

BERGEN COMMUNITY COLLEGE

COMPOSITION AND APPROVAL OF COURSE DESCRIPTIONS

To help insure that all course descriptions appearing in the Bergen Community College catalog are clear, concise, accurate, and correct, the Faculty Senate approved the following policies and procedures in February 1996:

CONTENT OF COURSE DESCRIPTIONS

All course descriptions appearing in the BCC catalog

1. Should be as brief as possible but no more than 75 words, including all articles and prepositions.
2. Should be descriptive but not necessarily comprehensive in presenting course content.
3. Should be written in complete sentences, employing parallel structure wherever appropriate.
4. Should be written in the present tense and predominantly in the active voice.
5. Should be grammatically and stylistically correct. The recommended reference for questions of grammar and style is *The Beacon Handbook* (current edition: Robert Perrin, *The Beacon Handbook and Desk Reference*, Houghton Mifflin, 6th spiral ed., 2002).
6. Should avoid sexist language and technical jargon, if possible.

RELATED PROCEDURES

All course descriptions appearing in the BCC catalog

1. Should be written according to the guidelines presented above.
2. Should be reviewed and revised by the Curriculum Committee before being forwarded to the Senate.
3. Should be reviewed and revised by the Senate before final action is taken.
4. Should be reviewed and revised by the Senate Course Description Editor after final Senate action.
5. Should be reviewed and revised by the Senate Course Description Editor prior to final printing in the catalog.

EXAMPLES*

The following is a list of currently existing course descriptions that, for the most part, conform to the above guidelines.

PHR-101 INTRODUCTION TO PHILOSOPHY is a study of the basic problems and methods of philosophical inquiry, concentrating on the works of such major thinkers as Plato, Aristotle, Augustine, Aquinas, Descartes, Hume, Kant, Hegel, Marx, Kierkegaard, and Sartre. Topics of discussion include the nature and limits of human knowledge, the existence of God, the differences between right and wrong conduct, the nature of the good life, and the meaning and value of human existence.

3 lectures, 3 credits

General Education Course

SOC-101 SOCIOLOGY is an examination of the culture and structure of human societies. The course focuses on social groups and institutions, their norms and controls, and how and why they change. Topics of discussion include the family, education, deviance, race and ethnicity, gender roles, social change, and social inequities.

3 lectures, 3 credits

General Education Course

CHM-100 INTRODUCTION TO GENERAL CHEMISTRY is designed to give non-science majors an awareness and an understanding of the fundamental concepts of modern chemistry. Topics covered include measurement, atomic theory, chemical bonding, the periodic table, chemical reactions, and stoichiometry. The course includes a writing and communications requirement that relates the topics covered to a broad historical, social, and cultural context.

3 lectures, 3 labs, 4 credits

Prerequisite: MA-011 or a passing score on the New Jersey Basic Skills Placement Test (Computational Sections Only)

General Education Course

MAT-150 ELEMENTARY STATISTICS is a study of frequency distributions, measures of central tendency and dispersion, probability, the normal distribution, sampling and sampling distributions, the central limit theorem, confidence interval estimation, and hypothesis testing.

3 lectures, 3 credits

Prerequisite: MAT-031/032 sequence or MAT-035 or equivalent by testing.

General Education Course

ENV-108 HAZARDOUS WASTE SITE OPERATIONS combines classroom and hands-on field work to teach the student how to operate safely and within the OSHA 1910.120

* This section has been modified to reflect changes in course descriptions since 1996.

(HAZWOPER) regulations. The course examines occupational health and safety issues, medical surveillance programs, site health and safety plans, emergency response plans, adequate illumination and sanitation, hazard communication, and rights and responsibilities of employers and employees under OSHA and EPA laws.

3 lectures, 3 credits