

MIDDLESEX COUNTY COLLEGE

1995-1997 CATALOG SUPPLEMENT



CALENDAR

FALL 1996

August	26	Faculty Orientation and Meetings – First Day of Faculty Obligation
	27	Staff Development; Mandatory Day for Faculty
	28 & 29	Change of Program; New Student Orientation and Advisement by Faculty
September	2	Labor Day – Holiday Observed
	3	Classes Begin – Fall Semester
	16	Last Day to Change Status of Course to Audit
October	14	Columbus Day – Holiday Observed
	15	Monday classes meet on Tuesday – no Tuesday classes
	22	Mid-Semester
November	5	Last Day to Withdraw Without an Evaluation
	11	Veterans' Day – Holiday Observed
	28 & 29	Thanksgiving Day – Holidays Observed
December	4	Last Day to Withdraw From Classes
	14	Last Day of Classes – Fall Semester
	16, 17 & 18	Specially Scheduled Final Exams
	19	Winter Recess Begins
	30	Wintersession 1997 Begins

SPRING 1997

January	15	Faculty Orientation and Meetings; First Day of Faculty Obligation, Spring Semester
	16 & 17	Change of Program; New Student Orientation and Advisement by Faculty
	17	Last Day of Classes – Wintersession
	20	Martin Luther King Day – Holiday Observed
	21	Classes Begin – Spring Semester
February	3	Last Day to Change Status of Course to Audit
	17	Presidents' Day – Holiday Observed
March	11	Mid-Semester
	21	Spring Recess Begins
	28	Good Friday – Holiday Observed
	31	Classes Resume
April	2	Last Day to Withdraw Without an Evaluation
	28	Last Day to Withdraw From Classes
May	7	Last Day of Classes – Spring Semester
	8	Reading Day
	9, 12 & 13	Specially Scheduled Final Exams
	14	Last Day of Faculty Obligation
	16	Student Academic Status Review (Spring)
	22	Graduation

NTRODUCTION

Because the 1995-97 catalog is a two-year catalog, this supplement is being issued. The supplement should be used in conjunction with the Catalog. It contains updated information on the academic programs, calendar, tuition and fees, policies and other information. Additional information may be obtained from the appropriate office or the Registrar.

NOTICE

The information contained herein is for the 1995-97 academic years. However, program requirements, courses, policies, tuition, fees, and procedures are subject to change as circumstances and exigencies require.

ACCREDITATION

Middlesex County College is accredited by the Middle States Association of Colleges and Secondary Schools. Inquiries can be sent to:

Commission on Higher Education
Middle States Association of Colleges and Schools
3624 Market Street
Philadelphia, PA 19104
(215) 662-5606

APPROVAL

Middlesex County College is approved by its Board of Trustees to offer the associate in arts, associate in science,

MESSAGE FROM THE PRESIDENT



President John Bakum

Welcome to Middlesex County College.

Please consider this catalog supplement as your map of the wide array of educational opportunities available to you.

Middlesex County College is here to serve you. We are your community college. We continually assess our offerings to respond to the needs, interests and priorities of all the people within our reach. We provide the educational, vocational and personal opportunities to assist you in fulfilling your goals. And we have the outstanding professional and instructional staff to guide you in opening the door to your future.

Look through this catalog supplement and decide where you want to be. Then let us help you get there.

No matter where you've been or where you're going, there's a place for you at Middlesex County College. Whatever course in life you choose, you'll want Middlesex County College to be the next step.

A handwritten signature in black ink that reads "John Bakum". The signature is written in a cursive style with a long horizontal line extending to the right.

PROGRAM OFFERINGS

DIVISION OF BUSINESS TECHNOLOGIES

Degree Programs:

Accounting
 Business Administration (Transfer)
 Dietetic Technology
 Fashion Merchandising and Retail Management
 Hotel, Restaurant, and Institution Management
Options in:
 Hotel/Motel Management
 Restaurant/Food Service Management

Legal Assistant

Management

Options in:

Credit and Financial Management**

Food Industry Management****

Marketing

Options in:

Marketing
 Materials Management
 Transportation and Distribution

Marketing Art and Design

Options in:

Advertising Graphics Design
 Professional Commercial Photography

Office Administration

Option in:

Word Processing

Certificate Programs:

Culinary Arts
 International Business
 Legal Assistant+
 Management Support Services
 Materials Management
 Office Administration
 Transportation and Distribution

Programs are generally offered during the day or in the evening; exceptions are noted as follows:

*Certain major courses offered only in the day.

