

See the information below for online course descriptions, prerequisites, testing procedures, additional hardware or software requirements and semesters in which online sections are offered.

AC 205 Managerial Accounting (3 credits) Study of managerial uses of accounting information for solving business problems. Among the topics covered are cost systems, manufacturing and cash budgets, process, and job costing, the time value of money, and standard costs.

Prerequisite: AC 101

Testing: Students are required to take three exams in-person at a PCCC campus location.

Additional Software or Hardware Requirements: None

Offered: This course will be offered for the first time in the Spring, 2010 semester

AE 101 Appreciation of Art (3 credits)

Study of selected works of art from ancient, medieval, Renaissance, baroque, and modern periods in terms of principles of composition and style as related to factors of geography, religion, politics, technology, and philosophy of each historical period. Class field trips, oral, and written assignments required.

Prerequisite: None

Testing: All classwork and tests are completely online.

Additional Software or Hardware Requirements: Some sections of this course require the purchase of an additional access code by students from the textbook publisher's website.

Offered: Fall and Spring semesters

BS 100 Human Biology (4 credits)

A one-semester lecture and laboratory designed for non-science majors for the study of the structure and function of all the body systems. Covers such current issues as genetic engineering and biotechnology and such health concerns as AIDS and cancer. Laboratory experiments include light microscopy, human anatomy and physiology, and representative dissections.

Prerequisite: MA 005 or MA 007

Testing: Students are required to take the final exam in-person at a PCCC campus location.

Additional Software or Hardware Requirements: None

Offered: Fall, Spring and Summer I semesters

BS 103 Anatomy and Physiology I (4 credits)

Introduction to the basic structural and functional relationships of the human body at the cellular, organ, and system levels, including the major histological and gross anatomical structures of the skeletal, muscular, and nervous systems. Anatomy emphasized in the laboratory. Knowledge of chemistry required.

Prerequisite: CH 103

Testing: Students are required to take the final exam in-person at a PCCC campus location.

Additional Software or Hardware Requirements: None

Offered: Fall, Spring, Summer I and Summer II semesters

BS 104 Anatomy and Physiology II (4 credits)

Studies the major anatomical and functional aspects of the endocrine, circulatory, respiratory, digestive, urinary, and reproductive systems, as well as nutrition, metabolism, and acid-base balance, and homeostatic mechanisms. Laboratory exercises include anatomical dissections, microscopic study and physiology activities.

Prerequisite: BS 103

Testing: Students are required to take the final exam in-person at a PCCC campus location.

Additional Software or Hardware Requirements: Microsoft Power-Point Reader

Offered: Fall, Spring, Summer I and Summer II semesters

BS 111 Concepts in Biology (4 credits)

A one semester lecture and laboratory course for non-science majors covering life's unity and diversity. How living things are built, how they function and how they evolve.

Prerequisite: MA 005 or MA 007 open to non-science majors only

Testing: Students are required to take the final exam in-person at a PCCC campus location.

Additional Software or Hardware Requirements: None

Offered: Fall semesters

BS 205 Physiology of Disease (3 credits)

Introduces the study of disease pathology. Includes description, etiology, signs and symptoms, diagnostic procedures, current medical treatment including pharmacology, progress and prevention of diseases of the major body systems, with emphasis on basic concepts and the terminology of pathology.

Prerequisites: BS 104

Testing: Students are required to take the final exam in-person at a PCCC campus location.

Additional Software or Hardware Requirements: None

Offered: Fall and Spring semesters

BU 101 Introduction to Business (3 credits)

Introduces the various fields of business study. Topics include economic systems, entrepreneurship, the increasingly diverse environment for business, management, marketing, accounting, finance, banking, insurance, ethics and business law. Prepares for higher-level business studies. Excellent for non-business majors who wish to gain an introduction to financial and economic survival leading to successful financial planning.

Prerequisites: None

Testing: Students are required to take three exams in-person at a PCCC campus location.

Additional Software or Hardware Requirements: This course requires an additional access code for digital course material which is contained in special editions of the textbook sold in the college bookstore or by additional purchase from the publisher's website.

Offered: Fall and Spring semesters

BU 201 Business Law (3 credits)

This course covers the fundamental nature, structure, and processes of our legal system. The course emphasis is on contract law. Concepts such as offers, acceptance, consideration, capacity, third party contracts, and breaches and remedies are emphasized. Preparing briefs and analysis are required. This course uses a lecture and case study approach.

Prerequisites: BU 101, ENS106

Testing: Students are required to take three exams in-person at a PCCC campus location.

Additional Software or Hardware Requirements: None

Offered: Fall semesters

BU 203 Principles of Marketing (3 credits)

Covers a managerial approach to all the decision variables facing marketing managers in an increasingly diverse environment. Product, price, promotion and distribution strategies are emphasized. Case studies of actual marketing situations are reviewed and discussed.

Prerequisites: BU 101

Testing: Students are required to take three exams in-person at a PCCC campus location.

Additional Software or Hardware Requirements: None

Offered: Fall semesters

BU 213 Legal Environment of Business, Government and Society (3 credits)

Provides the necessary foundation on which the student can build a logical understanding of the legal system, regulatory process and the rapidly changing business-legal environment. Students will understand the impact of law on business decisions, and on social and increasingly diverse business environments.

Prerequisites: BU 101

Testing: Students are required to take three exams in-person at a PCCC campus location.

Additional Software or Hardware Requirements: None

Offered: Spring semesters

BU 222 Principles of Management (3 credits)

Covers techniques and practical approaches to the managerial functions of planning, organizing, staffing, directing and controlling. The manager's increasingly diverse environment is analyzed. Motivational techniques and executive leadership are discussed. Managerial problems are analyzed and discussed by use of case studies of actual business situations.

Prerequisites: BU 101

Testing: Students are required to take three exams in-person at a PCCC campus location.

Additional Software or Hardware Requirements: None

Offered: Fall semesters

CH 103 Introduction to General and Organic Chemistry (4 credits)

Covers an introduction to chemical principles including atomic structure, stoichiometry, solution chemistry, pH, organic and inorganic nomenclature, basic reaction chemistry, physical properties of organic and inorganic compounds and an introduction to nuclear chemistry. Laboratory exercises reinforce chemical principles. Medical applications of chemical principles and solutions to numerical problems are stressed. A course for non-science and allied health science majors.

