

## II.H. A Profile of the Institution

### II.H.1. Degree and Certificate Programs

Type of Degree	Program
<u>Associate in Arts (AA)</u>	<ul style="list-style-type: none"> <li>● <b>Liberal Arts</b> <ul style="list-style-type: none"> <li>○ Anthropology Option</li> <li>○ Communication/Broadcasting Option</li> <li>○ Communication/Journalism Option</li> <li>○ Dramatic Arts Option</li> <li>○ Elementary/Secondary Education Option</li> <li>○ English Option</li> <li>○ History Option</li> <li>○ Pre-Law Option</li> <li>○ Psychology Option</li> <li>○ Sociology Option</li> </ul> </li> </ul>
<u>Associate of Fine Arts (AFA)</u>	<ul style="list-style-type: none"> <li>● <b>Studio Arts</b> <ul style="list-style-type: none"> <li>○ Design Option</li> <li>○ Photography Option</li> </ul> </li> </ul>
<u>Associate in Science (AS)</u>	<ul style="list-style-type: none"> <li>● <b>Accounting</b></li> <li>● <b>Business Administration</b></li> <li>● <b>Criminal Justice</b></li> <li>● <b>Environmental Studies</b></li> <li>● <b>Health Science</b></li> <li>● <b>Human Services</b></li> <li>● <b>Science/Mathematics</b> <ul style="list-style-type: none"> <li>○ Biology Option</li> <li>○ Chemistry Option</li> <li>○ Computer Science Option</li> <li>○ Engineering Option</li> <li>○ Information Systems Option</li> <li>○ Mathematics/Physics Option</li> <li>○ Pre-Medical/Dental Option</li> <li>○ Pre-Nutrition/Dietetic Option</li> </ul> </li> </ul>
<u>Associate in Applied Science (AAS)</u>	<ul style="list-style-type: none"> <li>● <b>Automotive Service Technology</b></li> <li>● <b>Business Management</b> <ul style="list-style-type: none"> <li>○ E-Commerce Option</li> <li>○ Hotel &amp; Restaurant Management Option</li> <li>○ Information Specialist Option</li> <li>○ Marketing Option</li> </ul> </li> <li>● <b>Child Developmental Specialist</b></li> <li>● <b>Community Care</b></li> <li>● <b>Computer Information Systems</b></li> <li>● <b>Fire Science Technology</b></li> <li>● <b>Graphic Design</b> <ul style="list-style-type: none"> <li>○ Gaming Option</li> </ul> </li> <li>● <b>Health Information Technology (PCCC)</b></li> <li>● <b>New Media Communications</b></li> <li>● <b>Nurse Education Program (PCCC)</b></li> <li>● <b>Paralegal Studies</b></li> <li>● <b>Respiratory Therapy</b></li> </ul>

**Professional Certificates**

- Automotive Service Technology
- Child Development Specialist
- Computer Information Systems
- Computerized Accounting
- Fire Science Technology
- Interactive Design
- Paralegal
- Web Publishing

***II.H.2. Other Programs***

**Access Programs**

- GED/ABE Study Programs
- Academic Support Services
- Disabilities Assistance Program (DAP)
- English as a Second Language (ESL)
- Developmental Studies Courses

**Allied Health Career Training Certificates**

- Medical Assistant
  - Medical Coding and Billing
  - Professional Medical Coding
  - Medical Office Assistant
  - Medical Transcription
  - Surgical Technology
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### **Corporate and Community Education Training Certificates**

- Alternate Route Teacher Certification – New Pathways to Teaching in New Jersey
- Building Inspector RCS, ICS, HHS
- Certified Substitute Teacher
- Child Development Associate/Certificate
- Computer Software (Microsoft Word, Excel, Access, PowerPoint, FrontPage)
- Construction Official
- Emergency Management & Homeland Security
- Emergency Medical Technician
- Firefighter 1, 2, 3
- Fire Protection Inspector HHS
- Food Safety for Food Handlers HHS
- Introduction to AutoCAD 2D
- Legal Secretary
- Modern Office Administration
- Personal Training
- Plumbing Inspector ICS, HHS
- Professional Development Program for Teachers
- Project Management – Online
- Real Estate Broker
- Real Estate Pre-licensing
- Reki I, II, III Certification
- ServSafe® 1 Day Training
- Small Business Management
- Subcode Official
- Web Design

