeds Hall (D1)
Circulation: (609) 343-4951
Reference: (609) 343-5665

Worthington Atlantic City Campus

Worthington Center Library
Circulation: (609) 343-4800 x4726

Cape May County Campus

Mullock Family Library
Second Floor
(609) 463-3713

All campuses:

Library email: library@atlantic.edu
Tutoring email: tutoring@atlantic.edu
Library web page: http://atlantic.edu/library/index.html
On Instagram @AtlanticCapeLibraries

Materials

Library resources are available to the college community and also to residents of Atlantic and Cape May counties. The book collection includes more than 70,000 books and 250,000 digital books. The library subscribes to magazines in areas of general interest and areas of study.

Students can check out and return materials, including those from the Atlantic County Library System, the public library, at any of the campus libraries. The Atlantic Cape library card is integrated with the student ID card. Stop by any of the circulation desks with your student ID to activate your library card.

Books, articles and other materials not owned by the college library can be obtained for students, staff and faculty, free of charge, from libraries throughout the United States, using the library's interlibrary loan service. Ask about this service at the reference desk or email library@atlantic.edu.

Thousands of full text newspapers, magazines, and scholarly journals are available through our online databases. In addition, we have digital subscriptions to The New York Times and The Wall Street Journal. Print copies The Press of Atlantic City, The Chronicle of Higher Education, and many other titles are available in each of the libraries. The Chronicle of Philanthropy is kept at the Mullock Family Library.

Off-Campus Database Access

Off-campus access to the library databases is password protected. Contact the library in person, by phoning, or by emailing library@atlantic.edu

Reserve Collection

Each of the campus libraries maintains a reserve collection to support the classes that are taught on that campus. When possible, textbooks supplied by instructors and departments are made available to students for in-library use. Instructors may also place supplemental material in the reserve collection.

Computers

Students have access to computer workstations with Windows, Mac or dual boot operating system, laptops for in-library use, scanners, printers and photocopiers. Students can print, scan and copy free of charge in the libraries. Each library has a charging station. Assistive technology software is available on all computers. Various assistive technology devices are available.

Nonprofit Resource Center

The Mullock Family Library at the Cape May campus is the home of the Mullock Nonprofit Research Center, a Financial Information Network (FIN) affiliate of Candid, which provides access to the largest database of funding resources for non-profits and individuals in the world. Visit the library or email fin@atlantic.edu for more information.

Study in the Library

The library strives to create a comfortable and inclusive environment where students can work productively. Study rooms are available on a first come basis at the Spangler and Mullock libraries. Library classes and students with academic work are given priority for computer use when the demand for workstations is high.

Students are asked to help us to keep the libraries clean, comfortable, and inviting. Covered beverage containers are allowed in designated areas, but should be kept away from library computers and books. Food is limited to small snacks.

Tutoring

Tutoring is available to all current Atlantic Cape students, free of charge. Atlantic Cape offers a variety of tutoring services. Nearly all subject areas are covered; hours and availability vary. On-campus tutoring, when available, is offered in designated spaces in the libraries. Online, remote tutoring is available live by chat, interactive whiteboards and live meetings, and asynchronously by sending in papers for review, or by submitting subject-specific questions to tutoring staff.

Some courses are assigned a designated tutor, accessible only to students enrolled in that course, through Blackboard.

Options for the different formats of tutoring services vary depending on a student's individual needs and circumstances. Students should email tutoring@atlantic.edu for more information or to make a request tutoring assistance.

Parking

Parking is available for students at all Atlantic Cape locations. Students must provide proof of registration at Atlantic Cape when applying for a parking decal. A current parking sticker must be displayed on the vehicle's rear window, driver's side. Parking permits will not be issued to persons charged with delinquent fines unless payment for all charges accompanies the permit application.

All vehicles must be parked in designated lots, unless otherwise directed by Security personnel. Students may park vehicles in white-lined spaces only. No parking is permitted on grass areas, road shoulders, or tow away zones. Parking in handicapped zones without a handicapped parking permit is strictly forbidden. Stickers and a copy of the motor vehicle regulations brochure can be obtained from campus Security.

Security

Security guards are on duty at all sites. In the event of an emergency, information will be posted to the College Web site. The College also has the ability to send e-mails and text messages to faculty, staff and students. To sign up for the Atlantic Cape TxtAlerts, visit www.atlantic.edu/about/txtMessage.html.

Accidents or thefts should be reported immediately. To contact Security at the Mays Landing Campus, pick up an internal telephone in the main hallway of any building for a direct line to the Security Office. Students may also dial ext. 5125 from any phone on campus. At the Worthington Atlantic City Campus, contact the Security Desk on the first floor or call (609)343-4841. At the Cape May County Campus visit the Welcome Desk (main lobby) or call (609)463-6390.

Academic Programs

Atlantic Cape offers curricula leading to four degrees: the Associate in Arts (A.A.), the Associate in Science (A.S.), the Associate in Fine Arts (A.F.A.) and the Associate in Applied Science (A.A.S.). These degrees are designed so that full-time, academically prepared students may complete their studies in four semesters, over a two-year period. (This does not apply to the Nursing or Radiologic Technology programs.)

Part-time students are free to work at a self-determined pace. In addition, both full-time and part-time students may require additional time to master verbal, written and elementary mathematics skills that are prerequisite to their programs of study. For degree-seeking students, this need is determined prior to registration when they take the next-generation ACCUPLACER.

A.A., A.S., A.F.A., and A.A.S. degrees require 45, 30, 20 and 20 credits, respectively, in general education and that students successfully complete course work in a designated program of study. Refer to the individual program listings for course requirements.

General education courses are mandated by the state of New Jersey to facilitate the development of the broadly educated person, one who is able to think effectively, communicate thoughts, make relevant judgments and distinguish among values. Some program courses are designed for transfer into major fields of study at four-year colleges or for job placement.

Student Status

Full-time Status

A typical, full-time program consists of two semesters, a fall term beginning in early September and concluding in December, and a spring term beginning in January and ending in May. Students are considered full-time when they carry 12 or more credits each semester; 16 credits is a normal full-time load. Students may not carry a course load of more than five major subjects (those having three or four semester credits), or a total of more than 18 credits per semester, without special permission from a Director under the Office of Student Affairs.

Part-time Status

A student who registers for fewer than 12 credits per semester is considered part-time. Two courses with a total of six or seven credits is a normal part-time load.

Study Options

Distance Learning

Atlantic Cape, a leader in educational technology and distance learning in the state of New Jersey, offers associate degrees that can be completed through online courses. The typical community college student often juggles full-time work and family priorities in addition to attending class, so the ease of "anytime, anyplace" learning helps them achieve their education goals conveniently. The degree programs available at a distance include:

Associate in Applied Science degrees in:

- Business Administration, A.A.S.
- Child Development and Child Care, A.A.S.
- Computer Programming, A.A.S.
- Office Systems Technology, A.A.S.

Associate in Science degrees in:

- Business Administration, A.S.
- Criminal Justice, A.S.
- General Studies, A.S.

Associate in Arts degrees in:

- Preschool-Grade 3 Education, A.A.
- Psychology, A.A.
- Liberal Arts, A.A. degree with options in:
    ◦ English
    ◦ K-12 Education

It is highly recommended that students taking distance education courses possess excellent organizational and time management skills. Students interested in taking a distance education course are encouraged to visit www.atlantic.edu/online.

Students taking courses online use their home computer connected to the Internet to "attend" class. (Students without home computers may use the computers in the library or in the Learning Assistance Centers at all three

College sites.) Students generally complete all course requirements online, and communicate with their instructor and fellow classmates using email, class discussion boards and chat.

Atlantic Cape uses several different course management systems to conduct online courses. Most of the courses use Blackboard, which can be accessed through a common Web browser. This system has email, discussions, chat, online testing and many other features that enhance the overall online learning experience. Some courses use different course management systems. Students are given very specific information on how to log into courses no matter which course management system is used.

Independent Study

An independent study allows a student to pursue study in an existing course not offered in a given semester. The student contacts a faculty member in the course discipline, requests the independent study, and initiates the Application for Independent Study. Upon approval from the appropriate academic dean, the Enrollment Services Office notifies the student that they can register for the course.

Non-Credit Courses

Atlantic Cape's Workforce Development department provides courses and services to meet the educational training and personal and professional development needs of the residents of Atlantic and Cape May counties. Classes are offered days, evenings and weekends at all three College sites and at various locations throughout Atlantic and Cape May counties. Additional information is available in the Workforce Development Program Guide. For information, call (609) 343-5655 or visit www.atlantic.edu/workforce.

Certificate

Certificate programs consist of 30 to 36 course credits, including six credits of General Education.

Professional Series

Designed for students to develop entry-level skills for specific jobs, each series is a cluster of courses which can be completed in one year. Upon successful completion of all courses, students receive a certificate of achievement. All credits earned may be used toward an appropriate associate degree.

New Jersey Commission on Higher Education Degree Program Criteria

Title 9A-Higher Education, Associate degree programs 9A:1-2.3. Revised and adopted by the Commission on Higher Education, effective October 17, 2016.

Each educational program leading to an associate degree shall consist of college courses totaling at least 60 but not more than 66 semester credit hours or the equivalent in quarter hours, courses or other measurement used by the institution. The 66-credit-hour maximum may be exceeded when required for licensure or accreditation by a recognized agency or for student transfer to full junior status.

Associate in Arts — A.A. Degree

The associate in arts (A.A.) degree nomenclature is appropriate for programs in the liberal arts, humanities, or fine and performing arts; such programs are transfer-oriented. For A.A. degrees, general education courses should total no fewer than 45 semester credit hours or the equivalent.

Associate in Science — A.S. Degree

The associate in science (A.S.) degree nomenclature is appropriate for programs in mathematics, the sciences, business, or in allied health fields if the program is intended as prebaccalaureate work; such programs are transfer-oriented. General education courses for the A.S. degree should total no fewer than 30 semester credit hours or the equivalent.

Associate in Applied Science — A.A.S. Degree

The associate in applied science (A.A.S.) degree nomenclature is appropriate for programs that emphasize career preparation in the applied arts and sciences, typically at the technical or semiprofessional level. Such programs are designed to prepare students for job entry at completion of the program, notwithstanding any articulation agreements with four-year programs that may be in effect for a particular A.A.S. program. General education courses shall total no fewer than 20 semester credit hours or the equivalent.

Associate in Fine Arts — A.F.A. Degree

Specialized associate degree programs, such as Associate in Fine Arts (A.F.A.), shall normally require no fewer than 20 semester credit hours or the equivalent in general education courses.

General Education
Atlantic Cape Community College General Education Statement

The General Education curriculum will enable students to make informed judgments concerning their personal lives as well as choices posed in their social and physical environments as global citizens in a sustainable world. The curriculum is designed to enhance students' ability to master inquiry, communication skills and technology skills, to understand and appreciate the methodologies of the major academic disciplines where knowledge is created, and to apply that knowledge to varied problems and circumstances of personal, public and professional life.

The General Education core of A.A., A.S, A.A.S., and A.F.A. degrees will:

- Introduce students to the knowledge, skills and attitudes that promote their responsible interaction with the natural, cultural and political worlds.
- Contribute to the students' lifelong intellectual growth.
- Contribute to the students' personal development.

The goals of the General Education core are to encourage:

- Critical thinking leading to independent thought and intellectual breadth.
- Cultural and global awareness.
- Ethical and civic awareness.
- An understanding of problem-solving and analytical thinking.
- Physical and mental well-being.
- An understanding of human behavior and social institutions.

A General Education Foundation for Associate in Arts, Associate in Science, Specialized Associate and Certificate Programs in New Jersey's Community Colleges

The goals and objectives developed by the N.J. County College General Education Project are a suitable basis on which to establish a collaborative approach to general education transfer across institutions and sectors. Each participating community college agrees to offer programs with a common foundation of general education courses as provided in the following table. The balance of each program (which typically provides a range of required and elective courses) will be designed at the discretion of the community college.

New Jersey Community College General Education Goals

Students are empowered to meet twenty-first century challenges by achieving learning that involves knowledge acquisition, skills mastery, critical thinking and the exercise of personal, social and civic responsibilities.

Communication – Written and Oral Communication

Students will communicate effectively in both speech and writing.

Mathematics - Quantitative Knowledge and Skills

Students will use appropriate mathematical and statistical concepts and operations to interpret data and to solve problems.

Science - Scientific Knowledge and Reasoning

Students will use the scientific method of inquiry, through the acquisition of scientific knowledge.

Technology - Technological Competency

Students will use computer systems or other appropriate forms of technology to achieve educational and personal goals.

Social Science - Society and Human Behavior

Students will use social science theories and concepts to analyze human behavior and social and political institutions and to act as responsible citizens

Humanities - Humanistic Perspective

Students will analyze works in the fields of art, history, music, or theater; literature; philosophy and/or religious studies; and/or will gain competence in the use of a foreign language.

History - Historical Perspective

Students will understand historical events and movements in World, Western, non-Western or American societies and assess their subsequent significance.

Diversity - Global and Cultural Awareness

Students will understand the importance of a global perspective and culturally diverse peoples.

New Jersey Community College Integrated Goals
Ethical Reasoning and Action
Students will understand ethical issues and situations.

Information Literacy
Students will address an information need by locating, evaluating and effectively using information.

Atlantic Cape - General Education Courses
COMMUNICATION - Written and Oral Communication
COMM110-Interpersonal Communication

COMM120-Public Speaking

■ ENGL101-Composition I

■● ENGL102-Composition II

ENGL230-Technical Writing (for AAS degrees only)

MATHEMATICS-SCIENCE-TECHNOLOGY
MATHEMATICS - Quantitative Knowledge and Skills
MATH121-Application of Mathematics

MATH122-College Algebra

MATH128-Trigonometry

MATH150-Precalculus

MATH152-Linear Algebra

MATH155-Calculus I

MATH156-Calculus II

MATH220-Statistical Methods

MATH255-Calculus III

SCIENCE – Scientific Knowledge and Reasoning
ANTH/BIOL101-Biological Anthropology

BIOL103-Biology of Our World

BIOL109-General Biology I

BIOL110-General Biology II

BIOL118-The Human Body

BIOL220-Human Anatomy & Physiology I *(formerly, BIOL120)*

BIOL221-Human Anatomy & Physiology II *(formerly, BIOL121)*

CHEM100-Introduction to College Chemistry

CHEM110-General Chemistry I

CHEM111-General Chemistry II

CHEM210-Organic Chemistry I

ESCI100-Earth Science

PHYS100-Conceptual Physics

PHYS102-Fundamentals of Astronomy

PHYS125-College Physics I

PHYS126-College Physics II

PHYS225-General Physics I

PHYS226-General Physics II

TECHNOLOGY – Technological Competency
● CISM125-Introduction to Computers

CISM132-Problem Solving Using Technology

(Technological competency is an Atlantic Cape graduation requirement for all students. Students who test out of CISM125, CISM132, or present a portfolio in lieu of taking CISM125 or CISM132 must pay tuition only if they need the credits to satisfy a program requirement.)

SOCIAL SCIENCE – Society and Human Behavior
ANTH103-Cultural Anthropology

EDUC/PSYC110-Child Development: Theory and Practice (Child Care & Pre-School-Grade 3 majors only)

■ ECON110-Macroeconomics

GEOG102-Introduction to Cultural Geography

GEOG110-World Geography

GOVT101-Introduction to Government and Politics

GOVT110-American National Government

PSYC101-General Psychology

PSYC135-Child Psychology

SOCL101-Principles of Sociology

HUMANITIES – Humanistic Perspective
Art, Music, or Theater
■ ARTS103-Art Appreciation

■ ● ARTS108-Art History from Ancient Times to the Gothic Period

ARTS109-Art History from the Renaissance to Modern Times

ARTS115-Introduction to Visual Arts

DANC170-Introduction to Dance

HUMT201-Introduction to Humanities I

HUMT202-Introduction to Humanities II

■ MUSC100-Music Appreciation

THEA110-Introduction to Theater

Literature
● ENGL104-Introduction to Literature

● ENGL201-World Literature

■ ENGL202-Race and Ethnicity in Literature

ENGL205-19th Century American Literature

ENGL206-20th Century American Literature

ENGL213-Western Literature I

ENGL214-Western Literature II

ENGL215-20th Century African-American Literature

Foreign Language – World Language
FREN111-Elementary French I

FREN112-Elementary French II

ITAL111-Elementary Italian I

ITAL112-Elementary Italian II

SPAN111-Elementary Spanish I

SPAN112-Elementary Spanish II

History (as Humanities)
HIST101-Heritage of the Western World I

HIST102-Heritage of the Western World II

HIST103-U.S. History I

HIST104-U.S. History II

Philosophy or Religious Studies
PHIL101-Introduction to Logic

● PHIL102-Introduction to Philosophy

● PHIL105-World Myths and Legends

PHIL106-Introduction to Social and Political Philosophy

● PHIL110-Introduction to Ethics

● PHIL111-World Systems of Ethics

PHIL115-Philosophy in Literature

RELG110-World Religions

HISTORY – Historical Perspective
HIST101-Heritage of the Western World I

HIST102-Heritage of the Western World II

HIST103-U.S. History I

HIST104-U.S. History II

DIVERSITY – Global and Cultural Awareness
ANTH103-Cultural Anthropology

ENGL201-World Literature

● ENGL202-Race and Ethnicity in Literature

GEOG102-Cultural Geography

GEOG110-World Geography

● PHIL105-World Myths and Legends

PHIL106-Introduction to Social and Political Philosophy

● PHIL111-World Systems of Ethics

RELG110-World Religions

SOCL101-Principles of Sociology

● – **Course satisfies *Ethical Reasoning and Action* (integrated goal)**

■ – **Course satisfies *Information Literacy* (integrated goal)**

A General Education Foundation for Associate in Arts, Associate in Science, Specialized Associate, and Certificate Programs in New Jersey's Community Colleges

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A General Education Foundation for
Associate in Arts, Associate in Science, Specialized Associate, and Certificate Programs in New Jersey's Community Colleges

General Education Goal(s) addressed	Course Categories (Goal Categories)	AA credits	AS credits	AAS, AFA AS Nursing credits	Certificate credits
1	**Communication** (Written and Oral Com.)	9	6	6	3
2 3 4	**Mathematics – Science – Technology** Mathematics 3-8 cr. (Quant. Knlg. & Skills) Science 3-8 cr. (Sci. Knlg. & Resng.) Technological Competency 0-4 cr.	12	9	3	3
5	**Social Science** (Society and Human Behavior)	6	3 (3)	3	
6	**Humanities** (Humanistic Perspective)	9	3		
7	**History** (Historical Perspective)	6			
8	**Diversity courses** (Global & Cult. Awns.)	3			
	Unassigned general education credit		6	8	
	General education foundation total	45	30	20	6

Gen. Ed. Foundation Course Categories	NJCC Goal Categories*	Course Criteria: Below are brief descriptions of the course criteria for satisfying the requirements. For fuller descriptions, see the NJCC GE Course Criteria (September 6, 2011).
1 **Communication**	1 Written and Oral Communication	An array of courses which prepare students to speak, read, and write effectively. At least two of these must be composition courses for A.A. and A.S. degrees. At least one of these must be a composition course for specialized degree programs and certificates.
2 **Mathematics**	2 Quantitative Knowledge and Skills	Any college level mathematics course including statistics, algebra, or calculus course(s). These courses should build upon a demonstrated proficiency in basic algebra.
3 **Science**	3 Scientific Knowledge and Reasoning	Any course(s) in the biological or physical sciences – including non-majors survey courses. At least one of these courses must have a laboratory component.
4 **Technology**	4 Technological Competency	Any course that emphasizes common computer technology skills (e.g. computer science, information technology) that helps students to access, process, and present information. This component is not required for students who can demonstrate competency.
5 **Social Science**	5 Society and Human Behavior	Any introductory course(s) from among anthropology, economics, geography, political science, psychology, or sociology.
6 **Humanities**	6 Humanistic Perspective	Any broad-based course(s) in the appreciation of art, music, or theater; literature; foreign language; history; philosophy and/or religious studies.
7 **History**	7 Historical Perspective	Any broad-based course(s) or sequence of courses in World, Western, non-Western, or American History.
8 **Diversity courses**	8 Global and Cultural Awareness	Any course whose primary purpose is to expose students to a multicultural society or people, possibly within the context of non-introductory study of a foreign language. If this goal is integrated into one or more general education course(s), the three credits may be moved from this category to another general education category.
General Education Integrated Course Goal		**Course Criteria:** Below are brief descriptions of the course criteria for satisfying the requirements. For fuller descriptions, see the NJCC GE Course Criteria
Ethical Reasoning and Action		This ethical reasoning and action goal may be infused in any of the above categories. These courses should include the ethical implications of issues and situations.
Information Literacy		These courses include the requirement for students to address an information need by locating, evaluating and effectively using information.

Note: This document should be used in conjunction with the **NJCC GE Learning Goals & Suggested Individual College-Wide Learning Obj.** (9-6-2011).

Programs	Allocation Notes: The credit allocation below is consistent with the 1997 NJCC Gen. Ed. Foundation grid.
AA	The Associate in Arts (AA) program requires a minimum of 45 semester credit hours of general education coursework from among the indicated categories.
AS	The Associate in Science (AS) program requires a minimum of 30 semester credit hours from among the indicated categories, with minimum distributions as shown. Beyond these minimums, any 30-credit subset of the AA program credit distribution will be accepted. General education coursework in excess of the 24 credits listed should follow the AA distribution limits.
Specialized Associate AAS, AFA, & AS Nursing	The specialized associate degrees shall include Applied Associate in Science (AAS), Associate in Fine Arts (AFA), and AS in Nursing. These programs shall require no fewer than 20 semester credit hours of General Education. Notwithstanding any articulation agreements, the general education courses should support career preparation. General education coursework in excess of the 12 credits listed should follow the AS distribution limits.
Certificate	The Certificate (or Academic Certificate) shall prepare students to read and write effectively. At least one other general education course is required. The Certificate of Achievement (COA) requires no general education courses beyond those that support career education. The Certificate of Completion (COC) is a noncredit certification program, which is not applicable within the general education context.

Faculty/Resources

Governance

Faculty
EMERITI
Karl W. G. Kumm

Professor of English Emeritus
A.B., Haverford College
M.A., Ph.D., Washington University

Judith T. Matsunobu

Professor of English, Developmental Writing and English as a Second Language Emerita
B.A., University of Hawaii
M.A., Columbia University
M.S., University of Pennsylvania

Daniel Thoren

Professor of Government and Business Administration Emeritus
B.A., Heidelberg College
M.P.A., University of Detroit

FULL-TIME FACULTY
Sharon Andress

Assistant Professor of Nursing
B.S.N., Widener University
M.S.N., Wilmington University

Hana Bajes

Assistant Professor of Science
A.S., Housatonic Community College
B.S., M.S., Southern Connecticut State University
Ph.D., University of Jordan

Dana Barnes

Assistant Professor of Nursing
B.S., Drexel University
M.S., Western Governors University

Madeline Barrows

Assistant Professor of Human Services
B.A., M.A., Stockton University
M.A., Adelphi University

Michael Bolicki

Professor of Education
B.A., M.A., Jersey City State College

Heather Boone

Professor of Social Science
Area Coordinator, Social Science
B.A., Richard Stockton State College
M.S.W., Rutgers, The State University of New Jersey

Kenneth Cabarle

Assistant Professor of Environmental Science
B.S., Virginia Polytechnic Institute & State University
M.S., Minot State Univerisity

Mark Camma

Professor of Accounting
A.A.S., Atlantic Community College
B.S., Rowan University
M.B.A., Temple University

Kenyatta Collins, Sr.

Assistant Professor of Psychology
A.S., Gloucester County College
B.S., Richard Stockton College of New Jersey
M.Ed., Wilmington University

Lee Collins

Assistant Professor of Mathematics
B.S., M.A., Rowan University

Carolyn Coulter

Associate Professor of Social Science
A.A., Montgomery County Community College
B.A., M.A., Temple University

Denise-Marie Coulter

Professor of English
Dean of Liberal Studies and Professional Studies
B.A., Georgian Court University
M.A., Rutgers, The State University of New Jersey
Ed.D., Rowan University

Timothy Cwik

Assistant Professor of Aviation
Division Chair of Aviation Programs
B.S., Pennsylvania State University

Deborah DaGrosa

Assistant Professor of Nursing
A.A.S., Atlantic Cape Community College
M.S.N., Wesley College

Erin DeLong

Assistant Professor of Nursing
A.A., Manor College
A.A.S., Atlantic Cape Community College
B.S.N., M.S.N., Grand Canyon University

Susan DePhilippis

Professor of English as a Second Language
B.S., West Chester University
M.S., University of Pennsylvania

Neera Desai

Associate Professor of Developmental Mathematics
B.S., M.S., University of Baroda

Jeanine DiNardo

Assistant Professor of Hospitality Management
A.A.S., Atlantic Cape Community College
B.S., Rutgers University
M.S., Fairleigh Dickinson University

William Dougherty

Professor of Computer Information Systems
B.S., Rowan University
M.Ed., Widener University

Anthony Esposito

Assistant Professor of Small Unmanned Aircraft Systems
B.S., SUNY, Empire State College
M.S., Embry Riddle Aeronautical University
M.B.A., Keller Graduate School of Management

Maryann Flemming-McCall

Professor of English
B.A., Richard Stockton State College
M.A., University of Rhode Island

Keith Forrest

Associate Professor of Communication
B.A., Rowan University
M.A., Temple University
M.A., University of Massachusetts

Claude Fortune

Assistant Professor of Mathematics
B.A., M.S., Rutgers, The State University of New Jersey

Kathryn Kaczmarek Frew

Assistant Professor of English and Communication
B.A., Bryn Mawr College
M.A., College of William & Mary
Ph.D., University of Maryland

Richard Gibbons

Associate Professor of History and Government
B.A., Fairleigh Dickinson University
M.A., Villanova University

Karl Giulian

Associate Professor of Business Studies
Area Coordinator, Professional Studies
B.S., Pennsylvania State University
M.B.A., Monmouth College
Ed.D., Stockton University

Loretta Grisi-Dicker

Assistant Professor of Computer Information Systems
B.A., Temple University
M.S., Fairleigh Dickinson University
Ed.D., Rutgers University

Barbara Heard

Professor of Biology
Area Coordinator, Science
B.S., Pennsylvania State University
M.S., Western Michigan University
Ed.D., University of New England

Otto Hernandez

Professor of Computer Information Systems
B.A., Rutgers, The State University of New Jersey
M.B.A., St. Joseph's University
Ph.D., Capella University

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Atlantic City	(609) 343-4878
Cape May	(609) 463-3958
Fax	(609) 343-4921
Advisement Center, Mays Landing	(609) 343-5621
Atlantic City	(609) 343-4893
Cape May	(609) 463-3960
Fax	(609) 343-5617
Art Gallery	ext. 5346
Atlantic City, Charles D. Worthington Campus	(609) 343-4800
Athletics	(609) 343-5043
Bookstore	(609) 343-5130
Bursar's Office	(609) 343-5104
Cape May County Campus	(609) 463-4774
Career Centers, Mays Landing	(609) 343-5621
Atlantic City	(609) 343-4626
Cape May	(609) 463-8113
Careme's Gourmet Restaurant Reservations	(609) 343-4940
Casino Career Institute	(609) 343-4860
Fax	(609) 343-4807
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Enrollment Services	(609) 343-5005
Fax	(609) 343-4914
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Human Resources - Personnel	(609) 343-5610
Fax	(609) 343-5030
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Student Government (SGA)	(609) 343-5694
Student Center/Student Activities	(609) 343-5010
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Mays Landing Campus

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Mays Landing, NJ 08330-2699

The campus is situated off of U.S. Route 322 (Black Horse Pike) midway between the Pike's intersection with U.S. Routes 40 and 50. It is 2.2 miles west of the Hamilton Mall.

From the east take U.S. Route 322 west or take the Atlantic City Expressway (toll road) to exit 12. Turn left at exit. Turn right onto Route 322 west. Atlantic Cape is 2.2 miles on the left. Take U-turn.

From the north take the Garden State Parkway (toll road) to exit 38A. Take the Atlantic City Expressway (toll road) to exit 12. Turn left at exit. Turn right onto Route 322 west. Atlantic Cape is 2.2 miles on the left. Take U-turn.

From the south take the Garden State Parkway (toll road) to exit 38A. Take the Atlantic City Expressway (toll road) to exit 12. Turn left at exit. Turn right onto Route 322 west. Atlantic Cape is 2.2 miles on the left. Take U-turn.

From Philadelphia and west take U.S. Routes 42 and 322 east. Or take the Atlantic City Expressway (toll road) to exit 17. Turn right at exit. Drive 2.8 miles to top of overpass and turn left onto U.S. Route 322 east. Atlantic Cape is 1.8 miles on the right.

Cape May County Campus

341 Court House-South Dennis Road
Cape May Court House 08210-1972

From the north take Garden State Parkway south to exit 10A for Cape May Court House. Turn right onto Route 657 West (Court House-South Dennis Road) which turns into Route 657 North. Drive 1.3 miles to the entrance to Atlantic Cape on the left.

From the south take Garden State Parkway north to exit 10A for Cape May Court House. Turn left onto Route 657 West (Court House-South Dennis Road) which turns into Route 657 North. Drive 1.3 miles to the entrance to Atlantic Cape on the left.

From the east take Route 657 West (Court House-South Dennis Road) which turns into Route 657 North. Cross the Garden State Parkway. Drive 1.3 miles to the entrance to Atlantic Cape on the left.

From the west take Route 47 to Route 657 South (Court House-South Dennis Road). Turn onto Route 657 South. Drive 4.9 miles to the entrance to Atlantic Cape on the right.

Charles D. Worthington Atlantic City Campus

1535 Bacharach Boulevard
Atlantic City, NJ 08401-4485

From the Atlantic City Expressway take the Atlantic City Expressway (toll road) to its end. Turn left at the second traffic light onto Artic Avenue. Proceed to New York Avenue. Turn left onto New York Avenue and continue for one block and turn left onto Baltic Avenue. Turn left into Atlantic Cape's fenced-in parking lot.

From the White Horse Pike (Route 30) take Route 30 to Kentucky Avenue. Turn right onto Kentucky Avenue. Cross Baltic Avenue and enter Atlantic Cape's fenced-in parking lot on the left.

From the Black Horse Pike (Route 322 or Route 40), entering Atlantic City at the World War I Memorial monument, turn left onto Atlantic Avenue. Continue to New York Avenue and turn left. Proceed for two blocks and turn left onto Baltic Avenue. Turn left into Atlantic Cape's fenced-in parking lot.

Degrees

Graphic Design, Certificate

The Graphic Design Certificate provides students with the basics of digital tools and design skills for art, print, and Web. Students can enroll in the certificate and then apply most of the credits towards an Associate in Fine Arts if they choose to continue. A certificate in graphic design, as a supplement to another degree program, can set students apart from others who are seeking employment in the graphic design field. For individuals already working in graphic design, this certificate is an effective way to establish credentials and update both studio and digital skills. Employers in many lines of business, including public relations, education, or non-profits where employers seek multiple skillsets, may value the professional expertise and well-rounded assets this certificate demonstrates.

Some courses in this program are offered at online and others are offered in the studio or digital lab.

For further information, contact area coordinator, Dr. Augustine Nigro, (609) 343-5022 or anigro@atlantic.edu.

Upon completion of this program students will be able to:

- Improve and refine fine arts skillset;
- Explore methods for fine and digital art making with an emphasis on design and effective composition;
- Create designs manually or digitally using images and/or typography;
- Develop the ability to critique and revise digital and fine art;
- Prepare and promote art for portfolio, employment, and/or transfer.

(*GRDE-Fall 2021*)

Communication

Course #	Title	Credits:
ENGL101	Composition I	3

Mathematics-Science-Technology

Course #	Title	Credits:
CISM125	Introduction to Computers	3

Program Courses

Choose: ARTS128-Introduction to Photographic Processes or TVRF103-Digital Video Production I

Course #	Title	Credits:
ARTS100	Color and 2-D Design	3
ARTS110	Fundamental Drawing	3
ARTS116	Graphic Design	3
TVRF/ARTS124 (formerly TVRF/COMM130)	Visual Communication	3
	Choice of Course (3 Credits)	3
ARTS135	Art with Computers	3
ARTS219	Advanced Graphic Design	3

Program Elective

Choose one: ARTS elective, BUSN101-Introduction to Business, or COMM104-Public Relations

Course #	Title	Credits:
	Choice of Course (3 Credits)	3
	Total credits:	**30**

Air Traffic Control Terminal, Associate in Applied Science

The Air Traffic Control Terminal, A.A.S. degree will prepare students for entry level employment as an Air Traffic Controller. The design of the program affords students the opportunity to learn the prerequisite concepts and techniques required to be a professional Air Traffic Controller. The program delivers both practical and conceptual knowledge through the use of course work and learning activities while incorporating hands-on learning and extensive use of simulation, reading, writing, problem solving and listening exercises.

Applicants must be 26 years old or less (FAA age limit to be hired as an Air Traffic Controller is 31) and must complete Atlantic Cape's Air Traffic Control Program Application for Admission in addition to the College's Application for Admission. For other eligibility requirements, please see the Application.

Graduates of Atlantic Cape's Air Traffic Control Terminal program must take the Air Traffic Selection and Training (AT-SAT) Test. Opportunities to take the AT-SAT exam are made available either through occasional FAA-announced "Public Bid" test dates or through receiving a recommendation from a College Training Initiative (CTI) certified institution. CTI recommendations are issued at the discretion of the authorized institution and are not guaranteed. This examination will determine aptitude and skills necessary to become an Air Traffic Controller. If hired by the FAA, students will be sent to the FAA Air Traffic Training Academy located at the Michael Monroney Aeronautical Center in Oklahoma City, OK, for initial qualification training as an Air Traffic Controller. After completion of this training, students will proceed to an assigned facility for more specific training.   Completion of Atlantic Cape's ATCT program does not guarantee employment.

Atlantic Cape has signed transfer articulation agreements with Collegiate Training Initiative colleges that will allow graduates to transfer and obtain their CTI recommendation. Contact the division chair for an updated list of transfer agreements. Currently, Atlantic Cape students are eligible to apply for FAA "Public Bid" job announcements.

For additional program information, please contact aviation division chair, Timothy Cwik, at (609) 343-4992 or tcwik@atlantic.edu.

Upon completion of this program students will be able to:

- Prepare for entry level employment as an Air Traffic Controller;
- Read and interpret ATC rules and regulations;
- Demonstrate control of aircraft in a simulated environment;
- Explain ATC rules and regulations;
- Solve ATC related problems.

(*ATCT-Fall* 2021)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits:
ENGL101	Composition I	3
COMM120	Public Speaking	3

Mathematics-Science-Technology

Course #	Title	Credits:
CISM125	Introduction to Computers	3
ESCI100	Earth Science	4
MATH220	Statistical Methods	4

Social Science

Course #	Title	Credits:
PSYC101	General Psychology	3

Program Courses

Course #	Title	Credits:
ATCT101	Introduction to Air Traffic Control	4
ATCT120	Aviation Weather	3
ATCT170	ATC Regulations	4
ATCT220	Control Tower Operations I	6
ATCT225	Terminal Radar I	4
ATCT280	Control Tower Operations II	6
ATCT285	Terminal Radar II	4
AVIT140	Small Unmanned Aircraft Systems Operation-Multi-Rotor	3
HPED150	Concepts of Physical Fitness	1
AVIT103	Simulated Flight	1
GIST101	Introduction to Geographic Information Systems	4

*FAA age limit to be hired as an Air Traffic Controller is 31.

Recommended sequence of courses:

First Semester

Course #	Title	Credits:
ATCT101	Introduction to Air Traffic Control	4
ATCT120	Aviation Weather	3
ENGL101	Composition I	3
CISM125	Introduction to Computers	3
AVIT103	Simulated Flight	1

Second Semester

Course #	Title	Credits:
ATCT170	ATC Regulations	4
AVIT140	Small Unmanned Aircraft Systems Operation-Multi-Rotor	3
COMM120	Public Speaking	3
MATH220	Statistical Methods	4

Third Semester

Course #	Title	Credits:
ATCT220	Control Tower Operations I	6
ATCT225	Terminal Radar I	4
GIST101	Introduction to Geographic Information Systems	4
PSYC101	General Psychology	3

Fourth Semester

Course #	Title	Credits:
ATCT280	Control Tower Operations II	6
ATCT285	Terminal Radar II	4
ESCI100	Earth Science	4
HPED150	Concepts of Physical Fitness	1
	Total credits:	**60**

Small Unmanned Aircraft Systems Field Technician, Associate in Applied Science

This program prepares students for a career as a small-unmanned aircraft systems technician. Upon successful completion of the program students will demonstrate basic proficiency in the area of small UAS operations, general maintenance and repair, the use of a small UAS for the collection of and pre and post-processing of aerial images and videos, and geospatial data collection. Students are required to sit for, and pass a federal aviation administration aeronautical knowledge examination. Passing the examination leads to the earning of The Federal Aviation Administration's Remote Pilot Certificate with a Small Unmanned Aircraft Systems Rating. The RPC grants the holder the rights and privileges to safely operate for commercial purposes a less than 55 lbs. drone in the National Airspace System. This program requires off campus fieldtrips and fieldwork. Students are required to develop a portfolio containing examples of completed projects and selected examples of coursework.

For additional information, please contact faculty advisor, James Taggart at (609) 343-4950 or jtaggart@atlantic.edu, or Aviation Division Chair, Timothy Cwik, at (609) 343-4992 or tcwik@atlantic.edu.

Upon completion of this program students will be able to:

- Earn a Federal Aviation Remote Pilot Certificate with a Small Unmanned Aircraft Systems Rating;
- Safely execute the rights and privileges of a remote pilot in command of a less than 55 pound small unmanned aircraft system;
- Safely maintain and repair a small unmanned aircraft system;
- Perform safety inspections and explain the benefits of recordkeeping;
- Effectively support the collection of various types of data and process that data into actionable intelligence.

(*SUAS-Fall* 2020)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits:
ENGL101	Composition I	3
ENGL203	British Literature I	3

Mathematics-Science-Technology

Course #	Title	Credits:
CISM125	Introduction to Computers	3

Social Science or Humanities

Course #	Title	Credits:
	General Education Humanities Course (3 Credits)	3

General Education Electives

Choose 8 credits of General Education courses

(Students are strongly encouraged to meet with their faculty advisor before making a choice.)

Course #	Title	Credits:
	General Education Course (4 Credits)	4
	General Education Course (4 Credits)	4

Program Courses

Course #	Title	Credits:
ATCT120	Aviation Weather	3
AVIT140	Small Unmanned Aircraft Systems Operation-Multi-Rotor	3
AVIT185	Remote Sensing Using Unmanned Aircraft Systems	4
AVIT225	Mobilizing a Drone-Powered Economy	3
AVIT245	Professional sUAS Operations	3
AVIT250	sUAS Maintenance & Repair	4
TVRF/AVIT263	Aerial Video Production	1
AVIT290	UAS Capstone Project	1
CISM143	Introduction to Project Management	3
CISM280	Capstone Portfolio	1
ENGR125	Introduction to Electronics	4
CISM/ ENVL122	Agricultural Technology	3
GIST101	Introduction to Geographic Information Systems	4

Program Electives

Choose three credits from the following course alphas:

ACCT, AVIT, BUSN, CISM, OSTM, TCOM, TVRF

Course #	Title	Credits:
	Program Elective Course (3 Credits)	3

Recommended sequence of courses:

First Semester

Course #	Title	Credits:
ATCT120	Aviation Weather	3
AVIT140	Small Unmanned Aircraft Systems Operation-Multi-Rotor	3
AVIT245	Professional sUAS Operations	3
CISM125	Introduction to Computers	3
ENGL101	Composition I	3

Second Semester

Course #	Title	Credits:
AVIT185	Remote Sensing Using Unmanned Aircraft Systems	4
GIST101	Introduction to Geographic Information Systems	4
	General Education Humanities Course (3 Credits)	3
ENGL230	Technical Writing	3

Third Semester

Course #	Title	Credits:
AVIT225	Mobilizing a Drone-Powered Economy	3
CISM143	Introduction to Project Management	3
ENGR125	Introduction to Electronics	4
CISM/ ENVL122	Agricultural Technology	3
	General Education Course (4 Credits)	4

Fourth Semester

Course #	Title	Credits:
AVIT250	sUAS Maintenance & Repair	4
TVRF/AVIT263	Aerial Video Production	1
AVIT290	UAS Capstone Project	1
CISM280	Capstone Portfolio	1
	Program Elective Course (3 Credits)	3
	General Education Course (4 Credits)	4
	Total credits:	**60**

Aviation Studies, Associate in Science

The Aviation Studies, A.S. degree is focused on providing students with the first two years of a baccalaureate degree in areas of study such as airport management, aviation business administration, professional pilot, air traffic control and air transportation management. The program is designed with a substantial prescription of both general education electives and program courses so students may tailor their coursework to meet their transfer goals.

Students should identify the institution to which they plan to transfer and, through academic advisement, complete courses at Atlantic Cape that will not only transfer to a baccalaureate degree granting institution, but also count as an equivalent course at the receiving institution. Atlantic Cape has arranged transfer articulation agreements with several colleges.

Contact the division chair for a list of transfer agreements. It is strongly recommended that students pursuing this degree regularly meet with their faculty advisor.

For additional program information, please contact aviation division chair, Timothy Cwik, at (609) 343-4992 or tcwik@atlantic.edu.

Upon completion of this program students will be able to:

- Complete the first two years of study towards a baccalaureate degree in aviation studies;
- Communicate technical concepts;
- Apply quantitative knowledge and skills;
- Apply scientific knowledge and reasoning;
- Demonstrate competence in information literacy;
- Analyze situations from the humanistic and historical perspective;
- Identify human factors impacting our world;
- Demonstrate basic aeronautical knowledge;
- Identify the impacts of weather on aviation;
- Identify key components of the National Airspace System.

(*AVIT-Fall* 2019)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits:
ENGL101	Composition I	3
ENGL102	Composition II	3

Mathematics-Science-Technology

Course #	Title	Credits:
CISM125	Introduction to Computers	3
	General Education Mathematics Course (4 Credits)	4
	General Education Science Course (4 credits)	4

Social Science

Course #	Title	Credits:
	General Education Social Science Course (3 Credits)	3

Humanities

Course #	Title	Credits:
	General Education Humanities Course (3 Credits)	3

General Education Elective

(Students are strongly encouraged to meet with their faculty advisor before making a choice.)

Course #	Title	Credits:
	General Education Humanities Course (3 Credits)	3
	General Education Course (3 credits)	3
	General Education Course (3 credits)	3

Program Requirements

Course #	Title	Credits:
ATCT101	Introduction to Air Traffic Control	4
ATCT120	Aviation Weather	3
AVIT110	Aeronautical Knowledge	3
AVIT115	National Airspace System	3
AVIT127	Introduction to Airport Management	3
AVIT140	Small Unmanned Aircraft Systems Operation-Multi-Rotor	3
AVIT103	Simulated Flight	1

Program Electives

Choose eight credits from the following course alphas:

ACCT, ATCT, AVIT, BUSN, CISM, GIST, ECON, MATH or TCOM

(Students are strongly encouraged to meet with their faculty advisor before making a choice.)

Course #	Title	Credits:
	Program Elective Course (4 Credits)	4
	Program Elective Course (4 Credits)	4

Recommended sequence of courses:

First Semester

Course #	Title	Credits:
ATCT120	Aviation Weather	3
AVIT115	National Airspace System	3
CISM125	Introduction to Computers	3
ENGL101	Composition I	3
AVIT103	Simulated Flight	1
	General Education Mathematics Course (4 Credits)	4

Second Semester

Course #	Title	Credits:
AVIT140	Small Unmanned Aircraft Systems Operation-Multi-Rotor	3
ENGL102	Composition II	3
	Program Elective Course (4 Credits)	4
	General Education Humanities Course (3 Credits)	3
	General Education Social Science Course (3 Credits)	3

Third Semester

Course #	Title	Credits:
ATCT101	Introduction to Air Traffic Control	4
	Program Elective Course (4 Credits)	4
	General Education Science Course (4 credits)	4
	General Education Humanities Course (3 Credits)	3

Fourth Semester

Course #	Title	Credits:
AVIT110	Aeronautical Knowledge	3
AVIT127	Introduction to Airport Management	3
	General Education Course (3 credits)	3
	General Education Course (3 credits)	3
	Total credits:	**60**

Professional Helicopter Pilot-Option, Associate in Science

The Professional Helicopter Pilot Option is designed to provide students with the necessary aeronautical skills and knowledge to earn a commercial pilot certificate with a rotorcraft category and a helicopter class rating. Emphasis is placed on aeronautical decision-making, flight safety, and effective flying techniques. Upon successful completion of this program, students will be prepared to gain entry-level employment as a commercial helicopter pilot and/or continue their education by transferring to a baccalaureate program.

Students are required to have proof of U.S. citizenship and a valid second class medical certificate to enroll in this program. A second application is required for admission to this program.

It is strongly recommended that students pursuing this degree regularly meet with their faculty advisor.

For additional program information, please contact aviation division chair, Timothy Cwik, at (609) 343-4992 or tcwik@atlantic.edu.

Upon completion of this program students will be able to:

- Obtain the FAA Instrument Rating;
- Obtain the FAA Commercial Pilot License;
- Make aeronautical decisions;
- Design and deliver instruction.

(*HPLT-Fall* 2019)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits:
ENGL101	Composition I	3
ENGL102	Composition II	3

Mathematics-Science-Technology

Course #	Title	Credits:
CISM125	Introduction to Computers	3
	General Education Mathematics Course (4 Credits)	4
	General Education Science Course (4 credits)	4

Social Science

Course #	Title	Credits:
	General Education Social Science Course (3 Credits)	3

Humanities

Course #	Title	Credits:
	General Education Humanities Course (3 Credits)	3

General Education Electives

Course #	Title	Credits:
	General Education Humanities Course (3 Credits)	3
	General Education Course (3 credits)	3
	General Education Course (3 credits)	3

Program Courses

Course #	Title	Credits:
ATCT101	Introduction to Air Traffic Control	4
ATCT120	Aviation Weather	3
AVIT110	Aeronautical Knowledge	3
AVIT145	Private Pilot Helicopter	4
AVIT255	Instrument Pilot Helicopter	4
AVIT265	Commercial Pilot Helicopter	5
AVIT276	Fundamentals of Flight Instruction	3
AVIT282	Helicopter Flight Instructor	2

Recommended sequence of courses:

First Semester

Course #	Title	Credits:
ATCT120	Aviation Weather	3
AVIT110	Aeronautical Knowledge	3
AVIT145	Private Pilot Helicopter	4
CISM125	Introduction to Computers	3
ENGL101	Composition I	3

Second Semester

Course #	Title	Credits:
AVIT255	Instrument Pilot Helicopter	4
ENGL102	Composition II	3
	General Education Humanities Course (3 Credits)	3
	General Education Social Science Course (3 Credits)	3

Third Semester

Course #	Title	Credits:
ATCT101	Introduction to Air Traffic Control	4
AVIT265	Commercial Pilot Helicopter	5
	General Education Science Course (4 credits)	4
	General Education Course (3 credits)	3

Fourth Semester

Course #	Title	Credits:
AVIT276	Fundamentals of Flight Instruction	3
AVIT282	Helicopter Flight Instructor	2
	General Education Mathematics Course (4 Credits)	4
	General Education Social Science Course (3 Credits)	3
	General Education Course (3 credits)	3
	Total credits:	**60**

Professional Pilot-Option, Associate in Science

The Professional Pilot Option prepares students for a Federal Aviation Administration license as a commercial pilot with an instrument rating, and for possible transfer to a baccalaureate program. Before enrolling in this program, students must meet the physical and legal requirements for becoming a commercial pilot. Students are required to have proof of U.S. citizenship and have a valid second class medical certificate to enroll in this program. A second application is required for admission to this program.

It is strongly recommended that students pursuing this degree regularly meet with their faculty advisor.

For additional program information, please contact aviation division chair, Timothy Cwik, at (609) 343-4992 or tcwik@atlantic.edu.

Upon completion of this program students will be able to:

- Obtain the FAA Instrument Rating;
- Obtain the FAA Commercial Pilot License;
- Make aeronautical decisions;
- Design and deliver instruction.

(*PILT-Fall* 2019)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits:
ENGL101	Composition I	3
ENGL102	Composition II	3

Mathematics-Science-Technology

Course #	Title	Credits:
CISM125	Introduction to Computers	3
	General Education Mathematics Course (4 Credits)	4
	General Education Science Course (4 credits)	4

Social Science

Course #	Title	Credits:
	General Education Social Science Course (3 Credits)	3

Humanities

Course #	Title	Credits:
	General Education Humanities Course (3 Credits)	3

General Education Electives

Course #	Title	Credits:
	General Education Humanities Course (3 Credits)	3
	General Education Course (3 credits)	3
	General Education Course (3 credits)	3

Program Courses

Course #	Title	Credits:
ATCT101	Introduction to Air Traffic Control	4
ATCT120	Aviation Weather	3
AVIT110	Aeronautical Knowledge	3
AVIT140	Small Unmanned Aircraft Systems Operation-Multi-Rotor	3
AVIT210	Private Pilot Airplane	4
AVIT240	Instrument Pilot Airplane	2
AVIT280	Commercial Pilot Airplane	4
AVIT276	Fundamentals of Flight Instruction	3
AVIT278	Airplane Flight Instructor	1
AVIT286	Multi-Engine Pilot	1

Recommended sequence of courses:

First Semester

Course #	Title	Credits:
ATCT120	Aviation Weather	3
AVIT110	Aeronautical Knowledge	3
AVIT210	Private Pilot Airplane	4
CISM125	Introduction to Computers	3
ENGL101	Composition I	3

Second Semester

Course #	Title	Credits:
AVIT140	Small Unmanned Aircraft Systems Operation-Multi-Rotor	3
AVIT240	Instrument Pilot Airplane	2
ENGL102	Composition II	3
	General Education Humanities Course (3 Credits)	3
	General Education Social Science Course (3 Credits)	3

Third Semester

Course #	Title	Credits:
ATCT101	Introduction to Air Traffic Control	4
AVIT280	Commercial Pilot Airplane	4
	General Education Science Course (4 credits)	4
	General Education Humanities Course (3 Credits)	3

Fourth Semester

Course #	Title	Credits:
AVIT276	Fundamentals of Flight Instruction	3
AVIT278	Airplane Flight Instructor	1
AVIT286	Multi-Engine Pilot	1
	General Education Mathematics Course (4 Credits)	4
	General Education Course (3 credits)	3
	General Education Course (3 credits)	3
	Total credits:	**60**

Flight Instructor, Certificate

The Flight Instructor Certificate provides students with an opportunity to obtain the knowledge, expertise, and aeronautical proficiency necessary to meet the requirements for a commercial rating with an airplane or a helicopter category and a single-engine land class rating, and a flight instructor certificate with an airplane category rating and single-engine class rating.

Students are required to have proof of U.S. citizenship or TSA approval and have a valid second-class medical certificate to enroll in this program. A second application is required for admission to this program.

Students already holding the required pilot's license and ratings may convert their experience through the college's prior learning assessment process.

For further information, contact Aviation Division Chair, Timothy Cwik, at (609) 343-4992 or tcwik@atlantic.edu.

(*FLTI—Fall 2019*)

Major Requirements - Required Courses

Course #	Title	Credits:
CISM125	Introduction to Computers	3

Social Science

Course #	Title	Credits:
PSYC101	General Psychology	3

Program Courses - Airplane
Select one of the following (Airplane or Helicopter):

Free Elective *(meet with faculty advisor before making selection)*

Course #	Title	Credits:
ATCT120	Aviation Weather	3
AVIT110	Aeronautical Knowledge	3
AVIT210	Private Pilot Airplane	4
AVIT240	Instrument Pilot Airplane	2
AVIT276	Fundamentals of Flight Instruction	3
AVIT278	Airplane Flight Instructor	1
AVIT280	Commercial Pilot Airplane	4
EDUC/ PSYC213	Educational Psychology	3
	Free Elective (3 Credits)	3

Program Courses - Helicopter
Select one of the following (Airplane or Helicopter):

Free Elective *(meet with faculty advisor before making selection)*

Course #	Title	Credits:
ATCT120	Aviation Weather	3
AVIT255	Instrument Pilot Helicopter	4
AVIT265	Commercial Pilot Helicopter	5
AVIT276	Fundamentals of Flight Instruction	3
AVIT282	Helicopter Flight Instructor	2
EDUC/ PSYC213	Educational Psychology	3
	Free Elective (3 Credits)	3
	Total credits:	**32**

Small Unmanned Aircraft Systems Field Technician, Certificate

This program prepares students for a career as a small-unmanned aircraft systems technician. Upon successful completion of the program students will demonstrate basic proficiency in the area of sUAS operations, general maintenance and repair, the use of a sUAS for the collection of and pre and post-processing of aerial images and videos, and geospatial data collection.

Students are required to sit for, and pass a Federal Aviation Administration knowledge exam. Passing this examination leads to the earning of the Federal Aviation Administration's Remote Pilot Certificate with a Small Unmanned Aircraft Systems Rating. The RPC allows for the safe commercial operation of less than 55 lbs. drones in the National Airspace System. This program requires off campus field trips and fieldwork. Students can apply all of the required coursework toward the Small Unmanned Aircraft Systems Field Technician Associate in Applied Science Degree.

For additional information, please contact faculty advisor, James Taggart at (609) 343-4950 or jtaggart@atlantic.edu, or Aviation Division Chair, Timothy Cwik, at (609) 343-4992 or tcwik@atlantic.edu.

Upon completion of this program students will be able to:

- Earn a Federal Aviation Remote Pilot Certificate with a Small Unmanned Aircraft Systems Rating;
- Safely execute the rights and privileges of a remote pilot in command of a less than 55 pound small unmanned aircraft system;
- Safely maintain and repair a small unmanned aircraft system;
- Perform safety inspections and explain the benefits of recordkeeping;
- Collect and process a variety of aerial data into meaningful information.

(*UAST-Fall 2020*)

Communication

Course #	Title	Credits:
ENGL101	Composition I	3

Mathematics-Science-Technology

Course #	Title	Credits:
CISM125	Introduction to Computers	3

Program Courses

Course #	Title	Credits:
AVIT140	Small Unmanned Aircraft Systems Operation-Multi-Rotor	3
AVIT185	Remote Sensing Using Unmanned Aircraft Systems	4
AVIT245	Professional sUAS Operations	3
AVIT250	sUAS Maintenance & Repair	4
TVRF/AVIT263	Aerial Video Production	1
AVIT290	UAS Capstone Project	1
ATCT120	Aviation Weather	3
ENGR125	Introduction to Electronics	4
GIST101	Introduction to Geographic Information Systems	4
	Total credits:	**33**

Commerical Pilot, Professional Series

This series prepares students for a Federal Aviation Administration license as a commercial pilot with an instrument rating. Before enrolling in this program, students must meet the physical and legal requirements for becoming a commercial pilot. Students are required to have proof of U.S. citizenship or TSA approval and have a valid second-class medical certificate to enroll in this series. A second application is required for admission.

For additional program information, please contact Aviation Division Chair, Timothy Cwik, at (609)343-4992 or tcwik@atlantic.edu.

Upon completion of this program students will be able to:

- Earn a Federal Aviation Administration Instrument Pilot Rating;
- Earn a Federal Aviation Administration Commercial Pilot's Certificate;
- Safely execute the rights and privileges of a commercial pilot in command (PIC).

(*ZPIL*)

Courses

Course #	Title	Credits:
ATCT120	Aviation Weather	3
AVIT107	Aeronautical Knowledge Seminar	1
AVIT210	Private Pilot Airplane	4
AVIT235	Instrument Knowledge Seminar	1
AVIT240	Instrument Pilot Airplane	2
AVIT275	Commercial Pilot Knowledge Seminar	1
AVIT280	Commercial Pilot Airplane	4
	Total credits:	**16**

Small Unmanned Aircraft Systems Repair Specialist, Professional Series

This program prepares students to operate, maintain, and repair small unmanned aircraft systems. Upon successful completion of the program students will earn the Federal Aviation Administration Remote Pilot Certificate with a Small Unmanned Aircraft Systems Rating. This FAA certificate allows the holder to act as the pilot in command of a less than 55-pound commercial drone. The program also prepares students to troubleshoot mechanical and technical problems, make repairs and modifications, and conduct small unmanned aircraft safety inspections.

For additional information, please contact faculty advisor, James Taggart at (609) 343-4950 or jtaggart@atlantic.edu, or Aviation Division Chair, Timothy Cwik, at (609) 343-4992 or tcwik@atlantic.edu.

Upon completion of this program students will be able to:

- Operate a small unmanned aircraft system safely in the National Airspace System;
- Maintain and repair a small unmanned aircraft system;
- Develop maintenance schedules and safety inspection checklists.

(*ZUAR*)

Courses

Course #	Title	Credits:
AVIT140	Small Unmanned Aircraft Systems Operation-Multi-Rotor	3
AVIT250	sUAS Maintenance & Repair	4
AVIT290	UAS Capstone Project	1
CISM125	Introduction to Computers	3
ENGR125	Introduction to Electronics	4
	Total credits:	**15**

Small Unmanned Aircraft Systems Specialist, Professional Series

This program is designed to provide students with the theoretical knowledge and practical skill necessary to safely operate a small-unmanned aircraft system (sUAS) within the National Airspace System. The coursework focuses on safe sUAS operation for aerial video production, the collection and processing of aerial and geospatial data as well as piloting requirements under Code of Federal Regulations Title 14 Part 107. As part of this professional series certificate of achievement, students will prepare to earn their Federal Aviation Administration Remote Pilot Certificate with a Small Unmanned Aircraft Systems Rating. Some of the coursework may require fieldwork and flight laboratories.

For additional information, please contact faculty advisor, James Taggart at (609) 343-4950 or jtaggart@atlantic.edu, or Aviation Division Chair, Timothy Cwik, at (609) 343-4992 or tcwik@atlantic.edu.

Upon completion of this program students will be able to:

- Safely operate a small unmanned aircraft system safely in the National Airspace System;
- Utilize a small unmanned aircraft system to collect imagery and geospatial data;
- Process aerial imagery and geospatial data using industry standard software applications.

(*ZUAS*)

Courses

Choose one:

AVIT/TVRF263-Aerial Video Production (1 cr.)

Or

CISM/ENVL122-Agricultural Technology (3 cr.)

Course #	Title	Credits:
ATCT120	Aviation Weather	3
AVIT140	Small Unmanned Aircraft Systems Operation-Multi-Rotor	3
AVIT185	Remote Sensing Using Unmanned Aircraft Systems	4
AVIT245	Professional sUAS Operations	3
GIST101	Introduction to Geographic Information Systems	4
	Choice of Course (3 Credits)	3
	Total credits:	**20**

Biology, Associate in Science

This degree can lead to a baccalaureate degree in biology at accredited colleges and universities. It is appropriate for students interested in pre-professional programs, such as, biology, ecology, pharmacy, chiropractics, medical, dental, mortuary science, horticulture, veterinary and education. It may also apply to technician-level job opportunities when two years of academic preparation in biology are required. Electives should be selected based on the student's interest, the requirements of the transfer institution or technical-level vocation opportunities. It is strongly recommended that students entering the program have a minimum of one year of high school biology, chemistry and mathematics at an advanced level.

For additional information, please contact one of the following faculty advisors:

- Dr. Zhe June Xu, (609)343-5676 or zxu@atlantic.edu
- Dr. Jolie Master, (609)343-4927 or jmaster@atlantic.edu
- Dr. Barbara Heard, (609)343-5012 or bheard@atlantic.edu

Upon completion of this program students will be able to:

- Demonstrate safe and environmentally friendly practices in a laboratory setting;
- Apply the scientific method in experimentation, collection and interpretation of data;
- Demonstrate proper use of laboratory equipment to make observations and to obtain data;
- Learn proper handling of living and preserved specimens;
- Develop an in-depth understanding of the fundamentals of biology through a combination of lectures and laboratories.

(*BIOG-Fall* 2020)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits:
ENGL101	Composition I	3
ENGL102	Composition II	3

Mathematics-Science-Technology

Course #	Title	Credits:
BIOL109	General Biology I	4
MATH155	Calculus I	4
CHEM110	General Chemistry I	4

Social Science

Course #	Title	Credits:
	General Education Social Science Course (3 Credits)	3

Humanities

Choose: ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110

Course #	Title	Credits:
	General Education Humanities Course (3 Credits)	3
	Choice of Course (3 Credits)	3

General Education Elective

Course #	Title	Credits:
	General Education Course (3 credits)	3

Program Requirements

Course #	Title	Credits:
BIOL110	General Biology II	4
CHEM111	General Chemistry II	4
CHEM210	Organic Chemistry I	4

Program Electives

Choose 18 credits from the following:

Course #	Title	Credits:
PHIL/BIOL104	Bioethics: Realities of the New Millennium	3
BIOL205	Genetics	4
BIOL250	Microbiology	4
CHEM211	Organic Chemistry II	4
ENVL205	Ecology	4
MATH152	Linear Algebra	4
MATH156	Calculus II	4
MATH255	Calculus III	4
PHIL101	Introduction to Logic	3
PHYS225	General Physics I	4
PHYS226	General Physics II	4

*Technological Competency: 0-4 Credits

(Is fulfilled with CISM125 or CISM132, which may be taken as a General Education Elective, testing or reviewed departmental portfolio.)