Prerequisites: MA 005 and either SC 004 or H.S. equivalent

Testing: Students are required to take the final exam in-person at a PCCC campus location.

Additional Software or Hardware Requirements: None

Offered: Fall and Spring semesters

NOTE: This is a hybrid course! Three credits of lecture are conducted online. The one credit of lab must be completed in-person, on-campus on a scheduled day and time each week.

CIS 101 Computer Concepts and Applications (3 credits)

This course provides the level of knowledge necessary to function as a fluent computer user in today's technological society. Topics include computer terminology, computer hardware and software capabilities, what makes a computer powerful, the societal impact of computers, ergonomics, ethical computing behavior, information privacy, and computer security. Class time and open lab are used to complete hands-on projects encompassing Microsoft Windows, Microsoft Office (Word, Excel, and PowerPoint), as well as an information literacy project focusing on effective use of the Web.

Students with no computing experience are encouraged to complete a computing keyboarding course (CIS 103) before taking this course. For non-majors only.

3 hours lecture; open laboratory

Co-requisite: EN 101 or ENW 107

Testing: Students within 50km of any PCCC campus: are required to take three exams in-person at a PCCC campus location.

Offered: Fall and Spring semesters

CIS 125 Microcomputer Software I (3 credits)

Provides in-depth knowledge and hands-on experience with Windows and Microsoft Office. Through in-class demonstrations and step-by-step

instructions, students learn to use Word, Excel and Access in a business environment. All work is done on a Wintel platform.

Prerequisite: CIS 101 or CIS 107

Testing: Students are required to take three exams in-person at a PCCC campus location.

Additional Software or Hardware Requirements: Computer printer; PowerPoint Viewer; Microsoft Word 2007 and Microsoft Excel 2007

Offered: Fall and Spring semesters

CJ 101 Introduction to Criminal Justice (3 credits)

Study of law enforcement agencies, their role, function, history, and development within the field of criminal justice. A prerequisite for all other criminal justice courses.

Prerequisite: None

Testing: All classwork and tests are completely online.

Additional Software or Hardware Requirements: Computer printer; PowerPoint Viewer; Microsoft Word

Offered: Fall and Spring semesters

CJ 102 Police Organization and Administration (3 credits)

Study of the organization and function of law enforcement agencies of various sizes, communication within the agencies and with other agencies, police morals, public relations, and current trends in law enforcement administration.

Prerequisite: CJ 101 or CJ 111

Testing: All classwork and tests are completely online.

Additional Software or Hardware Requirements: Computer printer; PowerPoint Viewer; Microsoft Word

Offered: Fall and Spring semesters

CJ 103 Juvenile Delinquency and Youth Crime (3 credits)

Study of the major factors contributing to offenses committed by juveniles and younger offenders; society's response to the problem of delinquency and how youth crime is treated; Family Court provisions and criminal procedure laws relating to youthful offenders.

Prerequisite: CJ 101 or CJ 111

Testing: All classwork and tests are completely online.

Additional Software or Hardware Requirements: None

Offered: Fall and Spring semesters

CJ 105 Investigative Function (4 credits)

Study of the techniques and procedures of criminal investigation, the methods of crime prevention, and the use and acceptance of informants and electronic surveillance. Topics include information retrieval, recognition, development and preservation of material evidence, and interview and interrogation techniques.

Prerequisite: CJ 101 or CJ 111

Testing: All classwork and tests are completely online.

Additional Software or Hardware Requirements: None

Offered: Fall and Spring semesters

CJ 106 Criminal Law of New Jersey (3 credits)

This course helps students develop the ability to read, interpret and apply New Jersey state and county statutes.

Prerequisite: CJ 101 or CJ 111

Testing: All classwork and tests are completely online.

Additional Software or Hardware Requirements: None

Offered: Summer II semesters

CJ 109 Police Community Relations (4 credits)

Study of the numerous and complex factors in human relations and how it affects policing and police management. Examines the effects of prejudices and discrimination and the implications for police in a changing and interacting society. Emphasizes attitudes and impartiality as tools necessary in gaining public support and confidence.

Prerequisite: CJ 101 or CJ 111

Testing: All classwork and tests are completely online.

Additional Software or Hardware Requirements: None

Offered: Spring semesters

CJ 203 Drug and Alcohol Use, Misuse and Abuse (3 credits)

Study of the problems of alcohol, alcoholism, and drugs such as narcotics, barbiturates stimulants, tranquilizers, hallucinogens, and their effects on the behavior of the individual as well as current methods of treatment.

Prerequisite: None

Testing: All classwork and tests are completely online.

Additional Software or Hardware Requirements: None

Offered: Spring semesters

CJ 208 Criminology (3 credits)

Study of the nature of crime, current social problems and their relevance to crime, and society's approach to the rehabilitation of the criminal offender and crime prevention, along with theories on the causes of crime and delinquency.

Prerequisite: CJ 101

Testing: All classwork and tests are completely online.

Additional Software or Hardware Requirements: None

Offered: Fall and Spring and Summer I semesters

CJ 209/PL 209 Terrorism and Political Violence (3 credits)

This is an introductory course in terrorism studying terrorist groups and individuals, terrorist origins, goals, dynamics, ideologies, counter-terrorism, and homeland security. Work in this course involves examination of the structure and dynamics of terrorism in America, Europe, the Middle East, Latin America, Asia, and Africa. Terrorist weapons, strategies and tactics, the hot spots from which they evolve, the ways they operate and receive funding, their use of the media, and theories of counter-terrorism are all covered. The history, present, and future of terrorism are equally emphasized.

Prerequisite: CJ 101, 111 or FS 101 or PL 101

Testing: All classwork and tests are completely online.

Additional Software or Hardware Requirements: None

Offered: Fall semesters

CJ 214 Emergency Management and Response (3 credits)

Examines the theories, principles, and practices of emergency management. The philosophy of comprehensive Emergency Management will be discussed with the four attendant steps: mitigation, preparedness, response, and recovery. In addition, legal issues involving state and federal law affecting emergency operations will be studied.