**Certain major courses offered only in the evening.

***Applications accepted for the Fall semester only.

****Pending Approval

*****Title change Pending Approval

+Certificate Programs offered only in the evening.

DIVISION OF ENGINEERING TECHNOLOGIES AND SCIENCE

Degree Programs:

Automotive Technology* ***
 Biological Laboratory Technology
 Chemical Technology
 Civil/Construction Engineering Technology
Option in:
 Surveying Technology
 Computer Science (Information Systems)
Option in:
 Novell Network Administration and Support

Electrical Engineering Technology

Option in:

Computer Electronics

Environmental Technology**

Fire Science Technology**

Heating, Ventilating and Air Conditioning Design Technology (An Energy Technology Program)

Industrial Technology

Manufacturing Engineering Technology

Mechanical Engineering Technology (Design)

Engineering Science

Science Transfer

Options in:

Biology
 Chemistry
 Computer Science
 Mathematics
 Physics

Certificate Programs:

Basic Fire Science+
 Civil/Construction Engineering Technology
 Chemical Technology+
 Mechanical Engineering Technology
 Computer Programming+
 Environmental Technology
 Electrical Engineering Technology+
 Heating, Ventilating and Air Conditioning Design Technology
 Industrial Technology
 Computer Aided Drafting
 Pharmacy Assistant
 Surveying Technology

DIVISION OF HEALTH TECHNOLOGIES

Degree Programs:

Dental Hygiene* ***
 Medical Laboratory Technology* ***
 Nursing—Joint Program with UMDNJ***
 Psycho-Social Rehabilitation and Treatment—Joint Program with UMDNJ
 Radiography Education* ***
 Respiratory Care—Joint Program with UMDNJ***

DIVISION OF SOCIAL SCIENCES AND HUMANITIES

Degree Programs:

Liberal Arts

Options in:

Business
 Communication
 Dance
 English
 History
 Journalism
 Liberal Arts—General
 Liberal Arts—Business
 Modern Languages
 Music
 Physical Education/Recreation
 Political Science
 Psychology
 Social and Rehabilitation Services
 Social Sciences
 Sociology
 Theatre
 Visual Arts

Education Technology

Options in:

Assistant in Early Childhood Education
 Assistant in Special Education
 Teacher Assistant

Criminal Justice

Options in:

Correction Administration**
 Police Science

Certificate Programs:

Correction Administration**
 Teacher Aide



GENERAL INFORMATION

ADMISSIONS POLICY ON DISMISSED STUDENTS FROM OTHER COLLEGES

An applicant who has been academically dismissed or suspended from another college within the last year may be admitted to the College after a review of his/her prior academic record. The student will be placed on Academic Probation or Academic Restriction by the Director of Admissions and Recruitment and referred to the curriculum chairperson, the Dean of the student's division, or an Advisor in the Advising Center for course selection and approval. The student's subsequent academic performance will be evaluated according to Middlesex County College's Academic Standards of Progress.

COLLEGE CREDIT FOR PREVIOUS EXPERIENCE

Advanced Standing Previous College Credit

An applicant who has attended another college must submit official transcripts of all such work to the Office of Admissions and Recruitment. All equivalent courses taken at another institution will be awarded and recorded regardless of applicability to the students' current degree requirements. Only letter grades of "C" and above are accepted. Refer to the section on Course Time Limits for additional information.

COLLEGE HOUR

Effective Spring 1997, College Hour will be on Thursdays from 2:00 to 3:20 p.m. Classes are not typically scheduled during College Hour so that faculty and students may participate in College activities.

EXPENSES

Tuition and Fees (*Subject to Change*)

Tuition

charged by the credit

Middlesex County Residents	\$ 62.80	
	per credit or credit equivalent	
Out of County Residents	\$144.60	
	per credit or credit equivalent	
Out of State Residents	\$144.60	
	per credit or credit equivalent	

Fees

Fees are based on credit or credit equivalent

General Service	\$ 7.50	In County
	\$15.00	Out of County
	\$15.00	Out of State
Student Service	\$ 2.50	In County
	\$ 5.00	Out of County
	\$ 5.00	Out of State
Technology	\$ 1.50	In County
	\$ 3.00	Out of County
	\$ 3.00	Out of State

Drop Fee (*non-refundable*) \$ 10.00/course

International Students

(*Non-Immigrant Alien Students*)

Students whose permanent domicile is outside the United States and its possessions are defined as out-of-state residents and are charged out-of-state tuition rates.