Recommended sequence of courses:

First Semester

Course #	Title	Credits:
BIOL109	General Biology I	4
CHEM110	General Chemistry I	4
ENGL101	Composition I	3
MATH155	Calculus I	4

Second Semester

Course #	Title	Credits:
BIOL110	General Biology II	4
CHEM111	General Chemistry II	4
ENGL102	Composition II	3
	Program Elective Course (4 Credits)	4

Third Semester

Course #	Title	Credits:
CHEM210	Organic Chemistry I	4
	General Education Humanities Course (3 Credits)	3
	General Education Course (3 credits)	3
	Program Elective Course (3 Credits)	3
	Program Elective Course (4 Credits)	4

Fourth Semester

Course #	Title	Credits:
	Choice of Course (3 Credits)	3
	General Education Social Science Course (3 Credits)	3
	Program Elective Course (3 Credits)	3
	Program Elective Course (4 Credits)	4
	Total credits:	**60**

Biomedical Science, Associate in Science

This degree is designed for students who wish to transfer to an accredited college or university to complete a Bachelor of Science degree, and eventually a master's and/or a doctorate degree, in fields such as human medicine, veterinary medicine, chiropractic, physician assistant, dentistry, physical therapy, occupational therapy, podiatry, optometry, medical technology, or pharmacy. It is strongly recommended that students entering the program have at least one year of high school biology, chemistry, and mathematics at an advanced level.

Students should consult their advisor and their desired transfer institution regarding which program electives would best suit their career interests.

For additional information, please contact Dr. Barbara Heard, (609)343-5012 or bheard@atlantic.edu or Dr. Jolie Master, (609)343-4927 or jmaster@atlantic.edu.

Upon completion of this program students will be able to:

- Utilize critical thinking and reasoning to comprehend, apply and competently communicate knowledge regarding the world around them;
- Apply ethical reasoning to evaluate ethical dilemmas and make sound decisions;
- Demonstrate correct use of laboratory equipment and supplies in a safe, skilled manner;
- Correctly explain and apply the scientific method, and competently analyze data;
- Utilize information technology to obtain scientific literature that they can both interpret and analyze;
- Utilize appropriate language to explain the fundamental chemical and biological processes of living organisms;
- Correctly interpret, utilize and apply mathematical principles.

(*BIOM-Fall* 2020)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits:
ENGL101	Composition I	3
ENGL102	Composition II	3
COMM120	Public Speaking	3

Mathematics-Science-Technology

Course #	Title	Credits:
BIOL109	General Biology I	4
BIOL220	Human Anatomy and Physiology I	4
CHEM110	General Chemistry I	4

Social Science

Course #	Title	Credits:
PSYC101	General Psychology	3

Humanities

Choose: ARTS103, ARTS108, ARTS109, ARTS115, DANC170, HIST101, HIST102, HIST103, HIST104, MUSC100 or THEA110

Course #	Title	Credits:
PHIL110	Introduction to Ethics	3
	Choice of Course (3 Credits)	3

Program Requirements

Course #	Title	Credits:
BIOL110	General Biology II	4
BIOL250	Microbiology	4
CHEM111	General Chemistry II	4
MATH155	Calculus I	4

Program Electives

Choose a minimum of 14 credits from the following:

Course #	Title	Credits:
PHIL/BIOL104	Bioethics: Realities of the New Millennium	3
BIOL221	Human Anatomy and Physiology II	4
BIOL205	Genetics	4
CHEM210	Organic Chemistry I	4
CHEM211	Organic Chemistry II	4
CISM135	Computer Programming-C++	4
MATH155	Calculus I	4
MATH156	Calculus II	4
MATH220	Statistical Methods	4
PHIL101	Introduction to Logic	3
PHYS125	College Physics I	4
PHYS225	General Physics I	4
PHYS126	College Physics II	4
PHYS226	General Physics II	4

Technological Competency: 0-4 Credits

(Is fulfilled with CISM125, CISM132, testing or reviewed departmental portfolio.)

Course #	Title	Credits:
	Technological Competency	4

Recommended sequence of courses:

First Semester

Course #	Title	Credits:
BIOL109	General Biology I	4
CHEM110	General Chemistry I	4
ENGL101	Composition I	3
MATH155	Calculus I	4

Second Semester

Course #	Title	Credits:
BIOL110	General Biology II	4
CHEM111	General Chemistry II	4
ENGL102	Composition II	3
	Program Elective Course (3 Credits)	3
	Choice of Course (3 Credits)	3

Third Semester

Course #	Title	Credits:
BIOL220	Human Anatomy and Physiology I	4
PHIL110	Introduction to Ethics	3
	Program Elective Course (3 Credits)	3
	Program Elective Course (4 Credits)	4

Fourth Semester

Course #	Title	Credits:
BIOL250	Microbiology	4
COMM120	Public Speaking	3
PSYC101	General Psychology	3
	Program Elective Course (4 Credits)	4
	Total credits:	**60**

Business Administration, Associate in Applied Science

Designed for students who wish to enter careers in management, real estate, sales, marketing, accounting and computer information systems upon completion of their degree. This course of study emphasizes those skills necessary for success in entry-level supervision and management positions.

For additional information, contact area coordinator, Dr. Karl Giulian, at (609) 343-4996 or kgiulian@atlantic.edu.

Upon completion of this program students will be able to:

- Evaluate ethics, social responsibility, honesty and accuracy in business reporting;
- Communicate basic business principles effectively in written, oral and technology based applications;
- Describe the impact of government in business activities;
- Analyze business situations and evaluate possible solutions;
- Demonstrate basic understanding of business management disciplines and corporate cultures;
- Demonstrate proficiency in applying basic financial and accounting principles;
- Compare and contrast various career opportunities.

(*BUSI-Fall* 2019)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits:
ENGL101	Composition I	3
ENGL102	Composition II	3

Mathematics-Science-Technology

Course #	Title	Credits:
	General Education Mathematics Course (4 Credits)	4
	General Education Science Course (4 credits)	4

Social Science

Course #	Title	Credits:
ECON110	Macroeconomics	3

Humanities

Choose: HIST101, HIST102, HUMT201 or HUMT202

Course #	Title	Credits:
HIST101	Heritage of the Western World I	3
HIST102	Heritage of the Western World II	3
HUMT201	Introduction to Humanities I	3
HUMT202	Introduction to Humanities II	3

Program Courses

Course #	Title	Credits:
ACCT130	Financial Accounting	4
ACCT131	Managerial Accounting	4
BUSN101	Introduction to Business	3
BUSN202	Principles of Marketing	3
HOSP/ BUSN205	Human Resources Management	3
BUSN210	Business Law I	3
BUSN211	Business Law II	3
BUSN222	Principles of Management	3
BUSN295	Career Development in Business Administration	2
CISM125	Introduction to Computers	3
ECON210	Microeconomics	3

Program Electives

Choose one course from ACCT, BUSN, CISM, HOSP, LEGL or OSTM

Choose any Liberal Arts or Business (BUSN) course

Course #	Title	Credits:
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3

Recommended sequence of courses:

First Semester

Course #	Title	Credits:
BUSN101	Introduction to Business	3
CISM125	Introduction to Computers	3
ECON110	Macroeconomics	3
ENGL101	Composition I	3
	General Education Mathematics Course (4 Credits)	4

Second Semester

Course #	Title	Credits:
ECON210	Microeconomics	3
ENGL102	Composition II	3
	General Education Science Course (4 credits)	4
	Choice of Course (3 Credits)	3

Third Semester

Course #	Title	Credits:
ACCT130	Financial Accounting	4
BUSN202	Principles of Marketing	3
BUSN210	Business Law I	3
BUSN222	Principles of Management	3
	Choice of Course (3 Credits)	3

Fourth Semester

Course #	Title	Credits:
ACCT131	Managerial Accounting	4
HOSP/ BUSN205	Human Resources Management	3
BUSN211	Business Law II	3
BUSN295	Career Development in Business Administration	2
	Choice of Course (3 Credits)	3
	Total credits:	**60**

Business Administration, Associate in Science

Designed for students who wish to transfer to a four-year institution, this degree offers a broad introduction to business administration and provides the background necessary to move into baccalaureate majors in fields such as accounting, management, economics and computer information systems.

Atlantic Cape provides many different and flexible opportunities in business education to meet the varied needs and interests of its student body. The Associate in Applied Science and the Associate in Science degrees are designed to facilitate these needs and interests.

For additional information, contact area coordinator, Dr. Karl Giulian, at (609) 343-4996 or kgiulian@atlantic.edu.

Upon completion of this program students will be able to:

- Evaluate ethics, social responsibility, honesty and accuracy in business reporting;
- Communicate basic business principles effectively in written, oral and technology based applications;
- Describe the impact of government in business activities;
- Analyze business situations and evaluate possible solutions;
- Demonstrate basic understanding of business management disciplines and corporate cultures;
- Demonstrate proficiency in applying basic financial and accounting principles.

(*BUSN-Fall* 2020)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits:
ENGL101	Composition I	3
ENGL102	Composition II	3

Mathematics-Science-Technology

*Students planning on transferring to a four-year institution are strongly advised to speak with a transfer advisor regarding Math requirements as requirements may vary.

Course #	Title	Credits:
	General Education Mathematics Course (4 Credits)	4
MATH220	Statistical Methods	4
	General Education Science Course (4 credits)	4

Social Science

Course #	Title	Credits:
	General Education Social Science Course (3 Credits)	3
ECON110	Macroeconomics	3

Humanities

Course #	Title	Credits:
	General Education Humanities Course (3 Credits)	3
	General Education Humanities Course (3 Credits)	3

Program Courses

Course #	Title	Credits:
ACCT130	Financial Accounting	4
ACCT131	Managerial Accounting	4
BUSN101	Introduction to Business	3
BUSN202	Principles of Marketing	3
BUSN210	Business Law I	3
BUSN211	Business Law II	3
BUSN222	Principles of Management	3
BUSN290	Practicum in Business Administration	1
ECON210	Microeconomics	3

Program Electives

**Choose any Business (BUSN) course, Liberal Arts course, or CISM125

**See Technological Competency

Course #	Title	Credits:
	Program Elective Course (3 Credits)	3

Technological Competency

(Is fulfilled with CISM125 or CISM132, which may be taken as a Program Elective, testing or reviewed departmental portfolio.)

Recommended sequence of courses:

First Semester

Course #	Title	Credits:
BUSN101	Introduction to Business	3
ECON110	Macroeconomics	3
ENGL101	Composition I	3
	General Education Mathematics Course (4 Credits)	4

Second Semester

Course #	Title	Credits:
ECON210	Microeconomics	3
ENGL102	Composition II	3
MATH220	Statistical Methods	4
	General Education Humanities Course (3 Credits)	3
	General Education Humanities Course (3 Credits)	3

Third Semester

Course #	Title	Credits:
ACCT130	Financial Accounting	4
BUSN222	Principles of Management	3
BUSN210	Business Law I	3
	General Education Science Course (4 credits)	4
	General Education Social Science Course (3 Credits)	3

Fourth Semester

Course #	Title	Credits:
ACCT131	Managerial Accounting	4
BUSN202	Principles of Marketing	3
BUSN211	Business Law II	3
BUSN290	Practicum in Business Administration	1
	Program Elective Course (3 Credits)	3
	Total credits:	**60**

Business Administration, Certificate

The Business Administration Certificate Program provides students with an opportunity to learn and develop skills that will help them find immediate employment in entry-level supervision and supervisory positions. This Certificate is also intended for students who plan to continue with their Associate degree or transfer to 4-year institutions.

The Business Administration Certificate Program includes up to 17 credits of general education coursework and up to 19 credits of Atlantic Cape's Business Administration degree program coursework. Credits earned may be applied to a Business Administration, A.S. or Business Administration, A.A.S. degree.

For information, contact area coordinator, Dr. Karl Giulian, at (609)343-4996 or kgiulian@atlantic.edu.

(BUSC—Fall 2016)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits:
ENGL101	Composition I	3

Mathematics-Science-Technology

Course #	Title	Credits:
	General Education Mathematics Course (4 Credits)	4

Social Science

Course #	Title	Credits:
ECON110	Macroeconomics	3

General Education Electives

Choose: CISM125-Introduction to Computers or COMM120-Public Speaking

Course #	Title	Credits:
	Choice of Course (3 Credits)	3

Program Courses

Course #	Title	Credits:
ACCT130	Financial Accounting	4
BUSN101	Introduction to Business	3
BUSN202	Principles of Marketing	3
BUSN210	Business Law I	3
BUSN222	Principles of Management	3

Program Elective

Choose: BUSN106-Business Ethics, BUSN205-Human Resources Management, ENGL102-Composition II, or a General Education Science course

Course #	Title	Credits:
	Choice of Course (3 Credits)	3

Recommended sequence of courses:

First Semester

Choose: CISM125 or COMM120

Course #	Title	Credits:
BUSN101	Introduction to Business	3
ECON110	Macroeconomics	3
ENGL101	Composition I	3
	General Education Mathematics Course (4 Credits)	4
	Choice of Course (3 Credits)	3

Second Semester

Choose BUSN106, BUSN205, ENGL102, or a General Education Science course

Course #	Title	Credits:
ACCT130	Financial Accounting	4
BUSN202	Principles of Marketing	3
BUSN210	Business Law I	3
BUSN222	Principles of Management	3
	Choice of Course (3 Credits)	3
	Total credits:	**32**

Business Leadership Professional, Professional Series

This series is designed for the person who is transitioning into a supervisory position and does not have a business degree. The selected courses familiarize the student with common business terminology, fundamental business concepts and current business issues and trends. These courses will prepare the student for leadership opportunities within the business world. All courses in the series are offered in traditional and online delivery. Credits earned can be applied towards the Business Administration, A.S. and A.A.S. degrees.

For information, contact the area coordinator, Dr. Karl Giulian, at (609) 463-4586 or kgiulian@atlantic.edu.

Upon completion of this program students will be able to:

- Describe the role of business in society;
- Utilize proper marketing terminology;
- Explain the importance of marketing in for-profit and not-for-profit businesses;
- Identify the different levels, roles and functions of managers;
- Compare and contrast the external and internal environments that impact management;
- Discuss ethical issues more clearly, critically and logically.

(*ZBLP)*

Courses

Course #	Title	Credits:
BUSN101	Introduction to Business	3
BUSN202	Principles of Marketing	3
BUSN106	Business Ethics	3
BUSN222	Principles of Management	3
	Total credits:	**12**

Entrepreneurial Professional, Professional Series

This series is designed for the small business owner or prospective owner and prepares them to do the basic accounting, management and marketing tasks required for business success.

For information, contact the area coordinator, Dr. Karl Giulian, at (609)343-4996 or kgiulian@atlantic.edu.

Upon completion of this program students will be able to:

- Describe the role of business in society;
- Utilize proper marketing terminology;
- Explain the importance of marketing in for profit and not for profit businesses;
- Recognize the challenges associated with start-up ventures, franchises or family-run succession as entrepreneurial opportunities;
- Explain the steps involved in, and benefits of, writing a business model as an initial step in creating a business plan;
- Apply basic accounting cycle concepts utilizing Quickbooks Pro.

(*ZENP)*

Courses

Course #	Title	Credits:
ACCT130	Financial Accounting	4
BUSN101	Introduction to Business	3
BUSN104	Entrepreneurship	3
BUSN202	Principles of Marketing	3
	Total credits:	**13**

Chemistry, Associate in Science

This degree can lead to a baccalaureate degree in chemistry at accredited colleges or universities. With the addition of biology courses, and some modifications, it is also appropriate for those interested in pharmacy, medicine, dentistry, environmental science, and chemical engineering. Electives should be selected based on the student's interest, the requirements of the transfer institution, or technical-level vocation opportunities.

For more information, contact faculty advisor Dr. Laurie Lemons at (609)343-5019 or llemons@atlantic.edu or John Stratton at (609) 343-4981 or stratton@atlantic.edu.

Upon completion of this program students will be able to:

- Develop work ethics that are effective and safe in a laboratory environment;
- Apply the scientific method to collect and interpret information;
- Experiment with laboratory and field equipment to obtain data;
- Accurately analyze records of results and procedures;
- Discuss effectively, both orally and in writing;
- Analyze and evaluate problems critically;
- Use the power of computers in applications in chemistry.

(*CHMI-Fall* 2020)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits:
ENGL101	Composition I	3
ENGL102	Composition II	3

Mathematics-Science-Technology

Course #	Title	Credits:
CHEM110	General Chemistry I	4
MATH155	Calculus I	4
MATH156	Calculus II	4

Social Science

Course #	Title	Credits:
	General Education Social Science Course (3 Credits)	3

Humanities

Choose: ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100, or THEA110

Course #	Title	Credits:
	Choice of Course (3 Credits)	3
	General Education Humanities Course (3 Credits)	3

General Education Elective

Course #	Title	Credits:
	General Education Course (3 credits)	3

Program Requirements

PHYS225 should be taken for transfer into a baccalaureate chemistry program, PHYS125 offered in Fall only, CHEM211 Spring only

Course #	Title	Credits:
CHEM111	General Chemistry II	4
CHEM210	Organic Chemistry I	4
CHEM211	Organic Chemistry II	4
PHYS125	College Physics I	4

Program Electives

Choose 11 credits from the following:

Course #	Title	Credits:
BIOL109	General Biology I	4
BIOL110	General Biology II	4
CISM135	Computer Programming-C++	4
MATH152	Linear Algebra	4
MATH255	Calculus III	4
PHIL101	Introduction to Logic	3
PHIL/BIOL104	Bioethics: Realities of the New Millennium	3
PHYS126	College Physics II	4

Free Elective

*See Technological Competency

Course #	Title	Credits:
	Free Elective (3 Credits)	3

Technological Competency

(Is fulfilled with CISM125 or CISM132, which may be taken as a Free Elective, testing or reviewed departmental portfolio.)

Recommended sequence of courses:

First Semester

Course #	Title	Credits:
CHEM110	General Chemistry I	4
ENGL101	Composition I	3
MATH155	Calculus I	4
	Program Elective Course (4 Credits)	4

Second Semester

Course #	Title	Credits:
CHEM111	General Chemistry II	4
ENGL102	Composition II	3
MATH156	Calculus II	4
	Program Elective Course (3 Credits)	3
	General Education Social Science Course (3 Credits)	3

Third Semester

Course #	Title	Credits:
CHEM210	Organic Chemistry I	4
PHYS125	College Physics I	4
	General Education Humanities Course (3 Credits)	3
	Choice of Course (3 Credits)	3

Fourth Semester

(PHYS126 or PHYS226 suggested for Program Elective Course)

Course #	Title	Credits:
CHEM211	Organic Chemistry II	4
	Program Elective Course (4 Credits)	4
	General Education Course (3 credits)	3
	Free Elective (3 Credits)	3
	Total credits:	**60**

Child Development and Child Care, Associate in Applied Science

The Child Development and Child Care degree is designed to provide students with a foundation in research-based approaches to early childhood education, child development theory, fieldwork and the use of best practices in teaching and caring for children from birth to the age of five years old. The program prepares students for employment in early childhood group care and related environments.

For additional information, contact faculty advisor, Lisa Stein, at (609) 343-4960 or lstein@atlantic.edu or area coordinator, Heather Boone, at (609) 343-4934 or hboone@atlantic.edu.

Upon completion of this program students will be able to:

- Analyze major theories of child development with emphasis on similarities and differences and the interaction of the five learning domains and models from infancy through age five. This includes: cognitive language and communication, social and emotional approaches to learning and physical motor development;
- Evaluate family and community characteristics in relation to their role in the economic, political and cultural institutions of society to stimulate growth and learning;
- Apply the goals, benefits and uses of assessment using observation, documentation and other appropriate assessment tools and approaches.
- Recognize and apply effective approaches, strategies and tools to positively influence young children's development and learning;
- Articulate and uphold ethical standards and other professional guidelines and engage in informed advocacy for children and the profession;
- Document young children's development and apply the documentation to curriculum development.

CDCH – *Fall 2020*

General Education Courses

When a General Education course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits:
ENGL101	Composition I	3
ENGL102	Composition II	3

Mathematics-Science-Technology

Course #	Title	Credits:
	General Education Mathematics Course (4 Credits)	4
	General Education Science Course (4 credits)	4

Social Science

Course #	Title	Credits:
EDUC/ PSYC110	Child Development: Theory and Practice	4
SOCL101	Principles of Sociology	3

Humanities

Course #	Title	Credits:
ARTS115	Introduction to the Visual Arts	3

Program Courses

Course #	Title	Credits:
CDCC/ EDUC103	Roles of the Early Childhood Professional	2
CDCC104	Infant and Toddler Development: Theory and Applications	3
CDCC105	Early Childhood Health, Safety and Special Needs	4
CDCC106	Early Childhood Social/Emotional Guidance	3
EDUC/ CDCC252 (formerly, EDUC/ CDCC130)	Early Childhood Practicum	3
CDCC250	Infant/Toddler Practicum	3
CDCC/ EDUC115	Planning the Preschool Curriculum	3
CISM290	Instructional Technology for Teachers	3
ENGL218	Literature for Children	3
PSYC/ EDUC226	Psychology of Exceptionality	3
SPAN111	Elementary Spanish I	3
SPAN112	Elementary Spanish II	3

Technological Competency

(Is fulfilled with CISM125, CISM132, testing, or reviewed departmental portfolio.)

Recommended sequence of courses:

First Semester

Course #	Title	Credits:
CDCC/ EDUC103	Roles of the Early Childhood Professional	2
EDUC/ PSYC110	Child Development: Theory and Practice	4
ENGL101	Composition I	3
SOCL101	Principles of Sociology	3
SPAN111	Elementary Spanish I	3

Second Semester

Course #	Title	Credits:
ARTS115	Introduction to the Visual Arts	3
CDCC104	Infant and Toddler Development: Theory and Applications	3
CDCC/ EDUC115	Planning the Preschool Curriculum	3
ENGL102	Composition II	3
MATH220	Statistical Methods	4

Third Semester

Course #	Title	Credits:
CDCC105	Early Childhood Health, Safety and Special Needs	4
CDCC250	Infant/Toddler Practicum	3
CISM290	Instructional Technology for Teachers	3
	General Education Science Course (4 credits)	4

Fourth Semester

Course #	Title	Credits:
CDCC106	Early Childhood Social/Emotional Guidance	3
EDUC/ CDCC252 (formerly, EDUC/ CDCC130)	Early Childhood Practicum	3
ENGL218	Literature for Children	3
PSYC/ EDUC226	Psychology of Exceptionality	3
SPAN112	Elementary Spanish II	3
	Total credits:	**60**

Child Development Associate (CDA), Professional Series

This series is designed to provide the educational component of the national credentialing program administered by the Council for Early Childhood Professional Recognition. Students may pursue the Infant/Toddler CDA or the Preschool CDA credential. The CDA is accepted by the Department of Human Services for group teacher positions in licensed day care centers. In addition to course work and portfolio preparation, the candidate needs to meet work experience requirements. Candidates work closely with a CDA advisor (Atlantic Cape instructors may serve as advisors) to document the educational and work experience in preparation of a formal assessment by a Council representative. (Additional non-college fees are assessed by the Council.) It is strongly recommended that the student take the Placement Test and enroll in the required reading/writing courses to assure that the portfolio requirements are met. These courses can be applied toward Atlantic Cape's Child Development/Child Care Option, Associate in Arts degree.

For information, contact area coordinator, Heather Boone, at (609)343-4934 or hboone@atlantic.edu.

Upon completion of this program students will be able to:

- Discuss the importance of maintaining a healthy, safe learning environment;
- Summarize the physical and intellectual development of young children;
- Provide positive guidance in the classroom that supports the social and emotional development of young children;
- Explain the importance of positive relationships with families;
- Demonstrate a commitment to professionalism.

(*ZCDA*)

Infant/Toddler Child Development Associate

Course #	Title	Credits:
CDCC/EDUC103	Roles of the Early Childhood Professional	2
CDCC104	Infant and Toddler Development: Theory and Applications	3
EDUC/CDCC252 (formerly, EDUC/CDCC130)	Early Childhood Practicum	3
EDUC/PSYC110	Child Development: Theory and Practice	4

Preschool Child Development Associate

Course #	Title	Credits:
CDCC/EDUC103	Roles of the Early Childhood Professional	2
EDUC/PSYC110	Child Development: Theory and Practice	4
CDCC/EDUC115	Planning the Preschool Curriculum	3
EDUC/CDCC252 (formerly, EDUC/CDCC130)	Early Childhood Practicum	3
	Total credits:	**24**

Communication, Associate in Arts

The Communication degree helps prepare students to work in the communication industry or to successfully transfer to four-year schools. The program provides opportunities to learn about careers within communication including television, radio, film, public relations, recordings, magazines, publishing, advertising, newspapers, and new media. Courses in the program are taught from a real-world perspective and emphasize the development of strong writing skills, one of the most important ingredients to success in the communication field. Students choose a specialization within the Communication degree following one of three tracks: Creative Writing, Journalism/Public Relations or Radio/Television/Film. Students may also gain additional real-world experience by taking an optional three-credit internship in communication with Communication Fieldwork (COMM295).

For more information, contact faculty advisor, Keith Forrest at (609)343-4994 or kforrest@atlantic.edu.

Upon completion of this program students will be able to:

- Appraise the media's influence on politics, purchases, entertainment, and how it affects the culture in shaping beliefs and attitudes;
- Apply the public relations process to planning, research, writing and analysis;
- Demonstrate proficiency in oral and human communication by applying audience analysis, listening, and other techniques to real-world exchanges;
- Create effective journalistic and creative writing works utilizing industry techniques and procedures.

(COMC-Fall 2021)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits:
ENGL101	Composition I	3
ENGL102	Composition II	3
COMM120	Public Speaking	3

Mathematics-Science-Technology

Course #	Title	Credits:
MATH220	Statistical Methods	4
	General Education Science Course (4 credits)	4
	General Education Mathematics or Science Course (4 Credits)	4

Social Science

Course #	Title	Credits:
PSYC101	General Psychology	3
SOCL101	Principles of Sociology	3

Humanities

Choose: ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110

Choose two: ENGL201, ENGL202, ENGL205, ENGL206, ENGL213 or ENGL214

Course #	Title	Credits:
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3

History

Choose two: HIST101, HIST102, HIST103 or HIST104

Course #	Title	Credits:
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3

Diversity

Choose: ANTH103, ENGL201, ENGL202, GEOG102, GEOG110, PHIL105, PHIL106 or PHIL111

Course #	Title	Credits:
	Choice of Course (3 Credits)	3

Program Requirements

Course #	Title	Credits:
COMM103	Introduction to Mass Media	3
COMM104	Introduction to Public Relations	3

Program Electives
Choose a Track:

(Before choosing a sequence, meet with your advisor to ensure your choice aligns with your academic goals.)

Creative Writing Track
Choose: COMM205-Television History, COMM207-Popular Music & Radio History or COMM208-Film History

Course #	Title	Credits:
	Choice of Course (3 Credits)	3
ENGL/ COMM220	Creative Writing I	3
ENGL/ COMM221	Creative Writing II	3

Journalism/Public Relations Track
Choose: COMM205-Television History, COMM207-Popular Music & Radio History, or COMM208-Film History

Course #	Title	Credits:
	Choice of Course (3 Credits)	3
ENGL/ COMM209	Journalism I	3
ENGL/ COMM211	Journalism II	3

Radio/Television/Film Track

Course #	Title	Credits:
COMM205	Television History	3
COMM207	Popular Music & Radio History	3
COMM208 (formerly COMM126)	Film History	3

Technological Competency
(Is fulfilled with CISM125, CISM132, testing or reviewed departmental portfolio.)

Recommended sequence of courses:

Creative Writing Track - First Semester
Course #	Title	Credits:
COMM103	Introduction to Mass Media	3
COMM120	Public Speaking	3
ENGL101	Composition I	3
PSYC101	General Psychology	3
MATH220	Statistical Methods	4

Creative Writing Track - Second Semester
Choose COMM205, COMM207 or COMM208

Choose HIST101, HIST102, HIST103, or HIST104

Course #	Title	Credits:
COMM104	Introduction to Public Relations	3
ENGL102	Composition II	3
	Choice of Course (3 Credits)	3
	General Education Science Course (4 credits)	4
	Choice of Course (3 Credits)	3

Creative Writing Track - Third Semester
Choose ENGL201, ENGL202, ENGL205, ENGL206, ENGL213 or ENGL214

Choose HIST101, HIST102, HIST103 or HIST104

Choose ANTH103, ENGL201, ENGL202, GEOG102, GEOG110, PHIL105, PHIL106 or PHIL111

Choose ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110

Course #	Title	Credits:
ENGL/ COMM220	Creative Writing I	3
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3

Creative Writing Track - Fourth Semester

Choose ENGL201, ENGL202, ENGL205, ENGL206, ENGL213 or ENGL214

Choose General Education Mathematics Course or General Education Science Course

Course #	Title	Credits:
ENGL/ COMM221	Creative Writing II	3
SOCL101	Principles of Sociology	3
	Choice of Course (3 Credits)	3
	General Education Mathematics Course (4 Credits)	4

Journalism/Public Relations Track - First Semester

Course #	Title	Credits:
COMM103	Introduction to Mass Media	3
COMM120	Public Speaking	3
ENGL101	Composition I	3
PSYC101	General Psychology	3
MATH220	Statistical Methods	4

Journalism/Public Relations Track - Second Semester

Choose COMM205, COMM207 or COMM208

Choose HIST101, HIST102, HIST103 or HIST104

Course #	Title	Credits:
COMM104	Introduction to Public Relations	3
ENGL102	Composition II	3
	Choice of Course (3 Credits)	3
	General Education Science Course (4 credits)	4
	Choice of Course (3 Credits)	3

Journalism/Public Relations Track - Third Semester

Choose ENGL201, ENGL202, ENGL205, ENGL206, ENGL213 or ENGL214

Choose HIST101, HIST102, HIST103 or HIST104

Choose ANTH103, ENGL201, ENGL202, GEOG102, GEOG110, PHIL105, PHIL106 or PHIL111

Choose ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110

Course #	Title	Credits:
ENGL/ COMM209	Journalism I	3
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3

Journalism/Public Relations Track - Fourth Semester

Choose ENGL201, ENGL202, ENGL205, ENGL206, ENGL213 or ENGL214

Choose General Education Mathematics Course or General Education Science Course

Course #	Title	Credits:
ENGL/ COMM211	Journalism II	3
SOCL101	Principles of Sociology	3
	Choice of Course (3 Credits)	3
	General Education Mathematics Course (4 Credits)	4

Radio/Television/Film Track - First Semester

Course #	Title	Credits:
COMM103	Introduction to Mass Media	3
COMM120	Public Speaking	3
ENGL101	Composition I	3
PSYC101	General Psychology	3
MATH220	Statistical Methods	4

Radio/Television/Film Track - Second Semester

Choose HIST101, HIST102, HIST103 or HIST104

Course #	Title	Credits:
COMM104	Introduction to Public Relations	3
COMM205	Television History	3
ENGL102	Composition II	3
	General Education Science Course (4 credits)	4
	Choice of Course (3 Credits)	3

Radio/Television/Film Track - Third Semester

Choose ENGL201, ENGL202, ENGL205, ENGL206, ENGL213 or ENGL214

Choose HIST101, HIST102, HIST103 or HIST104

Choose ANTH103, ENGL201,ENGL202, GEOG102, GEOG110, PHIL105, PHIL106 or PHIL111

Choose ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110

Course #	Title	Credits:
COMM208 (formerly COMM126)	Film History	3
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3

Radio/Television/Film Track - Fourth Semester

Choose ENGL201, ENGL202, ENGL205, ENGL206, ENGL213 or ENGL214

Choose General Education Mathematics Course or General Education Science Course

Course #	Title	Credits:
COMM207	Popular Music & Radio History	3
SOCL101	Principles of Sociology	3
	Choice of Course (3 Credits)	3
	General Education Mathematics Course (4 Credits)	4
	Total credits:	**60**

Computer Forensics Specialist, Professional Series

This series is designed for the working person who needs to develop the skills needed in the areas of criminal justice, ethics, network security, computer security and cyber crime investigations. Learners should complete this series if they are working in computer security, law enforcement, criminal justice, data recovery, computer repair or a business that has a need to set employee policy for computer use in the workplace.

These courses help to prepare the student for various certifications and certification program requirements for entry into the field of computer security and forensics. Certifications include: The International Association of Computer Investigative Specialist (IACIS), Certified Computer Examiners (CCE), Global Information Assurance (GIAC), EnCE and ACE. These courses provide a baseline for these certifications. The various organizations, both public and private, that have developed these certifications typically have fees for membership and certification exams. The organizations may also require interviews and/or additional curricula before allowing students to sit for the certification exams. This series can be completed within one year, however, students can begin and end the program at their own pace.

For additional information, please contact area coordinator, Svetlana Marzelli, at (609) 343-5017 or smarzell@atlantic.edu.

Upon completion of this program students will be able to:

- Demonstrate an understanding of the American criminal justice system;
- Construct a forensic acquisition plan for mobile devices that will account for various scenarios and address the limitations of mobile technology;
- Evaluate the best acquisition method(s) and create contingency plans for data acquisition;
- Identify and discuss the substantive and procedural legal issues involved in investigating and prosecuting cyber crime.

(*ZCFS*)

Courses

Course #	Title	Credits:
CISM125	Introduction to Computers	3
CRIM101	Introduction to Criminal Justice	3
CRIM107	Introduction to Cyber Crime	3
CISM222	Issues in Computer Security	3
CRIM/ CISM240	Computer Forensics	4
	Total credits:	**16**

Computer Programming, Associate in Applied Science

Many students are not interested in transferability, but rather mobility into the job market, with the career goal of a programmer. This degree strongly emphasizes programming and includes Java, C++ and Visual Basic. These are languages routinely used by computer programmers. Students will be well prepared for entry-level positions in programming or computer operations.

For additional program information, contact area coordinator, Svetlana Marzelli, at (609)343-5017 or smarzell@atlantic.edu.

Upon completion of this program students will be able to:

- Develop computer programming in Visual Basic, C++, Oracle SQL and Java;
- Investigate information systems with respect to their existence and develop needed informational improvements within an organization;
- Perform basic managerial functions such as organizing, staffing, directing, planning and controlling;
- Use a microcomputer for functional and analytical purposes;
- Describe various positions of employment in the informational technology profession;
- Communicate effectively in both written and oral form.

(*CPRO-Fall* 2021)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits:
ENGL101	Composition I	3
ENGL102	Composition II	3

Mathematics-Science-Technology

Choose: MATH121 or MATH220

Course #	Title	Credits:
	Choice of Course (4 Credits)	4
	General Education Science Course (4 credits)	4
CISM125	Introduction to Computers	3

Humanities

Choose: ARTS108, PHIL102, PHIL105, PHIL110 or PHIL111

Course #	Title	Credits:
	Choice of Course (3 Credits)	3

Program Requirements

Course #	Title	Credits:
CISM130	Using PC Operating Systems	4
CISM135	Computer Programming-C++	4
CISM143	Introduction to Project Management	3
CISM154	Computer Programming-Java	4
CISM159	Intermediate Programming-C++	4
CISM160	Systems Analysis and Design	3
CISM167	Programming in Oracle SQL	3
CISM174	Computer Programming-Visual Basic	4
CISM254	Advanced Computer Programming-Java	4

Program Electives

Choose a Concentration:

(Students are strongly encouraged to meet with their faculty advisor to make a choice)

Computer Programming Concentration

Choose: CISM142-Help Desk Support or CISM162-Microsoft Excel (3 cr.)

Choose: CISM270-iPhone Programming or CISM271-Android Programming (4 cr.)

Course #	Title	Credits:
	Choice of Course (3 Credits)	3
	Choice of Course (4 Credits)	4

Database Design and Development Concentration

Course #	Title	Credits:
CISM164	Microsoft Access	3
CISM170	Database Design Using Oracle	3
CISM280	Capstone Portfolio	1

Recommended sequence of courses:

Computer Programing Concentration - First Semester

Choose: MATH121 or MATH220

Course #	Title	Credits:
CISM125	Introduction to Computers	3
ENGL101	Composition I	3
	Choice of Course (4 Credits)	4
	General Education Science Course (4 credits)	4

Computer Programing Concentration - Second Semester

Choose: CISM142 or CISM162

Choose: ARTS108, PHIL102, PHIL105, PHIL110 or PHIL111

Course #	Title	Credits:
CISM130	Using PC Operating Systems	4
CISM135	Computer Programming-C++	4
CISM154	Computer Programming-Java	4
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3

Computer Programing Concentration - Third Semester

Course #	Title	Credits:
CISM159	Intermediate Programming-C++	4
CISM160	Systems Analysis and Design	3
CISM167	Programming in Oracle SQL	3
CISM254	Advanced Computer Programming-Java	4

Computer Programing Concentration - Fourth Semester

Choose: CISM270 or CISM271

Course #	Title	Credits:
CISM143	Introduction to Project Management	3
CISM174	Computer Programming-Visual Basic	4
	Choice of Course (4 Credits)	4
ENGL230	Technical Writing	3

Database Design and Development Concentration - First Semester

Choose: MATH121 or MATH220

Course #	Title	Credits:
CISM125	Introduction to Computers	3
ENGL101	Composition I	3
	Choice of Course (4 Credits)	4
	General Education Science Course (4 credits)	4

Database Design and Development Concentration - Second Semester

Choose: ARTS108, PHIL102, PHIL105, PHIL110 or PHIL111

Course #	Title	Credits:
CISM130	Using PC Operating Systems	4
CISM135	Computer Programming-C++	4
CISM154	Computer Programming-Java	4
CISM164	Microsoft Access	3
	Choice of Course (3 Credits)	3

Database Design and Development Concentration - Third Semester

Course #	Title	Credits:
CISM159	Intermediate Programming-C++	4
CISM160	Systems Analysis and Design	3
CISM167	Programming in Oracle SQL	3
CISM254	Advanced Computer Programming-Java	4

Database Design and Development Concentration - Fourth Semester

Course #	Title	Credits:
CISM143	Introduction to Project Management	3
CISM170	Database Design Using Oracle	3
CISM174	Computer Programming-Visual Basic	4
CISM280	Capstone Portfolio	1
ENGL230	Technical Writing	3
	Total credits:	**60**

Computer Information Systems, Associate in Science

This program emphasizes the business applications of the computer. Graduates will have the theoretical, conceptual and practical background to use computers in business settings. Designed to facilitate transfer to Bachelor of Science programs, it provides a liberal arts or General Education base, which enables students to have career mobility and/or to continue study beyond the associate's degree.

The program responds to the increased demand from area business and industry for trained computer professionals. Supporting the program are the college's computer facilities and equipment, including personal computers and a variety of related hardware and current software.

For additional program information, please contact area coordinator, Svetlana Marzelli, at (609) 343-5017 or smarzell@atlantic.edu.

Upon completion of this program students will be able to:

- Utilize productivity software suitable for use in a professional environment;
- Design, implement, test, debug and document computer programs using appropriate development tools;
- Communicate effectively in both oral and written form;
- Perform system analysis and design including automated solutions to business systems;
- Manage time, tasks, and projects, and work effectively in teams;
- Identify computer system security risks;
- Apply mathematics, accounting, business and economics to increase knowledge of business operations.

(*CISM-Fall* 2019)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits:
ENGL101	Composition I	3
ENGL102	Composition II	3

Mathematics-Science-Technology

Course #	Title	Credits:
MATH155	Calculus I	4
MATH220	Statistical Methods	4
	General Education Science Course (4 credits)	4
CISM125	Introduction to Computers	3

Social Science

Course #	Title	Credits:
	General Education Social Science Course (3 Credits)	3

Humanities

Course #	Title	Credits:
PHIL110	Introduction to Ethics	3
	General Education Humanities Course (3 Credits)	3

Program Courses

Choose any other CISM or GIST course

Course #	Title	Credits:
BUSN222	Principles of Management	3
CISM154	Computer Programming-Java	4
CISM160	Systems Analysis and Design	3
CISM222	Issues in Computer Security	3
CISM247	Management Information Systems	3
CISM254	Advanced Computer Programming-Java	4
MATH153	Discrete Mathematics	4
TCOM125	Technical Communication	3
	Choice of Course (3 Credits)	3

Recommended sequence of courses:

First Semester

Course #	Title	Credits:
BUSN222	Principles of Management	3
CISM125	Introduction to Computers	3
ENGL101	Composition I	3
MATH155	Calculus I	4
	General Education Science Course (4 credits)	4

Second Semester

Course #	Title	Credits:
CISM154	Computer Programming-Java	4
ENGL102	Composition II	3
	General Education Social Science Course (3 Credits)	3
MATH220	Statistical Methods	4

Third Semester

Course #	Title	Credits:
CISM254	Advanced Computer Programming-Java	4
MATH153	Discrete Mathematics	4
PHIL110	Introduction to Ethics	3
TCOM125	Technical Communication	3

Fourth Semester

Course #	Title	Credits:
CISM160	Systems Analysis and Design	3
CISM222	Issues in Computer Security	3
CISM247	Management Information Systems	3
	General Education Humanities Course (3 Credits)	3
	Choice of Course (3 Credits)	3
	Total credits:	**60**

Oracle Database and Gis Specialist, Professional Series

The Oracle Database and GIS Specialist Series provides students with the knowledge needed for one of the fastest growing industries of our time. Students will learn to design and program using a live Oracle server with curriculum provided by the Oracle Corporation. Also, there will be an in-depth study of current GIS systems and their uses.

The Specialist series provides students with the opportunity to develop skills in the common areas of database design programming and GIS techniques and to update their technological skills and improve employability.

For additional information, please contact area coordinator, Svetlana Marzelli, at (609) 343-5017 or smarzell@atlantic.edu.

Upon completion of this program students will be able to:

- Analyze geospatial data;
- Design and develop a distributed database;
- Organize geospatial data using a distributed database;
- Present geospatial data in the form of a map.

(ZODG)

Courses

Course #	Title	Credits:
CISM125	Introduction to Computers	3
GIST101	Introduction to Geographic Information Systems	4
GIST150	Geospatial Data Collection	4
CISM167	Programming in Oracle SQL	3
CISM170	Database Design Using Oracle	3
	Total credits:	**17**

Oracle SQL Programming and Database Design Specialist, Professional Series

The Oracle SQL Programming and Database Design Specialist Series provides students with the knowledge needed for entry-level positions as database developer/programmer. The students will learn to design and program using a live Oracle server with curriculum provided by the Oracle Corporation.

The series provides students with the opportunity to develop skills in the common practices of database design and programming, improve employability and to update their technological skills. Upon completion, students are eligible to take the Level I Developer certification examination.

For additional information, please contact area coordinator, Svetlana Marzelli, at (609) 343-5017 or smarzell@atlantic.edu.

Upon completion of this program students will be able to:

- Apply relational database concepts, as well as data modeling concepts;
- Design and build a database solution for a business or organization using the Structured Query Language (SQL);
- Manipulate data within a database using SQL;
- Retrieve information from a database using SQL.

(ZSQL)

Courses

Choose one:

CISM135-Computer Programming-C++

CISM154-Computer Programming-Java

CISM174-Computer Programming-Visual Basic

Course #	Title	Credits:
CISM125	Introduction to Computers	3
CISM164	Microsoft Access	3
CISM167	Programming in Oracle SQL	3
CISM170	Database Design Using Oracle	3
	Choice of Course (4 Credits)	4

Total credits:		**16**

Project Management, Professional Series

This series will enable students to manage all major project management components such as project planning, initiation, execution, control and closing. The series will also provide students with introductory level knowledge on various types of business ownership, organization, management, marketing, industries, personnel, labor and legal considerations. Students will also learn to use Microsoft Project software.

For additional information, please contact faculty advisor, Bojan Zilovic at (609) 343-4959 or bzilovic@atlantic.edu or area coordinator, Svetlana Marzelli, at (609) 343-5017 or smarzell@atlantic.edu.

Upon completion of this program students will be able to:

- Communicate the value of project management;
- Establish the structure for a successful project;
- Assemble, motivate and lead the project team;
- Ensure the project scope delivers the expected business value and desired outcome;
- Implement the proper mechanisms to prevent, minimize and respond to risks;
- Develop and use various mechanism to communicate project information;
- Ensure the project is completed per the agreed-upon project standards, budget and schedule.

(*ZPMT*)

Courses

Course #	Title	Credits:
CISM125	Introduction to Computers	3
BUSN222	Principles of Management	3
CISM143	Introduction to Project Management	3
CISM244	Advanced Project Management	3
CISM247	Management Information Systems	3
	Total credits:	**15**

Smartphone Programmer, Professional Series

The Smartphone Programmer series provides students with an opportunity to gain knowledge and develop skills needed to design, build and test applications for mobile devices. Students will also learn how to effectively market their applications. After completing the series, students may apply the credits toward an associate in science degree.

For additional information, please contact faculty advisor, Svetlana Marzelli, at (609) 343-5017 or smarzell@atlantic.edu.

Upon completion of this program students will be able to:

- Develop basic computer application programs in Java or C++;
- Design, build and test basic mobile applications for the Android or the iPhone;
- Market mobile device applications through an online application store;
- Apply productivity software for functional and analytical purposes.

(ZSPH)

Courses

Choose one:

CISM135-Computer Programming – C++

or

CISM154-Computer Programming-Java

Choose one:

CISM159- Intermediate Programming – C++

or

CISM254-Advanced Computer Programming – Java

Choose one:

CISM270-iPhone Programming

or

CISM271-Android Programming

Course #	Title	Credits:
ARTS116	Graphic Design	3
CISM125	Introduction to Computers	3
	Choice of Course (4 Credits)	4
	Choice of Course (4 Credits)	4
	Choice of Course (4 Credits)	4
	Total credits:	**18**

Web Design Professional, Professional Series

The Web Design Professional Series is a two-semester series designed for the working professional needing to become proficient in Web page design technologies. Students design and develop Websites that are graphically rich, well thought out and professional. They use industry-standard design applications while exploring theoretical Web design concepts and generally-accepted development techniques for Web design.

For additional information, please contact faculty advisor, Bojan Zilovic, at (609) 343-4959 or bzilovic@atlantic.edu or area coordinator, Svetlana Marzelli, at (609) 343-5017 or smarzell@atlantic.edu.

Upon completion of this program students will be able to:

- Design a website;
- Develop a website;
- Maintain a website;
- Manage a website.

(*ZWDP*)

Courses

Course #	Title	Credits:
ARTS116	Graphic Design	3
CISM125	Introduction to Computers	3
TCOM127	Web Technologies	3
CISM163	Web Page Design	3
CISM165	Web Graphics and Animation	3
	Total credits:	**15**

Computer Systems Support, Associate in Applied Science

This degree serves students who seek a career in computer systems support, but are not interested in programming or transferring to a baccalaureate program. Strong emphasis is given to supporting computer hardware, software, security, and networks. Upon successful completion of the program, employment opportunities may include computer server administrator, help desk technician, and computer support professional.

The A.A.S. in Computer Systems Support is designed to provide students with an opportunity to prepare for industry certifications while earning an associate's degree. During successful completion of this program, students have the potential to earn five industry certifications.

Students who have already earned any of the certifications listed below or have successfully passed certification examinations, may initiate the college's Prior Learning Assessment (PLA) process and translate their certifications or examination results into equivalent course credits.

The following chart is an analysis of how the program courses align with industry certifications:

Certifications/Examination	Program Course
CompTIA A+ Certification	CISM 130 & CISM 149
CompTIA Security+	CISM 176
PMI CAMP Certified Assoc. in Project Management	CISM 143
CompTIA Network+	CISM 146
CompTIA Linux+	CISM 182

For additional program information, please contact faculty advisor, Bill Dougherty at (609) 343-4979 or doughtert@atlantic.edu or contact area coordinator, Svetlana Marzelli, at (609) 343-5017 or smarzell@atlantic.edu.

Upon completion of this program students will be able to:

- Identify hardware and software problems and recommend solutions;
- Prepare for multiple CompTIA certification examinations;
- Configure and administer computer networks;
- Prepare for a certification examination in Project Management.

(*CPSS-Fall* 2021)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits:
ENGL101	Composition I	3
ENGL230	Technical Writing	3

Mathematics-Science-Technology

Choose: MATH121 or MATH220

Course #	Title	Credits:
	Choice of Course (4 Credits)	4
	General Education Science Course (4 credits)	4
CISM125	Introduction to Computers	3

Humanities

Choose: ARTS108, PHIL102, PHIL105, PHIL110 or PHIL111

Course #	Title	Credits:
	Choice of Course (3 Credits)	3

Program Courses

Choose: CISM295-Information Technology Cooperative Education or CISM162-Microsoft Excel

Choose two:
CISM135-Computer Programming C++,
CISM154-Computer Programming-Java,
CISM167-Programming in Oracle SQL or
CISM174-Computer Programming-Visual Basic

Course #	Title	Credits:
CISM130	Using PC Operating Systems	4
CISM142	Help Desk Support	3
CISM143	Introduction to Project Management	3
CISM146	Computer Networking	4
CISM149	Computer Hardware	4
CISM176	Systems Security Methods	4
CISM182	Linux	4
CISM222	Issues in Computer Security	3
	Choice of Course (3 Credits)	3
	Choice of Course (4 Credits)	4
	Choice of Course (4 Credits)	4

Recommended sequence of courses:

First Semester

Course #	Title	Credits:
CISM130	Using PC Operating Systems	4
CISM125	Introduction to Computers	3
CISM149	Computer Hardware	4
ENGL101	Composition I	3

Second Semester

Choose: CISM135, CISM154, CISM167 or CISM174

Choose: MATH121 or MATH220

Course #	Title	Credits:
CISM146	Computer Networking	4
ENGL230	Technical Writing	3
	Choice of Course (4 Credits)	4
	Choice of Course (4 Credits)	4

Third Semester

Choose: ARTS108, PHIL102, PHIL105, PHIL110 or PHIL111

Course #	Title	Credits:
CISM142	Help Desk Support	3
CISM143	Introduction to Project Management	3
CISM176	Systems Security Methods	4
CISM182	Linux	4
	Choice of Course (3 Credits)	3

Fourth Semester

Choose: CISM135, CISM154, CISM167, or CISM174

Choose: CISM162 or CISM295

Course #	Title	Credits:
CISM222	Issues in Computer Security	3
	Choice of Course (3 Credits)	3
	Choice of Course (4 Credits)	4
	General Education Science Course (4 credits)	4
	Total credits:	**60**

Cybersecurity - Option, Associate in Applied Science

The Cybersecurity degree option serves students who seek jobs that require computer and information security skills. These students are not interested transferring to a four-year school. Emphasis is placed on data loss prevention, identity and access management, incident response, and forensic analysis. The option provides preparation for a career as a cybersecurity professional. Student can obtain skills required for several industry certifications including CompTIA Network+, CompTIA Security+, CompTIA Linux+, TestOut Ethical Hacker Pro, and CompTIA SySA+.

For additional program information, please contact faculty advisor, Bojan Zilovic at (609) 343-4959 or bzilovic@atlantic.edu or contact area coordinator, Svetlana Marzelli, at (609) 343-5017 or smarzell@atlantic.edu.

Upon completion of this program students will be able to:

- Earn an Associate degree;
- Earn the CompTIA Network+ certification;
- Earn the CompTIA Security+ certification;
- Earn the CompTIA Linux+ certification;
- Earn the TestOut Ethical Hacker Pro certification;
- Earn the CompTIA SySA+ certification.

(*CYSC-Fall* 2021)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits:
ENGL101	Composition I	3
ENGL230	Technical Writing	3

Mathematics-Science-Technology

Choose: MATH121 or MATH220

Course #	Title	Credits:
	Choice of Course (4 Credits)	4
	General Education Science Course (4 credits)	4
CISM125	Introduction to Computers	3

Humanities

Course #	Title	Credits:
	General Education Humanities Course (3 Credits)	3

Program Courses

Choose: CISM295-Information Technology Cooperative Education or CISM162-Microsoft Excel

Choose: CISM135-Computer Programming C++, CISM154-Computer Programming-Java, CISM167-Programming in Oracle SQL or CISM174-Computer Programming-Visual Basic

Course #	Title	Credits:
CISM142	Help Desk Support	3
CISM143	Introduction to Project Management	3
CISM146	Computer Networking	4
CISM176	Systems Security Methods	4
CISM182	Linux	4
CISM215	Ethical Hacking	4
CISM222	Issues in Computer Security	3
CRIM/ CISM240	Computer Forensics	4
CISM258	Cyber Defense	4
	Choice of Course (3 Credits)	3
	Choice of Course (4 Credits)	4

Recommended sequence of courses:

First Semester

Course #	Title	Credits:
CISM125	Introduction to Computers	3
CISM142	Help Desk Support	3
CISM146	Computer Networking	4
ENGL101	Composition I	3
	General Education Humanities Course (3 Credits)	3

Second Semester

Choose: MATH121 or MATH220

Choose: CISM135-Computer Programming C++, CISM154-Computer Programming-Java, CISM167-Programming in Oracle SQL or CISM174-Computer Programming-Visual Basic

Course #	Title	Credits:
CISM176	Systems Security Methods	4
ENGL230	Technical Writing	3
	Choice of Course (4 Credits)	4
	Choice of Course (4 Credits)	4

Third Semester

Course #	Title	Credits:
CISM143	Introduction to Project Management	3
CISM182	Linux	4
CISM215	Ethical Hacking	4
	General Education Science Course (4 credits)	4

Fourth Semester

Choose: CISM295-Information Technology Cooperative Education or CISM162-Microsoft Excel

Course #	Title	Credits:
CISM222	Issues in Computer Security	3
CRIM/ CISM240	Computer Forensics	4
CISM258	Cyber Defense	4
	Choice of Course (3 Credits)	3
	Total credits:	**60**

Computer Security Specialist, Professional Series

The Computer Security Specialist is a two-semester series designed for students to gain computer skills with a focus on computer security. Included are a selection of hardware and software, computer applications and introductory programming. Credits earned may be applied to the Computer Security Certificate and the Computer Systems Support, A.A.S. degree.

For additional information, please contact faculty advisor, William Dougherty, at (609) 343-4979 or doughert@atlantic.edu or contact area coordinator, Svetlana Marzelli, at (609) 343-5017 or smarzell@atlantic.edu.

Upon completion of this program students will be able to:

- Develop computer application programs in Java or Visual Basic;
- Prepare for the CompTIA Security+ certification examination;
- Apply productivity software for functional and analytical purposes;
- Design images using computer technology;
- Evaluate the impact of technology on business, government, and other areas of society.

(*ZCSS*)

Courses

Choose one: CISM154-Computer Programming-Java or CISM174 -Computer Programming-Visual Basic

Course #	Title	Credits:
CISM125	Introduction to Computers	3
CISM176	Systems Security Methods	4
CISM222	Issues in Computer Security	3
CRIM/ CISM240	Computer Forensics	4
	Choice of Course (4 Credits)	4
	Total credits:	**18**

Computer Technician Specialist, Professional Series

The Computer Technician Specialist is a two-semester series designed for students who are interested in acquiring concentrated core knowledge and a practical set of skills including computer hardware and software, network, and network security for employment or advancement in a variety of computer system support fields. Students will be eligible and required to sit for industry certification exams such as CompTIA A+, CompTIA Network+, and CompTIA Security +. Also, courses completed in this professional series fulfill five out of the twelve core program courses in the Computer Systems Support, A.A.S. degree.

Note: Credits may be awarded for prior professional experience (contact advisor for additional information regarding PLA).

For additional information, please contact area coordinator Svetlana Marzelli, at (609) 343-5017 or smarzelli@atlantic.edu.

Upon completion of this program students will be able to:

- Employ critical-thinking and analytical skills to design and implement network computer systems;
- Explain and contrast the different types of system maintenance in both the network and personal computer systems;
- Utilize a network of peers to keep in touch with new technologies and guidance when needed;
- Engage in analytical thinking and logical skills to conduct in deployment, maintenance, and use of both network and individual computer systems.

(*ZCTS*)

Courses

Course #	Title	Credits:
CISM125	Introduction to Computers	3
CISM130	Using PC Operating Systems	4
CISM149	Computer Hardware	4
CISM146	Computer Networking	4
CISM295	Information Technology Cooperative Education	3
	Total credits:	**18**

Criminal Justice, Associate in Science

The Criminal Justice curriculum is dedicated to providing the theoretical, practical and professional knowledge needed in today's environment to be successful in the fields of policing, corrections, courts, probation, parole, private security and related service careers. Emphasis is placed on preparing the student for the professional workplace or continued studies in a four-year institution. The curriculum is designed to provide the student with expert instruction on the most current trends, policies and practices in the field.

Graduates of a New Jersey police academy may be eligible for up to 16 credits toward the Criminal Justice, Associate in Science degree.

For information, contact coordinator, Dean Wyks, at (609)343-4915 or dwyks@atlantic.edu.

Upon completion of this program students will be able to:

- Describe the criminal justice system and the role of each agency within the system;
- Demonstrate sensitivity for the problems of people in today's complex, changing society, including empathy for social justice and equity issues;
- Employ critical thinking skills in problem solving, including consideration of alternative solutions in the field;
- Articulate the moral and ethical obligations and responsibilities of the criminal justice system.

(*CRIM-Fall* 2021)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits:
ENGL101	Composition I	3
ENGL102	Composition II	3

Mathematics-Science-Technology

Course #	Title	Credits:
	General Education Science Course (4 credits)	4
MATH220	Statistical Methods	4
	General Education Mathematics Course (4 Credits)	4

Social Science

Course #	Title	Credits:
PSYC101	General Psychology	3
SOCL101	Principles of Sociology	3

Humanities

Course #	Title	Credits:
	General Education Humanities Course (3 Credits)	3

General Education Elective

*See Technological Competency

Course #	Title	Credits:
	General Education Course (3 credits)	3

Program Courses

Course #	Title	Credits:
CRIM101	Introduction to Criminal Justice	3
CRIM109	Ethics in Criminal Justice	3
CRIM130	The Criminal Court System	3
CRIM201	Criminal Law	3
CRIM202	Constitutional Law	3
SOCL/ CRIM206	Juvenile Justice	3

Program Electives

Select a Track or choose a minimum of 12 credits:

Course #	Title	Credits:
AVIT140	Small Unmanned Aircraft Systems Operation-Multi-Rotor	3
COMM110	Interpersonal Communication	3
CRIM102	Introduction to Criminology	3
CRIM105	Police Operations	3
CRIM106	Introduction to Corrections	3
CRIM107	Introduction to Cyber Crime	3
GIST/CRIM170	Concepts in Terrorism & Homeland Security	3
CRIM190	Special Topics in Criminal Justice	3
CRIM/CISM262	Mobile Forensics Investigations	4
CRIM203	Criminal Investigation	3
CRIM210	Community-Based Corrections	3
CRIM214	Organized Crime	3
CRIM216	Criminal Justice Report Writing	3
CRIM/CISM240	Computer Forensics	4
CRIM250	Internship in Criminal Justice	4
FIRS101	Introduction to Firefighting	3
FIRS102	Introduction to Fire Protection	3
FIRS103	Fire Prevention/Fire Inspector I	3
FIRS201	Firefighting Strategy and Tactics	3

Technological Competency

(Is fulfilled with CISM125 or CISM132, which may be taken as a General Education Elective, testing or reviewed departmental portfolio)

Program Elective Track Options

Corrections Track

Course #	Title	Credits:
CRIM102	Introduction to Criminology	3
CRIM106	Introduction to Corrections	3
CRIM210	Community-Based Corrections	3

Fire Safety Track

Course #	Title	Credits:
FIRS101	Introduction to Firefighting	3
FIRS102	Introduction to Fire Protection	3
FIRS103	Fire Prevention/Fire Inspector I	3
FIRS201	Firefighting Strategy and Tactics	3

Homeland Security Track

Course #	Title	Credits:
CRIM107	Introduction to Cyber Crime	3
AVIT140	Small Unmanned Aircraft Systems Operation-Multi-Rotor	3
GIST/CRIM170	Concepts in Terrorism & Homeland Security	3

Law Enforcement Technologies Track

Choose: CRIM190 or AVIT140

Course #	Title	Credits:
	Choice of Course (3 Credits)	3
CRIM/CISM240	Computer Forensics	4
CRIM/CISM262	Mobile Forensics Investigations	4

Policing Track

Course #	Title	Credits:
CRIM105	Police Operations	3
CRIM203	Criminal Investigation	3
CRIM214	Organized Crime	3

Recommended sequence of courses:

First Semester

Course #	Title	Credits:
CRIM101	Introduction to Criminal Justice	3
ENGL101	Composition I	3
PSYC101	General Psychology	3
	General Education Humanities Course (3 Credits)	3
	General Education Course (3 credits)	3

Second Semester

Course #	Title	Credits:
CRIM130	The Criminal Court System	3
CRIM201	Criminal Law	3
ENGL102	Composition II	3
CRIM109	Ethics in Criminal Justice	3
SOCL101	Principles of Sociology	3

Third Semester

Course #	Title	Credits:
CRIM202	Constitutional Law	3
	Track Course or Program Elective (3 Credits)	3
MATH220	Statistical Methods	4
SOCL/ CRIM206	Juvenile Justice	3
	Track Course or Program Elective (3 Credits)	3

Fourth Semester

Course #	Title	Credits:
	General Education Science Course (4 credits)	4
	General Education Mathematics Course (4 Credits)	4
	Track Course or Program Elective (3 Credits)	3
	Track Course or Program Elective (3 Credits)	3
	Total credits:	**60**

Criminal Justice, Certificate

The Criminal Justice Certificate provides students with the basics of the United States criminal justice system including juvenile crime, criminal behavior and policing. Students can enroll in the certificate by itself or along with the associate degree in Criminal Justice. A certificate in criminal justice, as a supplement to another degree program, can set students apart from others who are seeking employment in the criminal justice field. For individuals already working in criminal justice, this certificate is an effective way to establish credentials. Completing this program also provides many benefits for students who work in other fields.