Prerequisites: CJ 101, CJ 111, FS 101 or CJ 105

Testing: All classwork and tests are completely online.

Additional Software or Hardware Requirements: None

Offered: Fall semesters

COL 102 The College Experience (1 credit)

This required college-level course introduces skills necessary for success in college, including time management, note taking, test taking, textbook reading, critical thinking, information literacy, and elearning. Students also

learn about the range of academic programs at the College as well as career exploration and advisement. Regulations, policies, and procedures are also covered.

Prerequisite: None

Testing: All classwork and tests are completely online.

Additional Software or Hardware Requirements: None

Offered: Fall, Fall Express II, Spring, Spring Express II and Summer I semesters

COM 101 Introduction to the Mass Media (3 credits)

Study of print and electronic media systems, including the history of the mass media and their impact on society and individuals. Discussion includes contemporary issues, policies and ethics, and basic techniques of media analysis. The course also explores current career options in the various media.

Prerequisite: None

Testing: All classwork and tests are completely online.

Additional Software or Hardware Requirements: None

Offered: Fall and Spring semesters

CT 101 Critical Thinking in a Diverse World (3 credits)

Develops critical thinking and problem-solving skills. Emphasis on solving personal problems along with the expression of diverse viewpoints regarding contemporary issues such as abortion, bilingual legislation, capital punishment, euthanasia, gay rights, gun control, feminism and racism.

Prerequisite: None

Testing: All classwork and tests are completely online.

Additional Software or Hardware Requirements: None

Offered: Fall and Spring semesters

EN 101 Composition I (3 credits)

Focuses on the stages of the writing process and includes a formal MLA research paper. A variety of writing and reading assignments are designed to develop analytical and critical thinking skills.

Prerequisites: EN 004 or ENW 107 and ENR 107 with a minimum grade of "C" or test placement

Testing: All classwork and tests are completely online.

Additional Software or Hardware Requirements: None

Offered: Fall, Fall Express II, Spring, Spring Express II and Summer I semesters

EN 102 Composition II (3 credits)

Focuses on drafting, revising, and editing. Writing assignments, including 3-4 essays and one 5-7 page formal MLA research paper, help develop critical thinking and writing skills. A variety of reading assignments, fiction and nonfiction, helps develop interpretive skills.

Prerequisite: EN 101 with a minimum grade of “C”

Testing: All classwork and tests are completely online.

Additional Software or Hardware Requirements: None

Offered: Fall, Fall Express II, Spring, Spring Express II and Summer II semesters

EN 105 Journalism (3 credits)

This course focuses on the basic practices and procedures in journalistic writing and editing, gathering information, and newspaper publication.

Prerequisite: EN 101

Testing: All classwork and tests are completely online.

Additional Software or Hardware Requirements: None

Offered: Spring semesters

EN 108 Creative Writing (3 credits)

Creative writing workshop with emphasis on developing creative potential through exercises and experiments in appropriate literary forms.

Prerequisite: None

Testing: All classwork and tests are completely online.

Additional Software or Hardware Requirements: None

Offered: Spring semesters

EN 203 Modern American Literature (3 credits)

Emphasizes the works of the post-WWI American expatriate writer and explores the political, social, and economic climate that preceded and followed WWI. Works studied include fiction, non-fiction, poetry, and drama. Reading lists may vary from year to year.

Prerequisite: EN 102

Testing: All classwork and tests are completely online.

Additional Software or Hardware Requirements: None

Offered: Occasionally

EN 205 Introduction to Literature (3 credits)

Introduces the major literary genres with emphasis on the techniques of understanding and interpreting poetry, drama, short stories, and novels. Focuses on modern literature and writers of current interest.

Prerequisite: EN 102

Testing: All classwork and tests are completely online.

Additional Software or Hardware Requirements: None

Offered: Fall and Spring semesters

EN 207 Modern Novel and Short Story (3 credits)

Studies 20th century prose fiction with emphasis on recurrent themes in the modern novel and short story. Selections include works by Joyce, Hemingway, Fitzgerald, Conrad, Woolf, Camus, Wright, Bellow. Reading lists may vary from year to year.

Prerequisite: EN 102

Testing: All classwork and tests are completely online.

Additional Software or Hardware Requirements: None

Offered: Occasionally

EN 210 Development of the American Novel (3 credits)

This course examines the development of the American novel from the Civil War to the present. Literary styles from Romanticism to Realism and Naturalism are explored in historical context connecting such social and cultural issues as race, class and gender.

Prerequisite: EN 102

Testing: All classwork and tests are completely online.

Additional Software or Hardware Requirements: None

Offered: Spring semesters

EN 211 Modern Poetry (3 credits)

Covers the development of American and British poetry from the end of the 19th century to World War II. Poems are selected to illustrate several important themes, from the alienation of the individual in industrialized society, to the influence of dreams, myth, and the unconscious.

Prerequisite: EN 102

Testing: All classwork and tests are completely online.

Additional Software or Hardware Requirements: None

Offered: Fall semesters

EN 215 World Literature I (3 credits)

This course surveys the masterpieces of world literature from the beginnings to 1650. A variety of cultural, intellectual, historical and literary perspectives are explored in selections from Europe, India, the Middle East and Asia. Works studied include The Epic of Gilgamesh, The Ramayana, The Thousand and One Nights, and the T'ao Ch'ien. In addition to listed readings, other literary works and sacred texts from around the world may be discussed.

Prerequisite: EN 102

Testing: All classwork and tests are completely online.

Additional Software or Hardware Requirements: None

Offered: Fall semesters

EN 216 World Literature II (3 credits)

This course surveys the masterpieces of world literature from 1650 to the present. A variety of cultural, intellectual, historical and literary perspectives are explored in selections around the world. Authors studied include Matsuo Basho, Fyodor Dostoyevsky, Emily Dickinson, Gabriel Garcia Marquez and Chinua Achebe. In addition to listed authors, other literary works from around the world may be discussed.

Prerequisite: EN 102

Testing: All classwork and tests are completely online.