MCC PAYMENT POLICY

All tuition and fees must be paid on or before the date shown on the student's class schedule. Students whose employers pay their tuition must submit an employer tuition voucher prior to the payment due date. Students continue to be obligated for the payment of tuition and fees regardless of whether or not they attend class, unless a completed withdrawal form has been submitted to the Registrar's Office.

Overdue accounts will be referred to a collection agency and all collection costs and fees will be added to the student's account. Students are prohibited from registering with an overdue account. Transcripts will not be released to any student with an outstanding college financial obligation.

GENERAL EXPENSES

Parking Decal \$ 25.00 (September-August)

Insurance

Accident/Health and Sickness \$ 62.00
(*Required of full-time students*) per year

Malpractice Insurance* \$ 17.00

*Mandatory for students enrolled in Dental Hygiene, Nursing, Medical Laboratory Technology or Radiography Education courses with clinic requirements.

Miscellaneous Fees

Application Fee \$ 25.00

Curriculum Change Fee \$ 10.00

Graduation Application Fee* \$ 40.00

*Students pay this fee only once for each degree or certificate awarded.

These miscellaneous fees listed above are **non-refundable**.

SPECIAL FEES

International Credential Evaluation

All College programs, excluding Medical Laboratory Technology \$160.00

International Student Fee

All international students must pay \$300.00
per semester

Dental Hygiene Senior Students

Licensing Examination Fees

National Board Examination \$ 75.00

North East Regional Board \$350.00

Advanced Placement-Nursing

Phase I \$ 65.00

Phases II and III \$135.00

Dishonored Check Fee

\$ 20.00 per dishonored check

REFUND POLICY

Appeals to the College's refund policy must be filed no later than 30 days after the last day of classes for the semester being appealed. Appeals must be documented and submitted to the Office of the Registrar. All appeals will be reviewed by the Tuition Appeals Committee. Decisions of the Committee are final.



ACADEMIC STANDARDS AND REGULATIONS

REPEATED COURSES

Students transferring to another college are advised that every institution has its own policy regarding repeated courses and the calculation of the cumulative grade point average. Other colleges may not apply Middlesex County College's policy when calculating the student's GPA for admissions purposes.

SCHOLASTIC STANDING

HONORS

Dean's List

Students who earn 12 or more degree credits and who achieve a grade point average of 3.25 or higher with no grade below a "C" will be eligible for Dean's List. Dean's List will be awarded at the end of the Fall, Spring and Summer semesters for those students enrolled in 12 or more credits for that semester, or at the end of

the academic year for those students who earn 12 or more credits between September 1 of one year and August 31 of the following year but who did not qualify for Dean's List in either the Fall or Spring semester.

Dean's Letter of Commendation

Students who earn 12 or more credit equivalents, or a combination of credit and credit equivalents, and who achieve a grade point average of 3.25 or higher with no grade below a "C" will be eligible for a Dean's Letter of Commendation. A Dean's Letter of Commendation will be awarded at the end of the Fall, Spring and Summer semesters for those students enrolled in 12 or more credits for that semester, or at the end of the academic year for those students who earn 12 or more credits between September 1 of one year and August 31 of the following year but who did not qualify for a Dean's Letter of Commendation in either the Fall or Spring Semester.



GENERAL REGULATIONS

IDENTIFICATION

Student Photo Identification cards are issued to each student when they first register at the College by the Office of Student Activities. These cards are used for library privileges, computer lab facilities, processing transactions in the Office of the Registrar and for admission to all athletic events, social activities and other College functions. Therefore, students must carry their identification card with them whenever they are on campus. Students who lose their identification card will be charged a replacement fee.

ANIMALS ON CAMPUS

Animals are not permitted in college buildings. Exceptions will be made to those animals assisting disabled individuals, those related to a classroom requirement, and those in all campus residences.