Employers in many lines of business, including information technology, education, or social services, may value the professional expertise and personal determination this certificate demonstrates.

Many of the courses in this program are offered at all three Atlantic Cape campus locations. Additionally, for the busy professional, this certificate can be completed 100% online.

For further information, contact area coordinator, Dean Wyks, (609) 343-4915 or dwyks@atlantic.edu.

Upon completion of this program students will be able to:

- Summarize the importance of ethics, social responsibility, honesty and accuracy in business reporting;
- State basic criminal justice principles effectively in written, oral and technology based applications;
- Identify the imdpact of government in the roles assigned to the criminal justice system.

(*CRJU-Fall 2018*)

Communication

Course #	Title	Credits:
ENGL101	Composition I	3

Social Science

Course #	Title	Credits:
PSYC101	General Psychology	3

Program Courses

Course #	Title	Credits:
CRIM101	Introduction to Criminal Justice	3
CRIM109	Ethics in Criminal Justice	3
CRIM130	The Criminal Court System	3
CRIM201	Criminal Law	3
CRIM202	Constitutional Law	3
SOCL/ CRIM206	Juvenile Justice	3
CRIM216	Criminal Justice Report Writing	3

Program Elective

Choose: CRIM course

Course #	Title	Credits:
	Choice of Course (3 Credits)	3
	Total credits:	**30**

Baking and Pastry - Option, Associate in Applied Science

The Baking and Pastry Option provides students with an opportunity to explore their interest in the pastry field while maintaining fundamental concepts in core culinary courses. Students may use this degree to transfer to a four-year institution.

Students are required to take the Placement Test and, if applicable, complete all mathematics and reading courses, with a C or better, up to and including MATH073-Introduction to Algebra I and ENGL080-Reading and Writing II. General Education courses may be taken as offered during the program.

For additional program information, please contact the Culinary department at (609) 343-4944.

Upon completion of this program students will be able to:

- Demonstrate an understanding of professionalism and exceptional work ethics;
- Actively participate in community activities;
- Work effectively in teams;
- Identify environmental and conservation issues related to the culinary industries;
- Demonstrate the knowledge and skills appropriate for entry-level culinary positions;
- Practice life-long learning as it relates to career goals;
- Compare and contrast traditional and nontraditional career opportunities;
- Identify industry expectations through job training;
- Identify industry sanitation standards;
- Acquire American Culinary Federation certification;
- Know and apply industry equipment safety standards;
- Demonstrate effective communication and computation skills;
- Apply basic baking and pastry theories;
- Create classic and artisan yeast products, quick breads and puff dough;
- Create classic and decorative pastries;
- Create classic confectionary display pieces in a variety of mediums;
- Evaluate and interpret menus and recipes in terms of human nutrition.

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits:
ENGL101	Composition I	3
ENGL102	Composition II	3

Mathematics-Science-Technology

Course #	Title	Credits:
CISM125	Introduction to Computers	3
	General Education Science Course (4 credits)	4

Social Science

Course #	Title	Credits:
	General Education Social Science Course (3 Credits)	3

Humanities

Choose: HIST101, HIST102, HUMT201 or HUMT202

Course #	Title	Credits:
	Choice of Course (3 Credits)	3

General Education Elective

Course #	Title	Credits:
	General Education Course (3 credits)	3

Program Courses

Course #	Title	Credits:
CUBP101	The Science Behind the Ingredients	2
CUBP110	Foundations of the Bakeshop	2
CUBP120	Introduction to the Art of Pastry	2
CUBP150	Plated Desserts	2
CUBP160	Baking for Alternative Tastes	1
CUBP210	Advanced Baking Techniques	2
CUBP211	The Art of Bread Making	2
CUBP222	Specialty Cakes	2
CUBP225	Classical Confections	2
CUBP240	Borders, Piping and Runouts	1
CUBP250	Artistry in Chocolate	1
CULA140	Operating the Successful Kitchen	2
CULN101	Introduction to the Culinary Profession	2
CULN108	Introduction to Sensory Evaluation & the Cold Foods Kitchen	2
CULN125	Kitchen Foundations: Stocks, Soups and Sauces	2
CULN140	Culinary Math and the Successful Chef	1
CULN158	Cooperative Education I	1
CULN175	Nutrition for Culinary Professionals	2
CULN188	Cooperative Education II	1
CULN232	Advanced Dining Room	2
CULN235	A la Carte Restaurant Production	2
CULN248	Cooperative Education III	1
CULN288	Cooperative Education IV	1

Recommended sequence of courses:

First Semester

Course #	Title	Credits:
ENGL101	Composition I	3
CULN101	Introduction to the Culinary Profession	2
CUBP101	The Science Behind the Ingredients	2
CUBP110	Foundations of the Bakeshop	2
CUBP210	Advanced Baking Techniques	2
CUBP120	Introduction to the Art of Pastry	2
CULN158	Cooperative Education I	1

Second Semester

Course #	Title	Credits:
CISM125	Introduction to Computers	3
CULN125	Kitchen Foundations: Stocks, Soups and Sauces	2
CUBP211	The Art of Bread Making	2
CUBP150	Plated Desserts	2
CULN108	Introduction to Sensory Evaluation & the Cold Foods Kitchen	2
CUBP240	Borders, Piping and Runouts	1
CULN140	Culinary Math and the Successful Chef	1
CULN188	Cooperative Education II	1

Third Semester

Course #	Title	Credits:
ENGL102	Composition II	3
	General Education Science Course (4 credits)	4
CULN175	Nutrition for Culinary Professionals	2
CULA140	Operating the Successful Kitchen	2
CULN232	Advanced Dining Room	2
CULN235	A la Carte Restaurant Production	2
CUBP160	Baking for Alternative Tastes	1
CULN248	Cooperative Education III	1

Fourth Semester

Choose: HIST101, HIST102, HUMT201 or HUMT202

Course #	Title	Credits:
	Choice of Course (3 Credits)	3
	General Education Course (3 credits)	3
	General Education Social Science Course (3 Credits)	3
CUBP222	Specialty Cakes	2
CUBP225	Classical Confections	2
CUBP250	Artistry in Chocolate	1
CULN288	Cooperative Education IV	1
	Total credits:	**60**

Culinary Arts, Associate in Applied Science

This degree offers training for culinary and food and beverage personnel for careers in the growing food service and hospitality industries. Students learn different styles and techniques for ordering, preparing and serving food, planning menus, incorporating computer technology, as well as working with an assortment of modern tools and equipment. Nearly 75% of the study will be "hands on" experience under the supervision of the faculty in the Academy's fully equipped modern facility.

Students are required to take the Placement Test and, if applicable, complete all mathematics and reading courses, with a C or better, up to and including MATH073-Introduction to Algebra I and ENGL080-Reading and Writing II. General Education courses may be taken as offered during the program.

For additional program information, please contact the Culinary department at (609) 343-4944.

Upon completion of this program students will be able to:

- Demonstrate professionalism and exceptional work ethics;
- Relate the importance of participation in community service activities;
- Perform effectively in teams;
- Identify environmental and conservation issues related to the culinary industries;
- Demonstrate knowledge and skills appropriate for entry-level culinary positions;
- Articulate the need and value of life-long learning as it relates to career goals;
- Compare and contrast traditional and non-traditional career opportunities;
- Identify industry expectations through on-the-job training;
- Identify industry sanitation standards;
- Evaluate the advantages of professional affiliations and ACF certification;
- Know and apply industry equipment safety standards;
- Apply basic cooking techniques;
- Create and defend daily sales abstract;
- Demonstrate organizational proficiency;
- Evaluate and interpret nutritional content of recipes;
- Articulate an understanding of cultural diversity

(*CULN - Fall* 2019)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits:
ENGL101	Composition I	3
ENGL102	Composition II	3

Mathematics-Science-Technology

Course #	Title	Credits:
	General Education Science Course (4 credits)	4
CISM125	Introduction to Computers	3

Social Science

Course #	Title	Credits:
	General Education Social Science Course (3 Credits)	3

Humanities

Choose: HIST101, HIST102, HUMT201 or HUMT202

Course #	Title	Credits:
	Choice of Course (3 Credits)	3

General Education Elective

Course #	Title	Credits:
	General Education Course (3 credits)	3

Program Courses

Course #	Title	Credits:
CUBP110	Foundations of the Bakeshop	2
CUBP120	Introduction to the Art of Pastry	2
CUBP210	Advanced Baking Techniques	2
CULA140	Operating the Successful Kitchen	2
CULN101	Introduction to the Culinary Profession	2
CULN108	Introduction to Sensory Evaluation & the Cold Foods Kitchen	2
CULN125	Kitchen Foundations: Stocks, Soups and Sauces	2
CULN130	Vegetables, Starches and Grains	2
CULN134	Breakfast Cookery	1
CULN140	Culinary Math and the Successful Chef	1
CULN158	Cooperative Education I	1
CULN165	Meat Cookery	2
CULN170	Poultry and Seafood Cookery	2
CULN175	Nutrition for Culinary Professionals	2
CULN188	Cooperative Education II	1
CULN225	Plant-Based Diets	1
CULN226	The Art of Charcuterie	2
CULN230	Contemporary Culinary Concepts	1
CULN232	Advanced Dining Room	2
CULN235	A la Carte Restaurant Production	2
CULN240	Street Foods of the World	1
CULN245	The Entrepreneurial Chef	1
CULN248	Cooperative Education III	1
CULN288	Cooperative Education IV	1

Recommended sequence of courses:

First Semester

Course #	Title	Credits:
ENGL101	Composition I	3
CULN101	Introduction to the Culinary Profession	2
CULN108	Introduction to Sensory Evaluation & the Cold Foods Kitchen	2
CULN125	Kitchen Foundations: Stocks, Soups and Sauces	2
CULN130	Vegetables, Starches and Grains	2
CULN134	Breakfast Cookery	1
CULN140	Culinary Math and the Successful Chef	1
CULN158	Cooperative Education I	1

Second Semester

Course #	Title	Credits:
CISM125	Introduction to Computers	3
CUBP110	Foundations of the Bakeshop	2
CULN165	Meat Cookery	2
CULN170	Poultry and Seafood Cookery	2
CULA140	Operating the Successful Kitchen	2
CULN175	Nutrition for Culinary Professionals	2
CULN188	Cooperative Education II	1

Third Semester

Course #	Title	Credits:
ENGL102	Composition II	3
	General Education Science Course (4 credits)	4
CUBP210	Advanced Baking Techniques	2
CUBP120	Introduction to the Art of Pastry	2
CULN225	Plant-Based Diets	1
CULN230	Contemporary Culinary Concepts	1
CULN226	The Art of Charcuterie	2
CULN248	Cooperative Education III	1

Fourth Semester

Choose: HIST101, HIST102, HUMT201 or HUMT202

Course #	Title	Credits:
	Choice of Course (3 Credits)	3
	General Education Course (3 credits)	3
	General Education Social Science Course (3 Credits)	3
CULN232	Advanced Dining Room	2
CULN235	A la Carte Restaurant Production	2
CULN240	Street Foods of the World	1
CULN245	The Entrepreneurial Chef	1
CULN288	Cooperative Education IV	1
	Total credits:	**60**

Food Service Management, Associate in Applied Science

Designed to provide the skills needed to manage a restaurant or food service outlet, this degree puts graduates on the track to manage food service operations, such as those in hospitals, corporate cafeterias, upscale fast food operations and chain restaurants. This can also be taken as a dual degree with Culinary Arts.

Students are required to take the Placement Test and, if applicable, complete all mathematics and reading courses, with a C or better, up to and including MATH073-Introduction to Algebra I and ENGL080-Reading and Writing II. General Education courses may be taken as offered during the program.

For additional program information, please contact the Culinary department at (609) 343-4944.

Upon completion of this program students will be able to:

- Demonstrate professionalism and exceptional work ethics;
- Relate the importance of participation in community activities;
- Perform effectively in teams;
- Identify environmental and conservation issues related to the culinary industries;
- Demonstrate knowledge and skills appropriate for entry-level culinary positions;
- Articulate the need and value of life-long learning as it relates to career goals;
- Compare and contrast traditional and non-traditional career opportunities;
- Identify industry expectations through on-the-job training;
- Identify industry sanitation standards;
- Demonstrate effective communication and computation skills;
- Demonstrate industry equipment safety standards;
- Demonstrate organizational proficiency;
- Articulate an understanding of cultural diversity.

(CFSM-Fall 2019)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits:
ENGL101	Composition I	3
ENGL102	Composition II	3

Mathematics-Science-Technology

Course #	Title	Credits:
	General Education Science Course (4 credits)	4
CISM125	Introduction to Computers	3

Social Science

Course #	Title	Credits:
	General Education Social Science Course (3 Credits)	3

Humanities

Choose: HIST101, HIST102, HUMT201 or HUMT202

Course #	Title	Credits:
	Choice of Course (3 Credits)	3

General Education Elective

Course #	Title	Credits:
	General Education Course (3 credits)	3

Program Courses

Course #	Title	Credits:
CUBP110	Foundations of the Bakeshop	2
CULN101	Introduction to the Culinary Profession	2
CULN108	Introduction to Sensory Evaluation & the Cold Foods Kitchen	2
CULN125	Kitchen Foundations: Stocks, Soups and Sauces	2
CULN130	Vegetables, Starches and Grains	2
CULN134	Breakfast Cookery	1
CULN140	Culinary Math and the Successful Chef	1
CULN165	Meat Cookery	2
CULN170	Poultry and Seafood Cookery	2
HOSP134	Restaurant Operations	3
HOSP215	Beverage Operations: Wine, Beer and Spirits	3
HOSP250	Catering and Events Planning	3

Management Related Courses

Choose BUSN222 or HOSP205

Choose BUSN210 or HOSP225

Course #	Title	Credits:
ACCT130	Financial Accounting	4
BUSN202	Principles of Marketing	3
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3

Recommended sequence of courses:

First Semester

This sequence of courses presumes completion of all required developmental courses as suggested by the Placement Test in reading, writing and mathematics. Some courses can also be taken during the summer or online.

Course #	Title	Credits:
ENGL101	Composition I	3
CULN101	Introduction to the Culinary Profession	2
CULN108	Introduction to Sensory Evaluation & the Cold Foods Kitchen	2
CULN125	Kitchen Foundations: Stocks, Soups and Sauces	2
CULN130	Vegetables, Starches and Grains	2
CULN134	Breakfast Cookery	1
CULN140	Culinary Math and the Successful Chef	1

Second Semester

Choose BUSN222 or HOSP205

Course #	Title	Credits:
BUSN202	Principles of Marketing	3
ENGL102	Composition II	3
	Choice of Course (3 Credits)	3
CUBP110	Foundations of the Bakeshop	2
CULN165	Meat Cookery	2
CULN170	Poultry and Seafood Cookery	2

Third Semester

Choose BUSN210 or HOSP225

Course #	Title	Credits:
ACCT130	Financial Accounting	4
HOSP134	Restaurant Operations	3
HOSP215	Beverage Operations: Wine, Beer and Spirits	3
HOSP250	Catering and Events Planning	3
	Choice of Course (3 Credits)	3

Fourth Semester

Choose: HIST101, HIST102, HUMT201 or HUMT202

Course #	Title	Credits:
CISM125	Introduction to Computers	3
	General Education Course (3 credits)	3
	Choice of Course (3 Credits)	3
	General Education Science Course (4 credits)	4
	General Education Social Science Course (3 Credits)	3
	Total credits:	**60**

Baking and Pastry I, Certificate

This two semester certificate program is designed to provide students with career training for entry-level positions in baking and pastry. The certificate can also be used as a foundation for completing the Baking and Pastry Option in Culinary Arts, A.A.S. degree at the Academy of Culinary Arts.

For additional program information, please contact the Culinary department at (609) 343-4944.

Upon completion of this program students will be able to:

- Demonstrate an understanding of professionalism and exceptional work ethics;
- Work effectively in teams;
- Explain the environmental and conservation issues related to the culinary industries;
- Demonstrate the knowledge and skills appropriate for entry-level positions in the baking and pastry culinary field;
- Articulate the need and value of life-long learning as it relates to career goals;
- Compare and contrast traditional and non-traditional career opportunities;
- Demonstrate industry sanitation standards;
- Demonstrate industry equipment safety standards;
- Demonstrate effective communication and computation skills;
- Apply baking theories;
- Create classic and artisan yeast products, quick breads and puff dough;
- Create classical and decorative pastries;
- Evaluate and interpret menus and recipes in terms of human nutrition and apply principles in menu planning and food preparation;
- Apply basic culinary cooking methods.

(*BKPI-Fall* 2019)

General Education Courses

Communication

Course #	Title	Credits:
ENGL101	Composition I	3

Mathematics-Science-Technology

Course #	Title	Credits:
CISM125	Introduction to Computers	3

Program Courses

Course #	Title	Credits:
CUBP101	The Science Behind the Ingredients	2
CUBP110	Foundations of the Bakeshop	2
CUBP120	Introduction to the Art of Pastry	2
CUBP150	Plated Desserts	2
CUBP210	Advanced Baking Techniques	2
CUBP211	The Art of Bread Making	2
CUBP240	Borders, Piping and Runouts	1
CULN101	Introduction to the Culinary Profession	2
CULN108	Introduction to Sensory Evaluation & the Cold Foods Kitchen	2
CULN125	Kitchen Foundations: Stocks, Soups and Sauces	2
CULN140	Culinary Math and the Successful Chef	1
CULN158	Cooperative Education I	1
CULN175	Nutrition for Culinary Professionals	2
CULN188	Cooperative Education II	1

Recommended sequence of courses:

First Semester

Course #	Title	Credits:
ENGL101	Composition I	3
CULN101	Introduction to the Culinary Profession	2
CUBP101	The Science Behind the Ingredients	2
CUBP110	Foundations of the Bakeshop	2
CUBP210	Advanced Baking Techniques	2
CUBP120	Introduction to the Art of Pastry	2
CULN158	Cooperative Education I	1

Second Semester

Course #	Title	Credits:
CISM125	Introduction to Computers	3
CULN125	Kitchen Foundations: Stocks, Soups and Sauces	2
CUBP211	The Art of Bread Making	2
CUBP150	Plated Desserts	2
CULN108	Introduction to Sensory Evaluation & the Cold Foods Kitchen	2
CUBP240	Borders, Piping and Runouts	1
CULN140	Culinary Math and the Successful Chef	1
CULN175	Nutrition for Culinary Professionals	2
CULN188	Cooperative Education II	1
	Total credits:	**30**

Culinary Arts I, Certificate

This two semester certificate program is designed to provide students with career training for entry-level positions in the culinary industry. The Certificate can also be used as a foundation for completing the Culinary Arts, A.A.S. degree at the Academy of Culinary Arts.

For additional program information, please contact the Culinary department at (609) 343-4944.

Upon completion of this program students will be able to:

- Demonstrate professionalism and exceptional work ethics;
- Participate in community service activities;
- Work effectively in teams;
- Identify environmental and conservation issues related to the culinary industries;
- Demonstrate the knowledge and skills appropriate for entry-level positions in the culinary field;
- Practice life-long learning as it relates to career goals;
- Compare and contrast traditional and non-traditional career opportunities;
- Identify industry sanitation standards;
- Know and apply industry equipment safety standards;
- Apply basic cooking techniques, correctly interpret recipes and procedures; and apply food safety in product preparations.
- Demonstrate effective communication and computation skills.

(*CULI-Fall* 2019)

General Education Courses

Communication

Course #	Title	Credits:
ENGL101	Composition I	3

Mathematics-Science-Technology

Course #	Title	Credits:
CISM125	Introduction to Computers	3

Program Courses

Course #	Title	Credits:
CUBP110	Foundations of the Bakeshop	2
CULA140	Operating the Successful Kitchen	2
CULN101	Introduction to the Culinary Profession	2
CULN108	Introduction to Sensory Evaluation & the Cold Foods Kitchen	2
CULN125	Kitchen Foundations: Stocks, Soups and Sauces	2
CULN130	Vegetables, Starches and Grains	2
CULN134	Breakfast Cookery	1
CULN140	Culinary Math and the Successful Chef	1
CULN158	Cooperative Education I	1
CULN165	Meat Cookery	2
CULN170	Poultry and Seafood Cookery	2
CULN175	Nutrition for Culinary Professionals	2
CULN235	A la Carte Restaurant Production	2
CULN188	Cooperative Education II	1

Recommended sequence of courses:

First Semester

Course #	Title	Credits:
ENGL101	Composition I	3
CULN101	Introduction to the Culinary Profession	2
CULN108	Introduction to Sensory Evaluation & the Cold Foods Kitchen	2
CULN125	Kitchen Foundations: Stocks, Soups and Sauces	2
CULN130	Vegetables, Starches and Grains	2
CULN134	Breakfast Cookery	1
CULN140	Culinary Math and the Successful Chef	1
CULN158	Cooperative Education I	1

Second Semester

Course #	Title	Credits:
CISM125	Introduction to Computers	3
CULN165	Meat Cookery	2
CULN170	Poultry and Seafood Cookery	2
CULA140	Operating the Successful Kitchen	2
CUBP110	Foundations of the Bakeshop	2
CULN175	Nutrition for Culinary Professionals	2
CULN235	A la Carte Restaurant Production	2
CULN188	Cooperative Education II	1

Total credits: 30

Preschool – Grade 3 Education, Associate in Arts

The Preschool to Grade 3 Education degree prepares students to work with children in early childhood centers and social service agencies. It provides the student with approved academic training for group teacher positions in state-licensed child care facilities. This program also provides a foundation of courses suitable for students interested in certification in early childhood education at a bachelor's degree level.

For further information about this degree, contact faculty advisor, Lisa Stein, at (609) 343-4960/lstein@atlantic.edu or contact area coordinator, Heather Boone, at (609) 343-4934 or hboone@atlantic.edu.

Upon completion of this program students will be able to:

- Analyze major theories of child development with emphasis on similarities and differences and the interaction of the four learning domains and models from infancy through age eight;
- Evaluate family and community characteristics in relation to their role in the economic, political and cultural institutions of society;
- Apply the goals, benefits and uses of assessment using observation, documentation and other appropriate assessment tools and approaches;
- Recognize and apply effective approaches, strategies and tools to positively influence children's development and learning;
- Articulate and uphold ethical standards and other professional guidelines and engage in informed advocacy for children and the profession;
- Document children's development and apply the documentation to curriculum development.

(*EDPR-Fall 2020*)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Choose: COMM110 or COMM120

Course #	Title	Credits:
ENGL101	Composition I	3
ENGL102	Composition II	3
	Choice of Course (3 Credits)	3

Mathematics-Science-Technology

First General Education Science Course: life science - BIOL

Second General Education Science Course: physical science - CHEM, ESCI, or PHYS

Course #	Title	Credits:
MATH220	Statistical Methods	4
	General Education Science Course (4 credits)	4
	General Education Science Course (4 credits)	4

Social Science

Course #	Title	Credits:
EDUC/ PSYC110	Child Development: Theory and Practice	4
SOCL101	Principles of Sociology	3

Humanities

Choose: ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100, SPAN111 or THEA110
(Select SPAN111 if you plan to transfer to Rutgers)

General Education Humanities course
(Select SPAN112 if you plan to transfer to Rutgers)

Choose: ENGL104, ENGL201, ENGL205, ENGL206, ENGL213 or ENGL214

Course #	Title	Credits:
	Choice of Course (3 Credits)	3
	General Education Humanities Course (3 Credits)	3
	Choice of Course (3 Credits)	3

History

Choose two: HIST101, HIST102, HIST103 or HIST104

Course #	Title	Credits:
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3

Diversity

Choose: GEOG102 or GEOG110

Course #	Title	Credits:
	Choice of Course (3 Credits)	3

Program Courses

Course #	Title	Credits:
EDUC101	Historical Foundations of American Education	3
CDCC/ EDUC103	Roles of the Early Childhood Professional	2
CDCC/ EDUC115	Planning the Preschool Curriculum	3
CDCC/ EDUC252 (formerly CDCC/ EDUC130)	Early Childhood Practicum	3
EDUC/ PSYC226	Psychology of Exceptionality	3

Technological Competency

(Is fulfilled with CISM125, CISM132, testing or reviewed departmental portfolio.)

Recommended sequence of courses:

First Semester

Choose: ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100, SPAN111 or THEA110

Course #	Title	Credits:
EDUC/ PSYC110	Child Development: Theory and Practice	4
CDCC/ EDUC103	Roles of the Early Childhood Professional	2
ENGL101	Composition I	3
	Choice of Course (3 Credits)	3
	General Education Science Course (4 credits)	4

Second Semester

Course #	Title	Credits:
MATH220	Statistical Methods	4
CDCC/ EDUC115	Planning the Preschool Curriculum	3
ENGL102	Composition II	3
SOCL101	Principles of Sociology	3

Third Semester

Choose: ENGL104, ENGL201, ENGL205, ENGL206, ENGL213 or ENGL214

Choose: HIST101, HIST102, HIST103 or HIST104

Choose: COMM110 or COMM120

Course #	Title	Credits:
EDUC/ PSYC226	Psychology of Exceptionality	3
	General Education Science Course (4 credits)	4
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3

Fourth Semester

Choose: HIST101, HIST102, HIST103, or HIST104

Choose: GEOG102 or GEOG110

Course #	Title	Credits:
EDUC101	Historical Foundations of American Education	3
CDCC/ EDUC252 (formerly CDCC/ EDUC130)	Early Childhood Practicum	3
	Choice of Course (3 Credits)	3
	General Education Humanities Course (3 Credits)	3
	Choice of Course (3 Credits)	3
	Total credits:	**60**

Engineering, Associate in Science

The Engineering, A.S. is focused on providing students with the first two years of a baccalaureate degree in engineering. The program is designed to educate students to meet the challenge of engineering in an ever-changing world and to foster understanding of universal topics in engineering. At the baccalaureate degree level, students can choose to specialize in one of the following engineering disciplines:

- Civil Engineering
- Industrial Engineering
- Mechanical Engineering

For additional program information, contact faculty advisor, Al Jou, at (609)343-4966 or ajou@atlantic.edu, or contact area coordinator, Michele Leacott, at (609)343-5044 or mleacott@atlantic.edu.

Upon completion of this program students will be able to:

- Define engineering and identify common engineering fields;
- Design engineering graphics;
- Identify the characteristics of forces and couples;
- Explain the concepts of stress and strain;
- Describe kinematics and kinetics of particles and rigid bodies.

(ENGR-Fall 2021)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits:
ENGL101	Composition I	3
ENGL102	Composition II	3

Mathematics-Science-Technology

Course #	Title	Credits:
CHEM110	General Chemistry I	4
CISM125	Introduction to Computers	3
MATH155	Calculus I	4
PHYS225	General Physics I	4

Social Science

Choose: ECON110, PSYC101 or SOCL101

Course #	Title	Credits:
	Choice of Course (3 Credits)	3

Humanities

Course #	Title	Credits:
ENGL104	Introduction to Literature	3

General Education Elective

Choose: ARTS103, ARTS115, MUSC100, PSYC101, SOCL101 or THEA110

Course #	Title	Credits:
	Choice of Course (3 Credits)	3

Program Courses

Choose: ENGR203-Computing for Engineers or ENGR202-Mechanics of Materials

Course #	Title	Credits:
ENGR101	Introduction to Engineering	2
ENGR200	Engineering Design	3
ENGR201	Statics	3
ENGR204	Dynamics	3
MATH156	Calculus II	4
MATH255	Calculus III	4
MATH256	Differential Equations	4
PHYS226	General Physics II	4
	Choice of Course (3 Credits)	3

Recommended sequence of courses:

First Semester

Course #	Title	Credits:
CISM125	Introduction to Computers	3
ENGL101	Composition I	3
ENGR101	Introduction to Engineering	2
MATH155	Calculus I	4
PHYS225	General Physics I	4

Second Semester

Course #	Title	Credits:
ENGL102	Composition II	3
ENGL104	Introduction to Literature	3
ENGR200	Engineering Design	3
MATH156	Calculus II	4
PHYS226	General Physics II	4

Third Semester

Choose ECON110, PSYC101 or SOCL101

Course #	Title	Credits:
CHEM110	General Chemistry I	4
ENGR201	Statics	3
MATH255	Calculus III	4
	Choice of Course (3 Credits)	3

Fourth Semester

Choose ENGR202 or ENGR203

Choose ARTS103, ARTS115, PSYC101, SOCL101, MUSC100 or THEA110

Course #	Title	Credits:
ENGR204	Dynamics	3
MATH256	Differential Equations	4
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3
	Total credits:	**60**

English as a Second Language Program, Program

The English as a Second Language program is designed for students, whose native language is not English, who want to improve their ability to read, write, speak and understand American English, and who want to study at Atlantic Cape to earn a certificate or degree. The focus is on reading, writing, listening, speaking and American culture with emphasis on group interaction and active learning. Students practice writing at all levels and reading extensively. Instruction includes computer laboratory work, using the Internet, and language laboratory work, where appropriate. Class sizes are small with courses offered during the day and evening in the fall, winter, spring and summer.

Students are required to take the English as a Second Language Compass ESL Test. Students who are absent from the college for a period of more than 12 months must retake the Compass ESL Test to re-evaluate students' skills.

ESL program courses are designed in a numerical sequence. Students who have graduated from an American High School may place into ESLN080, an advanced level course taken in place of ESLN090/092. ESLN080 students will move directly into ESLN100 after successful completion of ESLN080. Students who are placed into ESLN100 are also required to take ESLN099. To exit the program, students must earn both a passing grade of C or better for ESLN100 and placement into an English Department course from the ESLN100 Exit Exam.

Upon completion of this program students will be able to:

- Demonstrate oral fluency in standard American English;
- Demonstrate aural fluency in standard American English;
- Demonstrate fluency in reading fiction, non-fiction and academic course work;
- Demonstrate fluency in a wide variety of writing.

Program Courses

See the Course Description section for course content

Required Courses

Course #	Title	Credits:
ESLN070	Intermediate ESL I	6
ESLN072	Intermediate ESL II	6
ESLN080	ESL Academic Foundations	12
ESLN090	Advanced ESL I	6
ESLN092	Advanced ESL II	6
ESLN099	Strategies for the American Classroom	3
ESLN100	Academic Reading and Writing	6

Optional Courses

ESLN075 - *(Required dependent on ESLN100 Exit Exam result.)*

ESLN094 - *(Required dependent on ESLN100 Exit Exam result.)*

Course #	Title	Credits:
ESLN071	Fundamentals of Pronunciation	3
ESLN074	Reading and Vocabulary	3
ESLN075	Fundamental English Grammar	3
ESLN091	Special Topics in American Culture	3
ESLN093	Advanced ESL: Listening and Speaking Skills	4
ESLN094	Advanced ESL: Grammar	3
ESLN095	American History and Citizenship	3
ESLN096	Advanced ESL: Listening and Speaking for the Workplace	3

Information

The offices of the English as a Second Language Program are located at the Charles D. Worthington Atlantic City Campus. **For information, contact the Admissions Desk at (609) 343-4878 or the ESL area coordinator, Gwen McIntyre, at (609) 343-4837 or gmcintyr@atlantic.edu.**

Adult Education - English as a Second Language

This program is funded by a grant from the New Jersey Department of Labor. The program offers free non-credit ESL classes for beginner speakers. Level 1 and 2 classes are offered in the morning and evening. For higher level students interested in college, the program offers College Pathways 3 and 4. These pre-college ESL courses provide students with the academic English skills they need to be successful in college. These classes are also free and textbooks are provided.

All ESL classes are offered at the Worthington Atlantic City campus. For more information, contact Barbara Kozek, Director, Adult Literacy at (609) 343-4713.

Total credits:	**45**

Environmental Science, Associate in Science

This degree can lead to a baccalaureate degree in environmental science or environmental studies at accredited colleges or universities. In consultation with an academic advisor; electives should be selected based on the student's interest, the requirements of the transfer institution or technician-level vocation opportunities. Some courses require pre-requisites, check course descriptions.

For information, contact faculty advisor, James Sacchinelli, at (609)343-4943 or jsacchin@atlantic.edu.

Upon completion of this program students will be able to:

- Develop work ethics that are effective and safe in a laboratory environment;
- Apply the scientific method to collect and interpret information;
- Experiment with laboratory and field equipment to obtain data;
- Analyze records of results and procedures;
- Discuss effectively, both orally and in writing;
- Analyze and evaluate problems critically.

(*ENVL-Fall 2020*)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits:
ENGL101	Composition I	3
ENGL102	Composition II	3

Mathematics-Science-Technology

MATH150-Pre-Calculus, MATH155-Calculus or MATH220-Statistical Methods

Course #	Title	Credits:
BIOL109	General Biology I	4
CHEM110	General Chemistry I	4
	Choice of Course (4 Credits)	4

Social Science

Course #	Title	Credits:
	General Education Social Science Course (3 Credits)	3

Humanities

Choose: ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110

Course #	Title	Credits:
	General Education Humanities Course (3 Credits)	3
	Choice of Course (3 Credits)	3

General Education Elective

Course #	Title	Credits:
	General Education Course (3 credits)	3

Program Requirements

Course #	Title	Credits:
ENVL200	Environmental Science	4
ENVL205	Ecology	4
ENVL221	Physical Geography	4

Program Electives

Choose 18 credits from the following:

PHYS125-College Physics I (offered fall only) or
PHYS225-General Physics I (**)

PHYS126-College Physics II (offered spring only) or
PHYS226-General Physics II (**)

Course #	Title	Credits:
AVIT185	Remote Sensing Using Unmanned Aircraft Systems	4
BIOL205	Genetics	4
BIOL110	General Biology II	4
BIOL250	Microbiology	4
CHEM111	General Chemistry II	4
CHEM210	Organic Chemistry I	4
CHEM211	Organic Chemistry II	4
ENGL224	Environmental Literature	3
GIST101	Introduction to Geographic Information Systems	4
GIST150	Geospatial Data Collection	4
MATH156	Calculus II	4
PHYS125	College Physics I	4
PHYS225	General Physics I	4
PHYS126	College Physics II	4
PHYS226	General Physics II	4
TCOM125	Technical Communication	3

*Technological Competency: 0-4 Credits

(Is fulfilled with CISM125 or CISM132, which may be taken as a General Education Elective, testing or reviewed departmental portfolio.

(**) Option should be chosen by referring to the transfer institution program/degree requirements and consulting with an academic advisor.

Recommended sequence of courses:

First Semester

Choose MATH150, MATH155 or MATH220

Course #	Title	Credits:
ENGL101	Composition I	3
BIOL109	General Biology I	4
CHEM110	General Chemistry I	4
	Choice of Course (4 Credits)	4
	General Education Social Science Course (3 Credits)	3

Second Semester

Choose ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110

Course #	Title	Credits:
ENGL102	Composition II	3
	Choice of Course (3 Credits)	3
	General Education Humanities Course (3 Credits)	3
	Program Elective Course (4 Credits)	4
	Program Elective Course (4 Credits)	4

Third Semester

Course #	Title	Credits:
ENVL200	Environmental Science	4
ENVL205	Ecology	4
	Program Elective Course (4 Credits)	4

Fourth Semester

Course #	Title	Credits:
ENVL221	Physical Geography	4
	General Education Course (3 credits)	3
	Program Elective Course (3 Credits)	3
	Program Elective Course (3 Credits)	3
	Total credits:	**60**

Studio Arts, Associate in Arts

The Studio Arts degree emphasizes the exploration of the various modes of fine and digital art, with special attention placed upon the development of a portfolio and it prepares the student for transfer to a four-year institution or art school. This degree can lead to a baccalaureate in fine arts or art education. Careers in fine arts studio practices, graphic design, education and various related fields can be pursued with this study.

For information, contact area coordinator, Dr. Augustine Nigro, at (609)343-5022 or anigro@atlantic.edu.

Upon completion of this program students will be able to:

- Apply studio practices in both two and three dimensional media;
- Apply basic design skills to original works of art;
- Demonstrate proficiency in manual and digital skills;
- Analyze in speech, reading and writing, works of art, including one's own, using terminology appropriate to form, function, and principles and elements of art;
- Demonstrate sound practices in the production of fine and digital art.

(SART-Fall 2020)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Choose COMM110 or COMM120

Course #	Title	Credits:
ENGL101	Composition I	3
ENGL102	Composition II	3
	Choice of Course (3 Credits)	3

Mathematics-Science-Technology

MATH122-College Algebra or higher General Education Mathematics course

General Education Mathematics or Science course

Course #	Title	Credits:
	Choice of Course (4 Credits)	4
	General Education Science Course (4 credits)	4
	Choice of Course (4 Credits)	4

Social Science

Course #	Title	Credits:
PSYC101	General Psychology	3
SOCL101	Principles of Sociology	3

Humanities

Choose: ARTS103, ARTS108, ARTS109 or ARTS115

Choose: ENGL104, ENGL201, ENGL205, ENGL206, ENGL213 or ENGL214

Course #	Title	Credits:
	Choice of Course (3 Credits)	3
	General Education Humanities Course (3 Credits)	3
	Choice of Course (3 Credits)	3

History

Choose two: HIST101, HIST102, HIST103 or HIST104

Course #	Title	Credits:
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3

Diversity

Choose ANTH103, ENGL201, GEOG102, GEOG110, PHIL105, PHIL106, PHIL111 or RELG110

Course #	Title	Credits:
	Choice of Course (3 Credits)	3

Program Requirements

Choose any 200-level ARTS course

Course #	Title	Credits:
ARTS100	Color and 2-D Design	3
ARTS110	Fundamental Drawing	3
	Choice of Course (3 Credits)	3

Program Electives - Fine Arts
Choose one set

Choose: ARTS128-Intro to Photographic Methods or ARTS135-Art with Computers

Course #	Title	Credits:
ARTS112	Introduction to Ceramics	3
	Choice of Course (3 Credits)	3

Program Electives - Digital Arts
Choose one set

Choose: ARTS116-Graphic Design or ARTS128-Intro to Photographic Processes

Course #	Title	Credits:
ARTS135	Art with Computers	3
	Choice of Course (3 Credits)	3

Technological Competency

(Is fulfilled with CISM125, CISM132, testing or reviewed departmental portfolio.)

Recommended sequence of courses:

First Semester

Choose General Education Mathematics or Science Course

Course #	Title	Credits:
ARTS100	Color and 2-D Design	3
ARTS110	Fundamental Drawing	3
ENGL101	Composition I	3
	Choice of Course (4 Credits)	4

Second Semester

Choose ARTS112 (if Fine Arts) or ARTS135 (if Digital Arts)

Choose ARTS103, ARTS108, ARTS109 or ARTS115

Gen Ed MATH122 or higher Gen Ed. Math course

Choose COMM110 or COMM120

Course #	Title	Credits:
ENGL102	Composition II	3
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3
	Choice of Course (4 Credits)	4
	Choice of Course (3 Credits)	3

Third Semester

Choose ARTS128 or ARTS135 (if Fine Arts) or ARTS116 or ARTS128 (if Digital Arts)

Choose two: HIST101, HIST102, HIST103, HIST104

Course #	Title	Credits:
PSYC101	General Psychology	3
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3
	General Education Humanities Course (3 Credits)	3

Fourth Semester

Choose 200-level ARTS course

Choose ENGL104, ENGL201, ENGL205, ENGL206, ENGL213 or ENGL214

Choose ANTH103, ENGL201, GEOG102, GEOG110, PHIL105, PHIL106, PHIL111 or RELG110

Course #	Title	Credits:
SOCL101	Principles of Sociology	3
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3
	General Education Science Course (4 credits)	4
	Choice of Course (3 Credits)	3
	Total credits:	**60**

Fine Arts Studies, Associate in Fine Arts

The Fine Arts degree provides students who may not be interested in transferring to a baccalaureate program, with a solid foundation in the visual arts. Strong emphasis is given to the development of artistic skills and production of various types of 2 and 3 dimensional, digital and traditional fine art, while building a strong foundation in art history, reading and writing. Students will explore a variety of fine arts production methods and studio techniques. Upon graduation, students will have developed a portfolio and the skills to display at the professional level; this may lead them to exhibition opportunities or to an entry-level position in the field of art.

For information, contact area coordinator, Dr. Augustine Nigro, at (609)343-5022 or anigro@atlantic.edu.

Upon completion of this program students will be able to:

- Apply studio practices in 2 and 3 dimensional media;
- Demonstrate proficiency in manual and digital skills;
- Apply basic design skills to original works of art;
- Analyze in speech, reading and writing, works of art, including one's own, using terminology appropriate to form, function, and principles and elements of art;
- Prepare and promote art for portfolio, exhibition, employment, and/or transfer.

(FIAS-Fall 2018)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits:
ENGL101	Composition I	3
ENGL102	Composition II	3

Mathematics-Science-Technology

Course #	Title	Credits:
	General Education Mathematics Course (4 Credits)	4
	General Education Science Course (4 credits)	4
CISM125	Introduction to Computers	3

General Education Elective

General Education Humanities or General Education Social Science

Course #	Title	Credits:
	General Education Humanities Course (3 Credits)	3
	General Education Social Science Course (3 Credits)	3

Program Requirements

COMM110-Interpersonal Communication or COMM120-Public

Course #	Title	Credits:
ARTS100	Color and 2-D Design	3
ARTS108	Art History from Ancient Times to the Gothic Period	3
ARTS109	Art History from the Renaissance to the Modern Era	3
ARTS110	Fundamental Drawing	3
ARTS112	Introduction to Ceramics	3
ARTS128	Introduction to Photographic Methods	3
ARTS135	Art with Computers	3
ARTS290	Fine Arts Capstone Portfolio	1
	Choice of Course (3 Credits)	3

Program Electives

Choose two, 200-level ARTS courses

Course #	Title	Credits:
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3

Liberal Arts Electives

ARTS or COMM courses preferred

Course #	Title	Credits:
	Liberal Arts Elective (3 credits)	3
	Liberal Arts Elective (3 credits)	3
	Liberal Arts Elective (3 credits)	3

Recommended sequence of courses:

First Semester

Course #	Title	Credits:
ARTS100	Color and 2-D Design	3
ARTS110	Fundamental Drawing	3
CISM125	Introduction to Computers	3
ENGL101	Composition I	3
	General Education Science Course (4 credits)	4

Second Semester

Choose COMM110 or COMM120

Course #	Title	Credits:
ARTS108	Art History from Ancient Times to the Gothic Period	3
ARTS112	Introduction to Ceramics	3
ENGL102	Composition II	3
	General Education Mathematics Course (4 Credits)	4
	Choice of Course (3 Credits)	3

Third Semester

Gen Ed Humanities or Social Science course

Choose 200-level ARTS course

Course #	Title	Credits:
ARTS109	Art History from the Renaissance to the Modern Era	3
ARTS128	Introduction to Photographic Methods	3
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3
	Liberal Arts Elective (3 credits)	3

Fourth Semester

Choose 200-level ARTS course

Course #	Title	Credits:
ARTS135	Art with Computers	3
ARTS290	Fine Arts Capstone Portfolio	1
	Liberal Arts Elective (3 credits)	3
	Liberal Arts Elective (3 credits)	3
	Choice of Course (3 Credits)	3
	Total credits:	**60**

Fine Arts Series, Professional Series

This series is designed for the person who is interested in gaining the basic skills of studio art practices. The selected courses familiarize the student with common fundamental 2 and 3 dimensional fine arts applications. All courses in the series are offered in traditional delivery. Credits earned can be applied towards the Studio Arts, A.A. degree or the Fine Arts Studies, A.F.A.

For information, contact faculty advisor, Cheryl Knowles-Harrigan, at (609)343-4993 or cknowles@atlantic.edu.

Upon completion of this program students will be able to:

- Apply rudimentary studio practices in both two and three dimensional media;
- Develop design skills to two and three-dimensional art forms;
- Demonstrate an elementary proficiency in manual skills;
- Begin to analyze works of art including one's own, in writing and speech using terminology appropriate to form, function, and principles and elements of art;
- Demonstrate safe practices in the production of studio art.

(*ZFAP)*

Courses
Choose any 200-level ARTS course

Course #	Title	Credits:
ARTS100	Color and 2-D Design	3
ARTS110	Fundamental Drawing	3
ARTS112	Introduction to Ceramics	3
	Choice of Course (3 Credits)	3
	Total credits:	**12**

General Studies, Associate in Science

Designed for students who are undecided about a career and who wish to explore different fields, this program can lead to various baccalaureate degrees. Nearly three-quarters of the required courses are traditional liberal arts and easily transfer to four-year institutions. The remaining courses can be in any subject area, but students should be aware that courses in specific career areas may not easily transfer.

It is important that students meet with an advisor to choose their courses, based on their career plans. It is recommended that they take the elective courses in their first two semesters in order to best explore various career possibilities. Students take basic General Education courses, which they can use to transfer to a four-year institution. Should they decide on a specific career area, they may apply them to an Associate in Applied Science degree.

For information, contact area coordinator, Gwen McIntyre, at (609)343-4837 or gmcintyr@atlantic.edu.

Upon completion of this program students will be able to:

- Practice effective written and oral communication skills as well as problem-solving and analytical skills;
- Apply scientific and mathematical concepts and models;
- Demonstrate ethical awareness, including fostering increased understanding of human behavior and social institutions;
- Evaluate and think critically about information sources and their relevance.

(*GEST-Fall 2021*)

General Education Courses
When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits:
ENGL101	Composition I	3
ENGL102	Composition II	3

Mathematics-Science-Technology

General Education Mathematics, Science or Technology course

Course #	Title	Credits:
	General Education Mathematics Course (4 Credits)	4
	General Education Science Course (4 credits)	4
	Choice of Course (4 Credits)	4

Social Science

Choose: PSYC101 or SOCL101

Course #	Title	Credits:
	Choice of Course (3 Credits)	3

Humanities

Choose: ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110

Course #	Title	Credits:
PHIL110	Introduction to Ethics	3
	Choice of Course (3 Credits)	3

General Education Elective

Course #	Title	Credits:
	General Education Course (3 credits)	3

Program Courses

Choose: COMM110-Interpersonal Communication or COMM120-Public Speaking

200-level PSYC or SOCL course

200-level History (HIST) course

200-level Literature (ENGL) course

Course #	Title	Credits:
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3

Free Electives

(Recommended) Select one of the following language sequences (2 courses):

- SPAN111 and SPAN112
- FREN111 and FREN112
- ITAL111 and ITAL112
- SGNL101 and SGNL102 (check transferability to 4-yr. institutions)

*Technological Competency: 0-4 Credits

(Is fulfilled with CISM125 or CISM132, which may be taken as a Free Elective, General Education Elective, testing or reviewed departmental portfolio.)

Recommended sequence of courses:

First Semester

Choose PSYC101 or SOCL101

Free Elective Choose any college-level course

Free Elective Choose any college-level course

Course #	Title	Credits:
ENGL101	Composition I	3
	General Education Mathematics Course (4 Credits)	4
	Choice of Course (3 Credits)	3
	Free Elective (3 Credits)	3
	Free Elective (3 Credits)	3

Second Semester

Choose COMM110 or COMM120

Choose General Education elective course (*Recommended: PSYC101 or SOCL101, course not taken as Gen. Ed. Social Science*)

Free Elective Choose any college-level course

Course #	Title	Credits:
ENGL102	Composition II	3
	Choice of Course (3 Credits)	3
	General Education Science Course (4 credits)	4
	Choice of Course (3 Credits)	3
	Free Elective (3 Credits)	3

Third Semester

Gen Ed Mathematics, Science, or Technology course

Choose ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110

Gen Ed 200-level Social Science course

Choose 200-level History (HIST) course

Free Elective Choose any college-level course

Course #	Title	Credits:
	Choice of Course (4 Credits)	4
	Choice of Course (3 Credits)	3
	General Education Social Science Course (3 Credits)	3
	Choice of Course (3 Credits)	3
	Free Elective (3 Credits)	3

Fourth Semester

Choose 200-level Literature (ENGL) course

Free Elective Choose any college-level course

Free Elective Choose any college-level course

Course #	Title	Credits:
	General Education Humanities Course (3 Credits)	3
	Choice of Course (3 Credits)	3
	Free Elective (3 Credits)	3
	Free Elective (3 Credits)	3
	Total credits:	**60**

Health Information Technology, Associate in Applied Science

The Atlantic Cape Community College Health Information Technology (HIT) program is offered in collaboration with Camden County College. Students complete the general education and program courses (pre-professional phase) at Atlantic Cape. Upon acceptance, students will complete the professional phase of the program at Camden County College.

The professional phase of the program, conducted by Camden County College, requires a separate application and an interview with the Health Information Technology Program Director at Camden. Each course required for the Atlantic Cape Community College Health Information Technology (HIT) program (pre-professional phase) must be completed with a grade of "C" or better.

For additional information, please contact Myrna Morales Keklak at (609)-343-5033 or mkeklak@atlantic.edu. For questions about the Professional Phase of the program please contact Linda Mesko, Camden County College, at (856) 968-1331 or lmesko@camdencc.edu.

Upon completion of this program students will be able to:

- Compute, interpret and analyze healthcare statistics.
- Gather, interpret, analyze and monitor data used for quality management and performance improvement programs that relate to Health Information Technology and Health Information Management.
- Analyze and validate coding and coding data for accuracy and compliance with federal and coding guidelines.

 (*HITT - Fall 2020*)

Atlantic Cape Community College Courses Pre-Professional Phase - 37 credits

General Education Courses - Communication

Course #	Title	Credits:
ENGL101	Composition I	3
ENGL102	Composition II	3

Mathematics-Science-Technology

Course #	Title	Credits:
BIOL109	General Biology I	4
BIOL220	Human Anatomy and Physiology I	4
BIOL221	Human Anatomy and Physiology II	4

Diversity

Choose: ANTH103-Cultural Anthropology, ENGL201-World Literature, GEOG102-Cultural Geography, GEOG110-World Geography, or RELG110-World Religion

Course #	Title	Credits:
	Choice of Course (3 Credits)	3

Program Courses

Course #	Title	Credits:
CISM125	Introduction to Computers	3
HESC110 (Formerly ALHT110)	Comprehensive Medical Terminology	3
HITT101	Introduction to Health Information	3
HITT132	Basic Pharmacology	3
MATH220	Statistical Methods	4

Camden County College Courses Professional Phase - 35 credits

All professional phase coursework is completed online through Camden County College.

Program Courses

Course #	Title	Credits:
HIT110	Health Informatics	4
HIT115	Healthcare Reimbursement	3
HIT130	Introduction to Ambulatory Coding	3
HIT134	Basic Pathophysiology	3
HIT140	Diagnostic & Procedural Coding I	3
HIT150	Technical Practice Experience	1
HIT202	Statistical Methods for Health Information	3
HIT205	Legal & Ethical Issues in HIT	2
HIT215	Advanced Ambulatory Coding	3
HIT235	Organizational Resources, QI and PI	4
HIT240	Diagnostic and Procedural Coding II	4
HIT220	Professional Practice Experience	2

Recommended sequence of courses:

Pre-Professional Phase - First Year Atlantic Cape Community College Courses

Summer

Course #	Title	Credits:
BIOL109	General Biology I	4

First Semester - Fall

Course #	Title	Credits:
ENGL101	Composition I	3
BIOL220	Human Anatomy and Physiology I	4
CISM125	Introduction to Computers	3
HESC110 (Formerly ALHT110)	Comprehensive Medical Terminology	3
HITT101	Introduction to Health Information	3

Second Semester - Spring

Choose ANTH103, ENGL201, GEOG102, GEOG110, or RELG110

Course #	Title	Credits:
ENGL102	Composition II	3
BIOL221	Human Anatomy and Physiology II	4
MATH220	Statistical Methods	4
	Choice of Course (3 Credits)	3
HITT132	Basic Pharmacology	3

Professional Phase - Second Year Camden County College Courses

Third Semester - Fall

Course #	Title	Credits:
HIT110	Health Informatics	4
HIT115	Healthcare Reimbursement	3
HIT130	Introduction to Ambulatory Coding	3
HIT134	Basic Pathophysiology	3
HIT140	Diagnostic & Procedural Coding I	3
HIT150	Technical Practice Experience	1

Fourth Semester - Spring

Course #	Title	Credits:
HIT205	Legal & Ethical Issues in HIT	2
HIT202	Statistical Methods for Health Information	3
HIT215	Advanced Ambulatory Coding	3
HIT235	Organizational Resources, QI and PI	4
HIT240	Diagnostic and Procedural Coding II	4
HIT220	Professional Practice Experience	2
	Total credits:	**72**

Health Science, Associate in Science

The Health Science degree offers a variety of opportunities for the student interested in a healthcare career. The program offers the courses that meet the prerequisites for the Nursing A.A.S. and Radiologic Technology A.A.S. degrees. It also includes the foundation coursework for students who wish to transfer to a baccalaureate degree in a healthcare specialty such as Health Administration, Public Health, and post-RN nursing degrees. Since there are different academic and career options available in this program, it is strongly recommended that the student seek advisement.

*Licensed/Certified Healthcare Professionals
The Health Science degree also provides an opportunity for eligible healthcare professionals to complete a college degree. Students who possess a current and unencumbered license or certificate in a healthcare field but have not previously earned a college degree or who are enrolled in a healthcare program which leads to licensing or certification but does not offer a college degree may be eligible. This includes students with certificates or licensing as Cardiopulmonary Technicians, Certified EKG Technicians, Certified Emergency Medical Technicians, Certified Home Health Aides, Certified Medical Assistants, Certified Nursing Assistants, Certified Patient Care Technicians, Certified Phlebotomy Technicians, Licensed Dental Assistants, Licensed Practical Nurses, Military Medics and graduates of hospital-based Nursing, Radiology, and Respiratory Therapy programs. Upon presentation of the appropriate evidence and completion of the degree course work with a GPA of 2.0 or better, students may receive up to 14 credits toward the Health Science degree for previously completed professional level education leading to licensing or certification. The remainder of the curriculum combines general education with a core of science and healthcare courses.

 For further information, contact assistant dean, Myrna Morales Keklak at (609)343-5033 or mkeklak@atlantic.edu.

Upon completion of this program students will be able to:

- Effectively and appropriately communicate current health-related ideas, controversial issues, and resolutions to a wide range of audiences using correct medical science terminology;
- Demonstrate the effective problem solving and critical thinking skills required for professional health science practices;
- Demonstrate knowledge of and the appropriate application of ethical standards of healthcare to all professional practices;
- Apply the standards and practices of current professional healthcare by pursuing life-long learning.

(*HESI-Fall 2021*)

General Education Courses
When a course is not specified, refer to the list of approved General Education courses.

Communication
*

Course #	Title	Credits:
ENGL101	Composition I	3
ENGL102	Composition II	3

Mathematics-Science-Technology
CHEM100-Intro to College Chemistry or CHEM110-General Chemistry I or BIOL109-General Biology

Choose: MATH122-College Algebra, MATH150-Precalculus or MATH220-Statistical Methods

Course #	Title	Credits:
	Choice of Course (4 Credits)	4
BIOL220	Human Anatomy and Physiology I	4
	Choice of Course (4 Credits)	4

Social Science
Course #	Title	Credits:
PSYC101	General Psychology	3
SOCL101	Principles of Sociology	3

Humanities

Choose: HIST101-Heritage of the Western World, HIST102-Heritage of the Western World II, HIST103-U.S. History I or HIST104-U.S. History II

Course #	Title	Credits:
	General Education Humanities Course (3 Credits)	3
	Choice of Course (3 Credits)	3

Program Courses

Course #	Title	Credits:
BIOL250	Microbiology	4
HESC108 (Formerly ALHT108)	Fundamentals of Nutrition	3
HESC110 (Formerly ALHT110)	Comprehensive Medical Terminology	3
BIOL/PHIL104	Bioethics: Realities of the New Millennium	3
PSYC225	Human Development	3

Free Electives

Take 14 credits of Free Electives

Technological Competency

(Is fulfilled with CISM125 or CISM132, which may be taken as a Free Elective, testing or reviewed departmental portfolio.)

Recommended sequence of courses:

First Semester

Choose CHEM100, CHEM110 or BIOL109

Course #	Title	Credits:
ENGL101	Composition I	3
PSYC101	General Psychology	3
SOCL101	Principles of Sociology	3
	Choice of Course (4 Credits)	4

Second Semester

Course #	Title	Credits:
BIOL220	Human Anatomy and Physiology I	4
ENGL102	Composition II	3
HESC108 (Formerly ALHT108)	Fundamentals of Nutrition	3
HESC110 (Formerly ALHT110)	Comprehensive Medical Terminology	3
PSYC225	Human Development	3

Third Semester

Choose MATH122, MATH150 or MATH220

Choose HIST101, HIST102, HIST103 or HIST104

Course #	Title	Credits:
BIOL250	Microbiology	4
	Choice of Course (4 Credits)	4
BIOL/PHIL104	Bioethics: Realities of the New Millennium	3
	General Education Humanities Course (3 Credits)	3
	Choice of Course (3 Credits)	3

Fourth Semester

Take 14 credits from Free Electives

Course #	Title	Credits:
	Free Elective (3 Credits)	3
	Total credits:	**60**

Hospitality Management, Associate in Applied Science

The hospitality industry is the number one employer in Atlantic County. This degree, coupled with experience prepares students for management careers in hospitality including hotels, restaurants, casinos, and other hospitality and tourism related businesses.

In addition to hotel management courses, students are exposed to a variety of courses in business administration, which enable them to make appropriate business decisions.

In their final semester, students are required to complete a mandatory 135-hour internship in a hospitality-related business.

Many classes are scheduled in three-hour blocks to reduce travel time. Transfer credits are accepted pending approval from the Admissions Office. The degree can be earned part-time.

For information, contact area coordinator, Dr. Karl Giulian, at (609)343-4996 or kgiulian@atlantic.edu.

Upon completion of this program students will be able to:

- Identify and use quantitative skills to make appropriate business decisions;
- Discuss human behavior theories and societal influences impacting the hospitality industry;
- Demonstrate effective communication in writing, reading, listening and speaking;
- Describe and demonstrate examples of exemplary customer service;
- Illustrate safe food handling and responsible alcohol service;
- Utilize computer software and online resources;
- Develop solutions to current hospitality operational problems;
- Demonstrate ethical behaviors in professional situations;
- Analyze workplace problems and formulate solutions

(*HOSP-FALL 2020*)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits:
COMM120	Public Speaking	3
ENGL101	Composition I	3
ENGL102	Composition II	3

Mathematics-Science-Technology

Choose two: General Education Mathematics or Science courses

Course #	Title	Credits:
	Choice of Course (4 Credits)	4
	Choice of Course (4 Credits)	4

Social Science

Course #	Title	Credits:
	General Education Social Science Course (3 Credits)	3

Program Courses

Choose: BUSN or HOSP course

Choose: BUSN210 or HOSP225

Course #	Title	Credits:
ACCT130	Financial Accounting	4
BUSN222	Principles of Management	3
HOSP100	Orientation to Hospitality and Tourism	3
HOSP132	Food Service Sanitation	1
HOSP134	Restaurant Operations	3
HOSP200	Hotel Operations	4
HOSP/ BUSN205	Human Resources Management	3
HOSP250	Catering and Events Planning	3
HOSP265 (formerly, HOSP150)	Hospitality Sales and Marketing	3
HOSP295	Internship in Hospitality Management	4
HOSP299	Seminar in Hospitality Management	3
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3

Technological Competency

(Is fulfilled with CISM125 or CISM132, testing or reviewed departmental portfolio.

*If you are planning on transferring to a four-year institution, it is strongly recommended that you take MATH150-Precalculus or MATH155-Calculus I and speak with an advisor.

Recommended sequence of courses:

First Semester

Choose Gen Ed Mathematics or Science Course

Course #	Title	Credits:
BUSN222	Principles of Management	3
ENGL101	Composition I	3
HOSP100	Orientation to Hospitality and Tourism	3
	Choice of Course (4 Credits)	4
	General Education Social Science Course (3 Credits)	3

Second Semester

**Includes summer and/or winter session options

Course #	Title	Credits:
ACCT130	Financial Accounting	4
ENGL102	Composition II	3
HOSP132	Food Service Sanitation	1
HOSP134	Restaurant Operations	3
HOSP265 (formerly, HOSP150)	Hospitality Sales and Marketing	3

Third Semester

**Includes summer and/or winter session options

Choose Gen Ed Mathematics or Science Course

Course #	Title	Credits:
HOSP200	Hotel Operations	4
HOSP/ BUSN205	Human Resources Management	3
HOSP250	Catering and Events Planning	3
HOSP299	Seminar in Hospitality Management	3
	Choice of Course (4 Credits)	4

Fourth Semester

Choose BUSN210 or HOSP225

Choose BUSN or HOSP course

Course #	Title	Credits:
COMM120	Public Speaking	3
HOSP295	Internship in Hospitality Management	4
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3
	Total credits:	**60**

Hospitality Management, Certificate

The Hospitality Management Certificate program provides students with an opportunity to learn the essentials of Hospitality Management. This Certificate provides an opportunity for individuals transitioning to a hospitality related profession, current hospitality employees desiring upward mobility opportunities and students wishing to pursue an advanced degree to earn an industry recognized credential in a shorter period of time. Students in the Certificate program can choose to complete a hospitality internship as part of their elective coursework.