Additional Software or Hardware Requirements: None

Offered: Spring semesters

EN 290 Topics in Literature (3 credits)

This course studies selected topics each semester either of a period, genre, theme or author, in English, American or World literature, with emphasis on discussion of historical context, critical analysis and thematic interpretation. Although enrollment is not limited, this is a required capstone course for all student intending to graduate with the English option.

Prerequisite: EN 205

Testing: All classwork and tests are completely online.

Additional Software or Hardware Requirements: None

Offered: Spring semesters

ENS 106 Public Speaking (3 credits)

This course prepares students for effective public speaking presentations. Students research, organize, write and deliver a

variety of speeches designed to inform, persuade, motivate and entertain in diverse public settings.

Prerequisite: EN 004, RD004

Testing: All classwork and tests are completely online.

Additional Software or Hardware Requirements: Webcam

Offered: Will be offered for the first time in the Spring, 2010 semester

Note: this class will occasionally meet online at certain fixed times throughout the semester for students to deliver and hear speeches in a live online environment.

FS 101 Introduction to Fire Science (3 credits)

This class is the foundation course for all students of fire science technology. Students will be introduced to the concept of the systems approach to fire protection by presenting the components of modern fire department responsibility, including emergency incident management, public education, training, resource management, and customer service.

Prerequisite: None

Testing: All classwork and tests are completely online.

Additional Software or Hardware Requirements: None

Offered: Spring semesters

FS 102 Fire Prevention and Related Codes (3 credits)

This course provides students with basic knowledge of federal, state, and local codes related to building construction, fire and life safety requirements, and other codes. Includes New Jersey State fire safety regulations and related state requirements. National Fire Protection Association (NFPA) and other standards related to fire protection and life safety are examined.

Prerequisite: None

Testing: All classwork and tests are completely online.

Additional Software or Hardware Requirements: None

Offered: Spring semesters

FS 106 Fire Protection Systems (3 credits)

This course studies the nature of public and private fire protection with emphasis placed on analysis of systems of fire detection, fire alarm, fire communications, water distribution networks, fire service, hydraulics and fire suppression.

Prerequisite: None

Testing: All classwork and tests are completely online.

Additional Software or Hardware Requirements: None
Offered: Fall semesters

***FS 107 Fire Apparatus Specifications, Inspections,
and Maintenance (3 credits)***

This course covers the principles of care, maintenance, and operation of fire apparatus and pumps. Includes pump construction and accessories, pumping techniques, power development, and transmission. Also includes driving, troubleshooting, and producing effective fire streams.

Prerequisite: None

Testing: All classwork and tests are completely online.

Additional Software or Hardware Requirements: None

Offered: Spring semesters

FS 201 Fire Service Management (3 credits)

This course introduces the student to the principles of personnel management through the use of effective leadership techniques. Topics include overview of the fire service as an organization and the officer's role in it; interpersonal communications; personality typing; skill development; leadership techniques; group dynamics; and principles of fire company management.

Prerequisite: FS 101

Testing: All classwork and tests are completely online.

Additional Software or Hardware Requirements: Computer speakers or headphones; media player software capable of playing mpeg,wmv,mov and avi video files

Offered: Occasionally

FS 202 Hazardous Materials (3 credits)

A comprehensive study of the physical, chemical, and toxicological characteristics of hazardous materials. This course includes basic methods of recognition and identification based upon the chemical and physical properties of hazardous materials; basic safety procedures when utilizing specific types of protective clothing and equipment; basic tactical information relating to scene management.

Prerequisite: None

Testing: All classwork and tests are completely online.

Additional Software or Hardware Requirements: None

Offered: Spring semesters

FS 204 Fire Protection, Building Construction (3 credits)

This course introduces basic construction principles and the special characteristics of wood and ordinary construction as they concern the fire service. Primary emphasis is on improving the fire officer's ability to ensure firefighter safety by recognizing common causes and indicators of failure and other hazards relating to building construction. Course material enables the fire officer to better predict the overall reaction of a building to fire conditions.

Prerequisite: None

Testing: All classwork and tests are completely online.

Additional Software or Hardware Requirements: Computer speakers or headphones; media player software capable of playing mpeg,wmv,mov and avi video files

Offered: Occasionally

FS 205 Fire Investigation (3 credits)

This is an in-depth course that defines successful methods for conducting fire investigations. Specific topics include basic chemistry of fire, point of origin, fire cause (both accidental and incendiary), motivation of the fire setter, fire scene investigations, evidence collection, photography, follow-up investigations and court testimony.

Prerequisite: None

Testing: All classwork and tests are completely online.

Additional Software or Hardware Requirements: Computer speakers or headphones; media player software capable of playing mpeg,wmv,mov and avi video files

Offered: Fall semesters

FS 206 Fire Hydraulics (3 credits)

This course is a concentrated study in the application of mathematics and physics to the properties of water as used in fire suppression operations. Classic hydraulics formulas are used to solve problems for flow velocity, nozzle reaction, friction loss, water distribution systems, fire flow testing, fire service pumps and fire ground hose evolutions.

Prerequisite: None

Testing: All classwork and tests are completely online.

Additional Software or Hardware Requirements: Computer speakers or headphones; media player software capable of playing mpeg,wmv,mov and avi video files

Offered: Fall semesters

GIS 101/SC 108 Fundamentals of Geographic Information Systems I (4 credits)

Fundamentals of Geographic Information Systems (GIS) covers basic topics in storing, retrieving, mapping and analyzing different types of data (scientific, political, cultural, economic, etc.) with ESRI and ArcGIS software. Students will learn the basic use of GIS and be exposed to how applications are used in various disciplines and employment settings. Labs include class use of the software and WebCT facilitated projects.

Prerequisite: None

Additional Software or Hardware Requirements: None

Offered: Fall and Spring semesters

NOTE: This is a hybrid course! Three credits of lecture are conducted online. The one credit of lab must be completed in-person, on-campus on a scheduled day and time each week.

HI 101 History of Western Civilization I (3 credits)

Survey of Europe to 1600 with a major emphasis on concepts and movements vital to understanding the modern world. Stresses economic and cultural forces. Major topics include ancient civilizations, Greece and Rome, the Middle Ages, Renaissance, Enlightenment and the beginnings of the Scientific and Industrial revolutions, Reformation and voyages of discovery.