### **Academic Initiatives**

- Early College Advantage Program (*Formerly the High School Credit Bank Program*)
  - Articulation Agreements for various majors with:
    - Caldwell College
    - Centenary College
    - East Stroudsburg University
    - Felician College
    - Montclair State University
    - New Jersey Institute of Technology
    - Richard Stockton State College
    - William Paterson University of New Jersey
  - The College for Working Adults
  - Dual Admission Agreement with Fairleigh Dickinson University
  - Partnership Agreements with:
    - The College of St. Elizabeth
    - Fairleigh Dickinson University
    - Seton Hall University
  - The University Center Partnership with Felician College
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### **Profile of Corporate and Community/Continuing Education**

Providing a venue for life-long learning, Sussex County Community College offers a full range of programs through its Corporate and Community Education (CCE) division. These programs are dedicated to providing learning opportunities to area residents and local businesses. With a host of multi-faceted programs to enhance work and technology skills, CCE provides educational possibilities in areas such as art and culture, finance, childhood development, health and wellness,, computer technology, personal enrichment and professional development. CCE provides local businesses with computer technology, business operations and customized employee training either on campus, or at the business site.

CCE tailors its offerings for both business and individual needs based on data derived from a variety of sources. Information is obtained through student and employer input and surveys, through data collected from local government and business groups, and through personal interaction with the community. Professional Development Courses have been added to target the public school teachers and their administrators. CCE's partnership with the New Jersey Department of Education allows us to be a Professional Development provider. CCE offers programs to people who are seeking entry-level jobs that require specific course work or certification; those who need continuing education in order to stay competitive in their present positions. CCE also, in conjunction with the Sussex County Chamber of Commerce, offers several business oriented seminars.

CCE works closely with the New Jersey Department of Labor, the Morris/Sussex/Warren Workforce Investment Board and the Sussex County Economic Development Partnership to retain and attract businesses as well as to develop the local labor force. CCE contributes to the enhancement of business creation and development by providing quality post-secondary technical and other career education. This is provided on a continuous basis throughout the working career of local employees.

Corporate and customized training is a significant focus for CCE as part of its commitment to be a community resource for the enhancement of the county's economy, businesses and workforce. CCE provides area employers with corporate and customized training programs conducted either at the company's worksite, or at the College's campus. Corporate and customized training initiatives assist area employers to retain employees through the upgrading of their skills to meet the ever-changing technology and business demands. Working with the local business community and the New Jersey Department of Labor, the Morris/Sussex/Warren Workforce Investment Board and the Sussex County Economic Development Partnership, CCE seeks to identify individual businesses and workers who would benefit from this training. CCE's customized training program offers specific training adapted to the individual needs of a business.

Entrepreneurial courses and seminars offered by CCE address issues and problems facing small businesses today. These offerings cover many topics of concern for small businesses, such as e-commerce, financing, marketing, importing & exporting, and tax implications. The Centenary College Small Business Development Center, also hosted by CCE, provides management consulting and training Programs in partnership with the

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U.S. Small Business Administration and the New Jersey Commerce and Economic Growth Commission.

Thanks to a grant from the USDA/Rural Development, Sussex County Community College was able to create USDA Entrepreneurial Center. Our Mission: To create a resource center to assist entrepreneurs in Sussex County that will be supported by technology, counseling and other assets in order to stimulate economic growth. Our Center is significantly enhancing the level of assistance and education to that of a limited business incubator as follows:

1. Print and electronic media available for reference to the public at the Sussex County Community College Library.
2. Free consultative services offered by the Centenary College Small Business Development Center and SCORE.
3. Educational programs which include the NJSBDC Entrepreneur Certificate Program, NJ Department of Labor seminars, workshops conducted by Centenary College Small Business Development Center, and business seminars co-sponsored by the Sussex County Chamber of Commerce.
4. Set-up for research, marketing and advertising campaigns, accounting, tutorials, and e-learning.
5. Free public resources distributed at the Center.

Businesses will have access to information and training on key areas such as setting up a corporation, taxation issues, business planning, financing, market research, recordkeeping, and human resource management.