STUDENT GRIEVANCE PROCEDURE

Students are encouraged to discuss their concerns with the faculty member involved or with their academic advisor, prior to presenting a formal grievance.

Whenever a student brings a grievance against a faculty member to the attention of a College administrator,

the following procedure will be followed:

1. Should the student grievant so request, the time sequence outlined below will be extended to the end of the semester.
2. The administrator shall inform the faculty member of the nature of the allegation prior to conducting an investigation.
3. Upon investigation, if the administrator of his/her designee finds probable cause, but the nature of the grievance is not of serious nature to warrant disciplinary action, the administrator will attempt to resolve the matter informally.
4. If the administrator of his/her designee finds probably cause and the nature of the grievance is of a serious nature to potentially warrant disciplinary action, the administrator shall advise the faculty member, the Union and the dean of the nature of the complaint and the name of the grievant.
5. The dean of the Division shall complete the investigation and hold a hearing with fifteen (15) school days. Following the hearing, the dean shall, within ten (10) school days, render a final decision.

Students may appeal the decision of the Division Dean to the Vice President of Academic Affairs of the College.



DIVISION OF **BUSINESS** **TECHNOLOGIES**

Note changes to the following:

Students are required to enroll in OAD 010 at the same time they enroll in BUS 107, or must obtain an approved waiver demonstrating proficiency in keyboarding prior to enrolling in BUS 107.

HOTEL, RESTAURANT, AND INSTITUTION MANAGEMENT

Associate in Applied Science Degree

Restaurant Foodservice Management Option Sample Two-Year Plan of Study

SEMESTER III

Course Code

Former: HRI Elective

New: HRI 215 Beverage Management 3 credits

MANAGEMENT (PENDING) NEW OPTION

Associate in Applied Science Degree

Food Industry Management Option Sample Two-Year Plan of Study

SEMESTER I

Course Code	Credits	
BUS 101	Business Organization and Management	3
BUS 107	Intro To Business Data Processing	3
ENG 121	English Composition I	3
	Mathematics Requirement*	3
	Social Science Elective	3
	<i>Subtotal</i>	15

SEMESTER II

Course Code	Credits	
ACC 101	Financial Accounting	4
ECO 201	Principles of Economics I	3
ENG 122	English Composition II	3
FIM 202	Sanitation & Regulatory Issues	3
MKT 201	Marketing I	3
	<i>Subtotal</i>	16

SEMESTER III

Course Code	Credits	
ACC 102	Managerial Accounting	4
FIM 201	Food Marketing & Merchandising	3
FIM 203	Food Distribution, Sales & Production	3
MGT 210	Concepts of Business Management	3
	Humanities Elective	3
	Physical or Health Education	1-3
	<i>Subtotal</i>	17-19

SEMESTER IV

Course Code		Credits
FIM 205	Issues & Problems in Food Industry Management	3
FIM 204	Food Management Co-Op	3
	Social Science or Humanities Elective	3
	Science Requirement**	3
	Free Elective	3
	<i>Subtotal</i>	15
	TOTAL CREDITS 63 or 65	

*BUS 115 Mathematics of Finance is recommended. Students with the appropriate academic prerequisites, in consultation with their Academic Advisor, should enroll in an appropriate Mathematics course. **Students may elect courses offered by the BIO, CHM, ENV, PHY, or SCI for which they have the appropriate academic preparation. **Note:** Students are required to attain a passing grade in OAD 010, or must obtain an approved waiver demonstrating proficiency in keyboarding prior to enrolling in BUS 107. Students who have not satisfied the above must enroll in OAD 010 at the same time they enroll in BUS 107.

DIVISION OF **HEALTH** **TECHNOLOGIES**

Note changes in the following programs.

DENTAL HYGIENE

New Standards of Progress

1. Must achieve a "C" grade or better in all Dental Hygiene courses.
2. Any student achieving a grade less than a "C" in Dental Hygiene courses will be dropped from the program.
3. For readmission to the first semester the student must reapply and be re-ranked.
4. May retake a Dental Hygiene course only once.