Prerequisite: None

Testing: All classwork and tests are completely online.

Additional Software or Hardware Requirements: None

Offered: Fall, Fall Express II, Spring, Spring Express II and Summer I semesters

HI 102 History of Western Civilization II (3 credits)

Survey of the evolution of western civilization from 1600 to the present and how we fit into this complex process. Major topics include the Scientific Revolution, the Enlightenment, the French Revolution and the Napoleonic era, the impact of Liberalism, Nationalism, and Socialism, the Industrial Revolution, Imperialism and colonial conflicts of the 19th century, Russian and Chinese Revolutions, World Wars I and II, the Cold War and its aftermath, and the relationship of the United States to the rest of the world.

Prerequisite: None

Testing: All classwork and tests are completely online.

Additional Software or Hardware Requirements: None

Offered: Fall and Spring semesters

HI 201 U.S. History I (3 credits)

Surveys the development of the United States from the founding of Jamestown, Virginia, in 1607, to the War of Independence, to the Civil War and the end of Reconstruction (1877). Topics include the Federalist Period, American and Southern Nationalisms, and westward expansion. Special attention is given to slavery and the free Black community before the Civil War.

Prerequisite: None

Testing: All classwork and tests are completely online.

Additional Software or Hardware Requirements: None

Offered: Fall semesters

HI 202 U.S. History II (3 credits)

Surveys the development of the United States from Reconstruction to the present. Topics include the rise of industrial corporations, Populism, Jim Crow, Progressivism, the Jazz Age, World War I, the Depression, the New Deal, World War II, the Civil Rights Movement, the Cold War, Vietnam, and recent political and diplomatic crises.

Prerequisite: None

Testing: All classwork and tests are completely online.

Additional Software or Hardware Requirements: None

Offered: Spring semesters

HIT 101 Health Care Organizations (2 credits)

Study of the historical development and current characteristics of health care in the United States. Provides an understanding of the health care environment and the multiple factors that define the system and the roles of health care professionals within the system.

Prerequisite: College-level Test placement in English and Reading

Testing: In-person testing at a proctored PCCC approved site is required.

Additional Software or Hardware Requirements: None

Offered: Fall, Spring and Summer I semesters

HIT 104 Health Care Terminology (3 credits)

Study of the basic structure of medical vocabulary, including prefixes, suffixes, roots, combining forms, pronunciation, spelling, and definitions of medical terms. Emphasis on building a professional lexicon required for working in the medical field using vocabulary related to body systems,

anatomical structure, medical processes and procedures, and a variety of diseases.

Prerequisite: None

Testing: In-person testing at a proctored PCCC approved site is required.

Additional Software or Hardware Requirements: Required access code for digital material in online course is contained with the version of the book sold in the college bookstore only.

Offered: Fall and Spring semesters

HIT 105 Professional Practice Experience I (2 credits)

Places students in an acute care health facility for practical applications of clerical duties in a medical record department. Students are introduced to the daily operations of a health information management department and practice clerical skills learned in the classroom. Students also practice interacting with professional and clerical personnel in an office setting.

Prerequisite: HIT 108, HIT 109

Testing: In-person testing at a proctored PCCC approved site is required.

Additional Software or Hardware Requirements: None

Other: Placement Requests due 10/15 for Spring and 2/15 for Summer semesters

Offered: Spring and Summer I semesters

HIT 106 Legal Aspects of Health Information Management (3 credits)

Study of the importance of medical records as legal documents. Includes the legal aspects of hospitals and medical staff organizations, release of information, and legal actions requiring evidence from medical records.

Prerequisite: None

Testing: In-person testing at a proctored PCCC approved site is required.

Additional Software or Hardware Requirements: None

Offered: Spring semesters

HIT 108 Health Record Content and Structure (1 credit)

Introduces health record content and documentation requirements for health records across the continuum of care. Includes structure and format of the health record, introduction to the health information management profession, confidentiality/privacy and professional ethics.

Prerequisite: HIT 101

Testing: In-person testing at a proctored PCCC approved site is required.

Additional Software or Hardware Requirements: None

Offered: Fall, Spring and Summer I semesters

HIT 109 Health Record Management (3 credits)

Introduces the work processes of the health information department and the management of health data and the health record. Topics include qualitative and quantitative analysis, storage and retrieval systems, retention, abstracting, indexes and registries, regulatory and accreditation standards, and forms and screen design.

Prerequisite: BS 103, EN 101, HIT 101; **Prerequisite or Co-requisite:** HIT 108

Testing: In-person testing at a proctored PCCC approved site is required.

Additional Software or Hardware Requirements: PC with Internet Explorer required for Lab Assignments (no MACs)

Offered: Fall and Spring semesters

HIT 201 ICD-9-CM Coding (4 credits)

Focuses on disease and procedural coding with major emphasis on ICD-9-CM. Includes practical application of coding inpatient and outpatient records and practice in prospective payment and computerized encoding.

Prerequisites: HIT 104, HIT 108; **Prerequisite or Co-requisite:** BS 205

Testing: In-person testing at a proctored PCCC approved site is required.

Additional Software or Hardware Requirements: PC with Internet Explorer required for Lab Assignments (no MACs)

Offered: Fall semesters

HIT 205 Professional Practice Experience II (2 credits)

Provides supervised practice in Health Information Management that includes coding, health information systems, quality improvement studies, and managerial functions.

Prerequisites: HIT 105, HIT 106

Prerequisites or Co-requisites: HIT 208, HIT 210, HIT 212, HIT 221

Testing: In-person testing at a proctored PCCC approved site is required.

Additional Software or Hardware Requirements: None

Other: Placement Requests due 10/15 for Spring and 2/15 for Summer semesters

Offered: Spring and Summer I semesters

HIT 208 Supervision and Management in Healthcare (3 credits)

Introduces theories of management, management functions, human resource management and financial management in healthcare. Includes departmental planning and budgeting, human resources and relations, methods for analyzing and improving systems, working in teams, ergonomics and practice in problem-solving.