The Center has the following equipment and resources:

- Personal Computers, phone lines, printers, copiers, and other equipment and supplies to simulate office space.
- Internet access to public domains for U.S. Census, labor and market data, and other public and web-based economic development data.
- Publications and subscription databases which supplement additional reference materials and trade magazines purchased with grant funds for the Sussex County Community College Library.
- Furnishings as appropriate for individual research, client counseling services and small training groups.

Small businesses or individuals using the Center's services will be given access to the equipment and resources at the facility under the supervision and direction of Corporate and Community Education at Sussex County Community College. The Center will be open to the public by appointment, Monday to Friday from 9:00 a.m.-9:00 p.m. Visit <http://sussex.edu/cce/usda/> for more information.

Education should be a lifelong process, and adults over the age of 50 are the most rapidly increasing age group in the country. CCE addresses the educational needs of this segment of the population through a variety of courses and seminars. The topics presented include

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computers, the Internet, money management, fitness and art. Additionally, CCE sponsors a day dedicated to lifelong learning. *Senior Day* provides workshops, motivational speakers, and entertainment that encourage this population to come to SCCC and perhaps take a course.

Personal enrichment courses and seminars offered by CCE are a wonderful opportunity for the community to explore interests and become part of a learning environment that is fun and stimulating. CCE offerings such as yoga, guitar, photography, video photography, art, fly fishing, and dance can enrich the lives of members of the community and provide stress relief.

Alternate Route for Teacher Certification: New Pathways to Teaching in New Jersey. In our third year of this program, forty one students will successfully graduate to work towards their teacher certification in June 2006. By partnering with New Jersey City University, we offer students an opportunity to earn fifteen graduate level credits upon completion of this program. The program consists of two stages, one in the summer semester and the second one in the fall through spring semesters. Many of the students in the program have already found full-time teaching positions. We expect tremendous growth in this program as the demand for teachers is very high throughout the State.

In December 2008, SCCC/CCE entered into an agreement with Seton Hall University to offer their MA/EdS program in Educational Leadership for certified teachers in this area, leading to Principal and Supervisor certification. This two year cohort program is based on a hybrid learning model and requires only two weekends per semester at the SCCC campus with the rest of the classes online. Tuition is nearly 25% less than the SHU main campus for the same program. The first cohort will be beginning on September 18, 2008 with teachers from many school districts in Sussex County. CCE plans to expand marketing this program to neighboring counties.

The Educational Technology Training Center provides educational technology professional development for Sussex County teachers. CCE is partnered with the New Jersey Department of Education to serve as the Lead Educational Administrator (LEA) for Sussex County. ETTC was established in each of the state's 21 counties to prepare New Jersey teachers for the 21<sup>st</sup> century classroom. Its primary mission is to provide educators and staff with training programs and activities which will ultimately allow every student in the State equal access to technology, distance learning, and preparation for achieving New Jersey's Core Curriculum Content Standards. These unique and practical training programs are designed to meet the changing roles of K-12 teachers. Each course is designed so that the experience level and specific needs of each participant are accommodated.

The Public Safety Training Academy (PSTA) offers relevant, quality training and educational programs and opportunities to firefighters (Firefighter 1, Firefighter 2, and Fire fighter 3 courses), law enforcement officials, emergency medical personnel, government employees and the general public in all aspects of public safety. Most of the training is free of charge to department personnel.

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CCE contributes to the enhancement of business creation and development by providing quality post-secondary technical and other career education that is accessible on a continuous basis, throughout the working career of local employees. CCE provides local businesses with training in computer technology, business operations, finance, supervision, team building, ESL and other customized employee training. These trainings can occur either on campus, or at the business sites. Corporate and customized training initiatives assist area employers to retain employees through upgrading their skills to meet the ever-changing technology and business demands. Working with the local business community and the New Jersey Department of Labor, Morris / Sussex / Warren Workforce Investment Board, Sussex County Chamber of Commerce & Economic Development Partnership, and the Centenary College SBDC, CCE seeks to identify individual businesses and workers who would benefit from this training. CCE's customized training program offers specific training adapted to the individual needs of a business.

At SCCC/CCE offices, Centenary College SBDC counselors provide small business entrepreneurs with:

- \* Free one-on-one management consulting
- \* Affordable training and seminars
- \* Access to publications, reference materials, and small business resources

Appointments are available for anyone to meet with SBDC counselors every week at one of our rooms in the main campus.

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