Note changes to following program:

JOINT RESPIRATORY CARE PROGRAM, UMDNJ/MCC

Certificate/Associate in Science Degree

Standards of Progress

1. Maintenance of cumulative grade point average of 2.0;
2. Must achieve a "C" grade or better in all Respiratory Care and science courses in order to progress in the curriculum;
3. May have only one (1) unsatisfactory grade (i.e. a grade less than "C") in any Respiratory Care and science course for the duration of the program;
4. May retake a Respiratory Care or science course only once and obtain a passing grade (i.e., "C" or better);

Sample Two-Year Plan of Study

SEMESTER I

Course Code		Credits
RST 100	Core Concepts in Respiratory Care	1
RST 101	Fund of Respiratory Care	4

RST 102	Clinical Practice I	1
ENG 121	English Composition I	3
MAT 107	Math I	3
BIO 111	Human Anatomy & Physiology I	4
<i>Subtotal</i>		16

SEMESTER II

Course Code		Credits
RST 103	Applied Cardiopulm Pathology I	2
RST 105	Principles of Ventilatory Support	4
RST 106	Clinical Practice II	2
ENG 122	English Composition II	3
BIO 112	Human Anatomy & Physiology II	4
	Humanities or	
	Social Science Elective	3
<i>Subtotal</i>		18

SUMMER SESSION (10 weeks)

Course Code		Credit
RST 107	Special Topics in Resp Care	2
RST 108	Clinical Practice III	2
<i>Subtotal</i>		4

TOTAL CREDITS FOR THE CERTIFICATE 38

SEMESTER III

Course Code		Credits
RST 203	Appl Cariopulm Path II	2
RST 201	Patient Mgt/Critical Care	3
RST 204	Cardiopulmonary Pharmacology	1
RST 202	Clinical Practice IV	1
CHM 119	Gen Organic & Biochemistry I	4
PSY 123	Introductory Psychology	3
	Humanities Elective	3
<i>Subtotal</i>		17

SEMESTER IV

Course Code		Credits
RST 205	Advanced Concepts in Resp Care	3
RST 206	Clinical Practice V	2
BIO 211	Prin of Microbiology	4
CSC 107	Computers in Health Technologies	1
	Social Science Elective	3
	Physical/Health Education Elective	1-3
<i>Subtotal</i>		14-16
TOTAL CREDITS		69-71

Note: Currently, all Respiratory Care Courses (RST) are offered only at the UMDNJ campus in Newark.

DIVISION OF SOCIAL SCIENCES AND HUMANITIES

Note change to following option:

Business Option

The plan of study for this option is the same as the Liberal Arts/General option except for the liberal arts electives taken in the senior year. During Semester III, the student should take ACC 101 Financial Accounting and ECO 201 Principles of Economics I. ACC 102 Managerial Accounting and ECO 202 Principles of Economics II should be taken during Semester IV.



COURSE DESCRIPTIONS

AFRICAN AMERICAN STUDIES

AFS 122 INTRODUCTION TO AFRICAN AMERICAN AESTHETICS 3 credits (3-0)

Introduction to the concepts and definitions necessary for a basic understanding of the African American aesthetic. Designed to acquaint students with important historical and philosophical investigations of the creative process and to explore interrelationships, similarities, and differences in the various cultural expressions (art, music, dance, poetry, etc.) of African peoples.

AFS 202 AFRICAN LATIN SOCIETIES 3 credits (3-0)

Examines the development of the African in Latin America and the Caribbean. The concepts of racial democracy, cultural relativism and national culture will be compared and contrasted in various Latin American Societies. A comparative approach will be used to investigate African experiences during colonial and post-colonial periods. Emphasis will be placed on the African Latino experiences and the emancipatory predicament.

ART

ART 146 GE HUM ART FUNDAMENTALS: THREE DIMENSIONS 3 credits (0-3)

A studio course to explore three-dimensional design concepts and develop visual thinking in relation to various fine arts areas such as sculpture and ceramics. Mixed media - the interaction of two- and three-dimensional concepts is explored. Open to non-art majors as an elective. Required of art majors.

ART 222 GE HUM PAINTING: CONTEMPORARY 3 credits (0-3)

Objective and imaginative form in painting is explored through traditional and experimental techniques incorporating individual interpretation on guided projects. Study of modern art movements and contemporary artists are combined with studio assignments. A materials fee and a field trip is required. Students will provide some of their own supplies.