Prerequisite: HIT 105

Testing: In-person testing at a proctored PCCC approved site is required.

Additional Software or Hardware Requirements: None

Offered: Fall semesters

HIT 210 Health Statistics and Quality Improvement (3 credits)

Comprehensive study of the principles of statistics applied to health data. Covers the principles of quality management, quality improvement methodologies and tools and their application in health care facilities and health information departments.

Prerequisite: MA 103

Testing: In-person testing at a proctored PCCC approved site is required.

Additional Software or Hardware Requirements: None

Offered: Spring semesters

HIT 211 Health Information Technology Seminar (2 credits)

Continued study of the application of effective methods of identifying and solving specified types of problems and situations encountered in the health information management profession.

Prerequisites or Co-requisites: HIT 208, HIT 210, HIT 212, HIT 221, HIT 240

Testing: In-person testing at a proctored PCCC approved site is required.

Additional Software or Hardware Requirements: None

Offered: Spring semesters

HIT 212 Computer Applications in Health Care Organizations (3 credits)

Study of the application of computer technology and information processing techniques used in health professions and in health care facilities.

Prerequisite: CIS 101

Testing: In-person testing at a proctored PCCC approved site is required.

Additional Software or Hardware Requirements: Microsoft Office 2003 or 2007 required. PC with Internet Explorer required for lab assignments (no MACs)

Offered: Fall semesters

HIT 216 Coding Professional Practice Experience (2 credits)

Provides supervised practice in ICD-9-CM and CPT-IV coding systems, billing, and reimbursement.

Co-requisites: HIT 221, HIT 231, HIT 240

Testing: In-person testing at a proctored PCCC approved site is required.

Additional Software or Hardware Requirements: None

Other: Placement Requests due 10/15 for Spring and 2/15 for Summer semesters

Offered: Spring and Summer I semesters

HIT 221 Advanced ICD-9-CM and Coding Applications (3 credits)

Focuses on continued studies of ICD-9-CM coding guidelines for circulatory disorders, neoplasms, injuries, burns, adverse effects, poisonings and complications of care. Development of advanced coding techniques using inpatient and outpatient health records with an emphasis on computerized encoding and coding for regulatory compliance and prospective payment system.

Prerequisite: HIT 201; **Prerequisite or Corequisite:** HIT 231

Testing: In-person testing at a proctored PCCC approved site is required.

Additional Software or Hardware Requirements: PC with Internet Explorer required for lab assignments (no MACs)

Offered: Spring semesters

HIT 231 CPT Coding (3 credits)

Introduces coding in ambulatory settings with emphasis on coding healthcare procedures and services using CPT/HCPCS. Diagnostic coding for outpatient services, the relationship between coding and reimbursement, and ethical issues will also be introduced.

Prerequisite: HIT 201

Testing: *In-person testing at a proctored PCCC approved site is required.*

Additional Software or Hardware Requirements: *PC with Internet Explorer required for some Lab Assignments (no MACs)*

Offered: *Spring semesters*

HIT 240 Principles of Healthcare Reimbursement (3 credits)

Introduces reimbursement methodologies in acute and non-acute care settings. Topics include prospective payment methodologies, hospital revenue cycle, case mix analysis, chargemaster maintenance, regulatory guidelines, reimbursement monitoring and compliance strategies.

Prerequisite or Corequisite: HIT 231

Testing: *In-person testing at a proctored PCCC approved site is required.*

Additional Software or Hardware Requirements: *None*

Offered: *Fall and Spring semesters*

HP 198 Honors Seminar (1 credit)

Required seminar for those in the Honors Program who are introduced to a wide variety of cultural and educational activities in order to develop an interdisciplinary approach to learning. Includes colloquia, lectures, cultural events, concerts, theater, exhibitions and field trips.

Topics to be announced. Can be repeated up to 4 times. Note that course requires 5-6 self directed field trips per semester.

Prerequisite: *Admission into Honors Program*

Testing: *All classwork and tests are completely online.*

Additional Software or Hardware Requirements: *None.*

Offered: *Fall and Spring semesters*

MA 101 College Mathematics I (3 credits)

Study and application of the concepts of symbolic logic, sets, finite and infinite mathematical systems.

Prerequisite: *MA 005 or MA 007, or Test placement*

Testing: *All classwork and tests are completely online.*

Additional Software or Hardware Requirements: None
Offered: Fall and Summer I semesters

MA 102 College Mathematics II (3 credits)

Study and application of the concepts of algebra and geometry in problem solving, probability, and statistics.

Prerequisite: MA 005, or MA 007, or Test placement

Testing: All classwork and tests are completely online.

Additional Software or Hardware Requirements: None

Offered: Occasionally

MA 103 Basic Statistics (3 credits)

Development and application of statistical concepts including descriptive statistics, probability, normal distribution, tests of statistical differences, sampling theory, and correlation.

Prerequisite: MA 005, or MA 007, or Test placement

Testing: This course requires in-person testing for the mid-term and final exams.

Additional Software or Hardware Requirements: None

Offered: Fall, Spring and Summer I semesters

MA 108 College Algebra (3 credits)

Study and application of the concept of sets, relations, functions, and the real number system. Topics include polynomials, rational expressions, and radicals. Emphasis is placed on solving polynomial and rational equations as well as linear systems, graphing linear, quadratic, exponential, logarithmic, and rational functions.

Prerequisite: MA 005, or MA 007, or Test placement

Testing: This course requires in-person testing for the mid-term and final exams.

Additional Software or Hardware Requirements: None

Offered: Fall and Spring semesters

MA 109 Pre-Calculus Mathematics (4 credits)

Preparation for calculus. Topics include study of functions, and emphasis is placed on the properties of inverse, trigonometric, logarithmic, and exponential functions and analytic geometry.

Prerequisite: MA 108, Test placement, or permission of the department chairperson

Testing: This course requires in-person testing for the mid-term and final exams.

Additional Software or Hardware Requirements: None

Offered: Fall and Spring semesters

MU 106 Appreciation of Music (3 credits)

For those seeking to fulfill the humanities requirement. Emphasizes listening skills and covers the basic elements of music, notation of pitch and rhythm, musical periods, from medieval to today's hip-hop.