The Hospitality certificate includes six (6) credits of general education coursework. Credits earned in the Hospitality Certificate may be applied to an A.A.S. degree in Hospitality Management.

For further information, contact area coordinator, Dr. Karl Giulian, (609) 343-4996 or kguilian@atlantic.edu.

Upon completion of this program students will be able to:

- Utilize industry specific terminology;
- Discuss the functions of hotel departments and their operational interdependency;
- Describe safe food handling and responsible alcohol service;
- Explain the necessity of delivering exemplary customer service in the hospitality industry.

(*HMGT-Fall 2018*)

Communication

Course #	Title	Credits:
ENGL101	Composition I	3
COMM120	Public Speaking	3

Program Courses

Course #	Title	Credits:
HOSP100	Orientation to Hospitality and Tourism	3
HOSP132	Food Service Sanitation	1
HOSP200	Hotel Operations	4
HOSP/ BUSN205	Human Resources Management	3
HOSP250	Catering and Events Planning	3
HOSP265 (formerly, HOSP150)	Hospitality Sales and Marketing	3

Program Elective

Choose: BUSN or HOSP Electives

Course #	Title	Credits:
	Program Elective Course (3 Credits)	3
	Program Elective Course (3 Credits)	3
	Program Elective Course (3 Credits)	3
	Total credits:	**32**

Human Services, Associate in Science

An overview of the social service field, this degree presents the theoretical approaches to the development of human services and helps students explore careers in the social welfare system. Beginning skills are taught in some courses. Social Work education can begin at the Associate in Science level and may advance through a baccalaureate program, a master's degree and a doctorate in Social Work and/or related fields. Rewarding career possibilities exist at all levels. Jobs are available in family services, aging, health and mental health, addictions, disabilities and numerous other areas. This degree may be earned part-time.

For information, contact area coordinator, Heather Boone, at (609)343-4934 or hboone@atlantic.edu.

Upon completion of this program students will be able to:

- Describe the social and historical factors that have led to the development of the social welfare system in the United States;

- Explain the history and social position of the social work and human services fields;

- Apply basic intervention skills and strategies used in working with human service clients. Among these are the following: interviewing and counseling skills, data collection and assessment skills, problem-solving skills, referral skills, documentation skills and system change skills;

- Identify and explain public and private agencies, their services as well as how these services are organized and implemented;

- Explain key behavioral theories and rationales that guide intervention strategies;

- Communicate professionally and effectively concerning agencies, their work and clients

(*HUSV-Fall 2020*)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits:
ENGL101	Composition I	3
ENGL102	Composition II	3

Mathematics-Science-Technology

Choose: BIOL103-Biology of our World or BIOL118-The Human Body

(BIOL118 is recommended for students transferring to BSW programs.)

Course #	Title	Credits:
CISM125	Introduction to Computers	3
MATH220	Statistical Methods	4
	Choice of Course (4 Credits)	4

Social Science

Course #	Title	Credits:
ECON110	Macroeconomics	3
PSYC101	General Psychology	3
SOCL101	Principles of Sociology	3

Humanities

Choose: ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110

Course #	Title	Credits:
	Choice of Course (3 Credits)	3
	General Education Humanities Course (3 Credits)	3

Program Courses

Choose: GOVT101 or GOVT110

Choose two: ANTH103, GEOG102, HSRV141, HSRV142, HSRV143, HSRV144, HSRV145, PSYC204, PSYC212, PSYC214, SOCL200, SOCL202, SOCL206, SOCL207 or SOCL221

Course #	Title	Credits:
HSRV115	Introduction to Social Work and Human Services	3
HSRV116	Social Agency Skills and Processes	3
HSRV215	Internship in Human Services	4
PSYC135	Child Psychology	3
PSYC230	Psychology of Adulthood	3
SOCL203 (formerly SOCL110)	Social Inequality and Intergroup Relations	3
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3

Recommended sequence of courses:

First Semester

Course #	Title	Credits:
CISM125	Introduction to Computers	3
ENGL101	Composition I	3
HSRV115	Introduction to Social Work and Human Services	3
MATH220	Statistical Methods	4
SOCL101	Principles of Sociology	3

Second Semester

Choose BIOL103 or BIOL118

Course #	Title	Credits:
ECON110	Macroeconomics	3
ENGL102	Composition II	3
HSRV116	Social Agency Skills and Processes	3
PSYC101	General Psychology	3
	Choice of Course (4 Credits)	4

Third Semester

Choose ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110

Choose ANTH103, GEOG102, HSRV141, HSRV142, HSRV143, HSRV144, HSRV145, PSYC212, PSYC214, SOCL200, SOCL202, PSYC204, SOCL206, SOCL207 or SOCL221

Course #	Title	Credits:
	Choice of Course (3 Credits)	3
HSRV215	Internship in Human Services	4
PSYC135	Child Psychology	3
SOCL203 (formerly SOCL110)	Social Inequality and Intergroup Relations	3
	Choice of Course (3 Credits)	3

Fourth Semester

Choose GOVT101 or GOVT110

Choose ANTH103, GEOG102, HSRV141, HSRV142, HSRV143, HSRV144, HSRV145, PSYC204, PSYC212, PSYC214, SOCL200, SOCL202, SOCL206, SOCL207 or SOCL221

Course #	Title	Credits:
	Choice of Course (3 Credits)	3
PSYC230	Psychology of Adulthood	3
	General Education Humanities Course (3 Credits)	3
	Choice of Course (3 Credits)	3
	Total credits:	**60**

Human Services, Certificate

This certificate is a collaborative effort between the New Jersey departments of Human Services (DHS) and Children and Families (DCF), the New Jersey Community College Consortium for Workforce and Economic Development (NJCCCWED) and New Jersey community colleges for a career ladder certificate program. It is designed exclusively for DHS and DCF clerical and support staff who have completed the career ladders program and wish to obtain a college certificate and/or pursue a degree in human services.

The certificate program includes 18 credit hours of Atlantic Cape general education and program courses and 12 credit hours for one of three previously earned Career Ladders certifications in the child protective services field, the mental health field or the disability services field.

For further information, contact faculty advisor, Donna Marie McElroy, at dmcelroy@atlantic.edu or (609)343-5677, or contact the Social Science area coordinator, Heather Boone, at (609)343-4934 or hboone@atlantic.edu.

(*HSVC-Spring 2010*)

Communication
COMM110-Interpersonal Communication or
COMM120-Public Speaking

Course #	Title	Credits:
ENGL101	Composition I	3
	Choice of Course (3 Credits)	3

Social Science

Course #	Title	Credits:
PSYC101	General Psychology	3
SOCL101	Principles of Sociology	3

Program Courses

Course #	Title	Credits:
HSRV115	Introduction to Social Work and Human Services	3
HSRV116	Social Agency Skills and Processes	3

NJDHS Certificate in Child Protective Services, Mental Health or Disability Services

	Total credits:	30

Addiction Counseling Specialist, Professional Series

The Addiction Counseling Specialist Series is designed for those interested in a career as substance abuse counselors or those in other human service fields seeking more knowledge about working with chemically dependent persons. The series consists of a general helping skills course along with five addiction counseling-specific courses.

The courses follow the domain topics as prescribed by the Addiction Professional Certification Board of New Jersey, Inc. and can be used toward completion of the requirements for a CADC (Certified Alcohol and Drug Counselor). There are additional requirements for CADC, including 3,000 hours of related work experience at a drug and alcohol addiction treatment program. Students must also pass a State administered oral and written examination. Addition program information can be found online at www.atlantic.edu.

For information, contact area coordinator, Heather Boone, at (609)343-4934 or hboone@atlantic.edu.

Upon completion of this program students will be able to:

- Demonstrate interviewing, assessment and listening skills through role-playing;
- Identify the major drugs of abuse and Federal schedules, or classification, of the primary substances of abuse, including alcohol;
- Define psychopharmacology and the effects of various drugs of abuse on the major physiological body systems;
- Describe the various treatment modalities including self-help groups, group counseling, family counseling, and psychotherapies;
- Identify guidelines for the process of ethical decision-making according to the NAADAC Code of Ethics.

(*ZADS*)

Courses

Course #	Title	Credits:
HSRV116	Social Agency Skills and Processes	3
HSRV141	Assessment Skills in Addiction Counseling	3
HSRV142	Counseling Skills in Addiction Counseling	3
HSRV143	Case Management with Addicted Populations	3
HSRV144	Client Education with Addicted Populations	3
HSRV145	Professional Issues in Addiction Counseling	3
	Total credits:	**18**

Human Resources Professional, Professional Series

This series is designed to provide students with the knowledge needed for entry-level human resources and/or supervisory positions. Students are provided with a foundation of management functions and practices, including human resources, ethics and employment law. This series can be completed in less than one year. Credits earned can be applied towards an A.A.S. degree in Business Administration.

For information, contact the area coordinator, Dr. Karl Giulian, at (609)343-4996 or kgiulian@atlantic.edu.

Upon completion of this program students will be able to:

- Explain the human resource management process and its importance to organizational effectiveness;
- Identify the different levels, roles and functions of managers;
- Compare and contrast the external and internal environments that impact management;
- Discuss ethical issues more clearly, critically and logically;
- Examine leadership theories, models and perspectives within a variety of workplace situations and organizational cultures;
- Articulate an understanding of power, influence and change as related to leadership styles.

(ZHRP)

Courses

Course #	Title	Credits:
BUSN106	Business Ethics	3
HOSP/ BUSN205	Human Resources Management	3
BUSN222	Principles of Management	3
BUSN232	Theories of Leadership	3
	Total credits:	**12**

K-12 Education - Option, Associate in Arts

This option is designed as a transfer program for students interested in Elementary (K-5), Middle School (6-8) and Secondary (9-12) Certification. The K-12 Education Option maximizes transfer of credits and academic status to a professional teacher education program. However, the transfer requirements of the four-year college must be satisfied for admittance into that college and its teacher certification program. For more information, contact area coordinator, Heather Boone, at (609) 343-4934 or hboone@atlantic.edu.

Upon completion of this program students will be able to:

- Articulate a personal philosophy of education;
- Describe the historical, philosophical and economic foundations of American education;
- Discuss current research and approaches to educational issues, such as classroom management, diversity, the education of students with special needs and the interaction with the community to address those issues;
- Identify their personal qualities and strengths as related to becoming a teacher.

(EDUE-Fall 2020)

General Education Courses
When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits:
ENGL101	Composition I	3
ENGL102	Composition II	3
COMM120	Public Speaking	3

Mathematics-Science-Technology

One General Education Science Couse: BIOL

Choose: General Education Mathematics or General Education Science course

Course #	Title	Credits:
MATH220	Statistical Methods	4
	General Education Science Course (4 credits)	4
	Choice of Course (4 Credits)	4

Social Science

Course #	Title	Credits:
PSYC135	Child Psychology	3
SOCL101	Principles of Sociology	3

Humanities

Choose: ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110

Choose: ENGL104, ENGL201, ENGL205, ENGL206, ENGL213 or ENGL214

Choose: PHIL101, PHIL102, or PHIL110

Select one of the following Foreign Language Sequences (2 courses)*

- SPAN111 and SPAN112
- FREN111 and FREN112
- ITAL111 and ITAL112

Courses must be taken in a progressive sequence in one language. Students should check transferability. Students may also take a CLEP test to fulfill this requirement.

Course #	Title	Credits:
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3
	Foreign Language Sequence Course (3 Credits)	3
	Foreign Language Sequence Course (3 Credits)	3

History

Choose two: HIST101, HIST102, HIST103, HIST104

Course #	Title	Credits:
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3

Diversity

Choose: GEOG102 or GEOG110

Course #	Title	Credits:
	Choice of Course (3 Credits)	3

Program Courses

Course #	Title	Credits:
EDUC101	Historical Foundations of American Education	3
PSYC/ EDUC213	Educational Psychology	3
PSYC/ EDUC226	Psychology of Exceptionality	3

Technological Competency

Is fulfilled with CISM125, CISM132, testing or reviewed departmental portfolio

Recommended sequence of courses:

First Semester

Choose: GEOG102 or GEOG110

Select one of the following Foreign Language Sequences (2 courses)*

• SPAN111 and SPAN112

• FREN111 and FREN112

• ITAL111 and ITAL112

Course #	Title	Credits:
EDUC101	Historical Foundations of American Education	3
ENGL101	Composition I	3
PSYC135	Child Psychology	3
	Choice of Course (3 Credits)	3
	Foreign Language Sequence Course (3 Credits)	3

Second Semester

Select one of the following Foreign Language Sequences (2 courses)*

• SPAN111 and SPAN112

• FREN111 and FREN112

• ITAL111 and ITAL112

Course #	Title	Credits:
PSYC/ EDUC213	Educational Psychology	3
ENGL102	Composition II	3
SOCL101	Principles of Sociology	3
MATH220	Statistical Methods	4
	Foreign Language Sequence Course (3 Credits)	3

Third Semester

Choose: General Education Mathematics Course or General Education Science Course

Choose: ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110

Choose: HIST101, HIST102, HIST103, or HIST104

Course #	Title	Credits:
COMM120	Public Speaking	3
PSYC/ EDUC226	Psychology of Exceptionality	3
	Choice of Course (4 Credits)	4
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3

Fourth Semester

Choose: ENGL104, ENGL201, ENGL205, ENGL206, ENGL213 or ENGL214

Choose: PHIL101, PHIL102, or PHIL110

Choose: HIST101, HIST102, HIST103, or HIST104

Course #	Title	Credits:
	Choice of Course (3 Credits)	3
	General Education Science Course (4 credits)	4
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3
	Total credits:	**60**

English - Option, Associate in Arts

This writing-intensive degree prepares students for transfer to a four-year college or university. All students shall determine the requirements of their transfer institutions. Students should also check njtransfer.org for transferability of courses. The degree may be completed part-time or full-time. English studies may lead to careers in advertising, broadcasting, publishing, journalism, law, teaching and writing. Students not intending to transfer have found work as administrative assistants or in other positions requiring excellent writing/communication skills.

For information, contact the Dean of Liberal Studies, Dr. Denise Coulter, at (609)343-4961 or dcoulter@atlantic.edu.

Upon completion of this program students will be able to:

- Read critically and communicate effectively in both speech and writing;
- Evaluate works in literature and the related historical events and movements;
- Identify the importance of global perspective and culturally diverse peoples;
- Examine and explain ethical issues and situations, demonstrating sound ethical reasoning;
- Prepare research projects by locating, evaluating, and effectively documenting information using MLA guidelines; demonstrating efficiency in the appropriate use of technology.

(*ENGL-Fall 2020*)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits:
ENGL101	Composition I	3
ENGL102	Composition II	3
COMM120	Public Speaking	3

Mathematics-Science-Technology

General Education Mathematics or Science course

Course #	Title	Credits:
MATH220	Statistical Methods	4
	General Education Science Course (4 credits)	4
	Choice of Course (4 Credits)	4

Social Science

Course #	Title	Credits:
PSYC101	General Psychology	3
SOCL101	Principles of Sociology	3

Humanities

Choose: ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110

Choose: PHIL101, PHIL102, PHIL110 or PHIL115

Select one of the following Foreign Language Sequences (2 courses)*

- SPAN111 and SPAN112
- FREN111 and FREN112
- ITAL111 and ITAL112

Course #	Title	Credits:
ENGL104	Introduction to Literature	3
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3
	Foreign Language Sequence Course (3 Credits)	3
	Foreign Language Sequence Course (3 Credits)	3

History

Choose two: HIST101, HIST102, HIST103 or HIST104

Course #	Title	Credits:
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3

Diversity

Choose ENGL201 or ENGL202

Course #	Title	Credits:
	Choice of Course (3 Credits)	3

Program Courses

Choose three: ENGL203, ENGL204, ENGL205, ENGL206, ENGL209, ENGL210, ENGL211, ENGL212, ENGL213, ENGL214, ENGL215, ENGL216, ENGL218, ENGL220, ENGL221, ENGL223, ENGL224, ENGL230

Course #	Title	Credits:
	Program Elective Course (3 Credits)	3
	Program Elective Course (3 Credits)	3
	Program Elective Course (3 Credits)	3

Technological Competency

(Is fulfilled with CISM125, CISM132, testing or reviewed departmental portfolio.)

Courses must be taken in a progressive sequence in one language. Students should check transferability. Students may also take a CLEP test to fulfill this requirements.

Recommended sequence of courses:

First Semester

Choose HIST101, HIST102, HIST103 or HIST104

Choose ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110

Choose SPAN111, FREN111 or ITAL111

Course #	Title	Credits:
ENGL101	Composition I	3
PSYC101	General Psychology	3
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3
	Foreign Language Sequence Course (3 Credits)	3

Second Semester

Choose SPAN112, FREN112 or ITAL112

Choose HIST101, HIST102, HIST103 or HIST104

Course #	Title	Credits:
ENGL102	Composition II	3
COMM120	Public Speaking	3
SOCL101	Principles of Sociology	3
	Foreign Language Sequence Course (3 Credits)	3
	Choice of Course (3 Credits)	3

Third Semester

Choose PHIL101, PHIL102, PHIL110 or PHIL115

Choose Program course

Course #	Title	Credits:
ENGL104	Introduction to Literature	3
MATH220	Statistical Methods	4
	General Education Science Course (4 credits)	4
	Choice of Course (3 Credits)	3
	Program Elective Course (3 Credits)	3

Fourth Semester

Gen Ed Mathematics or Science course

Choose ENGL201 or ENGL202

Choose (2) Program courses

Course #	Title	Credits:
	Choice of Course (4 Credits)	4
	Choice of Course (3 Credits)	3
	Program Elective Course (3 Credits)	3
	Program Elective Course (3 Credits)	3
	Total credits:	**60**

Liberal Arts, Associate in Arts

This degree prepares students for transfer to four-year college or university. Students are strongly advised to discuss the electives with an advisor. All students shall determine the requirements of the transfer institutions they prefer to attend. Students should also check njtransfer.org for transferability of courses. The degree may be completed part-time or full-time and may be completed during daytime or evening hours or online. Students not immediately preparing to continue degree work find employment in government, human services and business.

For information, contact Dean of Liberal Studies, Dr. Denise Coulter, at (609) 343-4961 or dcoulter@atlantic.edu.

Upon completion of this program students will be able to:

- Read critically and communicate effectively in both speech and writing.
- Apply appropriate statistical concepts to interpret data.
- Utilize the scientific method of inquiry for the acquisition of the scientific knowledge.
- Analyze human behavior and social, economic, and political institutions through application of social science theories and concepts.
- Evaluate works in art, music, theater, literature, philosophy.
- Demonstrate competency in a foreign language.
- Identify the importance of global perspective and culturally diverse peoples.
- Examine and explain ethical issues and situations, demonstrating sound ethical reasoning.
- Prepare research projects by locating, evaluating, and effectively documenting information using MLA/APA guidelines; demonstrating efficiency in the appropriate use of technology.

(*LIBA-Fall 2021*)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits:
ENGL101	Composition I	3
ENGL102	Composition II	3
COMM120	Public Speaking	3

Mathematics-Science-Technology

Choose: MATH122-College Algebra or MATH220-Statistical Methods

General Education Mathematics or Science course

Course #	Title	Credits:
	Choice of Course (4 Credits)	4
	General Education Science Course (4 credits)	4
	Choice of Course (4 Credits)	4

Social Science

Course #	Title	Credits:
PSYC101	General Psychology	3
SOCL101	Principles of Sociology	3

Humanities

Choose: ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110

Choose: ENGL104, ENGL201, ENGL205, ENGL206, ENGL213 or ENGL214

Choose PHIL101, PHIL102 or PHIL110

Select one of the following Foreign Language Sequences (2 courses)*

- SPAN111 and SPAN112
- FREN111 and FREN112
- ITAL111 and ITAL112

Course #	Title	Credits:
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3
	Foreign Language Sequence Course (3 Credits)	3
	Foreign Language Sequence Course (3 Credits)	3

History

Choose two: HIST101, HIST102, HIST103, HIST104

Course #	Title	Credits:
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3

Diversity

Choose: ANTH103, ENGL201, GEOG102, GEOG110, PHIL105, PHIL106, PHIL111 or RELG110

Course #	Title	Credits:
	Choice of Course (3 Credits)	3

Liberal Arts Electives

Students are strongly encouraged to meet with an academic advisor prior to making their course selections.

Choose up to 9 credits from the following 200-level course alphas: ARTS, COMM, ECON, ENGL, HIST, HUMT, MATH, PSYC and SOCL

Course #	Title	Credits:
	Liberal Arts Elective (3 credits)	3
	Liberal Arts Elective (3 credits)	3
	Liberal Arts Elective (3 credits)	3

*Technological Competency: 0-4 Credits

(Is fulfilled with CISM125, CISM132, testing or reviewed departmental portfolio.)

*Courses must be taken in a progressive sequence in one language. Students should check transferability. Students may also take a CLEP test to fulfill this requirement.

Recommended sequence of courses:

First Semester

Choose HIST101, HIST102, HIST103 or HIST104

Choose ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110

Choose FREN111, ITAL111 or SPAN111

Course #	Title	Credits:
ENGL101	Composition I	3
PSYC101	General Psychology	3
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3
	Foreign Language Sequence Course (3 Credits)	3

Second Semester

Choose HIST101, HIST102, HIST103 or HIST104

Choose FREN112, ITAL112 or SPAN112

Course #	Title	Credits:
ENGL102	Composition II	3
COMM120	Public Speaking	3
	Choice of Course (3 Credits)	3
SOCL101	Principles of Sociology	3
	Foreign Language Sequence Course (3 Credits)	3

Third Semester

Choose MATH122 or MATH220

Choose ENGL104, ENGL201, ENGL205, ENGL206, ENGL213 or ENGL214

Choose PHIL101, PHIL102 or PHIL110

Choose 200-level Liberal Arts Elective

Course #	Title	Credits:
	Choice of Course (4 Credits)	4
	General Education Science Course (4 credits)	4
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3
	Liberal Arts Elective (3 credits)	3

Fourth Semester

Choose General Education Mathematics or Science course

Choose ANTH103, ENGL201, GEOG102, GEOG110, PHIL105, PHIL106, PHIL111 or RELG110

Choose (2) 200-level Liberal Arts Electives

Course #	Title	Credits:
	Choice of Course (4 Credits)	4
	Choice of Course (3 Credits)	3
	Liberal Arts Elective (3 credits)	3
	Liberal Arts Elective (3 credits)	3
	Total credits:	**60**

Sociology - Option, Associate in Arts

The Sociology option prepares students to pursue a degree in sociology or a related field. Careers open to sociology graduates include the fields of education, social services, urban affairs, urban planning, criminology and the law. Some of these careers require a master's degree.

This program can be earned part-time and can lead to a baccalaureate degree at four-year institutions.

For information, contact area coordinator, Heather Boone, at (609)343-4934 or hboone@atlantic.edu.

Upon completion of this program students will be able to:

- Describe and apply sociological perspectives and theories in explaining social behaviors, issues and institutions;
- Describe processes and methods of sociological research, including its strengths and limitations;
- Recognize, identify, and describe societal and group influences on individual attitudes, beliefs and behaviors;
- Describe the significance of one's membership within various sociological categories based on culture, race, gender, class, sexuality, age and disability.

(*SOCL-Fall 2020*)

General Education Courses
When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits:
ENGL101	Composition I	3
ENGL102	Composition II	3
COMM120	Public Speaking	3

Mathematics-Science-Technology
General Education Science (life science) course – Choose a BIOL course

General Education Mathematics or General Education Science course

Course #	Title	Credits:
MATH220	Statistical Methods	4
	General Education Science Course (4 credits)	4
	Choice of Course (4 Credits)	4

Social Science
Choose: ANTH103, GEOG102, GEOG110 or PSYC110

Course #	Title	Credits:
PSYC101	General Psychology	3
	Choice of Course (3 Credits)	3

Humanities
Select one of the following Foreign Language Sequences (2 courses)*

- SPAN111 and SPAN112
- FREN111 and FREN112
- ITAL111 and ITAL112

Choose: ENGL104, ENGL201, ENGL205, ENGL206, ENGL213 or ENGL214

Courses must be taken in a progressive sequence in one language. Students should check transferability. Students may also take a CLEP test to fulfill this requirement.

Course #	Title	Credits:
	Foreign Language Sequence Course (3 Credits)	3
	Foreign Language Sequence Course (3 Credits)	3
	Choice of Course (3 Credits)	3

History
Choose two: HIST101, HIST102, HIST103 or HIST104

Course #	Title	Credits:
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3

Diversity

Course #	Title	Credits:
SOCL101	Principles of Sociology	3

Program Courses

Choose three: ANTH103, GEOG102, GEOG201, HSRV115, SOCL202, SOCL204, SOCL206, SOCL207, SOCL203 or SOCL221

Course #	Title	Credits:
SOCL200	Contemporary Social Problems	3
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3

Liberal Arts Elective

Choose 3 credits from the following 200-level course alphas: ARTS, COMM, DANC, ECON, ENGL, HIST, HUMT, PSYC, SOCL, THEA

Course #	Title	Credits:
	Liberal Arts Elective (3 credits)	3

Technological Competency

(Is fulfilled with CISM125, CISM132, testing or reviewed departmental portfolio.)

Recommended sequence of courses:

First Semester

Choose HIST101, HIST102, HIST103 or HIST104

Choose SPAN111, FREN111 or ITAL111

Course #	Title	Credits:
ENGL101	Composition I	3
MATH220	Statistical Methods	4
SOCL101	Principles of Sociology	3
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3

Second Semester

Choose ANTH103, GEOG102, GEOG110 or PSYC110

Choose General Education Science course (BIOL)

Choose SPAN112, FREN112 or ITAL112

Course #	Title	Credits:
ENGL102	Composition II	3
PSYC101	General Psychology	3
	Choice of Course (3 Credits)	3
	General Education Science Course (4 credits)	4
	Foreign Language Sequence Course (3 Credits)	3

Third Semester

Gen Ed Mathematics or Science course

Choose ENGL104, ENGL201, ENGL205, ENGL206, ENGL213 or ENGL214

Choose 200-level Liberal Arts Elective

Course #	Title	Credits:
COMM120	Public Speaking	3
SOCL200	Contemporary Social Problems	3
	Choice of Course (4 Credits)	4
	Choice of Course (3 Credits)	3
	Liberal Arts Elective (3 credits)	3

Fourth Semester

Choose HIST101, HIST102, HIST103, HIST104

Choose three ANTH103, GEOG102, GEOG201, HSRV115, SOCL202, SOCL203, SOCL204, SOCL206, SOCL207 or SOCL221

Course #	Title	Credits:
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3
	Total credits:	**60**

Mathematics, Associate in Science

This degree is designed for students who wish to major in mathematics and plan to transfer to four-year institutions. It is appropriate for students interested in engineering, physics or other physical sciences. Electives should be selected based on the student's interest and the requirements of the transfer institution or technician-level vocation opportunities.

For information, contact area coordinator, Michele Leacott, at (609)343-5044 or mleacott@atlantic.edu.

Upon completion of this program students will be able to:

- Differentiate and integrate algebraic and transcendental functions. (This includes partial differentiation and double/triple integrals.);
- Solve first order differential equation and second order differential equations;
- Apply the concept of a limit to appropriate mathematical constructs;
- Analyze and solve mathematical problems objectively;
- Transfer to four-year institution to a mathematics program;
- Use inductive and deductive reasoning skills needed for theoretical and applied mathematics;

(*MATM-Fall 2020*)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits:
ENGL101	Composition I	3
ENGL102	Composition II	3
COMM120	Public Speaking	3

Mathematics-Science-Technology

Course #	Title	Credits:
MATH155	Calculus I	4
MATH156	Calculus II	4
PHYS225	General Physics I	4

Social Science

Course #	Title	Credits:
	General Education Social Science Course (3 Credits)	3

Humanities

Choose ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110

Course #	Title	Credits:
	Choice of Course (3 Credits)	3
	General Education Humanities Course (3 Credits)	3

Program Requirements

Choose: CISM135 or CISM154

Course #	Title	Credits:
MATH152	Linear Algebra	4
MATH153	Discrete Mathematics	4
MATH255	Calculus III	4
MATH256	Differential Equations	4
PHYS226	General Physics II	4
	Choice of Course (4 Credits)	4

Program Electives

Choose a minimum of 6 credits from the following courses:

Course #	Title	Credits:
CHEM110	General Chemistry I	4
CHEM111	General Chemistry II	4
CISM159	Intermediate Programming-C++	4
ECON110	Macroeconomics	3
ECON210	Microeconomics	3
	Liberal Arts Elective (3 credits)	3

Technological Competency

(Is fulfilled with CISM125, CISM132, testing or reviewed departmental portfolio.)

Recommended sequence of courses:

First Semester

Choose: CISM135 or CISM154

Course #	Title	Credits:
ENGL101	Composition I	3
MATH153	Discrete Mathematics	4
MATH155	Calculus I	4
	Choice of Course (4 Credits)	4

Second Semester

Course #	Title	Credits:
ENGL102	Composition II	3
MATH152	Linear Algebra	4
MATH156	Calculus II	4
COMM120	Public Speaking	3
	General Education Social Science Course (3 Credits)	3

Third Semester

Course #	Title	Credits:
MATH255	Calculus III	4
PHYS225	General Physics I	4
	General Education Humanities Course (3 Credits)	3
	Program Elective Course (3 Credits)	3

Fourth Semester

Gen Ed ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100, or THEA110

Course #	Title	Credits:
MATH256	Differential Equations	4
PHYS226	General Physics II	4
	Choice of Course (3 Credits)	3
	Program Elective Course (3 Credits)	3
	Total credits:	**60**

Media Studies, Associate in Applied Science

This degree serves students who seek a career in media production. Strong emphasis is given to the planning and production of various types of digital media such as audio, video, graphics, Web pages, Web sites and photographs, while building a strong foundation in reading and writing. Students will explore a variety of career choices including radio, television and Web and graphic design. Upon graduation, employment opportunities may include production assistant, Webmaster and creative services positions at various media outlets including newspapers, magazines and radio and television stations.

For additional program information, please contact faculty advisor, Bojan Zilovic, at (609) 343-4959 or bzilovic@atlantic.edu or contact area coordinator, Svetlana Marzelli, at (609)343-5017 or smarzell@atlantic.edu.

Upon completion of this program students will be able to:

- Prepare a pre-production plan;
- Produce multimedia content;
- Evaluate a production process;
- Develop web pages;
- Design graphic materials;
- Create and edit audio content;
- Create and edit video content.

(*NMED-Fall 2021*)

General Education Courses
When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits:
ENGL101	Composition I	3
ENGL230	Technical Writing	3

Mathematics-Science-Technology
Choose: MATH121-Applications of Mathematics or MATH220-Statistical Methods

Course #	Title	Credits:
	Choice of Course (4 Credits)	4
	General Education Science Course (4 credits)	4
CISM125	Introduction to Computers	3

Social Science

Course #	Title	Credits:
GOVT110	American National Government	3

Program Courses

Course #	Title	Credits:
ARTS116	Graphic Design	3
AVIT140	Small Unmanned Aircraft Systems Operation-Multi-Rotor	3
BUSN202	Principles of Marketing	3
COMM104	Introduction to Public Relations	3
COMM120	Public Speaking	3
COMM/ ENGL220	Creative Writing I	3
TCOM127	Web Technologies	3
TVRF103	Digital Video Production I	3
ARTS/ TVRF124 (Formerly TVRF/ COMM130)	Visual Communication	3
TVRF180	Audio Production I	3
TVRF203	Digital Video Production II	3
AVIT/TVRF263	Aerial Video Production	1
TVRF280	Audio Production II	3

Program Elective
Choose one: TVRF295- Media Studies Cooperative Education or CISM162- Microsoft Excel

Course #	Title	Credits:
	Choice of Course (3 Credits)	3

Recommended sequence of courses:

First Semester

Course #	Title	Credits:
ENGL101	Composition I	3
CISM125	Introduction to Computers	3
TCOM127	Web Technologies	3
TVRF103	Digital Video Production I	3
TVRF180	Audio Production I	3

Second Semester

Course #	Title	Credits:
ARTS116	Graphic Design	3
ENGL230	Technical Writing	3
GOVT110	American National Government	3
ARTS/TVRF124 (Formerly TVRF/COMM130)	Visual Communication	3
TVRF203	Digital Video Production II	3

Third Semester

Choose MATH121 or MATH220

Course #	Title	Credits:
COMM104	Introduction to Public Relations	3
COMM/ENGL220	Creative Writing I	3
	General Education Science Course (4 credits)	4
	Choice of Course (4 Credits)	4
AVIT140	Small Unmanned Aircraft Systems Operation-Multi-Rotor	3

Fourth Semester

Choose TVRF295 or CISM162

Course #	Title	Credits:
BUSN202	Principles of Marketing	3
COMM120	Public Speaking	3
AVIT/TVRF263	Aerial Video Production	1
TVRF280	Audio Production II	3
	Choice of Course (3 Credits)	3
	Total credits:	**60**

Media Production Specialist, Professional Series

The Media Production Specialist Series provides students with the opportunity to learn and develop expertise in the planning and production of audio and video. Students will utilize industry standard tools for recording, editing and packaging audio and video for a variety of delivery methods. Students will also gain insight into how media impacts our daily lives.

For additional information, please contact faculty advisor, Bojan Zilovic, at (609) 343-4959 or bzilovic@atlantic.edu or contact area coordinator, Svetlana Marzelli, at (609) 343-5017 or smarzell@atlantic.edu.

Upon completion of this program students will be able to:

- Develop expertise in the planning and production of audio and video;
- Utilize industry standard tools for recording, editing and packaging audio and video for a variety of delivery methods;
- Discuss how media impacts our daily lives.

(*ZMPS*)

Courses

Course #	Title	Credits:
TCOM127	Web Technologies	3
TVRF103	Digital Video Production I	3
TVRF203	Digital Video Production II	3
TVRF180	Audio Production I	3
TVRF280	Audio Production II	3
	Total credits:	**15**

Medical Laboratory Technology, Associate in Applied Science

The Atlantic Cape Community College Medical Laboratory Technology (MLT) program is offered in collaboration with Mercer County Community College. Students complete the general education and program courses (pre-professional phase) at Atlantic Cape. Upon acceptance, students will complete the professional phase of the program at Mercer County Community College and laboratories located in Atlantic and Cape May County.

The professional phase of the program, conducted by Mercer County Community College, requires a separate application and an overall GPA of 2.5 or above. Students must complete all Atlantic Cape coursework with a "C" or better with a maximum of two attempts per course to be considered for the professional phase of the program. For this degree, all English and general education courses expire after 10 years. All science courses expire after 5 years.

For additional information, please contact Myrna Morales Keklak, at (609) 343-5033 or mkeklak@atlantic.edu. For questions about the Professional Phase of the program please contact Lisa M. Shave, Mercer County Community College, at (609) 570-3387 or shavel@mccc.edu.

Upon completion of this program students will be able to:

- Integrate knowledge learned and experienced in the disciplines of general education, mathematics, science, and medical laboratory science;
- Exhibit working knowledge of the principles and procedures applied in the clinical laboratory setting by testing biological samples using current technology to generate accurate, quality-assured laboratory results used for health and disease evaluations;
- Use problem-solving skills to integrate laboratory data for patient diagnosis;
- Complete the program and pass the national ASCP certification exam;
- Be familiar with the profession's code of ethics and consistently act within those standards during interactions with fellow classmates and working professionals in the clinical setting;
- Describe the importance of continuing education in lifelong learning and in obtaining and maintaining professional credentialing.

(*MLTC-Fall 2020*)

Pre-Professional Phase
General Education Courses – 32 credits

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits:
COMM120	Public Speaking	3
ENGL101	Composition I	3
ENGL102	Composition II	3

Mathematics-Science-Technology

Choose: MATH122-College Algebra, MATH150-Precalculus or MATH220-Statistical Methods

Course #	Title	Credits:
BIOL220	Human Anatomy and Physiology I	4
BIOL221	Human Anatomy and Physiology II	4
BIOL250	Microbiology	4
CHEM110	General Chemistry I	4
	Choice of Course (4 Credits)	4

Social Science

Course #	Title	Credits:
PSYC101	General Psychology	3

Atlantic Cape Program Course

Course #	Title	Credits:
HESC110 (Formerly ALHT110)	Comprehensive Medical Terminology	3

Professional Phase
Mercer Medical Laboratory Technology Courses

All professional coursework is completed at Mercer County Community College and laboratories located in Atlantic and Cape May counties.

Technological Competency

(Is fulfilled with CISM125, CISM132, testing or reviewed departmental portfolio.)

Recommended sequence of courses:

First Year - Atlantic Cape Coursework - Summer

Course #	Title	Credits:
CHEM110	General Chemistry I	4

First Semester - Fall

Choose MATH122, MATH150, or MATH220

Course #	Title	Credits:
HESC110 (Formerly ALHT110)	Comprehensive Medical Terminology	3
BIOL220	Human Anatomy and Physiology I	4
ENGL101	Composition I	3
PSYC101	General Psychology	3
	Choice of Course (4 Credits)	4

Second Semester - Spring

Course #	Title	Credits:
COMM120	Public Speaking	3
ENGL102	Composition II	3
BIOL221	Human Anatomy and Physiology II	4
BIOL250	Microbiology	4
	Total credits:	**66**

Nursing, Associate in Applied Science

Requirements:

- All prerequisite courses must be completed with a minimum GPA of 3.0 or better and an overall GPA of 2.5 or better and science course(s) must be completed with a grade of "C" or better to be eligible to apply to the Nursing program.
- The ATI TEAS, a standardized nursing entrance exam, is required for admission to the Nursing program. The exam must have been completed within the last three years. Applicants must receive a minimum score of 58.7 for their application to be considered.
- All science courses must have been taken within the last 10 years or must be repeated.
- LPN applicants are required to complete, with a grade of C or better, BIOL221-Human Anatomy and Physiology II (formerly BIOL121) before applying to the Nursing program.

Upon completion of this program students will be able to:

- Deliver patient-centered care by recognizing the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, culture, values, and needs;
- Collaborate with other team members by functioning effectively within nursing and inter-professional teams, fostering open communications, mutual respect, and shared decision-making to achieve quality patient care;
- Provide competent nursing care by integrating best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care;
- Maintain standards of professional performance, including the pursuit of life-long learning, by using data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems;
- Manage safe and therapeutic nursing care in a variety of health care settings employing technical nursing skills so as to minimize risk for harm to patients and providers through both system effectiveness and individual performances;
- Demonstrate information and technology literacy by using information and technology to communicate, manage knowledge, mitigate error, and support decision making.

(NURS-Fall 2020)

General Education Courses

Courses with "Prerequisite" next to them must be completed before entry into the Nursing program. See top of page.

Communication

Course #	Title	Credits:
ENGL101	Composition I	3
ENGL102	Composition II	3

Mathematics-Science-Technology

Course #	Title	Credits:
BIOL220	Human Anatomy and Physiology I	4
BIOL221	Human Anatomy and Physiology II	4
CHEM100	Introduction to College Chemistry	4

Social Science

Course #	Title	Credits:
PSYC101	General Psychology	3
SOCL101	Principles of Sociology	3

Program Courses

Course #	Title	Credits:
BIOL250	Microbiology	4
NURS110	Nursing I	8
NURS112	Nursing II	8
NURS200	Nursing III	9
NURS204	Nursing Management	1
NURS206	Nursing IV	9
NURS208	Nursing Trends and Issues	1

Technological Competency

(Is fulfilled with CISM125, CISM132, testing or reviewed departmental portfolio.)

Recommended sequence of courses:

Prerequisite Year - Fall Semester

Course #	Title	Credits:
CHEM100	Introduction to College Chemistry	4
ENGL101	Composition I	3
PSYC101	General Psychology	3

Spring Semester

Course #	Title	Credits:
BIOL220	Human Anatomy and Physiology I	4
SOCL101	Principles of Sociology	3

Year 1 - Fall Semester

Course #	Title	Credits:
BIOL221	Human Anatomy and Physiology II	4
NURS110	Nursing I	8

Spring Semester

Course #	Title	Credits:
BIOL250	Microbiology	4
NURS112	Nursing II	8

Year 2 - Fall Semester

Course #	Title	Credits:
ENGL102	Composition II	3
NURS200	Nursing III	9
NURS204	Nursing Management	1

Spring Semester

Course #	Title	Credits:
NURS206	Nursing IV	9
NURS208	Nursing Trends and Issues	1
	Total credits:	64

Office Systems Technology, Associate in Applied Science

Skilled office personnel are vital to the smooth, efficient running of a business. Without them, corporations, government and thousands of public and private organizations would come to a standstill. Busy executives rely on secretaries and assistants to manage offices.

Administrative office careers offer a variety of exciting opportunities. A graduate can become an administrative professional in the fields of medicine, education, the legal and/or hospitality industry, as well as specializing in bilingual, multimedia and/or record and information management. This degree may be earned full- or part-time. Specialist series certificates can be acquired while completing this degree program.

Students must take the Placement Test and complete all mathematics courses required, up to and including MATH074-Introduction to Algebra II or MATH099-Accelerated Elementary Algebra.

For additional program information, please contact area coordinator, Svetlana Marzelli, at (609)343-5017 or smarzell@atlantic.edu.

Upon completion of this program students will be able to:

- Apply organizational and critical thinking skills;
- Demonstrate verbal, written and listening communication skills;
- Demonstrate effective use of accounting, business and computer applications;
- Demonstrate ethical and professional behavior;
- Identify and adopt marketable administrative skills and knowledge;
- Evaluate service learning experience.

(*OSTM-Fall 2021*)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits:
ENGL101	Composition I	3
ENGL230	Technical Writing	3

Mathematics-Science-Technology

Choose: MATH121 or MATH220

Course #	Title	Credits:
	Choice of Course (4 Credits)	4
	General Education Science Course (4 credits)	4
CISM125	Introduction to Computers	3

Humanities

Choose ARTS108, PHIL102, PHIL105, PHIL110 or PHIL111

Course #	Title	Credits:
	Choice of Course (3 Credits)	3

Program Courses

Course #	Title	Credits:
ACCT130	Financial Accounting	4
BUSN222	Principles of Management	3
CISM162	Microsoft Excel	3
OSTM110	Keyboarding and Document Production I	3
OSTM141	Word Processing I	3
OSTM142	Word Processing II	3
CISM164	Microsoft Access	3
OSTM210	Keyboarding and Document Production II	3
OSTM230	Administrative Office Procedures	3
OSTM261	Records and Information Management	3
OSTM262	Business Presentations Using Multimedia	3
OSTM263	Publishing for Business	3
TCOM125	Technical Communication	3

Recommended sequence of courses:

First Semester

Course #	Title	Credits:
CISM125	Introduction to Computers	3
OSTM110	Keyboarding and Document Production I	3
OSTM141	Word Processing I	3
OSTM261	Records and Information Management	3

Second Semester

Course #	Title	Credits:
ACCT130	Financial Accounting	4
ENGL101	Composition I	3
OSTM142	Word Processing II	3
OSTM210	Keyboarding and Document Production II	3
OSTM230	Administrative Office Procedures	3

Third Semester

Gen Ed Choose ARTS108, PHIL102, PHIL105, PHIL110 or PHIL111

Choose MATH121 or MATH220

Course #	Title	Credits:
BUSN222	Principles of Management	3
OSTM262	Business Presentations Using Multimedia	3
TCOM125	Technical Communication	3
	Choice of Course (3 Credits)	3
	Choice of Course (4 Credits)	4

Fourth Semester

Course #	Title	Credits:
CISM162	Microsoft Excel	3
ENGL230	Technical Writing	3
CISM164	Microsoft Access	3
OSTM263	Publishing for Business	3
	General Education Science Course (4 credits)	4
	Total credits:	**60**

Help Desk Specialist, Professional Series

The Help Desk Specialist Professional Series prepares students for computer technical support. Upon completing the series, they will be qualified to assist customers, troubleshoot hardware and software problems and document solutions. Utilizing knowledge and skills from the series, students will be able to educate users in resolving computer difficulties. This series facilitates a higher level of understanding of the vital communication skills necessary for conflict management and effective user training as well as to provide a strong technical foundation which students may adapt to any environment.

For additional information, please contact faculty advisor, William Dougherty, at (609) 343-4979 or dougherty@atlantic.edu or area coordinator, Svetlana Marzelli, at (609) 343-5017 or smarzell@atlantic.edu.

Upon completion of this program students will be able to:

- Identify the people and technology skills needed for operating a help desk;
- Use system software to manage computer resources;
- Apply productivity software for functional and analytical purposes;
- Describe various positions of employment in the help desk profession;
- Evaluate the impact of technology on business, government, and other areas of society.

(*ZHEP)*

Courses
Choose two:

TCOM127-Web Technologies

CISM162- Microsoft Excel

CISM164-Microsoft Access

Course #	Title	Credits:
CISM125	Introduction to Computers	3
CISM130	Using PC Operating Systems	4
CISM142	Help Desk Support	3
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3
	Total credits:	**16**

Microsoft Office Specialist, Professional Series

The Microsoft Office Specialist Professional Series is designed for individuals who are seeking to gain personal computer knowledge and skills with an emphasis on the Microsoft Office applications. This series will provide credits toward the Computer Information Systems, A.S. or Office Systems Technology, A.A.S. degree programs.

For additional information, please contact area coordinator, Svetlana Marzelli, at (609) 343-5017 or smarzell@atlantic.edu.

Upon completion of this program students will be able to:

- Perform word processing, spreadsheet, database, and presentation tasks using Microsoft Office applications;
- Write correspondence for business.

(*ZMOS)*

Courses
Choose two:

CISM162- Microsoft Excel

CISM164-Microsift Access

OSTM142-Word Processing II

Course #	Title	Credits:
CISM125	Introduction to Computers	3
OSTM126	Office Automation	3
OSTM141	Word Processing I	3
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3
	Total credits:	**15**

Office Professional Specialist, Professional Series

The Office Professional Specialist is a two-semester series designed for individuals who are seeking a career as an office professional or desire skills to assist them in efficiently managing their own business.

Students learn how to use Microsoft Office to perform word processing, spreadsheet, database, calendar and presentation tasks, how to write correspondence for business as well as office procedure skills and how to set up records and information.

For additional information, please contact area coordinator, Svetlana Marzelli, at (609) 343-5017 or smarzell@atlantic.edu.

Upon completion of this program students will be able to:

- Perform word processing, spreadsheet, database, calendar and presentation tasks;
- Write correspondence for business;
- Set up office procedures and maintain records.

(*ZOFP)*

Courses

Choose one:

HESC110-Comprehensive Medical Terminology

EDUC101-Historical Foundations of American Education

Course #	Title	Credits:
CISM125	Introduction to Computers	3
ENGL101	Composition I	3
OSTM141	Word Processing I	3
OSTM230	Administrative Office Procedures	3
TCOM125	Technical Communication	3
	Choice of Course (3 Credits)	3
	Total credits:	**18**

PC Specialist, Professional Series

This series is designed for the working person who needs user skills in personal computers. Students should complete this series if they own a business, work in an office, want to develop Internet proficiency or simply need to update their skills.

They will learn how to select hardware and software for a business, use a PC to enhance efficiency and productivity, and skills to supervise a small PC operation. Students will also learn the most common business software applications: word processing, spreadsheets and database. In addition, there is coursework on PC operating system software (Windows), file management, multimedia, and the Internet and the World Wide Web.

For additional information, please contact area coordinator, Svetlana Marzelli, at (609) 343-5017 or smarzell@atlantic.edu.

Upon completion of this program students will be able to:

- Utilize the fundamentals of Microsoft Word, spreadsheets, and relational databases;
- Compare optimum hardware and software for a Windows based operation;
- Develop spreadsheets and databases for the accounting of assets;
- Develop a network of peers for additional insight of issues that may occur.

(*ZPCS)*

Courses

Choose two:

CISM162- Microsoft Excel

CISM164-Microsoft Access

OSTM262-Business Presentations Using Multimedia

Course #	Title	Credits:
CISM125	Introduction to Computers	3
CISM130	Using PC Operating Systems	4
TCOM127	Web Technologies	3
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3

Total credits:	16

Records and Information Management Specialist, Professional Series

This series provides students with the opportunity to learn and develop expertise in the field of records and information management. The series may be completed in a year; however, a student may begin and end the series at their own pace. Credits earned may be applied to the Office Systems Technology, A.A.S. degree.

For additional information, please contact area coordinator, Svetlana Marzelli, at (609) 343-5017 or smarzell@atlantic.edu.

Upon completion of this program students will be able to:

- Plan, organize and control the creation, protection, storage and disposition of records;
- Design and build a relational database;
- Retrieve data from a database;
- Use productivity software.

(*ZRIM*)

Courses

Course #	Title	Credits:
ACCT130	Financial Accounting	4
CISM125	Introduction to Computers	3
CISM164	Microsoft Access	3
OSTM261	Records and Information Management	3
	Total credits:	**13**

Psychology, Associate in Arts

The Psychology degree offers a scientific framework for understanding the how and why of human behavior. Understanding the thinking, actions and motives of self and others has direct vocational use in many career areas, such as education, social work and allied health. Knowledge of psychology is required in many professional and paraprofessional fields. The program offers a range of courses designed to meet the varied interests and needs of undergraduate students. This degree can be earned part-time.

Atlantic Cape has a transfer agreement with Rutgers University-Camden for Psychology majors. To ensure that the specific requirements of the transfer college are met, all students interested in this option should contact the area coordinator.

Atlantic Cape is a charter member of Psi Beta, the National Honor Society in Psychology for Community and Junior Colleges. Psi Beta is a member of the Association of College Honor Societies and is an affiliate of the American Psychological Association and the American Psychological Society.

For information, contact area coordinator, Heather Boone, at (609)343-4934 or hboone@atlantic.edu.

Upon completion of this program students will be able to:

- Demonstrate the methods of inquiry and techniques used in psychology research leading to a comprehension that psychology is based on empirical evidence;
- Describe ethical considerations in psychological research using animals, children and adults;
- Identify, question, compare and contrast various theoretical perspectives of human development;
- Distinguish and evaluate information from various sources using methods of inquiry;
- Apply major theoretical concepts of psychology and its role in the economic, political, and cultural institutions of society.

(*PSYH-Fall 2020*)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Choose: COMM110 or COMM120

Course #	Title	Credits:
ENGL101	Composition I	3
ENGL102	Composition II	3
	Choice of Course (3 Credits)	3

Mathematics-Science-Technology

General Education Mathematics or General Education Science course

Course #	Title	Credits:
MATH220	Statistical Methods	4
	General Education Science Course (4 credits)	4
	Choice of Course (4 Credits)	4

Social Science

Choose: PSYC101 or PSYC135

Course #	Title	Credits:
	Choice of Course (3 Credits)	3
SOCL101	Principles of Sociology	3

Humanities

Choose: ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110

Choose: ENGL104, ENGL201, ENGL205, ENGL206, ENGL213 or ENGL214

Course #	Title	Credits:
	General Education Humanities Course (3 Credits)	3
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3

History

Choose two: HIST101, HIST102, HIST103 or HIST104

Course #	Title	Credits:
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3

Diversity

Choose: GEOG102 or GEOG110

Course #	Title	Credits:
	Choice of Course (3 Credits)	3

Program Courses

Choose one course from each group:

A. PSYC135 or PSYC207 or PSYC230

B. PSYC213 or PSYC226*

C. PSYC212 or PSYC214

Students planning on transferring to Rutgers University-Camden, please note that PSYC226 will transfer as a free elective, not as a program course.

Course #	Title	Credits:
PSYC/ SOCL204	Social Psychology	3
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3

Liberal Arts Elective

Course #	Title	Credits:
	Liberal Arts Elective (3 credits)	3

Technological Competency

(Is fulfilled with CISM125, CISM132, testing or reviewed departmental portfolio.)

Recommended sequence of courses:

First Semester

Choose PSYC101 or PSYC135

Choose HIST101, HIST102, HIST103 or HIST104

Choose ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110

Course #	Title	Credits:
ENGL101	Composition I	3
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3
MATH220	Statistical Methods	4
	Choice of Course (3 Credits)	3

Second Semester

Choose PSYC213 or PSYC226

Gen Ed COMM110 or COMM120

Course #	Title	Credits:
ENGL102	Composition II	3
	General Education Science Course (4 credits)	4
SOCL101	Principles of Sociology	3
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3

Third Semester

Choose PSYC135 or PSYC207 or PSYC226

Choose PSYC212 or PSYC214

Choose ENGL104, ENGL201, ENGL205, ENGL206, ENGL213 or ENGL214

Choose HIST101, HIST102, HIST103 or HIST104

Course #	Title	Credits:
	General Education Humanities Course (3 Credits)	3
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3

Fourth Semester

Gen Ed Mathematics or Science course

Gen Ed GEOG102 or GEOG110

Course #	Title	Credits:
	Choice of Course (4 Credits)	4
PSYC/ SOCL204	Social Psychology	3
	Choice of Course (3 Credits)	3
	Total credits:	**60**

Psychosocial Rehabilitation and Addictions Counseling, Associate in Science

This degree provides students with a foundation in general education and provides a concentration of course work focused on the knowledge and practical skills needed to support the recovery of persons with psychosocial disabilities, particularly addictive disorders. Beginning skills are taught in some courses. Psychosocial rehabilitation and addictions counseling can begin at the Associate in Science level and may advance through a baccalaureate program, a master's degree and a doctorate in related fields. Rewarding career possibilities exist at all levels. Jobs are available in psychiatric rehabilitation, community mental health settings, addiction treatment facilities and numerous other areas. This degree may be earned part-time.

For information, contact faculty advisor, Donna Marie McElroy, at (609) 343-5677 or dmcelroy@atlantic.edu.

Upon completion of this program students will be able to:

- Demonstrate knowledge of psychosocial and addictions rehabilitation principles, models and evidence-based intervention strategies, as well as an understanding of the symptoms, and functional deficits associated with psychiatric disabilities;
- Employ individual and group counseling techniques needed to develop partnerships with service users and assist them in identifying and achieving their recovery goals;
- Identify community resources that promote wellness and recovery;
- Demonstrate the ability to document progress towards recovery goals;
- Demonstrate professional and ethical behavior and attitudes in the classroom and the clinical fieldwork site.

(*PRAC - Fall 2020*)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits:
ENGL101	Composition I	3
ENGL102	Composition II	3

Mathematics-Science-Technology

Choose BIOL103, BIOL109, CHEM110, ESCI100, PHYS100 or PHYS102

Course #	Title	Credits:
BIOL118	The Human Body	4
MATH220	Statistical Methods	4
	Choice of Course (4 Credits)	4

Social Science

Course #	Title	Credits:
PSYC101	General Psychology	3
SOCL101	Principles of Sociology	3
SOCL200	Contemporary Social Problems	3

Humanities

 Choose: ARTS103, ARTS108, ARTS109, ARTS115, ENGL104, ENGL201, ENGL205, ENGL206, ENGL213, ENGL214, PHIL110, MUSC100, or THEA110

Choose: HIST101, HIST102, HIST103 or HIST104

Course #	Title	Credits:
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3

Program Courses

Choose HSRV115, PSYC135, PSYC204, PSYC226 or PSYC230

Course #	Title	Credits:
HSRV116	Social Agency Skills and Processes	3
HSRV141	Assessment Skills in Addiction Counseling	3
HSRV142	Counseling Skills in Addiction Counseling	3
HSRV143	Case Management with Addicted Populations	3
HSRV144	Client Education with Addicted Populations	3
HSRV145	Professional Issues in Addiction Counseling	3
PSYC214	Abnormal Psychology	3
SOCL203 (formerly SOCL110)	Social Inequality and Intergroup Relations	3
	Choice of Course (3 Credits)	3

Technological Competency

(Is fulfilled with CISM125, CISM132, testing or reviewed departmental portfolio.)

Recommended sequence of courses:

First Semester

Choose HIST101, HIST102, HIST103 or HIST104

Course #	Title	Credits:
HSRV116	Social Agency Skills and Processes	3
ENGL101	Composition I	3
	Choice of Course (3 Credits)	3
MATH220	Statistical Methods	4
SOCL101	Principles of Sociology	3

Second Semester

Choose BIOL103, BIOL109, CHEM110, ESCI100, PHYS100 or PHYS102

Course #	Title	Credits:
HSRV141	Assessment Skills in Addiction Counseling	3
ENGL102	Composition II	3
PSYC101	General Psychology	3
SOCL203 (formerly SOCL110)	Social Inequality and Intergroup Relations	3
	Choice of Course (4 Credits)	4

Third Semester

Course #	Title	Credits:
BIOL118	The Human Body	4
HSRV142	Counseling Skills in Addiction Counseling	3
HSRV144	Client Education with Addicted Populations	3
SOCL200	Contemporary Social Problems	3

Fourth Semester

Choose HSRV115, PSYC135, PSYC204, PSYC226 or PSYC230

Choose one ARTS103, ARTS108, ARTS109, ARTS115, ENGL104, ENGL201, ENGL205, ENGL206, ENGL213, ENGL214, PHIL110, MUSC100 or THEA110

Course #	Title	Credits:
HSRV143	Case Management with Addicted Populations	3
HSRV145	Professional Issues in Addiction Counseling	3
PSYC214	Abnormal Psychology	3
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3
	Total credits:	**60**

Radiologic Technology, Associate in Applied Science

Radiologic Technology is a cooperative program designed with the Shore Medical Center School of Radiologic Technology (SMCSRT). The program meets the needs of those students desiring certification and employment in the community as a Radiologic Technologist. The American Registry for Radiologic Technologists (ARRT) requires students on this career path to have a minimum of an associate degree from an accredited institution for eligibility to take the ARRT certification examination.

The program, accredited by the Joint Review Committee on Education in Radiologic Technologists (JRCERT) and the New Jersey Department of Environmental Protection, Bureau of X-ray Compliance (NJDEP), is completed in two phases. The pre-professional phase of the program, which includes courses in general education, mathematics, and science, is completed at Atlantic Cape. The professional phase of the program, which includes the radiologic technology courses and clinical experiences, is completed at Shore Medical Center. Upon having completed the required 68 college credits and receiving a certificate of all program requirements from SMCSRT, Atlantic Cape will grant an Associate in Applied Science degree.

Admission to the professional phase of the program requires completion of the prerequisite courses: ENGL101, MATH122 or MATH150, BIOL220 and BIOL221. All four prerequisite courses must be completed with a grade of C or better and have a minimum GPA of 3.0. Also required is completion of the ATI TEAS exam with a score of 58.7 or greater.

For detailed information on SMCSRT's application process and the ATI TEAS exam, please visit www.shoremedicalcenter.org/radiologyschool.

For additional information, contact Assistant Dean, Myrna Morales Keklak, at (609)343-5033 or mkeklak@atlantic.edu or contact the coordinator for Shore Medical Center's Radiology Program, at radiologyschool@shoremedicalcenter.org or (609)653-3924, Option #1.

Upon completion of this program students will be able to:

- Demonstrate clinical competency as an entry-level radiographer through application of positioning skills and selection of technical factors;
- Employ radiation protection principles to provide a safe medical imaging environment;
- Demonstrate effective communication skills, problem solving and critical thinking as part of a healthcare team;
- Apply ethical and moral reasoning to ensure patients are treated with compassion and dignity;
- Participate in professional activities as described in the ASRT Code of Ethics to promote professional growth as a radiographer and support lifelong learning.

(*RADT-Fall 2020*)

General Education Courses

Note: Courses with "Prerequisite" next them must be completed before applying to the Shore Medical Center's School of Radiologic Technology (SMCSRT) program.

Communication

Choose COMM110 or COMM120

Course #	Title	Credits:
ENGL101	Composition I	3
ENGL102	Composition II	3
	Choice of Course (3 Credits)	3

Mathematics-Science-Technology

Choose MATH122-College Algebra or MATH150-Precalculus *(Prerequisite)*

Course #	Title	Credits:
	Choice of Course (4 Credits)	4
BIOL220	Human Anatomy and Physiology I	4
BIOL221	Human Anatomy and Physiology II	4

Social Science

Course #	Title	Credits:
PSYC101	General Psychology	3

Program Courses

* RADX courses requires Admission to the School of Radiologic Technology.

Course #	Title	Credits:
BIOL/PHIL104	Bioethics: Realities of the New Millennium	3
HESC110 (Formerly ALHT110)	Comprehensive Medical Terminology	3
RADX101	Patient Care in Radiologic Sciences I	2
RADX107	Patient Care in Radiologic Sciences II	2
RADX108	Radiologic Physics	2

Shore Medical Center's School of Radiologic Technology

All radiologic technology courses (RADX) are limited to students accepted into the program. The following courses are taken on the campus of SMCSRT, located at 100 Medical Center Way, Somers Point, NJ.

Course #	Title	Credits:
RADX102	Radiographic Procedures I	3
RADX103	Principles of Imaging I	2
RADX104	Clinical Radiography I	2
RADX105	Radiographic Procedures II	3
RADX106	Principles of Imaging II	2
RADX109	Clinical Radiography II	2
RADX201	Clinical Radiography III	3
RADX202	Radiographic Procedures III	2
RADX203	Principles of Imaging III	2
RADX204	Radiation Biology and Protection	2
RADX206	Clinical Radiography IV	3
RADX207	Clinical Radiography V	4
RADX208	Radiographic Pathology	2

Technological Competency

(Is fulfilled with CISM125, CISM132, testing or reviewed departmental portfolio.)