BIOLOGY

BIO 221 MICROBIOLOGY 4 credits (3-3)

Prerequisites: BIO 118 or 124 and CHM 118 or 124

A comprehensive study of microorganisms with emphasis on bacteria. Topics include: cellular and viral structure and function, taxonomy, microbial metabolism and genetics, physical and chemical methods of controlling micro-organisms and concepts of pathogenicity and immunology. The laboratory exercises emphasize practical skills in manipulating, observing, controlling and identifying microbes.

COMPUTER SCIENCE

CSC 020 **INTRODUCTION TO ADAPTIVE TECHNOLOGY** **3 credit equivalents (2-1)**

Introduction to the personal computer and adaptive hardware and software aids for the personal computer. Students learn to use DOS and Windows to operate a microcomputer, start applications, and install and load adaptive software. Screen text magnifiers, CCTV (closed caption television) for enlargement, a scanner for input of data directly from the printed page, OCR (Optical Character Recognition) for translation of scanned data into editable text, voice input hardware and software for direct entry of text and commands, and voice output software for production of synthesized speech will be presented. Students learn word processing concepts. DOS- and Windows-based word processors will be used to produce and edit documents, using adaptive hardware and software. Artificial Intelligence-based software will be used to minimize the keystrokes necessary to enter text.

CSC 208 **VISUAL BASIC PROGRAMMING** **4 credits (3-3)**

Prerequisites: CSC 109 or 115 or 121 or 165

Studies the Visual BASIC programming language, presenting top-down structured programming, visual interface design and implementation, functions, procedures, arrays, data file access methods, graphics programming, and database access programming. Hands-on experience with event-driven programming for an interactive Graphical User Interface under Windows will be introduced. The creation and customizing of forms, controls (menu bars, scrolling list boxes, buttons, arrays of controls), their properties and their underlying BASIC programs (methods) will be studied. Error-handling routines and advanced debugging techniques will be used to produce reliable programs.

CSC 255 **X WINDOW SYSTEM PROGRAMMING WITH MOTIF** **4 credits (3-2)**

Prerequisite: CSC 243 or permission of chairperson

Presents concepts of GUI programming: consistent interface design for all applications running on a user's workstation, easily-remembered patterns for essential or frequently-used functions, and simple methods to customize user applications. Students learn how to write GUI applications based on these concepts by using Motif, a GUI toolkit that also sets forth guidelines as to how a user interface should look and feel. Students also learn that when programming with Motif their applications become hardware independent, and can run on any machine that runs X Windows.

HEALTH

HED 209 **CHILD HEALTH AND NUTRITION** **3 credits (3-0)**

Prerequisite: HED 150

Students learn and apply basic principles and research findings for health and nutrition in consideration of young children in group settings. Sensitivity to mental and physical healthy conditions is stressed. Additional consideration is given to planning for nutrition programs and optimal physical care in day care centers, other pre-schools, and kindergartens.

LEGAL TECHNOLOGY

LET 101 **LEGAL RESEARCH AND WRITING** **4 credits (4-0)**

Prerequisites or Corequisites: ENG 121 and LET 100

An introduction to the functions and duties of the legal assistant. Students explore the American legal system and are introduced to the New Jersey court system. Students use the law library including encyclopedias, reporter systems, digests, and practice manuals including updating sources. Students are introduced to the use of computer assisted research by use of WESTLAW including reporter systems, statutes, administrative codes, updating sources and extended databases.

LET 280 **SENIOR SEMINAR FOR LEGAL ASSISTANTS** **2 credits (2-0)**

Prerequisites: LET 101, 104, 108, 110, 111, 112

Students integrate their knowledge of theoretical concepts and practical application of legal research, litigation, property, torts, and business law through case analysis and the completion of assigned projects.

MATHEMATICS

MAT 257 **SELECTED TOPICS IN MATHEMATICS** **3 credits (3-0)**

Prerequisite: MAT 132

Introduces students to a selected branch of mathematics. Topics to be determined in advance by the department from one or more of the following areas: Chaos & Fractals, Combinatorics, Graph Theory, Number Theory, Numerical Analysis, Topology, Complex Variables, Probability Theory, Statistics, and Logic. Specific topics will appear in the College Brochure for the particular semester the course is taught. Especially relevant for mathematics, as well as science transfer and engineering science majors, interested in learning about mathematics areas not normally covered in the standard calculus sequence. The course illustrates the key problems from which the subject evolved and develops theoretical concepts along with analytical problem solving skills.