Prerequisite: None

Testing: This course requires in-person testing for the mid-term and final exams.

Additional Software or Hardware Requirements: Computer speakers or headphones for listening to audio files

Offered: Fall, Spring, Summer I and Summer II semesters

OA 101 Word Processing I (3 credits)

Mastery of the microcomputer including keyboard and mechanical controls. Prepare format for letters, envelopes, business forms, tables, reports, and manuscripts. Upon completion, students are required to type at least 25 words per minute for five minutes with no more than five errors.

Prerequisite: None

Testing: Students are required to take the final exam in-person at a PCCC campus location.

Additional Software or Hardware Requirements: Microsoft 2007 required; GDP software included with textbook/materials

Offered: Fall and Spring semesters

OA 102 Word Processing II (3 credits)

Emphasis on production typing. Students review typing fundamentals, develop increased accuracy and speed, and using a microcomputer, type business letters, tables, and manuscripts. Emphasis on mailability. Upon completion, students are required to type at least 45 words per minute for five minutes with no more than five errors.

Prerequisite: OA 101

Testing: Students are required to take the final exam in-person at a PCCC campus location.

Additional Software or Hardware Requirements: Microsoft 2007 required; GDP software included with textbook/materials

Offered: Fall and Spring semesters

OA 222 Medical Transcription I (3 credits)

Enables students to acquire transcription skills, including editing and proofreading, through transcription of taped dictation of diverse types of medical reports and correspondence. Medical terms, specific to particular pathologies contained in the medical reports, are integrated within the transcription. Cardiovascular, gastrointestinal, genitourinary, respiratory, musculoskeletal, and female reproductive body systems are included.

Prerequisite: OA 120, HIT 104

Testing: Students are required to take the final exam in-person at a PCCC campus location.

Additional Software or Hardware Requirements: None

Offered: Fall and Spring semesters

OA 225 Medical Transcription II (3 credits)

Continues the development of transcription skills and medical terms and includes the additional body systems of integumentary, lymphatic, endocrine, nervous, hematic, and special senses. Students will transcribe consultation history and physical examination, special procedures, operative, and discharge summary reports for job-level competency.

Prerequisite: OA 222

Testing: Students are required to take the final exam in-person at a PCCC campus location.

Additional Software or Hardware Requirements: None

Offered: Fall and Spring semesters

PE 116 Concepts of Fitness and Wellness (3 credits)

Helps students assess their levels of fitness for achieving their goals of overall fitness. Emphasizes maintaining total wellness and physical fitness in daily life, and promotes proper nutrition, stress management, and healthful lifestyle. Students develop exercise program to meet their individual needs.

Prerequisite: None

Testing: This course requires students to take the final exam in person at an approved PCCC site.

Additional Software or Hardware Requirements: None

Offered: Fall, Spring and Summer I semesters

PH 101 Introduction to Philosophy (3 credits)

Covers such basic questions as the nature of reality and the origins and limits of human knowledge. Explores selections from both classical and contemporary philosophers.

Prerequisite: None

Testing: All classwork and tests are completely online.

Additional Software or Hardware Requirements: None

Offered: Fall, Spring and Summer I semesters

PL 101 Introduction to Political Science (3 credits)

Explores the rudiments of political science, the branches of government, political theory, ideologies, behavior, and socialization, and totalitarianism. Covers the nature of law, sovereignty, international politics, bureaucracy, race relations, and contemporary political issues.

Prerequisite: None

Testing: All classwork and tests are completely online.

Additional Software or Hardware Requirements: None

Offered: Fall, Spring and Summer I semesters

PL 104 Introduction to Law (3 credits)

Study of common-law heritage, constitutional, civil, and criminal law, as well as law of evidence, courts, and civil and criminal law procedures.

Prerequisite: None

Testing: All classwork and tests are completely online.

Additional Software or Hardware Requirements: None

Offered: Fall semesters

PL 209/CJ 209 Terrorism and Political Violence (3 credits)

This is an introductory course in terrorism studying terrorist groups and individuals, terrorist origins, goals, dynamics, ideologies, counter-terrorism, and homeland security. Work in this course involves examination of the structure and dynamics of terrorism in America, Europe, the Middle East, Latin America, Asia, and Africa. Terrorist weapons, strategies and tactics, the hot spots from which they evolve, the ways they operate and receive funding, their use of the media, and theories of counter-terrorism are all covered. The history, present, and future of terrorism are equally emphasized.

Prerequisite: CJ 101, 111 or FS 101 or PL 101

Testing: All classwork and tests are completely online.

Additional Software or Hardware Requirements: None

Offered: Fall semesters

PS 101 Introduction to Psychology (3 credits)

Explores the general principles and theories of psychology, history and methodology, sensation, perception, learning, memory, motivation, emotion, intelligence, personality, and the physiological basis of behavior. Students taking PS 101 Honors must enroll in PS 101 Honors Seminar.

Prerequisite: None

Testing: All classwork and tests are completely online.

Additional Software or Hardware Requirements: Adobe Acrobat Reader

Offered: Fall, Fall Express II, Spring, Spring Express II and Summer I semesters

PS 201 Child Psychology (3 credits)

Explores child development from prenatal life through adolescence with an emphasis on biological, motor, cognitive, emotional, moral, and social development.

Prerequisite: Completion of PS-101 with a grade of "C" or better.

Testing: All classwork and tests are completely online.

Additional Software or Hardware Requirements: Adobe Acrobat Reader

Offered: Fall and Spring semesters

RL 101 Comparative Religion (3 credits)

Survey of our attempt to understand ourselves, nature as a whole, and our social role in the cosmos. All major religions, both Eastern and Western, are examined: Hinduism, Buddhism, Taoism, Christianity, Judaism, and Islam. Topics are discussed as they relate to the religious world view, including the ethical dimension of religion, the philosophical attempt to prove God's existence by reason alone, and three contemporary challenges to the Religious Weltanschauung from Freud, Marx, and Einstein. NOTE: Does not promote religion nor proselytize any religious belief in particular.