Recommended sequence of courses:

Pre-Professional Phase
ATLANTIC CAPE COMMUNITY COLLEGE

The following courses must be completed with a grade of C or better: ENGL101, BIOL220, BIOL221, and MATH122 or MATH150. An overall minimum GPA of 3.0 is required to apply for admission.

First Semester

Choose MATH122 or MATH150 (Prerequisite)

Course #	Title	Credits:
ENGL101	Composition I	3
HESC110 (Formerly ALHT110)	Comprehensive Medical Terminology	3
BIOL220	Human Anatomy and Physiology I	4
	Choice of Course (4 Credits)	4

Second Semester

Choose COMM110 or COMM120

Course #	Title	Credits:
ENGL102	Composition II	3
BIOL221	Human Anatomy and Physiology II	4
PSYC101	General Psychology	3
	Choice of Course (3 Credits)	3
BIOL/PHIL104	Bioethics: Realities of the New Millennium	3

Professional Phase
RADIOLOGIC TECHNOLOGY COURSES

Unless identified with an asterisk, all School of Radiologic Technology course work is completed at Shore Medical Center.

**Course will be taught on the Atlantic Cape Community College campus

Third Semester - Fall

**RADX101

Course #	Title	Credits:
RADX101	Patient Care in Radiologic Sciences I	2
RADX102	Radiographic Procedures I	3
RADX103	Principles of Imaging I	2
RADX104	Clinical Radiography I	2

Fourth Semester - Spring

**RADX107

**RADX108

Course #	Title	Credits:
RADX105	Radiographic Procedures II	3
RADX106	Principles of Imaging II	2
RADX107	Patient Care in Radiologic Sciences II	2
RADX108	Radiologic Physics	2
RADX109	Clinical Radiography II	2

Summer

Course #	Title	Credits:
RADX201	Clinical Radiography III	3

Fifth Semester - Fall

Course #	Title	Credits:
RADX202	Radiographic Procedures III	2
RADX203	Principles of Imaging III	2
RADX204	Radiation Biology and Protection	2
RADX206	Clinical Radiography IV	3

Sixth Semester - Spring

Course #	Title	Credits:
RADX207	Clinical Radiography V	4
RADX208	Radiographic Pathology	2
	Total credits:	**68**

Respiratory Care, Associate in Applied Science

Respiratory Therapists, also known as respiratory care practitioners, evaluate, treat and care for patients with cardiopulmonary disorders. Graduates of respiratory care programs work closely with patients, doctors, and other healthcare personnel to provide diagnostic testing, therapeutics, education, rehabilitation, monitoring, life support, and other specialized methods of treatment. Achievement of the respiratory care degree requires students to participate in classroom, laboratory, and patient care clinical environments, such as hospitals. Upon completion of the program, students are eligible to sit for the National Board of Respiratory Care (NBRC) Examination.

The Respiratory Care A.A.S. degree is a cooperative program in conjunction with Brookdale Community College. The program meets the needs of students seeking licensure and employment in the community as Registered Respiratory Therapist. The 73 credit program is offered in two (2) phases. Students are able to complete the first or pre-professional phase of the program at Atlantic Cape with the second phase or the professional phase of the program completed at Brookdale. The pre-professional phase offered at Atlantic Cape includes 31 credits of general education, mathematics, and science courses. The professional phase of the program is 42 credits with respiratory care courses occurring at Brookdale once a year in a four-semester course sequence. For additional information visit the Brookdale Community College Respiratory Care program website at https://www.brookdalecc.edu/health-sciences-institute/respiratory-care-clarus/.

The Brookdale Community College Respiratory Care Program is accredited by the Commission on Accreditation for Allied Health Education Programs (CAAHEP) in cooperation with the Committee on Accreditation for Respiratory Care (CoArc), 1701 West Euless Blvd., Suite 300, Euless, TX 76040, (817) 283-2835.

A dual application is required for this degree. Admission to the professional phase of the program requires that all Atlantic Cape pre-professional phase coursework be completed with a grade of "C" or better by the end of the Winter semester for fall admission. Students are to notify the Assistant Dean, Nursing & Health Sciences by January 1 of their intent to apply. All classes must be completed and appear on an Atlantic Cape transcript. As part of the admission process, student will need to pass a standardized Health Science entrance exam and a criminal history background check prior to admission to the Brookdale Respiratory Care program. The application is available on the Health Sciences Admissions section of Brookdale's website at https://www.brookdalecc.edu/academic-institutes-and-departments/health-sciences/.

Acceptance to the Respiratory Care course sequence (professional phase) is competitive as Atlantic Cape is allotted a minimum of three student spaces annually. Student selection for the professional phase of the program is based on the GPA of the required first year or pre-professional phase. **Completion of the pre-professional phase at Atlantic Cape does not guarantee admission to the professional phase at Brookdale**.

Students are responsible for meeting any additional requirements at Brookdale Community College including the physical examination for admission to the clinical education component.

Upon completion of this program students will be able to:

- Assess, analyze, implement and evaluate respiratory care;
- Perform respiratory quality control activities;
- Apply basic principles of management in the care of groups of patients;
- Exhibit therapeutic communication skills;
- Incorporate ethical/legal considerations into the respiratory action plan;
- Practice as a member of a diverse interdisciplinary health care team;
- Continue personal and professional growth;
- Incorporate principles from the social sciences, biologic sciences and humanities into their practice;
- Practice within the limits and scope of a licensed respiratory therapist.

(RESC-*Fall* 2020)

Atlantic Cape Community College Courses Pre-Professional Phase

General Education Courses - Communication

Course #	Title	Credits:
ENGL101	Composition I	3
ENGL102	Composition II	3

Mathematics-Science-Technology

Course #	Title	Credits:
BIOL220	Human Anatomy and Physiology I	4
BIOL221	Human Anatomy and Physiology II	4

Social Science

Course #	Title	Credits:
PSYC101	General Psychology	3

Humanities

Course #	Title	Credits:
	General Education Humanities Course (3 Credits)	3

Program Courses

Course #	Title	Credits:
BIOL250	Microbiology	4
CHEM100	Introduction to College Chemistry	4
HESC110 (Formerly ALHT110)	Comprehensive Medical Terminology	3

Brookdale Community College Respiratory Therapy Courses
Professional Phase— 42 credits

All professional phase coursework is completed through Brookdale Community College.

Program Courses

Course #	Title	Credits
RESP161	Cardiopulmonary Anatomy & Physiology	3
RESP162	Fundamental Skills in Respiratory Care	7
RESP163	Cardiopulmonary Physiology	4
RESP164	Patient Assessment and Diagnosis	6
RESP165	Advanced Life Support and Emergency Care	2
RESP261	Neonatal & Pediatric Respiratory Care	2
RESP262	Adult Critical Care	7
RESP263	Subacute Respiratory Care	2
RESP264	Respiratory Care Practices	7
RESP265	Issues in Respiratory Care	2

Recommended sequence of courses:

Pre-Professional Phase - First Year
Atlantic Cape Community College Courses

Summer

Course #	Title	Credits:
CHEM100	Introduction to College Chemistry	4

First Semester - Fall

Course #	Title	Credits:
ENGL101	Composition I	3
PSYC101	General Psychology	3
BIOL220	Human Anatomy and Physiology I	4
HESC110 (Formerly ALHT110)	Comprehensive Medical Terminology	3

Second Semester - Spring

Course #	Title	Credits:
ENGL102	Composition II	3
BIOL221	Human Anatomy and Physiology II	4
BIOL250	Microbiology	4
	General Education Humanities Course (3 Credits)	3

Professional Phase - Second Year
Brookdale Community College Courses

Third Semester - Fall

Course #	Title	Credits
RESP161	Cardiopulmonary Anatomy & Physiology	3
RESP162	Fundamental Skills in Respiratory Care	7

Fourth Semester - Spring

Course #	Title	Credits
RESP163	Cardiopulmonary Physiology	4
RESP164	Patient Assessment and Diagnosis	6
RESP165	Advanced Life Support and Emergency Care	2

Fifth Semester - Fall

Course #	Title	Credits
RESP261	Neonatal & Pediatric Respiratory Care	2
RESP262	Adult Critical Care	7

Sixth Semester - Spring

Course #	Title	Credits
RESP263	Subacute Respiratory Care	2
RESP264	Respiratory Care Practices	7
RESP265	Issues in Respiratory Care	2
	Total credits:	**73**

Technical Studies, Associate in Applied Science

This program is designed for students who need a degree that utilizes their nontraditional forms of learning. The design also provides an accelerated route to an associate's degree by allowing students to earn credit for industry credentials, non-collegiate instruction and examination scores.

The program consists of a minimum of 20 General Education course credits and up to 25 Technical Core credits. Technical Core credits are awarded through the Prior Learning Assessment (PLA) process. Students interested in Technical Core credits must complete the Application for Prior Learning Assessment.

For program eligibility information, contact Sherwood Taylor, staylor@atlantic.edu or (609) 343-4816.

Upon completion of this program students will be able to:

- Utilize analytical skills in making decisions;
- Demonstrate competence in the use of communication skills, critical thinking, teamwork and leadership in their chosen profession and career;
- Provide official recognition of their individual training and education.

(*TECH-Fall 2021*)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Choose: ENGL102-Composition II, ENGL230-Technical Writing, COMM110-Interpersonal Communication or COMM120-Public Speaking

Course #	Title	Credits:
ENGL101	Composition I	3
	Choice of Course (3 Credits)	3

Mathematics-Science-Technology

Course #	Title	Credits:
CISM125	Introduction to Computers	3

Humanities or Social Sciences

Choose any General Education Humanities or Social Science course

Course #	Title	Credits:
	Choice of Course (3 Credits)	3

General Education Electives

Choose 8 credits of General Education courses

Course #	Title	Credits:
	General Education Course (4 Credits)	4
	General Education Course (4 Credits)	4

Technical Core

(through Prior Learning Assessment)

Prior Learning Assessment is defined as college-level knowledge gained outside of the traditional classroom. Methods include credit by examination, evaluated certifications and portfolio evaluation.

Program Courses

Students must meet with Dr. Otto Hernandez to select program courses *(609-343-4978 or hernande@atlantic.edu). Program courses are selected from the program courses listed in an Atlantic Cape Associate in Applied Science (A.A.S.) degree*

Total credits:		**60**

Certificates

Graphic Design, Certificate

The Graphic Design Certificate provides students with the basics of digital tools and design skills for art, print, and Web. Students can enroll in the certificate and then apply most of the credits towards an Associate in Fine Arts if they choose to continue. A certificate in graphic design, as a supplement to another degree program, can set students apart from others who are seeking employment in the graphic design field. For individuals already working in graphic design, this certificate is an effective way to establish credentials and update both studio and digital skills. Employers in many lines of business, including public relations, education, or non-profits where employers seek multiple skillsets, may value the professional expertise and well-rounded assets this certificate demonstrates.

Some courses in this program are offered at online and others are offered in the studio or digital lab.

For further information, contact area coordinator, Dr. Augustine Nigro, (609) 343-5022 or anigro@atlantic.edu.

Upon completion of this program students will be able to:

- Improve and refine fine arts skillset;
- Explore methods for fine and digital art making with an emphasis on design and effective composition;
- Create designs manually or digitally using images and/or typography;
- Develop the ability to critique and revise digital and fine art;
- Prepare and promote art for portfolio, employment, and/or transfer.

(*GRDE-Fall 2021*)

Communication

Course #	Title	Credits:
ENGL101	Composition I	3

Mathematics-Science-Technology

Course #	Title	Credits:
CISM125	Introduction to Computers	3

Program Courses

Choose: ARTS128-Introduction to Photographic Processes or TVRF103-Digital Video Production I

Course #	Title	Credits:
ARTS100	Color and 2-D Design	3
ARTS110	Fundamental Drawing	3
ARTS116	Graphic Design	3
TVRF/ARTS124 (formerly TVRF/COMM130)	Visual Communication	3
	Choice of Course (3 Credits)	3
ARTS135	Art with Computers	3
ARTS219	Advanced Graphic Design	3

Program Elective

Choose one: ARTS elective, BUSN101-Introduction to Business, or COMM104-Public Relations

Course #	Title	Credits:
	Choice of Course (3 Credits)	3
	Total credits:	**30**

Flight Instructor, Certificate

The Flight Instructor Certificate provides students with an opportunity to obtain the knowledge, expertise, and aeronautical proficiency necessary to meet the requirements for a commercial rating with an airplane or a helicopter category and a single-engine land class rating, and a flight instructor certificate with an airplane category rating and single-engine class rating.

Students are required to have proof of U.S. citizenship or TSA approval and have a valid second-class medical certificate to enroll in this program. A second application is required for admission to this program.

Students already holding the required pilot's license and ratings may convert their experience through the college's prior learning assessment process.

For further information, contact Aviation Division Chair, Timothy Cwik, at (609) 343-4992 or tcwik@atlantic.edu.

(*FLTI—Fall 2019*)

Major Requirements - Required Courses

Course #	Title	Credits:
CISM125	Introduction to Computers	3

Social Science

Course #	Title	Credits:
PSYC101	General Psychology	3

Program Courses - Airplane

Select one of the following (Airplane or Helicopter):

Free Elective (*meet with faculty advisor before making selection*)

Course #	Title	Credits:
ATCT120	Aviation Weather	3
AVIT110	Aeronautical Knowledge	3
AVIT210	Private Pilot Airplane	4
AVIT240	Instrument Pilot Airplane	2
AVIT276	Fundamentals of Flight Instruction	3
AVIT278	Airplane Flight Instructor	1
AVIT280	Commercial Pilot Airplane	4
EDUC/ PSYC213	Educational Psychology	3
	Free Elective (3 Credits)	3

Program Courses - Helicopter

Select one of the following (Airplane or Helicopter):

Free Elective (*meet with faculty advisor before making selection*)

Course #	Title	Credits:
ATCT120	Aviation Weather	3
AVIT255	Instrument Pilot Helicopter	4
AVIT265	Commercial Pilot Helicopter	5
AVIT276	Fundamentals of Flight Instruction	3
AVIT282	Helicopter Flight Instructor	2
EDUC/ PSYC213	Educational Psychology	3
	Free Elective (3 Credits)	3
	Total credits:	**32**

Small Unmanned Aircraft Systems Field Technician, Certificate

This program prepares students for a career as a small-unmanned aircraft systems technician. Upon successful completion of the program students will demonstrate basic proficiency in the area of sUAS operations, general maintenance and repair, the use of a sUAS for the collection of and pre and post-processing of aerial images and videos, and geospatial data collection.

Students are required to sit for, and pass a Federal Aviation Administration knowledge exam. Passing this examination leads to the earning of the Federal Aviation Administration's Remote Pilot Certificate with a Small Unmanned Aircraft Systems Rating. The RPC allows for the safe commercial operation of less than 55 lbs. drones in the National Airspace System. This program requires off campus field trips and fieldwork. Students can apply all of the required coursework toward the Small Unmanned Aircraft Systems Field Technician Associate in Applied Science Degree.

For additional information, please contact faculty advisor, James Taggart at (609) 343-4950 or jtaggart@atlantic.edu, or Aviation Division Chair, Timothy Cwik, at (609) 343-4992 or tcwik@atlantic.edu.

Upon completion of this program students will be able to:

- Earn a Federal Aviation Remote Pilot Certificate with a Small Unmanned Aircraft Systems Rating;
- Safely execute the rights and privileges of a remote pilot in command of a less than 55 pound small unmanned aircraft system;
- Safely maintain and repair a small unmanned aircraft system;
- Perform safety inspections and explain the benefits of recordkeeping;
- Collect and process a variety of aerial data into meaningful information.

(*UAST-Fall 2020*)

Communication

Course #	Title	Credits:
ENGL101	Composition I	3

Mathematics-Science-Technology

Course #	Title	Credits:
CISM125	Introduction to Computers	3

Program Courses

Course #	Title	Credits:
AVIT140	Small Unmanned Aircraft Systems Operation-Multi-Rotor	3
AVIT185	Remote Sensing Using Unmanned Aircraft Systems	4
AVIT245	Professional sUAS Operations	3
AVIT250	sUAS Maintenance & Repair	4
TVRF/AVIT263	Aerial Video Production	1
AVIT290	UAS Capstone Project	1
ATCT120	Aviation Weather	3
ENGR125	Introduction to Electronics	4
GIST101	Introduction to Geographic Information Systems	4
	Total credits:	**33**

Business Administration, Certificate

The Business Administration Certificate Program provides students with an opportunity to learn and develop skills that will help them find immediate employment in entry-level supervision and supervisory positions. This Certificate is also intended for students who plan to continue with their Associate degree or transfer to 4-year institutions.

The Business Administration Certificate Program includes up to 17 credits of general education coursework and up to 19 credits of Atlantic Cape's Business Administration degree program coursework. Credits earned may be applied to a Business Administration, A.S. or Business Administration, A.A.S. degree.

For information, contact area coordinator, Dr. Karl Giulian, at (609)343-4996 or kgiulian@atlantic.edu.

(BUSC—Fall 2016)

General Education Courses
When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits:
ENGL101	Composition I	3

Mathematics-Science-Technology

Course #	Title	Credits:
	General Education Mathematics Course (4 Credits)	4

Social Science

Course #	Title	Credits:
ECON110	Macroeconomics	3

General Education Electives
Choose: CISM125-Introduction to Computers or COMM120-Public Speaking

Course #	Title	Credits:
	Choice of Course (3 Credits)	3

Program Courses

Course #	Title	Credits:
ACCT130	Financial Accounting	4
BUSN101	Introduction to Business	3
BUSN202	Principles of Marketing	3
BUSN210	Business Law I	3
BUSN222	Principles of Management	3

Program Elective
Choose: BUSN106-Business Ethics, BUSN205-Human Resources Management, ENGL102-Composition II, or a General Education Science course

Course #	Title	Credits:
	Choice of Course (3 Credits)	3

Recommended sequence of courses:

First Semester
Choose: CISM125 or COMM120

Course #	Title	Credits:
BUSN101	Introduction to Business	3
ECON110	Macroeconomics	3
ENGL101	Composition I	3
	General Education Mathematics Course (4 Credits)	4
	Choice of Course (3 Credits)	3

Second Semester
Choose BUSN106, BUSN205, ENGL102, or a General Education Science course

Course #	Title	Credits:
ACCT130	Financial Accounting	4
BUSN202	Principles of Marketing	3
BUSN210	Business Law I	3
BUSN222	Principles of Management	3
	Choice of Course (3 Credits)	3
	Total credits:	**32**

Criminal Justice, Certificate

The Criminal Justice Certificate provides students with the basics of the United States criminal justice system including juvenile crime, criminal behavior and policing. Students can enroll in the certificate by itself or along with the associate degree in Criminal Justice. A certificate in criminal justice, as a supplement to another degree program, can set students apart from others who are seeking employment in the criminal justice field. For individuals already working in criminal justice, this certificate is an effective way to establish credentials. Completing this program also provides many benefits for students who work in other fields.

Employers in many lines of business, including information technology, education, or social services, may value the professional expertise and personal determination this certificate demonstrates.

Many of the courses in this program are offered at all three Atlantic Cape campus locations. Additionally, for the busy professional, this certificate can be completed 100% online.

For further information, contact area coordinator, Dean Wyks, (609) 343-4915 or dwyks@atlantic.edu.

Upon completion of this program students will be able to:

- Summarize the importance of ethics, social responsibility, honesty and accuracy in business reporting;
- State basic criminal justice principles effectively in written, oral and technology based applications;
- Identify the imdpact of government in the roles assigned to the criminal justice system.

(*CRJU-Fall 2018*)

Communication

Course #	Title	Credits:
ENGL101	Composition I	3

Social Science

Course #	Title	Credits:
PSYC101	General Psychology	3

Program Courses

Course #	Title	Credits:
CRIM101	Introduction to Criminal Justice	3
CRIM109	Ethics in Criminal Justice	3
CRIM130	The Criminal Court System	3
CRIM201	Criminal Law	3
CRIM202	Constitutional Law	3
SOCL/ CRIM206	Juvenile Justice	3
CRIM216	Criminal Justice Report Writing	3

Program Elective

Choose: CRIM course

Course #	Title	Credits:
	Choice of Course (3 Credits)	3
	Total credits:	**30**

Baking and Pastry I, Certificate

This two semester certificate program is designed to provide students with career training for entry-level positions in baking and pastry. The certificate can also be used as a foundation for completing the Baking and Pastry Option in Culinary Arts, A.A.S. degree at the Academy of Culinary Arts.

For additional program information, please contact the Culinary department at (609) 343-4944.

Upon completion of this program students will be able to:

- Demonstrate an understanding of professionalism and exceptional work ethics;
- Work effectively in teams;
- Explain the environmental and conservation issues related to the culinary industries;
- Demonstrate the knowledge and skills appropriate for entry-level positions in the baking and pastry culinary field;
- Articulate the need and value of life-long learning as it relates to career goals;
- Compare and contrast traditional and non-traditional career opportunities;
- Demonstrate industry sanitation standards;
- Demonstrate industry equipment safety standards;
- Demonstrate effective communication and computation skills;
- Apply baking theories;
- Create classic and artisan yeast products, quick breads and puff dough;
- Create classical and decorative pastries;
- Evaluate and interpret menus and recipes in terms of human nutrition and apply principles in menu planning and food preparation;
- Apply basic culinary cooking methods.

(*BKPI-Fall* 2019)

General Education Courses

Communication

Course #	Title	Credits:
ENGL101	Composition I	3

Mathematics-Science-Technology

Course #	Title	Credits:
CISM125	Introduction to Computers	3

Program Courses

Course #	Title	Credits:
CUBP101	The Science Behind the Ingredients	2
CUBP110	Foundations of the Bakeshop	2
CUBP120	Introduction to the Art of Pastry	2
CUBP150	Plated Desserts	2
CUBP210	Advanced Baking Techniques	2
CUBP211	The Art of Bread Making	2
CUBP240	Borders, Piping and Runouts	1
CULN101	Introduction to the Culinary Profession	2
CULN108	Introduction to Sensory Evaluation & the Cold Foods Kitchen	2
CULN125	Kitchen Foundations: Stocks, Soups and Sauces	2
CULN140	Culinary Math and the Successful Chef	1
CULN158	Cooperative Education I	1
CULN175	Nutrition for Culinary Professionals	2
CULN188	Cooperative Education II	1

Recommended sequence of courses:

First Semester

Course #	Title	Credits:
ENGL101	Composition I	3
CULN101	Introduction to the Culinary Profession	2
CUBP101	The Science Behind the Ingredients	2
CUBP110	Foundations of the Bakeshop	2
CUBP210	Advanced Baking Techniques	2
CUBP120	Introduction to the Art of Pastry	2
CULN158	Cooperative Education I	1

Second Semester

Course #	Title	Credits:
CISM125	Introduction to Computers	3
CULN125	Kitchen Foundations: Stocks, Soups and Sauces	2
CUBP211	The Art of Bread Making	2
CUBP150	Plated Desserts	2
CULN108	Introduction to Sensory Evaluation & the Cold Foods Kitchen	2
CUBP240	Borders, Piping and Runouts	1
CULN140	Culinary Math and the Successful Chef	1
CULN175	Nutrition for Culinary Professionals	2
CULN188	Cooperative Education II	1
	Total credits:	**30**

Culinary Arts I, Certificate

This two semester certificate program is designed to provide students with career training for entry-level positions in the culinary industry. The Certificate can also be used as a foundation for completing the Culinary Arts, A.A.S. degree at the Academy of Culinary Arts.

For additional program information, please contact the Culinary department at (609) 343-4944.

Upon completion of this program students will be able to:

- Demonstrate professionalism and exceptional work ethics;
- Participate in community service activities;
- Work effectively in teams;
- Identify environmental and conservation issues related to the culinary industries;
- Demonstrate the knowledge and skills appropriate for entry-level positions in the culinary field;
- Practice life-long learning as it relates to career goals;
- Compare and contrast traditional and non-traditional career opportunities;
- Identify industry sanitation standards;
- Know and apply industry equipment safety standards;
- Apply basic cooking techniques, correctly interpret recipes and procedures; and apply food safety in product preparations.
- Demonstrate effective communication and computation skills.

(*CULI-Fall* 2019)

General Education Courses

Communication

Course #	Title	Credits:
ENGL101	Composition I	3

Mathematics-Science-Technology

Course #	Title	Credits:
CISM125	Introduction to Computers	3

Program Courses

Course #	Title	Credits:
CUBP110	Foundations of the Bakeshop	2
CULA140	Operating the Successful Kitchen	2
CULN101	Introduction to the Culinary Profession	2
CULN108	Introduction to Sensory Evaluation & the Cold Foods Kitchen	2
CULN125	Kitchen Foundations: Stocks, Soups and Sauces	2
CULN130	Vegetables, Starches and Grains	2
CULN134	Breakfast Cookery	1
CULN140	Culinary Math and the Successful Chef	1
CULN158	Cooperative Education I	1
CULN165	Meat Cookery	2
CULN170	Poultry and Seafood Cookery	2
CULN175	Nutrition for Culinary Professionals	2
CULN235	A la Carte Restaurant Production	2
CULN188	Cooperative Education II	1

Recommended sequence of courses:

First Semester

Course #	Title	Credits:
ENGL101	Composition I	3
CULN101	Introduction to the Culinary Profession	2
CULN108	Introduction to Sensory Evaluation & the Cold Foods Kitchen	2
CULN125	Kitchen Foundations: Stocks, Soups and Sauces	2
CULN130	Vegetables, Starches and Grains	2
CULN134	Breakfast Cookery	1
CULN140	Culinary Math and the Successful Chef	1
CULN158	Cooperative Education I	1

Second Semester

Course #	Title	Credits:
CISM125	Introduction to Computers	3
CULN165	Meat Cookery	2
CULN170	Poultry and Seafood Cookery	2
CULA140	Operating the Successful Kitchen	2
CUBP110	Foundations of the Bakeshop	2
CULN175	Nutrition for Culinary Professionals	2
CULN235	A la Carte Restaurant Production	2
CULN188	Cooperative Education II	1

Total credits: 30

Hospitality Management, Certificate

The Hospitality Management Certificate program provides students with an opportunity to learn the essentials of Hospitality Management. This Certificate provides an opportunity for individuals transitioning to a hospitality related profession, current hospitality employees desiring upward mobility opportunities and students wishing to pursue an advanced degree to earn an industry recognized credential in a shorter period of time. Students in the Certificate program can choose to complete a hospitality internship as part of their elective coursework.

The Hospitality certificate includes six (6) credits of general education coursework. Credits earned in the Hospitality Certificate may be applied to an A.A.S. degree in Hospitality Management.

For further information, contact area coordinator, Dr. Karl Giulian, (609) 343-4996 or kguilian@atlantic.edu.

Upon completion of this program students will be able to:

- Utilize industry specific terminology;
- Discuss the functions of hotel departments and their operational interdependency;
- Describe safe food handling and responsible alcohol service;
- Explain the necessity of delivering exemplary customer service in the hospitality industry.

(*HMGT-Fall 2018*)

Communication

Course #	Title	Credits:
ENGL101	Composition I	3
COMM120	Public Speaking	3

Program Courses

Course #	Title	Credits:
HOSP100	Orientation to Hospitality and Tourism	3
HOSP132	Food Service Sanitation	1
HOSP200	Hotel Operations	4
HOSP/ BUSN205	Human Resources Management	3
HOSP250	Catering and Events Planning	3
HOSP265 (formerly, HOSP150)	Hospitality Sales and Marketing	3

Program Elective

Choose: BUSN or HOSP Electives

Course #	Title	Credits:
	Program Elective Course (3 Credits)	3
	Program Elective Course (3 Credits)	3
	Program Elective Course (3 Credits)	3
	Total credits:	**32**

Human Services, Certificate

This certificate is a collaborative effort between the New Jersey departments of Human Services (DHS) and Children and Families (DCF), the New Jersey Community College Consortium for Workforce and Economic Development (NJCCCWED) and New Jersey community colleges for a career ladder certificate program. It is designed exclusively for DHS and DCF clerical and support staff who have completed the career ladders program and wish to obtain a college certificate and/or pursue a degree in human services.

The certificate program includes 18 credit hours of Atlantic Cape general education and program courses and 12 credit hours for one of three previously earned Career Ladders certifications in the child protective services field, the mental health field or the disability services field.

For further information, contact faculty advisor, Donna Marie McElroy, at dmcelroy@atlantic.edu or (609)343-5677, or contact the Social Science area coordinator, Heather Boone, at (609)343-4934 or hboone@atlantic.edu.

(*HSVC-Spring 2010*)

Communication
COMM110-Interpersonal Communication or
COMM120-Public Speaking

Course #	Title	Credits:
ENGL101	Composition I	3
	Choice of Course (3 Credits)	3

Social Science
Course #	Title	Credits:
PSYC101	General Psychology	3
SOCL101	Principles of Sociology	3

Program Courses
Course #	Title	Credits:
HSRV115	Introduction to Social Work and Human Services	3
HSRV116	Social Agency Skills and Processes	3

NJDHS Certificate in Child Protective Services, Mental Health or Disability Services
	Total credits:	**30**

Professional Series

Commerical Pilot, Professional Series

This series prepares students for a Federal Aviation Administration license as a commercial pilot with an instrument rating. Before enrolling in this program, students must meet the physical and legal requirements for becoming a commercial pilot. Students are required to have proof of U.S. citizenship or TSA approval and have a valid second-class medical certificate to enroll in this series. A second application is required for admission.

For additional program information, please contact Aviation Division Chair, Timothy Cwik, at (609)343-4992 or tcwik@atlantic.edu.

Upon completion of this program students will be able to:

- Earn a Federal Aviation Administration Instrument Pilot Rating;
- Earn a Federal Aviation Administration Commercial Pilot's Certificate;
- Safely execute the rights and privileges of a commercial pilot in command (PIC).

(*ZPIL*)

Courses

Course #	Title	Credits:
ATCT120	Aviation Weather	3
AVIT107	Aeronautical Knowledge Seminar	1
AVIT210	Private Pilot Airplane	4
AVIT235	Instrument Knowledge Seminar	1
AVIT240	Instrument Pilot Airplane	2
AVIT275	Commercial Pilot Knowledge Seminar	1
AVIT280	Commercial Pilot Airplane	4
	Total credits:	**16**

Small Unmanned Aircraft Systems Repair Specialist, Professional Series

This program prepares students to operate, maintain, and repair small unmanned aircraft systems. Upon successful completion of the program students will earn the Federal Aviation Administration Remote Pilot Certificate with a Small Unmanned Aircraft Systems Rating. This FAA certificate allows the holder to act as the pilot in command of a less than 55-pound commercial drone. The program also prepares students to troubleshoot mechanical and technical problems, make repairs and modifications, and conduct small unmanned aircraft safety inspections.

For additional information, please contact faculty advisor, James Taggart at (609) 343-4950 or jtaggart@atlantic.edu, or Aviation Division Chair, Timothy Cwik, at (609) 343-4992 or tcwik@atlantic.edu.

Upon completion of this program students will be able to:

- Operate a small unmanned aircraft system safely in the National Airspace System;
- Maintain and repair a small unmanned aircraft system;
- Develop maintenance schedules and safety inspection checklists.

(*ZUAR*)

Courses

Course #	Title	Credits:
AVIT140	Small Unmanned Aircraft Systems Operation-Multi-Rotor	3
AVIT250	sUAS Maintenance & Repair	4
AVIT290	UAS Capstone Project	1
CISM125	Introduction to Computers	3
ENGR125	Introduction to Electronics	4
	Total credits:	**15**

Small Unmanned Aircraft Systems Specialist, Professional Series

This program is designed to provide students with the theoretical knowledge and practical skill necessary to safely operate a small-unmanned aircraft system (sUAS) within the National Airspace System. The coursework focuses on safe sUAS operation for aerial video production, the collection and processing of aerial and geospatial data as well as piloting requirements under Code of Federal Regulations Title 14 Part 107. As part of this professional series certificate of achievement, students will prepare to earn their Federal Aviation Administration Remote Pilot Certificate with a Small Unmanned Aircraft Systems Rating. Some of the coursework may require fieldwork and flight laboratories.

For additional information, please contact faculty advisor, James Taggart at (609) 343-4950 or jtaggart@atlantic.edu, or Aviation Division Chair, Timothy Cwik, at (609) 343-4992 or tcwik@atlantic.edu.

Upon completion of this program students will be able to:

- Safely operate a small unmanned aircraft system safely in the National Airspace System;
- Utilize a small unmanned aircraft system to collect imagery and geospatial data;
- Process aerial imagery and geospatial data using industry standard software applications.

(*ZUAS*)

Courses

Choose one:

AVIT/TVRF263-Aerial Video Production (1 cr.)

Or

CISM/ENVL122-Agricultural Technology (3 cr.)

Course #	Title	Credits:
ATCT120	Aviation Weather	3
AVIT140	Small Unmanned Aircraft Systems Operation-Multi-Rotor	3
AVIT185	Remote Sensing Using Unmanned Aircraft Systems	4
AVIT245	Professional sUAS Operations	3
GIST101	Introduction to Geographic Information Systems	4
	Choice of Course (3 Credits)	3
	Total credits:	**20**

Business Leadership Professional, Professional Series

This series is designed for the person who is transitioning into a supervisory position and does not have a business degree. The selected courses familiarize the student with common business terminology, fundamental business concepts and current business issues and trends. These courses will prepare the student for leadership opportunities within the business world. All courses in the series are offered in traditional and online delivery. Credits earned can be applied towards the Business Administration, A.S. and A.A.S. degrees.

For information, contact the area coordinator, Dr. Karl Giulian, at (609) 463-4586 or kgiulian@atlantic.edu.

Upon completion of this program students will be able to:

- Describe the role of business in society;
- Utilize proper marketing terminology;
- Explain the importance of marketing in for-profit and not-for-profit businesses;
- Identify the different levels, roles and functions of managers;
- Compare and contrast the external and internal environments that impact management;
- Discuss ethical issues more clearly, critically and logically.

(ZBLP)

Courses

Course #	Title	Credits:
BUSN101	Introduction to Business	3
BUSN202	Principles of Marketing	3
BUSN106	Business Ethics	3
BUSN222	Principles of Management	3
	Total credits:	**12**

Entrepreneurial Professional, Professional Series

This series is designed for the small business owner or prospective owner and prepares them to do the basic accounting, management and marketing tasks required for business success.

For information, contact the area coordinator, Dr. Karl Giulian, at (609)343-4996 or kgiulian@atlantic.edu.

Upon completion of this program students will be able to:

- Describe the role of business in society;
- Utilize proper marketing terminology;
- Explain the importance of marketing in for profit and not for profit businesses;
- Recognize the challenges associated with start-up ventures, franchises or family-run succession as entrepreneurial opportunities;
- Explain the steps involved in, and benefits of, writing a business model as an initial step in creating a business plan;
- Apply basic accounting cycle concepts utilizing Quickbooks Pro.

(ZENP)

Courses

Course #	Title	Credits:
ACCT130	Financial Accounting	4
BUSN101	Introduction to Business	3
BUSN104	Entrepreneurship	3
BUSN202	Principles of Marketing	3
	Total credits:	**13**

Child Development Associate (CDA), Professional Series

This series is designed to provide the educational component of the national credentialing program administered by the Council for Early Childhood Professional Recognition. Students may pursue the Infant/Toddler CDA or the Preschool CDA credential. The CDA is accepted by the Department of Human Services for group teacher positions in licensed day care centers. In addition to course work and portfolio preparation, the candidate needs to meet work experience requirements. Candidates work closely with a CDA advisor (Atlantic Cape instructors may serve as advisors) to document the educational and work experience in preparation of a formal assessment by a Council representative. (Additional non-college fees are assessed by the Council.) It is strongly recommended that the student take the Placement Test and enroll in the required reading/writing courses to assure that the portfolio requirements are met. These courses can be applied toward Atlantic Cape's Child Development/Child Care Option, Associate in Arts degree.

For information, contact area coordinator, Heather Boone, at (609)343-4934 or hboone@atlantic.edu.

Upon completion of this program students will be able to:

- Discuss the importance of maintaining a healthy, safe learning environment;
- Summarize the physical and intellectual development of young children;
- Provide positive guidance in the classroom that supports the social and emotional development of young children;
- Explain the importance of positive relationships with families;
- Demonstrate a commitment to professionalism.

(*ZCDA*)

Infant/Toddler Child Development Associate

Course #	Title	Credits:
CDCC/EDUC103	Roles of the Early Childhood Professional	2
CDCC104	Infant and Toddler Development: Theory and Applications	3
EDUC/CDCC252 (formerly, EDUC/CDCC130)	Early Childhood Practicum	3
EDUC/PSYC110	Child Development: Theory and Practice	4

Preschool Child Development Associate

Course #	Title	Credits:
CDCC/EDUC103	Roles of the Early Childhood Professional	2
EDUC/PSYC110	Child Development: Theory and Practice	4
CDCC/EDUC115	Planning the Preschool Curriculum	3
EDUC/CDCC252 (formerly, EDUC/CDCC130)	Early Childhood Practicum	3
	Total credits:	**24**

Computer Forensics Specialist, Professional Series

This series is designed for the working person who needs to develop the skills needed in the areas of criminal justice, ethics, network security, computer security and cyber crime investigations. Learners should complete this series if they are working in computer security, law enforcement, criminal justice, data recovery, computer repair or a business that has a need to set employee policy for computer use in the workplace.

These courses help to prepare the student for various certifications and certification program requirements for entry into the field of computer security and forensics. Certifications include: The International Association of Computer Investigative Specialist (IACIS), Certified Computer Examiners (CCE), Global Information Assurance (GIAC), EnCE and ACE. These courses provide a baseline for these certifications. The various organizations, both public and private, that have developed these certifications typically have fees for membership and certification exams. The organizations may also require interviews and/or additional curricula before allowing students to sit for the certification exams. This series can be completed within one year, however, students can begin and end the program at their own pace.

For additional information, please contact area coordinator, Svetlana Marzelli, at (609) 343-5017 or smarzell@atlantic.edu.

Upon completion of this program students will be able to:

- Demonstrate an understanding of the American criminal justice system;
- Construct a forensic acquisition plan for mobile devices that will account for various scenarios and address the limitations of mobile technology;
- Evaluate the best acquisition method(s) and create contingency plans for data acquisition;
- Identify and discuss the substantive and procedural legal issues involved in investigating and prosecuting cyber crime.

(*ZCFS*)

Courses

Course #	Title	Credits:
CISM125	Introduction to Computers	3
CRIM101	Introduction to Criminal Justice	3
CRIM107	Introduction to Cyber Crime	3
CISM222	Issues in Computer Security	3
CRIM/ CISM240	Computer Forensics	4
	Total credits:	**16**

Oracle Database and Gis Specialist, Professional Series

The Oracle Database and GIS Specialist Series provides students with the knowledge needed for one of the fastest growing industries of our time. Students will learn to design and program using a live Oracle server with curriculum provided by the Oracle Corporation. Also, there will be an in-depth study of current GIS systems and their uses.

The Specialist series provides students with the opportunity to develop skills in the common areas of database design programming and GIS techniques and to update their technological skills and improve employability.

For additional information, please contact area coordinator, Svetlana Marzelli, at (609) 343-5017 or smarzell@atlantic.edu.

Upon completion of this program students will be able to:

- Analyze geospatial data;
- Design and develop a distributed database;

- Organize geospatial data using a distributed database;
- Present geospatial data in the form of a map.

(*ZODG*)

Courses

Course #	Title	Credits:
CISM125	Introduction to Computers	3
GIST101	Introduction to Geographic Information Systems	4
GIST150	Geospatial Data Collection	4
CISM167	Programming in Oracle SQL	3
CISM170	Database Design Using Oracle	3
	Total credits:	**17**

Oracle SQL Programming and Database Design Specialist, Professional Series

The Oracle SQL Programming and Database Design Specialist Series provides students with the knowledge needed for entry-level positions as database developer/ programmer. The students will learn to design and program using a live Oracle server with curriculum provided by the Oracle Corporation.

The series provides students with the opportunity to develop skills in the common practices of database design and programming, improve employability and to update their technological skills. Upon completion, students are eligible to take the Level I Developer certification examination.

For additional information, please contact area coordinator, Svetlana Marzelli, at (609) 343-5017 or smarzell@atlantic.edu.

Upon completion of this program students will be able to:

- Apply relational database concepts, as well as data modeling concepts;
- Design and build a database solution for a business or organization using the Structured Query Language (SQL);
- Manipulate data within a database using SQL;
- Retrieve information from a database using SQL.

(*ZSQL*)

Courses

Choose one:

CISM135-Computer Programming-C++

CISM154-Computer Programming-Java

CISM174-Computer Programming-Visual Basic

Course #	Title	Credits:
CISM125	Introduction to Computers	3
CISM164	Microsoft Access	3
CISM167	Programming in Oracle SQL	3
CISM170	Database Design Using Oracle	3
	Choice of Course (4 Credits)	4

	Total credits:	16

Project Management, Professional Series

This series will enable students to manage all major project management components such as project planning, initiation, execution, control and closing. The series will also provide students with introductory level knowledge on various types of business ownership, organization, management, marketing, industries, personnel, labor and legal considerations. Students will also learn to use Microsoft Project software.

For additional information, please contact faculty advisor, Bojan Zilovic at (609) 343-4959 or bzilovic@atlantic.edu or area coordinator, Svetlana Marzelli, at (609) 343-5017 or smarzell@atlantic.edu.

Upon completion of this program students will be able to:

- Communicate the value of project management;
- Establish the structure for a successful project;
- Assemble, motivate and lead the project team;
- Ensure the project scope delivers the expected business value and desired outcome;
- Implement the proper mechanisms to prevent, minimize and respond to risks;
- Develop and use various mechanism to communicate project information;
- Ensure the project is completed per the agreed-upon project standards, budget and schedule.

(ZPMT)

Courses

Course #	Title	Credits:
CISM125	Introduction to Computers	3
BUSN222	Principles of Management	3
CISM143	Introduction to Project Management	3
CISM244	Advanced Project Management	3
CISM247	Management Information Systems	3
	Total credits:	**15**

Smartphone Programmer, Professional Series

The Smartphone Programmer series provides students with an opportunity to gain knowledge and develop skills needed to design, build and test applications for mobile devices. Students will also learn how to effectively market their applications. After completing the series, students may apply the credits toward an associate in science degree.

For additional information, please contact faculty advisor, Svetlana Marzelli, at (609) 343-5017 or smarzell@atlantic.edu.

Upon completion of this program students will be able to:

- Develop basic computer application programs in Java or C++;
- Design, build and test basic mobile applications for the Android or the iPhone;
- Market mobile device applications through an online application store;
- Apply productivity software for functional and analytical purposes.

(*ZSPH)*

Courses

Choose one:

CISM135-Computer Programming – C++

or

CISM154-Computer Programming-Java

Choose one:

CISM159- Intermediate Programming – C++

or

CISM254-Advanced Computer Programming – Java

Choose one:

CISM270-iPhone Programming

or

CISM271-Android Programming

Course #	Title	Credits:
ARTS116	Graphic Design	3
CISM125	Introduction to Computers	3
	Choice of Course (4 Credits)	4
	Choice of Course (4 Credits)	4
	Choice of Course (4 Credits)	4
	Total credits:	**18**

Web Design Professional, Professional Series

The Web Design Professional Series is a two-semester series designed for the working professional needing to become proficient in Web page design technologies. Students design and develop Websites that are graphically rich, well thought out and professional. They use industry-standard design applications while exploring theoretical Web design concepts and generally-accepted development techniques for Web design.

For additional information, please contact faculty advisor, Bojan Zilovic, at (609) 343-4959 or bzilovic@atlantic.edu or area coordinator, Svetlana Marzelli, at (609) 343-5017 or smarzell@atlantic.edu.

Upon completion of this program students will be able to:

- Design a website;
- Develop a website;
- Maintain a website;
- Manage a website.

(*ZWDP*)

Courses

Course #	Title	Credits:
ARTS116	Graphic Design	3
CISM125	Introduction to Computers	3
TCOM127	Web Technologies	3
CISM163	Web Page Design	3
CISM165	Web Graphics and Animation	3
	Total credits:	**15**

Computer Security Specialist, Professional Series

The Computer Security Specialist is a two-semester series designed for students to gain computer skills with a focus on computer security. Included are a selection of hardware and software, computer applications and introductory programming. Credits earned may be applied to the Computer Security Certificate and the Computer Systems Support, A.A.S. degree.

For additional information, please contact faculty advisor, William Dougherty, at (609) 343-4979 or doughert@atlantic.edu or contact area coordinator, Svetlana Marzelli, at (609) 343-5017 or smarzell@atlantic.edu.

Upon completion of this program students will be able to:

- Develop computer application programs in Java or Visual Basic;
- Prepare for the CompTIA Security+ certification examination;
- Apply productivity software for functional and analytical purposes;
- Design images using computer technology;
- Evaluate the impact of technology on business, government, and other areas of society.

(*ZCSS*)

Courses

Choose one: CISM154-Computer Programming-Java or CISM174 -Computer Programming-Visual Basic

Course #	Title	Credits:
CISM125	Introduction to Computers	3
CISM176	Systems Security Methods	4
CISM222	Issues in Computer Security	3
CRIM/ CISM240	Computer Forensics	4
	Choice of Course (4 Credits)	4
	Total credits:	**18**

Computer Technician Specialist, Professional Series

The Computer Technician Specialist is a two-semester series designed for students who are interested in acquiring concentrated core knowledge and a practical set of skills including computer hardware and software, network, and network security for employment or advancement in a variety of computer system support fields. Students will be eligible and required to sit for industry certification exams such as CompTIA A+, CompTIA Network+, and CompTIA Security +. Also, courses completed in this professional series fulfill five out of the twelve core program courses in the Computer Systems Support, A.A.S. degree.

Note: Credits may be awarded for prior professional experience (contact advisor for additional information regarding PLA).

For additional information, please contact area coordinator Svetlana Marzelli, at (609) 343-5017 or smarzelli@atlantic.edu.

Upon completion of this program students will be able to:

- Employ critical-thinking and analytical skills to design and implement network computer systems;
- Explain and contrast the different types of system maintenance in both the network and personal computer systems;
- Utilize a network of peers to keep in touch with new technologies and guidance when needed;
- Engage in analytical thinking and logical skills to conduct in deployment, maintenance, and use of both network and individual computer systems.

(*ZCTS*)

Courses

Course #	Title	Credits:
CISM125	Introduction to Computers	3
CISM130	Using PC Operating Systems	4
CISM149	Computer Hardware	4
CISM146	Computer Networking	4
CISM295	Information Technology Cooperative Education	3
	Total credits:	**18**

Fine Arts Series, Professional Series

This series is designed for the person who is interested in gaining the basic skills of studio art practices. The selected courses familiarize the student with common fundamental 2 and 3 dimensional fine arts applications. All courses in the series are offered in traditional delivery. Credits earned can be applied towards the Studio Arts, A.A. degree or the Fine Arts Studies, A.F.A.

For information, contact faculty advisor, Cheryl Knowles-Harrigan, at (609)343-4993 or cknowles@atlantic.edu.

Upon completion of this program students will be able to:

- Apply rudimentary studio practices in both two and three dimensional media;
- Develop design skills to two and three-dimensional art forms;
- Demonstrate an elementary proficiency in manual skills;
- Begin to analyze works of art including one's own, in writing and speech using terminology appropriate to form, function, and principles and elements of art;
- Demonstrate safe practices in the production of studio art.

(*ZFAP*)

Courses

Choose any 200-level ARTS course

Course #	Title	Credits:
ARTS100	Color and 2-D Design	3
ARTS110	Fundamental Drawing	3
ARTS112	Introduction to Ceramics	3
	Choice of Course (3 Credits)	3
	Total credits:	**12**

Addiction Counseling Specialist, Professional Series

The Addiction Counseling Specialist Series is designed for those interested in a career as substance abuse counselors or those in other human service fields seeking more knowledge about working with chemically dependent persons. The series consists of a general helping skills course along with five addiction counseling-specific courses.

The courses follow the domain topics as prescribed by the Addiction Professional Certification Board of New Jersey, Inc. and can be used toward completion of the requirements for a CADC (Certified Alcohol and Drug Counselor). There are additional requirements for CADC, including 3,000 hours of related work experience at a drug and alcohol addiction treatment program. Students must also pass a State administered oral and written examination. Addition program information can be found online at www.atlantic.edu.

For information, contact area coordinator, Heather Boone, at (609)343-4934 or hboone@atlantic.edu.

Upon completion of this program students will be able to:

- Demonstrate interviewing, assessment and listening skills through role-playing;
- Identify the major drugs of abuse and Federal schedules, or classification, of the primary substances of abuse, including alcohol;
- Define psychopharmacology and the effects of various drugs of abuse on the major physiological body systems;
- Describe the various treatment modalities including self-help groups, group counseling, family counseling, and psychotherapies;
- Identify guidelines for the process of ethical decision-making according to the NAADAC Code of Ethics.

(*ZADS*)

Courses

Course #	Title	Credits:
HSRV116	Social Agency Skills and Processes	3
HSRV141	Assessment Skills in Addiction Counseling	3
HSRV142	Counseling Skills in Addiction Counseling	3
HSRV143	Case Management with Addicted Populations	3
HSRV144	Client Education with Addicted Populations	3
HSRV145	Professional Issues in Addiction Counseling	3
	Total credits:	**18**

Human Resources Professional, Professional Series

This series is designed to provide students with the knowledge needed for entry-level human resources and/or supervisory positions. Students are provided with a foundation of management functions and practices, including human resources, ethics and employment law. This series can be completed in less than one year. Credits earned can be applied towards an A.A.S. degree in Business Administration.

For information, contact the area coordinator, Dr. Karl Giulian, at (609)343-4996 or kgiulian@atlantic.edu.

Upon completion of this program students will be able to:

- Explain the human resource management process and its importance to organizational effectiveness;
- Identify the different levels, roles and functions of managers;
- Compare and contrast the external and internal environments that impact management;
- Discuss ethical issues more clearly, critically and logically;
- Examine leadership theories, models and perspectives within a variety of workplace situations and organizational cultures;
- Articulate an understanding of power, influence and change as related to leadership styles.

(*ZHRP*)

Courses

Course #	Title	Credits:
BUSN106	Business Ethics	3
HOSP/ BUSN205	Human Resources Management	3
BUSN222	Principles of Management	3
BUSN232	Theories of Leadership	3
	Total credits:	**12**

Media Production Specialist, Professional Series

The Media Production Specialist Series provides students with the opportunity to learn and develop expertise in the planning and production of audio and video. Students will utilize industry standard tools for recording, editing and packaging audio and video for a variety of delivery methods. Students will also gain insight into how media impacts our daily lives.

For additional information, please contact faculty advisor, Bojan Zilovic, at (609) 343-4959 or bzilovic@atlantic.edu or contact area coordinator, Svetlana Marzelli, at (609) 343-5017 or smarzell@atlantic.edu.

Upon completion of this program students will be able to:

- Develop expertise in the planning and production of audio and video;
- Utilize industry standard tools for recording, editing and packaging audio and video for a variety of delivery methods;
- Discuss how media impacts our daily lives.

(*ZMPS*)

Courses

Course #	Title	Credits:
TCOM127	Web Technologies	3
TVRF103	Digital Video Production I	3
TVRF203	Digital Video Production II	3
TVRF180	Audio Production I	3
TVRF280	Audio Production II	3
	Total credits:	**15**

Help Desk Specialist, Professional Series

The Help Desk Specialist Professional Series prepares students for computer technical support. Upon completing the series, they will be qualified to assist customers, troubleshoot hardware and software problems and document solutions. Utilizing knowledge and skills from the series, students will be able to educate users in resolving computer difficulties. This series facilitates a higher level of understanding of the vital communication skills necessary for conflict management and effective user training as well as to provide a strong technical foundation which students may adapt to any environment.

For additional information, please contact faculty advisor, William Dougherty, at (609) 343-4979 or dougherT@atlantic.edu or area coordinator, Svetlana Marzelli, at (609) 343-5017 or smarzell@atlantic.edu.

Upon completion of this program students will be able to:

* Identify the people and technology skills needed for operating a help desk;
* Use system software to manage computer resources;
* Apply productivity software for functional and analytical purposes;
* Describe various positions of employment in the help desk profession;
* Evaluate the impact of technology on business, government, and other areas of society.

(*ZHEP)*

Courses
Choose two:

TCOM127-Web Technologies

CISM162- Microsoft Excel

CISM164-Microsoft Access

Course #	Title	Credits:
CISM125	Introduction to Computers	3
CISM130	Using PC Operating Systems	4
CISM142	Help Desk Support	3
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3
	Total credits:	**16**

Microsoft Office Specialist, Professional Series

The Microsoft Office Specialist Professional Series is designed for individuals who are seeking to gain personal computer knowledge and skills with an emphasis on the Microsoft Office applications. This series will provide credits toward the Computer Information Systems, A.S. or Office Systems Technology, A.A.S. degree programs.

For additional information, please contact area coordinator, Svetlana Marzelli, at (609) 343-5017 or smarzell@atlantic.edu.

Upon completion of this program students will be able to:

* Perform word processing, spreadsheet, database, and presentation tasks using Microsoft Office applications;
* Write correspondence for business.

(*ZMOS)*

Courses
Choose two:

CISM162- Microsoft Excel

CISM164-Microsift Access

OSTM142-Word Processing II

Course #	Title	Credits:
CISM125	Introduction to Computers	3
OSTM126	Office Automation	3
OSTM141	Word Processing I	3
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3
	Total credits:	**15**

Office Professional Specialist, Professional Series

The Office Professional Specialist is a two-semester series designed for individuals who are seeking a career as an office professional or desire skills to assist them in efficiently managing their own business.

Students learn how to use Microsoft Office to perform word processing, spreadsheet, database, calendar and presentation tasks, how to write correspondence for business as well as office procedure skills and how to set up records and information.

For additional information, please contact area coordinator, Svetlana Marzelli, at (609) 343-5017 or smarzell@atlantic.edu.

Upon completion of this program students will be able to:

- Perform word processing, spreadsheet, database, calendar and presentation tasks;
- Write correspondence for business;
- Set up office procedures and maintain records.

(*ZOFP)*

Courses

Choose one:

HESC110-Comprehensive Medical Terminology

EDUC101-Historical Foundations of American Education

Course #	Title	Credits:
CISM125	Introduction to Computers	3
ENGL101	Composition I	3
OSTM141	Word Processing I	3
OSTM230	Administrative Office Procedures	3
TCOM125	Technical Communication	3
	Choice of Course (3 Credits)	3
	Total credits:	**18**

PC Specialist, Professional Series

This series is designed for the working person who needs user skills in personal computers. Students should complete this series if they own a business, work in an office, want to develop Internet proficiency or simply need to update their skills.

They will learn how to select hardware and software for a business, use a PC to enhance efficiency and productivity, and skills to supervise a small PC operation. Students will also learn the most common business software applications: word processing, spreadsheets and database. In addition, there is coursework on PC operating system software (Windows), file management, multimedia, and the Internet and the World Wide Web.

For additional information, please contact area coordinator, Svetlana Marzelli, at (609) 343-5017 or smarzell@atlantic.edu.

Upon completion of this program students will be able to:

- Utilize the fundamentals of Microsoft Word, spreadsheets, and relational databases;
- Compare optimum hardware and software for a Windows based operation;
- Develop spreadsheets and databases for the accounting of assets;
- Develop a network of peers for additional insight of issues that may occur.

(*ZPCS)*

Courses

Choose two:

CISM162- Microsoft Excel

CISM164-Microsoft Access

OSTM262-Business Presentations Using Multimedia

Course #	Title	Credits:
CISM125	Introduction to Computers	3
CISM130	Using PC Operating Systems	4
TCOM127	Web Technologies	3
	Choice of Course (3 Credits)	3
	Choice of Course (3 Credits)	3

	Total credits:	16

Records and Information Management Specialist, Professional Series

This series provides students with the opportunity to learn and develop expertise in the field of records and information management. The series may be completed in a year; however, a student may begin and end the series at their own pace. Credits earned may be applied to the Office Systems Technology, A.A.S. degree.

For additional information, please contact area coordinator, Svetlana Marzelli, at (609) 343-5017 or smarzell@atlantic.edu.

Upon completion of this program students will be able to:

- Plan, organize and control the creation, protection, storage and disposition of records;
- Design and build a relational database;
- Retrieve data from a database;
- Use productivity software.

(ZRIM)

Courses

Course #	Title	Credits:
ACCT130	Financial Accounting	4
CISM125	Introduction to Computers	3
CISM164	Microsoft Access	3
OSTM261	Records and Information Management	3
	Total credits:	**13**

Courses

Accounting

ACCT130: Financial Accounting
Study of financial accounting emphasizing income measurement, the valuation of assets, and accounting for liabilities and shareholder's equity. Proper financial statement presentation and disclosure covered in detail.
Credits: 4
Lab Hours: 0
Lecture Hours: 4

ACCT131: Managerial Accounting
Study of the accounting information needs of internal management. Examines responsibility of accounting and techniques for analyzing managerial accounting information for decision-making and control.
Credits: 4
Lab Hours: 4
Lecture Hours: 0
Prerequisites:
ACCT130

ACCT230: Intermediate Accounting
Comprehensive study of the principles, concepts, and techniques of accounting for assets and liabilities; reviews the accounting cycle and changing concepts of economic measurements and their application to business in a dynamic economy.
Credits: 4
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
ACCT130, ACCT131, CISM125

Air Traffic Control Terminal

ATCT101: Introduction to Air Traffic Control
Introduces students to the profession of air traffic control. The course covers the history, structure, rules, phraseology and organization of air traffic control. The course also includes the regulations that govern air traffic controllers, pilots and the National Airspace system. Additionally, the course covers basic aerodynamics, charts, navigation, flight instruments and the affects of weather on flying.
Credits: 4
Lab Hours: 0
Lecture Hours: 4

ATCT120: Aviation Weather
Introduces students to the reading and interpretation of weather reports and charts as well as theories of meteorological processes and their impact on aviation. Students will analyze weather factors decisive to safe flight operations. Topics include but are not limited to aviation weather fundamentals, atmospheric circulation systems, aviation weather resources and weather hazards.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

ATCT170: ATC Regulations
Introduces students to the regulations, procedures and phraseology that govern Air Traffic Controllers and En Route sectors. Airport traffic control procedures, instrument operations, special VFR procedures and radar operations will be covered. Upon completion, students will become familiar with both the Terminal (Control Tower) and Radar (TRACON) environments.
Credits: 4
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
ATCT101

ATCT220: Control Tower Operations I
Course focuses on providing students with a hands-on learning experience in a control tower simulation under the supervision of faculty. Primary focus will be on the flight data, clearance delivery and ground control positions. This course prepares students for entry level training at the equivalent of a level 7 terminal facility.
Credits: 6
Lab Hours: 0
Lecture Hours: 6
Prerequisites:
ATCT170

ATCT225: Terminal Radar I
Requires students to actively participate in structured scenarios designed to demonstrate the aptitude and skills necessary for initial developmental training at low level Terminal Radar Approach Control (TRACON) facilities, while providing students with the opportunity to actively apply the regulations, procedure and phraseology acquired in prerequisite courses.
Credits: 4
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
ATCT170

ATCT280: Control Tower Operations II
Course provides students with a hands-on learning experience in a control tower simulation under the supervision of faculty. It is a continuation of Control Tower Operations I. The Local Control position will be the primary focus of this course and, the course is designed to prepare students for entry-level training on the Local Control position at a terminal facility equivalent to level 7 operations.
Credits: 6
Lab Hours: 0
Lecture Hours: 6
Prerequisites:
ATCT220

ATCT285: Terminal Radar II

A continuation of ATCT225-Terminal Radar I. Students participate in simulated air traffic control exercises under the supervision of faculty. The course is designed to develop more advanced skill levels in the application of air traffic control procedures pertinent to approach control facility operations. Students will actively apply regulations, procedures and phraseology within more complex situations equivalent to a level 7 TRACON facility.
Credits: 4
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
ATCT225

Anthropology

ANTH/BIOL101: Biological Anthropology—Human Origins and Evolution

Introduction to biological anthropology. Study of human genetics, biochemistry, anatomy, physiology and primatology including the primate fossil record. Demonstrates how biological aspects of humans have evolved and how biological evolution is intertwined with human culture, human behavior, and the environment. Only anthropology course that fulfills laboratory science requirements. Meets General Education requirement for Science.
Credits: 4
Notes:
(This course is on inactive status.)
Lab Hours: 3
Lecture Hours: 3
Prerequisites:
ENGL080 and MATH073 with grades of C or better, or Placement into ENGL101 and MATH074 or College level Math.