OFFICE ADMINISTRATION

OAD 107 TRANSCRIPTION FOR BUSINESS 3 credit (2-2)

Prerequisite: OAD 101

Corequisites: OAD 102, OAD 122 or permission of department chairperson

Integrates machine transcription and word processing skills to produce mailable documents and take telephone messages. Machine transcription incorporates the skills of transcribing, proofreading, and editing. Students apply punctuation, spelling, vocabulary building, formatting, proofreading, and grammar to the transcription process. Dictation and composition are a basic part of the course.

PHYSICAL EDUCATION

PED 245 ARC LIFEGUARD TRAINING, CARDIOPULMONARY RESUSCITATION AND STANDARD FIRST AID 3 credits (3-0)

Prerequisites: Students must be 15 years of age by the course.

- Swim 500 yards continuously, using each of the following strokes for at least 100 yards each: crawl stroke, breaststroke, and sidestroke.
 - Submerge to a minimum depth of 7 feet, retrieve a 10-pound object, and return with it to the surface. There is no time requirement for this skill.
 - Tread water for 2 minutes using legs only. Participants cross their arms across their chest and place their hands under their armpits.
- Provides the lifeguard candidates with the skills and knowledge necessary to keep the patrons of aquatic facilities safe in and around the water.

Upon successful completion of all course requirements, students will receive the American Red Cross Lifeguarding/First Aid Certificate and CPR for the Professional Rescuer Certificate.

Students may take the course for college credit without becoming a certified lifeguard.

Course fee includes: chapter fee, pocket mask, manikin rentals and ARC T-shirt.

PSYCHOLOGY

PSY 123 SOCIAL PSYCHOLOGY 3 credits (3-0)

Prerequisite: PSY 123

An introduction to and evaluation of modern personality theories. Covers psychoanalytic, neo-psychoanalytic, trait, behavioristic, humanistic, cognitive and existential theories.

GE SS

RESPIRATORY CARE

RST 101 FUNDAMENTALS OF RESPIRATORY CARE 4 credits (3-3-4)

Prerequisite: Acceptance into Respiratory Therapy Technician Program

Corequisites: RST 100 & 102

An introduction to basic therapeutic modalities employed in contemporary respiratory care, including medical gas therapy, humidity and aerosol therapy, airway pharmacology, chest physical therapy and lung expansion therapy (*Lecture hours: 60; laboratory hours: 45*).

RST 104 RESPIRATORY PHARMACOLOGY 1 credit (1-0-1)

An introduction to the basic principles of drug therapy, with an emphasis on the analysis of drugs affecting the respiratory system, including bronchodilators, inhaled corticosteroids, and drugs affecting respiration. The safe and effective administration of these drugs in clinical practice is emphasized (*Lecture hours: 15*).

RST 105 PRINCIPLES OF VENTILATORY SUPPORT 4 credits (3-3-4)

Prerequisite: RST 101

Corequisite: RST 106

An introduction to the physiologic principles and techniques of artificial ventilatory support, including airway management, indications for and application of mechanical ventilation, functional operation of mechanical ventilators, and basic monitoring and management of the patient in respiratory failure (*Lecture hours: 30; laboratory hours: 45*).

RST 107 SPECIAL TOPICS IN RESPIRATORY CARE 2 credits (2-0-2)

Prerequisites: RST 103 and RST 105

Corequisite: RST 108

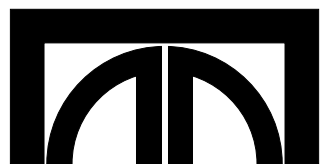
An exploration of advanced practice topics for the entry-level respiratory care technician, to include history, physical and clinical laboratory studies; bedside respiratory and cardiovascular monitoring; pulmonary function testing; arterial blood gas analysis; basic electrocardiography and neonatal and pediatric respiratory care. (*Lecture hours: 30*).

RST 205 ADVANCED CONCEPTS IN RESPIRATORY CARE 3 credits (2-3-3)

Prerequisite: RST 107

Corequisite: RST 206

An emphasis on the special respiratory care needs of neonatal and pediatric patients, including physiological development of the cardiopulmonary system, diagnosis and management of cardiopulmonary disease, oxygen and aerosol therapy, and mechanical ventilation (*Lecture hours: 30; laboratory hours: 45*).



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