# Calendar

## Fall 1996

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

## Spring 1997

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

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,
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.

President John Bakum

MESSAGE FROM THE PRESIDENT
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

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
- 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

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.
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
Student Service ........................................ $ 2.50 In County
Technology .............................................. $ 1.50 In County

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. 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 probable 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.
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.

**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.

Note changes to following program:

**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

**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

Subtotal 16
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.

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 LATINO 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.
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.
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 pharmacology of drugs affecting the respiratory system, including mucolytics, bronchodilators, anti-asthmatics, 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).