ANTH103: Cultural Anthropology

Introduction to the anthropological study of the nature and functions of human culture. Examines human societies including their communication, belief, and exchange systems; their social, economic, and political organization; their healing practices, and their general patterns of life. Diverse cultural realities, world views, and value systems are emphasized. Concepts, methodology, readings, activities, and fieldwork projects are directly applicable to today's multicultural work environment. Meets General Education requirement for Diversity and Social Science.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ENGL080

Art

ARTS/TVRF124 (Formerly TVRF/COMM130): Visual Communication

This course will use a diverse range of approaches to visual analysis including theories, concepts and semiotics to gain a deeper understanding of images in contemporary culture. Examples from art, advertising, film and multimedia will be explored and analyzed.
Credits: 3
Notes:
Students are responsible for cost of instructional art materials and supplies beyond those directly covered by lab fees.
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
Completion of ENGL080 with a grade of C or better or Placement into ENGL101.
Semester Offered:
Spring

ARTS100: Color and 2-D Design

Introductory lecture/studio course dealing with the art elements and principles of design. Through a series of structured black and white and color projects, students learn to manipulate these elements and principles to create visual solutions to a variety of conceptual problems.
Credits: 3
Notes:
Students are responsible for cost of instructional art materials and supplies beyond those directly covered by lab fees.
Lab Hours: 2
Lecture Hours: 2

ARTS103: Art Appreciation

Lecture survey course to develop appreciation and use of art criticism of the visual arts. Elements and principles of design, art terminology, style of expressions and function of ancient, primitive, and contemporary art concepts, objects, and types of art criticism are studied. Through a series of structured exercises in art criticism, students develop and practice these skills in the writing of art criticism. Meets General Education requirement for Humanities.
Credits: 3
Notes:
Students are responsible for cost of instructional art materials and supplies beyond those directly covered by lab fees.
Lab Hours: 0
Lecture Hours: 3

ARTS108: Art History from Ancient Times to the Gothic Period

Multi-mediated lecture survey of the world's art chronologically from prehistoric times to the beginning of the 14th century. Examined are the arts and architecture of Western tradition, Islamic, Indian, Chinese, Japanese, ancient African and the early Americas in their own terms. Topics include the roles and functions of art and their creators, art terminology, art genres, mediums and techniques, and styles within a background of social, religious and intellectual influences. Through a series of structured exercises in judging works of art, students produce several original works of art criticism. Meets General Education requirement for Humanities.
Credits: 3
Notes:
Students are responsible for cost of instructional art materials and supplies beyond those directly covered by lab fees.
Lab Hours: 0
Lecture Hours: 3

ARTS109: Art History from the Renaissance to the Modern Era

Multi-mediated lecture survey of the world's art chronologically from the beginning of the 14th century to our modern era. Examined are the arts and architecture of Western tradition, Islamic, Indian, Chinese, Japanese, African, the Pacific Islands and the Americas in their own terms. Topics include the roles and functions of art and their creators, art terminology, art genres, mediums and techniques, and styles within a background of social, religious and intellectual influences. Through a series of structured exercises in viewing works of art historically, students produce several original works of art criticism. Meets General Education requirement for Humanities.
Credits: 3
Notes:
Students are responsible for cost of instructional art materials and supplies beyond those directly covered by lab fees.
Lab Hours: 0
Lecture Hours: 3

ARTS110: Fundamental Drawing

An introductory lecture/studio course that explores anatomy, figure, dimensional and fundamental drawing forms, concepts and techniques. Students express form in traditional ways and experiment in personal style and technique.
Credits: 3
Notes:
Students are responsible for cost of instructional art materials and supplies beyond those directly covered by lab fees.
Lab Hours: 2
Lecture Hours: 2

ARTS111: Crafts

Introductory lecture/studio course on the fundamentals of several crafts including rug punch, ceramics, weaving, spinning, basketry, paper making, batik, tie dye and bookbinding. Materials, techniques and concepts are examined to understand crafts as a means of personal expression, exploration and effective communication.
Credits: 3
Notes:
Students are responsible for cost of instructional art materials and supplies beyond those directly covered by lab fees.
Lab Hours: 2
Lecture Hours: 2

ARTS112: Introduction to Ceramics

Introductory lecture/studio course on the fundamentals of clay-forming processes. Includes hand-building forms (pinch, coil and slab) and wheel-thrown pottery. Examines both functional and sculptural aspects of clay forms. Glaze applications, kilns and various pieces of ceramics equipment will be studied. Emphasis is on personal mastery of materials, self-expression and exploration in various techniques of clay forming.
Credits: 3
Notes:
Students are responsible for cost of instructional art materials and supplies beyond those directly covered by lab fees.
Lab Hours: 2
Lecture Hours: 2

ARTS115: Introduction to the Visual Arts

Provides students with an introduction to the visual arts by examining origins, cultural context, processes and artistic trends and movements. It is intended to broaden the appreciation of the visual arts and enhance personal aesthetics through the exploration of the principles and elements of all types of visual arts. Meets General Education requirement for Humanities.
Credits: 3
Notes:
Students are responsible for cost of instructional art materials and supplies beyond those directly covered by lab fees.
Lab Hours: 0
Lecture Hours: 3

ARTS116: Graphic Design

Provides students with an introductory understanding of print and Web technologies, basic concepts and terminology used in computer graphics and design and exploration of related software. Through a series of computer-based projects, students will design for hardcopy and Web distribution. Emphasis will be on effective design, problem solving, design analysis and self-analysis of designed products that include images and text generated through the use of computer technology.
Credits: 3
Notes:
Students are responsible for cost of instructional art materials and supplies beyond those directly covered by lab fees.
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ARTS135 or CISM125 or permission of instructor.

ARTS120: Introduction to Printmaking Processes

Introductory lecture/studio course, which examines the fundamentals of several printmaking processes including monotype, monoprint, embossing, relief prints, dry point, etching, collographs and chine collè. To understand printmaking as a means of exploration, personal expression and effective communication, students will examine materials and understand techniques and concepts.
Credits: 3
Notes:
Students are responsible for cost of instructional art materials and supplies beyond those directly covered by lab fees.
Lab Hours: 2
Lecture Hours: 2

ARTS128: Introduction to Photographic Methods

Study of the creative manual controls of the still, point and shoot camera and digital editing techniques. Creating color and black and white images, students will demonstrate knowledge of small format camera skills and an understanding of composition, digital image manipulation, and quality digital output using scanning and photo editing software. (Students must provide a camera with manual controls.)
Credits: 3
Notes:
Students are responsible for cost of instructional art materials and supplies beyond those directly covered by lab fees.
Lab Hours: 0
Lecture Hours: 3

ARTS135: Art with Computers

Provides students with an understanding of the theory and operation of a computer as an artist's tool. Students will use microcomputers and drawing and scanning techniques as found in various software programs to produce computer artwork.
Credits: 3
Notes:
Students are responsible for cost of instructional art materials and supplies beyond those directly covered by lab fees.
Lab Hours: 0
Lecture Hours: 3

ARTS200: Intermediate Drawing

Continuation of ARTS110-Fundamental Drawing. A lecture/studio course that further explores value systems, light and shade, perspective, proportion, composition and various transfer techniques within both traditional and contemporary modes of drawing. Students learn to work with such media as pencil, colored pencils, charcoal, conte crayon, pen and ink, pastels and collage.
Credits: 3
Notes:
Students are responsible for cost of instructional art materials and supplies beyond those directly covered by lab fees.
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
ARTS110 or permission of instructor.

ARTS205: Introduction to Watercolor

Introductory lecture/studio course in watercolor, a transparent painting medium. Focuses on drawing, color and composition as they apply to the medium of watercolor. Through a series of structured exercises, students develop familiarity and skills with paint, brushes and painting techniques; washes, glazes, texture applications, brush manipulations and stretched paper.
Credits: 3
Notes:
Students are responsible for cost of instructional art materials and supplies beyond those directly covered by lab fees.
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
ARTS100 or ARTS110 or permission of instructor. No previous knowledge or experience of watercolor is required.

ARTS206: Intermediate Watercolor

A lecture/studio course that further explores watercolor materials, techniques and concepts. Students learn to paint from still-life, figure and landscapes. Emphasizes personal expression while developing watercolor skills.
Credits: 3
Notes:
Students are responsible for cost of instructional art materials and supplies beyond those directly covered by lab fees.
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
ARTS205 or permission of instructor.

ARTS207: Figure Drawing

A lecture/studio drawing course based on the visual structure of the human figure, both skeletal and muscular. Students learn to draw from life and costumed figures to strengthen their understanding of figure articulation, action, proportion and anatomical construction.
Credits: 3
Notes:
Students are responsible for cost of instructional art materials and supplies beyond those directly covered by lab fees.
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
ARTS110 or permission of instructor.

ARTS208: Advanced Art with Computers

Provides students with an extended understanding of the theory and operation of a computer as an artist's tool. Students will use computers and various software programs to produce computer-generated artwork. Students will receive hands-on experience creating, developing and producing original artwork and projects in the exciting field of graphic design. Emphasis will be on graphic computer skills, developing ability for self-critique and artistic problem solving.
Credits: 3
Notes:
Students are responsible for cost of instructional art materials and supplies beyond those directly covered by lab fees.
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ARTS135

ARTS209: Intermediate Ceramics

Continuation of ARTS112-Introduction to Ceramics. A lecture/studio course that further explores the clay forming processes, hand building and wheel throwing, glaze application, and other clay materials, techniques, concepts and equipment. Emphasis is on skill building and personal expression while examining both functional and sculptural ceramics.
Credits: 3
Notes:
Students are responsible for cost of instructional art materials and supplies beyond those directly covered by lab fees.
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
ARTS112 or permission of instructor.

ARTS210: Oil and Acrylic Painting

A lecture/studio survey of oil and acrylic painting techniques and their relation to classic and contemporary styles, painting and quick studies, under painting, color mixing, glazing, impasto, mediums and use of various brushes and painting knife techniques using models and still life.
Credits: 3
Notes:
Students are responsible for cost of instructional art materials and supplies beyond those directly covered by lab fees.
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
ARTS100 or ARTS110

ARTS211: Mixed Media Painting

A lecture/studio survey of painting techniques using various kinds of 2-D and 3-D found objects and material in addition to oil and acrylic paints, drawing and painting techniques combined, papier colle and magazine collages, montages and other forms of high relief and 3-D painting.
Credits: 3
Notes:
Students are responsible for cost of instructional art materials and supplies beyond those directly covered by lab fees.
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
ARTS100 or ARTS110

ARTS212: Sculpture and 3-D Design

A lecture/studio course on the fundamentals of sculpture and on its viability as a means of artistic expression and exploration. Approach is through tactile and visual perceptions, using a variety of materials and techniques. Sculptural issues studied are the recognition and construction of space and form, scale, weight, balance, organic and geometric qualities, modalities, transformations and symbolic meaning. Both relief and 3-dimensional (freestanding) forms are explored through a series of problems, using modeling, carving and casting techniques for construction.
Credits: 3
Notes:
Students are responsible for cost of instructional art materials and supplies beyond those directly covered by lab fees.
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
ARTS100 or ARTS110 or ARTS112 or permission of instructor.

ARTS214: Wood and Linocut Block Printing

A lecture/studio course that concentrates on the relief printing processes of printmaking including woodcut, wood engraving, and linoleum block printing.
Credits: 3
Notes:
Students are responsible for cost of instructional art materials and supplies beyond those directly covered by lab fees.
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
ARTS100 or ARTS110 or ARTS120

ARTS217: Weaving

Lecture/studio course on the fundamentals of weaving and its materials, techniques and concepts as a means of artistic expression. Methods are explored through a variety of assignments, such as weaving process (plain weave, tapestry), various frame looms, non-loom technique (basketry), and yarn design (hand spinning of fiber on a drop spindle and spinning wheel). Emphasis is on mastery of materials and the exploration of various techniques as a means of creative expression.
Credits: 3
Notes:
Students are responsible for cost of instructional art materials and supplies beyond those directly covered by lab fees.
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
ARTS111

ARTS218: Advanced Drawing

A lecture/studio course that takes the student beyond the basic methods, materials, media and concepts found in ARTS200-Intermediate Drawing. Students will be encouraged to develop a personal style and vision through the use of traditional and contemporary modes of drawing. Includes subjective and objective drawing, anatomical and portraitive drawing, group drawing and the creation and development of a drawing notebook and/or journal.
Credits: 3
Notes:
Students are responsible for cost of instructional art materials and supplies beyond those directly covered by lab fees.
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
ARTS110 or ARTS200 or permission of instructor.

ARTS219: Advanced Graphic Design

This course integrates design principles and software, typography, digital illustration and imaging, page layout and prepress techniques with an emphasis on sound design practices from visualization to production. By exploring in-demand tools and techniques that are relevant across a variety of graphic design careers, students will gain an advanced familiarity with strategies resulting in strengthening design processes, conceptual thinking, digital techniques and effective communication.
Credits: 3
Notes:
Students are responsible for cost of instructional art materials and supplies beyond those directly covered by lab fees.
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ARTS116 and ARTS135 or permission of instructor.

ARTS221: Advanced Ceramics

A lecture/studio course that allows students to work in formulating clay bodies and glazes. Skills on the potter's wheel and in various hand-building ceramic construction techniques will be developed. Emphasis is on mastery of materials, personal creative expression and exploration.
Credits: 3
Notes:
Students are responsible for cost of instructional art materials and supplies beyond those directly covered by lab fees.
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
ARTS209 or permission of instructor.

ARTS222: Intermediate Printmaking Processes

Intermediate lecture/studio course which examines in-depth exploration of several printmaking processes including reduction linocut, multi-color woodcuts, non-toxic etching, basic hand-crafted books, and overprint, and hand-coloring methods in order to understand printmaking and book arts as a means of exploration, personal expression, and effective communication. Students will examine a variety of related materials and understand creative techniques and the importance of planning and design.
Credits: 3
Notes:
Students are responsible for cost of instructional art materials and supplies beyond those directly covered by lab fees.
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
ARTS120 or ARTS211 or permission of instructor.

ARTS223: Classical Drawing and Painting

An advanced lecture/studio course that explores classical drawing and painting. This course deals thematically with the landscape, still-life and figure using value systems, perspective, proportion, color and composition as it relates to the practice of traditional drawing and painting techniques. Students learn to work with media such as charcoal, chalk, pastel, pen and ink, watercolor, gouache and oil and/or acrylic paint.
Credits: 3
Notes:
Students are responsible for cost of instructional art materials and supplies beyond those directly covered by lab fees.
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
ARTS110 or permission of instructor.

ARTS250: Special Topics in Arts

An in-depth, advanced lecture/studio course that explores a specialized area of the ARTS to enhance the portfolio for potential employment and/or improve a skill set in an area of fine or digital arts. The specialized course topic is intended to be explored in a comprehensive method to strengthen proficiencies and focus on a topic not offered in a standard curriculum.
Credits: 3
Notes:
Students are responsible for cost of instructional art materials and supplies beyond those directly covered by lab fees.
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
ARTS100, ARTS110, ARTS112, ARRTS128 or ARTS135 (Pre-requisite will vary appropriate to special topic).

ARTS290: Fine Arts Capstone Portfolio

Designed to grant emerging artists the opportunity to prepare and assemble a professional portfolio of artwork for exhibition, employment and/or transfer, prepare photographs and documents for self-promotion and to explore the procedures for competing and exhibiting at the professional level.
Credits: 1
Notes:
Students are responsible for cost of instructional art materials and supplies beyond those directly covered by lab fees.
Lab Hours: 0
Lecture Hours: 1
Prerequisites:
Completion of two, 200-level ARTS courses

Aviation

AVIT/TVRF263: Aerial Video Production

This course is designed for the remote aircraft pilot interested in learning to use a small-unmanned aircraft for professional photography and videography. Topics include but are not limited to visual sensors, flying techniques, pre and post processing, and flight planning. Students will create a product portfolio containing samples of their work. This course requires 15 hours of fieldwork.
Credits: 1
Lab Hours: 1
Lecture Hours: 1
Prerequisites:
FAA Remote Pilot Certificate with a Small UAS Rating.

AVIT100: Introduction to Aviation

This course surveys the major topics in the aviation industry. This course covers aviation history in the United States and internationally, regulations, air space, fundamentals of flight, propulsion, navigation, air traffic control, and unmanned aircraft systems. Emphasis is placed on career paths in aviation. The course covers corporate, airline and airport operations.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

AVIT101: Experiential Flight

Designed for students interested in experiencing limited flight training. The course provides 5 hours of introductory ground training and 10 hours of flight training. Students will work with an FAA certified flight instructor and will be introduced to basic aeronautical skills and knowledge. This course is not intended for students wishing to earn a pilot's license. The course is for students who simply want to gain some experience flying a single engine aircraft.
Credits: 1
Lab Hours: 1
Lecture Hours: 1
Prerequisites:
U.S. Citizenship

AVIT103: Simulated Flight

Designed for students interested in experiencing flight training in a flight simulator. The course provides introductory ground and flight training. Students will work with an FAA certified flight instructor and will be introduced to basic aeronautical skills and knowledge. This course is not intended for students wishing to earn a pilot's license. The course is for students who simply want to gain some experience flight training in a flight simulator.
Credits: 1
Lab Hours: 1
Lecture Hours: 1

AVIT107: Aeronautical Knowledge Seminar

This seminar is designed to cover the aeronautical knowledge necessary to successfully complete the content knowledge requirement for obtaining a private pilot airplane license. This course may also be taken to reinforce a student's prior aeronautical knowledge.
Credits: 1
Lab Hours: 0
Lecture Hours: 1

AVIT110: Aeronautical Knowledge

Introduces students to the basic knowledge necessary to function safely and competently in the flight environment. Topics include but are not limited to airplane components, aerodynamic principles of flight, aircraft instruments and systems, performance prediction and weight/balance control. This course also introduces students to the flight environment including airports, airspace, aeronautical charts, ATC services, navigation aids, VFR and IFR operations, approach and departure procedures, FAA regulations and the Airman's Informational Manual. Additionally, the course covers basic weather theory, weather forecasts and reports, pilotage, dead reckoning, communication procedures, flight planning, decision making, human factors and aviation physiology.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ENGL080 and MATH074 or MATH099 or Placement test scores.

AVIT115: National Airspace System

Provides foundational and technical knowledge of the National Airspace System. Describes NAS features and components, associated systems, and next generation air transport concepts and plans. Topics include but are not limited to, The Federal Aviation Administration, NAS and air traffic control, NAS systems, instrument navigation procedures, next generation air transportation system, navigating the NAS, commercial space transportation, and unmanned aircraft systems. Course may include field trips to the FAA's William J. Hughes Technical Center.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

AVIT125: Special Topics in Aviation Studies

This course is designed to introduce students to particular topics related to or influencing aviation. Topics are selected based on their significance and or level of impact. Topics may include, emerging technologies, regulations, aviation history, advances in aviation or general aviation topics. See current course schedule for specific course topic information.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

AVIT127: Introduction to Airport Management

Provides students with an introduction to the major elements in the process of airport planning and management. Topics include but are not limited to airport regulations, financing, site selection and environment impact, airport capacity and delays, terminal planning and design, ground access planning, daily operations and security, and airline and public relations.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ENGL080 and MATH074 with grades of C or better or Placement Test scores.

AVIT135: Introduction to Unmanned Aircraft Systems

Designed to introduce students to unmanned aircraft systems. Topics include but are not limited to system elements, regulations, operations, practical uses of UAS, safety, the history and future of UAS, sensors and payloads and human factors.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

AVIT140: Small Unmanned Aircraft Systems Operation-Multi-Rotor

This course is designed to prepare students to operate a small-unmanned aircraft system (sUAS). Topics include but are not limited to the Code of Federal Regulations 14 part 107, airspace classifications, aeronautical chart reading, emergency procedures, conditions affecting flight, and aeronautical decision-making. This course requires a flight laboratory where students will operate a sUAS. The coursework also prepares students for the Federal Aviation Administration's Unmanned Aircraft Systems Knowledge Test. Upon successful completion of the test, students may be eligible to seek their FAA Remote Pilot Certificate with a Small Unmanned Aircraft Systems Rating.
Credits: 3
Lab Hours: 3
Lecture Hours: 2

AVIT145: Private Pilot Helicopter

Includes actual flying experience with an FAA approved flight instructor. Students will receive 56 hours of flight instruction including dual and solo, 14 hours of pre/post flight briefing, and 45 hours of ground instruction. Successful completion will result in earning a Private Pilot license. This course facilitates students in developing the knowledge and skills needed to safely exercise the privileges and obligations of a Private Pilot acting as Pilot-in-Command of a helicopter. This is a Pass/Fail course.
Credits: 4
Lab Hours: 5
Lecture Hours: 3
Prerequisites:
Proof of US citizenship or TSA approval, valid second-class medical certificate to enroll in this course.

AVIT150: Flight Attendant Essentials

This course provides an introduction to flight attendant duties. Topics include but are not limited to flight safety, federal aviation regulations, passenger cabin procedures, human factors, passenger care and management, conflict resolution, aircraft systems, emergency and boarding procedures, in-flight service procedures, safety briefing announcements, customer service skills and airline terminology.
Credits: 4
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
HOSP100

AVIT185: Remote Sensing Using Unmanned Aircraft Systems

Introduces students to the use of unmanned aircraft systems for remote sensing and acquiring information about the Earth's surface without coming in contact with it. Topics include but are not limited to an introduction to remote sensing, classification of unmanned aircraft systems, attitude estimation, lateral channel fractional order flight controller design, remote sensing using a single UAS, using multiple UAS's, and diffusion control using mobile sensors and actuator networks.
Credits: 4
Lab Hours: 0
Lecture Hours: 4

AVIT200: Aeronautical Skills

This course is designed to extend a student's flight training. The course provides an opportunity for students to focus on their individualized needs as a student pilot attempting to gain the skills and knowledge necessary to safely exercise the privileges and obligations of a licensed pilot. Students are presented with a combination of lecture, simulation, and practical flight experience designed to meet their needs. This course affords students an additional 15 hours of flight training with a certified flight instructor.
Credits: 1
Lab Hours: 1
Lecture Hours: 1
Prerequisites:
Permission of Instructor

AVIT210: Private Pilot Airplane

Includes actual flying experience with an FAA approved flight instructor. Students will receive 56.5 hours of flight instruction including dual and solo, 14 hours of pre/post flight briefing, and 45 hours of ground training. Successful completion will result in earning a Private Pilot Certificate. This course facilitates students in developing the knowledge and skills needed to safely exercise the privileges and obligations of a Private Pilot acting as Pilot-in-Command of a single-engine airplane. This is a Pass/Fail course.
Credits: 4
Lab Hours: 3
Lecture Hours: 3
Prerequisites:
AVIT110 (may be taken concurrently). Proof of US citizenship or TSA approval, valid second-class medical certificate to enroll in this course.

AVIT220: Instrument Pilot Knowledge

Focuses on ground training to prepare students for the Federal Aviation Administration's instrument rating knowledge examination. Topics include but are not limited to Federal Aviation Regulations, attitude flight, navigation aids, instrument flight rules meteorology, instrument flight procedures and operations, and phraseology.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
AVIT210 or AVIT145 (may be taken concurrently)

AVIT225: Mobilizing a Drone-Powered Economy

This course examines the impact of drones on our economy and society while reviewing the necessary steps for starting a drone business. Topics include but are not limited to the analysis between advances in drone technology and the creation of wealth from new business opportunities that result from technical innovations, legal and liability issues, regulatory considerations, ethical and societal implications, operational considerations, and technical advances and limitations.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
AVIT140 (may be taken concurrently)

AVIT235: Instrument Knowledge Seminar

This seminar is designed to cover the instrument knowledge necessary to successfully complete the content knowledge requirement for obtaining an instrument rating for an airplane pilot's license. This course may also be taken to reinforce a student's prior aeronautical knowledge.
Credits: 1
Lab Hours: 0
Lecture Hours: 1
Prerequisites:
Valid Pilot's license

AVIT240: Instrument Pilot Airplane

Includes actual flying experience with a FAA approved flight instructor. Students will receive 40 hours of flight instruction, 15 hours of pre/post flight briefing, and 40 hours of ground instruction. The course is designed for students to gain the necessary aeronautical skill and knowledge to meet the requirements of an Instrument Rating with an Airplane category and a Single-Engine Land class rating. This is a Pass/Fail course.
Credits: 2
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
Proof of US citizenship or TSA approval, valid second-class medical certificate, valid private pilot certificate to enroll in this course.

AVIT245: Professional sUAS Operations

Provides students with the opportunity to design and develop a standard procedural framework for the safe and professional operation of small unmanned aircraft systems (drones). Topics include but are not limited to designing and developing a safety management system, developing a framework for a maintenance and inspection program.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
AVIT140 (may be taken concurrently)

AVIT250: sUAS Maintenance & Repair

Students learn the necessary knowledge and mechanical dexterity for the troubleshooting and repair of a variety of technical, electronic, and mechanical problems on a less than 55 pound unmanned aircraft system. Lecture and laboratory topics include sUAS maintenance, identification of system components, payloads, aircraft modification, part installation, hand-held ground control station maintenance, battery maintenance, radio frequency, basic soldering, safety inspections, test flights, software updates, and recordkeeping and checklist writing.
Credits: 4
Lab Hours: 3
Lecture Hours: 3
Prerequisites:
ENGR125 (may be taken concurrently)

AVIT255: Instrument Pilot Helicopter

Will familiarize the student with helicopter systems, operation, power plant, instrumentation, and performance, loading and flight characteristics used in instrument flying. Includes 58 hours of flight instruction, 54 hours of ground instruction, and 17 hours of pre- and post-flight briefing with an FAA certified flight instructor. This is a Pass/Fail course.
Credits: 4
Lab Hours: 5
Lecture Hours: 3
Prerequisites:
Proof of US citizenship or TSA approval, valid second-class medical certificate, valid private helicopter pilot certificate to enroll in this course.

AVIT260: Commercial Pilot Knowledge

Focuses on ground training to prepare students for the Federal Aviation Administration's commercial pilot airplane or helicopter knowledge examination. Topics include but are not limited to Federal Aviation Regulations, aerodynamics, weight and balance, aircraft systems, flight planning, and aeronautical decision-making.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
AVIT240 or AVIT255 (may be taken concurrently)

AVIT265: Commercial Pilot Helicopter

This course covers the aeronautical skills and knowledge necessary to meet the requirements for a commercial pilot certificate with a rotorcraft category and helicopter class rating. Includes 115 hours of flight instruction, 45 hours of ground instruction, and 30 hours of pre- and post-flight briefing. This is a Pass/Fail course.
Credits: 5
Lab Hours: 9
Lecture Hours: 2
Prerequisites:
Proof of US citizenship or TSA approval, valid second-class medical certificate, valid private helicopter pilot certificate with instrument rating to enroll in this course.

AVIT275: Commercial Pilot Knowledge Seminar

This seminar is designed to cover the aeronautical knowledge necessary to successfully complete the content knowledge portion of obtaining a commercial airplane pilot's license. This course may also be taken to reinforce a student's prior knowledge.
Credits: 1
Lab Hours: 0
Lecture Hours: 1
Prerequisites:
Valid Pilot's License

AVIT276: Fundamentals of Flight Instruction

This course is designed to introduce the fundamentals of flight instruction. Student will learn about the teaching and learning process, instructional design and delivery, techniques for assessing learning, and methodologies for safely instructing students to fly.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
Valid commercial pilot's license

AVIT278: Airplane Flight Instructor

This course provides students with the skill, knowledge, and aeronautical experience necessary to meet the requirements for a flight instructor certificate with an airplane category rating and single-engine class rating. The course includes 25 hours of flight instruction, 8 hours of pre/post flight briefing, and 15 hours of ground instruction. Students have the opportunity to practice instruction and the analysis of maneuvers. This is a Pass/Fail course.
Credits: 1
Lab Hours: 1
Lecture Hours: 1
Prerequisites:
Proof of US citizenship or TSA approval, valid second-class medical certificate, valid commercial pilot certificate with an instrument rating to enroll in this course.

AVIT280: Commercial Pilot Airplane
Includes 120 hours of flight instruction, 13 hours of pre/post flight briefing, and 35 hours of ground instruction with an FAA approved flight instructor. The course is designed for students to gain the necessary aeronautical skill and knowledge to meet the requirements of a Commercial Rating with an Airplane category and a Single-Engine Land class rating. This is a Pass/Fail course.
Credits: 4
Lab Hours: 8
Lecture Hours: 2
Prerequisites:
Proof of US citizenship or TSA approval, and a valid second-class medical certificate, valid private pilot certificate to enroll in this course.

AVIT282: Helicopter Flight Instructor
This course is designed to prepare students to become a certified flight instructor. Upon successful completion, students will demonstrate the necessary aeronautical skill to obtain a certificated flight instructor certificate with a rotorcraft category and helicopter class rating. The course includes 25 hours of flight instruction, 40 hours of ground instruction, and 7 hours of pre- and post-flight briefing, so students can practice instruction and the analysis of maneuvers. This is a Pass/Fail course.
Credits: 2
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
Proof of US citizenship or TSA approval, valid second-class medical certificate, valid commercial helicopter pilot certificate with an instrument rating to enroll in this course.

AVIT286: Multi-Engine Pilot
This course is designed to provide students with the aeronautical skill and knowledge necessary to safely operate a multi-engine fixed wing aircraft under normal and emergency conditions. Emphasis will be placed on systems operations, use of flight instruments, flight maneuvers, and instrument navigation systems on typical multi-engine aircraft. This course includes 16 hours of ground instruction, 4 hours of pre/post flight briefing, and 15 hours of flight instruction. This is a Pass/Fail course.
Credits: 1
Lab Hours: 1
Lecture Hours: 1
Prerequisites:
Proof of US citizenship or TSA approval, valid second-class medical certificate to enroll in this course.

AVIT288: Commercial Helicopter Add-On
This course is designed to provide students with the aeronautical skill and knowledge necessary to earn a commercial pilot helicopter add-on to an existing commercial airplane pilot certificate. This course includes 40 hours of dual flight instruction and 35 hours of solo flying for a total of 75 hours of flight time. The course also includes 39.5 hours of ground instruction, and 30.25 preflight and post briefing and debriefing. The FAA required minimum flight hours in this course are 75 hours, however, the actual flight hours may vary based on student proficiency. This is a Pass/Fail course.
Credits: 4
Lab Hours: 7
Lecture Hours: 2
Prerequisites:
AVIT280 or valid commercial pilot certificate with an instrument rating, Proof of US citizenship or TSA approval, valid second-class medical certificate, to enroll in this course.

AVIT290: UAS Capstone Project
Provides students with an opportunity to utilize a small-unmanned aircraft system for the collection, analysis, and post processing of data into information. Students may propose a project to be completed during the semester or choose from one of the college's ongoing projects. Projects may focus on geospatial data collection, orthorectified mapping, radiometric analysis, agricultural data analysis, structural inspections, volumetric measurement, or aerial videography/photography. Students will develop a project proposal, image acquisition plan, flight plan, and a presentation. Students are required to meet in the classroom and in the field with the instructor.
Credits: 1
Lab Hours: 1
Lecture Hours: 1
Prerequisites:
AVIT140

Biology

BIOL/ANTH101: Biological Anthropology: Human Origins and Evolution
Introduction to biological anthropology. Study of human genetics, biochemistry, anatomy, physiology, and primatol-ogy including the primate fossil record. Demonstrates how biological aspects of humans have evolved and how biological evolution is intertwined with human culture, human behavior and the environment. Only anthropology course that fulfills laboratory science requirements. Meets General Education requirement for Science.
Credits: 4
Lab Hours: 3
Lecture Hours: 3
Prerequisites:
ENGL080 and MATH073 or MATH099 with grades of C or better, or Placement into ENGL101 and MATH074 or College level Math.

BIOL/PHIL104: Bioethics: Realities of the New Millennium

Deals with the controversial biological issues of today: animal welfare, bioengineering, death and dying issues concerning the unborn to the aged, etc. Focus is on student opinions and in-depth discussions. Of particular interest to students in Allied Health. May be used as a liberal arts or free elective.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

BIOL103: Biology of Our World

A survey of biological principles including cell theory, diversity of living organisms, bioenergetics, genetics and evolution. Continuity is maintained via an ecological emphasis and the application of biology to everyday life. This course includes animal dissection. Will not serve as a prerequisite for upper-level biology offerings. Meets General Education requirement for Science.
Credits: 4
Lab Hours: 3
Lecture Hours: 3
Prerequisites:
ENGL080 and MATH073 or MATH099 with a grade of C or better or Placement test score or SAT score. Recommended for non-science majors requiring one semester of biological science.

BIOL109: General Biology I

Introduction of biological principles of chemical and cellular organization, metabolism and energy processing, cellular reproduction, genetics, evolution and microbes. Recommended for science majors or students requiring two semesters of biological science. General Biology I (BIOL109) and Biology of Our World (BIOL103) are not equivalent or sequential courses. Students may use only one of these introductory courses to meet the lab science requirement. Meets General Education requirement for Science.
Credits: 4
Lab Hours: 3
Lecture Hours: 3
Prerequisites:
ENGL080 and MATH074 or MATH099 with grade of C or better or Placement test score or SAT score.

BIOL110: General Biology II

Aspects of animal and plant life, anatomy, physiology, development, control mechanisms, behavior, evolution and distribution. Investigative laboratory experience with living and preserved material. This course includes animal and plant dissection. Meets General Education requirement for Science.
Credits: 4
Lab Hours: 3
Lecture Hours: 3
Prerequisites:
BIOL109 with a grade of C or better. Recommended for students seeking to complete their two-semester General Biology sequence with an emphasis on the animal and plant kingdoms.

BIOL118: The Human Body

Study of the structure and function of the organ systems stressing their role in keeping the body alive. This course cannot be used as a prerequisite for any biology course. This course may include animal dissection. Meets General Education requirement for Science.
Credits: 4
Lab Hours: 3
Lecture Hours: 3
Prerequisites:
ENGL080 with a grade of C or better or Placement into ENGL101 and MATH073 or MATH099 with a grade of C or better or Placement test score or SAT score.

BIOL205: Genetics

Genetics is designed to give the student an overview of the discipline of genetics, the study of the transmission of biological properties from parents to the offspring. This course introduces the principles of transmission, molecular, population, and quantitative genetics. The laboratory activities will teach students basic skills in classic and modern genetics.
Credits: 4
Lab Hours: 3
Lecture Hours: 3
Prerequisites:
BIOL109 and CHEM110 with a grade of C or better, or permission of instructor.
Semester Offered:
Fall

BIOL220: Human Anatomy and Physiology I

Study of basic cell biology, integumentary, muscular, skeletal, nervous and endocrine systems. This course includes animal dissection. Meets General Education requirement for Science.
Credits: 4
Lab Hours: 3
Lecture Hours: 3
Prerequisites:
BIOL109 or CHEM100 or CHEM110 with a C or better, or a score of 70% on the chemistry or biology placement exam; ENGL080 with a grade of C or better or Placement into ENGL101; and MATH074 or MATH099 with a grade of C or better or Placement Test score or SAT score. Atlantic Cape Nursing students should take CHEM100. Students planning to transfer should seek advice from their transfer institution and/or an academic advisor on whether to take BIOL109, CHEM100, or CHEM110 course.

BIOL221: Human Anatomy and Physiology II

Study of circulatory, respiratory, digestive, excretory and reproductive systems. This course includes animal dissection. Meets General Education requirement for Science.
Credits: 4
Lab Hours: 3
Lecture Hours: 3
Prerequisites:
BIOL220 (formerly BIOL120) with a C or better.

BIOL250: Microbiology

Introductory survey of microorganisms including bacteria, yeast, molds, viruses, rickettsiae, protozoa and algae. Emphasis on bacteria in their various ecological niches. Attention given to the medical, sanitary and industrial aspects of microbiology.
Credits: 4
Lab Hours: 3
Lecture Hours: 3
Prerequisites:
Two college-level lab science courses with a grade of C or better, or permission of instructor.

Business Administration

BUSN101: Introduction to Business

The nature of American business, its opportunities, and capitalistic environment. Topics include various types of ownership, organization, management, marketing, industries, personnel, labor and legal considerations.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

BUSN104: Entrepreneurship

Study of the problems in operating a small business. Includes site selection, insurance, record keeping, inventory control, buying, promotion and employee relations.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

BUSN106: Business Ethics

Course requires students to confront provoking ethical issues by first examining their personal values system, along with critical thinking and reasoning skills, and placing these systems and skills into challenging ethical dilemmas. The course emphasizes ethical issues currently being faced in all lines of business and workplace organizations. Students will be introduced to the concepts of corporate governance and corporate social responsibility. Documented case studies from actual businesses will be used to illustrate and analyze ethical dilemmas.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

BUSN142: Personal Finance

This course provides students with a basic understanding of personal finance so they may properly prepare and manage their financial needs. Topics include, but are not limited to, personal financial planning, budgeting, income taxes, cash management, credit cards and debt, various types of insurances, homeownership, stocks, bonds and mutual funds, retirement and estate planning.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ENGL080 with a grade of C or better or placement into ENGL101.

BUSN202: Principles of Marketing

Introduces the basic elements of the marketing mix including product, pricing, distribution and promotional concepts. Acquaints students with marketing terminology and prepares them for advanced study in component areas of marketing. This course is the logical first step for those planning further study in advertising, retailing, small business, sales and international marketing or for students seeking to add a dimension of business basics to their non-business program.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

BUSN210: Business Law I

Foundations of the law of contracts, elements, rights, remedies and discharge; sources of law, court systems, torts and agency; application of the Uniform Commercial Code.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

BUSN211: Business Law II

Application of law in varied business transactions including negotiable instruments under the Uniform Commercial Code; sales and the formation, operation and dissolution of the sole proprietorship, partnership and corporation.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
BUSN210

BUSN222: Principles of Management

Principles and techniques used by managers to achieve organizational objectives. Emphasis is on the basic functions performed by managers, including planning, directing, organizing and controlling.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

BUSN228: Supply Chain Management

The focus of this course is on understanding the history, principles and major elements of supply chain management. Specific topics include sourcing and purchasing management; managing supplier relationships; demand forecasting; inventory management; quality management; domestic and international transportation; customer relationship management; enterprise resource planning systems; facility location decision-making; performance management; and future challenges facing supply chain managers.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ENGL080 with a grade of C or better or placement into ENGL101.

BUSN232: Theories of Leadership

This course studies the main conceptual approaches to personal and organizational leadership. Students examine relationships between leaders and followers, and its impact on culture within organizations.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
BUSN101 or Permission of instructor.

BUSN290: Practicum in Business Administration

Designed to give students the opportunity to develop themselves as future leaders in business as they will experience actual work situations in a professional setting under the supervision of the course instructor. In addition to the 45 hour field experience, students will attend an orientation session and a mid-semester session on a schedule determined by the course instructor.
Credits: 1
Lab Hours: 3
Lecture Hours: 0
Prerequisites:
Completion of 15 credits of ACCT, BUSN, and/or ECON.

BUSN295: Career Development in Business Administration

Designed to give students the opportunity to develop themselves as future leaders in business as they will experience actual work situations in a professional setting under the supervision of the course instructor. This course will also help the student be better prepared for their job search through the development of an ePortfolio. In addition to the 45 hour field experience, students will attend classroom sessions on a schedule determined by the course instructor.
Credits: 2
Lab Hours: 3
Lecture Hours: 1
Prerequisites:
Completion of 15 credits of ACCT, BUSN, and/or ECON.

HOSP/BUSN205: Human Resources Management

Studies the internal problems of management related to the administration of staffing, interviewing, selection, labor relations, promotion and separation policies, and expatriate training, roles and responsibilities.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
BUSN222, formerly BUSN120 (may be taken concurrently), or with permission of instructor.

Chemistry

CHEM100: Introduction to College Chemistry

Study of the basic principles of chemistry for the student with little or no chemistry background. Topics include: mathematics review, significant figures, scientific notation, scientific method, the metric system, problem solving, dimensional analysis, classification of matter, chemical bonding, atomic theory, stoichiometry, gas laws, solution chemistry, acid-base reactions, and equilibrium reactions. Topics are introduced in the lecture and reinforced in the laboratory. This course is appropriate for students in health sciences, pre-science, or non-science curricula. Will not serve as a prerequisite for upper-level chemistry offerings. Meets General Education requirement for Science.
Credits: 4
Lab Hours: 3
Lecture Hours: 3
Prerequisites:
ENGL080 and MATH073 or MATH074 or MATH099 with a grade of C or better or Placement test score or SAT score. This is a one-semester course for non-science majors.

CHEM110: General Chemistry I

General theories and principles of chemistry are introduced and emphasized in the lecture and reinforced in the laboratory. Topics include mathematic review, significant figures, scientific notation, scientific method, the metric system, problem solving, dimensional analysis, nomenclature, chemical equations, stoichiometry, heats of reaction, calorimetry, Hess's Laws, gas laws, atomic and molecular theory, structure and chemical bonding. Meets General Education requirement for Science.
Credits: 4
Lab Hours: 3
Lecture Hours: 3
Prerequisites:
ENGL080 and MATH074 or MATH099 with a grade of C or better or Placement Test score or SAT score. This is a two-semester sequence (with CHEM111) recommended for science majors who intend to transfer to four-year institutions.

CHEM111: General Chemistry II

Continuation of CHEM110-General Chemistry I. Topics include solution chemistry, molecular weight determination, concentration, kinetics, thermodynamics, equilibrium systems (Ka, Kb, Ksp), qualitative and instrumental analysis, acid-base chemistry, redox reactions, electrochemistry, nuclear, organic, polymer and biochemistry.
Credits: 4
Lab Hours: 3
Lecture Hours: 3
Prerequisites:
CHEM110 with a C or better. This is a two-semester sequence (with CHEM110) recommended for science majors who intend to transfer to four-year institutions.

CHEM210: Organic Chemistry I

Modern theories of molecular structure, reaction mechanisms, and synthesis of organic compounds are introduced. Topics include classification and nomenclature of organic compounds, stereochemistry, hydrocarbons, halogenated hydrocarbons, and spectroscopy. Laboratory sessions will emphasize techniques for the synthesis, purification, and identification of organic compounds.
Credits: 4
Lab Hours: 3
Lecture Hours: 3
Prerequisites:
CHEM111 with a grade of C or better

CHEM211: Organic Chemistry II

Continuation of CHEM210-Organic Chemistry I. Topics include carbonyl chemistry, aromatic hydrocarbons, phenols, amines, proteins and carbohydrates. Laboratory will emphasize synthesis, purification, and spectroscopic identification of organic compounds.
Credits: 4
Lab Hours: 3
Lecture Hours: 3
Prerequisites:
CHEM210 with a grade of C or better
Semester Offered:
Spring

Child Development/Child Care

CDCC/EDUC103: Roles of the Early Childhood Professional

Roles and professional skills that support the organization and management of a quality childcare program will be discussed. The role of families, effective program operation, multiculturalism and diversity, and the ethical and professional responsibilities of the staff as essential components of programs for children will be stressed. A professional resource file will be completed. (This course, with two cooperative education credits, will meet Child Development Associate competency goals IV, V, and VI.)
Credits: 2
Lab Hours: 0
Lecture Hours: 2

CDCC/EDUC115: Planning the Preschool Curriculum

Theoretical study of programming activity and its relationship to the total growth and development of children in a preschool setting. Students design and carry out activities and experiences for children. In addition to the lecture, students must be available for a three-hour-per-week practicum with a children's group.
Credits: 3
Lab Hours: 3
Lecture Hours: 2
Prerequisites:
EDUC/PSYC110

CDCC/EDUC252 (formerly CDCC/EDUC130): Early Childhood Practicum

Teaching practicum and integration seminar for Child Development Associate candidates, Child Development/Child Care and Preschool - Grade 3 Education majors. During the 90 hours of placement, students will observe and interact with children and teaching professionals. Focus will be on development and implementation of appropriate curriculum. A series of seminars will integrate the teaching practicum with core concepts of the early childhood profession. (Placements usually occur during the day; child care employees may use their workplace as the placement.)
Credits: 3
Lab Hours: 6
Lecture Hours: 1
Prerequisites:
EDUC/PSYC110 and CDCC/EDUC115, or permission of instructor.

CDCC104: Infant and Toddler Development: Theory and Applications

This course is designed to give the student a basic understanding of caring for infants and toddlers in a group setting. Students will learn how to care for children as well as themselves and to be aware of the needs of the child, the care setting, the family, the community, and society as a whole. The course will help you to meet your CDA requirements.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
EDUC/CDCC103 (may be taken concurrently)

CDCC105: Early Childhood Health, Safety and Special Needs

Provides information about meeting the health, safety, nutrition and special needs of young children. The course will also discuss the important components of these topics and how they can work together. A review of state regulations, key program policies, daily practices, and discussion of early childhood special needs accommodations. A weekly three-hour (45 hour total) practicum with a children's group (early childhood classroom or family home child care) will allow the student to observe and apply research-based theory.
Credits: 4
Lab Hours: 3
Lecture Hours: 3
Prerequisites:
EDUC/PSYC110

CDCC106: Early Childhood Social/Emotional Guidance

Provides information about meeting the social/emotional needs for children ages 0 to 5 and their families. The students will explore social and emotional strategies to use in the early childhood classroom and with parents.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
EDUC/PSYC110

CDCC140: Early Childhood Directors Course

An in-depth study of supervisory skills, management practices, financial accounting, budgeting and developmental appropriate practices. Upon completion of this course, the student will have an action plan to aid in managing a childcare center. Offered to current directors, staff or individuals affiliated in preschool or childcare settings. (Meets the 60-hour Abbott director and non-degreed director's education requirements.)
Credits: 4
Lab Hours: 0
Lecture Hours: 4

CDCC250: Infant/Toddler Practicum

The practicum is designed to reinforce prior knowledge rather than new information. Students plan a variety of experiences for infants during the course demonstrating their knowledge and ability to work with the age group. Students must complete 90 hours in a developmentally appropriate infant/toddler setting.
Credits: 3
Lab Hours: 6
Lecture Hours: 1
Prerequisites:
EDUC/PSYC110 and CDCC104

Communication

COMM/ENGL209: Journalism I

Students will learn to apply the foundations of print journalism through a skills-based immersion focusing on the craft's two main components: reporting and writing. Students will learn to operate in a professional news environment by covering a beat and to conduct themselves in an ethical manner.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ENGL101 or permission of instructor.
Semester Offered:
Fall

COMM/ENGL210: Special Topics in News Writing

Students cultivate journalistic and writing skills through an intensive writing workshop that emphasizes an examination of different journalism genres that may include public relations writing, magazine writing, broadcast journalism, creative non-fiction, food writing, sports journalism and others. (See the current course schedule for the topic being offered.)
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ENGL101 with a C or better or permission of instructor.

COMM/ENGL211: Journalism II

Students will build on concepts learned in Journalism I by learning to write opinion pieces and editorials for daily and weekly newspapers through an intensive writing workshop. Students will learn to research and write opinion pieces and editorials that have impact with the goal of publishing at least one article by the end of the semester. The course will also study the role of opinion pieces in the life of a newspaper and the community.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
COMM/ENGL209 or permission of instructor.
Semester Offered:
Spring

COMM/ENGL220: Creative Writing I

Study of and practice in the techniques of writing of the four major genres of imaginative literature: short fiction, poetry, short drama, and creative non-fiction.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ENGL101 with a grade of C or better.

COMM/ENGL221: Creative Writing II

An intensive course in writing, critiquing, revising, presenting, and publishing in four major genres of imaginative literature: poetry, short fiction, short drama and creative non-fiction.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
COMM/ENGL220 or permission of instructor.

COMM103: Introduction to Mass Media

Studies the impact on our daily lives of television, radio, films, magazines and newspapers and online media. Students examine how the media influence politics, purchases, and entertainment, and how they affect the culture in shaping beliefs and attitudes. It discusses how each of the media operates and what each accomplishes. By developing their media literacy, students are able to examine the gap between real life and "mediated" reality.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ENGL080 with a grade of C or better or placement into ENGL101

COMM104: Introduction to Public Relations

Study of the history and role of public relations in society. Students explore mass media, persuasion, publicity, and radio and television. Students examine special events, crisis management, communication techniques, research and evaluation, communication law and ethics. Basically a theory course, this introduction also applies ideas practically to real clients and organizations.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ENGL080 with a grade of C or better or placement into ENGL101

COMM110: Interpersonal Communication

Observation and study of linguistic and behavior patterns as persons participate in one-to-one and group communications transactions. Meets General Education Communication requirement.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ENGL080 with a grade of C or better or placement into ENGL101

COMM120: Public Speaking

Study of elements of rhetoric and speech composition as applied to informative speaking; also instruction and practice in the basic techniques of extemporaneous delivery. Meets General Education Communication requirement.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ENGL080 with a grade of C or better or placement into ENGL101

COMM205: Television History

This course surveys the historical development of broadcast television from its roots in radio into cable, satellite, electronic networks and the present-day converged media environment. Students learn how television affects American culture, economics, politics and entertainment. Students examine the institutions, structure and programming that has helped television develop into one of our most powerful and important forms of media, binding together America with shared knowledge and experiences and shaping our attitudes, beliefs and values. Students also analyze the interrelationships among television networks and stations with advertisers, audiences and the federal government.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ENGL101, COMM103, or permission of instructor.

COMM207: Popular Music & Radio History

This course surveys the historical development of the recording industry from 1900 to the present—with particular emphasis on the way that evolution was shaped by radio. Students examine the symbiotic relationship between the recording and radio industries and analyze how they affected one another during the past century. Students learn how the historical developments affect the industry today—from the minstrel shows through rock 'n roll, MTV and the current converged media environment that emphasizes digital recording and distribution. Students find links between the past, present and future to understand the contemporary recordings and radio industries.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ENGL101, COMM103 or permission of instructor.
Semester Offered:
Spring

COMM208 (formerly COMM126): Film History

This course surveys the historical development of Hollywood as one of the leading exporters of American culture—each year earning billions of dollars domestically and abroad and spawning a litany of film-themed products through ancillary business. Students examine nine distinct time periods in film history beginning with the pre-cinema period in the late 1800's—organized around four major themes: cultural/historical events, a detailed look at the film business, cataloging of important studio films by genre and an analysis of important films/filmmakers. Students learn about Hollywood's effects on fashion, language, economics and politics. Students analyze the industry's celebrity class—the American equivalency of royalty. Students find links between the past, present and future to understand the contemporary film industry.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ENGL101, COMM103 or permission of instructor.
Semester Offered:
Fall

COMM295: Communication Fieldwork

The fieldwork course is designed to provide students with on-the-job training and practice in career settings through a faculty-approved work site with a minimum of 135 hours. The purpose of the course is to apply the principles and theories taught in the educational environment with real-life projects in a professional work setting. Students will secure a position at an approved site prior to the start of the course and complete required hours and assignments by the end of the course. Each student will secure fieldwork that is consistent with his or her professional goals.
Credits: 3
Lab Hours: 9
Lecture Hours: 0
Prerequisites:
COMM103 or COMM104 with a grade of C or better, or with permission of instructor.

Computer Information Systems

CISM/ENVL122: Agricultural Technology

This course covers topics related to the use of technology in modern agriculture. Students will learn to make informed agricultural observations and decisions related to raising crops and the basics of scouting for problems and helping to solve problems in commercial farms. Students are required to attend at least three field-trips to local farms.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

CISM102: Computer Fundamentals - Windows

Designed for those with no prior knowledge of computer operations. Students will become oriented to a microcomputer, and will learn introductory skills such as navigating the desktop and folder hierarchy, Recycle Bin, simple word processing and drawing, and browsing the Internet. This course uses Windows.
Credits: 1
Lab Hours: 0
Lecture Hours: 1

CISM106: Internet Research

A broad-based overview of Internet research methods designed to meet the needs of users from a broad range of experience levels, this course provides essential information about Internet research, including topics on search toolbars, intelligent search agents and finding, evaluating and citing online sources. Emphasis will be given to scholarly databases available through the College's library and geospatial databases, which can be accessed through web-based geospatial viewers.
Credits: 1
Lab Hours: 0
Lecture Hours: 1
Prerequisites:
ESLN092 or placement into ENGL070

CISM125: Introduction to Computers

Designed for those with little or no knowledge of computer operations. Students will learn the basic components of a microcomputer, terminology of computing, and fundamentals of integrated software using a word processor, spreadsheet, and filer program. Other topics include computers in society, business and government as well as jobs and careers in computing. Meets General Education requirement for Technology.
Credits: 3
Notes:
Students with prior computer knowledge and experience can opt to test out of CISM125. Contact the Testing Office at (609) 343-5099 for information.
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ENGL070 with a grade of C or better or placement into ENGL080 or ENGL101 (ESLN092 and ESLN100 may be taken concurrently with permission of instructor).

CISM130: Using PC Operating Systems

Designed to give students a chance to obtain fundamental practical knowledge about personal computer operating systems. Students will be introduced to an assortment of the most popular operating systems available today. Experience using DOS, Windows and UNIX will be the focus of the course.
Credits: 4
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
CISM125 (may be taken concurrently)

CISM132: Problem Solving Using Technology

This course is designed to prepare students for living, working, and studying in a world where technological advances force societal change. Topics include the hardware and software used in performing common computing tasks, appropriate and responsible use of existing and emerging technology tools for decision making, computer aided communication and collaboration, productivity applications, the relationship between data and information, the information processing cycle, data mining, and problem solving. Students will learn to use a variety of software applications to access, organize, and present information. Learning activities include word processing projects, examining data using spreadsheets, organizing data and information using databases, and coding. Meets General Education requirement for Technology.
Credits: 4
Lab Hours: 0
Lecture Hours: 4

CISM135: Computer Programming-C++

This course covers programming concepts and methodologies using the C++ programming language. It emphasizes structured programming techniques in procedural programs. The student will learn data types, expressions, control structures, functions, arrays and file management.
Credits: 4
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
CISM125

CISM142: Help Desk Support

Provides an overview of the topics relevant to working at a help desk including customer service skills. Topics discussed include help desk concepts, roles and responsibilities, help desk operations, help desk processes and procedures, tools and technologies, performance measures, customer satisfaction, listening and communication skills, solving and preventing problems and training.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
CISM125

CISM143: Introduction to Project Management

Provides students with concepts and techniques for managing projects in a wide range of industries and organizations. The course takes a decision-making, business-oriented approach to the management of projects, which is reinforced with current examples of project management in action. The course also addresses project management within the context of a variety of successful organizations, whether publicly held, private, or not-for-profit. Students are introduced to Microsoft Project, an industry standard project management computer application.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
CISM125

CISM146: Computer Networking

This course is designed to prepare students for a career in supporting computer networks. This course provides a strong foundation in networking software, hardware, support and network design.
Credits: 4
Lab Hours: 0
Lecture Hours: 4

CISM148: Problem Solving Using Scripting

Presents students with concepts and techniques for solving problems using a scripting language, a query language, and basic hypertext markup language. Covers data types, control structures, input/output, graphical user interface, and data access and exploration. Introduces students to application development using an integrated development environment.
Credits: 4
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
CISM125

CISM149: Computer Hardware

This course is designed so students learn the concepts and techniques used by certified information technology professionals for supporting and troubleshooting computer hardware. Topics include but are not limited to working inside a computer, supporting processors and memory, supporting hard drives, installing and supporting storage devices, setting up a network, and satisfying customer needs.
Credits: 4
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
CISM125 (may be taken concurrently)

CISM154: Computer Programming-Java

Introduces programming concepts and methodologies using the Java programming language. Emphasizes object-oriented structured programming techniques. Covers control structures, arrays and strings, Abstract Windows Toolkit and External Data. Applications are converted to applets throughout the course. No prior programming experience is required.
Credits: 4
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
CISM125 (may be taken concurrently)

CISM159: Intermediate Programming-C++

This course covers procedural programming in C++ including functions, vectors, pointers, strings, and advanced file operations. The course also addresses data abstraction with classes, objects and operator overloading which are the root concepts of object-oriented programming. Inheritance, polymorphism, aggregation and object-oriented design are also discussed.
Credits: 4
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
CISM135
Semester Offered:
Spring

CISM160: Systems Analysis and Design

Investigation of information systems with respect to their existence and identification and development of needed informational improvements within an organization. Recommended methods and procedures considering computer involvement are reviewed, designed and implemented using the case-study approach.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
one of the following: CISM135, CISM154 or CISM174

CISM162: Microsoft Excel

Provides both Microsoft Office Specialist (MOS) Excel Associate and MOS Excel Expert Certification spreadsheet topics. Course includes creating and managing worksheets and workbooks, creating tables, charts, PivotTables and PivotCharts, applying custom formatting, and performing operations with formulas and advanced formulas. Prepares the student to take two Microsoft industry certification exams: MOS Excel Associate and MOS Excel Expert. No programming experience required.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
CISM125

CISM163: Web Page Design

Covers concepts and techniques related to designing and developing professional Web sites. The course enables students to design and develop a professional Web site using industry-standard tools.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
TCOM127 or permission of instructor.

CISM164: Microsoft Access

Advanced concepts in relational database development. Emphasis on the structured techniques for program design, development, testing and documentation to build business applications. Includes the creation of data entry screens for interactive environments with emphasis on report generation for business applications.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
CISM125
Semester Offered:
Fall

CISM165: Web Graphics and Animation

Introduces students to the techniques, tools and concepts necessary to design and develop graphics and animation for the Internet. Students will work with professional graphic and animation tools to develop a graphics and animation portfolio.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ARTS135 or CISM125 or permission of instructor. (CISM165 is not a substitute for a 100-level ARTS course for Studio Art majors.)

CISM167: Programming in Oracle SQL

Provides an introduction to the Structured Query Language using Oracle databases and techniques. Course covers design and programming using diagrammatic techniques and the SQL language. Programming will be done using SQL and students will learn how it can be used to maintain, retrieve, manipulate and design new and used databases. This course will help prepare the student to take an Oracle industry certification exam.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
CISM125

CISM170: Database Design Using Oracle

An introductory course in database management and database development. Course includes the role of databases and their development in organizations, data modeling, and data design using ERD and Oracle SQL, Client/Server environment, Internet Database environment, data warehousing, database administration, Object-Oriented data modeling and Object-Oriented database development.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
CISM125

CISM174: Computer Programming-Visual Basic

This course uses Visual Basic, an object-oriented/event-driven language, to teach fundamental programming concepts. Students with no previous programming experience learn how to plan and create their own interactive Windows applications. Graphic User Interface design skills are emphasized. Students will be able to develop business-related applications.
Credits: 4
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
CISM125 (may be taken concurrently)

CISM176: Systems Security Methods

A study of the fundamental techniques for computer security and its implementation. Students will learn to assess and mitigate risk, evaluate and select appropriate technologies, and apply proper security safeguards. (Course is designed to prepare students for the CompTIA Security+ industry certification exam)
Credits: 4
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
CISM125

CISM180: Radio Broadcasting

Designed to introduce the student to all aspects of radio station operations. Both technical and conceptual strategies and techniques will be covered. Emphasis will be on production of Internet-based radio programming. Course topics include, but are not limited to, basic audio production, streaming media and the impacts of Internet media on society.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
CISM125

CISM182: Linux

This course provides essential knowledge about the open-source operating system Linux and prepares students for Linux+ Certification. Students will learn to install, configure, manage, network, support, and operate Linux based environments.
Credits: 4
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
CISM125

CISM185: Special Topics in Information Technology

Introduces students to a specific topic in information technology. Topics may include new and emerging technologies and/or technology's impact on our world. See the current course schedule for the course topic and prerequisite information.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

CISM190: Social Media for Business

This course will explore emerging social media technologies and study their application in business. Students will examine these technologies from a theoretical perspective by reading scholarly research and writing, but will also learn how to use and author content. The course covers technologies including social and business networking, blogs, microblogs, collaboration tools, podcasts, forums, viral video, social bookmarking and other emerging web technologies. Additionally, students will learn how to use these technologies to monitor and engage online communities, identify influencers, establish thought leadership and create a sustainable social media business model.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
CISM125

CISM215: Ethical Hacking

This course teaches students about network attack strategies and common countermeasures. It prepares students to use various penetration testing tools to analyze computer networks for vulnerabilities. Knowledge of these vulnerabilities together with initiating an attack, will help students understand how to counter weaknesses and improve network security. The course covers the objectives of the TestOut Ethical Hacker Pro certification examination.
Credits: 4
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
CISM176

CISM222: Issues in Computer Security

Outlines the basic tasks necessary for safeguarding a computer system. Topics covered include personal computer security, organizational computer security, internet security and network security. Course explains how to prepare for attacks and what to do when attacks occur.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
CISM154 or CISM174

CISM244: Advanced Project Management

This course will help students plan and manage a wide range of projects, from meeting crucial deadlines and budgets to selecting the right resources. The focus of this course is on the software tools necessary for successful project management. The course will provide students with an understanding of Microsoft Project and allow them to render the skills necessary to utilize the program. Topics include basic and task specific functions, utilization of PERT/Gant, resource management and calendar work schedule manipulation. In addition, students will also be able to customize Microsoft Project views and menus.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
CISM125 and CISM143

CISM247: Management Information Systems

Introduces the concept of information as a resource in business and the integration and management of various information resources in a business organization, including management information systems, decision support systems, telecommunications, data management and office automation. Analysis of the manager's role in information system design and the management of information system departments.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
BUSN222 and CISM125

CISM254: Advanced Computer Programming-Java

Addresses the advanced topics of object orientation used in software engineering, the theory behind data abstraction, inheritance, and GUI design. Additional topics will include sorting and searching algorithms, dynamic data structures and Java database connectivity.
Credits: 4
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
CISM154

CISM258: Cyber Defense

This course is designed to teach students how to monitor and respond to cyber threats both proactively and analytically, using hands-on labs with challenging high-stakes scenarios they'll face on the job. It covers the most up-to-date tools, like Burp Suite, Wireshark, Metaspoit, Ettercap, and Nmap, to learn job skills used by Incident Responders, Threat Intelligence Analysts, and Cyber Security Analysts in and out of Security Operations Centers (SOC). The course is designed to align with CompTIA Cyber Security Analyst certification CySA+.
Credits: 4
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
CISM176
CISM182
CISM176
CISM182

CISM259: Advanced Programming-C++

Covers the advanced topics of object-orientation used in software engineering, and the theory behind polymorphism, inheritance, data composition, and exception handling using classes. In addition, data structures and the algorithms associated with them will be studied. These topics will include recursion, stacks, queues, binary trees and sorting.
Credits: 4
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
CISM159

CISM270: iPhone Programming

This course is an introduction to writing object-oriented applications for the iPhone, iPod touch and iPad using the iOS SDK, Swift programming language and Cocoa Touch frameworks. Topics will include iPhone development tools and fundamentals, user interface design, how to submit applications to the App Store and applications business issues. An iPhone, iPod touch or iPad are not required for coursework completion. Students will be able to build and test applications on Intel-based Mac computers using a free compiler and simulator.
Credits: 4
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
CISM135 or CISM154 or permission of instructor.
Semester Offered:
Spring

CISM271: Android Programming

This course is an introduction to developing native applications for Android mobile devices. Students will develop applications in Java using Google's Android Development Toolkit. Topics will include Android development tools, user interface design, how to submit applications to the Android Market and application business issues. An Android mobile device (smartphone or tablet) is not required for coursework completion. Students will be able to build and test applications on a Windows computer using freely available tools such as Eclipse and the Android emulator.
Credits: 4
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
CISM135 or CISM154 or permission of instructor.
Semester Offered:
Fall

CISM280: Capstone Portfolio

Designed to grant students the opportunity to develop a product portfolio documenting aspects of their academic career. Students will design and develop an electronic portfolio, including examples of their best work from program courses, and will be required to complete a capstone project. The project objectives will be based on the student's major course of study.
Credits: 1
Lab Hours: 0
Lecture Hours: 1
Prerequisites:
Permission of instructor.