Prerequisite: None

Testing: All classwork and tests are completely online.

Additional Software or Hardware Requirements: None

Offered: Fall, Spring and Summer I semesters

SC 102 Health and Nutrition (3 credits)

Introduction to health and health problems as related to nutritional deficiencies and excesses. Covers such topics as the role of nutrients in

bodily functions, obesity, heart disease, maternal and childhood nutrition, food fads, social and cultural influences on eating patterns, and economic factors related to health and nutritional problems in the world.

Prerequisite: MA 004

Testing: This course requires students to take the final exam in person at an approved PCCC site.

Additional Software or Hardware Requirements: None

Offered: Fall, Spring and Summer I semesters

SC 104 Environmental Science (4 credits)

Provides an introductory survey of man-made and naturally caused environmental problems and their proposed solutions. Topics such as river pollution, chemical hazards, the atmosphere, ecosystems, energy, recycling, and endangered species are presented and discussed from a scientific perspective. The laboratory component includes the scientific method as a means of investigating the environment, some laboratory analysis, field study methods, as well as computer simulations. Meets science requirement(s) for liberal arts and other majors requiring a science course or course - elective for science and allied health majors.

Prerequisites: MA 005 or MA 007

Testing: This course requires students to take the final exam in person at an approved PCCC site.

Additional Software or Hardware Requirements: Computer speakers or headphones; PowerPoint Viewer; media player capable of playing mp3 audio files and video files. Students will be asked to take 4-5 self-directed field trips per semester.

Required access code for digital material in online course is available by direct purchase over the internet from the textbook publisher only.

Offered: Fall, Fall Express II, Spring, Spring Express II and Summer I semesters

SC 105 Principles of Astronomy and Space (4 credits)

Astronomy and qualitative and quantitative means of describing the general nature of the physical universe and its dynamic process. A study of the planets, the solar system, stars and galaxies. Covers the laws of physics and chemistry that govern the movements and composition of the physical universe and historical aspects of the development of the science of astronomy.

Prerequisites: MA 005 or MA 007

Testing: This course requires students to take the final exam in person at an approved PCCC site.

Additional Software or Hardware Requirements: None

Offered: Fall, Spring, Summer I and Summer II semesters

SC 108/GIS 101 Fundamentals of Geographic Information Systems I (4 credits)

Fundamentals of Geographic Information Systems (GIS) covers basic topics in storing, retrieving, mapping and analyzing different types of data (scientific, political, cultural, economic, etc.) with ESRI and ArcGIS software. Students will learn the basic use of GIS and be exposed to how applications are used in various disciplines and employment settings. Labs include class use of the software and WebCT facilitated projects.

Prerequisite: None

Additional Software or Hardware Requirements: None

Offered: Fall and Spring semesters

NOTE: This is a hybrid course! Three credits of lecture are conducted online. The one credit of lab must be completed in-person, on-campus on a scheduled day and time each week.

SC 110 Meteorology (4 credits)

Introduction to the principles of weather observation, analysis and forecasting using the latest computer and Internet technology. The students learn to interpret satellite imagery; study weather systems as they develop. A comprehensive analysis of severe atmospheric events such as snowstorms, hurricanes, thunderstorms and tornadoes is used to give students a basic understanding of weather that they can apply to real situations.

Prerequisites: MA 005 or MA 007

Testing: This course requires students to take the final exam in person at an approved PCCC site.

Additional Software or Hardware Requirements: None

Offered: Fall and Spring semesters

SC 201 Basic Pharmacology (1 credit)

This course cover the basic categories of drugs and their effects on human physiological systems. Pharmacological actions, effects and typical uses, and the associated terminology are also emphasized.

Prerequisites: BS 100 or BS 103

Testing: All classwork and tests are completely online. **Additional Software or Hardware Requirements:** None
Offered: Fall semesters.

SO 101 Introduction to Sociology (3 credits)

Study of the basic concepts in social interaction, analyzing selected aspects of the immediate culture, defining and evaluating the individual personality in inter-group relations, social organization and processes, and elements of social control and deviance in a changing society.

Prerequisites: None

Testing: All classwork and tests are completely online.

Additional Software or Hardware Requirements: None

Offered: Fall and Spring semesters

SO 102 Institutional Racism (3 credits)

This course follows a historical approach to the evolution of racism, the identification of racism and a study of power and control in America's major institutions.

Prerequisites: SO 101

Testing: All classwork and tests are completely online.

Additional Software or Hardware Requirements: None

Offered: Will be offered for the first time in the Spring, 2010 semester

SO 203 Marriage and Family (3 credits)

Comprehensive cross-cultural treatment of the family, its organizations, and its variations throughout the world. After analyzing the family as a universal social institution, the contemporary American family, using the sociological perspective, is studied.

Prerequisites: None

Testing: All classwork and tests are completely online.

Additional Software or Hardware Requirements: None

Offered: Fall and Spring semesters

SP 101 Elementary Spanish I (3 Credits)

Uses a comprehension-based proficiency approach to the acquisition of Spanish. Pronunciation, vocabulary, and grammar are presented audio-visually in a natural, culture-based context through the continuous story line of *Destinos*, a Spanish soap opera. Students practice speaking, writing, and reading skills while developing a high level of listening comprehension. In addition to the language skills, students develop cultural knowledge and

awareness of the Spanish-speaking world. For those whose native language is not Spanish.

Prerequisites: *This course is only for those whose native language is not Spanish.*

Testing: *This course requires students to take the final exam in person at an approved PCCC site.*

Additional Software or Hardware Requirements: *Skype software strongly recommended*

Offered: *Fall and Spring semesters*

SP 102 Elementary Spanish II (3 credits)

A continuation of Spanish 101 with great emphasis on developing oral communication. Through the Destinos soap opera format, students increase their Spanish language skills and knowledge of Hispanic cultures. For those whose native language is not Spanish and have had two years of high school Spanish or SP 101.

Prerequisite: *SP 101 or two or more years of high school Spanish.*

Testing: *This course requires students to take the final exam in person at an approved PCCC site.*

Additional Software or Hardware Requirements: *Skype software strongly recommended*

Offered: *Fall and Spring semesters*