CISM290: Instructional Technology for Teachers

Designed to introduce pre-service teachers to concepts and techniques for integrating a wide variety of technologies into their curriculum. This course provides hands-on experiences designed to illustrate the possibilities and potentials of technology for education. The course focuses on how teachers can apply technology effectively to promote student learning, higher order thinking skills and critical thinking skills. Included in the course is the development of a portfolio containing lesson plans and examples of completed projects.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
EDUC101 and EDUC213 or EDUC/PSYC110

CISM295: Information Technology Cooperative Education

The cooperative education course is designed to provide students with on-the-job training and practice in career settings through a faculty approved work site. The purpose of the course is to apply the principles and theories taught in the educational environment with real-life projects in a professional work setting. Students will secure a position at an approved site prior to the start of the course and complete required hours and assignments by the end of the course. Each student will secure co-op that is consistent with his or her professional goals.
Credits: 3
Notes:
Hours required: 135.
Lab Hours: 9
Lecture Hours: 0
Prerequisites:
Permission of Instructor

CRIM/CISM240: Computer Forensics

Introduces students to computer forensics and the various skills needed to collect and analyze digital evidence for various uses. This course focuses on the use of the most popular forensics tools and provides specific guidance on dealing with civil and criminal matters related to the law and technology. (May not be offered every semester. Check with advisor for scheduling info)
Credits: 4
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
CISM125 or departmental exam

CRIM/CISM262: Mobile Forensics Investigations

This course will familiarize students with mobile devices and technology used by carriers, and analyze the legal implications of using such devices as evidence in a court of law. Students will identify data that can be retrieved from mobile devices such as cellular phones, smartphones and GPS devices. Recovered and analyzed data will include address books, call logs, text messages, video and audio files and internet history. Students will correlate data with records from network service providers. Students will apply industry-recognized best practices to evidence collection and analysis with using current technology.
Credits: 4
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
CISM125

Criminal Justice

CRIM/CISM240: Computer Forensics

Introduces students to computer forensics and the various skills needed to collect and analyze digital evidence for various uses. This course focuses on the use of the most popular forensics tools and provides specific guidance on dealing with civil and criminal matters related to the law and technology. (May not be offered every semester. Check with advisor for scheduling info)
Credits: 4
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
CISM125 or departmental exam

CRIM/CISM262: Mobile Forensics Investigations

This course will familiarize students with mobile devices and technology used by carriers, and analyze the legal implications of using such devices as evidence in a court of law. Students will identify data that can be retrieved from mobile devices such as cellular phones, smartphones and GPS devices. Recovered and analyzed data will include address books, call logs, text messages, video and audio files and internet history. Students will correlate data with records from network service providers. Students will apply industry-recognized best practices to evidence collection and analysis with using current technology.
Credits: 4
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
CISM125

CRIM/GIST170: Concepts in Terrorism & Homeland Security

Introduces students to terrorism and terrorist organizations, as well as the practices, policies and issues relevant to the security of the United States that terrorism presents. Examines federal, state and local governmental agencies that form the apparatus which provides for homeland security in the United States and their responsibilities regarding natural disasters, terrorism and other man-made catastrophes. Provides a broad-based overview of technologies, including Geographic Information Systems (GIS), used in the analysis and decision-making processes employed by our homeland security apparatus.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

CRIM/LEGL212: Trial Advocacy

Increases comprehension of the historical, ethical and philosophical basis of the American legal system. Each student will have the opportunity to participate in an actual trial preparation and presentation. This course will demystify the operations of the law, court procedures, and the legal system. (May not be offered every semester. Check with advisor for scheduling info)
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
CRIM101 with a grade of C or better.
For CRIM212 the prerequisite is CRIM101 with grade of C or better
For LEGL212 the prerequisite is LEGL110 with a grade of C or better

CRIM/SOCL206: Juvenile Justice

Theoretical and applied concepts of prevention, treatment, and control of juvenile delinquency and recent legislative and philosophical decisions.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
For CRIM206 the prerequisite is CRIM101 or PSYC101.
For SOCL206 the prerequisite is PSYC101 or SOCL101.

CRIM101: Introduction to Criminal Justice

History, development and philosophy of law enforcement in democratic society. Introduction to agencies involved in the administration of criminal justice career orientation.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

CRIM102: Introduction to Criminology

Introduction to deviant behavior and current criminological theories. Emphasis on synthesis and police applications, crime prevention and phenomena of crime.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

CRIM105: Police Operations

Intense study of the roles and functions of American police departments and their evolution in society. A thorough examination is made of police organizations, their philosophies, operations, management and related concepts and techniques. Also emphasized will be issues of police culture, ethics and civil liability and how they affect services provided to the public.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

CRIM106: Introduction to Corrections

History of corrections, types of inmate control and treatment, the offender in the community, re-entry problems, corrections as part of the criminal justice system and problems in administration.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

CRIM107: Introduction to Cyber Crime

An overview of the legal and practical issues, theories and methods utilized in the investigation of a Cyber Crime. The basic concepts of Cyber Crime are introduced including the types of crimes, the elements and methods of commission, the technologies necessary for the commission, and the legal and investigative issues.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
CISM125 and CRIM101

CRIM109: Ethics in Criminal Justice

This course introduces the types of ethical dilemmas that criminal justice students will face in their professional careers. The course examines the nature of human behavior in relation to ethical theories and systems. Examines the various ethical systems used to guide decision making by criminal justice professionals and their application to current ethical issues facing these professionals, and discusses the concepts of Law and Justice in relation to ethics. Basic problems and applications of ethics and how they relate to social and individual issues involved in the criminal justice system will be examined.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

CRIM112: Criminalistics

This course is designed for students who are pursuing a career in Criminal Justice. It introduces the basic concepts employed in the scientific processing of physical evidence collected from crime scenes and used in a contemporary forensic crime laboratory. Simulated crime scenes and case students will be explored. Laboratory and experiment sessions will emphasize current forensic procedure.
Credits: 3
Lab Hours: 1
Lecture Hours: 3

CRIM130: The Criminal Court System

This course will provide an overview of the criminal court system and process in the U.S., tracing its development from the early beginnings to the present day operation. It will discuss the key personnel functioning daily within a courtroom including, a judge, prosecutor, defense attorney, victims, etc. The criminal judicial process, courtroom proceedings, court rulings, and rules of evidence are also addressed.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

CRIM190: Special Topics in Criminal Justice

This course is designed to offer an in depth examination of emerging topics in the criminal justice field not otherwise covered in the curriculum. Topics will be offered periodically based on the recognized needs of the field. Topics will include crime analysis, victimology, and emerging issues and technologies.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

CRIM201: Criminal Law

Study of local, state and federal criminal laws including their classification, nature, evolution and development. Both statutory and common law are explored as well as topics of the adversary system, such as principles of justification and excuse, laws of arrest, and the laws of search and seizure. Special attention is given to the New Jersey Code of Criminal Justice.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
CRIM101

CRIM202: Constitutional Law

Study of procedural law focusing on the effect of decisions by the United States Supreme Court in establishing ethical criminal justice procedures.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
CRIM101

CRIM203: Criminal Investigation

Exploration and analysis of modern criminal investigative theories and procedures. Directing criminal investigation for maximum effectiveness with attention to the justice system criteria for evidence submission and testimony in criminal proceedings.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

CRIM210: Community-Based Corrections

Focuses on the community-based aspect of the correctional system. Strategies of supervision used in probation and parole and theories underlying these strategies and evaluative methods of assessing the impact of these strategies are highlighted. Particular emphasis is given to the role of the helping relationship in the probation/parole agency setting. (May not be offered every semester. Check with advisor for scheduling info)
Credits: 3
Lab Hours: 0
Lecture Hours: 3

CRIM214: Organized Crime

A foundation course in systematic criminality, which examines those criminal organizations whose method of operation includes fear, violence and corruption to achieve strategic and tactical goals. The course investigates these highly structured, perpetual organizations as well as law enforcement responses to them.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

CRIM216: Criminal Justice Report Writing

An intensive course focused on the skills involved with note taking, interviewing and information gathering, which prepares students for the technical requirements of report preparation utilized by criminal justice professionals. Particular emphasis will be placed on the development of technical skills required of law enforcement officers, security personnel, corrections officers, probation officers, forensic personnel, and scientific personnel required to produce a high quality report.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ENGL102 with a grade of C or better

CRIM250: Internship in Criminal Justice

Designed to give students the opportunity to apply formal education to an actual work situation in the criminal justice field under the supervision of the course instructor and the sponsoring Agency/Entity supervisor. In addition to the 135-hour field experience, students attend classroom sessions on a schedule determined by the course instructor.
Credits: 4
Lab Hours: 9
Lecture Hours: 1
Prerequisites:
CRIM101
CRIM201
CRIM202
CRIM101
CRIM201
CRIM202

Culinary Arts

CUBP101: The Science Behind the Ingredients

This course investigates the science of baking. Students have an opportunity to alter recipes to see the effects the changes will have. Working through a list of ingredients students gain an understanding of the product and its properties. Ingredient substitutions are encouraged in the class.
Credits: 2
Lab Hours: 3
Lecture Hours: 1
Prerequisites:
CULN101

CUBP110: Foundations of the Bakeshop

This course covers the foundations for the aspiring culinary, baking and pastry arts professional: knife skills, the history of cuisine from classic to contemporary, culinary math (formulas, conversions and scaling), commercial bakeshop terminology, equipment and ingredient identification, as well as ACA policies and standards of professionalism that are part of a successful beginning.
Credits: 2
Lab Hours: 3
Lecture Hours: 1
Prerequisites:
CULN101

CUBP120: Introduction to the Art of Pastry

This course covers the methods and techniques in preparing basic desserts including cakes, pies, puddings, mousses, cheesecakes, tarts and glace pastries. Emphasis is on a variety of decorations, icings, crusts, shortenings and butter creams.
Credits: 2
Lab Hours: 3
Lecture Hours: 1
Prerequisites:
CUBP210

CUBP150: Plated Desserts

This course focuses on combining previously learned elements to create optimal presentations.
Credits: 2
Lab Hours: 3
Lecture Hours: 1
Prerequisites:
CUBP120

CUBP160: Baking for Alternative Tastes

This course consists of six sessions devoted to producing old world, traditional, ethnic and contemporary desserts prepared for sugar-free, gluten-free, non-dairy, vegan, and other dietary restrictions, employing a variety of alternative ingredients, techniques and methods to achieve high quality, irresistible results.
Credits: 1
Lab Hours: 1
Lecture Hours: 1
Prerequisites:
CUBP120

CUBP210: Advanced Baking Techniques

This course builds on the skills and knowledge acquired in CUBP110-Foundations of the Bake Shop. Emphasis on the proper application of formulas and their relationship to mixing methods used in the preparation of cakes, cookies, roll-in doughs, pate choux, etc.
Credits: 2
Lab Hours: 3
Lecture Hours: 1
Prerequisites:
CUBP110

CUBP211: The Art of Bread Making

This course covers an in-depth exploration of breads from around the world. Students will learn about the history of grain and how the art of bread baking gained in popularity. Using ancient techniques and milling fresh flour, the students will create unique and complex breads.
Credits: 2
Lab Hours: 3
Lecture Hours: 1
Prerequisites:
CUBP210

CUBP222: Specialty Cakes

This course is designed to present retail concepts in the preparation of special occasion cakes. Emphasis is placed on creative décor utilizing basic ingredients.
Credits: 2
Lab Hours: 3
Lecture Hours: 1
Prerequisites:
CUBP120

CUBP225: Classical Confections

This course is designed to provide an understanding of various ingredients and techniques associated with pastry production and presentation. Styles from Austria, Italy, France and Switzerland will be covered. Emphasis will be placed on miniatures, petit four and French pastry requiring a high level of artistic presentation.
Credits: 2
Lab Hours: 3
Lecture Hours: 1
Prerequisites:
CUBP250

CUBP240: Borders, Piping and Runouts

This course is offered as a 6-day class designed to elevate the skills of the pastry artist. Creating beautiful borders, chocolate ribbons and royal icing lace, students will have the skill to take any dessert to the next level.
Credits: 1
Lab Hours: 1
Lecture Hours: 1
Prerequisites:
CUBP120

CUBP250: Artistry in Chocolate

This course is offered as a 6-day class covering agriculture and processing, chocolate production and creative candy making. Conching, tempering, flavoring, molding and modeling, the art of the truffle (ganache, fillings, mix-ins, enrobing), storing, packaging and presentation to produce rich, elegant designs for mignardise, garnish or retail sales.
Credits: 1
Lab Hours: 1
Lecture Hours: 1
Prerequisites:
CUBP222

CULA135: Culture and Gastronomy

This course is designed to introduce students to the history of food beginning with primal origins through today's cultural influences. Topics will include pre-agriculture and agricultural society, regional distinctions and the impact of class on cuisine.
Credits: 1
Lab Hours: 0
Lecture Hours: 1

CULA140: Operating the Successful Kitchen

This course will introduce learners to development, start-up and operation of a successful restaurant concept in a competitive and highly rewarding industry. Students will learn how to set standards that will increase customer loyalty, drive revenues, and increase profits.
Credits: 2
Lab Hours: 0
Lecture Hours: 2
Prerequisites:
CULN140

CULN101: Introduction to the Culinary Profession

This course will expose new Culinarians to the industry standards and expectations. Students will learn about different and unique careers in food service, professional organizations, and culinary terminology. In addition, Academy policies and procedures will be introduced, basic tools and equipment knife care and sharpening, basic knife cuts, and sustainable practices will be explored.
Credits: 2
Lab Hours: 3
Lecture Hours: 1
Prerequisites:
HOSP132 (may be taken concurrently) or proof of Servesafe Certification, and ENGL080 with a grade of C or better or Placement into ENGL101.

CULN108: Introduction to Sensory Evaluation & the Cold Foods Kitchen

This course is designed for students to be able to critically evaluate a product using all senses. Students are introduced to the science of food while creating a deeper understanding of flavor. Tastings will be performed to recognize differences in products by location and production at the start of each class. Cold food topics include salads, cold soups, sauces and marinades, sandwich production, tapas, shellfish and garnishes.
Credits: 2
Lab Hours: 3
Lecture Hours: 1
Prerequisites:
CULN101

CULN125: Kitchen Foundations: Stocks, Soups and Sauces

This course focuses on stocks, soups and sauces with emphasis on quality ingredients that lead to a better finished product. Learning the skill of making exceptional stocks allows students to build sauces and soups on a strong foundation. Classical and contemporary soups and sauces will be explored.
Credits: 2
Lab Hours: 3
Lecture Hours: 1
Prerequisites:
CULN101

CULN130: Vegetables, Starches and Grains

The course covers all basic cooking techniques through the use of vegetables, starches and grains. Identifying the best technique to use for each product students will develop a sound foundation in cooking principles. Additional information on diversity and important agricultural practices will be learned through use of local farms, kitchen garden and campus organic greenhouse.
Credits: 2
Lab Hours: 3
Lecture Hours: 1
Prerequisites:
CULN125

CULN134: Breakfast Cookery

This course is offered as a 6-day class allowing students to discover the fundamental importance of the egg and the many roles it plays from sunny side up or scrambled, to omelets and frittatas, in pancakes, waffles, French toast, custards, quiche and more.
Credits: 1
Lab Hours: 1
Lecture Hours: 1
Prerequisites:
CULN130

CULN135: Culinary Special Topics

This course examines current trends in the culinary field. Students work with newly introduced ingredients and equipment as well as classical selections. Focus is on technique, preparation and presentation. See the current course schedule for the topic being offered.
Credits: 1
Lab Hours: 2
Lecture Hours: 0

CULN140: Culinary Math and the Successful Chef

This course is designed to depict a chef's role today which includes costing, portion control, menu development and purchasing. This class will hone basic math skills and create a lasting awareness of the financial elements associated with the food and restaurant business.
Credits: 1
Lab Hours: 1
Lecture Hours: 1
Prerequisites:
CULN101

CULN158: Cooperative Education I

This course will allow for students to complete 100 hours of front-of-the-house service experience in the student run restaurant. Skill acquisition will include; standards of service, phone etiquette, point of sales systems, style of service, beverage service and customer satisfaction evaluation.
Credits: 1
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
CULN101

CULN165: Meat Cookery

This course covers the methods of meat cooking to include roasting, broiling, pan-broiling, pan-frying, stir-frying, grilling, stewing and braising. Identifying the proper method requires and understanding of the cuts of meat and their characteristics. Students will learn butchery and the ability to identify different cuts and select appropriate cooking techniques.
Credits: 2
Lab Hours: 3
Lecture Hours: 1
Prerequisites:
CULN130

CULN170: Poultry and Seafood Cookery

This course covers butchery and fish mongering and will introduce students to the specific characteristics of these valuable proteins. Learning the cuts will help identify the best cooking methods to use for each. Sauté, poaching, stewing, frying, grilling and roasting will be covered. Emphasis will be placed on finishing techniques appropriate to each dish.
Credits: 2
Lab Hours: 3
Lecture Hours: 1
Prerequisites:
CULN165

CULN175: Nutrition for Culinary Professionals

This course is a scientific exploration of the fundamentals of nutrition. Course content includes classroom and laboratory experience needed to develop an overall understanding of culinary principles and application of nutritional concepts. This course will also cover how nutrients impact energy metabolism, digestion, absorption and transport.
Credits: 2
Lab Hours: 3
Lecture Hours: 1
Prerequisites:
CULN130 for Baking and Pastry students; CULN170 for Culinary Arts students.

CULN188: Cooperative Education II

This course includes 100 hours of back-of-the-house service experience in the student run restaurant. Skill acquisition will include; station organization, time management, menu production, plate presentation and professionalism.
Credits: 1
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
CULN158
CULN170
CULN158
CULN170

CULN200: Applied Culinary Nutrition

This course is a scientific exploration of the fundamentals of nutrition. Course content includes classroom and laboratory experience needed to develop an overall understanding of culinary principles and application of nutritional concepts. This course will also cover how nutrients impact energy metabolism, digestion, absorption and transport.
Credits: 3
Lab Hours: 3
Lecture Hours: 2
Prerequisites:
CULN106 for Culinary Arts students; CUBP105 for Baking & Pastry students.

CULN207: Advanced Hot Food Preparation

This course introduces students to the methods and techniques in the classical cuisine accepted and practiced in international kitchens. Included are cooking methods, garnishes, preparation and application of basic sauces and their derivatives as well as their presentation using the principles and techniques of Auguste Escoffier. Emphasized are the concepts and appreciation of diverse new American cuisine utilizing local ingredients, stressing nutrition, freshness, lightness, and a simple but elegant presentation.
Credits: 2
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
CULN107

CULN217: Applied Dining Room Operations/Principles of Management

This course is designed to give students an understanding of a public restaurant's front-of-the-house operation. Emphasis is on the proper greeting, seating of guests, taking and writing orders, the serving of food and beverages, as well as tableside cooking under realistic industrial conditions. Students are introduced to the identification of various grapes used in the production of wines, the main wine producing countries and their regions, and the characteristics of those wines in relation to menus.
Credits: 3
Lab Hours: 6
Lecture Hours: 1
Prerequisites:
CULN117 or permission of culinary advisor

CULN221: Italian Regional Cuisine

This course is designed to introduce students to the cooking, wines and cuisines of the eight major regions in Italy: Piedmont, Emilia-Romagna, Tuscany, Umbria, Abruzzi, Latium, Campania and Calabria. Emphasizes ingredients, presentation styles and cooking techniques.
Credits: 2
Lab Hours: 4
Lecture Hours: 1
Prerequisites:
CULN107

CULN223: Applied Restaurant Production

This course is designed for back-of-the-house students to apply and demonstrate the practical and theoretical skills learned in all prerequisite courses in hot/cold, pastry/baking, menu design and costing. Emphasis is placed on the realistic operation of a restaurant kitchen producing foods prepared from an a la carte and table d'hôte menu for the Academy's restaurant, Careme's.
Credits: 3
Lab Hours: 6
Lecture Hours: 1
Prerequisites:
CULN207

CULN225: Plant-Based Diets

This course is offered as a 6-day class designed to develop a full understanding of vegetarian, vegan and macrobiotic diets. Discover the culinary, nutritional and environmental advantages of common and exotic vegetables and fruits, a world of noodles, rice and soy products and how best to handle, prepare and present them.
Credits: 1
Lab Hours: 1
Lecture Hours: 1
Prerequisites:
CULN175

CULN226: The Art of Charcuterie

This course provides an introduction to the art of Charcuterie. By butchering a whole pig, students will learn to process every facet of the animal. Zero waste is the goal. Focus will be on sausages, confits and rillettes, techniques include curing, drying, and smoking. Bacon, pork belly, trotters and head cheese will also be covered. Basic condiments and cheese will be introduced. Strong emphasis is placed on sanitary practices.
Credits: 2
Lab Hours: 3
Lecture Hours: 1
Prerequisites:
CULN108 and CULN165

CULN230: Contemporary Culinary Concepts

This course is about designing a concept food truck and menu. Review of start-up cost, making a business plan, choosing the right equipment, floor plan design, navigating permits, licensing, inspection requirements, choosing a location, branding and marketing the mobile kitchen are all essential to success.
Credits: 1
Lab Hours: 1
Lecture Hours: 1
Prerequisites:
CULN170

CULN232: Advanced Dining Room

This course is designed to give students an understanding of a restaurant front-of the-house operation. Emphasis on service skills required to handle all phases of providing quality service, recruiting, selecting and training of professional service personnel, and capturing return business for the operation. Students are introduced to the identification of various grapes used in the production of wine, the main wine producing countries and their regions, and the characteristics of those wines in relation to menus.
Credits: 2
Lab Hours: 3
Lecture Hours: 1
Prerequisites:
CULN188

CULN235: A la Carte Restaurant Production

This course is designed for back of the house students, to apply and demonstrate the practical and theoretical skills learned in all prerequisite courses in hot and cold food production, baking and pastry production, restaurant operations and nutrition. Emphasis is placed on the realistic operation of a restaurant kitchen producing product prepared from an a la carte style menu.
Credits: 2
Lab Hours: 3
Lecture Hours: 1
Prerequisites:
CULN222 and CULN248

CULN240: Street Foods of the World

This course is offered as a 6 day class introducing Vietnamese Pho and bánh mì, Indonesian satays, Indian Samosas, Jamaican "Patty", Korean Bimbim Guksu, New Orleans Beignet. Dishes will be examined by category (wrapped in dough, on a stick, noodles, AKA a sandwich, etc.) to show how they can relate to one another (Pierogi/Dim Sum) even though they may be enjoyed a world apart.
Credits: 1
Lab Hours: 1
Lecture Hours: 1
Prerequisites:
CULN170 and CULN248

CULN245: The Entrepreneurial Chef

This course takes a look at the business fundamentals needed for a successful startup. Whether the idea is for something brand new or a revision to a current concept this course will focus on what it takes to get started and be successful.
Credits: 1
Lab Hours: 1
Lecture Hours: 1
Prerequisites:
CULN248

CULN248: Cooperative Education III

This course includes 100 hours of fieldwork and is designed to provide students with the on-the-job-training and practice in career settings through a faculty approved work site. The purpose is to apply the principles and theories taught in the educational environment with the real-life projects in a professional work setting. Students will be assigned a position at an approved site prior to the start of the course and complete required hours and assignments by the end of the course. Each student will be assigned fieldwork that is consistent with his or her professional goals.
Credits: 1
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
CULN175

CULN280: Cooperative Education

This course allows students use practical skills learned at the Academy of Culinary Arts in an approved foodservice establishment. The cooperative experience may also take place in a College-approved overseas culinary site. (Minimum of 400 hours of cooperative experience required.)
Credits: 1

CULN288: Cooperative Education IV

This course includes 100 hours of fieldwork and is designed to provide students with the on-the-job-training and practice in career settings through a faculty approved work site. The purpose is to apply the principles and theories taught in the educational environment with the real-life projects in a professional work setting. Students will be assigned a position at an approved site prior to the start of the course and complete required hours and assignments by the end of the course. Each student will be assigned fieldwork that is consistent with his or her professional goals.
Credits: 1
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
CULN248 and CULN230

Dance

DANC170: Introduction to Dance

Broad survey of the dance field through lecture, discussion and audiovisual presentations. Explores historical and contemporary perspectives of dance. Meets General Education requirement for Humanities.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

DANC171: Modern Dance I

Fundamentals of modern dance for the purpose of artistic development and self-expression. History of modern dance and its outstanding figures included with practical performance applications. Emphasis on kinesthetic perception of movement itself and its interrelationship with emotional expression.
Credits: 2
Lab Hours: 2
Lecture Hours: 1

DANC172: Modern Dance II

Fundamentals of modern dance for the purpose of artistic development and self-expression. History of modern dance and its outstanding figures included with practical performance applications. Emphasis on kinesthetic perception of movement itself and its interrelationship with emotional expression.
Credits: 2
Lab Hours: 2
Lecture Hours: 1
Prerequisites:
DANC171 or permission of instructor.

DANC173: Jazz Dance I

Introduction to techniques used by jazz dancers. History of jazz dance and outstanding figures including a variety of styles with stress on technical facility and the pleasure of moving well.
Credits: 2
Lab Hours: 2
Lecture Hours: 1

DANC174: Jazz Dance II

Continuation of DANC173-Jazz Dance I with additional emphasis on technique and contemporary styling, their historic foundations and notable practitioners.
Credits: 2
Lab Hours: 2
Lecture Hours: 1
Prerequisites:
DANC173 or permission of instructor.

DANC175: Tap Dance I

Introduction to the basic movements of tap dancing and to experiment with movement patterning as well as the study of its origin, history and development of styles.
Credits: 2
Notes:
(This course is on inactive status.)
Lab Hours: 2
Lecture Hours: 0

DANC176: Tap Dance II

Continuation of DANC175-Tap Dance I.
Credits: 2
Notes:
(This course is on inactive status.)
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
DANC175 or permission of instructor.

DANC271: Ballet I

Fundamental course in classical ballet. History, exceptional practitioners, vocabulary and techniques of ballet movement with emphasis on body alignment and effective methods of gaining strength and flexibility for proper ballet deportment through (barre) bar and center floor exercises.
Credits: 2
Lab Hours: 2
Lecture Hours: 1

DANC272: Ballet II

Continuation of DANC271-Ballet I with additional emphasis on technique, contemporary styling, their historic foundations and notable practitioners.
Credits: 2
Lab Hours: 2
Lecture Hours: 1
Prerequisites:
DANC271 or permission of instructor.

Developmental Studies

DEVA110: Introduction to Career Development
Designed to help students examine the world of work. Through various learning activities they will examine their interests, attitudes, abilities and how they relate to work. Students will develop skills in seeking employment as they relate to the lifelong process of career development.
Credits: 2
Lab Hours: 0
Lecture Hours: 2

DEVA155: Student Success Seminar
An eight week seminar designed to help students explore what motivates them to learn, work and achieve. Topics and skills addressed include: college resources, active learning, self-motivation, self-management, active listening and decision making. These topics are explored through lectures, discussions, self-assessment, writing and classroom activities.
Credits: 2
Lab Hours: 0
Lecture Hours: 2

DEVS111: College Skills
Instruction and guided practice in the skills necessary to succeed in college courses, especially note taking, text reading, and writing papers and test answers. Students must be simultaneously registered in the designated content course. Required of students on the basis of standardized test results or on academic probation.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
Placement Test score and enrollment in related content course

Earth Science

ESCI100: Earth Science
Designed to give an overview of the disciplines of geology, oceanography, meteorology and astronomy. Topics include the metric system, minerals, rocks, water, soil, weathering and erosion, earthquakes, floods, waves, tides, currents, coastal erosion, air masses, clouds, the greenhouse effect, global warming, atmosphere, humidity, tornadoes, hurricanes, weather systems and fronts, nor'easters, thunderstorms, constellations, eclipses, stars, the solar system, galaxies and the universe. Laboratory and fieldwork are required. Meets General Education requirement for Science.
Credits: 4
Lab Hours: 3
Lecture Hours: 3
Prerequisites:
ENGL080 and MATH073 or MATH074 or MATH099 with a grade of C or better or Placement Test score or SAT score.

Economics

ECON110: Macroeconomics
Introduction to macroeconomic analysis stressing national income and product, employment, monetary and fiscal policies and their interrelationship, and economic growth. Meets General Education requirement for Social Science.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
MATH074 or MATH099 with a grade of C or better, or Placement Test score or SAT score. Note: ECON210 may be taken concurrently.

ECON210: Microeconomics
Microeconomic analysis of markets, stressing price and output determination by the firm; and income distribution through wages, rents, interests and profits. Discussions on select domestic and international economic problems.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ECON110 (may be taken concurrently) or permission of instructor.

Education

CDCC/EDUC103: Roles of the Early Childhood Professional
Roles and professional skills that support the organization and management of a quality childcare program will be discussed. The role of families, effective program operation, multiculturalism and diversity, and the ethical and professional responsibilities of the staff as essential components of programs for children will be stressed. A professional resource file will be completed. (This course, with two cooperative education credits, will meet Child Development Associate competency goals IV, V, and VI.)
Credits: 2
Lab Hours: 0
Lecture Hours: 2

EDUC/CDCC252 (formerly, EDUC/CDCC130): Early Childhood Practicum

Teaching practicum and integration seminar for Child Development Associate candidates, Child Development/Child Care and Preschool - Grade 3 Education majors. During the 90 hours of placement, students will observe and interact with children and teaching professionals. Focus will be on development and implementation of appropriate curriculum. A series of seminars will integrate the teaching practicum with core concepts of the early childhood profession. (Placements usually occur during the day; child care employees may use their workplace as the placement.)
Credits: 3
Lab Hours: 6
Lecture Hours: 1
Prerequisites:
EDUC/PSYC110, CDCC/EDUC115, or permission of instructor.

EDUC/HSRV126: Introduction to Special Services

Interdisciplinary survey of current research, practice and trends in the identification of children and adults with developmental disabilities and other special needs. The services required supporting quality education, training and development through the life span will be described. Intended for students interested in the fields of special education and human services for the developmentally disabled.
Credits: 3
Notes:
(This courses is on inactive status.)
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
PSYC135 or CDCC/PSYC110 or HSRV115, or permission of instructor.
Semester Offered:
Spring

EDUC/PSYC110: Child Development: Theory and Practice

Principles and theories of the development of the child from birth through adolescence. Intellectual, psychosocial and physical development will be studied with an emphasis on the role of family and care-giving adults in the optimal growth and development of the child. In addition to the lecture, students must be available for a three-hour-per-week practicum with a children's group. (Placements usually occur during the day; early childhood employees may use their workplace as the placement.) Meets General Education requirement for Social Science.
Credits: 4
Lab Hours: 3
Lecture Hours: 3

EDUC/PSYC213: Educational Psychology

The teaching-learning process is examined through a study of the major psychological theories of learning, motivation and maturation. These psychological principles are applied to practices of classroom instruction that consider the developmental stage, abilities and learning styles of the learner.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
PSYC101 or EDUC/PSYC110 or PSYC135 with a grade of C or better

EDUC/PSYC226: Psychology of Exceptionality

Survey of the major categories and types of exceptionality (e.g. mental retardation, learning disabilities, giftedness). Topics include characteristics, causes, identification/assessment, educational remediation approaches and transition to adulthood.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
PSYC101 or EDUC/PSYC110 or PSYC135

EDUC101: Historical Foundations of American Education

Historical and philosophical foundations of education in America. Providing students a research-based understanding of the teaching profession and the issues and controversies affecting education today.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

EDUC105: Orientation to Substitute Teaching

Provides the student with fundamental knowledge and skills to become a substitute teacher in grades pre-K through 12. Students will be introduced to basic planning, observation, classroom management and teaching techniques. The application process and expectations of local school districts will be discussed. Applicants must apply for a substitute certificate through the county superintendent of schools office.
Credits: 1
Lab Hours: 0
Lecture Hours: 1

EDUC220: Field Placement in Educational Psychology

Provides observational and application experience to students who will transfer into teacher certification programs. Forty-five hours of placement at an elementary or secondary school are required. Five hours of group work will be done online. Students will complete a series of observations and assignments based on major developmental theorists and educational methods.
Credits: 1
Lab Hours: 3
Lecture Hours: 0
Prerequisites:
EDUC/PSYC213 (may be taken concurrently)

Engineering

ENGR101: Introduction to Engineering

Provides a broad introduction to the engineering profession for those with little or no prior exposure to the subject while providing a foundation for additional study in engineering. Students are introduced to the engineering profession and different disciplines of engineering. The interdependency of these disciplines will also be explored through the completion of projects that require input from several disciplines of engineering.
Credits: 2
Lab Hours: 0
Lecture Hours: 2
Prerequisites:
MATH074 or MATH099 (may be taken concurrently).

ENGR125: Introduction to Electronics

Provides a comprehensive introduction to electronics. The coursework places emphasis on the fundamental theories and laws required for understanding electronics. Learning activities focus on the entry-level skills required in the field of electronics. It also provides an opportunity for students to develop a working vocabulary of key terminology. Lecture and laboratory topics include developing a comprehensive foundation of direct current and alternating current circuits, the basic skills of circuit analysis, design, and testing, Ohm's and Kirchhoff's Laws.
Credits: 4
Lab Hours: 3
Lecture Hours: 3
Prerequisites:
MATH074 or MATH099 or Placement Test score.

ENGR200: Engineering Design

Designed to teach students freehand pencil sketching and visualization skills that will be used throughout their academic years and their professional career. Students are introduced to a computer-aided design program predominately used by engineers.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ENGL101

ENGR201: Statics

An introduction to the concepts and characteristics of forces and couples. Topics include but are not limited to distributed forces, center of mass, equilibrium of particles and rigid bodies. Additional topics include trusses and frames, internal forces, shear, moment distribution in beams and area moments of inertia.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
MATH155 or PHYS225 with a grade of C or better

ENGR202: Mechanics of Materials

Introduces students to the concepts of stress and strain and their tensor properties. Topics include but are not limited to elastic stress strain relations, analysis of stress and deformation in members subject to axial, torsional, bending and combined loading and column stability.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ENGR201 with a grade of C or better

ENGR203: Computing for Engineers

This course is an introduction to a powerful programming language and development environment for engineers and scientists. Programming concepts are illustrated with various engineering application examples. Topics of study include the programming environment, plotting, manipulating matrices, operators, built-in functions, user-defined functions, user controlled input and output, relational and logical operators, repetition structures, symbolic mathematics and numerical methods.
Credits: 4
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
MATH150

ENGR204: Dynamics

Covers kinematics and kinetics of particles and rigid bodies. Topics also include but are not limited to acceleration, work, energy, power, impulse and momentum.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ENGR201 with a grade of C or better

English

ENGL/COMM209: Journalism I

Students will learn to apply the foundations of print journalism through a skills-based immersion focusing on the craft's two main components: reporting and writing. Students will learn to operate in a professional news environment by covering a beat and to conduct themselves in an ethical manner.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ENGL101 or permission of instructor.
Semester Offered:
Fall

ENGL/COMM210: Special Topics in News Writing

Students cultivate journalistic and writing skills through an intensive writing workshop that emphasizes an examination of different journalism genres that may include public relations writing, magazine writing, broadcast journalism, creative non-fiction, food writing, sports journalism and others. (See the current course schedule for the topic being offered.)
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ENGL101 with a C or better or permission of instructor.

ENGL/COMM211: Journalism II

Students will build on concepts learned in Journalism I by learning to write opinion pieces and editorials for daily and weekly newspapers through an intensive writing workshop. Students will learn to research and write opinion pieces and editorials that have impact with the goal of publishing at least one article by the end of the semester. The course will also study the role of opinion pieces in the life of a newspaper and the community.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
COMM/ENGL209 or permission of instructor.
Semester Offered:
Spring

ENGL/COMM220: Creative Writing I

Study of and practice in the techniques of writing of the four major genres of imaginative literature: short fiction, poetry, short drama, and creative non-fiction.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ENGL101 with a grade of C or better.

ENGL/COMM221: Creative Writing II

An intensive course in writing, critiquing, revising, presenting and publishing in four major genres of imaginative literature: poetry, short fiction, short drama and creative non-fiction.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
COMM/ENGL220 or permission of instructor.

ENGL070: Reading/Writing I

Introduction to those processes vital to understanding discursive prose. Students will read extensively and write thoughtfully, responding to topics of general or popular interest while increasing their facility with the print code. Required for students with significant difficulties in literacy skills.
Credits: 4
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
Placement Test score or ESLN100 with a grade of C or better and ESLN100 Exit Exam placement

ENGL080: Reading/Writing II

Guidance in those processes vital to understanding academic prose. Students will read intensively and write thoughtfully, responding to prose sampled from other disciplines while increasing their facility with the conventions of writing. Required for students with moderate difficulties in literacy skills.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ENGL070 with a grade of C or better, or Placement Test score, or ESLN100 with a grade of C or better and ESLN100 Exit Exam placement

ENGL099: Accelerated Learning Program Support

This course provides support for developmental students who are mainstreamed into ENGL101. Students read and write both extensively and intensively completing the course goals and objectives as the ENGL101 students. Students are introduced to the college's resources and services and supported in their development as successful college students.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
Taking an English (ENGL) course for the first time after ACCUPLACER ENGL080 Placement or ESLN100 with a grade of C or better and ESLN100 Exit Exam placement.

ENGL101: Composition I

Instruction and guided experience in reading and writing, with application of invention and revision techniques, including peer feedback, collaboration and dialogue. Emphasis is on establishing dialectic relationships with the ideas of others and on writing essays in response to readings. Meets General Education requirement for Communication.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ENGL080 with grade of C or better or Placement Test score, or ESLN100 with a grade of C or better and ESLN100 Exit Exam placement

ENGL102: Composition II

Continued instruction in the processes of analytic reading and writing including reliance on text macrostructure to understand and summarize readings, and on heuristics as a means of text exploration. Evaluation and correct documentation of sources using standard MLA or APA guidelines is required. There is instruction on how to support claims through a process of research. Critique and revision of writing occurs individually and collaboratively. Guidance and practice provided in presenting findings to an audience of peers. Texts include fiction and nonfiction. Meets General Education requirement for Communication.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ENGL101 with a grade of C or better

ENGL104: Introduction to Literature

Examines the three primary literary genres: prose fiction, poetry and drama. Readings will include selections from classical and contemporary authors emphasizing appreciation, comparison, and differences of diverse cultures, world views and value systems. Students will write essays in response to the readings. Meets General Education requirement for Humanities.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ENGL101 with a grade of C or better

ENGL201: World Literature

A study of literary masterpieces from a variety of non-Western cultures, emphasizing appreciation, comparison and differences of diverse cultures, world views and value systems. Emphasis also on the historic/geographic influences on a people and its literature. Meets General Education requirement for Diversity and Humanities.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ENGL101 with a grade of C or better

ENGL202: Race and Ethnicity in Literature

This course is a study of literature from a variety of racially and ethnically diverse cultures, emphasizing struggles that have been overcome and suffering which people have endured. Students will use literature to discuss their own value systems (text to world critical thinking); providing a safe environment in which students can academically discuss a subject that troubles our culture today. This course is delivered not through lecture but reading, discussion, and reflective writing. Emphasis is also on the historic/geographic/political influences on a people and its literature. Meets General Education Requirement for Diversity and Humanities.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ENGL101 with a grade of C or better

ENGL203: British Literature I

Study of the Middle Ages, the Early Modern (Renaissance), and the Restoration and the 18th century periods of British literature, including fiction, poetry and drama. Students will read and evaluate materials from the time periods, developing a greater awareness of the genres, the movements and key literary figures.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ENGL101 with a grade of C or better
Semester Offered:
Fall of odd years

ENGL204: British Literature II

Study of the Romantic, Victorian, Modern and Contemporary periods of British literature, including fiction, poetry and drama. Students will read and evaluate materials from the time periods, developing a greater awareness of genres, movements and key literary figures.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ENGL101 with a grade of C or better
Semester Offered:
Spring of even years

ENGL205: 19th Century American Literature

Study of writers and works of the 19th century in their social and cultural context. Meets General Education requirement for Humanities.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ENGL101 with a grade of C or better
Semester Offered:
Fall of even years

ENGL206: 20th Century American Literature

Study of writers and works of the 20th century and their social and cultural context. Meets General Education requirement for Humanities.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ENGL101 with a grade of C or better
Semester Offered:
Spring of odd years

ENGL212: Significant Themes in Literature

Examines fiction, drama, poetry and nonfiction from a thematic base. See the latest course schedule for the theme currently being offered.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ENGL101 with a grade of C or better

ENGL213: Western Literature I

Study of masterpieces of Europe not written in English, from the Greek World up to the Renaissance. Works are read in English translations. Emphasis on appreciation and comparison of themes as they evolved. Meets General Education requirement for Humanities.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ENGL101 with a grade of C or better

ENGL214: Western Literature II

Study of masterpieces of the European and New World not written in English, from 1600 to the present. Works are read in English translations. Emphasis on appreciation and comparison of themes as they evolved. Meets General Education requirement for Humanities.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ENGL101 with a grade of C or better
Semester Offered:
Spring of odd years

ENGL215: 20th Century African-American Literature

Course will examine the literature written by and about African Americans from the First World War through the end of the 20th century. Meets General Education Requirement for Humanities.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ENGL101 with a grade of C or better

ENGL216: Shakespeare

Study of Shakespeare's major plays and selected sonnets.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ENGL101 with a grade of C or better

ENGL218: Literature for Children

Study of the history and diversity of fiction, non-fiction and poetry written for children aged two through 14. Students will extensively read and evaluate samples of literature through the children's literary canon and develop criteria for selecting and using literature with children at various stages in their development.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ENGL101 with a grade of C or better

ENGL223: Poetry Workshop

Instruction and practice in classical and contemporary techniques and forms of poetry. Emphasis will be on mastering the basic rhythms, patterns and forms of poetry.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ENGL101 with a grade of C or better

ENGL224: Environmental Literature

Environmental literature deals with the complex environmental problems that confront society by providing a broad, basic understanding of how physical, biological and human components of the environment interact. The course introduces writers who have inspired greater awareness and appreciation for the natural world. A concluding focus on the Middle Atlantic states brings an opportunity for local observations.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ENGL101 with a grade of C or better

ENGL230: Technical Writing

Technical Writing offers writing for specific professions in geographic and computer information systems, aeronautics, computer sciences, allied health, criminal justice and law, among others. This course will offer an introduction to writing reports, proposals, instruction manuals, tutorials, and other multimedia documents, with an emphasis on audience, purpose, logic grammar, diction, organization, style, and format. Students will gain an understanding of technical writing as it applies to their career paths. Meets General Education requirement for Communication (AAS degrees only).
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ENGL101 with a grade of C or better

English as a Second Language

ESLN060: Elementary ESL I
Beginning level course for students whose native language is not English. Introduces the student to the basic sounds, vocabulary, sentence patterns and communicative functions of English. Emphasis on speaking and listening with an introduction to writing and reading. American cultural conventions are also presented and discussed.
Credits: 6
Lab Hours: 0
Lecture Hours: 6
Prerequisites:
Placement Test score

ESLN062: Elementary ESL II
Second level course for students whose native language is not English. Continued practice in the basic sounds, sentence patterns and functions of English. Additional grammatical forms and ways to communicate in different situations are studied, as well as continued discussion of American culture. Equal emphasis on listening, speaking, reading and writing skills.
Credits: 6
Lab Hours: 0
Lecture Hours: 6
Prerequisites:
ESLN060 with a grade of C or better or Placement Test score

ESLN070: Intermediate ESL I
Intensive practice in speaking, listening to and reading and writing English using more complex sentence structures and increased vocabulary. Emphasis is on coherence and fluency in writing and speaking. Exploration of American cultural conventions for success in daily living and work and school. Intensive practice of American sound patterns.
Credits: 6
Lab Hours: 0
Lecture Hours: 6
Prerequisites:
ESLN062 with a grade of C or better or Placement Test score

ESLN071: Fundamentals of Pronunciation
This course will promote more confident and fluent English pronunciation through extensive pronunciation exercises which will include individual consonant, vowel, and blended sounds. Other aspects of pronunciation will include speech patterns for work and sentence stress, intonation and rhythm. Assignments will be given for further development in the acquisition of standard American English.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ESLN062 with a grade of C or better or Placement Test score

ESLN072: Intermediate ESL II
Continued intensive practice in speaking, listening and reading and writing English. Continued emphasis on coherence and fluency in writing; emphasis on major items of grammatical correctness. Exploration of American cultural conventions for success in daily living, work and school. Intensive practice of American sound and speech patterns.
Credits: 6
Lab Hours: 0
Lecture Hours: 6
Prerequisites:
ESLN070 with a grade of C or better or Placement Test score

ESLN074: Reading and Vocabulary
Development of vocabulary and related learning strategies in English at the intermediate level for non-native speakers of English. Students will read a diverse range of writings including short stories, essays, poetry, and articles from newspapers, magazines and the Internet. Students will employ learning strategies for unfamiliar words and write their reaction to their reading. Students will use new vocabulary in writing assignments to practice appropriate use of word forms. Additionally, vocabulary and learning activities specific to computer technology and the Internet will be explored.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ESLN070 with a grade of C or better or Placement Test score

ESLN075: Fundamental English Grammar
Discussion and practice of fundamental grammatical structures necessary for successful oral and written communication. Students will practice using grammatical forms in academic, informal and other common situations of daily American life. Students will focus on major verb tenses, common sentence patterns, parts of speech, as well as identifying and correcting common ESL grammar errors found through such activities as oral conversation and short writing assignments. Class meets for three hours a week.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
Placement Test score into ESLN070 or higher.

ESLN080: ESL Academic Foundations

Course will allow students to acquire the English language skills needed to produce multiparagraph compositions that are correctly written at the intermediate-advanced level. Contemporary reading selections and discussion activities will serve to prepare students to write short compositions. Grammatical skills will be developed through traditional instruction, group editing workshops, and computer-assisted instruction.

Credits: 12
Lab Hours: 0
Lecture Hours: 12
Prerequisites:
Completion of three or more years at an American high school and ESL Placement Test

ESLN090: Advanced ESL I

Course will develop the ability of students, whose native language is not English, to read, write, listen and speak effectively at an Advanced level. Students will develop fluency and clarity in their writing and pronunciation while developing their vocabulary in standard American English to read and listen successfully. A grade of C or better is required to progress to the next level.

Credits: 6
Lab Hours: 0
Lecture Hours: 6
Prerequisites:
ESLN072 with a C or better or ESL Placement Test

ESLN091: Special Topics in American Culture

English fluency while integrating into American society requires more than grammar, vocabulary and interactive language skills. This course gives ESL students needed cultural awareness regarding the people, events and circumstances that have shaped America's identity and perspective of the world in a particular way throughout its history. Students examine the references Americans frequently cite about such iconic moments, as well as how these references relate in meaning to current events and life applications such as college lectures and texts. Class meets two hours per week; however, students are required to participate in the lab component for an additional two hours per week. Lab assignments are online to allow students to work at their own pace.

Credits: 3
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
ESLN090

ESLN092: Advanced ESL II

Course will further develop the ability of students, whose native language is not English, to read, write, listen and speak at a High-Advanced level. Students will develop fluency and clarity in their writing and pronunciation while developing their vocabulary in standard American English to read and listen successfully. A grade of C or better is required to progress to the next level.

Credits: 6
Lab Hours: 0
Lecture Hours: 6
Prerequisites:
ESLN090 with a C or better or ESL Placement Test

ESLN093: Advanced ESL: Listening and Speaking Skills

Practice in speaking, listening to, and correctly pronouncing American English. Students will listen to various native speakers of English and discuss what they have heard. Extensive practice in pronunciation will include speech patterns like stress, intonation, and rhythm. Laboratory assignments will be given for further development in the acquisition of standard American English speech patterns. This course is required for all students, whose native language is not English, before moving into General Education or program courses.

Credits: 4
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
ESLN092 with a grade of C or better or Placement Test score

ESLN094: Advanced ESL: Grammar

Discussion and practice of discrete grammatical points necessary for successful oral and written communication. Students will practice using grammatical forms in various situations, such as informal conversations and short writing assignments. Class meets two hours a week; however, students are required to participate in the lab component for an additional two hours per week. Lab assignments are online to allow students to work at their own pace.

Credits: 3
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
ESLN092 with a grade of C or better or Placement Test score

ESLN095: American History and Citizenship

Students develop stronger English language skills from studying key events in American history, icons and issues of democracy and citizenship that have shaped our national identity. Also, students explore the meaning and correct use of common sayings referencing these events and ideas. Class meets two hours per week in person and an additional two hours per week online.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
ESLN090 with a grade of C or better or Placement Test score

ESLN096: Advanced ESL: Listening and Speaking for the Workplace

Discussion and practice of verbal and nonverbal skills needed in a professional environment: problem solving, vocabulary building, practice of appropriate idiomatic phrases to communicate effectively in typical work and social situations. For non-native speakers of English who have reached an advanced level of proficiency in English and who want to refine their skills.
Credits: 3
Lab Hours: 1
Lecture Hours: 3
Prerequisites:
ESLN092 with a grade of C or better or Placement Test score

ESLN099: Strategies for the American Classroom

Instruction and guided practice in the skills necessary to succeed in an American college classroom, especially asking questions, answering questions, participating in small and large group discussions, note-taking, lecture listening, text reading, and vocabulary development. Required of students on the basis of ESL placement.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ESLN092 with a grade of C or better or Placement Test score

ESLN100: Academic Reading and Writing

Guided experience for English Language Learners in academic reading and writing. Students will critically read academic texts and prepare academic essays. Students will be guided through the stages of writing as well as critical thinking activities in relation to text.
Credits: 6
Lab Hours: 0
Lecture Hours: 6
Prerequisites:
ESLN080 with a grade of C or better, or ESLN092 with a grade of C or better, or Placement Test score

Environmental Science

ENVL/CISM122: Agricultural Technology

This course covers topics related to the use of technology in modern agriculture. Students will learn to make informed agricultural observations and decisions related to raising crops and the basics of scouting for problems and helping to solve problems in commercial farms. Students are required to attend at least three field-trips to local farms.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

ENVL200: Environmental Science

Introduces students to current environmental problems and discusses the methods by which we analyze, monitor and solve them. Topics include natural cycles and ecosystems, environmental policy and decision-making, energy use, alternative energy, resource extraction and use, food and agriculture, conservation, waste management, pollution, global warming and sustainability.
Credits: 4
Lab Hours: 3
Lecture Hours: 3
Prerequisites:
BIOL109 and CHEM110

ENVL205: Ecology

Designed to give the student an overview of the discipline of ecology. Ecology is the study of the abundance and distribution of organisms, and how they interact with their surroundings. This course examines individual, community and ecosystem dynamics using a systems-based approach. Lab methods, data analysis skills and scientific observation are emphasized as tools to help in ecological studies. Topics include: systems, introduction to ecology and the individual (species), population ecology, community ecology, ecosystem structure and dynamics.
Credits: 4
Lab Hours: 3
Lecture Hours: 3
Prerequisites:
BIOL109. Prior completion of a college-level course in Statistics is highly recommended

ENVL221: Physical Geography

Introduces the fundamental principles of physical geography, including the Earth-Sun relations and associated phenomena-latitude, longitude and time; weather elements and climate types, natural vegetation, soil types and regions; maps and map projections. Interrelationship between animals and nature will be discussed. Lab sessions include fieldwork, data acquisition and processing.
Credits: 4
Lab Hours: 3
Lecture Hours: 3
Prerequisites:
ENVL200 and MATH122 or MATH150.

Fire Safety

FIRS101: Introduction to Firefighting

This course provides the basic firefighting skills necessary to safely perform duties at the entry level. This course follows the National Fire Protection Association (NFPA) 1001, and meets the requirements of the New Jersey Division of Fire Safety for Firefighter 1. Students must complete additional requisites to attain Firefighter I certification.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

FIRS102: Introduction to Fire Protection

This course is an introduction to fire protection including, but not limited to, career opportunities in fire protection and related fields; philosophy and history of fire protection; organization and function of public and private fire protection services; fire department as a part of local government; laws and regulations affecting the fire service; specific fire protection functions and introduction to fire protection systems.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
FIRS101

FIRS103: Fire Prevention/Fire Inspector I

This course provides fundamental information regarding the basic principles of fire protection and building and construction safety inspection. It provides a basic knowledge and understanding of building construction principles with an emphasis on inspection and enforcement techniques. This course meets the requirement for eligibility to take the national International Code Council (ICC) Fire Inspector I examination. Students must complete additional requisites to attain the New Jersey Division of Fire Safety Fire Inspector I certification.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
FIRS101

FIRS201: Firefighting Strategy and Tactics

This course provides the principles of strategic fire ground control through utilization of personnel, equipment and extinguishing agents. Analysis of the nature of fire problems and selection of initial strategies and tactics including an in-depth study of efficient and effective use of manpower and equipment to mitigate the emergency.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
FIRS101

French

FREN111: Elementary French I

Introduction to the French language, emphasizing the four skills of comprehension, speaking, reading and writing. Develops basic communication skills in the language that allow the students to succeed in simple, everyday situations encountered in French-speaking communities.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

FREN112: Elementary French II

Continuation of FREN111-Elementary French I, emphasizing the four skills of comprehension, speaking, reading and writing. To use previous skills as a basis for continuing the development of more advanced communication skills in the language that allow the students to succeed in everyday situations encountered in French-speaking communities. Meets General Education requirement for Humanities.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
FREN111 or permission of instructor.

Geographic Information Systems

GIST/CRIM170: Concepts in Terrorism & Homeland Security

Introduces students to terrorism and terrorist organizations, as well as the practices, policies and issues relevant to the security of the United States that terrorism presents. Examines federal, state and local governmental agencies that form the apparatus which provides for homeland security in the United States and their responsibilities regarding natural disasters, terrorism and other man-made catastrophes. Provides a broad-based overview of technologies, including Geographic Information Systems (GIS), used in the analysis and decision-making processes employed by our homeland security apparatus.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

GIST101: Introduction to Geographic Information Systems

A broad-based overview of Geographic Information Systems (GIS) and their applications in the analysis and decision-making process. Students learn how maps are used to collect, analyze, display and evaluate facts and ideas for solving problems in multidisciplinary applications. These skills will help students prepare for careers in fields that use spatial data, including (but not limited to), natural and social sciences, environment, business, hospitality management, history, social work, public safety, health, real estate, criminal justice, engineering and military science. Students are required to have basic computer skills.
Credits: 4
Lab Hours: 0
Lecture Hours: 4

GIST150: Geospatial Data Collection

A broad overview of the input module of a Geographic Information System (GIS) that supports coherent outputs to spatial queries. The focus is on the operations and characteristics of land-based, airborne and satellite systems for geospatial data acquisitions for GIS databases. Students will learn the basics of GIS input data quality, understand metadata descriptions, skills to evaluate and understand multisensor data fusion, data compatibilities and types, and a systems approach for a consistent output.
Credits: 4
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
GIST101 and MATH074

GIST201: Digital Mapmaking

Course is designed to examine concepts and techniques related to the science and art of mapmaking, also known as cartography. Students will learn the fundamental elements of planning, creating and designing digital maps that effectively communicate spatial relationships while considering factors such as type of data, purpose of the map, audience and media. Students will critically analyze different kinds of maps and foster an understanding of the ethical issues involved in making maps.
Credits: 4
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
GIST101

Geography

GEOG102: Introduction to Cultural Geography

Introductory course using the topic approach to geography. The course is concerned with social institutions, which are commonly shared by all societies, such as language, religion, technology and agriculture as found on the continents of Africa, Australia, Europe, Asia, and North and South America. Meets General Education requirement for Diversity and Social Science.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

GEOG110: World Geography

Systematic coverage of fundamental geographical principles and concepts with emphasis on the interaction of cultural, social, economic, political and geographic factors in shaping the development of major world regions. Meets General Education requirement for Diversity and Social Science.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

GEOG201: Urban Geography

The principles, theories, concepts and issues of urban geography will be studied with an emphasis on the concept of place. Urban geographers are interested in the concept of place (a city) and the special situation and diffusion of cities and metropolitan areas across diverse cultural landscapes. This course will examine the site and situation factors of urban areas, the development of cities as economic, social, cultural and political centers, and the links between urban progression and environmental degradation.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
GEOG102 or GEOG110

Government

GOVT101: Introduction to Government and Politics

Principles and processes of political science. Examination of state-society relationships with emphasis on democratic institutions in the contemporary world; comparative ideologies. Meets General Education requirement for Social Science.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

GOVT110: American National Government

Examination of the American Federal System including the Constitution, political parties, pressure groups, elections, and the organization and functions of legislative, executive, and judicial branches of government. Meets General Education requirement for Social Science.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

GOVT111: State and Local Government

Analysis of politics, legal structures and functions of state and local governments including their relationships to each other in federal systems.
Credits: 3
Notes:
(This course is on inactive status.)
Lab Hours: 0
Lecture Hours: 3

Health and Physical Education

HPED117: Archery I

Skills in target shooting and practical experience.
Credits: 1
Lab Hours: 2
Lecture Hours: 0

HPED118: Archery II

Skill advancement and the psychology of competition in archery. For those students who have already developed skill, but want to improve their performance through assessing their weaknesses and correcting their errors.
Credits: 1
Lab Hours: 2
Lecture Hours: 0
Prerequisites:
HPED117 or permission of instructor.

HPED150: Concepts of Physical Fitness

Physical fitness through a series of lectures and laboratories. Requires mastering selected concepts concerning physical fitness and the development of individual physical fitness profiles.
Credits: 1
Lab Hours: 1
Lecture Hours: 1

Health Information Technology

The Health Information Technology (HIT) Program prepares students for the registered health information technician (RHIT) certification. Graduates with (RHIT) certification are employed in a variety of settings such as acute care hospitals, long-term care facilities, rehabilitation facilities, insurance agencies, and pharmaceutical companies.

The Health Information Technology field involves the gathering, storage, and abstraction of health data. This data can be transformed into meaningful and useful information that can be utilized by various professionals for a variety of purposes. Career opportunities for individuals with the RHIT certification may include employment as Health Data Analyst, Electronic Health Record Specialist, Records Technician Specialist, Insurance Claims Analyst, Clinical Coding Specialist, Physician Practice Manager, Patient Information Coordinator, and Medical Records Technician.

The Atlantic Cape Community College Health Information Technology (HIT) Program is a cooperative program completed in conjunction with Camden County College. The Camden County College Health Information Technology Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) in cooperation with the American Health Information Management Association (AHIMA).

The Health Information Technology (HIT) Program is offered in two (2) phases. The first year of study, the pre-professional phase, consist of courses in general education, mathematics, science, and health information technology offered at Atlantic Cape. The second year, or the professional phase, of the program includes the remaining health information technology courses and professional practice opportunities offered at Camden County College.

Upon completion of the prerequisite coursework (pre-professional phase) here at Atlantic Cape students apply to Camden County College for admittance to the professional phase of the program. Students must complete each course in the pre-professional phase with a grade of "C" or better and have a cumulative grade point average of 2.0 or higher to be considered for the professional phase of the program.

For additional information, please contact Myrna Morales Keklak at (609) 343-5033 or mkeklak@atlantic.edu. For questions about the professional phase of the program please contact Linda Mesko, Camden County College, at (856) 968-1331 or lmesko@camdencc.edu.

HIT110: Health Informatics
Credits: 4

HIT115: Healthcare Reimbursement
Credits: 3

HIT130: Introduction to Ambulatory Coding
Credits: 3

HIT134: Basic Pathophysiology
Credits: 3

HIT140: Diagnostic & Procedural Coding I
Credits: 3

HIT150: Technical Practice Experience
Credits: 1

HIT202: Statistical Methods for Health Information
Credits: 3

HIT205: Legal & Ethical Issues in HIT
Credits: 2

HIT215: Advanced Ambulatory Coding
Credits: 3

HIT220: Professional Practice Experience
Credits: 2

HIT235: Organizational Resources, QI and PI
Credits: 4

HIT240: Diagnostic and Procedural Coding II
Credits: 4

HITT101: Introduction to Health Information

This course will examine the aspect of taking health data and presenting it as information. Focus will be on the concepts of health data that include data elements, data sets, data dictionaries, data quality management and the usages of health data. Governmental requirements for data reporting will be reviewed. Data analysis that results in application of information will be emphasized. Basics of health records, format, and documentation will also be discussed. Students will receive instruction on qualitative and quantitative analysis and abstraction with the opportunity to practice from actual health records in the lab. Chart management software will be incorporated into this course for the student to use in the lab.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
ENGL080 and MATH074 or MATH099 with a grade of C or better or Placement test score or SAT score.

HITT132: Basic Pharmacology

This course introduces the student to various drug classifications, their uses, actions, contraindications, and common side effects. The regulatory environment for the pharmaceutical industry will be discussed. Medication delivery methods, documentation requirements, and common drug-related abbreviations will also be discussed.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
HESC110 and BIOL220 with a grade of C or better.

Health Science

HESC108 (Formerly ALHT108): Fundamentals of Nutrition

Introduction to human nutrition, including classes, sources and functions of nutrients; digestion, absorption and metabolism with application to normal developmental and therapeutic nutritional needs. Topics include the sources and function of the macro and micronutrients needed to promote health, well-being, and aid in disease prevention and treatment. Students will explore how cultural influences, attitudes, and behavior affect nutrition status and how to incorporate and utilize information technology and computer applications to assess and improve nutritional health.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

HESC110 (Formerly ALHT110): Comprehensive Medical Terminology

Study of English meanings of common basic words and phrases used in the medical field. Includes spelling, prefixes, suffixes, word roots, derivations and usage, and the meanings of common words and phrases. Supplemental topics: pathological conditions, diagnostic procedures, documentation, life span considerations, pathogenesis, and nutrition.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

History

HIST101: Heritage of the Western World I

Study of past political, social, economic and intellectual developments in ancient, medieval and early modern times. Emphasis on historical problems and forces, which have shaped the present. Meets General Education requirement for History and Humanities.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

HIST102: Heritage of the Western World II

Study of political, social, economic and intellectual developments from early modern times to the present. Emphasis on historical problems and forces, which have shaped the present. Meets General Education requirement for History and Humanities.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

HIST103: U.S. History I

Social, economic and political forces from the Age of Discovery to the period of Reconstruction in 1877. Meets General Education requirement for History and Humanities.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

HIST104: U.S. History II

Social, economic and political forces that shaped the nation from 1870 to the present. Meets General Education requirement for History and Humanities.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

HIST110: The African-American

Examination of the Black American experience from the development of slavery through modern times.
Credits: 3
Notes:
(This course is on inactive status.)
Lab Hours: 0
Lecture Hours: 3

HIST117: The Holocaust and Genocide

Study of the causes and roots of genocide with particular attention given to the Holocaust during the Nazi regime in Germany.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

HIST135: Selected Topics in History

A study of the social, political and/or economic developments concerning a specific topic of historical interest. See the current course schedule for the theme being offered.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

HIST210: Women in American History

A survey of the social, economic, political and intellectual history of women from pre-Colonial times to the present. Within a chronological context, the course pays particular attention to women activists and political contributions.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ENGL101 or permission of instructor.

Hospitality

HOSP/BUSN205: Human Resources Management

Studies the internal problems of management related to the administration of staffing, interviewing, selection, labor relations, promotion and separation policies, and expatriate training, roles and responsibilities.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
BUSN222, formerly BUSN120 (may be taken concurrently), or with permission of instructor.

HOSP100: Orientation to Hospitality and Tourism

Provides a basic overview of the hospitality and tourism industries. Hotels, restaurants, casinos, clubs, travel agencies and cruise ships will be discussed. Career opportunities within both industries will be explored.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

HOSP132: Food Service Sanitation

Examines the causes and prevention of foodborne illness outbreaks. Includes methods of safe food handling, receiving, preparation, service, food allergens and food safety regulations and standards. Students must complete the National Restaurant Association's ServSafe Food Protection Manager Certification Examination.
Credits: 1
Lab Hours: 0
Lecture Hours: 1

HOSP134: Restaurant Operations

Covers restaurant operations from concept to service delivery. Topics include site selection, kitchen design, purchasing, storage, menu design, food/labor costs and service standards.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
HOSP100, HOSP132, or permission of instructor.

HOSP135: Food Fundamentals

Examines culinary operations as they relate to front-of-the-house personnel. Includes product identification, appropriate choice of cooking method, nutritional information and its application. Students will acquire skills in recipe writing, designing appropriate menu items and cultural associations with food. Focus is placed on kitchen organization and flow.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
Successful completion of sanitation certification or HOSP132 (may be taken concurrently)

HOSP200: Hotel Operations

Covers hotel operations from a daily operation including the operational strategy to address guest needs. Yield management concepts, housekeeping and security measures are also discussed. All aspects of this course are supported by a computer-based property management system actually used in the industry. This course will be offered once per year.
Credits: 4
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
HOSP100 (may be taken concurrently) or permission of instructor.

HOSP215: Beverage Operations: Wine, Beer and Spirits

Provides a basic understanding of the bar and beverage business. Focuses on the products, equipment, consumer preferences, and regulations for responsible alcohol service. Emphasizes pairing food and alcoholic beverages. Students must complete the TIPS (Training for Intervention Procedures.) Certification Examination.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Spring

HOSP225: Hospitality Law

Rights and responsibilities that the law grants to, or imposes upon, the hotel industry and illustrates the possible consequences of failure to satisfy legal obligations. Court cases will be utilized. Casino and travel law and their effects on operations will be included. This course will be offered once per year.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
HOSP100 or permission of instructor.

HOSP250: Catering and Events Planning

Examines the social and economic impact of catering and events planning, including trends and their effects. Styles of catering operations, event coordination, and quality service standards will be addressed. The importance of risk management and crisis management in catering and events planning will be emphasized.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Fall

HOSP265 (formerly, HOSP150): Hospitality Sales and Marketing

Examines all aspects of hospitality sales and marketing techniques: developing a marketing plan, effective sales techniques, advertising and public relations efforts, and generational marketing trends as they pertain to the hospitality industry. The increased role of hospitality technology to improve hospitality sales will also be addressed. This course will be offered once per year.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
HOSP100 (may be taken concurrently) or permission of instructor.

HOSP295: Internship in Hospitality Management

Designed to give students the opportunity to apply formal education to an actual work situation in the hospitality field under the supervision of the course instructor and the sponsoring Agency/Entity supervisor. In addition to the 135-hour field experience, students attend classroom sessions on a schedule determined by the course instructor.
Credits: 4
Lab Hours: 9
Lecture Hours: 1
Prerequisites:
All required hospitality program courses must be completed.

HOSP299: Seminar in Hospitality Management

Problem identification and development of solutions through group assignments and specific case studies of area hotels. Current industry trends will be highlighted by guest speakers. This course will be offered once a year.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ENGL101, ENGL102, COMM120, HOSP100, HOSP132, HOSP134, HOSP200, HOSP205 and HOSP250 HOSP265; or permission of instructor.

Human Services

HSRV/EDUC126: Introduction to Special Services

Interdisciplinary survey of current research, practice and trends in the identification of children and adults with developmental disabilities and other special needs. The services required to support quality education, training and development through the life span will be described. Intended for students interested in the fields of special education and human services for the developmentally disabled.
Credits: 3
Notes:
(This course is on inactive status.)
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
CDCC/PSYC110 or HSRV115 or PSYC135 or permission of instructor.
Semester Offered:
Spring

HSRV115: Introduction to Social Work and Human Services

Introduces students to the history, practice and values of the social work profession. The course provides an overview of the American social welfare system and the roles and skills utilized in human service areas of practice in which social workers and other human service workers are involved. Students will become aware of private and public agencies in the community to facilitate an understanding of jobs in the social welfare system.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

HSRV116: Social Agency Skills and Processes

Introduces primary skills used in social agencies by human service workers to help clients and to bring about social change. These include interviewing and problem-solving counseling, data collection and assessment skills, case planning and management skills, referral skills, documentation skills, and social change skills. Emphasis is placed on connecting these helping skills to the conceptual frameworks and guiding principles of the social work and human services professions upon which they are based. These topics conform to Topics C201-Introduction to Counseling and C202-Introduction to Techniques and Approaches as approved by the Addictions Professional Certification Board of N. J., Inc.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

HSRV141: Assessment Skills in Addiction Counseling

Provides knowledge and skills used in the assessment of addiction. Topics include the pharmacology of addiction, the initial interviewing process, biopsychosocial assessment and differential diagnosis, and diagnostic summaries of chemical addictions and compulsive gambling. These topics conform to Domain I of the CADC coursework as prescribed by the Addiction Professionals Certification Board of N.J., Inc.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

HSRV142: Counseling Skills in Addiction Counseling

Examines the theory and practice of counseling in the addiction counseling field. Individual, family and group approaches as well as the topic of crisis intervention are covered. These topics conform to Topics C203 through C209, Domain II of the CADC coursework as prescribed by the Addiction Professionals Certification Board of N.J., Inc.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
HSRV116
Semester Offered:
Fall

HSRV143: Case Management with Addicted Populations

Focuses on the referral, consultation, and documentation skills in case management with addicted populations. The special needs of and approaches to case management with HIV clients are studied. These topics conform to Domain III of the CADC coursework as prescribed by the Addiction Professionals Certification Board of N.J., Inc.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Spring

HSRV144: Client Education with Addicted Populations

Provides students with the knowledge and skills to give information concerning addiction to clients, their families and significant others. The course also prepares students to provide education about addiction to colleagues and community organizations. These topics conform to Domain IV of the CADC course work as prescribed by the Addiction Professionals Certification Board of N.J., Inc.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
HSRV141 or permission of instructor.
Semester Offered:
Fall

HSRV145: Professional Issues in Addiction Counseling

Sociocultural and growth issues related to professional effectiveness will be studied. Topics include legal and ethical responsibilities, cultural competency, personal and professional growth, the use of supervision and consultation, and community involvement. These topics conform to Domain V of the CADC course work as prescribed by the Addiction Professionals Certification Board of N.J., Inc.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Spring

HSRV215: Internship in Human Services

Designed to give student the opportunity to apply formal education to an actual work situation in the Human Services field under the supervision of the course instructor and the sponsoring Agency/Entity supervisor. In addition to the 135-hour field experience, students attend classroom sessions on a schedule determined by the course instructor.
Credits: 4
Lab Hours: 9
Lecture Hours: 1
Prerequisites:
For Human Services majors the prerequisite is HSRV116 with HSRV115 to be taken either as a prerequisite or concurrently. For Addiction Counseling Professional Series students the prerequisites are HSRV116, HSRV141, HSRV142, and HSRV145.

Humanities

HUMT201: Introduction to Humanities I

Reflections on the creative spirit of humanity in response to enduring questions as seen through the arts, history, literature, science, technology and philosophy from the earliest times to the Renaissance. Meets General Education Requirement for Humanities.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ENGL101

HUMT202: Introduction to Humanities II

Reflections on the creative spirit of humanity in response to enduring questions as seen through the arts, history, literature, science, technology and philosophy from the Renaissance to modern times. Meets General Education Requirement for Humanities.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ENGL101

Italian

ITAL111: Elementary Italian I

Introduction to Italian language and culture for students with little or no knowledge of the Italian language. Instruction in listening, speaking, reading and writing skills to enable students to interact in everyday situations at a basic level. Focus on grammar, vocabulary and pronunciation, as well as customs and culture. Instruction will include practice in both oral and written communication.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

ITAL112: Elementary Italian II

Continuation of ITAL111-Elementary Italian I, emphasizing listening, speaking, reading and writing, including a basic knowledge of grammar, vocabulary and pronunciation. Instruction will focus on conversational practice with the purpose of enabling students to interact in everyday situations at a high basic level. Meets the General Education requirement for Humanities.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ITAL111 or permission of instructor.

Mathematics

MATH073: Introduction to Algebra I—Prealgebra

First of two courses designed for students who need remediation in some areas of arithmetic and beginning algebra as demonstrated by the results of the Placement Test. Concentration is on developing reasoning and problem-solving skills while emphasizing powers and roots of whole numbers, significant digits, order of operations, integers, fractions, first degree linear equations, percents and their applications, polynomials and an introduction to SI units, ratio, proportion and factor analysis. Does not meet General Education requirement for Mathematics.
Credits: 4
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
Placement Test score

MATH074: Introduction to Algebra II

Second of two courses designed for students who need remediation in some areas of arithmetic and beginning algebra as demonstrated by their results on the Placement Test. Concentration is on developing reasoning and problem skills. Major topics include exponents, factoring of polynomials, graphing, rational expressions, systems of equations in two variables, radicals and quadratic equations and their applications. Does not meet General Education requirement for Mathematics.
Credits: 4
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
MATH073 with a grade of C or better or Placement Test score

MATH099: Accelerated Elementary Algebra

This course is a self-paced course designed for students to work at their own pace with supplemental instruction and group lectures. This course is designed for students who need remediation in some areas of arithmetic and beginning algebra as demonstrated by placement test score. The concentration is on developing reasoning and problem-solving skills while emphasizing: powers, significant digits, order of operations, integers, fractions, first degree linear equations, percents and their applications, polynomials, ratio, proportion, exponents, factoring of polynomials, graphing, rational expressions, radicals, and quadratic equations and their applications. Completion is equivalent to completing both MATH073 and MATH074. Does not meet General Education requirement for Mathematics.
Credits: 4
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
Placement Test score

MATH121: Applications of Mathematics

One-semester course that is intended for students who are not mathematics or science majors. Concepts are introduced through examples with a strong emphasis on practical applications. Topics of study include critical thinking skills, sets, logic, systems of numeration, geometry, mathematical systems, consumer mathematics, probability, statistics, and graph theory. Students will be required to work with a calculator and a computer software program. Meets General Education requirement for Mathematics.
Credits: 4
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
MATH073 or MATH099 with a grade of C or better or Placement Test score or SAT score (ESLN092 and ESLN100 may be taken concurrently with permission of instructor).

MATH122: College Algebra

Includes properties of real numbers, equations, inequalities, linear functions, polynomial and rational functions, exponential and logarithmic functions, inverse functions, analyzing graphs of functions, systems of equations and complex numbers. Meets General Education requirement for Mathematics.
Credits: 4
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
MATH074 or MATH099 with a grade of C or better or Placement Test score or SAT score (ESLN092 and ESLN100 may be taken concurrently with permission of instructor).

MATH150: Precalculus

Includes equations and inequalities, relations, linear functions, polynomial and rational functions, exponential and logarithmic functions, trigonometric functions, inverse trigonometric functions, trigonometric identities and equations, applications of trigonometry, systems of equations and complex numbers. Students will be required to work with a graphing calculator and a mathematical software program. Meets General Education requirement for Mathematics.
Credits: 4
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
MATH074 or MATH099 with a grade of C or better or Placement Test score or SAT score. (ESLN092 and ESLN100 may be taken concurrently with permission of instructor).

MATH152: Linear Algebra

Includes linear equations and matrices, linear dependence and independence, determinants, dimension and basis of a vector space, linear transformations, inner product and cross product, orthogonality, eigenvalues and eigenvectors. Students will be required to work with a graphing calculator and a computer software program. Meets General Education requirement for Mathematics.
Credits: 4
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
MATH155 with a C or better or Placement Test score or SAT score

MATH153: Discrete Mathematics

Students study concepts and techniques that are fundamental to mathematics and computer science. Selected topics are explored in depth from areas of set theory, logic, Boolean algebra, number systems, combinatorics, graph theory, complexity of algorithms and data structure and representation.
Credits: 4
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
MATH122 or MATH150 with a C or better or Placement Test score or SAT score

MATH155: Calculus I

Topics of study include properties of functions and their graphs, properties and applications of limits, techniques of differentiation, applications of differentiation, techniques of integration, applications of integration, differentiation and integration of logarithmic and exponential functions, differentiation and integration of trigonometric and inverse trigonometric functions, applied optimization, differentials, and hyperbolic functions. Meets the General Education requirement for Mathematics.
Credits: 4
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
MATH150 or equivalent with a grade of C or better; or Placement Test score or SAT score

MATH156: Calculus II

Topics of study include applications of integration, integration techniques, indeterminate forms, improper integrals, sequences, series, conics, parametric equations and polar coordinates. Students will be required to work with a graphing calculator and a mathematical software program. Meets the General Education requirement for Mathematics.
Credits: 4
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
MATH155 or equivalent with a grade of C or better

MATH220: Statistical Methods

Includes frequency distributions and graphs, data description, counting techniques, probability, discrete probability distributions, the normal distribution, confidence intervals and sample size, hypothesis testing, analysis of variance, correlation and regression. Students will be required to work with a graphing calculator and a computer software program. Meets General Education requirement for Mathematics.
Credits: 4
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
MATH073 or MATH099 with a grade of C or better or Placement Test score or SAT score. (ESLN092 and ESLN100 may be taken concurrently with permission of instructor).

MATH255: Calculus III

Topics of study include vectors in the plane, analytic geometry three-dimensional space, vectors in three-dimensional space, differentiation and integration of vector-valued functions, functions of several variables, Lagrange multipliers, multiple integration, applications of multiple integrals, Jacobians, vector analysis, Green's Theorem, Divergence Theorem, and Stoke's Theorem. Students will be required to work with a graphing calculator and a mathematical software program. Meets the General Education requirement for Mathematics.
Credits: 4
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
MATH156 or equivalent with a grade of C or better
Semester Offered:
Fall

MATH256: Differential Equations

Topics of study include first and higher order equations, phase portraits and stability, numerical methods, initial-value and boundary value problems. Students will be required to work with a graphing calculator and a computer software program.
Credits: 4
Lab Hours: 0
Lecture Hours: 4
Prerequisites:
MATH255 with a grade of C or better
Semester Offered:
Spring

Music

MUSC100: Music Appreciation

Study of musical elements, eras, forms, and intelligent and discriminating listening combined with a series of creative activities for solo and group expression in some musical form through the use of voice, or instrumentation and/or electronic recording devices. Meets General Education requirement for Humanities.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

Nursing

This program prepares students for first-level positions as Registered Nurses by providing curriculum composed of theoretical and clinical study. The theoretical component is comprised of General Education and nursing courses. The clinical component, within the nursing courses, affords the student the opportunity to practice giving direct nursing care to clients in acute, long-term and community health care agencies under the guidance of qualified nursing faculty. Upon successful completion of the program, graduates receive an Associate in Applied Science degree and have the educational requirements necessary to take the National Council Licensure Examination (NCLEX) for RN licensure.

The Nursing program is accredited by:
The New Jersey Board of Nursing
124 Halsey Street, 6th Floor
Newark, New Jersey 07102
Telephone: (973) 504-6430 and in NJ (800) 242-5846

Accrediting Commission for Education in Nursing (ACEN)
3393 Peachtree Road NE, Suite 1400
Atlanta, Georgia 30326
Telephone: (404) 975-5000

An applicant for a license to practice professional nursing in the State of New Jersey must also submit evidence to the New Jersey Board of Nursing, that he or she: (1) "has attained his/her eighteenth birthday; (2) is of good moral character, is not a habitual user of drugs and has never been convicted or has not pleaded nolo contendere, non vult contendere or non vult to an indictment, information or complaint alleging a violation of any Federal or State law relating to chemical abuse substances; (3) holds a diploma from an accredited four-year school or the equivalent thereof as determined by the New Jersey State Department of Education."

In an effort to encourage nurses to continue their education and provide for advancing job opportunities, the nursing program has an advanced placement process for Licensed Practical Nurses and articulation agreements with several institutions, which offer a baccalaureate degree in nursing for graduates of the program.

Admission to the nursing program is competitive and requires an application for admission and a Nursing Program Evaluation Form. For additional information and a copy of the application, contact Admissions at (609) 343-5000/(609) 463-3958/(609) 343-4830 or accadmit@atlantic.edu.

The "Admissions" section of this catalog also provides information. Atlantic and Cape May County residents are given priority consideration. Residents of other counties will be considered only if all seats cannot be filled with qualified Atlantic and Cape May County students. NOTE: Acceptance into the program is on a competitive basis. Successful completion of all prerequisites does not guarantee acceptance into the program. Students must pass each program course with a "C" or better to remain in the program, and must complete the program in three years from the

date of acceptance. Students who are unable to progress to the next consecutive nursing course at the planned time, for any reason, must withdraw from the program. They may request re-admission one time through the Division Chairperson, in writing. **Letters requesting re-entry for the fall semester must be received by May 1 of the same year, and for the spring by December 1 of the previous year.** Re-entry is contingent on available space in the course required by the re-entering student.

Students who fail one nursing course and repeat it, and then fail a second nursing course, or the same course a second time, will not be permitted to repeat again and will be required to withdraw from the Nursing program until five (5) years have elapsed. If ten years or more have elapsed, students may reapply to the Nursing program. Students must complete a "comprehensive exam" to receive their letter of program completion (required by the State of New Jersey) to take their NCLEX. A mandatory free three day live review for the NCLEX exam is provided to all students in preparation for this requirement.

The Nursing program is challenging. Students are encouraged to consider limiting time commitments outside of school, as much as possible, during the two-year period of their nursing studies. Locations and hours of clinical assignments vary; significant additional travel time may be required. Promptness and attendance are crucial to the successful completion of the Nursing program. Travel to the clinical setting is the student's responsibility.

Licensed Practical Nurses may be admitted to the Nursing program via an advanced placement process. LPN's should contact the Admissions Department for additional information at (609) 343-4922.

Admission to the nursing program is selective. It requires completion of 4 prerequisite courses BIOL220, ENGL101, PSYC101 and SOCL101 with a grade of "C" or better. All prerequisite courses must be completed with a minimum GPA of 3.0 or better and an overall GPA of 2.5 or better. All prerequisite and science course(s) must be completed with a grade of "C" or better, to be eligible to apply to the Nursing program.

The Nursing Program Evaluation form along with all Credentials must be presented by June 1 for admission to the program the following fall.

For more information, see the Admission to Atlantic Cape section of the catalog or contact the Admissions Office at (609) 343-5000 or accadmit@atlantic.edu.

NURS109: LPN Transition Course

Bridges the LPN into the second semester of nursing. Successful completion enables the LPN to receive an additional eight credits (for NURS110-Nursing I course). The LPN student is introduced to the role of the RN, emphasizing the nursing process and physical assessment, along with medical-surgical nursing concepts specific to the adult.
Credits: 1
Lab Hours: 0
Lecture Hours: 1
Prerequisites:
Current NJ LPN License and acceptance into the LPN advanced placement program; completion of all prerequisites for NURS112

NURS110: Nursing I

Introduction to nursing as a profession. Focuses on Bio-Psycho-Social needs common to all human beings: health promotion, maintenance and restoration. Fundamental nursing skills required to deliver safe and therapeutic nursing care are taught in supervised laboratory and clinical settings. Emphasis is placed on principles of biological and social sciences applicable to nursing care, the nursing process, and the needs of the aged.
Credits: 8
Lab Hours: 12
Lecture Hours: 4
Prerequisites:
Completion of Nursing prerequisites and admission to the Nursing Program
Semester Offered:
Fall

NURS112: Nursing II

Introduction to Medical-Surgical Nursing utilizing and building upon concepts and skills learned and practiced in NURS110-Nursing I. Emphasis upon the application of the nursing process to the care of the adult client. Incorporated will be mental health and rehabilitation concepts related to the care of the adult medical-surgical patient.
Credits: 8
Lab Hours: 12
Lecture Hours: 4
Prerequisites:
Completion of BIOL221 and NURS110 with grades of C or better.
Semester Offered:
Spring

NURS200: Nursing III

Builds upon concepts and skills learned in NURS112-Nursing II to assist adults to health. Specific concepts of family will be introduced as well as major mental health issues. Additional acute and chronic health problems will be addressed. Delegation, patient education and outcome attainment while caring for patient groups will be emphasized.
Credits: 9
Lab Hours: 12
Lecture Hours: 5
Prerequisites:
Completion of BIOL250 and NURS112 with grades of C or better.
Co-Requisites:
NURS204
Semester Offered:
Fall

NURS204: Nursing Management

Beginning elements of management of care for groups of patients in health care settings by building upon communication techniques, collaborative skills, planning delivery of care and healthcare economics.
Credits: 1
Lab Hours: 0
Lecture Hours: 1
Prerequisites:
NURS112.
Co-Requisites:
NURS200. Open to RN's and LPN's with permission of instructor.
Semester Offered:
Fall

NURS206: Nursing IV

Focuses on the childbearing and childrearing family and community. Includes the family's adaptation to the normal antepartal, intrapartal and postpartal periods; continues with the growth and development of the child from conception through adolescence. Content includes the family's adaptation to the complications of pregnancy, the high-risk infant and the child with special needs. Emphasis is upon the nursing process to meet the individual needs of the childbearing and childrearing families in both the community and the hospital. This course stresses application of the nursing process to help families prevent illness and/or regain health. Included in the classroom experience is an introduction to care of groups of patients in the community. Included in the clinical experience is a medical-surgical rotation introducing students to more independence when caring for small groups of adult patients.
Credits: 9
Lab Hours: 15
Lecture Hours: 4
Prerequisites:
Completion of NURS200 with grade of C or better.
Co-Requisites:
NURS208
Semester Offered:
Spring

NURS208: Nursing Trends and Issues

Assists the senior student to embark upon a career in nurs¬ing; become a contributing member within the discipline of nursing; and understand the political, economic, social and cultural influences upon nursing and health care.
Credits: 1
Lab Hours: 0
Lecture Hours: 1
Prerequisites:
NURS200, NURS204.
Co-Requisites:
NURS206
Semester Offered:
Spring

Office Systems Technology

OSTM101: Keyboarding

Development of basic keyboarding skills by the touch method for the input of data. Taught on personal computers. OSTM101 is not recommended for OSTM majors and credit will not be given for both OSTM101 and OSTM110.
Credits: 1
Lab Hours: 0
Lecture Hours: 1

OSTM110: Keyboarding and Document Production I

Development of keyboarding skills by the touch method using personal computers. Business applications include letters, tabulations, rough drafts and business forms. Development of the ability to type at a minimum rate of 25 words per minute for three minutes with a maximum of four errors. Credit will not be given for both OSTM101 and OSTM110.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

OSTM125: Notetaking

Notetaking is a shorthand system that is based primarily on the alphabet. The focus is on concentration on applying the principles, or rules, of Speedwriting Shorthand for taking notes, building speed and transcribing dictation and the development of good writing and study habits. (2006)
Credits: 2
Lab Hours: 0
Lecture Hours: 2

OSTM126: Office Automation

Emphasizes advanced word processing, spread¬sheets and database applications utilized in today's electronic office. PowerPoint, graphing, calendars and integration of all functions covered in CISM125-Introduction to Computers will be expanded upon. Students will be given business situations and will creatively use their computer knowledge and skills.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
CISM125
Semester Offered:
Spring

OSTM141: Word Processing I

Study of word processing concepts, terminology and procedures. Completion of projects and practical applications. Includes basic document editing and formatting functions, searching, replacing, copying, moving text between documents and merging documents.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
OSTM110. May be taken concurrently or waived with permission of instructor.

OSTM142: Word Processing II

A study of advanced word processing features. The program includes word processing and its many applications including tables, mail merge, forms, master documents, macros and XML. Completion of projects and practical applications.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
OSTM141 or permission of instructor.

OSTM160: Computer Applications for Small Business

Course explores the use of PC applications for information retrieval and problem-solving for small business.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
CISM125

OSTM210: Keyboarding and Document Production II

Development of professional-level skill in the preparation of business letters, tabulations, financial statements and legal papers. Development of ability to type at a minimum rate of 35 words a minute for five minutes with a maximum of three errors. Includes instruction on the proper use of dictation transcribing equipment.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
OSTM110 or permission of instructor.
Semester Offered:
Spring

OSTM230: Administrative Office Procedures

Capstone course that profiles a study of the office professional. Interpersonal communications, channeling information, processing written communications and administrative responsibilities are explored through job-related projects and simulated office experiences.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
OSTM110
Semester Offered:
Spring

OSTM261: Records and Information Management

Introduction to the basic principles of alphabetic, numeric, geographic and subject methods of classifying and storing records. Planning, organizing and controlling the creations, protection, use, storage and disposition of records.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Fall

OSTM262: Business Presentations Using Multimedia

Development and use of multimedia, which includes integrating text, graphics, animation, video and sound. Business presentation for training and marketing will be explored.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
CISM125
Semester Offered:
Fall

OSTM263: Publishing for Business

Provides instruction utilizing Microsoft Publisher for designing business publications. It will also introduce Adobe Acrobat for formatting in Portable Document Format (PDF) to engage success when providing documents.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
CISM125
Semester Offered:
Spring

OSTM280: OST Cooperative Education

Designed to provide students with on-the-job training and practice in a career setting through a faculty approved work site with a minimum of 90 hours. The purpose of the course is to apply the principles and theories taught in the educational environment with real-life projects in a professional work setting. Students will secure a position at an approved site prior to the start of the course and complete required hours and assignments by the end of the course. Each student will secure co-op that is consistent with his or her professional goals.
Credits: 2
Lab Hours: 6
Lecture Hours: 0
Prerequisites:
OSTM141, OSTM230 (may be taken concurrently)

Paralegal

LEGL/CRIM212: Trial Advocacy

Increases comprehension of the historical, ethical and philosophical basis of the American legal system. Each student will have the opportunity to participate in an actual trial preparation and presentation. This course will demystify the operations of the law, court procedures and the legal system. (May not be offered every semester. Check with advisor for scheduling info)
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
For LEGL212 the prerequisite is LEGL110 with a grade of C or better
For CRIM212 the prerequisite is CRIM101 with grade of C or better

LEGL280: Internship in Paralegal Studies

Designed to give students the opportunity to apply formal education to an actual work situation in the paralegal field under the supervision of the course instructor and the sponsoring agency/entity supervisor. In addition to the 135-hour field experience, students attend classroom sessions on a schedule determined by the course instructor.
Credits: 4
Lab Hours: 9
Lecture Hours: 1
Prerequisites:
LEGL110, LEGL140, LEGL145, LEGL246, LEGL248, LEGL250, LEGL251, OSTM141, and permission of the Paralegal Studies Program Coordinator.
LEGL110 and LEGL140 must be completed with grades of C or better.

Philosophy

PHIL/BIOL104: Bioethics: Realities of the New Millennium

Deals with the controversial biological issues of today: animal welfare, bioengineering, death and dying, issues concerning the unborn to the aged, etc. Focus is on student opinions and in-depth discussions. Of particular interest to students in Allied Health. May be used as a liberal arts or free elective.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

PHIL/RELG111: World Systems of Ethics

Examines ethical systems in use around the world and their application to ethical issues of the day. Ethical analysis is applied to Asian, African, European, Mid-Eastern and American ethical dilemmas using the dominant ethical thought of each culture. Meets the General Education requirement for Diversity and Humanities.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

PHIL101: Introduction to Logic

The study of how to evaluate deductive and inductive arguments using various techniques including qualitative and quantitative analytical models. Topics include the vocabulary of logic, formal patterns of reasoning, language and semantics in argument, informal fallacies and ordinary problems of reasoning in everyday life. Increases one's ability to understand, analyze, evaluate and construct arguments. Meets General Education requirement for Humanities.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

PHIL102: Introduction to Philosophy

Introduction to philosophical thinking with emphasis on the acquisition of methodologies designed to apply to concepts of morality, knowledge, reality, ethics, logic and social/political philosophy. Basic problems and applications of philosophy are examined through the study of multicultural and multidiscipline works of classical and modern thinkers/philosophers. Meets General Education requirement for Humanities.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

PHIL105: World Myths and Legends

The study of the myths, legends and beliefs of diverse cultures including Greece and Rome, the Middle East, Far East and Pacific Islands, Africa, Northern Europe, British Isles and the Americas. Emphasis will be placed upon the transformation of the myths through time and the impact on culture formation. Meets General Education requirement for Diversity and Humanities.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

PHIL106: Introduction to Social and Political Philosophy

Examines the introduction of social and political philosophies in their ideal normative constructions including variations and interpretations throughout history. Analysis and constructive criticism will be applied to both historical and "post-modern" concepts and applications. Emphasis will be given to Western concepts with comparison to the understandings of selected world cultures. Meets the General Education requirement for Diversity and Humanities.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

PHIL110: Introduction to Ethics

Introduction to the study of the meaning of human conduct with emphasis on the critical analysis of the principal ethical theories. Basic problems and applications of philosophical ethics and how they relate to the problems of the individual and community are examined through the study of multicultural and multidiscipline works of classical and modern thinkers/philosophers. Meets General Education requirement for Humanities.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ENGL101 or PHIL101

PHIL115: Philosophy in Literature

Philosophical concepts and methods will be extracted from the reading of selected fiction. Plot, characters and style of writing will be analyzed to find examples of how a philosophical view is dramatized in the fiction. Following the framework of PHIL102- Introduction to Philosophy, the basic branches of philosophy and some of the standard issues in these branches will be analyzed and constructively criticized. Meets General Education requirement for Humanities.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

Physics

PHYS100: Conceptual Physics

Topics include scientific method, Newton's laws, motion, energy, momentum, rotational motion, gravitation, fluids, heat, electrostatics, DC circuits, sound, light and properties of waves. Laboratory utilizes computers for data acquisition and analysis. Meets General Education requirement for Science.
Credits: 4
Lab Hours: 3
Lecture Hours: 3
Prerequisites:
ENGL080 and MATH074 or MATH099 with grades of C or better or Placement test score or SAT score.

PHYS102: Fundamentals of Astronomy

Surveys fundamental concepts of the science of astronomy and the history of studying the universe; places special emphasis on observation, with many labs involving direct viewing of the sky—sometimes with unaided eye from the student's chosen location, sometimes with telescopes at Atlantic Cape or other, darker sites; aims to develop in students a basic understanding of the principles of science in general and astronomy in particular, and have them achieve a proficiency in being able to locate a wide range of specific astronomical objects in the sky. Meets the General Education requirement for Science.
Credits: 4
Lab Hours: 3
Lecture Hours: 3
Prerequisites:
ENGL080 and MATH074 or MATH099 with grades of C or better or Placement test score or SAT score.

PHYS105: Basic Physics

Includes measurement, motion, vectors, Newton's laws and equilibrium, work and energy, simple machines, rotational motion and rotational equilibrium, fluids, heat, waves, electricity, magnetism, and AC and DC circuits. Laboratory utilizes computers for data acquisition and analysis. Meets General Education requirement for Science.
Credits: 4
Lab Hours: 3
Lecture Hours: 3
Prerequisites:
ENGL080 and MATH074 or MATH099 with grades of C or better or Placement test score or SAT score.

PHYS125: College Physics I

Algebra/trigonometry-based. Topics include measurement, kinematics in one and two dimensions, Newton's laws, energy, momentum, rotational kinematics and dynamics, and temperature and heat. Laboratory utilizes computers for data acquisition and analysis. Meets General Education requirement for Science.
Credits: 4
Lab Hours: 3
Lecture Hours: 3
Prerequisites:
MATH122 or MATH150 (either may be taken concurrently)

PHYS126: College Physics II

Algebra/trigonometry-based. Topics include simple harmonic motion, wave phenomena, interference phenomena, electricity, magnetism, simple AC and DC circuits, light and optics. Laboratory utilizes computers for data acquisition and analysis. Meets General Education requirement for Science.
Credits: 4
Lab Hours: 3
Lecture Hours: 3
Prerequisites:
PHYS125 with a C or better

PHYS225: General Physics I

Calculus-based. Topics include measurement, kinematics in one and two dimensions, Newton's laws, energy, momentum, rotational kinematics and dynamics, equilibrium, and temperature and heat. Laboratory utilizes computers for data acquisition and analysis. Meets General Education requirement for Science.
Credits: 4
Lab Hours: 3
Lecture Hours: 3
Prerequisites:
MATH155 (may be taken concurrently)

PHYS226: General Physics II

Calculus-based. Topics include simple harmonic motion, wave motion, sound, interference phenomena, electricity and magnetism, AC and DC circuits and electromagnetic waves. Modern Physics is a running theme. Laboratory utilizes computers for data acquisition and analysis. Meets General Education requirement for Science.
Credits: 4
Lab Hours: 3
Lecture Hours: 3
Prerequisites:
PHYS225 with a C or better and MATH156 (MATH156 may be taken concurrently)

Psychology

EDUC/PSYC110: Child Development: Theory and Practice

Principles and theories of the development of the child from birth through adolescence. Intellectual, psychosocial and physical development will be studied with an emphasis on the role of family and care-giving adults in the optimal growth and development of the child. In addition to the lecture, students must be available for a three-hour-per-week practicum with a children's group. (Placements usually occur during the day; early childhood employees may use their workplace as the placement.) Meets General Education requirement for Social Science.
Credits: 4
Lab Hours: 3
Lecture Hours: 3

PSYC/EDUC213: Educational Psychology

Teaching-learning process is examined through a study of the major psychological theories of learning, motivation and maturation. These psychological principles are applied to practices of classroom instruction that consider the developmental stage, abilities and learning styles of the learner.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
PSYC101 or CDCC/PSYC110 or PSYC135 with grade of C or better

PSYC/EDUC226: Psychology of Exceptionality

Survey of the major categories and types of exceptionality (e.g. mental retardation, learning disabilities, giftedness). Topics include characteristics, causes, identification/assessment, educational remediation approaches and transition to adulthood.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
PSYC101 or CDCC/ PSYC110 or PSYC135

PSYC/SOCL204: Social Psychology

Examines the social environment and its relationship to students and their behavior. Topics include social roles, group process and aggression.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
PSYC101 or SOCL101

PSYC/SOCL207: Introduction to Gerontology

Examines the physiological, psychological and social aspects of aging. Topics include cognitive and personality adaptations, sensory and other health changes, and social and community relationships.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
PSYC101 or PSYC135 or SOCL101

PSYC101: General Psychology

Survey of selected major topics within the field of psychology. Topics include stress, psychotherapy, testing, emotions, drives and motives, and memory and learning. Emphasis will be placed on the psychobiological processes that influence behavior. Meets General Education requirement for Social Science.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

PSYC135: Child Psychology

Topical examination of the psychological factors that influence life from conception through adolescence. A special emphasis is placed on the psychobiological and social processes governing human behavior. Meets General Education requirement for Social Science.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

PSYC140: Principles of Guidance for Parents and Teachers

Considers the role of adults as parents and teachers in the experience of the developing child. Theoretical examination of the dynamics of the child-adult relationship from infancy through adolescence will be coupled with practical strategies for promoting positive development through each stage.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

PSYC212: Personality and Adjustment

In-depth study of select personality theories and the dynamics of adjustment mechanisms. Emphasis is placed on motivation and stress in personal development; disturbances in behavior and their resolution; social forces in personal development; and fostering mental health.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
PSYC101 or PSYC135 with grade of C or better

PSYC214: Abnormal Psychology

Particular behavioral traits are evaluated positively and negatively with respect to the individual and social functioning. Study of methods, concepts, principles and findings of deviant behaviors and experiences.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
PSYC101 or PSYC135

PSYC225: Human Development

Course provides a critical examination of concepts and changes that occur throughout the human lifespan. There is an emphasis upon biological, cultural, intergenerational, social, and other systemic experiences and influences upon personal and social development.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
PSYC101 with a grade of C or better

PSYC230: Psychology of Adulthood

Topical examination of the psychological factors that influence life from young adulthood through old age. Special emphasis is placed on the psychobiological factors of the aging process.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
PSYC101 or PSYC135

Radiologic Technology

RADX101: Patient Care in Radiologic Sciences I

Introduction to the nursing skills a radiographer needs to perform imaging examinations. Fundamental knowledge of infection control, safe movement and handling procedures, clinical assessment and history taking skills, proper handling of patient apparatus and aseptic technique used during surgical procedures. Emphasis on ethically responsible and professional care on the part of radiographer in the acute care environment – this course incorporates patient care competency required by ARRT.
Credits: 2
Lab Hours: 3
Lecture Hours: 1
Prerequisites:
Program Acceptance and Hospital Orientation
Co-Requisites:
RADX102, RADX103, RADX104
Semester Offered:
Fall

RADX102: Radiographic Procedures I

This course will cover anatomy and positioning for routine and trauma radiographic procedures of the chest, abdomen, upper limb and humerus/shoulder girdle. Course content will include patient preparation, radiation protection, clinical indications, exposure factors and image evaluation. This course includes laboratory competency required for clinical I.
Credits: 3
Lab Hours: 3
Lecture Hours: 2
Prerequisites:
Program Acceptance and Hospital Orientation
Co-Requisites:
RADX101, RADX103, RADX104
Semester Offered:
Fall

RADX103: Principles of Imaging I

This course is an introduction to the fundamental skills needed to produce diagnostic radiographic images and factors that govern the image production process. Common factors that determine the radiation exposure necessary to create an image and the effect of dose to the patient will be discussed. Students actively apply knowledge gained to make logical decisions on what makes a quality radiographic image. Hands-on content provides a basis for analyzing radiographic images as well as the importance of imaging standards. Radiographic images will used to analyze factors that can affect image quality.
Credits: 2
Lab Hours: 3
Lecture Hours: 1
Prerequisites:
Program Acceptance and Hospital Orientation
Co-Requisites:
RADX101, RADX102, RADX104
Semester Offered:
Fall

RADX104: Clinical Radiography I

This course focuses on the radiographic procedures of the thorax, abdomen and upper extremity. Clinical education in radiography is performed at affiliate medical center or imaging center and designed to provide hands-on patient care, patient assessment and performance of imaging procedures in a competency-based format. Under the supervision of licensed technologist and interaction with radiologists, students become competent in equipment manipulation and operation, imaging procedures, radiation protection, medical and legal principles, charting and image evaluation.
Credits: 2
Lab Hours: 16
Lecture Hours: 0
Prerequisites:
Program Acceptance and Hospital Orientation
Co-Requisites:
RADX101
RADX102
RADX103
RADX101
RADX102
RADX103
Semester Offered:
Fall

RADX105: Radiographic Procedures II

This course covers anatomy and positioning for routine and trauma radiographic procedures of the lower limb, femur and pelvic girdle, vertebral column, bony thorax, urinary system and special radiographic and fluoroscopic procedures.
Credits: 3
Lab Hours: 3
Lecture Hours: 2
Prerequisites:
RADX104
Co-Requisites:
RADX106, RADX107, RADX108, RADX109
Semester Offered:
Spring

RADX106: Principles of Imaging II

This course is an introduction to the fundamental topics vital to the production of quality radiographic images. Topics include scatter control, beam restriction and grids. Image receptors, processing and display techniques will be covered. Exposure technique selection, including automatic exposure control and anatomically programmed radiography will be presented. Students will be presented with images for evaluation and explore outcomes assessment. Students will be introduced to the basics of fluoroscopy and dynamic imaging.
Credits: 2
Lab Hours: 3
Lecture Hours: 1
Prerequisites:
RADX104
Co-Requisites:
RADX105, RADX107, RADX108, RADX109
Semester Offered:
Spring

RADX107: Patient Care in Radiologic Sciences II

Building on the concepts and skills learned in RADX101, additional nursing skills as well as communication, pharmacology contrast administration and venipuncture will be introduced. This course also includes common law, ethical theories and moral principles that radiographers need to function as a professional healthcare provider along with healthcare administration, accreditation process and how they impact patient care.
Credits: 2
Lab Hours: 3
Lecture Hours: 1
Prerequisites:
RADX104
Co-Requisites:
RADX105, RADX106, RADX108, RADX109
Semester Offered:
Spring

RADX108: Radiologic Physics

Course topics include standard units of measurement and mechanics, fundamentals of atomic structure, principles of electricity and electromagnetism as it relates to the x-ray circuit and equipment and the nature and characteristics of radiation, x-ray production and the fundamentals of photon interactions with matter. Concept practice session included in this course include but are not limited to atomic theory, electromagnetic spectrum, x-ray circuit, and radioactivity and radioactive decay.

Credits: 2
Lab Hours: 0
Lecture Hours: 2
Prerequisites:
RADX104
Co-Requisites:
RADX105, RADX106, RADX107, RADX109
Semester Offered:
Spring

RADX109: Clinical Radiography II

This course focuses on the radiographic procedures of the lower extremity, pelvic girdle and vertebral column. Students will experience hands-on instruction on the use of general and mobile radiographic equipment, while continuing to demonstrate previously mastered skills. The application of theoretical principles of body size measurement and trauma positioning will be practiced under the indirect supervision of staff technologist at affiliated medical and imaging centers.

Credits: 2
Lab Hours: 16
Lecture Hours: 0
Prerequisites:
RADX104
Co-Requisites:
RADX105
RADX106
RADX107
RADX108
RADX105
RADX106
RADX107
RADX108
Semester Offered:
Spring

RADX201: Clinical Radiography III

This course focuses on learning the daily functions of an imaging department and on improving patient assessment and positioning skills. Students will demonstrate previously mastered skills under direct supervision and apply theoretical principles during hands-on instruction by staff technologists.

Credits: 3
Lab Hours: 24
Lecture Hours: 0
Prerequisites:
RADX109
Semester Offered:
Summer

RADX202: Radiographic Procedures III

This course will cover anatomy and positioning for routine and trauma radiographic procedures of the cranium and special radiographic procedures. The fundamental practice of radiation protection, patient preparation and image evaluation are important part of imaging exams and are part of course content. This course includes Introduction to Advanced Modalities Seminar (IAMS), laboratory competency required for RADX206, Clinical IV. The IAMS will provide an overview of imaging modalities and patient treatment.

Credits: 2
Lab Hours: 3
Lecture Hours: 1
Prerequisites:
RADX201
Co-Requisites:
RADX203, RADX204, RADX206
Semester Offered:
Fall

RADX203: Principles of Imaging III

Content imparts an understanding of the components, principles and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving and retrieval are discussed. Principles of digital system quality assurance and maintenance are presented.

Credits: 2
Lab Hours: 3
Lecture Hours: 1
Prerequisites:
RADX201
Co-Requisites:
RADX202, RADX204, RADX206
Semester Offered:
Fall

RADX204: Radiation Biology and Protection

This course offers a study of the biological effects of ionizing radiation and radiation protection to ensure the safe use of x-rays in diagnostic imaging. Radiation effects on molecules, cells, living tissue and the body as a whole are presented. Factors affecting biological response, including acute and chronic effects of radiation. Radiation health and safety requirements of federal regulatory agencies, accreditation agencies and health organization are incorporated.
Credits: 2
Lab Hours: 0
Lecture Hours: 2
Prerequisites:
RADX201
Co-Requisites:
RADX202, RADX203, RADX206
Semester Offered:
Fall

RADX206: Clinical Radiography IV

This course focuses on assisting and learning to perform radiographic procedures of the head and gastrointestinal system. Student will continue to demonstrate previously mastered skills under indirect supervision. Application of theoretical principles, demonstrated in co-requisites, will be performed in affiliate medical center or imaging center. Students, along with supervising technologists, will provide hands on patient care, patient assessment and perform imaging procedures. Evaluation of radiographic images and methods to correct errors will be emphasized.
Credits: 3
Lab Hours: 24
Lecture Hours: 0
Prerequisites:
RADX201
Co-Requisites:
RADX202
RADX203
RADX204
RADX202
RADX203
RADX204
Semester Offered:
Fall

RADX207: Clinical Radiography V

This course focuses on assisting and performing examinations in all radiographic categories. Previously mastered skills in thorax, abdomen, spine, upper and lower extremity, fluoroscopy, pediatric and trauma examinations will be evaluated for Terminal Competency. Application of theoretical principles, demonstrated in class, will be performed in affiliate medical center or imaging center. This course is designed to provide patient care, patient assessment and performance of imaging procedures in a competency-based format. Pathology and disease as they relate to radiographic examinations will be emphasized.
Credits: 4
Lab Hours: 32
Lecture Hours: 0
Prerequisites:
RADX206
Co-Requisites:
RADX208
Semester Offered:
Spring

RADX208: Radiographic Pathology

This course explores the pathological appearance of common diseases in diagnostic imaging modalities. Presented will be basic information on the pathogenesis, signs and symptoms, diagnosis and prognosis of diseases. Discussion will include image analysis to help student correlate clinical symptoms to radiographic characteristics of common pathologies.
Credits: 2
Lab Hours: 0
Lecture Hours: 2
Prerequisites:
RADX206
Co-Requisites:
RADX207
Semester Offered:
Spring

Religion

PHIL/RELG111: World Systems of Ethics

Examines ethical systems in use around the world and their application to ethical issues of the day. Ethical analysis is applied to Asian, African, European, Mid-Eastern and American ethical dilemmas using the dominant ethical thought of each culture. Meets the General Education requirement for Diversity and Humanities.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

RELG110: World Religions

Introduction to the major religions of the world with an emphasis on their origins and essential ideas. Included are oral religions, Hinduism, Buddhism, Jainism, Sikhism, Taoism, Confucianism, Shinto, Judaism, Christianity, Islam and several extant alternative paths. The study is accomplished through key characteristics and patterns of religions including worldview community, central myths, ritual, ethics, emotional experiences, material expression, and sacredness. Meets General Education requirement for Diversity and Humanities.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

Sign Language

SGNL101 (formerly SPCH130): American Sign Language

Introduction to American Sign Language (ASL) is for students with little or no knowledge of ASL. Students will develop beginning-level ASL communication skills-comprehensive and expression with vocabulary and grammar-that will enable them to interact in everyday situations at a basic level. American Deaf culture and history will be introduced.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ENGL070 with a grade of C or better or placement into ENGL080 or ENGL101

SGNL102: American Sign Language II

Beginning ASL II builds on what students have learned in Beginning ASL. Emphasis is on the development and refinement of comprehension, production, and interpersonal skills. Additional information about the Deaf community and Deaf culture will be studied. The use of signing space, non-manual signals, fingerspelling and continued vocabulary development will all be taught in context through narratives, dialogues and ASL literature. The course will be taught in ASL only, without usage of English.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
SGNL101 with a grade of C or better.

Sociology

SOCL/CRIM206: Juvenile Justice

Studies theoretical and applied concepts of prevention; treatment and control of juvenile delinquency; and recent legislative and philosophical decisions.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
For SOCL206 the prerequisite is PSYC101 or SOCL101. For CRIM206 the prerequisite is CRIM101 or PSYC101.
Semester Offered:
Fall

SOCL/PSYC207: Introduction to Gerontology

Examines the physiological, psychological and social aspects of aging. Topics include cognitive and personality adaptations, sensory and other health changes, and social and community relationships.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
PSYC101 or PSYC135 or SOCL101

SOCL101: Principles of Sociology

Primary concepts, terminology and methods of investigation used in sociology. Includes analysis of social stratification, various types of groups, social class, social change, deviancy, population growth and development of human resources. Meets General Education requirement for Diversity and Social Science.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

SOCL120: Sociology of Gender

Explores the social construction of gender, traditional and post-modern gender roles, impact of changing expectations for men and women in social settings such as family, work, political arenas, women's and men's social activist movements and the psychosocial effects of inequality of the sexes in American and globally.
Credits: 3
Notes:
(This course is on inactive status.)
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
SOCL101

SOCL200: Contemporary Social Problems

Examination of contemporary social problems such as the operation of bureaucracy, family disorganization, poverty, and social deviancies of drug addiction, alcoholism and suicide. Also examines minority group conflicts in a pluralistic society with implications for community action and social planning.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
SOCL101

SOCL202: Marriage and the Family

Nature and functions of the family from a sociology perspective. Courtship and marriage systems in the United States, the dynamics of pair interaction before and after marriage, influence of the family in individual social development and family interaction.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
SOCL101 or permission of instructor.

SOCL203 (formerly SOCL110): Social Inequality and Intergroup Relations

Focus on sociological theories and concepts to describe and explain interactions between groups in our multicultural society. Exploration of social, political, and economic dynamics inherent in conditions of social inequality within a framework that incorporates concepts and consequences of race, immigration status, social class, gender, age, religion, different ability, and sexuality. Analysis of the myriad challenges faced by our society as our American culture continues to diversify through changing ideologies, immigration, and globalization.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
SOCL101

SOCL221: Environmental Sociology: Nature, Culture, and Society

Course explores historical, cross-cultural and contemporary beliefs and practices of people in relationship to the natural environment as well as some current debates in our own society about environmental challenges. As part of the course, students will explore the nature-society relationship in the southern shore region of New Jersey (or other ecological region) and the cultural beliefs and actions in relation to important local ecological systems - seashore, pinelands, farmlands and urban-suburban green space (or alternate regional ecological system).
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
SOCL101

Spanish

SPAN111: Elementary Spanish I

Introduces Spanish language and culture to students with little or no background in Spanish. It emphasizes the development of listening and speaking skills including recognizing basic word and sentence sound patterns and communicative functions in Spanish. It also introduces basic reading and writing skills. Short writing assignments will reflect basic grammatical understanding of Spanish verbs. Activities will give students practice using the language in everyday situations. Classroom activities will also present students with information about the culture of Spanish-speaking countries as well as Latin-American traditions assimilated in the American culture.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

SPAN112: Elementary Spanish II

Broadens students' basic skills in reading, writing, listening and speaking introduced in SPAN111-Elementary Spanish I. Reading and writing activities will encourage longer writing pieces with grammatical applications of the different tenses in the indicative mood. Oral activities will reinforce appropriate intonation patterns of Spanish. Readings and conversation activities will continue presenting students with customs and traditions from Spanish-speaking countries as well as Latin-American cultural characteristics assimilated in the American culture. Meets General Education requirement for Humanities.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
SPAN111 or permission of instructor.

SPAN201: Intermediate Spanish I

Provides a low intermediate introduction to reading, writing, listening and speaking in Spanish. Reading and writing activities will emphasize appropriate application of punctuation rules, particularly the usage of accent marks. Extensive writing assignments will require grammatical understanding of verbs in the indicative mood. The course will also introduce basic verb conjugations in the subjective mood. Oral activities will give students practice of the intonation patterns in conversations, debates, and long reading passages. Class activities will engage students in small research projects on topics related to Spanish-speaking countries as well as Latin-American groups living in the United States.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
SPAN112 or two years of secondary school Spanish or permission of instructor.

SPAN202: Intermediate Spanish II
Emphasizes high intermediate reading, writing, listening and speaking skills in Spanish. Reading and writing activities will encourage accurate application of grammatical rules. Writing assignments will require grammatical understanding of Spanish verb conjugations in the indicative, the subjunctive and the conditional mood. Writing activities will also target editing, critical thinking and analysis. Oral activities will continue to develop appropriate intonation patterns in Spanish. Students will begin reading, discussing and analyzing Latin American and Spanish literature.
Credits: 3
Notes:
(This course is on inactive status.)
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
SPAN201 or two years of secondary school Spanish or permission of instructor.
Semester Offered:
Spring

Technical Communication

TCOM125: Technical Communication
This course introduces principles, techniques and skills needed to write effective documents in the technical, scientific and service industries. Emphasis will be on organizing information, creating process explanations and instructions, writing formal and informal reports, generating proposals and feasibility studies, technical research and writing for the web.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ENGL101
CISM125

TCOM127: Web Technologies
This course explores emerging web technologies and introduces students to the principles of web page design. Topics include forms of online communication, techniques for effective research, and societal impacts of web technologies. Students will construct Web pages using industry standard tools, and explore the latest business and social networking technologies.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Fall

Television, Radio, and Film

TVRF/ARTS124 (formerly TVRF/COMM130): Visual Communication
This course will use a diverse range of approaches to visual analysis including theories, concepts and semiotics to gain a deeper understanding of images in contemporary culture. Examples from art, advertising, film and multimedia will be explored and analyzed.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
Completion of ENGL080 with a grade of C or better or Placement into ENGL101.
Semester Offered:
Spring

TVRF/AVIT263: Aerial Video Production
This course is designed for the remote aircraft pilot interested in learning to use a small-unmanned aircraft for professional photography and videography. Topics include but are not limited to visual sensors, flying techniques, pre and post processing, and flight planning. Students will create a product portfolio containing samples of their work. This course requires 15 hours of fieldwork.
Credits: 1
Lab Hours: 1
Lecture Hours: 1
Prerequisites:
FAA Remote Pilot Certificate with a Small UAS Rating.

TVRF103: Digital Video Production I
This course introduces students to the principles and techniques of digital video production. Students work in production teams to produce professional level programs. Students gain experience in all phases of production including conception of ideas, scripting, directing and operation of equipment to produce various types of programs.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ENGL070 with a grade of C or better or Placement into ENGL080.
Semester Offered:
Fall

TVRF180: Audio Production I

This course introduces students to the principles and techniques of digital audio. Students will plan and produce several audio clips that will be used by the College's radio station. This course also introduces students to the organization and structure of a radio station and examines the history and current state of radio.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ENGL070 with a grade of C or better or Placement into ENGL080.
Semester Offered:
Fall

TVRF203: Digital Video Production II

This course introduces students to the advanced principles and techniques of digital video production. Students work in production teams to produce professional level content. Students gain experience in all phases of production including conception of ideas, scripting, directing, and operation of camera light and sound to produce various types of video content.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
TVRF103
Semester Offered:
Spring

TVRF240: Introduction to Film Production

This course is an introduction to filmmaking. The emphasis is upon the understanding and application of basic concepts of filmmaking. Students will study production concepts and techniques in both existing films/videos and in their own work. The course will focus on the following areas: film analysis, storyboarding/scripting, equipment operation, composition, lighting, pre-production and post-production. Underlying all is a practical approach to the material.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
ARTS105

TVRF280: Audio Production II

This course introduces students to the advanced principles and techniques of digital audio production. Students work in production teams to produce professional level content. Students gain experience in all phases of production including conception of ideas, scripting, directing and operation of audio devices to produce various types of audio content.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
TVRF180
Semester Offered:
Spring

TVRF290: Media Studies Portfolio

Designed to grant students the opportunity to develop a product portfolio documenting aspects of their academic career. Students will design and develop an electronic portfolio including examples of their best work from program courses and will be required to complete a capstone project. The project objectives will be based on the student's major course of study.
Credits: 1
Lab Hours: 0
Lecture Hours: 1
Prerequisites:
Permission of Dean, STEM Education

TVRF295: Media Studies Cooperative Education

The cooperative education course is designed to provide students with on-the-job training and practice in career settings through a faculty approved work site. The purpose of the course is to apply the principles and theories taught in the educational environment with real-life projects in a professional work setting. Students will secure a position at an approved site prior to the start of the course and complete required hours and assignments by the end of the course. Each student will secure co-op that is consistent with his or her professional goals.
Credits: 3
Notes:
Hours required: 135.
Lab Hours: 9
Lecture Hours: 0
Prerequisites:
Permission of Dean, STEM Education

Theater

THEA100: Theater Production

Practical training in technical elements of theater as they relate to specific Atlantic Cape theater productions. Students select a task and work under the supervision of the creative arts department. May be repeated for a total of four credits.
Credits: 1
Lab Hours: 3
Lecture Hours: 0
Semester Offered:
Fall

THEA110: Introduction to Theater

Survey of Theater Arts, the study of theater, its origins, development as literature and performance, and cultural impact, from the classical period to the present. The study of the diverse elements of theater includes selected dramatic literature and the workings of theater from script to stage, and the critical assessment of theater. Meets General Education requirement for Humanities.
Credits: 3
Lab Hours: 0
Lecture Hours: 3

THEA111: Acting I

Theory and practice of basic acting techniques through lecture and individual and group practice.
Credits: 3
Lab Hours: 2
Lecture Hours: 2

THEA112: Acting II

Theory and practice of advanced acting techniques through lecture and individual and group practice.
Credits: 3
Lab Hours: 2
Lecture Hours: 2
Prerequisites:
THEA111 or permission of instructor.

THEA208: The Art and Craft of Playwriting

Provides students with an introductory understanding of the art and craft of playwriting, the basic concepts of storytelling and the terminology used with the three-act structure. Through a series of writing exercises, students will write a play. Emphasis will be on effective exposition, conflict, plot development and character development within the three-act structure.
Credits: 3
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
THEA110

THEA210: Play Production I

Theoretical and practical introduction to the technical aspects of theater production. Types of staging, scenic styles, fundamentals of scene design and stage lighting studied. Students are required to be involved in the semester's dramatic production.
Credits: 3
Notes:
(This course is on inactive status)
Lab Hours: 0
Lecture Hours: 3
Semester Offered:
Spring

THEA211: Play Production II

Advanced theoretical and practical experience in technical theater; stage-managing, lighting design and staging leadership responsibility will be required. A natural continuation of THEA210-Play Production I and will be scheduled at the same time.
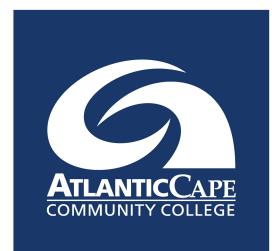**Credits:** 3
Notes:
(This course is on inactive status)
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
THEA210 or permission of instructor.
Semester Offered:
Spring

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